



HANDBOOK

FAMILY HANDBOOK

As of August 2023



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CONTACTS

WHO TO CONTACT

AREA OF INQUIRY	NAME	TITLE	EXTENSION/EMAIL
<ul style="list-style-type: none"> Educational Excellence Educational Initiatives Faculty Supervision Community Partnerships 	Rachel Zivic	Head of School	Extension 1702 rzivic@kellmanbrownacademy.org
<ul style="list-style-type: none"> Admissions, Recruitment and Retention 	Lisa Feingold	Director of Enrollment	Extension 1209 lfeingold@kellmanbrownacademy.org
<ul style="list-style-type: none"> Development/Fundraising 	Jamie Richman	Director of Development	Extension 1515 jrichman@kellmanbrownacademy.org
<ul style="list-style-type: none"> Jewish Studies & Jewish Life Student Life Torah Reading/Minyan 	Eliana Seltzer	Director of Judaic Studies	Extension 1704 eseltzer@kellmanbrownacademy.org
<ul style="list-style-type: none"> General Studies Curriculum and Instruction in the Classroom Study Skills & Homework Help Behavior Management After School Activities 	Debi Grinberg: PreK	Early Childhood Coordinator	dgrinberg@kellmanbrownacademy.org
	Ilene Mautner: K-5	Elementary School Coordinator	imautner@kellmanbrownacademy.org
	Helene Sterling: 6-8	Middle School Coordinator	hsterling@kellmanbrownacademy.org
<ul style="list-style-type: none"> Enrollment Agreements Tuition Assistance Accounts Receivable & Payable 	Patty Green	Business Manager	Extension 1707 pgreen@kellmanbrownacademy.org
<ul style="list-style-type: none"> General Information Dismissal Changes Hot Lunch Visitors Transportation Facility Rental Family Contact Student Records and Information 	Hope Segal	Operations Coordinator	Extension 1720 hsegal@kellmanbrownacademy.org
<ul style="list-style-type: none"> Special Needs & Services Social and Emotional Welfare of Students Social Skills' Groups Student Counselor 	Shira Weinstein	Director of Student Services & Grants Guidance	Extension 1711 sweinstein@kellmanbrownacademy.org
<ul style="list-style-type: none"> Health & Wellness Medical Records 	Andy Moak Nicole Leshnow Kelly McMullin	Nurses	Extension 1216 nurse@kellmanbrownacademy.org
<ul style="list-style-type: none"> After-Care Student attendance Dismissal changes Front desk 	Brianne Slusar	Administrative Coordinator & After-Care Supervisor	Extension 1201 bslusar@kellmanbrownacademy.org
<ul style="list-style-type: none"> Front Desk 	Audrey Berko	Front Desk	Extension 0 aberko@kellmanbrownacademy.org
<ul style="list-style-type: none"> Parent-Teacher Group 	Rochelle Wizmur Alisa Fox	PTG Co-Presidents	KBAPTG@kellmanbrownacademy.org
<ul style="list-style-type: none"> Your child's primary classroom teacher 	FirstInitialLastName@kellmanbrownacademy.org		
<ul style="list-style-type: none"> Transportation and/or dismissal changes/updates 	transportation@kellmanbrownacademy.org		

YOUR CHILD AT SCHOOL

SCHOOL HOURS

School Hours: 8:30am - 3:30pm (3pm Fridays)

- Arrival for Kindergarten-8th Grade Students: 8:10-8:25am
- Arrival for Toddlers and Early Childhood 2's, 3's and 4's: 8:30-8:40am
- Early Childhood Students with siblings in grade K-8, may arrive beginning at 8:10am

Early Childhood Toddlers, 2's, and 3's have the option of half-day programs.

After-school activities are available for students such as instrumental music, dance, chess, sports, etc. Information on these programs can be found on our website. Early care is available for ages 2 years old and up beginning at 7am, Monday-Friday. After-school activities and after-care are available Monday - Thursday until 6pm. Infant-toddler program hours are 7:30am-5:30pm. Registration for early-care, after-care, and after-school activities can be found on our website.

TRANSPORTATION

Local school boards have the option of providing transportation or allowing a financial allotment per child per year for students from Kindergarten through 8th grade. An application (B6T) for transportation must be completed by every family, including submitting all accompanying documentation. This is done every March. Currently, transportation is only provided for families who reside in Cherry Hill, Voorhees and Philadelphia. Families living outside of Cherry Hill, Voorhees and Philadelphia are responsible for providing their own transportation unless otherwise notified by the school district.

Voorhees and Cherry Hill Residents: Aid in Lieu

As in years past, the Voorhees School District and sections of the Cherry Hill School District are not providing more than one bus to KBA as we do not meet all of the state requirements for busing eligibility. KBA will once again contract with a private transportation company and provide transportation to your children.

By law, the State of New Jersey is required to transport students to their private school or provide them with financial aid "in lieu of" transportation in those situations where the proposed bus routes do not meet the required minimum number of students on the bus or location criteria. Each of the several bus route that we provide for our students costs upwards of \$50,000/year.

Unfortunately, the State has devised a complicated, and potentially unreliable, process for providing this "aid in lieu of transportation." Rather than provide the money directly to the school for each student to be transported, the State requires each family to apply for this aid twice a year (February and April), and then relies on each family to promptly forward the monies received (approximately \$511/student) to the school in order to help offset the cost of the buses the school has hired to transport its students. It is important to understand that the funds

received from the State do NOT cover the full cost of this transportation, but instead of asking the impacted families (like yours) who plan to use the bus to cover the full cost of the route, KBA asks that only the monies you receive via this “aid in lieu” program are turned over to KBA.

For KBA, the “aid in lieu” program is handled by Camden County and works as follows:

- Twice a year, in February and June, the Camden County Transportation Committee will mail you a postcard with instructions on how to complete the online voucher in order to receive your “aid in lieu of transportation” check. They will give you a two-week timeline to submit the voucher. After that deadline, the money will be lost.
- Once the application has been received, you will receive a check from the Camden County Educational Services Commission. These monies must then be turned over to Kellman Brown Academy to help offset the cost of busing your child(ren).
- **Cherry Hill Students Only:** New students K-8 must register with Cherry Hill Public Schools as a non-public student. You will only have to do this one time. In the event that you change your address you must let the Cherry Hill Transportation department know. They can be reached at 856-429-5600. **To complete this process, and to receive transportation or aid-in-lieu, you must pre-register your child(ren) online with Cherry Hill Public Schools.**

1. Pre-Registration:

First, go to Cherry Hill Public Schools Open Registration, to pre-register your child(ren) online. Click on ‘Add Student’ to begin. Be sure to select the ‘2023-24’ school year and either ‘NONPUB – Non Public School’ or ‘CHARTER – Charter School’ drop down buttons as noted below. Then, begin entering your child(ren)’s data.

2. Required Documentation for NonPublic or Charter Student Registration:

- Parent Photo ID (Photo ID issued by a government, public body, or authority)
- Two (2) Parent Proofs of Residency (Please see below.)
- Child’s Birth Certificate or Passport
- Please download, sign and return the [Proof of Domicile](#).

PLEASE NOTE THE FOLLOWING:

1. All students who are eligible and choose to ride the bus must sign over the monies received to KBA. Failure to complete and return the voucher promptly to Camden County will result in not receiving payment to you for “aid in lieu of transportation” from the County. **Should this happen, the amount of this lost funding will be invoiced to your account for payment.**
2. Students who are eligible for this aid in lieu and who choose not to ride the bus are not required to turn over the funds received to KBA. However, should you wish to turn over the funds received to help offset the cost of the busing, we would be most grateful and treat your gift as a charitable contribution to the school.

Questions about aid in lieu should be directed to Hope Segal at hsegal@kellmanbrownacademy.org.

Students who are transported by bus must adhere to these bus rules:

1. While riding the bus, students are under the jurisdiction of the bus driver.
2. Remain seated with seat belts on while the bus is in motion.
3. Avoid distracting the driver's attention with loud talking and unnecessary confusion.
4. Keep head, arms, hands and all possessions inside bus.
5. Avoid cluttering up aisle with books, gym bags, etc.
6. School rules about how we treat one another are in effect on the bus.

