



# Kadimah Academy

**2018-2019**

**PARENT/STUDENT HANDBOOK**

**LOCATION/IMPORTANT NUMBERS:**

1085 Eggert Rd  
Amherst, NY 14226

Phone – (716) 836-6903

Fax – (716) 837-7322

Office Email – Office@Kadimah.org

**SCHOOL DAY/HOURS:**

Classes begin each day promptly at 8:20 a.m. and students are dismissed at 3:00 p.m.

**PICKUP/DROP OFF:****Drop Off:**

The doors open for students at 8:00 a.m. Please do NOT drop children off before this time. From 8:00 a.m. to 8:15 a.m. students will be supervised and are to be seated quietly in the hall.

\*Our schoolwide gathering starts at 8:20am and all students are expected to attend.

Students who arrive after 8:25 a.m. will be considered tardy which will be marked on their report card. Parents must come into the office to sign their children in.

**Pick up:**

Students need to be picked up at 3:00 p.m. Students who are not picked up by 3:15 pm will be placed in our Extended Day Program and parents will be charged \$10 per half hour or less. Please call the school as early as possible if you plan on being late.

Please do not park in front of the door as buses cannot see your car when they come around the corner; please do not use the handicapped parking spots unless you have the correct tag.

**CANCELLATIONS:**

As a matter of policy, Kadimah School will remain open whenever possible. When school must be closed, an announcement will be made on TV channels WGRZ (2), WIVB(4), and WKBW (7).

You may sign up for Text Alerts, by texting @kadimahsch to 81010

## **TRANSPORTATION:**

Many of our students arrive and leave on buses provided by their home School Districts. Requests, changes, and any problems related to transportation should be directed to the appropriate school district.

Amherst – (716) 684-9440

Kenmore/Tonawanda – (716) 874-8611

Williamsville – (716) 626-8397

Clarence – (716) 407-9500

Sweet Home – (716) 250-1435

## **SCHOOL BUS SAFETY**

We rely on school buses to bring our children to school and back home again safely. To accomplish this, we request your cooperation in reviewing the following rules with your child.

1. Help keep the bus on schedule by being on time at the designated school bus stop each morning and by leaving school promptly when the bus is called at day's end.
2. Stay off the roadway while waiting for the bus.
3. Move toward the bus and get on only when it has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Keep hands and head inside the bus at all times.
6. Do not throw anything out of the bus windows.
7. In the event of a road emergency, remain in the bus and follow the driver's instructions.
8. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Do not tamper with the bus or any of its equipment.
10. Assist in keeping the bus safe and clean at all time. Keep books, coats, packages and all other objects out of the aisles.
11. Be courteous to fellow pupils and the bus driver. Help look after the safety and comfort of smaller children.
12. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this.
13. Observe safety precautions at discharge points. Where it is necessary to cross the roadway, proceed to a point at least 10 feet in front of the bus. Wait for a signal from the bus driver before crossing.
14. Follow the instructions of the bus driver at all times.

## HEALTH REGULATIONS

Emergency and medical forms MUST be submitted to the school by the first day of class. New York State law mandates that no child be admitted to the school for the first time without proper immunizations. Also, any pre-existing medical, emotional, or physical condition which could create difficulties or in any way be challenging to your child in our programs, should be called to our attention.

Parents are encouraged to report to the school office and to the child's teacher signs of fatigue or trends of behavior which may cause one to suspect the beginning of physical illness. It is also important that the school be notified immediately if a child contracts anything contagious.

According to NEW YORK STATE EDUCATION DEPARTMENT POLICIES, which apply to public and private schools, if your child shows symptoms of illness (e.g. temperature of 99.6°F/37.6°C or more, or throwing up) s/he should not be in school. **Children must be "fever-free" without medication for a full 24 hours before returning to school.** They will be monitored closely for any of the above symptoms and will be returned home when the situation warrants it. A student who is recovering from a bacterial infection should not be in sent to school until s/he has been on antibiotics for a full 24 hours. A child must be healthy and not on medications such as fever reducers, anti-nauseas, or anti-diarrheals.

When in doubt, take the precaution of keeping your child at home. His/her recovery is likely to be faster if s/he remains at home. Moreover, it is manifestly unfair to expose other children or staff-members to a sick child's illness.

Students who are sent to school ill or who become sick during the school day will be sent home.

