



The story of your child's creation.

Parent-Student Handbook

2019-2020
5780

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Columbus Jewish Day School
Parent/Student Handbook

**The Columbus Jewish Day School is accredited by ISACS, the
Independent Schools Association of the Central States**

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CJDS Mission Statement

To develop in our students the Intellectual Sophistication, Social Responsibility and Personal Authenticity they need to contribute creatively to Jewish and global life today and tomorrow.

Intellectual Sophistication. We believe that true learning involves deep understanding. That means going beyond “training,” drills, and worksheets, to focus on *how* our students think, process, and produce intellectually.

Social Responsibility. We believe that how one acts in the world with family, friends, community members, and strangers is also what makes one an exemplary human being. We engage in fixing the world, *tikkun olam*, according to Jewish ethics, values and ideals of American and global citizenship.

Personal Authenticity. We believe that in order to contribute creatively to Jewish and global life, each student needs to know deeply who she or he is and trust and celebrate his or her unique voice in the world.

Essential Questions

Kindergarten

What does it mean to be part of God’s creation?

אֵיךְ חַיִּים בְּעוֹלָם שֶׁבָּרָא אֱלֹקִים

First Grade

How do we build a community?

אֵיךְ בּוֹנִים קהילה

Second Grade

How can I awaken a sense of wonder?

אֵיךְ אֲנִי חֹשֶׁה מָה נִפְלָא בְּעוֹלָם

Third Grade

What do we pack for life’s journey?

מָה לִקְחַת אִתִּי לְמַסַּע חַיִּי

Fourth Grade

How do we as individuals find our place in community?

אֵיךְ אֲנַחְנוּ פְּיֻחִידִים מוֹצְאִים אֶת הַמָּקוֹם שְׁלֵנוּ
בְּקֵהִילָה

Fifth Grade

How does leadership affect a culture?

מָה הַקֶּשֶׁר בֵּין מְנַהִיגוֹת לְתַרְבוֹת

Sixth Grade

How do I respond to the forces outside of me?

אֵיךְ אֲנִי מְגִיב לְכּוֹחוֹת מְסֻבִּיב

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Daily Procedures

Arrival

Students are expected to arrive at school between 7:45am and 8:15am for the start of the school day. Attendance will be taken at 8:25 and students who are not present will be marked Tardy. If a student is marked Tardy more than 3 times, they will receive a call home.

Students should be dropped off in front of the school. Drivers must stay in their cars and pull away as soon as children are safely unloaded. There is no parking at any time at the curb in front of the school building. This is a fire lane and cars parked here are subject to ticketing by the New Albany Police Department.

Drivers who want to escort students into school can park in the first two rows of parking spaces. There is no parking at any time along the entrance to the CJDS parking lot. Cars parked here block other passenger vehicles, buses, and emergency vehicles from accessing our building.

Dismissal

Normal dismissal time is 3:20 p.m. (2:20 p.m. on Friday). Early dismissals are noted on the school calendar.

Parents who wish to use the carpool lane to pick up students should line up in their cars along the outside of the parking lot. Students will be dismissed to their vehicles by faculty. Drivers in the carpool lane are not permitted to leave their cars and enter the school building. If you wish to walk into the school to pick up your child, you must park in the parking lot.

Students who ride buses will be dismissed separately.

Parents must notify the school when there are exceptions to their child's normal after school dismissal routine by 12pm on the date of dismissal. Notification can be via phone call or email to the Receptionist. Dismissals communicated after noon may not be accommodated.

Late Pick-Up Policy

If a student is not picked up within 10 minutes of dismissal, parents will be charged a late fee of \$1.50 per minute. This late fee is due at the time of pick up. After 3:30/2:30 pm if no parent/guardian has called the CJDS office and we are not able to reach the parents/guardians, we will begin reaching out to the child's emergency contact. Please make sure that we have correct contact phone numbers on file. This includes any new or changed emergency, work, and cell phone numbers.

Visitors

Visitors to school must sign in at the front office and be issued a visitor pass. Visitors are expected to wear their visitor pass for the duration of their visit. We appreciate advanced notice whenever possible about visitors to classes.

Key Fobs

All CJDS Families will be issued one Key Fob by the JCC New Albany. If you lose this fob or wish to purchase additional one, you may do so for \$10. This Fob is registered to your family. It is not to be shared with others or passed along to another family. This Fob will not grant you access to the CJDS/JCC building outside of school hours.

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Busing

Due to space restrictions and liability concerns, students who are not assigned to a bus may not ride on the bus (for example, to go home with another student). In addition, objects that do not fit in a child's backpack are not allowed on the bus.