Children who do not ride a bus are ineligible to ride a bus to a friend's home.

- 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 their own transportation that day.
- Students may not ride home with a friend who rides on a different township bus than their own.
- **However, students switching buses within the same school district (Cherry Hill), to go home with a friend, must have signed notes from both families for the bus driver giving parental/guardian permission for the child to ride the bus that day.**

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 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 inappropriate behavior is reported.

ATTENDANCE, 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, we established the following procedures:

- **Early care students arriving between 7:00-8:10am should enter the building through the front door.**
- Infants (Shorashim) should enter the building through the front door for drop-off and pickup.
- Toddlers (Ilanot) should enter the building through the front door if arriving between 7:30-8:10am; side door if arriving between 8:10-8:40am.
- Arrival for Kindergarten-8th Grade Students: 8:10-8:25am
- Arrival for Early Childhood 2's, 3's, & 4's: 8:30-8:40am. ONLY Early Childhood Students with older siblings in grades K-8, may arrive beginning at 8:10am.
- All students ages Toddler through 8th grade MUST enter through the side door for Morning Arrival between 8:10-8:40am—the front door will be locked.
- Parents will not be allowed into the school building during drop-off and pick up, with the exception of Infant/Shorashim families. Teachers will escort students in the Toddler/Ilanot, 2's, 3's, and 4's to their classrooms from the side entrance.

- Early Childhood students arriving after 8:40am will need to be buzzed in through the front door and will be escorted to the classroom by school personnel.
- Tardiness is not an option. School success is directly dependent on students starting the school day on time with the rest of their class. If a student is tardy more than 3 times, a phone call will be made home; more than 5 times and a meeting will need to be set up with the Head of School. For middle school students, 5 tardy occurrences will result in detention.
- Parents who drive their K-8 children to school, and are NOT registered for before care, may arrive at the side entrance anytime between 8:10-8:25am.

Preschool 2, 3, 4 students arriving after 8:40am will be buzzed in through the front door and accompanied to the classroom by a staff member. Any student, in K through 8th grades, who arrives after 8:30am must enter the school through the front doors, obtain a late pass and go directly to their classrooms, unaccompanied by parents.

The only “excused” tardy will be one accompanied by a doctor’s note. Any other tardies are “unexcused.”

After 5 unexcused tardies or absences, the student and parents will meet with an administrator to review and remedy the situation.

If your child will not be in school on a particular day due to illness, please notify the nurse by 9am either by emailing nurse@kellmanbrownacademy.org or calling 856-679-2929 ext. 1. If your child will not be in school on a particular day due to any other reason, please call the front desk by 9am.

DISMISSAL PROCEDURES

Bus:

Students who ride the bus will be dismissed from the classrooms at 3:25pm.

Carpools:

Students who are picked up from school (including all Early Childhood students) will be dismissed at 3:30pm. Families with children in the Early Childhood pick up at the side door as in the morning. Families who DO NOT have children in the Early Childhood form two lanes facing the KBA playground in the FRONT parking lot.

In order to ensure an orderly and safe dismissal, NO PARENTS WILL BE ALLOWED IN THE SCHOOL BUILDING DURING DISMISSAL. Carpool students are dismissed and supervised until 3:45pm.

EARLY DISMISSAL AND PICK-UP CHANGES

If you are picking up your child from school early on a given day, please notify the school office in the morning so that the office is aware of the change in schedule. Upon arrival at the school, please call the front desk and the student will be escorted out the front door. Please 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, **IN WRITING**. For reasons of safety, the office staff will not dismiss a child to anyone other than the regular adult unless notified. When an adult is new to picking up your child, we must see a photo ID of the person, and a copy is kept on file.
2. If your child rides the bus and you opt to pick up, you must send an **EMAIL** to transportation@kellmanbrownacademy.org to keep your child off the bus. Your child will be placed on the bus if we do not have an email of the change in transportation. The office will accept verbal instructions for change from a parent via telephone if the office is notified of the change **at least one hour prior to dismissal (2:30pm Monday through Thursday and 2pm on Friday)** to ensure that the instructions reach all necessary individuals.

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 in the parking lot at all times.

Mornings – Drop off is at the side entrance. We greet students at the door beginning at 8:10am. Students in grades K-8 walk independently to their classrooms. Early Childhood students may also enter through the side entrance beginning at 8:30am (if they DO NOT have an older sibling, in which case they may enter at 8:10am with their siblings). Early Childhood Toddlers, 2's, 3's, and 4's will be accompanied by a teacher to their classroom.

Afternoons

- **Buses** – Students exit at the front door.
- **Carpools** – Families with children in the Early Childhood pick up at the **SIDE** door. Families **WITHOUT** children in Early Childhood pick up at the **FRONT** Door.

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:

- **KBA After-Care** - 3:30-6:00pm, Monday through Thursday and 3:00-5:30 on Friday. Details available on the website.
- **Various Educational and Sports Programs** for Early Childhood, elementary and middle school students (see website for offerings). Most programs run from 3:30pm - 4:30pm

Contact Shira Weinstein at sweinstein@kellmanbrownacademy.org with any questions.

SCHOOL CLOSING

In the event of a snow emergency or other weather-related emergencies that necessitate the closing of school, KBA generally follows the schedule of the Cherry Hill and Voorhees Public School Districts.

KBA will have two full snow days before moving to a modified remote learning schedule if additional snow days are needed.

School closings will be announced via text message and email. To add phone numbers to be used with this system, please contact Hope Segal in the KBA office (hsegal@kellmanbrownacademy.org).

SECURITY

Kellman Brown Academy takes the security of our school very seriously. School doors remain locked at all times while students are in the building. A full time armed security guard is on premises at all times during school hours. There are security cameras both inside and outside the school recording 24 hours a day. We regularly communicate with the Voorhees Township Police Department and JFed Security, LLC, and agency of the Jewish Federation of Southern New Jersey, on security and community matters, and receive updates as well as implement training for our staff.

Any visitors to the building must proceed to the reception desk. Please enter through the front door and buzz to be let in. Visitors sign in the **VISITOR BOOK** and wear a **VISITOR ID BADGE** while in the building. **This rule applies to families and volunteers in addition to all other visitors and is imperative for our children's safety and security.**

The school has developed an emergency evacuation 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, families will be contacted via text.

Fire Drills and Lockdown 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 the local police force who provide additional safety instruction. Please be assured that although the school does not notify parents each time a security drill is executed, emergency protocols are practiced with our staff and students regularly.

SICK CHILD POLICY

The following illness policies will be strictly enforced, for the health, well being and safety of all concerned. Under no circumstances may a parent bring a sick child to school, if the child shows any signs of illness (SEE SYMPTOMS REQUIRING REMOVING OF CHILD FROM SCHOOL), or is unable to participate in the normal routine and regular day school day. Sick children risk exposing all children and staff members with whom they come into contact, who may, in turn, expose additional students and staff. If other children become ill due to exposure to your sick child, either because he/she was returned to school before a full recovery or because he/she was not picked up promptly upon notification by the school, other families will be unnecessarily inconvenienced. **Areyvut**—responsibility for one another in our community—is at the core of our school’s values. Please be mindful of the health of all members of our community—your cooperation is critical.

In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up. In the event a child complains about not feeling well during the school day, the parent will be contacted. Questions for the nurse during non-school hours will be answered up until 7pm on weekdays. After that time, the nurse will respond in the morning. Questions that arise over the weekend will be answered first thing on Monday morning.

SYMPTOMS REQUIRING REMOVAL OF CHILD FROM SCHOOL:

- Fever: Defined as having a temperature of 100 degrees Fahrenheit or higher (a child needs to be FEVER FREE FOR A MINIMUM OF 24 HOURS before returning to school; that means the child is fever free without the aid of Tylenol or any other fever reducing substance.) In specific cases, low fevers with no accompanying symptoms may be evaluated for next day return to school. If the student leaves school during the school day with a fever, s/he may not return the following school day.
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability or confusion
- Diarrhea: Defined as runny, watery stools, or bloody stools. 2 or more of these types of stools within a short period of time will result in removal from school.
- Active vomiting: Occurs within a 24-hour period. Note: Please do not bring your child to school if they have vomited during the prior night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases including ringworm; a doctor’s note may be required for return if the condition is contagious.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care
- If antibiotic treatment is needed, your child must remain home for the first full 24 hours of medication (e.g. if your child has three doses per day ordered, then three doses must be given before the child returns to school). If the antibiotic is prescribed for an ear-infection, the student may return to school the next day as long as they are fever free without medication and are feeling better.

