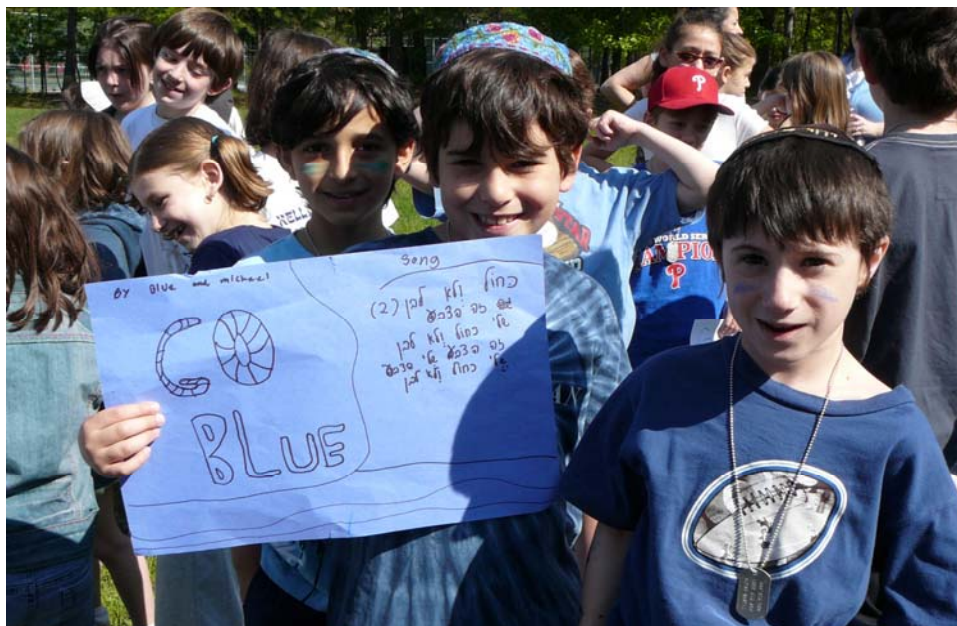




**Welcome to Kellman Brown Academy. Parents and teachers are partners in a child's education. We hope this handbook is helpful in providing information that benefits growth and development in our students.**

### **Mission Statement**

Kellman Brown Academy, a member of the Solomon Schechter Day School Association, subscribes to the principles of the Association as the educational day school system of the Conservative movement. This is an approach to Judaism marked by a commitment to Jewish traditions combined with an enthusiasm for innovation and creativity in Jewish life. We are devoted to the sacred task of Jewishly educating responsible, thoughtful and sensitive human beings who enrich and inspire others with their integrated identity as Jews, as Americans, and as members of the human family. We are committed to excellence in General Studies as well as Judaic Studies and to the promotion of higher level thinking in all learning endeavors. Our school is a community day school and is fully pluralistic in orientation. We welcome all Jewish children from a variety of backgrounds whose families can identify and share in our mission and our goals as a Solomon Schechter school. Through our program, we seek to reach beyond the classroom to involve home, family and community.



# KELLMAN BROWN ACADEMY

## BOARD OF TRUSTEES

### OFFICERS

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Aaron Greenberg, Vice-President  
Judi London, Vice-President  
Eric Shore, Vice-President of Development  
Bob Belfer, Financial Secretary  
Cindi Hasit, Secretary  
Amy Clayman, Calendar

### MEMBERS OF THE BOARD

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Rabbi Jeffrey Arnowitz  
\*\*Andrew Barnett, Advisor  
Vivian Barnett  
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Susan Trager

Jana Gelernt, PTG Co-Chair  
Haleh Rabizadeh, PTG Co-Chair

\*\* = EX-OFFICIO

### ADMINISTRATION

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Rabbi Isaac Furman

**Acting Executive Director**  
Susan Detwiler

**Director of Education**  
Selma R. Roffman

**Director of Finance**  
Jennifer Greenberg

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**Director of Admission**  
Stephanie Specter

**Dir. Of Programming & Marketing**  
Josh Fineblum

## **Faculty**

Our faculty is made up of over 40 creative individuals of diverse talents and teaching styles. Teachers at Kellman Brown are devoted to their students and our school. They provide individual attention and instruction, respecting the unique work of each child. The student is encouraged to learn at his or her own pace. Teachers make every effort to stimulate and motivate, helping each student reach his or her highest potential.

Many of our Judaic and General Studies teachers hold advanced degrees. Kellman Brown Academy places a high priority upon assisting its professionals in continuing their education. By becoming a community of learners, we model for our children the most important enterprise of our school community and of Judaism -- lifelong learning.

The special Kellman Brown atmosphere of involved learning in a warm and caring environment is created by our talented faculty. Team meetings enable teachers at each grade level to plan jointly to address individual needs.

The following is a list of categories of our enrichment and support personnel:

- Art Teacher – Works with students to develop their appreciation for art and artists. Classes are designed to give students an opportunity to work in a wide variety of fine arts media.
- Assistant Teachers – Work with small groups of students and assist our faculty.
- Drama Director – Conducts a school dramatic musical production annually.
- Coordinator of Student Services – Meets with students, consults with faculty, county consultants, administration and families regarding individual or group learning plans.
- Coordinator of Programming – Responsible for planning and organizing special programs and Jewish celebrations.
- Learning Specialist – Supports and enriches students in small group settings, and works with teachers, classes and families to provide academic growth.
- Music Teacher – Meets with each class to teach music theory, appreciation and song.
- Physical & Health Education Teacher – Meets with each class two periods a week to provide physical education activities and health education. Preschool attends classes once a week. The physical education teacher also coordinates afterschool athletic activities.
- Science Specialist – In addition to teaching students, works with teachers and their classes to develop a love and appreciation for Science within the classroom and Science Lab.
- “TROP” instructor – Teacher meets with older students on a weekly basis to teach cantillation and synagogue skills.
- Technology Instructor – Works with teachers and students to develop computer skills and integrates technology into classroom curricula.