Medication may not be carried by a student except in special conditions such as severe allergies, breathing problems, or other conditions deemed necessary by the student's physician. In such cases, a written order from the physician and a written request from the parent is required for any student to carry and self-administer medication.

Medication may be given in school only if it is absolutely necessary. All medication must be sent in its original container, labeled with the name of the medication, patient's name, dosage along with a written request by the parent, and a doctor's standing order.

If there are any questions or concerns, please consult the School Nurse, Renee Lehner. She is on duty from 8:00 a.m. to 3:00 p.m.

## **KASHRUT AND RELIGIOUS OBSERVANCE**

Ours is a community school, made up of Jewish families with varying standards of religious observance. In accommodating the needs of all of our students, Kadimah School maintains a universal standard for the observance of kashrut. In this way, the entire Kadimah family can readily and easily participate in all activities and celebrations together. The following guidelines will enable this to happen:

1. All pre-packaged food brought into the school – including lunches, snacks, and refreshments for parties, celebrations and holidays – must have the endorsement of a recognized kashrut supervisory agency. Please see page 15 for more information.
2. Because of the divergent levels of Kashrut observed by Kadimah families, food prepared at home is not permitted to be shared.
3. So that all Kadimah students can attend and participate without hesitation in their classmates' celebrations, we strongly suggest that private parties and activities observed outside the school adopt this kashrut standard. These activities should not be scheduled on Shabbat or Jewish Holidays so that every Kadimah Student will feel comfortable.
4. As a Jewish Community Day School, we do not celebrate Halloween, Christmas, Valentine's Day, St. Patrick's Day or Easter. We joyously celebrate Shabbat weekly and all of our Jewish Holidays and we invite parents to school to share many of our Jewish Holiday celebrations.

If you have any questions please consult with our Head of School.

## **LUNCHESES**

### **Mrs. B Pizza Wednesdays!**

On select Wednesdays throughout the year, a pizza and veggie lunch will be offered for \$5.00. These lunches must be prepaid at the beginning of the month. Checks can be made out to "Luscious by Lori". Any questions, please email [Lorimorrison32@gmail.com](mailto:Lorimorrison32@gmail.com).

\*Our September Pizza Days are September 12<sup>th</sup> & 27<sup>th</sup>, please pre-pay. All other Wednesdays in October, November, and December can also be prepaid.

Regrettably, we will no longer be offering daily school lunches. Students must bring their own lunch each day.

## **STUDENT RECORDS**

Kadimah School maintains cumulative student educational records which contain copies of report cards, teachers' memoranda, and other pertinent information about the student. Our policy with regard to these files conforms to the requirements of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT.

## **ATHLETICS**

At Kadimah, we believe a healthy body nourishes a healthy mind. Students in grades K-8 have physical education classes twice a week, designed to develop and improve coordination and gross and fine motor skills. Children are required to wear sneakers during gym. If your child does not have their sneakers they will not be allowed to participate. Please consider having your child keep a pair of sneakers in their locker.

## **FIELD TRIPS**

To enhance children's understanding of academic subjects, and to promote learning through experience, our students go on field trips to various places of educational and Jewish cultural interest. You will be informed in advance about these trips and be asked to sign a permission slip, which allows your child to join his/her class on these outings. Children may ride in parent/teacher vehicles which will be noted on the permission slip.

## **ASSEMBLIES**

School assemblies are an important and fun part of our students' education. They usually coincide with special occasions and holidays, both secular and Judaic. **Parents, friends, and grandparents are cordially invited to attend, please RSVP to the school office.** You will be notified of your child's participation through invitations and the school's regular communication channels.

## **SHABBAT CELEBRATIONS**

Every Friday, Kadimah students welcome the Sabbath with challah and grape juice which are donated by our PTO. This celebration marks Friday as a special day of the week. Students are encouraged to "dress up" on Fridays in honor of the Sabbath.

## **TZEDAKAH**

In an effort to develop the Jewish character of our students, we encourage their participation in the mitzvah of Tzedakah (Charity). We suggest they bring a donation – no matter the amount – on a regular basis so they may develop a feeling of sharing and responsibility toward their fellow man.

## **TELEPHONE CALLS, MESSAGES, AND CELL PHONE USE**

It is very difficult to deliver personal telephone messages to students during the day. We want to maximize class time as much as possible by keeping such interruptions to a minimum. Except in case of an emergency, we would appreciate your cooperation in not leaving telephone messages for your child.

Please see the Code of Conduct regarding student cell phone use.