COVID-19 PROTOCOLS

The CDC and WHO no longer designate COVID-19 as a medical health emergency. However, this disease remains endemic and it is anticipated that it will continue to circulate in our communities to a lesser or greater degree for the foreseeable future. Accordingly, KBA will no longer be screening routinely for COVID-19. Protocols for the upcoming 2023-2024 school year will include the following:

1. If a child becomes ill with symptoms suggestive of COVID-19, they should be seen by their physician and COVID-19 testing should be performed at the physician's discretion.
2. If a child tests positive for COVID-19, they must remain home for 5 days and may then return to school assuming that their clinical symptoms are improving and they are without fever for 24 hours (without taking fever-reducing medication). They will be required to wear a well-fitting mask for an additional 5 days after returning.
3. We ask that parents PLEASE notify the nurses' office, either by phone or by email if your child tests positive for COVID-19.
4. Vaccination and regular boosters are strongly recommended.
5. If, during the course of the school year, Covid-19 should return to high levels, we may need to resume COVID-19 Protocols

Assumption of Risk Acknowledgement

The novel coronavirus, COVID-19, was declared a worldwide pandemic by the World Health Organization in 2020. COVID-19 is highly contagious and is spread mainly from person-to-person contact. The Governor of the State of New Jersey has determined that private educational institutions may conduct in person instruction and has made various recommendations relating to the manner in which education institutions can most effectively and safely function in an in person instructional environment. In addition, federal state and local governments and federal and state health agencies have set forth various guidelines and recommendations for the safe functioning of in person instruction.

Kellman Brown Academy ("KBA") has established protocols for operation of in person instruction at its Voorhees, New Jersey campus. These protocols have been published in the "COVID-19 Protocols" section of the 2023-2024 KBA Family Handbook. These protocols are subject to change from time to time by KBA, at its discretion.

The health and safety of the students, faculty, and employees of KBA is dependent upon the adherence to the COVID-19 protocols by KBA and by the students and families of students at KBA. Notwithstanding adherence to the COVID-19 Protocols, KBA cannot guarantee that you or your children will not become infected with COVID-19. It is possible that attending KBA could increase your risk and your children's risk of contracting COVID-19.

By signing this disclosure:

- A. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending KBA.
- B. I understand that the risk of becoming exposed to infection by COVID-19 at KBA may result from the actions, omissions, or negligence of myself and others, including, but not limited to, KBA employees, other students or their families.
- C. I acknowledge and confirm that I have read the COVID-19 Protocols in the Family Handbook, and know that these protocols may be amended or modified from time to time. I agree to use my best efforts to abide by

the COVID-19 protocols on behalf of myself and on behalf of my child(ren). Specifically, I understand and agree to the following important elements of the COVID-19 Protocols, the adherences to which will help keep my child(ren) safe as well as the entire KBA community:

D. I agree that every day, before transporting my child(ren) to KBA, I will carefully examine or assess my child(ren) for any sign of illness, including the following: (a) fever of 100.0 or higher, (b) cough, (c) sore throat, (d) shortness of breath or difficulty breathing, (e) repeated shaking with chills, (f) new loss of taste or smell, (g) vomiting/diarrhea, (h) fatigue, (i) achiness or muscle pain, (k) headache

If any sign of illness is present, I will not transport my child to KBA, and I will inform KBA accordingly.

E. I agree that, if there is a confirmed case of COVID-19 in my child(ren)'s household(s), I will report this to KBA immediately.

F. I have read and understand the COVID-19 Protocols. I understand that the COVID-19 protocols serve to mitigate risk, but they cannot guarantee protection against contraction or transmission of COVID-19.

G. I acknowledge the contagious nature of COVID-19 and acknowledge the risk that my child(ren), myself, or my family may be exposed to or infected by COVID-19 by participating in KBA and its programs. I understand that the risk of becoming exposed to or infected by COVID-19 by participating in such programs may result from the actions, omissions, or negligence of myself and others, including but not limited to employees, students or their families. My decision to send my child(ren) to KBA is exclusively my own and made in full understanding and acceptance of the risks set forth in this disclosure document.

MEDICATION

Please do not send in any medications to school with a note asking that the teacher, secretary or nurse administer it to your child. **MEDICATION IS ONLY 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 physician must sign medication forms.) This policy includes both prescription and over the counter drugs such as Tylenol, Advil, cough medicines, cough drops and topical skin creams. The medications must be in the original pharmacy containers. 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 and epipens must be sent to school in the original pharmacy box. They are stored in the nurse's office all year. Students may not keep any medication with them in the classroom. They must bring it to the nurse's office as they arrive at school for the day. Children are never permitted to administer their own medication without adult supervision.

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

The order will not be accepted from a parent who is a physician—it must be from the child's pediatrician. The pediatrician can send the order to the nurse by fax.

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 nurse 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 or has diarrhea.**

Physical examinations are required for new students along with all incoming Kindergarten and 6th 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 PPD 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. A flu shot is required for ALL students up to 59 months of age. 12/31/23 is the absolute cut-off date before exclusion.

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. KBA will notify families in a specific class if a case of lice is reported.

HOMWORK & TESTS

HOMWORK 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 and middle grades is a valuable tool for reinforcing classroom learning. We believe that homework is an integral part of the student's total educational experience.

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. Feel comfortable giving homework guidance to your child, but 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 teachers. You play an important role in helping your child develop good study habits.

Homework is posted daily and can be accessed through Google Classroom.

TEST SCHEDULES

A *Weekly Test and Project Calendar* for Middle School students is e-mailed to families. 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 families need not come to school to collect homework.

For extended absences, please e-mail your child's teachers daily to request that your child's papers are 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, and will use 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 work with you and your child to create an appropriate test make-up schedule.

REMOTE LEARNING POLICY

Among Kellman Brown Academy's values are interpersonal relationships and community. We believe that the most effective teaching and learning occurs when a teacher and student are able to establish a connection in person. Remote learning will be available only for extended absences of 5 days or longer due to medical reasons.

TECHNOLOGY

TECHNOLOGY

LIBRARY

The Kellman Brown Academy 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 help to shelve books.

PERSONAL TECHNOLOGY

Cell phones, smart watches, and electronic games are not used in school. Students who carry a cell phone with them (for after school parent communication) must keep the phone turned off in their backpacks during the school day. If a student is found using his/her phone during the school day, it will be confiscated and returned to the parent. Smart watches will be handled the same way as cell phones.

ACCEPTABLE USE POLICY OF THE KELLMAN BROWN ACADEMY NETWORK:

Background:

Through the use of computer technology and the Internet, students of Kellman Brown Academy (“the School”) are now able to locate information beyond that available in our school libraries. KBA’s goal in providing access to the Internet is to enhance the quality of education by making it easier to share resources and exchange ideas and information. The purpose of this document is to provide a framework and guide the usage of these technologies in our school.

How it works

Internet access is coordinated through a complex association of government agencies and regional and state networks. It enables the members of our school community to communicate with computers and people all over the world. Because it is impossible to control the materials available through the Internet, individuals engaging in research may inadvertently access some material that is controversial or that has no educational value. However, we firmly believe that the educational value of the information and interaction available on this world-wide network overrides the risk that users may access material inconsistent with our educational goals.

The smooth operation of the network is dependent upon the proper conduct of users. The following terms and conditions are provided so that you are aware of your ethical, legal and practical responsibilities as a user of the school network and the Internet. Violation of the terms and conditions may lead to suspension of the user’s account as well as subject the violator to the usual disciplinary procedures of the School.

Use of School Network and Internet – Terms and Conditions

1. Acceptable Use: The use of your account must be in support of research associated with your education and consistent with the educational objectives of Kellman Brown Academy. Use of other organizations' network or computing resources must comply with the rules of that network and ours.