**The Kellman Brown Academy Family Handbook provides parents with valuable information regarding school policies, procedures and programs. As a private Jewish Day School, we are able to enjoy a warm, family-type environment. Working together as a community, we strive to provide the best possible secular and Judaic education available for those we treasure most – our children.**

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# **THE SCHOOL**

## **PHILOSOPHY**

At Kellman Brown Academy we are committed to cultivating the spiritual lives of our children through the teaching of mitzvot and a dedication to academic excellence through the teaching of leadership skills, critical thinking skills and healthy self-esteem in each individual student. The soul of all our programs is our faculty. Consequently, intensive staff development is a central component of our school with faculty striving always to grow and learn.

Our academic program is intellectually challenging. It maintains high standards for the school while paying attention to the needs of the individual child. Differentiated instruction – meeting the needs of students with a wide variety of academic levels, learning styles, interests, and talents – is a cornerstone of our approach to education. Cooperative learning with flexible and fluid learning groups is a regular part of classroom life, alongside opportunities for full-class instruction and discussion as well as experiences in which students are able to work on their own.

In keeping with the religious outlook of the Conservative Movement, which combines traditional *Halachic* observance with a modern evolutionary outlook, we emphasize that *Mitzvot Maasiyot*, the norms of traditional observance. They are a necessary part of the fullest expression of Jewish life and daily forms of observance such as Kashrut, Tefilla and Brachot are incorporated into the school day. We believe it is our task to instill Jewish moral values in our students including respect and concern for others, honor of parents, honesty, hospitality, care of animals and nature, and love of learning. The creation of the State of Israel is one of the seminal events in Jewish history. Recognizing the significance of the State and its national institutions, we seek to instill in our students an attachment to the State of Israel and its people as well as a sense of responsibility for their welfare. While emphasizing an involvement in the Jewish community and the State of Israel, we attempt to develop an attitude of respect and concern for America and its values and to promote understanding and good will toward those of other faiths.

We view the Hebrew language as an essential key to be used to open the door to Jewish culture and history and to make possible a familiarity and facility with such classical texts as the Bible, the Mishneh, the Talmud and the Siddur.

## **HISTORY**

Kellman Brown Academy, a Solomon Schechter Day School, was established in 1959 with programs offered from Nursery through grade 8. The school is founded upon the principle of integrated secular and Judaic curricula provided in a challenging and supportive environment. The goal of the dual curriculum is to produce well-educated ethical individuals who will enjoy success in future study and who will become valuable contributors to the American and Jewish communities.

# **THE CHILD AT SCHOOL**

## **SCHOOL HOURS**

Preschool 2, 3 and 4                      8:45 - 11:30 AM\*  
K to Grade 8                      8:30 AM - 3:30 PM/3:00PM Fridays

\*Extended lunch program is available daily through 12:30 PM and afternoon enrichment programs are available through 3:15 PM (2:45 PM on Fridays).

## **TRANSPORTATION**

**The Academy does not provide transportation.** The local school boards have the option of providing transportation or allowing a financial allotment per child per year for youngsters from Kindergarten through 8th grade. An application for transportation must be filed with your local school district and you must live more than a mile from school. Families are responsible for providing their own transportation unless otherwise notified by the school district.

Students who are transported by bus must adhere to the following rules. Students will be removed from the vehicle if any of the regulations are disregarded. It is the family's responsibility to discuss rules with children and impress upon them the grave consequences. The bus driver may issue a behavior slip which may result in suspension from bus privileges. In addition, the school administration reserves the right to suspend students from riding the bus if their behavior is reported as being inappropriate.

1. While riding the bus, students are under the jurisdiction of the bus driver.
2. Do not leave the bus once you enter it.
3. Remain seated with seat belts on while the bus is in motion.
4. Avoid distracting the driver's attention with loud talking and unnecessary confusion.
5. Keep head, arms, hands and all possessions inside bus.
6. Avoid cluttering up aisle with books, gym bags, etc.
7. Children who do not ride a bus are ineligible to ride a bus to a friend's home.
8. Due to insurance restrictions, school districts will transport ONLY those students who are registered. If a schoolmate is accompanying a child home and does not usually ride the bus, families must provide the transportation that day.

**\*\*Students switching buses within the same school district (Cherry Hill) must have signed notes from both families for the bus driver giving parental permission for the child to ride the bus that day.**

## **PUNCTUALITY AND SCHOOL ARRIVAL PROCEDURES**

One of the keys to maintaining the calm, purposeful atmosphere of the school is a punctual, unhurried start to each school day. To facilitate this, parents who bring their children to school may arrive anytime beginning at 7:50 am. Students arriving between 7:50 am and 8:25 am should use the side bus entrance and go directly to the lunchroom and sit with their classes. A teacher will be on duty in the lunchroom to monitor students. Teachers pick up classes promptly at 8:25 am. Classes officially begin at 8:30 am.

Early morning drop-off program – Families register to enroll their children in a before-school care program. There is a fee for this service. More information is available in the Kids' Club packet. Only registered students may participate in the early morning program.

**Preschool** – Students arriving between 7:50 am and 8:10 am report to the lunchroom. Students arriving after 8:10 am may proceed directly to their classrooms in the Preschool wing.

Any student who arrive after 8:25 am are to enter the school through the front doors and go directly to their classrooms, unaccompanied by parents.

