



The story of your child's creation.

Parent-Student Handbook

2023-2024

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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? איך חיים בעולם שברא אלקים
First Grade	How do we build a community? איך בונים קהילה
Second Grade	How can I awaken a sense of wonder? איך אני חש מה נפלא בעולם
Third Grade	What do we pack for life's journey? מה לקחת אתי למסע חיי
Fourth Grade	How do we as individuals find our place in community? איך אנחנו פיתחים מוצאים את המקום שלנו בקהילה
Fifth Grade	How do I become an effective leader by successfully responding to the forces outside of me? איך אני הופך למנהיג אפקטיבי בדרך בה אני בוחר להגיב לפוחות מסביב?

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Daily Procedures

Arrival

Our supervised school day begins at 8am with Morning Fitness. Students enter into their classrooms at 8:15 AM when daily meetings and attendance are taken. We ask that parents try to facilitate their child's attendance daily, beginning with Morning Fitness.

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 PM (2:20 PM 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.

Arrival and Dismissal Changes

Parents must notify the school when there are exceptions to their child's normal after school dismissal routine by 12:00 PM on the date of dismissal. Notification can be via phone call or email to the Front Desk. Dismissals communicated after 12:00 PM make it difficult to arrange easily and may lead to slight delays.

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 an 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 a student's ability to ride the bus. Busing is a service provided either by a school district or through a contract with an outside organization. CJDS does not have control over a bus company's operations.

Inclement Weather

Closings

The buses do not run when their respective school districts are 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 as a result of inclement weather, CJDS 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 AM bus pick-up would be delayed to a 9:45 AM bus pick-up and school would begin at 10:15 AM).

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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. We believe that the calendar itself provides for opportunities for family time. We ask that if at all possible, no family vacations (save for occasional family celebrations/observances) take place during in-school days.

If you are running late or your child becomes ill in the morning, please contact the front office and/or leave a voicemail 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 aid 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, Reporting and Injury

Any student who has been diagnosed with the following conditions needs to inform the school and may be required to present a primary-care physician's note clearing them to return to school: Covid; Scabies; Conjunctivitis (pink eye); Influenza; Measles, Mumps, Rubella; Chicken Pox; Mononucleosis; Strep Throat; Scarlet Fever; Impetigo; Live lice; Fifth disease; Hand-foot-mouth disease. NO student should be sent to school with a temperature above 100.0.

Our reporting policy to the school community is based on current research around best practices along with ensuring the social/emotional well-being of our students. CJDS celebrates the importance of both ensuring a healthy environment medically and of being a caring Jewish environment.

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 exceptions. 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. We continue to monitor public health information related to Covid. At this point, we continue to suggest that parents monitor for any symptoms and, if they arise, to test. Being up-to-date on Covid vaccines is strongly encouraged.

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 child's 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 the bottom of finger tips when the 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 – All tops should cover students fully and modestly. At least a two-finger measure on the shoulder determines 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, which celebrate harm or violence 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 *Erev Shabbat and Hag*, school field trips, and special programs. The recommended shirt is a navy blue polo (with short or long sleeves) 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**

Covering one's head **in prayer, while eating, and engaging in sacred learning**, has traditionally been a part of Jewish observance-particularly for boys. At CJDS, where we value egalitarianism, we encourage girls to adopt this practice. We also are very cognizant and appreciative of differences in observance and understanding of Jewish imperatives. During the course of this year, the issue of covering one's head while eating, praying and engaged in sacred learning will be more fully addressed. We will begin with our faculty discussing and learning about this issue and will then continue with family and community learning.

In the interim, we want our children to observe practices that are consistent with their family's understanding of Jewish life. Those students who wear kippot either at their Temple or Synagogue and/or at home for home celebrations and meals, are expected to wear *kippot* **in Tefillah** (prayer) **meals and snacks** and **Judaic and Hebrew learning**. For students who do not wear *kippot* in any of those settings, we honor that choice. We ask that during this interim period--families share with us their family practices so we can fully honor them.

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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 that 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, *kashrut*, 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 impact 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 Phone and Smartwatch Policy

We recognize that parents provide their children with cell phones, smartwatches and other personal devices for safety reasons. Therefore, we understand that students will bring their devices to school.

During the school day, students will not have access to their personal devices for phone calls or texting. Cell phones, smartwatches and other personal devices must remain turned off and stowed away during the school day, including lunch and recess.

Students are not to call, text, or message during the school day. If students need to reach a member of their family, they can use one of the phones in the main office. You can help us enforce this policy by not texting or calling, or responding to/answering their calls and texts during the school day. You are welcome to contact the front office with any questions or concerns about your child.

Students may not photograph or take videos of any staff members or other students in and outside of the building.

Cell phones, smartwatches and other personal devices that are being used to make calls, text (with parents or peers), take pictures or play games during the day will be confiscated and returned to students at the end of the school day. If you need to be in touch with your child, please contact the front office.