2. The KBA Network shall not be used:

- for the posting or distribution of information that is harmful or prejudicial to students, fosters disruptiveness among the students so as to interfere with the positive learning environment in the school or community, threatens immediate harm to the welfare of the school community or any individual, harasses any segment of the student body or interferes with another's individual rights, encourages and abets unlawful activity;
- for illegal activity; including the violation of copyright laws;
- to access or obtain obscene or pornographic materials;
- to intentionally cause damage to hardware, software or data;
- to gain or attempt to gain access to restricted material or systems;
- for gambling or commercial purposes or for any non-school related purposes;
- for participation in chat rooms.

3. Copyright: Students agree not to download, copy, duplicate or use illegal and/or unlicensed software. This includes but is not limited to multimedia and commercially licensed applications.

Student Accounts: A student who receives an account must participate in a designated training session with school personnel. Inappropriate use of the account, as deemed by the school administrator, will result in its cancellation. Administration, faculty and staff of Kellman Brown Academy may recommend to the Technology Coordinator that specific user accounts be denied, revoked or suspended.

Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette. For example:

- Be polite. Messages to others should not be abusive.
- Use appropriate language. Do not swear or use vulgarities.
- Protect private information. Never provide home address, phone number, date of birth, social security number or other personal information to others. Do not reveal personal information of others as well.
- Do not use the network so that you disrupt its use by others.
- Assume that all communications and information accessible via the network are private property.
- Assume that all personal communications can become public in the future.
- Assume that all information presumed to be private can become public in the future.

Email: Student email accounts may be provided by the school. The school Technology Coordinator shall have access to all passwords and data associated with these accounts. Messages relating to or in support of inappropriate conduct shall be reported to school authorities and the technology company providing support to the school. The school shall then follow up with parents and take necessary disciplinary action as appropriate and consistent with current school policies in the KBA Student Handbook.

No Warranties: Kellman Brown Academy makes no warranties of any kind, either expressed or implied, for the service it is providing. Neither KBA, nor its affiliates, will be responsible for any damages incurred - including but not limited to the loss of data resulting in delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or by your errors or omissions. KBA specifically denies any responsibility for the accuracy or quality of information obtained through its services. Use of any information obtained via the Internet is at your own risk.

Security: Security on any computer system is a high priority, especially one with many users. If you believe that you can identify a security problem on the KBA network, you must notify the Technology Coordinator (helpdesk@omnicomp.com) or your teacher. Students should never demonstrate the problem to other users or seek to recreate it on any other device. Any user identified as a security risk or having a history of being a security risk with other computer systems may be denied access to the Internet.

Vandalism: Any malicious attempt to harm or destroy data of another user, of the school network, Internet or any of the above listed agencies or other networks that are connected to any of the Internet backbones, including but not limited to the uploading or creation of computer viruses, will result in cancellation of all KBA Network privileges and accounts.

Content filtering: Content filtering and security software will be used to protect minor students from obscene material, child pornography and other visual depictions deemed harmful to minors on the Internet. An administrator, supervisor, or person authorized by the School may disable the technology protection measure if needed for bona fide research or other lawful purpose. Any individual seeking authorization to disable a technology protection measure should submit the request in writing to the Principal who will refer the request to appropriate technology personnel.

Generative AI and ChatGPT Policy

At KBA, we believe it will be necessary for students to learn how to navigate a world where tools like ChatGPT are commonplace. This includes potentially learning new kinds of skills as well as about the general capabilities and limitations that these platforms offer. Some of this is STEM education; however, much of it also draws on students' understanding of ethics, media literacy, ability to verify information from different sources, and other skills from the humanities, social sciences and arts.

Using and/or submitting work generated by **ChatGPT or other Artificial Intelligence (AI) programs or platforms is not allowed** unless specifically requested by the classroom teacher. When ChatGPT or other AI programs or platforms are used (at the request of the classroom teacher), students are required to cite the use of the program or platform and clearly indicate what work has been generated by **ChatGPT or AI**.

ChatGPT will be allowed for Middle School students ONLY at the discretion of the teacher. Students younger than Middle School will not have access to ChatGPT on school devices.

Failure to comply with this policy will be considered “Academic Dishonesty” and will result in a conference with parents and administration and an appropriate consequence.

To learn more about ChatGPT and generative AI:

<https://www.commonsense.org/education/articles/chatgpt-and-beyond-how-to-handle-ai-in-schools>

<https://www.commonsemmedia.org/articles/guide-to-chatgpt-for-parents-and-caregivers>

Social Media Policy

Key Principles

Interacting online with faculty, students, parents, and alumni is no different than interacting with these individuals or groups face-to-face—i.e., we are required to maintain the principles of respect, dignity, prudence, and concern for the safety and protection of all parties in all interactions.

With specific regard to social media, all students should understand the following:

- 1. Accountability.** Understand that they are accountable for their postings and other electronic communications that are school-related – particularly online activities conducted with a school email address, or while using school property, networks, or resources, or while discussing school-related activities. All students should also ensure that they respect other individual’s privacy rights by not taking photos/video or posting without permission.
- 2. Reputation.** Recognize that social media activities may be visible to current, past, or prospective students, parents, colleagues, and community members and thus they must exercise appropriate discretion when using social networks (even for personal communications) when those communications can reflect on the school. Students should be mindful that anything posted digitally can be permanent.
- 3. Cyberbullying.** Students are forbidden from harassing, defaming, unlawfully discriminating against, or otherwise unlawfully injuring others or using profane, abusive, harassing, threatening, inappropriate, or offensive images or text through technology either inside or outside of school. Students should be mindful that digital communication can be taken out of context and tone can be misjudged and should be cautious.
- 4. Balance of Rights.** Balance their right of individual expression with the valid interests of the school in promoting and presenting its mission, culture, and values to the community at large as reflected by the public actions and statements of its students. Students should be respectful of the school as a community member in their digital communication.
- 5. Filtering.** Kellman Brown Academy reserves the right to restrict access to certain social networks at any time.
6. Please be aware that the school considers discretion and prudent judgment in social networking activities to be a serious matter with regard to protecting the school, its students, and employees. As such, violation of this policy may lead to corrective action up to and including expulsion.

Guidelines

- **“Friending”** faculty and staff. Do not initiate or accept social media relationship requests (also known as “friend” or “contact” requests) from faculty and staff.
- **Posted Content.** Exercise care with personal profile data and posted content, to ensure that this information does not reflect poorly on your ability to serve as a member of the Kellman Brown Academy community.
- **Privacy Settings.** On most sites, privacy settings can be changed at any time to limit access to profiles and searchability. Students should be prudent in limiting access to their personal content, in line with the above guidelines. Students should be mindful of what information they make public and who is able to see their posts.
- **Online Identity and Posting to Blogs.** As a vibrant academic community, we encourage active engagement in a range of activities, intellectual pursuits, causes, and the like—including social, political, religious, and civic-oriented groups, blogs, etc. At the same time, an individual’s right to participate in these groups must be balanced with the school’s right to manage public communications issued in its name or on its behalf. When posting messages to any blogs, students must use the same level of discretion described under Key Principles. Example: If a student chooses to post a personal message on a blog, they must not sign the post, “Jane Smith, Student, ABC School” but rather only “Jane Smith.”
- **Use of Logos, Trademarks, and Intellectual Property.** Students are not permitted to use the school’s logo, trademarks, official photographs, and all other intellectual property or proprietary materials in a social media context without the written consent of the Principal. Sharing information posted by the school is acceptable.

Anti-Cyberbullying Policy

All people in our community have the right to teach and learn in a supportive, caring and safe environment without fear of being bullied. We believe that every individual in school has a duty to report an incident of bullying whether it happens to herself or to another person.

What is cyberbullying?