Carpool students who arrive after 8:30 am must stop by the receptionist desk, sign in the LATE ARRIVALS book, and obtain a LATE PASS to present to their first period teacher.

## **DISMISSAL PROCEDURES**

### Middle School:

Students who ride the bus will be dismissed from the classrooms at 3:25 pm, then go to wait in the bus lines in the Gym. Teachers will dismiss students to their buses.

### Lower School:

Students who ride the bus report to the Gym and wait in their bus lines. Teachers will dismiss students to their buses.

### Carpools:

Students who are picked up from school will be dismissed from their classrooms at 3:30 pm from the main foyer. Students are to be picked up from the front of the school building. Parents are to wait in their cars in the carpool line and their children will be brought out to them.

In order to ensure an orderly and safe dismissal, **NO PARENTS WILL BE ALLOWED IN THE SCHOOL HALLWAYS DURING DISMISSAL.** Carpool students are dismissed from the main lobby and supervised until 3:45 pm. Students remaining late are sent to our Kellman Brown Kids' Club and parents will be charged for this.

## **EARLY DISMISSAL AND PICK-UP CHANGES**

If you are taking your child from school early on a given day, please send a note to the teacher in the morning so that the office is aware of the change in schedule. Please come to the office, sign the **Early Dismissal Book** and we shall get your child from class. **Teachers have been instructed not to release students to parents.** Try to avoid doctors' appointments during school hours since students are responsible for work missed. **Under no circumstances may a parent go directly to a classroom to pick up a child.**

1. If an individual other than the usual adult is going to pick up your child early from school, notify the school office in advance, preferably **IN WRITING**. For reasons of safety, the office staff will not dismiss a child to anyone other than the regular adult unless notified. If a child does not have a note, the child will be sent home in the usual daily manner.

2. If your child rides the bus and you opt to pickup, you must send a **WRITTEN** note to the child's teacher to keep your child off the bus. The teacher will inform the office of the change. Your child will be placed on the bus if we have no **WRITTEN** change in transportation. In case of unexpected and urgent situations, the office will accept verbal instructions for change from a parent via telephone. Otherwise the office must be notified of change **at least one hour prior to dismissal** to ensure that the instructions reach all necessary individuals. Exceptions will be made only in emergencies.

## **AFTER-SCHOOL PROGRAMS**

Extended care is an integral part of the day for Kellman Brown students. The after-school program consists of the following options:

- Kellman Brown Kids' Club – 3:30 to 6:00 pm, Monday thru Thursday (until 4:00/4:30 on Fridays)  
A relaxing fun club for homework and play. See details in our Kellman Brown Kids' Club packet. Snacks are provided.
- Instrumental Music Lessons
- Middle School Sports Teams: Basketball, Track & Field, Soccer
- Drama Club – September to December

## **PLANNING VACATIONS**

Families are requested to plan their vacations to coincide with school vacations as indicated on the school calendar. **It is the policy of the school that classroom teachers are not responsible for providing work for students who miss school for vacations.** Homework is posted daily on the Kellman Brown website.

## **PARKING LOT SAFETY PROCEDURES**

### ***Effective School Hours Only***

It is imperative that full attention and cooperation be given to the policy set forth. Our children's safety is at stake, and we urge you to be extremely cautious on the parking lot at all times.

**Mornings** – Drop off will be at the side entrance under the portico. We will greet students at the door and they will immediately go into the lunchroom. Preschool students should also enter there with an adult. If family members need to enter the building there is parking next to the side door and they, too, should enter there.

**Afternoons** – Busses – students exit at the side door.

-- Carpools – enter the parking lot at the Kellman Brown sign and drive around the lot until you are parallel with the front door. Each family will have a carpool card which includes the children's names and carpool number. Cars form a line. Students will be dismissed and helped into individual cars at the main entrance. Cars exit away from the busses to reach Laurel Oak Road. For quick pick up – Park along Laurel Oak Road and walk to the Main Entrance. The student will be dismissed directly to the carpool driver.

- Early morning drop off (7:50 am to 8:25 am) is at the side entrance doors. Students report to the lunchroom.

## SCHOOL CLOSING

In the event of a snow emergency or other weather-related emergency that necessitates the closing of school, the Academy will follow the schedule of the Cherry Hill Public School District. When Cherry Hill schools are open, so are we; when they close due to inclement weather, so do we.

School closings can be heard on the following news stations: KYW news/online, channels 3, 6, 10, Fox and local TV stations. Schools are identified by numbers: Kellman Brown 602, Cherry Hill Public Schools 551. Information about school closing will be posted on our website at [www.kellmanbrownacademy.org](http://www.kellmanbrownacademy.org), and an e-mail will also be sent to all families..

In the event that the Academy has cause for an emergency closing that is not related to Cherry Hill Public Schools, the above news sources would still be utilized as well as the Kellman Brown website and e-mail.

## SECURITY

School doors remain locked between 8:30 AM and 3:30 PM. If you notice an open door during these times, please notify the office immediately.

Any visitors to the building between 8:30 AM and 3:30 PM must proceed to the reception desk. Please enter through the front door and buzz to be let in. Visitors will be asked to sign-in the **VISITOR BOOK** and to wear a **VISITOR I.D. BADGE** while in the building. This rule applies to families and volunteers in addition to all other visitors. For our children's safety and security, it is imperative that you cooperate with these requests.

The school has developed a crisis plan, which includes an alternate location within walking distance of the school to which students would be evacuated, as needed. In the event of an emergency which requires the evacuation of students, families will be contacted as soon as possible with pick-up information.

