

2017-2018 James Ward Home/School Agreement

Parents/Guardians/Students are asked to review this list of home and school responsibilities so that all students at James Ward will be successful.

Parent/Guardian responsibilities:

1. Review and support the James Ward Foundations policies
2. Check your child's progress through the Parent Portal and talk with him/her about his/her progress WEEKLY
3. Check your child's assignment notebook each night for homework/due dates
4. Have your child read 15-30 minutes/night, depending on his/her age.
5. Help your child review/study for assessments.
6. Make sure child comes prepared with homework and supplies.
7. Make sure child cleans out backpack weekly.
8. Check for materials in Homeroom Folders on Thursdays - sign and return any forms by due date.

Teacher responsibilities:

1. Share, support and emulate the James Ward Foundations policies
2. Provide instruction that challenges students to learn and grow
3. Help when students ask for clarification on instructions, assignments, etc.
4. Put grades into IMPACT on a weekly basis, so parents/students understand student progress
5. Keep website updated quarterly with major assignments/projects/assessments with week due indicated
6. Discuss possible retakes, extra credit, late work, as options vary by grade level, subject and assignment

Student responsibilities:

1. Review, understand and behave according to the James Ward Foundations policies
2. Be an attentive and engaged learner
3. Ask questions (before, during or after class) when you are confused or are unsure
4. Write all assignments for each class in your planner EVERY DAY
5. Bring home planner and necessary school materials to complete all assignment EVERY DAY
6. Check Student Portal on a weekly basis
7. Read 15-30 minutes/night, depending on your grade
8. Do all homework assignments to reinforce what you learned during the day, and to prepare for tomorrow's classes
9. Bring home all papers and forms to your family and return to school by their due dates
10. Always represent your family and James Ward in the best way possible
11. Be respectful of other classmates, staff and yourself - both people and belongings/materials

Please sign below that you have read and received this checklist and the attached parent welcome letter. Return this page to each child's homeroom teacher and a signed copy will be returned to you. We look forward to an exciting year of learning and growth.

Sincerely,

Ms. Anderson, Mrs. Norville & the James Ward Staff

Student Name: _____ Homeroom: _____
Student Signature: _____ Date: _____
Parent Name: _____ Contact Phone #: _____
Parent Signature: _____ Date: _____
Homeroom Teacher Signature: _____ Date: _____

JAMES WARD ELEMENTARY SCHOOL

华德小学

2701 S. Shields Ave.

Chicago, Illinois 60616

电话 : 773-534-9050 传真 : 773-534-9044

Ms. Karen D. Anderson
Principal 校长

Mrs. Maria Norville
Assistant Principal 副校长

Please read this entire letter.

It contains very important information for both students and parents.

August 11, 2017

Dear James Ward School Community,

It is our pleasure to welcome you back to James Ward Elementary School. The faculty and staff join us in saying we are happy to have you as part of the Ward School Family. We hope this will be a successful and satisfying year for you.

We are continuing the theme “We’re on the Winning Team” for the 2017-18 school year. Last year, we were successful in working together - teachers, students, parents, administrators, custodians, paraprofessionals, security, lunchroom workers, guardians, community members - to achieve our school wide goals. We now have the opportunity to build on that momentum to see that our CIWP goals are met this year. It will take our combined efforts to reach the level of superiority that we know is within our James Ward Community. Each of us must continue to employ successful teamwork - with staff, parents, students, and the community working together - to make our vision for James Ward to become a reality. Let us continue to work together, support one another and celebrate our successes as we continue to strengthen the James Ward Winning Team.

One of the most important components of a great school is the communication and partnership between the families and the school, looking out for the best interests of our children. School and home should work together to provide skills and knowledge, reinforce values, and provide a strong sense of self-worth. We MUST invest our time and energies in our nation’s most valuable resource -- our children!

MISSION STATEMENT

JAMES WARD ELEMENTARY SCHOOL provides a high quality instructional program that includes a comprehensive, standards/research-based curriculum, which challenges students, utilizes effective literacy strategies, and embraces cultural diversity. These best practices, coupled with the use of differentiated instruction, aim to increase the achievement level of all students, including students with disabilities and English Language Learners (ELL), in order to promote continuous progress in an inclusive, least restrictive, and safe environment. We maintain our efforts to develop and address the social and emotional needs of our students through various school-wide initiatives and special opportunities for growth. We also strive to maintain a strong school-home-community relationship.

VISION STATEMENT

James Ward School believes that all children are entitled to the best possible education. We are committed to ensuring an educationally enriched environment. As a Multicultural School, we respect and embrace diversity and cultural understanding through foreign language education. All children, including students with diverse learning needs, deserve to develop their unique interests, assume responsibility for their learning, and work cooperatively to reach their fullest potential and their life goals. James Ward School strives to prepare all students to actively and effectively participate in the dynamic global community of the 21st century.

GUIDELINES FOR SUCCESS

1. Begin and end the day with a positive attitude.
2. All people should be treated with dignity and respect.
3. Be an attentive and engaged learner.
4. Be kind with your words and actions.
5. Adhere to the CPS Student Code of Conduct (SCC), Foundations policies, and Second Step guidelines to ensure safety and good citizenship.
6. Organization, punctuality and responsibility are keys for success.

S.T.E.P. (Problem Solving Steps)

S- Say the problem without blame

T- Think about solutions

E- Explore consequences

P- Pick the best solution

JAGUARS

J- Just do the right thing

A- Accept differences

G- Give your best effort

U- Use your talents to the best of your ability

A- Act responsibly

R- Respect others

S- Strive for success

Your children receive the best education when you and our dedicated staff work as a team. It is parents' enthusiasm, support and involvement that inspire children to do their best along with a teacher's ability to teach them what they need to learn. Together, we can achieve wonderful things. We believe that James Ward School will reach new heights as we work collaboratively to successfully prepare our students academically, socially and emotionally for lifelong learning and a promising career.