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 and/or stickers which cannot be removed. Lockers may be decorated for a variety of holiday and special school events. A classroom teacher can decide if lockers are to be decorated for birthdays. It is an “all students or none” policy when it comes to decorating lockers for birthdays. Lockers may be searched at any time by parents or school officials.

Secular and non-Jewish Holidays

“All American” holidays are celebrated at CJDS-this includes days like Thanksgiving, Secular New Year, Martin Luther King Jr Day, Presidents Day, Veterans Day, Labor Day, and Memorial Day, etc. When it comes to Halloween and Valentines Day, we ask that if children observe these days that they do so outside of school. We ask that students not come dressed for Halloween or share Valentines with friends and classmates inside of school.

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Home Learning

At CJDS, home learning is an important part of a student's educational experience. While we understand that every family has a different approach to home learning, we believe that it is important to model that learning does take place outside of the classroom. On occasion, students will be able to do their home learning during recess, should it not be completed at home.

Families are encouraged to create a work area for their student(s). 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

Students in Grades 2 through 5 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 home learning for an absent student when you report his or her absence. Home learning 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. Students need to understand that they will need to complete missed assignments on their own. A week's notice is required for any known absence for a teacher to prepare advance material. Specific assignments to be made up are at the discretion of the classroom teacher.

Reporting Student Progress

CJDS operates on a trimester schedule. At the end of each trimester, a progress report of the student's work will be sent home via email. During the first trimester and at the end of the second trimester, teachers will be available for Parent-Teacher conferences to discuss student progress while looking together at the body of work that has been accomplished during that period.

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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 Hadash - There will be monthly communication between the school and families during the school year. Each monthly communication will have the ASKS and special programming listed whenever possible.

Ma Koreh - Four times a year a newsletter featuring photos and articles about school activities will be emailed to all parents and interested community members.

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. If half of the class is invited to a private party, we ask that the entire class be invited-unless it is a gender specific party. 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.

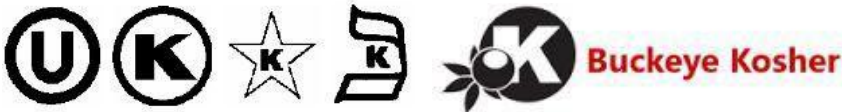
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Food at CJDS

Kashrut Policy

All food brought into classrooms for sharing with groups must be kosher and marked with an appropriate symbol of *kashrut* certification. *Kashrut* standards vary. A list of some symbols accepted by the JCC, which oversees our kitchen, is represented below. At the same time, if a product has a different Kosher symbol (hechsher) that is not on this list, please check with Rabbi Allen for its permissibility. 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 that meets our school's standards.

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.

What if my child forgets his/her lunch?

When lunch is forgotten, you will be contacted by the school. You may drop off your child's lunch at the front desk and it will be delivered to your child's classroom. Students are not allowed to share food for Kashrut, allergy and food sensitivity reasons.

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ADDENDUM

Faculty/Admin List

*Rabbi Morris Allen	Transitional Head of School
Amanda Chernyak	Director of Office Operations
*Sheri Gittins	Director of Recruitment, Academic Dean
*Jenny Glick	Senior Consultant
*Kristy Kushmaul	Business Manager
Annelyn Baron	Kindergarten Teacher Emerita
Jodi Senser Benningfield	K/1 General Studies
Miriam Berk	3 Jewish Studies
Katie Feldstein	K/2 Jewish Studies
Ari Friedman	K/1 Jewish Studies/Hebrew
Yehudit Kanfer	Jewish Studies Faculty Mentor
Julie Mikalov	2/3 General Studies,
*Eran Rosenberg	4/5 Jewish Studies, Director of Jewish Life and Learning
Sheri Noecker	Learning Specialist
Joanna Vilensky	4/5 General Studies
Angelo Dunlap	Music Specialist
Gina Freeman	Science Specialist, Related Arts Coordinator
Debbie McMunn	Visual Arts
Kristina Palma	PE/Health/Science
Lori Sachs	On-Call Substitute
Dr Brent Bloomster	School Psychologist
Jen Swetnam	Speech Pathologist
* Senior Leadership Team	

Executive Board of Trustees

Susannah Wolman	President
Josh Feinberg	Vice President
Katie Rotenberg	Secretary
Charlotte Kirschner	Treasurer
Ruth Rubin	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. Katie Rotenberg and Rabbi Sharon Barr-Skolnik serve as chairs for 2023-2024.

Non-Discriminatory and Equity

CJDS is a progressive Jewish Day School that recognizes and embraces the infinite value of every individual as being created in the image of God. Our community is committed to embracing, respecting and honoring the differences in religious practice, ethnicity, race, economic background, age, family configuration, sexual orientation, gender, physical ability or learning style. It is such a community that we can fulfill the Jewish ethical imperative of "Justice, Justice shall you pursue."