Fire Drills are held monthly. Students are instructed in proper evacuation procedures. Fire safety instructors visit our school periodically to increase awareness of fire safety practices. The school also receives visits by members of local police forces who provide additional safety instruction.

**Cell phones and electronic games are not allowed to be used in school. Students who carry a cell phone or electronic game with them to school must keep them in their bookbags during the school day.**

## LOST AND FOUND

Families are asked to label all clothing. All unlabeled items found in school will be placed in a container in the lunchroom. Children and families should look there for missing articles. The contents of the container will be donated to a charitable organization from time to time.

## HEALTH

Children coming to school in the morning are assumed to be healthy enough to attend the full day's program, including recess and physical education. A child must stay home for **24 hours without medication** after fever, vomiting or diarrhea. If a child is seriously ill or injured, families will be notified immediately. If a family member or the designated emergency contact person cannot be reached, the Director of Education, school nurse or a staff member in charge will take appropriate action. Medical records and emergency information on file in the school office

must be kept current. The school must have your completed Emergency Form on file by the second week of school.

### ***Medication***

Please do not send in any medications to school with a note asking that the teacher, secretary or nurse give it to your child. **MEDICATION CAN ONLY BE DISPENSED BY THE SCHOOL NURSE WITH A SIGNED MEDICATION FORM FROM YOUR CHILD'S PHYSICIAN AND THE PARENT.** (If a parent is a physician, but not a pediatrician, please note that *your child's pediatrician must sign medication forms.*) This policy includes both prescription and over the counter drugs such as Tylenol, Advil, coughs medicines, cough drops and topical skin creams. The medication must be in the original pharmacy container, then a physician's signature is not required. There can be no exceptions unless you as a parent come to school to administer medication. The written order must include: *diagnosis, time to be given, dosage, length of time medication will be taken.*

Families must provide all medications (both prescription and over the counter). Inhalers are to be sent to school in the original pharmacy box. Students may not keep any medication with them in the classroom. They must bring it to the nurse's office as they arrive in school for the day. Children are never permitted to administer their own medication without adult supervision.

In the event of an emergency, 911 will be called to dispatch an ambulance. Families will be notified. It is the policy of the school to arrange for EMT personnel to transport students to the nearest hospital.

### ***Camden County Medical Policy***

State Law mandates a medical form to be on file prior to the start of school.

When a child contracts a contagious disease, the school must be notified at once. As appropriate, this information may be shared with the parents of other children. When a child is ready to return to school following a contagious illness, the parent must obtain a doctor's note stating that the child is free of contagion before the child will be readmitted to school. If a child has been running a fever, he/she may not return to school until he/she is free of fever for 24 hours. The same applies to a child who has been vomiting.

Physical examinations are required for incoming Kindergarten and 5th grade students. Height, weight, blood pressure, vision and hearing screenings are provided to each child annually as a service of the Camden County Department of Health. All students in grades 4 through 8 will be screened for Scoliosis (curvature of the spine).

A PPD1 Mantoux Tuberculin Test is required for any student who transfers in from another state or country.

All children entering or attending Kindergarten will be required to document one dose of varicella (chicken pox) vaccine and three doses of hepatitis B vaccine, in addition to the previously required doses of MMR, DTP, and polio vaccines.

### ***Pediculosis (Head Lice)***

Head lice are tiny insects that attach their eggs (nits) to the hair shafts and feed off blood from the scalp. Lice can be picked up from any close contact including sharing of combs, brushes, scarves, hats, caps or from rugs, pillows, sleeping bags and furniture. **It is not associated with personal hygiene.**

Families should be aware of lice, its manifestations, and regularly check their children's scalps. Hats, kippot, combs and brushes, and barrettes should not be shared.

Kellman Brown Academy has instituted a **no nit policy**. The student must be treated and may not return to school until all lice and nits are gone. The student must report to the nurse's office before being readmitted to class.

After returning from any international travel, students must report to the nurse's office prior to returning to class in order to be checked for lice.

Likewise, parents must notify the school if lice is discovered at home.

It is imperative that all families adhere to these guidelines in order to ensure the health and well being of our students.

## **HOMEWORK AND TESTS**

Homework serves two purposes: it provides additional practice on material taught in class and it helps develop independent study habits. Homework in the primary grades is a valuable tool for reinforcing classroom learning. We want our students to learn to work independently outside the classroom mastering the lessons taught.

We believe that homework is an integral part of the students' total educational experience. Homework should reinforce positive learning and be well-within a student's achievement range.

In the upper elementary grades and in the Middle School, the quantity of homework increases and includes long-term assignments such as reports and projects. At Back-to-School Night, teachers will discuss their expectations for homework. You should feel comfortable giving homework guidance to your child, but you should avoid excessive assistance. It is essential that families provide an appropriate environment and supportive materials for students to complete assignments. If your child seems consistently unable to complete assignments successfully, or feels burdened by homework, confer with his/her teacher. You play an important role in helping your child develop good study habits.

Our *Kids' Notes* assignment book helps students keep track of assignments and budget their time effectively. *Kids' Notes* are used in 3<sup>rd</sup> through 8<sup>th</sup> grades. It is distributed free of charge to each student. There is a \$10.00 fee to replace a lost *Kids' Notes*.

### ***Test Schedules***

A Weekly *Test and Project Calendar* for Middle School students is sent home in the Communication Folder. Please help your child plan out his/her study and project plans to avoid "cramming" for assignments.

### ***Responsibility for Homework and Tests During Absences***

For one school day absence, students are not required to make-up homework for the following school day, and homework need not be collected.

For extended absences, please call the office daily by 10:00 AM to ask to have your child's homework collected. Please indicate how homework will be sent home, i.e. with a sibling or another student or to be picked up by a family member.