There are many types of cyberbullying. Although there may be some of which we are unaware, here are the more common:

- 1. Text messages** – messages that are threatening or cause discomfort; also included here is “Bluejacking” (the sending of anonymous text messages over short distances using “Bluetooth” wireless technology).
- 2. Picture/video-clips via mobile phone cameras** – images sent to others to make the victim feel threatened or embarrassed.
- 3. Mobile phone calls** – silent calls or abusive messages; or stealing the victim’s phone and using it to harass others, to make them believe the victim is responsible.
- 4. E-mails** – threatening or bullying emails, often sent using a pseudonym or somebody else’s name.
- 5. Chat room bullying** – menacing or upsetting responses to children or young people when they are in web-based chat room.
- 6. Instant messaging (IM)** – unpleasant messages sent while children conduct real-time conversations online using messaging systems like SnapChat or WhatsApp or others.
- 7. Bullying via websites** – use of defamatory blogs (web logs), personal websites, and online personal “own web space” sites such as Instagram or Facebook.

At Kellman Brown Academy, we take cyberbullying as seriously as all other types of bullying and, therefore, will deal with each situation individually. An episode may result in a verbal warning and a parental discussion. Clearly, more serious cases will result in further sanctions. Technology allows the user to bully anonymously or from an unknown location, 24 hours a day, 7 days a week. Cyberbullying leaves no physical scars so it is, perhaps, less evident to a parent or teacher, but it is highly intrusive, and the hurt it causes can be very severe.

At Kellman Brown Academy, students are taught to:

- Understand how to use these technologies safely and know about the risks and consequences of misusing them.
- Know what to do if they or someone they know are being cyberbullied. Report any problems with cyberbullying. If they do have a problem, they can talk to the school, parents, the police, the mobile network (for phone) or the Internet Service Provider (ISP) to do something about it.

Kellman Brown Academy has:

- An Acceptable Use Policy (AUP)
- Information for parents on: E-communication standards and practices in schools, what to do if problems arise, and what is being taught in the curriculum.
- Support for parents and pupils if cyberbullying occurs by: assessing the harm caused, identifying those involved, taking steps to repair harm and to prevent recurrence.

Information for Students

If you're being cyberbullied:

- Remember, bullying is never your fault. It can be stopped, and it can usually be traced.
- Don't ignore the bullying. Tell someone you trust, such as a teacher or parent or both.
- Don't give out your personal details online – if you are in a chat room, watch what you say about where you live, the school you go to, your e-mail address etc. All these things can help someone who wants to harm you build up a picture about you.
- Keep and save any bullying emails, text messages, or images. Then you can show them to a parent or teacher as evidence.
- If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender.
- There's plenty of online advice on how to react to cyberbullying. For example, www.stopbullying.gov and www.wiredsafety.org have some useful tips.

Text/video messaging:

- You can easily stop receiving text messages for a while by turning off incoming messages for a duration. This will send a message to the person texting you by showing them their messages are unwelcome.
- If the bullying persists, you can change your phone number. Ask your mobile service provider about this.
- Don't reply to abusive or worrying text or video messages. Your mobile service provider may also have a number for you to ring or text to report phone bullying. Visit their website for details.
- Don't delete messages from cyberbullies. You don't have to read them, but you should keep them as evidence.

Text harassment is a crime. If the calls are simply annoying, tell a teacher, parent or caregiver. If they are threatening or malicious and they persist, report them to the police, taking with you all the messages you've received.

Phone calls:

- Always tell a trusted adult. Get them to support you and monitor what's going on.
- Don't give out personal details such as your phone number to just anyone. Never leave your phone lying around. When you answer your phone, just say "hello," not your name. If they ask you to confirm your phone number, ask what number they want and then tell them whether they have the right number or not. You can use your voicemail to vet your calls. A lot of mobile phones display the caller's number. See if you recognize it. If you don't, let it divert to voicemail instead of answering.
- Don't leave your name on your voicemail greeting. You could get an adult to record your greeting. Their voice might stop the caller ringing again. Almost all calls can be traced. If the problem continues, think about changing your phone number. If you receive calls that scare or trouble you, make a note of the times and dates and report them to the police. If your mobile can record calls, take the recording too.

E-mails:

- Never reply to unpleasant or unwanted e-mails (flames) – the sender wants a response, so don't give them that satisfaction.
- Keep the emails as evidence and tell an adult about them.
- Ask an adult to contact the sender's Internet Service Provider (ISP) by writing abuse @ and then the host, e.g. abuse@hotmail.com.
- Never reply to someone you don't know, even if there's an option to "unsubscribe." Replying simply confirms your email address as a real one.

Web bullying:

- If the bullying is on a website (e.g. Facebook) tell a teacher or parent, just as you would if the bullying were face-to-face – even if you don't actually know the bully's identity.
- Serious bullying should be reported to the police – for example threats of a physical or sexual nature. Your parent or teacher will help you do this.

Chat rooms and instant messaging:

- Never give out your name, address, phone number, school name or password on line.
- It's a good idea to use a nickname and NEVER give out photos of yourself.
- Don't accept e-mails or open files from people you don't know.
- Remember, it might not just be people your own age in a chat room.
- Stick to public areas in chat rooms, and get out if you feel uncomfortable.
- Tell your teachers or parents if you feel uncomfortable or worried about anything that happens in a chat room.
- Think carefully about what you write; don't leave yourself open to bullying.
- Don't ever give out passwords to your mobile or e-mail account.

KBA IPAD ACCEPTANCE POLICY:**Students in 5th – 8th grade will receive iPads for the school year.**

Kellman Brown Academy has purchased Apple iPads for student use. This one-to-one iPad initiative gives students access to learn anywhere, anytime - both in the classroom and at home. The focus is to transform and modernize education through access to innovative and educational technologies.

Students and parents are required to review this document in conjunction with the school's Acceptable Use Policy, and sign the agreement to protect the hardware and software inherent with this technology. Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies. Students who do not comply with the Acceptable Use Policy may be subject to, but not limited to; disciplinary action, confiscation, content removal and or loss of privilege. To ensure that students will benefit from their iPads and the school's computer/Internet resources, all users are expected to adhere to the following guidelines:

- Students must use the protective case provided with their iPad. This case is not to be removed or modified.
- iPads must remain free of any writing, drawing, stickers, or labels that are not administered by the school.
- iPads should not to be left unattended. Any iPad found unattended should be returned to a faculty member immediately.
- Any malfunctions to either the iPad or the case must be reported to faculty immediately
- Avoid placing excessive pressure, weight or heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen. Use of window cleaning products (i.e. Windex) is prohibited as it may cause damage to the screen.
- iPads must be fully charged every night and be ready for the next school day.

- Memory space is limited. Academic content takes precedence over personal files, music and apps.
- The school will maintain an allowed list of applications deemed appropriate for education use. Students may not install apps from the app store even though many free apps are available. Only apps on the allowed list may be installed. If you chose to install apps outside of this list, the helpdesk and KBA administration will be notified and your device will be restricted.
- Students are required to set a passcode on their iPad. Keep your passcode private.
- Students will be issued a school email account and an Apple ID used for device management and app distribution. Do not share credentials with your peers.
- The helpdesk and school administration will have oversight towards your device and email. No privacy is implied or stated.
- Students are not allowed to remove the profile or modify the iOS Software. (known as “Jail-breaking”) Removing the profile or modifying the software will take the device out of compliance and functionality will be limited.
- All material on the iPad must adhere to the school’s Acceptable Use Policy. Students are not allowed to send, access, upload, download, or distribute offensive, threatening or explicit materials.
- The camera may not be used to take inappropriate or explicit photographs or videos.
- Use of the camera and microphone are prohibited in the classroom and hallways unless permission is granted by a teacher.
- **Any damaged, lost or stolen iPad equipment must be reported to OmniComp and school administration immediately. Damaged, lost or stolen iPad equipment may be subject to a deductible or replacement fees up to \$225. Report cards will be withheld for students with unpaid damage fees.**
- Students who receive school iPads are required to purchase their own iPad charger for use in school.
- Fee for broken or damaged iPad case is \$45.