## **INAPPROPRIATE USE OF SOCIAL NETWORK SITES FOR PARENTS AND STUDENTS**

Our teachers and our administrative staff are highly responsive to student and family concerns. Please allow us to respectfully handle these through our established communication channels. We consider the use of social media posts that are critical of school policies, not in the best interests of the children or the entire school community.

## **SAFETY**

As a school, one of our greatest concerns is the safety of all students and staff. We will practice NYS mandated fire drills as well as a mandated Shelter-in-Place drill. We will discuss/practice a lockdown, Lockout, and an evacuation drill. As a school, we have taken appropriate safety precautions (all doors are locked, visitors/volunteers sign in and obtain passes) and we work closely with the Amherst Police Department. Please direct any questions Mrs. Fran Paskowitz.

## **COMMUNICATION**

In a cost and money saving venture, all communication with the exception of contracts and report cards, will be sent by email. Parents should make sure the Kadimah Office has a correct and valid email address. Parents are encouraged to check Kadimah email regularly.

## **ADMINISTRATION**

Kadimah parents must acknowledge and understand that due to our serious fiscal crisis, there will be no full time Head of School. Mrs. Paskowitz, a certified and experienced school administrator will be at our school daily. Renee Lehner, the Administrative Assistant, Talia Berkowitz, and Michal Shmuel-Lewis are on call when Mrs. Paskowitz is not in.

# CODE OF CONDUCT

“Life is like a coin, you can choose to spend it any way you wish, but you can only spend it once”

## TO OUR STUDENTS

Students at Kadimah are expected to exhibit a commitment to learning and to achieving success. They are expected to take personal responsibility for their behavior. This responsibility applies not only to their academic duties, but also to their use and care of school facilities, equipment, textbooks, supplies, and school attendance. Each student contributes to the well-being and success of everyone. In addition to strict adherence to school rules, we also expect students to use common sense in situations which are not specifically covered by the rules. While a student is in any class, the teacher is in charge and deserves the student’s attention and respect. If a student has a question or a problem regarding his/her relationship with the teacher, s/her may approach the teacher after class to clarify matters in a respectful manner. The rules of student conduct apply to ALL students for the entire time they are on school premises, as well as field trips.

## HONESTY

Expected Behavior: you are expected to be honest in your relations with students and staff. Lying, stealing, and cheating are forms of dishonesty and are unacceptable behaviors.

Reason for Expected Behavior: You will benefit from your relations with others by being open and honest in what you say and do. Dishonesty in your words, actions or written work has a negative effect on your reputation and that of your school and parents.

## ACADEMIC SUCCESS

Expected Behavior: To ensure success in your school year, you are expected to complete all class and homework assignments on time and to the best of your ability.

Reason for Expected Behavior: Effort and determination are the keys to success. If you don’t put forth your best effort and take pride in your work, then your work won’t be acceptable.

## APPROPRIATE LANGUAGE

Expected Behavior: Your language should show respect for staff and students. Name calling, swearing, rude and obscene language: written, spoken, implied or gestured – are all unacceptable.

Reason for Expected Behavior: Being able to use appropriate and tasteful language is a valuable life skill. When language is offensive to others, hurt feelings may lead to further conflict.



## **TARDINESS**

Expected Behavior: You shall report to class promptly each day, ready, willing and able to work. Our day begins at 8:20 am promptly, with our gathering, you are expected to arrive at school by 8:15 am daily!

Reason for Expected Behavior: Punctuality is a form of courtesy towards your teacher and your classmates. Punctuality is a learned skill in making good use of your time at home and at school. If you are late, you disrupt your class when you enter. Students who miss a great deal of time are certain to encounter difficulty in keeping up with their school work. In order for you to achieve your maximum potential, regular attendance and punctuality are essential.

## **RESPECT FOR OTHERS**

Expected Behavior: You are expected to treat all people with consideration and respect. Threatening, fighting, pushing, shoving, tripping, kicking, etc., and ALL forms of rough play, are not acceptable student behaviors. You are expected to keep your hands and feet to yourself at all times.

Reason for Expected Behavior: Every person needs a good self-image and has the right to be treated with respect. Getting along with people is a very important skill when making your way in today's world. In addition, rough behavior may hurt someone's feelings or physically injure them.

## **DESIGNATED AREAS**

Expected Behavior: You may be in the following areas only if you have the permission of your teacher: hall computers, gym, library, washrooms, staff room, and classrooms other than your own designated room. You may not go into the gym equipment room and take out any equipment unless you have the permission from/supervision by, the person in charge.