Our teachers understand that a child may not be able to complete homework assignments when ill. Our teachers will use their discretion to work with you and your child to provide appropriate assignments.

In the case of a single-day absence, Middle School students who are absent on the day of a test are expected to make-up the test on the following day. In the case of extended absence, our teachers will use their discretion to work with you and your child to create an appropriate test make-up schedule.

## **Library/Technology Center**

The Kellman Brown library provides opportunities for formal and informal library experiences. If a student forgets to return a book to school on the designated date, families must assume responsibility for the overdue book. Parents or family members are encouraged to volunteer in the library either to share a story with a class or helping to shelf books. The computer lab is an active work area that is utilized by students and faculty daily.

## **DRESS CODE**

### ***Philosophy and Guidelines***

At Kellman Brown Academy we strive to create and maintain a positive and safe learning environment. Our appearance should similarly reflect our Jewish values. A student's attire and appearance should be clean, neat, respectful and modest.

- We are a school that promotes physical activity, art, dance, and free play. Clothing should allow for free movement and comfort.
- Stomachs and shoulders should be covered when standing or sitting. At least two inches of the upper arm should be covered.
- Clothes with offensive, suggestive or any other inappropriate content are prohibited.
- Undergarments should not be visible.
- Pants should not drag along the floor.
- For students in grade five and above, shorts and skirts must reach at least two inches above the knee, both standing and sitting. Cutoffs and skirts with long slits should not be worn.
- No pool or beach footwear may be worn. Open back shoes are hazardous during outdoor play and gym.
- Shoes with very high heels, dangling laces or other safety hazards should not be worn.
- Kippot are the only permissible head coverings.
- On Fridays, to honor and anticipate Shabbat, boys should wear collared shirts. These can be anything from polos, oxfords, rugby shirts, dress shirts, turtlenecks or sweaters. With the exceptions of blue jeans, all colors of jeans are acceptable along with slacks, chinos, corduroys and khakis.
- On Fridays, girls are expected to wear either dresses or skirts with appropriate tops. In cold weather, girls may choose to wear dress slacks in place of skirts.
- On special occasions, such as grade level ceremonies, Israel Independence Day and Yom Yerushalayim, students wear blue and white to celebrate. The Kellman T-shirt is frequently worn at special events.

### ***Oversight***

This policy will be enforced. The first time a student comes to school dressed inappropriately, we will keep the student in class. A phone call home will be made, and the school will supply an appropriate article of clothing. After that, noncompliance will lead to disciplinary steps. At minimum, we will ask the student's parent or guardian to bring a change of clothes while the student waits in the office. Beyond that, the appropriate consequences will be determined by the Administration. The school reserves the right to exercise discretion in determining appropriate and safe clothing.

## SCHOOL LUNCHES AND SNACKS

### ***Lunch and Recess***

- Nursery and Kindergarten students eat in their classrooms/lunchroom and enjoy outdoor recess from 11:30 AM – 12:30 PM.
- Students in grades 1-4 eat in the lunchroom and enjoy outdoor recess from 11:30 AM – 12:30 PM.
- Students in 5<sup>th</sup> grade eat lunch at 12:35 pm and enjoy outdoor recess at 12:00 pm.
- Students in Middle School eat in the lunchroom and enjoy outdoor recess from 12:35 PM– 1:20 PM.

**In inclement weather, students will have indoor recess and are offered additional activities.**

Children must bring a dairy or pareve lunch each school day unless they participate in the School Hot Lunch Program. Please check the weekly communication letter, Keshet Kellman for more information and order forms.

If a lunch is forgotten at home, please bring it to the office. Calls will not be made home for forgotten lunches. We shall see that your child receives a lunch.

Kellman Brown Academy is an experience in the traditional Jewish way of life. Eating together each day is an integral part of our educational program. Meals are preceded by **Ha-Motzi** and followed by **Birkat Ha-Mazon**. Snacks are preceded by the appropriate brachot.

We expect the proper decorum at lunchtime. Eating should be a pleasant, social experience. We stress proper table manners. Students are expected to eat mannerly and to clean up their places at the table after lunch.

*Our Preschool and Kindergarten classrooms are peanut-free zones. Consult with your children's teachers if you need help with food choices.*

### ***Snacks***

In addition, in kindergarten through fifth grade, teachers allow for a short snack time each morning. Teachers determine a snack policy and will inform you about bringing a snack for mid-morning. We encourage you to send healthy snacks. Candy is not permissible. For those students who bring snacks for the afternoon, please remember to bring a pareve snack on those days when a meat lunch is served.

Parents are expected to use foods with kosher ingredients only and to prepare lunches in accordance with standards of *Kashrut*. Please refer to the ***Kashrut Guidelines*** listed in the Religious Observance section of this Handbook.

## **STUDENT BEHAVIOR**

As part of our concern for the quality of life at Kellman Brown, we have given special attention to behavioral norms throughout the school day. Students of Kellman Brown Academy are immersed in the learning of Torah and the observance of Mitzvot. Kellman Brown parents, faculty and students must be held to a high standard of behavior toward their peers, adults, authority, property and rules and regulations. This expectation assumes a standard of behavior and responsibility.

Our intention is to encourage a self-awareness and self-discipline in the students so they can take responsibility for their own actions. When behavior problems occur, we make every effort to address the situation in school. In cases of repeated misbehavior, communication with families is necessary.