DRESS CODE

PHILOSOPHY AND GUIDELINES

At Kellman Brown Academy, we strive to create and maintain a positive and safe learning environment. Appearance should 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. Tank tops/sleeveless sports jerseys are not permitted.
- Clothes with offensive, suggestive or inappropriate content are prohibited.
- Undergarments should not be visible.
- Pants should not drag along the floor.
- For students in 5th grade and above, shorts and skirts must reach a modest length both standing and sitting. Cutoffs and skirts with long slits should not be worn.
- For students in 5th grade and above, longer tops should be worn when wearing leggings.
- No pool or beach footwear may be worn such as flip-flops. Open back shoes are hazardous during outdoor play and gym. Shoes with heels, dangling laces or other safety hazards should not be worn. Shoes/sneakers should be appropriate for the activities in which students participate.
- Kippot are the only permissible head coverings.
- **On Fridays, to honor and anticipate Shabbat, nicer clothing should be worn such as collared shirts, dress pants like khakis, and dresses/skirts. If wearing dress shoes, please send SNEAKERS for recess and PE.**
- On special occasions, such as grade level celebrations and Israel Independence Day, students may be asked to wear blue and white.

THE DRESS CODE 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 actions. 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.

LOST AND FOUND

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

FIELD TRIPS

Field trips and other in-school programs are important and enhance the educational experiences of our students. Field trips are chosen each year by the faculty and many times parent volunteers may be needed to chaperone. Your child's teacher will be in touch about these opportunities. Each class will take 1-2 field trips during the school year. While on a field trip, students are considered representatives of Kellman Brown Academy. All school rules apply. By signing the Family Handbook Acknowledgement Form, parents give permission for their child(ren) to participate in all school field trips. Signing the Family Handbook Acknowledgment Form gives parental consent for KBA to take students on school field trips without additional individual field trip consent forms.

PHOTOGRAPHS

We love to share with families and community members all of the exciting happenings at KBA. Therefore, there are times when pictures and/or names of students could be used in articles in newspapers, magazines, school communications and on social media.

KBA reserves the right to use any photograph/video taken of students, families, and any guests at KBA while at KBA or at any KBA event without additional permission of those included within the photograph/video or their parents or guardians. KBA may use the photograph/video in publications or other media material produced, used or contracted by KBA including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc. KBA may use students' full name(s) next to his/her picture and the pictures will only be used to promote KBA.

LUNCHES & SNACKS

SCHOOL LUNCHES AND SNACKS

LUNCH AND RECESS PERIODS

All students through 5th Grade have lunch and recess periods daily. Middle School students rotate between recess and advisory periods. In inclement weather, students have indoor recess and are offered additional activities.

Children must bring their own dairy or pareve lunch each day. They may participate in the School Hot Lunch Program on Mondays, Wednesdays, and Fridays. Order forms will be available electronically.

Our policy is that students in Preschool-2nd Grade must bring nut-free lunches. 3rd grade-8th grade students are allowed to bring nuts in their lunch and a designated nut-free table will be provided.

The expectation is that each child's packed lunch is intended for that child alone; sharing or exchanging lunchbox items is not permitted. If a lunch is forgotten, please bring it to the office as soon as possible.

Eating together each day is an integral part of our educational program and is meant to be a pleasant, social experience. We expect proper decorum and table manners during lunch periods. Students are expected to eat politely and to clean up their places at the table. Meals are preceded by **Ha-Motzi** and followed by **Birkat Hamazon**.

**Please refer to the Kashrut section for rules about bringing kosher food for lunch.*

Snack in Classrooms

Our Preschool and Kindergarten classrooms are nut-free zones. In other grades, teachers will indicate whether or not that particular class will also be nut-free. Consult with your children's teachers if you need help with food choices.

Please do not send in cups of soup that need to be filled with hot water or lunches that need to be heated in a microwave for any students in preschool – 5th grade. This is a safety issue.

SNACK TIME

Students have snack breaks during the day. Each classroom teacher will inform you about the snack policy for that class. When sending in a snack, we encourage you to send healthy foods. Candy is not permissible.

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.

HALF-DAY LUNCH AND SNACK POLICY

Half-days at KBA end at 12:00pm. Students in K-8 will NOT have lunch at school. Preschool students WILL have lunch at school. No hot lunch will be served on half-days. K-8 students should bring a healthy and hearty snack on half-days. Buses WILL run on half-days and will depart KBA by 12:15pm.

BIRTHDAY CELEBRATIONS

KBA marks each child's birthday in the classroom. A **SIMPLE** in-school birthday treat may also be arranged in cooperation with your child's teacher depending on the grade. Cupcakes or other treats may not be prepared at home, but rather must be purchased from a Kosher bakery or carry a visible hechsher (see KASHRUT below). Healthy snacks are encouraged as an alternative to sweets for school celebrations.

When planning an out-of-school birthday party, please adhere to the following guidelines:

- All the students in a grade should be invited. Alternatively, all of the the same-gendered students may be invited. Party invitations may not be distributed at school unless the entire class is included. This policy reflects our Jewish values of menschlichkeit, as students are likely to be hurt if not included.
- All food served at parties (including goody bags) should be kosher, whether in or out of the home.
- Local kosher establishments that can help provide food services for your party include:

Bagel Spot
Cherry Grill
Classic Cake
Magical Sweet Shop
Mia's Falafel
Center City Soft Pretzel

ShopRite, Kosher Experience, and Trader Joe's carry large kosher selections.

- When ordering from any establishment, please confirm that the Kashrut supervision is up to date.
- Parties should not be held on Shabbat or Hagim (Jewish Festivals). If a party is planned for Saturday night, it should be scheduled to begin with some lead time after Shabbat ends, so that travelling on Shabbat will not be required in order to arrive on time.

Your cooperation and sensitivity in following these guidelines, including during summer months, is greatly appreciated.

Birthday Party Blackout Dates for 2023-2024

Below are dates that school is not in session in observance of the Jewish holidays. In an effort to be an inclusive community, please DO NOT plan your child's birthday or bar/bat mitzvah celebration on any of the following dates, as well as on Friday nights and Saturdays (Saturday nights are acceptable after Shabbat has ended).

Rosh Hashanah

- Friday night, September 15
- Saturday, September 16
- Sunday, September 17

Yom Kippur

- Sunday night, September 24
- Monday, September 25

Sukkot

- Friday night, September 29
- Saturday, September 30
- Sunday, October 1

Shemini Atzeret / Simchat Torah

- Friday night, October 6
- Saturday, October 7
- Sunday, October 8

Passover

- Monday night, April 22
- Tuesday, April 23
- Wednesday, April 24
- Sunday night, April 28
- Monday, April 29
- Tuesday, April 30

Shavuot

- Tuesday night, June 11
- Wednesday, June 12
- Thursday, June 13

RELIGIOUS PRACTICES

RELIGIOUS PRACTICES

INTRODUCTION

KBA welcomes students from diverse Jewish backgrounds and embraces families with a broad spectrum of Jewish observance. We are enhanced by a population whose varied backgrounds, experiences and perspectives enrich the school community. Parents and grandparents are encouraged to take an active interest in their children's Judaic education, and adult education opportunities are offered throughout the year. Whether experiencing the warmth of a Kabbalat Shabbat service, receiving a first Siddur, or celebrating B'nei Mitzvah with classmates and family, KBA students embrace Jewish values and take pride in their heritage.

As Jews, we believe that mitzvot—statutes from our Torah and Rabbinic tradition—help sanctify the world around us. KBA students engage with the “practical” mitzvot of religious practice as well as the “relational” mitzvot between individuals, such as tzedakah (charity) and hesed (kind actions). More than merely good deeds to perform as we may see fit, mitzvot are part of halacha, an evolving system of Jewish observance. They enhance our daily routine and remind us of the higher purposes to which we are dedicated.

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). Children may perceive differences between school practice and home practice, and both school and family should be prepared to help them navigate their way between the two without disparaging or delegitimizing either.

TEFILLAH

Tefillot (prayer services) are held daily, either for Shaharit in the morning or Minha in the afternoon. Parents are invited to join in our services on days when their children read Torah and other special occasions. On Fridays, students bring the week to a close with Kabbalat Shabbat services, which may include music, stories, dancing, and special guests. As with all classroom, leadership and athletic roles in the school, KBA is egalitarian in religious practice, offering boys and girls the same opportunities and responsibilities during services. Males and females thus participate equally in Jewish rituals, including leading services and reading Torah. At the end of first grade, students receive their own Siddur as part of the Hag HaSiddur. This is the prayer book that is used for communal tefillah in grades throughout the school.