As an administrative team, we will work feverishly to provide a safe and conducive learning environment for all members of this community. In preparation for a successful school year, we would like to continue to administer policies to strengthen and enhance our learning environment.

TEACHER/ADMINISTRATION CONTACT

Please do not hesitate to contact the administration and/or staff by phone, school email, or written notification regarding any concern, question or suggestion for improvement. We will work together as stakeholders to provide support toward a viable solution. Daily translation services will be available in the main office throughout the entire school day for assistance to our parents and community members.

We ask that parents contact a teacher directly to request a meeting about student work, behavior, etc. and that all meetings are scheduled in advance so that we can let our security guard know when to expect visitors and where to send them. Parents should also contact the office in advance to schedule a meeting with administration. If there is an emergency that requires immediate attention, please contact the main office to determine who is available to meet with you to address the concern. Thank you so much for your cooperation in this regard.

PARENTAL/COMMUNITY INVOLVEMENT

We will be meeting regularly with members of the Local School Council (LSC), Bilingual Advisory Council (BAC) and Parent Advisory Council (PAC) to plan community based programs, parent/community workshops and family literacy activities. Working together, we will be able to reach our collective and individual goals and celebrate the achievements of our students.

Parent volunteers are a vital part of our school program. Parents/Guardians are asked to become **ACTIVE** members. A successful school needs the services, support and input of these organizations.

A calendar of suggested events is in the planning stages and will be distributed and posted monthly through the school website and monthly newsletter. We are asking all families to commit to **10 HOURS OF VOLUNTEER SERVICE TO THE SCHOOL DURING THE SCHOOL YEAR**. Volunteer opportunities include field trip chaperones, playground supervisors, classroom helper, and family event planning and execution. All volunteers are required to submit a background test and evidence of a Tuberculosis test as mandated by CPS. If you are interested in chaperoning a field trip during the school year, you must go through the volunteer process online. Only parents who have completed and passed the background check and TB test will be able to chaperone.

ATTENDANCE

Regular daily attendance is essential if each student is to reach his/her potential. Each student is expected to come to school every day and arrive on time. According to the CPS Policy on Absenteeism and Truancy, the acceptable causes for absence are: **(i) illness; (ii) observance of a religious holiday; (iii) death in the immediate family; (iv) family emergency; (v) circumstances which cause reasonable concern to the parent or legal guardian for the safety or health of the student (the reasonableness of the parent's or legal guardian's concern is subject to evaluation by the principal, principal's designee, or other Board officials, on a case-by-case basis); (vi) other situations beyond the control of the student as determined by the principal, or principal's designee, on a case-by-case basis, including, but not limited to, homelessness and its attendant difficulties.** A **NOTE** explaining the absence must be sent with the student and **given to the homeroom teacher** when returning to school. However, if a student misses more than three days of school, valid written documentation (i.e., a doctor's note) should be provided and student will be given the equivalent days missed in order to make up any missing work. If valid documentation is not provided, the student will have 48 hours from the day he/she returns to school to make up any missed work. It is strongly encouraged to plan vacations when school is not in session as attendance directly impacts funding. **Family vacations are counted as unexcused absences.** If for some reason, a student must be absent, the school is to be notified by phone at 773-534-9050, and press 3 to report the absence. You may reach the main office by pressing 6. If the office is not open, or if no one is available to take your call, please leave a detailed voicemail (including child's name, room number, reason for absence and a phone number at which you can be reached). This phone call does not replace the **NOTE** explaining the absence, which must be sent with the student to the homeroom teacher when returning to school.

ARRIVALS AND DEPARTURES

School hours are from **7:45 a.m. to 2:45 p.m.** each day. Students should **NOT** arrive earlier than **7:30 a.m.** or remain on school grounds later than **3:00 p.m.**, unless they are participating in a **SUPERVISED SCHOOL ACTIVITY**.

Students will not be allowed in the building before 7:30 a.m., as there is no adult supervision prior to 7:30 a.m. Once a student does arrive, the student must remain on school property and may not leave without an authorized adult for any reason. Students will remain outside and classroom teachers will pick them up when the bells rings (at 7:45 a.m.). Students will go in the auditorium only in times of inclement weather in the morning at 7:30 a.m.

Students who arrive after **7:55 a.m.** will be marked tardy. Students will not be marked tardy if the school bus is late. When early dismissal is necessary, a parent must report to the office and sign an Early Dismissal form in order for the child to be released. The child will then be called to the office. We are strongly encouraging our parents to not abuse the Early Dismissal policy. We are asking that all students remain in the building until 2:45 PM, unless there is a family emergency. **Please schedule doctor appointments after school or on days when students are off.** Please do not call the school in advance to request for your child to wait in the main office for an early dismissal. We will buzz up to the classroom and have your child come down when you are filling out the paperwork in the office. We encourage you to email the child's teacher (in advance) to request the work that he/she will miss for the remainder of the day. On field trip days, students should stay in class until 2:45 p.m., even if their parent is chaperoning the trip. At dismissal, students must go directly to their bus or directly home. Parents picking up children must meet them outside at their dismissal door. **There is no staff supervision provided on the playground after school.** These procedures are designed for the safety and well-being of the students. Children **MUST** be accompanied by a parent/guardian on the playground after school. Thank you for your cooperation in these matters.