## **Code of Conduct**

***Kellman Brown Academy is committed to maintaining a positive and safe learning environment. Our goal is to foster the development of the Jewish concept of derech erez (“good manners”). This translates into the promotion of the following behaviors: respectful treatment of peers and teachers, respect for personal and communal property, and performance of acts of kindness.***

***The interpersonal atmosphere of the school is shaped by the following principles:***

1. Everyone has a right to feel safe in school.
2. Everyone has a responsibility to treat others and their belongings with respect and consideration.
3. Children learn in their own way and at their own pace. Individual learning styles are encouraged and respected.
4. Being part of a learning community obliges one both to strive to help others learn and not to do things that interfere with others’ learning, or one’s own.
5. In any community, misunderstandings and disagreements will arise. A key skill of living with others is the ability to talk out one’s problems directly with the other party to the conflict and resolve how things could be handled differently and more productively in the future.

## **Behavioral Consequences**

While we promote self-discipline, students at times disregard established rules. Disciplinary action is at the discretion of the administration based on factors such as age, previous record, etc.

Consequences for not following school rules include:

- Conferences with teacher, counselor, administration or families.
- Loss of recess.
- In school or out of school suspension.
- Logical consequences to counteract the inappropriate behaviors.

Please be aware of the following school policies:

- The school reserves the right to ask a child to leave the classroom if necessary to maintain a safe, productive learning environment.
- If a student elects not to attend a class without a note of excuse from a teacher, the student will be asked to make up the lost time and work and receives a consequence.
- The school retains the right to suspend a student from class for serious infraction of rules.

After repeated offenses, or one serious offense (as determined by the Kellman Brown Academy administration), families may be advised that the child can no longer function as a part of the Kellman Brown community. Conduct which may result in the immediate expulsion of a student from Kellman Brown Academy includes, but is not limited to the following:

- Bringing weapons to school;
- Bringing illegal drugs/alcohol to school;
- Engaging in a serious fight, which may or may not result in injuries;
- Starting a fire;
- Destroying school property;
- Making a threat to the safety or well being of others;
- Making a bomb threat.
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**INDIFFERENCE, THEN, IS NOT ONLY A SIN, IT IS A PUNISHMENT. AND THIS IS ONE OF THE MOST IMPORTANT LESSONS OF THIS OUTGOING CENTURY'S WIDE-RANGING EXPERIMENTS IN GOOD AND EVIL.**

ELIE WIESEL

צדק צדק תרדוף  
**JUSTICE, JUSTICE, SHALL YOU SEEK**

## **RELIGIOUS PRACTICES**

### **INTRODUCTION**

Religious practices play a central role in the life of the school. For us as Jews, *mitzvot* are the means by which we sanctify the world around us. By enhancing our daily routine, they remind us of the higher purposes to which we choose to dedicate ourselves. Mitzvot and commandments in our Torah ennoble us, and they reinforce our connection with other Jews who share our aspirations, life style, and values.

As a Conservative Jewish Day School, we believe that *mitzvot* are more than simply good deeds that we may or may not perform, as we wish. Rather, they are part of *halachah*, a continuously evolving system of law and practice to which we are committed.

In the school, students learn about religious practices both by engaging in them and by studying about them. We believe that by participating in a community in which faithful performance, thoughtful reflection, and personal example are valued, students will discover their own personal connection to a life of *mitzvot*.

Boys and girls participate equally in all aspects of school religious practice, including Torah reading and leading services. Daily services are held, either Shaharit in the morning or Minha in the afternoon. On Friday afternoons, a Kabbalat Shabbat service, (the welcoming of Shabbat) is held in the Lower and Middle Schools.

We celebrate Jewish holidays, observances and values at school. *Mitzvot*, such as *Tzedaka* (charity), *G'milut Hasadim* (helpful acts of loving kindness), *Tzar Baale Haim* (kindness to animals), *Hakhnasat Orhim* (welcoming guests) and other value-laden traditions are fostered and encouraged.

The school does not attempt to regulate a family's home practice, except in those cases in which it impinges on the school community (for example, school lunches and birthday parties involving classmates). However, families and school need to be attuned to responses that children may have to the differences that they perceive between school practice and home practice and be prepared to help them negotiate their way between the two without disparaging or delegitimizing either.

## KASHRUT

A Jew is distinguished both by what he eats and the way he eats. We ask that you be meticulous in sending only kosher foods to school with your children. No meat or poultry products are allowed in the school. Fish, non-meat pizza, non-meat-based soups and vegetables are permitted. Shellfish and seafood lacking fins and scales are not kosher and may not be brought to school. Breads for sandwiches, cookies and cake may not contain any animal shortening; only those whose labels read: "100% pure vegetable shortening" are permitted.

If an unacceptable item is brought to school, the staff will gently point out the problem and provide the student with a substitute lunch or snack. The unacceptable food will be sent home. The word "kosher" means acceptable and generally refers to foods which are "acceptable" under Jewish dietary laws. At Kellman Brown, we recognize that keeping kosher is essential to our identity as Jews and to traditional Jewish home life.

Only certified kosher foods, prepared in kosher establishments under Rabbinical supervision, may be brought in for consumption by school groups. Food that is brought in to be shared with the class – for example, cupcakes or cakes for children's in-school birthday celebrations – may not be prepared at home, even if the family has a kosher kitchen, but must be store bought and should always carry reliable *kashrut* certification. Following meat lunches at school, all treats must be pareve.

All store-bought foods, with the sole exception of fresh fruits and vegetables, require *kashrut* supervision. The *kashrut* symbols (U), (K), and (K ) are all reliable *kashrut* endorsements. The letter K (by itself) and the K symbol are not always reliable. Unless a package is marked "Pareve" or "Dairy" (or D, as in (U) D), the listing of ingredients must be read to verify that it does not contain meat or meat products. Parents should feel free to contact the administration to clear up any uncertainty about the *kashrut* status of a product.