Students are expected to follow the school code of conduct and the safety rules established by the Bus Driver at all times. Failure to abide by the code of conduct or safety rules could result in consequences including the revocation of student's ability to ride the bus.

Inclement Weather

Closings

The buses do not run when their respective school district is closed. If CJDS is closed or delayed, you will be notified via REMIND NOW text message, our emergency communication system. Please be sure to sign up to receive those notifications. Notifications will also be posted on Facebook, our website, and most major news stations.

If the New Albany School District is closed or delayed, we will be closed or delayed.

Delays

General Guidelines for transportation in case of Delayed Start: If CJDS is delayed, the bus is also delayed (i.e., for a school delay of two hours, a 7:45 a.m. bus pick-up would be delayed to a 9:45 a.m. bus pick-up and school would begin at 10:25 a.m.).

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Health & Safety

Absences

Daily classroom interaction is integral to the learning process. When a child is absent, the parent needs to call the Main Office and indicate the reason for the absence. If you call outside of school hours, leave a voice message. If the school has not heard from the parent by 9:30 AM, the office manager will call the parent to determine the status of the child.

In case of a planned absence, please contact the front office and classroom teachers at least a day prior to the absence. It is beneficial to students to minimize the time they are absent from school.

If you are running late or your child becomes ill in the morning, please contact the front office and/or leave a voice mail message. If your child arrives after 8:25 a.m., please sign your child in with the front office. *It is mandatory for parents to sign in or sign out students leaving early or arriving after the start of the school day.*

If a student is absent due to illness for 4 or more days, they must have a doctor's note to return to school. Absences of more than 4 days may necessitate a re-entry meeting to aide in the student's return to the classroom work.

Students who are absent for 15 or more days of the school year risk their ability to move up a grade level at the end of the year.

Illness and Injury

Parents are required to let the front office know if your child is diagnosed with a communicable disease (i.e. strep throat, conjunctivitis, flu) so that we can notify other parents that their child may have been exposed. *Students may return to school after an illness if their symptoms are gone, antibiotics have been administered for at least 24 hours (if appropriate), and a normal temperature (below 100.4) has been registered for at least 24 hours.*

If a student develops a fever, illness or unidentified rash while at school, he or she must be picked up. Students with fevers cannot return to class or ride a bus home at the end of the day.

If a child is injured during the school day, basic first aid will be administered. If further attention is needed, we will call you or the emergency contact number listed on the Emergency Medical Authorization - Release Consent. If the injury is serious, we will call Emergency Medical Services first, then call the contact on this form.

Prescription Medication

All prescription medication administered to students must be delivered by an adult to the school office. The medication will be stored in and dispensed from the nurse's office. Prescription medication must be stored in its original pharmacy container, properly labeled for the student's use.

Prior to the dispensing of any prescription medication, a parent/guardian must turn in a prescription medication administration request form (available from the front office). Please note that this form must be signed by the prescribing physician as well as the student's parent.

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Non-Prescription Medication

Ibuprofen (Motrin), acetaminophen (Tylenol), or other non-prescription medication may be administered by school personnel for a maximum of 3 days unless otherwise directed by a parent or physician in writing. Parents must turn in a non-prescription medication administration request form and provide the medication to the school.

Immunization Policy

For the health, safety and welfare of our students and the infants and children with whom we share the building, every child upon enrollment into CJDS must follow the Ohio Department of Health vaccination requirements. Documentation of compliance with these requirements will need to be provided to CJDS for all children upon entry to the school. This follows the standards and policies of the American Academy of Pediatrics, the Centers for Disease Control, the American Council on Immunization and Prevention and the Ohio Department of Health. From the first day of enrollment, children must have the proper documentation on their CJDS Physical Form, signed by their pediatrician, stating that they are up to date on their immunizations. CJDS will no longer accept religious or philosophical exception. The only exception to being fully up to date on immunizations is the case of a child who for medical reasons cannot safely receive all vaccinations at the usual times. Medical exceptions will be reviewed by the Head of School with medical consultation as necessary.

Health Forms

All students must have an updated medical form on file at the beginning of the school year. Physician signed physical forms are good for one year from the date of the physical. Please submit an updated physical after your yearly doctor visit.

Neglect or Abuse

According to state law, child abuse or neglect means “the injury, sexual abuse, sexual exploitation, negligent treatment, or maltreatment of a child by any person under circumstances which indicate that the child's health, welfare, and safety is harmed.” Any staff member who has reasonable cause to suspect that a student has suffered abuse or neglect must report such incidents to the appropriate school administrators and/or school counselor, and the Administration is required by law to report to the State Child Protective Services.