Reason for Expected Behavior: These guidelines are necessary for your own protection and for the proper security and safety of students and specialty equipment which assists in your instruction.

## **STUDENT MOVEMENT**

Expected Behavior: In school you are expected to WALK QUIETLY in the halls and cafeteria.

Reason for Expected Behavior: These guidelines are necessary to ensure that all students are being supervised during their school day. Working classrooms have the right to not be disturbed by unnecessary noise.

## **CARE OF SCHOOL PROPERTY**

Expected Behavior: You are expected to respect all school property/property areas: the parking lot, classrooms, halls, washrooms, playground, gym/cafeteria, library, school equipment, textbooks, and supplies.

Reason for Expected Behavior: In taking care of school property you display pride in your school; you also help maintain attractive surroundings and facilities which are necessary to successful learning – for you and your fellow students.

\*\* Desks are considered school property, and need to be treated with the same care and respect.

## **TOBACCO, ALCOHOL, DRUGS, AND WEAPONS**

Expected Behavior: Tobacco, alcohol, drugs, and/or drug paraphernalia, are not permitted on school property. Weapons, or any objects that may be construed as weapons, are not permitted.

Reason for Expected Behavior: In your formative years, we want to help you develop good self-esteem and a healthy lifestyle. The use of tobacco, alcohol, and drugs is dangerous. For your own protection, the law forbids you to use these items. The safety of our students is foremost in our concern for appropriate student behavior.

## **EXTRA-CURRICULAR ACTIVITIES**

Expected Behavior: On school busses, at extra-curricular activities, or on field trips. ALL school rules apply.

Reasons for Expected Behavior: Remember that during these activities, you represent your school, yourself, and your family. Don't let your misbehavior ruin opportunities for you or others. Always let others know that you are proud to be a student of Kadimah Academy.

## **ELECTRONICS/FIDGET SPINNERS**

Student are urged to leave all cell phones and their personal listening devices (electronic games, ipods, MP3 players etc.), and fidget spinners at home. The school will not be responsible for the loss or damage to these possessions. Certain teachers may allow these devices to be used during class for school related work. Personal use of cell phones and these devices are prohibited on school grounds unless permitted by the person teaching the class. If an electronic device is brought in, it is to be left in the main office. If your child needs to call home for any reason, the school office has phones they may use. Students using unauthorized electronics during regular school hours will have the devices confiscated and the parents will be contacted. The device will be available for return only to the parents. Devices such as laser pen lights etc. are not to be brought into the school for any reason.

## **PROGRESSIVE DISCIPLINE**

It is our hope to work closely with all student (and parents) in our nurturing environment so the inappropriate behaviors do not occur.

In the event a student chronically exhibits unacceptable behavior, any or all of the following may happen.

1. The student will receive a warning from the teacher (it may be verbal, written or both); in addition s/he will speak with an administrator.
2. S/he will receive a lunch/recess detention.
3. S/he will be sent to the Head of School's office and parents will be notified.
4. His/her parents will be notified and in school suspension may ensue.
5. S/he will receive out of school suspension and parents will be notified.
6. Student will be expelled from Kadimah Academy, effective immediately.

Major infractions of the rules of conduct may result in the student's suspension or expulsion from Kadimah Academy.

### **MAJOR INFRACTIONS INCLUDE:**

1. Physically and/or emotionally harming or threatening another student, faculty, or staff member.
2. Fighting with another student.
3. Cheating.
4. Stealing.
5. Destroying property.
6. Conduct that may be construed as bullying of others.
7. Repeating any minor infraction 3 or more times.
8. Repeatedly exhibiting continued misbehavior.

# **RESPECT FOR ALL**

It is Kadimah Academy's policy to maintain a safe and supportive learning environment that is free from harassment, intimidation, and/or bullying, and from discrimination based upon actual or perceived age, race, color, citizenship/immigration status, religion, creed, national origin, disability, ethnicity, gender, gender identity, gender expression, sexual orientation, or weight.

Kadimah Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Discrimination, harassment, intimidation and/or bullying may take many forms and can be physical, social, verbal, or written. Physical harassment involves physical injury or threat of injury. Social harassment refers to the use of peer rejection or exclusion to humiliate or isolate a person. Verbal harassment refers to derogatory teasing, taunting, or insulting someone. Written discrimination, harassment, intimidation and/or bullying includes electronic communications using information technology including, but not limited, to; Internet, cell phone, email, social media, blogs, chat rooms, and gaming systems.