Students who participate in after-school activities are expected to stay in the building with the program teacher (no trips to Ricobene's, etc.) during the transition between dismissal and the start of activities at 3:00pm. Children who take part in after school activities are expected to leave the school at the end of the activity. Please be sure to know the end time of your child's activity so that you can arrange to have your child picked up or walk home as soon as the program is done. Thank you for your cooperation! **If your child is picked up late 3 times (10 minutes or more) from an after school program, they will not be allowed to take part in the after school program. Also, siblings of children in after-school must be picked up at 2:45 PM if they are not enrolled in an after school program.**

SAFETY MEASURES

The main entrance will be open from 7:30 to 8:00 a.m. on student attendance days. In an effort to ensure that our students are kept safe at all times, the school doors will be locked starting at 8:00 a.m. All visitors will be buzzed into the school by main office personnel and **must sign in and receive a lanyard and pass from our security guard**, Ms. Delores Tolefree. Visitors will be asked to wear a pass for the entire time in the building and will return it to our security guard. **All visitors must enter and exit from the center doors.**

PICK UP AND DROP OFF PROCEDURES

We will continue the pick-up/drop off system on 27th & Shields that we established. All traffic will go northbound only during student entrance and dismissal. Please enter from 28th & Shields. You will be unable to park in front of the building. However, there will be teacher assistants available to assist your child with exiting cars and entering the building at 7:30 a.m. If you need to enter the school or wait for students, please park on the side streets adjacent to the school. **Please do not park inside the orange cones, which are there to provide a safe boarding location for our school busses.** Please refrain from doing U-turns before/after school when the street becomes a one-way. Thank you in advance for your continued cooperation with this very important matter.

HEALTH REQUIREMENTS

Immunizations: **“NO SHOTS, NO SCHOOL.”** All students entering Kindergarten, 6th and 8th grade are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles and rubella. Students are also required to provide a current school physical.

MEDICATION

James Ward school staff are prohibited from providing or administering any medication, including aspirin, to any student. Students needing occasional medications, such as penicillin, etc., for colds, earaches, and sore throats, are to take these medications at **HOME**. Medication that is prescribed three (3) times a day should be given to the student before he/she comes to school, after school and at bedtime. However, if medication **MUST** be given at school, it must be personally delivered by the parent and accompanied by written authorization from a parent/guardian that includes the name of the medication, instructions and when or how it should be administered. Information regarding any chronic illness (asthma, diabetes, etc.) should be reported to the student’s teacher and school nurse. Under Illinois law, students have authorization to carry and self-administer the following prescription medication (asthma inhaler, Epi-Pen, diabetes testing/insulin) after submitting a self-administration authorization form obtained from the school nurse. This form must be signed by a parent/guardian and kept on file in the Main Office. Please contact the office prior to sending medication to school, to ensure the procedures are being followed correctly.

STUDENT PERFORMANCE & EVALUATION

Student’s Progress Reports will be sent home every five (5) weeks and Report Cards will be given out every ten (10) weeks. This is a means of informing parents/guardians of the student’s progress, or lack of progress, in each subject. The Parent and Student Portals are available to monitor ongoing progress. If you need to gain access, see Ms. Chacon for username/password. Parents are **REQUIRED** to attend two (2) Parent-Teacher Conference Days. They are: **Wednesday, November 15, 2017 and Wednesday, April 18, 2018.**
The time is 12:00 noon – 3:00 p.m. and 3:45 p.m. – 6:00 p.m.

GRADING SCALE	GRADEBOOK CATEGORIES
<ul style="list-style-type: none">• A (100-90) - Substantially exceeding the standard.• B (89-80) - Exceeding the standard.• C (79-70) - Meeting the standard.• D (69-60) - Less than acceptable performance on the standard.• F (59 & Below) - Does not meet the standard	Summative- 35% Formative- 55% Homework- 10%

MANAGING AND MONITORING YOUR PROGRESS

1. Access Student/Parent Portal on a weekly basis to access grades (<http://cps.edu/Pages/Students.aspx>).
2. Communicate regularly with your child and the teacher to ensure success.
3. Read and understand the Promotion Policy for the 2017-2018 school year.

STUDENT ACTIVITY FEE

All K-8 James Ward Students are required to pay a mandatory activity fee of \$55.00* per child.

The fee will cover the following:

1. \$15 toward class field trip fund
2. \$10 toward We Are Great Day activities
3. \$7 for a school spirit t-shirt
4. \$18 for student planner, folders, classroom materials and incentives
5. \$5 for technology materials (mouse pads, ink, head phones, etc.)

This fee is **NON-REFUNDABLE**

* **Pre-School Activity Fee is \$30.00** (\$7 school spirit t-shirt, \$10 toward We Are Great Day activities, \$13 toward classroom materials and incentives)

DISCIPLINE POLICIES/PROCEDURES - FOUNDATIONS

This year, the James Ward Community will continue to embrace the positive behavior program called Foundations. We have experienced success in implementing this program, and hope for growth in that measure with positive participation from all members of the Ward Community - parents, students and staff. *We will have information about our Foundations policies on the James Ward website.* In addition to staff training, we will provide a series of opportunities for parents to become active partners in the program.

UNIFORM DRESS CODE

James Ward School Uniform for All

- Navy blue pants, skirt, or skort (knee-length)
- Royal/navy short or long sleeve uniform shirt with school logo
- Navy blue sweater - pullover or cardigan
- Dress shoes or gym shoes
- Blue or white long sleeve shirt *under uniform shirt* during cold weather (no patterns, etc.)

James Ward Gym Uniform for All:

- Navy blue jogging pants or shorts (*shorts during class only*)
- Navy blue gym shirt with school logo
- Navy blue sweatshirt
- Gym shoes

Clothing and accessories NOT permitted (on uniform OR out of uniform days):

On uniform days:

- Jeans of any type
- Leggings (unless worn under a knee-length skirt)
- Sweatshirts/hoodies or outer jackets
- T-shirts or jogging pants (only permitted on scheduled gym day)
- Shirts with non-school-appropriate images or words
- Non-religious scarves/head wraps
- Wheeled gym shoes, open-toed sandals or flip flops
- No jewelry worn outside clothing
- Purses or tote bags of any size may not be carried around during the school day
- No visible body piercings (except ear piercing)
- Non-prescriptive glasses
- Shorts (unless uniform has been relaxed at the start/end of year by administration)

On out-of-uniform days:

- Leggings (unless worn under a knee-length skirt)
- Non-religious scarves/head wraps
- Shirts with non-school-appropriate images or words
- Wheeled gym shoes, open-toed sandals or flip flops
- Purses or tote bags of any size may not be carried around during the school day
- No visible body piercings (except ear piercing)
- Non-prescriptive glasses
- Shorts (unless uniform has been relaxed at the start/end of the year by administration)

- **Administration and staff will determine specific days throughout the school year as “James Ward Days” when students will be allowed to wear James Ward logoed gear.**

Failure to comply with the uniform policy will include the following consequences (Quarterly):

- Parents will be notified by the school and parents will be asked to bring the child’s uniform to the school.
- Students will be required to wear our school loaner uniforms if they are not properly dressed for school.
- Students who do not come properly dressed for gym will have points taken off of their weekly gym grade.
- **If a student consistently does not follow uniform policy, s/he will not be allowed to participate in relaxed uniform at the end of school year.**

CELL PHONE POLICY

Students must keep their cell phones turned off during the school day. **They MUST be kept in their book bag or locker.** *Cell phones are not allowed out and in use at any point in the school day (including in the auditorium before or after school, lunch, recess, after school programs, field trips).* *Phones should not be out/on during the school day, anywhere on school property.* If a cell phone is found during the school day, the teacher will bring it to the office and the **parent/guardian** will need to pick it up after school. If a parent/guardian is unable to pick up the phone, the parent can provide in writing (via email to mlnorville@cps.edu or fax to 773-534-9044) permission for another named adult to retrieve the phone from the office. *If a student is found with a cell phone after it was taken the first time, then his/her parent will have to pick up the phone on Friday of that week.* We thank you in advance for

adhering to and supporting this policy. Once the phone is picked up, the school has no further responsibility for the device.

HEALTHY SCHOOL POLICY

According to the CPS Healthy Snack and Beverage policy adopted on 11/14/12, the school cannot sell or provide products with little to no nutritional value. We ask you to consider using the same policy in what students bring to school from home. Students are not allowed to bring energy drinks to school. This includes Monster, Red Bull, Mountain Dew, Kickstart, coffee, etc. If students are found with these drinks, the drinks will be confiscated and disposed of by the supervising adult. Individual servings (not full or “family size”) of snacks and drinks are strongly encouraged. We are also discouraging our parents from delivering fast food to the students during the school day. Also, if your child brings his/her lunch to school, please make sure that it is packed and placed in his/her backpack before they come to school. This will help minimize the loss of instructional time.

SCHOOL COMMUNICATION

Parents are asked to respond promptly to all communications from the school. Problems arise due to lack of communication. It is the student’s responsibility to give all written communication to their parents. The school website is located at <http://www.jameswardschool.com>. Please check it regularly for monthly newsletters and school updates. Newsletters will be posted on our school website every month. We will not distribute hard copies of the newsletter. Robo-calls with weekly information will take place every Friday at 4:15 PM. If you are not receiving the robo-calls, please make sure to inform the main office so that your information is updated.

EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the school’s instructional program. A signed permission slip from the parent/guardian is required for all field trips. **NO SLIP, NO TRIP!** Field trips are paid for trip-by-trip, therefore it is important for money to be turned in by specified due dates so that attendance can be secured and paid as required by the trip. If your child’s permission slip and/or money is not turned in by the DUE DATE (not the trip date), your child will not be able to attend the trip. You must be an approved volunteer in order to participate on any field trip. Please contact the main office at 773-534-9050 to request information on how to be a volunteer/chaperone. Chaperones should not bring other kids (siblings of a student) on a trip if they are chaperoning.

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students’ safety. It is the parent’s/guardian’s responsibility to monitor news reports via television and/or radio stations. Parents/Guardians can also call the Ombudsman’s office at 773-553-1000 or www.cps.edu for additional information.

CHANGE IN STUDENT INFORMATION

It is imperative that the school office be notified immediately of a change of address, home or office telephone number, or emergency information during the academic school year.

SCHOOL SUPPLIES & SUMMER ASSIGNMENTS

Please make sure your child has all [school supplies](#) by the first day of school. You may also choose to bring supplies with you to our Open House on Friday, September 1, 2017 from 1-2:30 p.m. If you need a copy of the supply list for your child’s grade level, please come to the main office for a copy or access it on our school website (www.jameswardschool.com) under the “parent” tab. Also, please make sure that your child has completed the summer assignments.

We look forward to a successful school year as we work together. Thank you for your commitment to your child's education and we look forward to seeing you in the very near future.

Sincerely,
Karen Anderson
Principal

Maria Norville
Assistant Principal

2017-2018 詹姆斯·华德小学 家庭/学校 协议

家长/监护人/学生被要求阅读这个家庭和學校責任協議，讓所有華德小學的學生都能夠成功達標。

家長/監護人責任：

1. 閱讀並支持詹姆斯·華德小學的基本原則政策
2. 通過家長門戶檢查您孩子的學習進度，並與他/她談談他/她每週的學習進度
3. 每天晚上檢查孩子的作業筆記本 確認完成作業/作業到期日
4. 請您的孩子依據他/她的年齡每晚閱讀15-30分鐘。
5. 幫助您的孩子準備/複習考試。
6. 確保孩子上學前準備好交回的家庭作業和學用品。
7. 確保孩子每週清理書包。
8. 每個星期四檢查和閱讀班級文件夾中的資料 - 簽名並在到期日之前交回任何表格。

教師責任：

1. 分享，支持和效仿詹姆斯·華德小學的基本原則政策
2. 提供挑戰學生學習和發展的指導課程
3. 幫助學生清楚說明指導課程和考試等。
4. 每週將已有的成績登錄在IMPACT，讓家長/學生了解學生進步情況
5. 每個學習階段在班級網站更新提醒重要的作業內容/學習報告/考試日期
6. 依據年級，科目和作業的不同討論可能重考的考試，做額外的作業加分，遲交作業的修補內容與方式