Orders of Protection

Please notify CJDS regarding any Orders of Protection or other relevant child custody issues.

Emergency Preparedness

Our children practice emergency evacuations with their teachers and they learn to evacuate quickly, quietly and efficiently. Emergency Response Teams have been established, and ongoing tornado, fire safety and lockdown training will take place throughout the school year. In the event that we need to put our emergency preparedness plan into action, we will communicate with you via REMIND NOW.

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Dress Code

Students should arrive at school dressed comfortably but appropriately for their primary work: Learning. CJDS is a Wild School as declared by the State of Ohio and students will be spending time outdoors during their school day. They should be dressed appropriately for the weather and always in closed-toed shoes.

We ask that students abide by the following guidelines:

Bottoms – No short shorts. Shorts should extend to bottom of finger tips when child's arms are hanging straight by their sides, fingers pointing down. Students are not allowed to wear pants with writing across the seat.

Tops – no halter tops or midriff baring tops. No spaghetti straps. All tops should cover students fully and modestly. Use a two-finger measure on the shoulder to determine if the shirt covers enough of the shoulder.

The wearing of any insignia with obscene words, phrases, or pictures is prohibited. Clothing, jewelry, buttons, badges, personal possessions, publications, and other items or symbols which depict or infer drugs or alcohol or which are sexually suggestive are not acceptable.

Hats or headwear (other than *kippot* or other ritual head covering) may not be worn inside the school after a student arrives. Hats may not be worn at educational assemblies or programs, but are allowed to be worn for athletic and environmental events.

CJDS Spirit wear clothing is requested to be worn by students on specific occasions, including but not limited to *Shabbat*, school field trips, and special programs. The recommended shirt is a navy blue polo (with short or long sleeve) from Lands' End, with the CJDS logo on the upper left chest. Information on ordering CJDS shirts is available and will be emailed to you. To order clothing, visit the Land's End web site: www.landsend.com and use the following Preferred School Number: 900076522 for the CJDS logo.

***Kippah* Policy**

Students are expected to wear *kippot* during *Tefilah* (prayer) and any time a *bracha* (a blessing) is being said – for example, meals and snacks. Once students begin intensive *Humasb* study (after their *Humasb* ceremony) they will be expected to wear *kippot* during *Humasb* study as well.

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Behavior Expectations

Code of Conduct

Adherence to the following Code of Conduct will ensure a safe, healthy, caring, and productive school community.

Under no circumstances should any member of the school community ever:

1. Strike or physically abuse another member of the school community.
2. Abuse or communicate disrespectfully to any member of the school community, either verbally or in writing, physically or online.
3. Use or display any inappropriate language or symbol.
4. Cheat or plagiarize on any test, quiz, homework or paper.
5. Lie, misrepresent, or deliberately deceive.
6. Buy, sell, share, distribute, use or possess any tobacco, alcohol, illegal or harmful substance, or associated paraphernalia.
7. Buy, sell, share, or distribute any prescription medication.
8. Bring to school or any school-sponsored event knives, other weapons, explosives of any sort, or anything than can reasonably be expected to cause physical damage to body or property.
9. Participate in any inappropriate sexual contact in school or at any school sponsored event.
10. Show or distribute pornography or material that is sexual or violent in nature physically or electronically at school, on the bus or at a school sponsored event.
11. Sexually harass another member of the school community, either verbally or physically in person or online.
12. Destroy, disfigure, damage, take, or tamper with any property that is not his or her own, including school property.
13. Strike a match, light a lighter, use any other type of flammable object, or burn any item without explicit permission for the purpose of an educational or religious activity.
14. Participate in any illegal activity in or outside of school.
15. Leave the school campus during school hours without proper permission or without following proper procedures.
16. Violate the school's written, oral, or other policies on attendance, tardiness, anti-hazing, *kasbrut*, dress code, computer usage, transportation, and all other school rules.

Violating this Code of Conduct will result in disciplinary action which may include suspension or expulsion.

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Hineini In Action

Students are asked to come to school prepared for the four R's:

1. *Responsible*
2. *Respectful*
3. *Ready to Learn*
4. *Making Right Choices*

We redirect student behavior by talking about their choices and helping them to make a different choice the next time they encounter a situation. Students will be asked to reflect on the affect their behavior had on their relationships and will be guided to repair and reconcile those effects. Consequences will be determined by the school administrators and enacted as quickly as possible after a violation of the 4 R's. Consequences may vary depending on the severity or serial nature of the behavior.