## BIRTHDAY CELEBRATIONS

Simple at-school birthday parties may be arranged in cooperation with your child's teacher. ***Cupcakes or cookies must be purchased from a Kosher bakery or carry an acceptable Kosher label.*** Healthy snacks are an alternative to sweets for school celebrations.

***In keeping with the religious objectives of our school, we urge parents not to hold out-of-school parties on the Shabbat or holidays.*** Many students are unable to attend such parties due to religious practice. If a party is planned for Saturday night or at the conclusion of a Jewish holiday, it should be scheduled to begin at least an hour after *Shabbat* ends so that children will not have to travel on *Shabbat* or holidays in order to arrive on time. We further request that you ***do not serve non-kosher foods*** at parties either in your home, or at parties in a restaurant. (Non-kosher fast food restaurants are by definition not acceptable settings for a Kellman Brown child's birthday party.) Please contact the school if any questions or problems come up about birthday parties.

If more than half the students (or students of either sex in a class) are to be invited to a party, include all class members (or all the students of that sex). Please do not hurt children's feelings by excluding two or three members of a class from a party. ***Under no circumstances will invitations be handed out in school unless the entire class is invited.*** As Rabbi Hillel taught, "What is hurtful to you, do not do to your neighbor".

Your cooperation and sensitivity in following these guidelines will be appreciated.

## **KIPPOT AND T'FILLIN**

The *kippah* is one way to signify our awareness of the sanctity that surrounds us. In addition, it can serve as an important symbol of identification with Judaism and with other Jews. In recognition of the school's status as a *beit midrash* (house of study), boys and men wear *kippot* at all times, and girls and women are welcome to do so if they choose.

Boys, 13 and over, are expected to wear t'fillin during morning T'fillah, and girls and women are welcome to do so if they choose.

## **SHABBAT AND HOLIDAYS**

Each Friday we welcome the Shabbat. To ensure the proper atmosphere, Shabbat clothing is expected. Please refer to the section on Dress Code for more information.

Kabbalat Shabbat activities may include a Shabbat party, a Shabbat guest, singing, a story, or attending a special program.

We celebrate Jewish holidays in many ways, including: assemblies, dramatic presentations, family events, special study units, and song. We also mark appropriate secular observances, such as Thanksgiving, Martin Luther King Day, President's Day and Memorial Day.

The school does not observe non-Jewish holidays, such as Christmas, Halloween, or St. Valentine's Day. Children should not bring to school objects that are specific to these occasions. See the school calendar for Jewish and American holidays on which school is closed.

## **THE PARENT AND THE SCHOOL**

### **HOME-SCHOOL COMMUNICATION**

A weekly **Communication** is e-mailed at the end of each week. All notices, flyers, calendars, schedules, and newsletters are sent home in the e-mail. A **Communication Folder** is sent home on Fridays with the youngest child in each family. Any forms that need to be sent to the office are to be returned in these folders.

Another means of receiving information about the school is the school's website, [www.kellmanbrownacademy.org](http://www.kellmanbrownacademy.org). E-mails are also sent to update families about school activities. Keep the office informed of your current e-mail address. Be sure to check on-line for the latest happenings at Kellman Brown.

### **WHEN PARENTS HAVE QUESTIONS**

The most efficient way for parents to ensure that their questions are addressed and problems are solved is to approach the right person with the right issue. As a rule, the staff member whose role it is to deal directly with a matter is the one best able to help. Please remember that we are busy with your children during the day and may not check our email until the end of the school day. If a matter is urgent, please call the office and explain the urgent nature of your business.

- Questions about a child's classroom work and progress are addressed to the teachers.
- Questions about Curriculum, as well as matters of school policy, are addressed to the Director of Education.
- Questions about facility, transportation, schedules, trips and special programs are addressed to the Office Manager.
- Questions about tuition bills are addressed to the Director of Finance.

- Questions about Ad Journal, Annual Campaign, and Fundraising are addressed to the Director of Development.
- Our Executive Director is prepared to address global issues and interface with the Kellman Brown Academy board.

## **PARENT-TEACHER COMMUNICATIONS**

Parents and teachers are encouraged to be in frequent contact with each other about matters of individual interest or concern. The best method for contacting individual teachers is to send a note to school with the child or by e-mail. The communication should list the area of concern, the information the parent needs and the best way for the teacher to contact the parent. Because our teachers are immersed in teaching during the school day, it is suggested that parents leave both day and evening contact information. Please note, that unless there is an urgent situation, parents should allow time for a return communication. You may also contact individual teachers by calling the school office and leaving a message for the teacher. Again, the more contact information you leave for the teacher, the easier it will be for the teacher to respond to you in a timely manner. If you have an urgent matter to discuss with a teacher, please notify the school of the urgent nature of your call.

*Respect teachers' privacy by refraining from calling them at home, unless asked to do so.* Teachers are available to meet with families, by prior arrangement, during their planning periods. While a teacher is with a class, his or her first responsibility is the children's well-being; therefore, class time is not available for unscheduled meetings or consultations. In addition, it will not be possible for teachers to meet with families at arrival or dismissal time.

### ***Written Home-School Communication***

There are several reporting mechanisms in place to keep families informed about a child's progress:

- Teachers send home, on a regular basis, class summaries that describe classroom happenings.
- Families receive printed report cards three times a year for grades K through 8, and twice a year for Preschool.
- Families are encouraged to read the work their children bring home. Families are sometimes required to sign student work to indicate that they have read it.
- Teachers use *Kids' Notes* as a means of communicating with parents.