學生責任：

1. 根據詹姆斯·華德小學的基本政策，學生必須閱讀，理解和其行為表現的規定
2. 做一個留心傾聽和熱情參與的學習者
3. 當你感到困惑或不了解時，（在上課前，上課時或課後）提出問題
4. 每天詳細寫出各科所有作業在作業筆記本上
5. 每天帶家庭作業筆記本和必要的學校材料回家，完成每天所有的作業
6. 每週上網檢查學生門戶成績
7. 依據你的年級程度每晚閱讀15-30分鐘
8. 做完所有的作業，以加強白天學到的上課內容，為明天的課程做準備
9. 將所有通知和表格帶回家給家長看，並在到期日前交回學校
10. 始終以最好的方式表現你的家庭教養風範，以代表詹姆斯·華德小學學生為榮
11. 尊重其它同學，學校老師職工和自己的個人財物/物品

請在下頁簽名表示您已閱讀此清單並收到附上的家長歡迎信。將此協議清單交回給每位小孩的班導師，一份副本將交回給您。我們期待著一個令人興奮學習和成長的一年。

此致

安德森女士，諾維爾夫人和詹姆斯·華德教職員工

學生姓名：_____ 班號：_____

學生簽名：_____

日期：_____

家長姓名：_____

聯繫電話#：_____

家長簽名：_____

日期：_____

班導師簽名：_____

日期：_____

JAMES WARD ELEMENTARY SCHOOL

华德小学

2701 S. Shields Ave.

Chicago, Illinois 60616

电话：773-534-9050 传真：773-534-9044

Ms. Karen D. Anderson 凯伦·安德森
Principal 校长

Mrs. Maria Norville 玛丽亚·诺维尔
Assistant Principal 副校长

请务必在开学之前阅读此信， 有许多学生和家长都必须知道的重要信息。

2017年8月11日

尊敬的华德小学社区成员，

我们很高兴地欢迎你们回到华德小学。我们全体教职员工一起想对大家说，我们很高兴您能成为华德小学大家庭中的一员。我们希望新的学年将会是成功和令您满意的一个学年。

2017-18学年是继续去年的主题“我们是迈向胜利的团队”。去年我们成功地与学生，家长，行政人员，教职人员，辅导人员，餐厅人员，保安人员，社区成员..等共同努力，实现了我们学校的广泛目标。我们现在有机会在这一势头的基础上，期望看到我们的CIWP目标在今年达标。我们将共同努力达到我们所知道的詹姆斯·华德社区的优越程度。我们每个人都必须继续与成功的团队合作 - 和教职员工，家长，学生和社区共同努力，让詹姆斯·华德小学成为真实的愿景。让我们继续合作，互相支持，并庆祝我们的成功，继续加强詹姆斯·华德小学成为获胜队伍。

一所伟大的学校最重要的组成部分之一是家庭与学校之间的交流与合作，为我们的孩子寻求最大利益。学校和家庭应该共同努力，提供技能和知识，加强价值观，提供强烈的自我价值感。我们**必须**把时间和精力投入在我们国家最宝贵的资源上 - 我们的孩子！

使命宣言

华德小学致力于为学生提供高质量的教学课程，我们综合性的以标准和研究为基础的课程设置有效地利用了读写策略并富有文化的多样性。为了在一个具有包容性的、安全的和限制最少的环境里促进学生不断地进步，我们将采用结合了差异教学的最佳教学法，其目的是提高包括学习障碍学生和英语语言学习学生在内的所有学生的学习水平。通过各种全校性的活动和一些促进学生成长的特殊机会，我们会持续努力去开发并满足学生们的社会和情感需求。此外，我们也会努力保持一种学校、学生家庭和社区三方面紧密联系紧密合作的关系。

远景展望

在华德小学，我们始终认为所有的孩子都有权享有最好的教育。我们致力于创造一个丰富的学习环境。作为一个多元文化的学校，我们通过外语教学来体现我们对文化多样性的尊重、理解和接受。所有孩子，包括那些有不同学习需要的孩子，都应该发展自己独特的兴趣，承担自己的学习责任，并积极与他人合作，从而能最大限度地挖掘自己的潜能，实现自己的人生目标。华德小学将努力把学生培养成为能够积极有效地参与到二十一世纪全球性社会之中的栋梁人才。

成功的准则

- 1.开始和结束的一天持有积极的态度。
- 2.所有的人都应该有尊严和尊重对待。
- 3.是一个专注和埋头致力于学习的学习者。
- 4.善待你的言行举止。
- 5.遵守CPS学生行为守则（SCC），打牢基础的政策，以及第二步准则，以确保安全性和成为良好的公民。
- 6.组织，准时和责任是成功的关键。

S.T.E.P. (解决问题的步骤)

S-说出问题但不指责

T-想想解决方案

E-探索后果

P-选择最佳的解决方案

美洲虎(学校精神指标)

J-只做正确的事

A-接受差异

G-做出最大的努力

U-用自己的才华尽你的能力

A-采取负责任的行动

R-尊重他人

S-拼搏

当您和我们专心教学的教职员工如一个团队般合作的时候，您的孩子就会获得最好的教育。家长们的热情、支持和参与，加上老师们有针对性的教学会激励孩子们做到他们的最好。通过一起努力，我们可以实现许多美好的目标。我们相信在我们的共同努力下，我们的学生将发展成为品学兼优、善于社交和情绪健康的事业有成的终生学习者，华德小学也将达到一个新的高度。

作为学校的管理团队，我们将热忱地工作，为华德学校社区的所有成员提供一个安全和有利于学习的环境。为在新的学年取得新的成功，以加强和提高我们的学习环境，我们将继续实施以下的政策：