CJDS is committed to providing a safe educational environment for all students, employees, parents, volunteers and patrons that is free from harassment, intimidation and bullying. Behavior that intentionally causes physical or emotional harm to another is not tolerated. This prohibition includes bullying, which is defined by the MARC (the Massachusetts Aggression Reduction Center) as "repeated, targeted, physical or verbal abuse that involves a power imbalance." Bullying can take many forms, including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. The word "intentional" refers to the individual's choice to engage in the act, rather than to the ultimate impact of the action(s). Bullying can be done by an individual or by a group. It can be done directly, indirectly or in cyberspace (or through electronic or social media).

Sometimes students may confuse bullying with other negative behavior. We recognize that all children may at times, intentionally or unintentionally, use physical force or unacceptable language as they navigate through their day. While pushing your way to the front of the line or name calling when you get frustrated is unacceptable, it is important to remember that bullying is repeated behavior of intimidation toward a specific child or group of children.

Students are encouraged to bring any concerns regarding bullying, physical or emotional harm to the immediate attention of a teacher or administrator. All reported incidents of bullying will be investigated and responded to with prompt, appropriate action. Such serious misconduct results in referral to an administrator, parent contact, and discipline, up to and including dismissal from the school. In addition, the student, parent, teacher and administrator may meet to create a plan to address the misbehavior.

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Cell Phones/Electronic Devices

Students are not permitted to use their cell phones during school. Students will be asked to turn their phones off when they arrive at school and will be allowed to turn them back on only after they have left the school building when they are dismissed, or, if they ride the bus, when they get off the bus. They will be asked to put their phones in their locker when they arrive at school and will be allowed to take them out of their locker when the school day is over.

Please do not plan to contact your student on their cell phone during the school day. If you need to be in touch with your child, please contact the front office.

If students are caught using a cell phone during the school day, their phone will be confiscated until the end of the day and there will be a phone call home.

In addition, students are not permitted to use cell phones or other electronic devices to take pictures or videos in school, on buses or at school related events.

Extra-Curricular Expectations

Students shall follow the CJDS Code of Conduct when participating in extracurricular activities. Students are expected to attend at least a half day of school in order to participate in extracurricular activities that day or evening. Students will complete coursework and homework as directed by teachers. Assignments not completed in a timely fashion may cause a student to lose the privilege of participation in extracurricular activities.

Lost and Damaged Textbooks/Equipment

Students are responsible for maintaining and returning all textbooks and materials issued to them. Students will be assessed a fine for the repair or replacement of any books or equipment that is damaged or lost while under their responsibility. Student transcripts will not be released to any family failing to clear all fines and other academic fees.

Lockers

Student lockers are the property of CJDS and are provided solely as a convenience for student use. Lockers are to be used only for the purpose of storing textbooks, school supplies, clothing, and lunches. Lockers are not private spaces. All students are responsible for keeping lockers clean and free of writing. Lockers may be decorated for a variety of holiday and special school events. Lockers may be searched at any time by parents or school officials.

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Home Learning

At CJDS, home learning is an important part of a student's educational experience. Families are encouraged to create a work area for each student. Each teacher will offer guidelines regarding expectations for this work place. Home learning will consist of practice and reinforcement of concepts taught in class. Most students should be able to complete their home learning independently. The amount of time it takes to complete an assignment varies considerably from student to student. Students and parents are encouraged to consult with the classroom teacher should difficulties arise. Let the teacher know if the student is taking what feels like an extended period of time to complete the work, needs constant intervention or help from a parent, seems to not understand a concept, or expresses confusion.

The general guideline for total home learning time is as follows:

K:	5—10 mins
1st:	10 mins
2nd:	20 mins
3rd:	30 mins
4th:	40 mins
5th:	50 mins
6th:	60 mins

Students in Grades 2 through 6 utilize daily planners. Parents are encouraged to check the planner for information regarding student work. As students progress through the grades, they will learn to manage both short and long-term assignments. Deadlines for assignments will be indicated in the student planner. Please do not hesitate to consult with the classroom teacher regarding questions you may have related to home learning.

Students in the upper grades may have home learning assignments over the weekend and during school breaks. Teachers take religious commitments into consideration when making these assignments. Students are encouraged to schedule their study time wisely and families are invited to discuss their concerns with the classroom teacher as necessary.

Please request homework for an absent student when you report his or her absence. Homework may be sent home with a sibling or neighbor or may be picked up at the end of the school day. If you plan to be out of town while school is in session, prior written notification to your child's teachers is required. Some assignments may be provided to the student before her or his absence; other work will be gathered during the absence and made up upon the student's return to school.