### ***Back-to-School Night***

At the beginning of the new school year, families are invited to school to meet with their child's teachers. At this meeting, teachers outline curriculum goals and classroom procedures. Families have the opportunity to see the various materials that children will be using in all subject areas. Back-to-School Night is designed to provide families with important information about their child's teachers and their course of study for the coming year. Questions about a child's individual progress should be reserved for individual parent-teacher conferences.

## **VISITING THE CLASSROOM**

Families are welcome to visit their child's classroom by prior arrangement. In most cases, you will be asked to help out with designated activities. When you visit the classroom, please observe the following procedures so that both students and teachers may continue their normal activities.

- Do not initiate conversation with the children or handle their work.
- Do not interrupt the class by trying to talk to the teacher at the time of the visit. You should arrange to speak with the teacher at a later date.

You may arrange a visit by contacting the school at least 24 hours in advance. Visits are generally 30-45 minutes in duration.

When visiting school, we must minimize interruptions in our educational program and maximize productive on-task learning in the classroom. When stopping by at our school building, always report to the receptionist desk first to sign in and avoid disruptions to our educational environment. **Do not randomly stop by your child's classroom to visit.**

You are always welcome and encouraged to attend special programs and holiday celebrations.

### **WRITTEN PROGRESS REPORTS AND PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled in the fall. In Middle School, the student's team of teachers prepares a written progress report three times a year. These are referred to as Interim Reports. Interim Reports are mailed home. The first Interims are sent home to all students to advise parents of student progress. These are sent home prior to the Parent-Teacher conferences. Second and Third Interims are sent home only when there are areas of concerns or when a student has a C+ or below average in a class. These Interims are sent home midway between first and second, and second and third trimester. A student not performing on grade level may be excluded from extra-curricular activities to promote more attention to academics.

### **MIDDLE SCHOOL HONOR ROLL**

Students are recognized for successful progress on the second and final report cards. Their families receive a letter of recognition for Meritorious (all A's & B's) and Principal's (all A's) honor roll, with no more than two "2's" in behavior. To achieve honor roll status, students must complete the Kellman Brown Academy course work.

Report cards are mailed home three times each year, in December, March and June. Final report cards will be mailed home only after all financial obligations to the school have been met.

### **CLASS PLACEMENT**

Class placement for the coming year is determined through collective input from the Director of Education, current teachers and specialists who know the child. A picture of the strengths and weaknesses of each student relative to his/her learning abilities as an individual and as part of a group is therefore obtained. The school's policy is to create classes that are well-balanced in terms of ability, gender and learning styles. Families are always welcome to share information on their child's learning styles and needs with school administrators.

Families are asked not to make requests for their children to be placed with specific teachers or with special friends.

### **PARENT TEACHER GROUP**

Kellman Brown Academy has an active and vibrant Parent-Teacher Group (PTG). Parents have a stake in the school's success and work actively to support the administration, faculty and the Board of Trustees in their work. We welcome parental participation and provide numerous opportunities during the school day and at other times for parents to devote their talents and interests to the benefit of our school and our students.

Families are welcome to work as volunteers in the school, coaching children, and sharing their interests and expertise with them during special programs. Families are also involved in the school outside of the classroom, where they assist in the library, join their child's class for field trips, and participate in weekly *Kabbalat Shabbat* on Fridays.

Outside of school, the PTG coordinates various social and fundraising events during the year. They assist in editing the school's Ad Journal, provide hospitality at school functions, provide financial support for each milestone program and towards the 8<sup>th</sup> grade Israel trip. PTG serves as a channel of communication between parents and the school.

Families interested in working actively for the school should contact the PTG President(s).

## **BOARD OF DIRECTORS**

Kellman Brown Academy exists due to the support of families, friends in the community and a dedicated group of lay leaders who are officially responsible for the ongoing operation and development of our school. An elected President heads an Executive Committee of officers who work with a Board of Directors and numerous delegated committees such as Finance, Marketing, Personnel, Tuition Aid and Fundraising. Board members and community volunteers serve on these committees, all working to strengthen our institution.

## **TUITION POLICIES**

### ***Monthly Payment Policy***

Families are offered the option of making monthly payments via credit card. Families requesting this option will be charged an annual handling fee, and must provide a valid credit card number. The amount of the fee shall be determined by the Finance Committee.

Any month in which the credit card is denied, or if the credit card is invalid, the family will be liable for that month's payment, and be charged a late fee and direct expenses per the late fee policy.

The former policy of providing post-dated checks has been discontinued.

Please contact the Executive Director if you anticipate difficulty in making on-time payments.

### ***Late Fees and Returned Check Policy***

Tuition payments are due as scheduled. Payments more than 30 days late will be charged a fee for each month that it is late, to be determined annually by the Finance Committee.

Checks which are returned for insufficient funds will also incur the late fee, as well as any bank fees which Kellman Brown Academy has incurred.

Please contact the Executive Director if you anticipate difficulty in making on-time payments.

### ***Referral Credit Policy***

Recruiting new families to experience the Kellman Brown education is an important part of being a Kellman Brown parent. As an added incentive to bring in new families, Kellman Brown offers families the opportunity to receive up to \$2500 in referral tuition credits each year, by recruiting new Kellman Brown students.

A **\$1000** tuition credit is available per recruited family, to be applied against the tuition of the referring family(ies).

For the tuition credit to be earned, the recruited family must:

- Specify on the written application the name of the referring Kellman Brown family(ies)
- Remain enrolled for a minimum of one full year

If more than one family is written onto the application, the tuition credit is split evenly among the referring families.

In addition, no referring family may receive more than \$2500 in referring credit in a single year, to be applied against subsequent tuition.

This referral credit may be declined by a credited family; however, this will not affect any referral split.