教师/行政管理联系

如果您有任何问题和建议，请随时随地通过电话、学校电子邮件和书面材料的形式与学校领导以及教职员工联系。我们将共同努力提供相关的支持从而找到一个可行的解决方案。每天上课期间，我们将在学校的办公室为家长和社区成员提供翻译服务。

关于学生的功课、行为等情况，我们要求家长直接与老师联系要求与其面谈，所有的会谈都需要提前预约，这样可以让我们的保安人员知道什么时候接待来访的家长以及将他们派往何处。家长还应该提前联络办公室安排和行政管理人员会面。如果有紧急情况需要立即注意，请联系学校办公室以确定谁可以与您见面帮助处理你所担忧的问题。非常感谢您在这方面的合作。

家长/社区的参与

为了安排社区活动，家长/社区讨论会和家庭扫盲活动，我们将定期与学校理事会(LSC)，双语咨询委员会(BAC)以及家长咨询委员会(PAC)的成员见面。携手合作，我们将能够实现我们集体的和个人的目标，并为我们的学生所取得的成绩感到欢欣鼓舞。

家长志愿者是我们学校活动的一个重要组成部分。我们希望家长/监护人都成为**积极的**义工。一所成功的学校需要您们的服务、支持和意见反馈。

带有相关活动安排的校历目前正处在规划阶段，我们会通过学校网站和每月通讯按月及时发布。我们希望每一个家庭**在新的学年为学校提供十个小时的义工服务**。参与服务的机会包括：充当学生校外实地考察旅行的监护人，操场看护员，教室里老师的助手以及帮助安排和实施学校举行的学生家庭活动。根据芝加哥公立学校董事会(CPS)的要求，**所有的志愿者需提交背景调查和结核病测试。如果在学年期间你有兴趣陪同学生实地参观旅行，你必须在新的学年开始时上网申请义工服务。只有完成了背景调查和结核病测试的家长才能成为陪伴义工。**

考勤

如果想要达到自己的潜力，每天到校上课对每一个学生都是必须的。学生必须每天按时上学。根据芝加哥公立学校董事会(CPS)有关缺课和逃课的规定，可以接受的缺课理由有：**(i) 生病；(ii) 庆祝宗教节日；(iii) 家庭直系成员的死亡；(iv) 家庭紧急事件；(v) 让家长 and 法定监护人对学生的安全和健康有理由感到不安的情况(让家长 and 法定监护人担心的理由应由校长，校长指定的代理人，或者其他董事会官员逐一审定)；(vi) 由校长或者校长指定的代理人根据具体情况决定的其他情况，包括但是不局限于以下原因：学生无家可归以及上学有困难。**当学生回来上学时，他们必须把解释缺勤原因的便条交给班主任老师。但是，如果一个学生缺勤三天以上则需提供有效的书面材料(比如医生的证明)，该学生将获得与缺勤相同的时间把没有做的功课补上。如果没有有效的书面材料，学生返校后只有四十八个小时的时间去把没有做的功课补上。我们强烈希望在学校不上课时把您的假期计划安排好，因为学生的出勤会直接影响我们的办学资金。**家庭度假被算作未经允许的缺勤。**如果因为某种原因学生不能上学，请拨打773-534-9050然后按3将该情况报告学校，你也可以按6接通学校办公室。如果办公室没开或者没有人接听您的电话，请留下一个详细的电话录音(包括孩子的姓名，教室编号，缺勤的理由，以及可以找到您的电话号码)。但是该电话不能代替解释缺勤的便条；学生回来上学时必须把该便条亲手教给他/她的班主任老师。

到校和离校

学校上课时间是每天上午七点四十五分到下午两点四十五分。除非他们参加了有人看管的学校活动，学生不得早于早上七点半到校，或者下午三点以后留在学校。早上七点半以前学生不允许进入学校大楼，因为那时候学校没有监管学生的成年人。一旦学生到了学校，学生必须待在学校范围以内；没有成年人的授权，学生不得以

任何理由离开学校。学生早上到校将在校门前面排队，班导师将在钟声响时（上午7:45）到校门前接他们。学生只在早上天气恶劣的时可进入大礼堂等班导师。

在早上七点五十五分以后到学校的学生将被记为迟到。如果是校车晚到了，学生不会被记迟到。经常迟到的学生将没有资格上全勤荣誉名单。三次迟到会导致纪律处分。

学生需要早退时，家长必须到学校办公室报道并在早退表上签名，然后学校才能让学生离校。学生本人会被叫到学校办公室里等着离开学校。我们强烈鼓励我们的父母不要滥用早退政策。我们要求所有学生留在大楼直到下午2:45，除非有家庭应急。**请安排学生们放学后或不上课日去看医生。**请不要提前致电学校请求您的孩子在办公室等待提前放学。当您在办公室填写早退表时我们将通知他们的课堂老师，让您的孩子下来。我们鼓励您（提前）发送电子邮件给孩子的老师，要求他/她将错过在当天剩余的作业带回家完成。在实地考察当天，学生应留在课堂上到下午2:45，即使他们的父母陪伴着这次旅行。离开学校以后，学生必须立即搭车或者马上回家。接学生的家长必须在专门的早退校门口与他们见面。**放学以后学校操场上没有教职员工看管。**这些措施都是为了学生的安全和平安而设计的。放学后学生**必须有**家长/监护人陪同才可以在学校操场游玩。谢谢您在这些事情上给予我们的合作。

参加课外活动的学生在放学和下午3:00课外活动开始之间的过渡期间将在学校外的空地等待（不能前往 Ricobene's等餐馆）。参加课外活动的孩子应在活动结束后离开学校。请务必知道您孩子活动的结束时间以便您好安排接您的孩子或者在活动结束时他们能尽快走路回家。谢谢您的合作!如果您的孩子参加学校课后活动有3次（超过10分钟以上）没有家长接回，他们将不会被允许参加学校的课后活动。此外，参加课后活动学生其兄弟姐妹没有参加学校课后活动，他们必须在下午2:45回家，不可以独自留在学校。