Reporting Student Progress

CJDS operates on a trimester schedule. At the end of each trimester, a portfolio of the student's work will be sent home via email. The portfolio will include results of standardized benchmark testing and a Grade Card for students in 1-6th Grades. Portfolios serve to highlight artifacts of student learning and growth throughout the school year. At the end of the first and second trimester, teachers will be available for Parent-Teacher conferences to discuss student progress while looking together at the portfolio of work.

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Communication

Most of the communication coming from CJDS will be via email. Please make sure to inform the office of any changes to email addresses, home addresses, or phone numbers.

Ma Hadasb - Every Friday you will receive an email letter from your child's classroom teachers highlighting school-wide activities and initiatives. This may include time-sensitive info about date changes, new programs, special events and news that are grade specific.

Ma Koreb - Every week, a newsletter featuring photos and articles about school activities is emailed to all parents and interested community members. This publication may also include time-sensitive info about date changes, new programs, special events and news that are school-wide.

Parties

Birthday celebrations are fun and important. Each grade honors the birthday child in a special way. Please contact your child's teacher to learn more. We request that you refrain from sending in treats for the birthday celebrations.

If you host a party outside of school for CJDS students, please mail invitations to students' homes to avoid any misunderstandings or possible hurt feelings. Children at CJDS come from a wide variety of Jewish backgrounds. We request that parents respect the varied practices of our students' by ensuring that food served at parties is kosher and parties are not planned on *Shabbat* or holidays if CJDS students are invited.

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Food at CJDS

Kashrut Policy

All food brought into classrooms for sharing with groups must be kosher and marked with an appropriate symbol of *kashrut* certification. The list of symbols accepted by CJDS and the JCC is represented below. Items baked in individual homes, even if the home is kosher, cannot be served in the classroom.



All food and snacks provided by CJDS, including for the Hot Lunch program, are kosher with an appropriate *kashrut* certification.

Food

Students should arrive each day with food for snack and lunch. We ask that only dairy or vegetarian items be brought in packed lunches. You have a choice of purchasing a Hot Lunch, by registering and paying in advance.

Students who forget their lunch will be provided with an alternative meal by CJDS or charged for a Hot Lunch.

Students are not allowed to share food for Kashrut, allergy and food sensitivity reasons

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ADDENDUM

Faculty/Staff List

Rachel Arcus-Goldberg	Head of School
Mark Mitzman	Business Manager
Jenny Glick	Director of Enrollment Management
Shirly Amar	Development and Marketing Operations
Helena Richards	Learning Specialist
Kerry Selfinger	Office Manager
Annelyn Baron	Kindergarten, Jewish Studies, Coordinator of Jewish Life and Learning
Madeline Jobrack	Kindergarten, General Studies
Ari Scheier	First Grade, Jewish Studies
Jodi Senser Benningfield	First Grade, General Studies
Katie Feldstein	Second Grade, Jewish Studies, Bus Captain
Julie Ecker	Second Grade, General Studies, Student Clubs and Activities Coordinator
Eran Rosenberg	Third-Sixth Grade, Jewish Studies, Judaic Studies Department Chair
Yehudit Kanfer	Third-Sixth Grade, Jewish Studies, Mentorship Coordinator
Sheri Gittins	Third-Sixth Grade, General Studies, General Studies Department Chair
Joanna Vilensky	Third-Sixth Grade, General Studies, Educational Technology and Testing Coordinator
Gina Freeman	Science Specialist, Shomeret Ha'Adamah
Susan Couden	Visual Arts, Related Arts Department Chair, Coordinator of Curriculum Integration
Angelo Dunlap	Music
Kristina Palma	Physical Education and Health
Paul & Polly Zeigler	Hot Lunch Coordinators
Tali Zolkowicz	Strategic Advisor

Executive Board of Trustees

Ruth Rubin	President
Jay Moses	Vice President
Andrew Grossman	Immediate Past President

For the full list of our Board members, please refer to our website, www.cjds.org.

Kesher

Kesher is the CJDS parent organization. Parents are invited and encouraged to volunteer at school in whatever capacity they are able. Each classroom has a Kesher Representative. Kesher coordinates volunteers for fund-raising and social networking purposes.

Gayle Kuhr, Sharon Barr Skolnik	Co-Presidents
TBD	Kindergarten
Gayle Kuhr	1st Grade
Brian Rosichan and Jennifer Mitzman	2nd Grade
Stefanie Zelkind	3rd Grade
Bat-Ami Moses	4th Grade
Rayna Weiner	5th Grade
Merav Dill	6th Grade