Such discrimination, harassment, intimidation and/or bullying is prohibited in school, during school hours, on transportation to/from school, on field trips or at school sponsored events. It is also prohibited off school grounds when such behavior disrupts or would foreseeably disrupt the educational process or endangers or would foreseeably endanger the health, safety, morality, or welfare of the school community.


This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other policies or classroom rules.

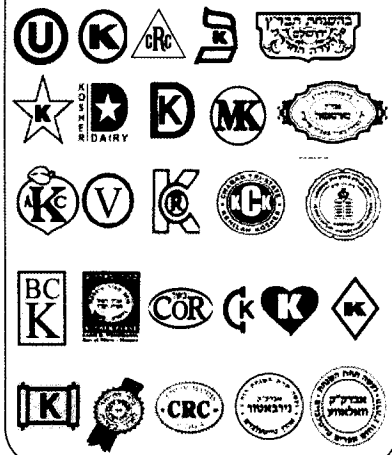
Students who believe they have been the victim of bullying or intimidating behavior, harassment, or discrimination, should report the incident immediately to their teacher or to the Head of School.


## **BOARD OF TRUSTEES' UNIFORM POLICY FOR KADIMAH ACADEMY**

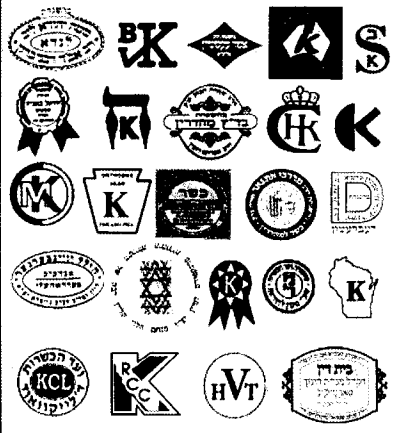
1. All students must wear white or blue polo shirts or similar tops, in either long or short sleeves. Navy blue is the preferable shade of blue, for consistency, but not exclusively.
2. Navy blue or sand-colored/tan khaki pants, pleated or plain, constitute the bottom portion of the uniform for boys or girls. Additional approved bottoms for girls include skirts, pleated or plain, at or below the knee, in either navy blue or khaki. Short pants in either of these colors are approved; however, they should be closer to, as opposed to further from, knee length for boys, and especially for girls. Leggings are approved for girls wearing shorts or a skirt, in either khaki, white or navy blue. Jogging-style pants with elastic waists and/or cuffs are not approved.
3. Either of the two colors are approved for wear during the week except Friday, formal occasions, and during official school events and school trips, when white tops and navy bottoms are compulsory.
4. Belts of any single, dark color are approved.
5. Single color socks of either navy blue, khaki or white are approved.
6. Either white or dark shoes or sneakers are permitted during the week, except for Friday, when shoes or sneakers of a single dark color are required.
7. Navy or white vests, sweaters and cardigans are approved (uniform style i.e. without brand logos and with the option of an iron-on Kadimah crest).
8. Jackets, boots, any and all other outer wear not to be worn inside school, are not covered by the recommended uniform policy (i.e. they can be any color or style).
9. Designated clothing is widely available at most retail brick-and-mortar stores as well as online. Kadimah's PTO will purchase one (1) White top with a navy blue Kadimah logo for each student, which must be worn for formal school events and trips. Kadimah will also offer for sale additional shirt-size, iron-on Kadimah Academy logo patches to all parents.
10. Students will be afforded five minutes at the start and end of gym to change into gym clothes. This will not come out of other classes.
11. Enforcement will be the responsibility of Kadimah's Head of School and all faculty members.
12. This policy shall be posted on Kadimah's website, with other related information, including sources for clothing and patches.

# Kashrus Card

  
**KOSHER CERTIFICATION**  
 2015 Partial List of Acceptable  
 Kashruth Symbols from the  
 Chicago Rabbinical Council  
 (773) 485-3900      www.crcweb.org



  
**KOSHER CERTIFICATION**  
 This card is NOT a complete list.  
 See [www.crcweb.org](http://www.crcweb.org) for more info.



Visit [www.ASKcRc.org](http://www.ASKcRc.org) to search for information on hashgachos, medicines, vegetables, liquor, cereal brachos, beverages, kashering, and more.

Cut out along the dotted line and fold in the middle