KIPPOT, TALLIT /TEFILLIN AND B'NEI MITZVAH

Kippot are an important symbol of Jewish identity, and are one of the ways to show our awareness of the sanctity surrounding us. In recognition of the school's status as a beit midrash (house of study), all boys and men wear kippot throughout the school day, and girls and women are welcome to do so if they choose. For health reasons, we discourage the sharing of kippot. We recommend labeling or buying personalized kippot for your child. Students should keep extra kippot at school. Students who come without a kippah and have no extras of their own will be **given a bag of ten kippot, and their parents will receive a bill for \$10 to cover the cost.**

Boys who have reached the age of Bar Mitzvah are expected to wear a tallit and tefillin during services, and girls are welcome to consider the option of assuming this mitzvah. We provide opportunities for boys and girls in our pre-B'nei Mitzvah classes to learn about these mitzvot and practice them. At the start of the school year, we disseminate a packet with more information about our Bar/Bat Mitzvah curriculum, including in-school celebrations and other procedures. Additional B'nei Mitzvah packets are available in the office.

SHABBAT AND HOLIDAYS

Each Friday we prepare to welcome Shabbat with Kabbalat Shabbat services and programs. Students bring coins to place in their class tzedakah box for donation at the end of the year. To ensure a special atmosphere, Shabbat clothing is expected. Please refer to the section on Dress Code for more information.

We celebrate Hagim (Jewish holidays) in many ways, including assemblies, dramatic presentations, family events, special study units, activities, and song and dance. 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 Halloween, Christmas or 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.

To access the full school calendar: kellmanbrownacademy.org/calendar

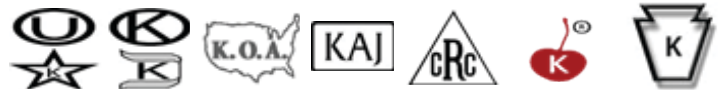
Password (case sensitive): KBALIONS

KASHRUT (Jewish Dietary Laws)

Our tradition teaches that kashrut can elevate the mundane act of eating into a sacred endeavor. The word "kosher" means "acceptable," and generally refers to foods which are acceptable under Jewish dietary laws. We recognize that kashrut is a central part of our identity, and we ask parents to be meticulous in sending only kosher items to school. This means:

- Pre-packaged foods should have clearly marked symbols (hechshers) which indicate that the food is certified kosher.
- There are many kid-friendly brands that carry kosher snacks, including Pringles, Lays, General Mills, Ruffles, Rold Gold, Stauffer's, Hershey's and Herrs.
- Brands such as Goldfish and cheese Doritos, do NOT carry a hechsher, and thus are not acceptable at school.
- Stauffer's Whales DO carry a hechsher, while Pepperidge Farms Goldfish does NOT carry a hechsher.
- A "K" by itself is not necessarily reliable. We do NOT use products in our kitchen that carry the "Tablet-K" certification.

Some common and reliable symbols include the following:



Lunches brought from home must be **dairy or pareve only.**

(Pareve is a category that is "neutral," i.e. neither meat nor dairy, such as fruits, vegetables, rice and pasta).

No meat products may be brought into school by students. Fish, (e.g. tuna or salmon), is acceptable, as fish is considered pareve.

Shellfish and seafood lacking fins and scales are not kosher.

We do not allow prepared food to be brought in from local restaurants, unless they are certified kosher. Students will not be allowed to accept lunches brought in from restaurants without a certification (WAWA, Panera, Dunkin Donuts, etc.)

Food that is brought in to be shared with a class (e.g. cupcakes for a birthday celebration) may not be prepared at home. **Rather, food for in-class parties or other class events must be store-bought and carry a visible hechsher on the package at the time they are brought into the building. Parents must stop at the front desk to ensure that an authorized administrator has approved the snack before bringing it to the classroom.**

Students, faculty, or parents who wish to use the kitchen to prepare food (e.g. for a tzedakah bake sale or class holiday program) must consult with Rachel Zivic, Head of School.

In the event that a student brings non-kosher food or snacks to school, he or she will be gently asked to take these items home, and will be provided with a substitute lunch or snack. We thank you for your partnership in creating a kehillah kedoshah (sacred community) marked by sensitivity and respect for our communal standards.

BEHAVIOR BEHAVIOR

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* (“exemplary behavior”). 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.

KBA CODE OF CONDUCT

Kellman Brown Academy acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. Kellman Brown Academy will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities.

Federal law prohibits discriminatory practices in our society, and parents of children victimized have protection under law. The US Department of Education’s **Office of Civil Rights** (OCR) exists to protect children within the country’s educational systems from discriminatory practices.

Treating others with the same degree of sensitivity, honesty, fairness and modesty with which we ourselves would like to be treated is the hallmark of a Jewish community!

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.

We remind ourselves of these principles daily through our school pledge:

KBA Student Pledge

I pledge to: Treat others with *Kavod* – כבוד (**Respect**)
Avoid *L’shon Hara* - לשון הרע (**Use kind words**)
Perform acts of *Hesed* - חסד (**Kind actions**)
Stand up for myself and others, and be a *Rodef Shalom* - רודף שלום (**Seeker of Peace**)

KBA SCHOOL RULES AND CONSEQUENCES

Kellman Brown Academy expects students to act according to appropriate values both inside and outside of school. It is a privilege to represent Kellman Brown Academy, therefore, students are expected to abide by the rules outlined below:

School Rules:

- Listen and follow directions
- Keep hands, feet and objects in your own space
- Use kind words and appropriate speech
- Be in school on time, prepared, and ready for the day
- Be respectful of yourself and others (includes: classmates, teachers and school property)

Consequences:

The following is a guideline, and in keeping with our philosophy we take into account developmental factors and other considerations. Logical consequences are used in a timely manner. For most behaviors, teachers will address them first in class and communicate with parents. Students will be sent to the office if behaviors persist. Ultimate behaviors will cause students to be sent to the office immediately

- 1st Time in Office – Written Warning/Behavior Slip, Teacher will call home
- 2nd Time – Clear & Appropriate Consequence in conjunction with school administration/Behavior Slip/ Detention/Family contacted
- 3rd Time – Conferences with administration, teacher, parents, or counselor/Behavior Slip/Detention
- 4th Time – Intervention by school administration with family and outside professional/In school or out of school suspension

Note: Certain behaviors including those that cause harm to or threaten other children in school will result in immediate suspension. These include causing physical harm and bringing a weapon to school. (Note: this includes bringing to school replicas or real versions.)

Profanity and/or Obscene Language/Gestures: A student will not use profanity or obscene language, gestures or pictures, either written or verbal, in communicating with anyone. Included in this prohibition would be the possession or publication of obscene pictures or materials.

Harassment: A student shall not use words, pictures, objects, symbols, gestures or other actions relating to a person's race, national origin, handicap, appearance, religion, sex or other reason that may have the effect of causing embarrassment, discomfort or a reluctance to participate in school activities.

Bullying: "Bullying" is defined as an intentional written, verbal, electronic or physical act that a student exhibits toward another student repeatedly; and the behavior both

1. causes mental or physical harm to the student, and
2. is sufficiently severe, persistent, or pervasive that a reasonable person under the circumstances should know, will have the effect of:
 - Placing a student in reasonable fear of physical harm or damage to the student's property;
 - Physically harming a student or damaging a student's property; or
 - Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Anti-Bullying, Harassment and Intimidation Policy

Policy Statement

Kellman Brown Academy prohibits acts of harassment, intimidation or bullying of any student. Such acts are prohibited on school property, at any school-sponsored event or function, on the school bus, or off school grounds.

Our school affirms the worth and dignity of each individual. Students are entitled to receive their education free from humiliation and abuse. The policy aims to:

1. Provide a safe, welcoming and secure environment for all students.
2. Create a supportive climate for all students.
3. Provide suitable services/interventions for bullies and targets of bullying.

Disciplinary Procedures

Students who have engaged in prohibited behaviors are subject to disciplinary action, which may include missing school activities, in-school suspension, out-of-school suspension or expulsion from school. The school's commitment to addressing such prohibited behaviors, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation or bullying will not be tolerated by students, faculty or school personnel.