安全措施

学校大门将在学生出勤日的每天早上7:30至8:00开门。为确保我们学生的安全，学校大门将在上午8:00关闭。所有的到访者将在按门铃后由办公室人员让进学校**并且必须在学校的保安Delores Tolefree女士处签名并领取带挂绳的通行证。**所有来访者在学校期间必须戴上通行证，然后在离开时把通行证交还给学校的保安。所有到访者必须从学校主要大门出入。

接送学生的措施

正如上个学年一样，我们将继续在二十七街和盾牌街（Shields）进行学生接送。在学生进入学校和离开学校期间，所有车辆只能向北行驶。请从二十八街和盾牌街（Shields）进来。我们的教学大楼前面不能停车。但是，届时会有老师助手和学生巡逻员帮助您的孩子下车和进入学校大楼。如果您需要进入学校大楼或者等候您的孩子，请把车停在学校附近的街道。**请不要把车停在桔黄色圆锥隔出的区域内，该区域是专门用于校车安全上下学生的。**放学后/后当盾牌（Shields）街变成单向道时，请避免做U形转弯。此事事关重大，在此对您的合作预先深表感谢。

医疗保健要求

接种疫苗：“**不打疫苗针，就不能上学。**”所有就读幼儿园、六年级和八年级的学生必须提供接种白喉、百日咳、破伤风、脊髓灰质炎、流行性腮腺炎、麻疹和风疹的疫苗证明。学生也必须提供最新的学校体检证明。

药物

华德小学禁止教职员工为学生提供和使用包括阿司匹林在内任何药物。如果学生因为感冒、耳朵疼和喉咙疼需要服用诸如青霉素等药物，**请在家服用。**对于需要一日服用三次的处方药，请在学生上学以前、放学以后和睡觉以前服用。如果学生必须在学校服药，请家长亲自将药物送到学校，并附带提供一份有家长或监护人签名的授权委托书，注明药物的名称，服药须知，何时以及以何种方式服用该药物。有关哮喘和糖尿病等慢性病的信息应报告给学生的班主任老师和学校的护士。根据伊州法律，在学生提交从学校护士那儿领取的自我服药授权表格后，学生有权携带和自我服用以下处方药：哮喘吸入器，Epi-Pen, 糖尿病检测/胰岛素。该表格必须由家长或监护人签名并在学校办公室归档保存。在向学校发送药物之前请联系办公室，以确保遵循正确程序。

学生成绩和考评

每五个星期您会收到一份学生学习进度报告单，每十个星期您会收到一份学生学习成绩单。我们借此把学生每一科的学习情况告知家长或者监护人。您可以登陆家长和学生的门户网站去了解学生目前的学习情况。如果您需要获许进入该网站，请联系Ms. Chacon以获取用户名和密码。我们要求家长参加**两次**家长老师见面会。这两次见面会的日期是：2017年11月15日（星期三）和2018年4月18日（星期三）。具体时间是中午12:00到下午3:00，以及下午3:45到晚上6:00。

评分标准	评分类别
A = 100 – 90 实际超越标准 / 优秀 B = 89 – 80 超越标准 / 良好 C = 79 – 70 符合标准 / 尚可 D = 69 – 60 低于按标准可接受之成绩 / 及格 F = 59 以下 不符合标准 / 不及格	<ul style="list-style-type: none"> • 总结性 - 35% (考试) • 形成性 - 55% (参与度, 展览研究报告, 测验小考..等) • 家庭作业 - 10%

管理和监控你的进步

1. 每周访问学生/家长门户网站 (<http://cps.edu/Pages/Students.aspx>) 。
2. 定期你的孩子和老师沟通与, 以确保成功。
3. 阅读并理解2016-2017学年振兴政策。

学生活动费

华德小学所有幼儿园只八年级的学生都要求每人必须支付55美元的活动费。 该费用包括以下各个项目:

1. \$15支付实地参观旅行的交通费
2. \$10 用于“我们真棒日”的庆祝活动
3. \$ 7用于发给每个学生一件体现学校精神的体恤衫
4. \$18每个学生一本学生记事本, 家庭連絡夾, 课堂材料和奖励
5. \$ 5用于电脑技术材料 (鼠标垫, 墨水, 头戴式耳机等)

该项收费将不退还

***学前班活动费为30美元** (\$7用于购买体现学校精神的T恤衫, \$10用于“我们真棒日”活动, \$13用于课堂材料和奖励)

有关纪律的政策和程序 -- 打牢基础

今年, 华德社区将继续实施名为打牢基础的鼓励正面言行的项目。我们派出了一些教职员工作为领导团队在过去一年来接受了广泛的培训并将其培训的成果带回到我们整个学校。

在实施这一计划上, 我们以取得了一些成功。我们希望通过全体华德社区-家长、学生和工作人员的积极参与, 在贯彻这项措施方面取得更大的成绩。我们将把打牢基础放在华德小学网站。除了对教职员工的培训之外, 我们还将提供一系列的机会让家长也成为该项目的积极参与者。

校服着装规定

所有学生将穿着以下服装:

- 深蓝色裤子, 裙子或 短裤 (膝盖长度)
- 带有学校徽标的宝蓝色或深蓝色的短袖或长袖校服
- 海军蓝毛衣、毛线套衫或羊毛开衫
- 穿着鞋子或运动鞋
- 在寒冷的天气在校服里面穿着 (没有图案) 的深蓝色或白色长袖衬衫

所有学生将穿着穿着以下运动服装:

- 深蓝色慢跑裤或短裤 (仅限课堂短裤)
- 深蓝色健身运动衫, 带有学校标志
- 深蓝色运动衫
- 深蓝色运动衫
- 运动鞋

许穿着的服装和配饰（着装日及非着装日）：

着装日：

不允许穿着

- 所有类型的牛仔裤
 - 紧身打底裤（在天气恶劣时，女生可以穿在长及膝盖的裙子里面）
 - 运动衫/连帽衫或外套
 - 体恤衫和跑步长裤（只允许上体育课当天穿）
 - 带有与学校环境不适的图片或言词的衬衫
 - 非宗教围巾/头巾
 - 轮式运动鞋，露脚趾的凉鞋和夹趾拖鞋
 - 衣服上不可以有首饰
 - 任何尺寸的钱包或手提袋在学校当天不得携带
 - 身体部位不可以打洞戴装饰环（耳朵除外）
 - 非验光规格的眼镜
 - 短裤（除非在开学前几周或学年结束前免穿制服）

非着装日：

不允许穿着

- 紧身打底裤（除非在恶劣天气下，可以穿在长及膝盖的裙子里面）
- 非宗教围巾/头巾
- 带有与学校环境不适的图片或言词的衬衫
- 轮式运动鞋、露趾凉鞋或夹趾拖鞋
- 男学生不允许戴耳环
- 任何大小的钱包或手提包，不得在校期间随身携带
- 身体部位打洞戴装饰环（耳朵除外）
- 非验光规格的眼镜
- 短裤（除非在开学前几周或学年结束前免穿制服）

学生不遵守着装规定将受到以下处罚：

- 如果到校时着装不当，学生将穿着我们专用的“学校租借”服装上课。
- 如果学生上体育课时着装不当，他们每周的体育课成绩将会被扣分。

学校行政人员和教职员将确定整个学年“詹姆斯·华德日”的具体日期，当学生将被允许穿戴詹姆斯·华德（James Ward）标志的装备。

手机使用的规定

学生在上学期间必须关闭手机。学生必须把手机放在他们的书包里或者储物柜里。在上学期期间的任何时候，包括午餐和课间休息时间，校外参观旅游以及课前和课后辅导时间学生不得拿出手机和使用手机。一旦在上课期间发现学生使用手机，老师会没收手机并把它交到学校办公室。学生家长或监护人可以在放学后到学校领取。对于第二次违规或屡次违规的手机政策，手机必须与周五（由家长/监护人）领回。如果家长或监护人不能自来领取手机，他们可以提供一份书面同意书让另一位指定的成年人来学校代为领取，书面同意书可以通过电子邮件发送到 mlnorville@cps.edu 或者传真到 773-534-9044。我们在此事先感谢您遵守并支持这项规定。家长领取手机后，学校就对此手机不负任何责任。

学校的健康政策

根据2012年11月14日通过的芝加哥公立学校系统的健康零食和饮料政策，学校不得出售或提供很少或没有营养价值的产品。我们也要求你们在学生从家里带什么样的食物到学校的问题上考虑使用相同的政策(如:零食薯片)。学生不允许带能量饮料到学校。这包括，红牛，激浪，突跳起劲，咖啡等，如果发现学生带这些饮料，饮料将被没收，并经监理成人处置。个别份(不要带大的或“家庭号”)的健康小吃和饮料大力鼓励。我们也禁止家长在上课期间从校外提供快餐快餐给学生。另外，如果您的孩子带来了他/她的午餐学校，请确保他们来到学校之前午餐被打包并放置在他/她的背包。这将有助于最大限度地减少教学时间的损失。

与学校的通信交流

对来自学校的所有通信，家长应立即给予答复。如果家长和学校缺乏交流，问题就会产生。把学校所有的书面通信交给他们的父母是每一个学生的职责。学校的网址是<http://www.jamesward.com>。请定期登陆该网站查阅学校的每月新闻简讯和有关学校的信息更新，我们将不提供纸张新闻简讯。每周五下午4:15学校将以电话留言通知每周信息。如果您没有收到电话留言通知，请务必让学校办公室知道您可以收到的电话留言的号码。

有教学意义的实地参观旅行

精心计划妥善监管的富有教学意义的实地参观旅行是学校教学计划的重要组成部分。所有实地参观旅行有需要学生家长或监护人在同意书上签字。**没有签名的同意书，就不能参加实地参观学习！**实地参观旅行按每次分别交费，因此将钱在指定的日期交到学校很重要，它可以保证出勤率以及旅行需要的款项得到支付。如果您的孩子没有准时在规定日期之内(不是实地参观当天)交回同意书和费用，您的孩子将无法参加实地参观。您必须是通过认可的义工才能参加任何实地参观旅行。请与学校办公室773-534-9050联络，要求了解对如何成为一名义工/陪伴旅行的信息。家长陪伴旅行不可以带来其它的孩子(学生的兄弟姐妹)参加旅行。

恶劣天气

当恶劣天气可能引起危险时，正常上课可能会暂停以确保学生的安全。学生家长/监护人有责任通过电视或者广播电台了解最新的天气情况。家长/监护人也可以拨打政府监察员的办公室电话 773-553-1000 或者登陆 www.cps.edu 网站了解更多其他有关天气的信息。

学生联系信息的改变

在新学年中，如果学生的家庭地址，家庭电话，家长的工作电话，和紧急情况时的联系信息发生了任何变化，请立即通知学校办公室。这一点很重要，请务必做到。

学校用品和夏季家庭作业

请确保您的孩子在开学的第一天之前备齐他们所需的学校用品。您也可以于2017年9月1日星期五下午1:00-2:30“会见教师日”将学校所需用品带来。如果您需要一份您的孩子所在年级的学校用品清单，请到学校办公室领取或者到我们的学校网站(www.jameswardschool.com)自行打印。此外，请确保您的孩子完成夏季家庭作业。

我们期待着与您真诚合作，期待着一个成功的新学年。感谢您对您孩子教育的承诺，我们希望很快能与您相见。

真诚地，

Karen Anderson 凯伦·安德森
Principal 校长

Maria Norville 玛丽亚·诺维尔
Assistant Principal 副校长