WE HAVE A ZERO TOLERANCE POLICY FOR “BULLYING” BEHAVIOR

If you suspect that your child has been the victim of bullying, harassment, or intimidation, please contact Shira Weinstein, KBA Guidance Counselor and Director of Student Services, at sweinstein@kellmanbrownacademy.org or 856-679-2929, ext. 1711.

EARLY CHILDHOOD INFORMATION

ALL Preschool students will be required to get a flu shot by December 31, 2023.

Toilet training

Potty Training Policies and Procedures: All students entering the 3 year old program should be in the process of toilet training. The child may still wear a pull-up or diaper and may continue to require diaper changes or assistance after the successful use of the toilet. All students entering the 4 year old program should be fully toilet trained.

Discipline Policy for Early Childhood Students:

KBA is committed to providing each one of its students a safe and nurturing early childhood educational experience. Issues regarding student behavior are normal and expected in an early childhood setting, and are dealt with regularly and almost always successfully under the KBA Early Childhood discipline policy. Our teachers practice an individualized and holistic approach to discipline, focusing on positive reinforcement. We recognize however, that under extraordinary circumstances, it may be determined that a child should be temporarily or even permanently removed from the school. This can occur either because we are not meeting the needs of the student, or because the student is unable to adjust his/her behavior in a manner appropriate to a school setting. Under this expulsion policy, a child may be permanently removed from KBA for behavior deemed unduly disruptive, dangerous, or otherwise highly inappropriate in a classroom, as well as for physically aggressive behavior.

“Physically aggressive” behavior includes, but is not limited to biting, pushing, kicking and/or hitting. The classroom teacher and/or Early Childhood Coordinator will determine whether a particular behavior constitutes either “physically aggressive behavior” or inappropriate behavior which should be dealt with under this policy.

If a child continues to exhibit inappropriate or physically aggressive behavior, the child’s parents will be notified immediately. A conference will be held with the child’s parents, the classroom teacher, and the Early Childhood Coordinator. This conference will be held within one (1) week of the first occurrence of the behavior in question. The purpose of this conference will be to inform the child’s parents of the child’s behavior, and to discuss strategies for dealing with the behavior. At this conference, the Early Childhood Coordinator may also make suggestions regarding places that the family can obtain help in dealing with the child’s behavior.

If another incident of inappropriate behavior occurs, the classroom teacher may immediately remove the child from the classroom. The child’s parents will be notified of the incident immediately. Depending upon the individual circumstances, the Early Childhood Coordinator may require that the child be picked up and removed from school for the remainder of the day. If the Early Childhood Coordinator and/or Head of School determines that there is a safety concern, the child may be removed from the school for a period of time. During this time, the Early Childhood Coordinator will recommend an action plan so that the child can continue in our program without compromising a safe and secure environment for all of the children and staff.

Upon the child’s return to school, the parents will be regularly apprised of the child’s behavior. If the inappropriate behavior reoccurs, a conference will be held with the child’s parents, the Early Childhood Coordinator and the Head of School. At this time, it may be determined that the child be expelled from the school permanently, which is at the discretion of the Head of School.

Communicating with the Early Childhood Teachers

The KBA Early Childhood Education Team strives to partner closely with parents. Regular communication is at the core of this partnership. During the school day, teachers are 100% focused on the safety and well-being of the children in their care. Urgent messages may be sent by calling the front office. All other communication should be directed to the teachers by email and teachers will strive to get back to parents at the earliest opportunity—KBA has a 24-hour return email policy.

The first point of contact for questions and concerns should always be the classroom teachers. Under certain circumstances, the Early Childhood Coordinator and/or Head of School will be included in the conversation.

PARENTS

THE PARENT AND THE SCHOOL

PARENT PARTNERSHIPS

Kellman Brown Academy is a community of students, teachers, parents, administrators and staff. At the center of this community lie the best interests of the students, both individually and collectively. Parents play a crucial role in the education of their children and the school expects that parents:

- Become familiar with and support our school's mission, policies, guidelines and channels of communication.
- Read all material sent home; attend back-to-school nights and parent-teacher conferences, events sponsored by the PTG, and other grade-level and schoolwide events.
- Support the articulated values of KBA, cooperate with the administration in any matters of discipline or academic impediment, and deal promptly with any situations that may arise.
- Keep in close communication with the school about your child's physical and emotional health, and inform us about changes in the home environment – birth of a sibling, separation, death of a family member or close friend, or other conditions that may have an impact on your child's well-being.
- Communicate with the appropriate channels if issues or concerns arise beginning by going to the most direct level first before seeking out the Head of School. We also request that you seek information directly from the administration when a situation seems problematic in any fashion, avoiding discussions with other parents that are based on partial information, gossip, or rumor.
- Provide a quiet place for study at home and encourage your child to be responsible for his or her work. Students need to know that their parents understand and value the need for homework; that their parents will help them when necessary to see that it is done, and done well; that reasonable time is set aside for its completion; and that time is set aside for reading, especially reading to and with younger readers.
- Be respectful in all interactions with school personnel, as they will be in return.
- Parents are KBA's best ambassadors. Please refrain from posting negative comments on social media or within class communication channels such as WhatsApp. Personal concerns should be addressed through appropriate channels, not on public or group forums.

Please plan your vacations to coincide with school vacations. If a student misses school, he/she will be responsible for all missed work. Please let the teachers know at least one week in advance of a pre-planned vacation that does not coincide with a school vacation.

HOME-SCHOOL COMMUNICATION

A KBA digital newsletter is e-mailed regularly. All notices, flyers, calendars, schedules, and newsletters are sent home via e-mail. Please notify the office of any e-mail changes or to add additional e-mail addresses.

Additional information about the school can be found on the school's website, www.kellmanbrownacademy.org or on our Facebook page. Be sure to check online for the latest happenings at Kellman Brown.

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 use their school email address, available on the KBA website. Please respect teachers' privacy by refraining from calling them at home, or calling or texting their cell phones. 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.

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 COMMUNICATION

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

- Teachers in preschool through 5th grades send weekly e-mail class summaries that describe classroom happenings.
- Families receive digital report cards three times a year for grades K through 8, and twice a year for Preschool.
- Middle School families receive Interim Reports prior to the report cards during the first marking period and then on an as-needed basis. See below for more information.
- 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 post homework daily on Google Classroom. Details on accessing Google Classroom will be provided by each student's teachers at the start of the school year.**

WRITTEN PROGRESS REPORTS AND PARENT-TEACHER CONFERENCES

Parent-Teachers conferences are scheduled in late fall for all Kindergarten-8th grade students and mid-year for Early Childhood students. Additional conferences may be scheduled at the request of the teachers or parents as needed. Our student support team will initiate Parent-Teacher conferences to provide additional services for a student.

In Middle School, teachers prepare an interim report three times a year, midway between each trimester. The first interims are sent home to all students to advise parents of student progress in academic classes. 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. A student not performing on grade level may be excluded from extra-curricular activities to promote more attention to academics.

Report cards are e-mailed home three times a year, in December, March, and June for Kindergarten-8th grade students. Academic Honor Roll is included in the Middle School report cards. Principal's Honor Roll is for students receiving all A's; Academic Honor Roll is for students receiving all A's and B's.

VISITING THE SCHOOL

Parents are encouraged to attend grade-level and schoolwide celebrations. All information can be found on our school calendar, which can be accessed through the school website kellmanbrownacademy.org/calendar (Password is case sensitive: KBALIONS). Visitors are prohibited during the school day without prior arrangement with the student's teachers and approval of the administration.

RE-ENROLLMENT

Based on best practices at other Jewish and independent schools, KBA has moved to an automatic re-enrollment system. This approach has served to streamline the re-enrollment process and make it easier for families. Families will receive a notice in January that informs them if they do not intend to return, they will need to submit the "opt out" form by January 31st. The Tuition Assistance process commences in January and deposits for the following year are due within two weeks of enrollment.

FORM ACKNOWLEDGMENT

Must be submitted by Monday, August 28, 2023

[Click here to acknowledge that you have received and reviewed our family handbook.](#)