

JAMES WARD ELEMENTARY SCHOOL



FAMILY ORIENTATION DAYS 2018-2019

We will host orientation days for all James Ward families- both new & returning. On these days, parents will have the opportunity to pay fees, purchase new uniform/gym shirts, fill out important school documents and get Parent Portal access information. It is important for parents to attend these orientations.

Pre-K through 8th grade (MAIN OFFICE)

**Monday, August 27th through Thursday, August 30th
8:00 AM-3:00 PM**

Paperwork/Fees/Other

- ❖ Pay Student Activity Fee
 - **\$55** per child (Kindergarten through 8th grades)
 - 1st payment of \$38 (or total payment of \$55) due by 11/14/18
 - 2nd payment of \$17 due by 4/10/19 (if necessary)
 - **\$30** per child (Pre-K- due 11/14/18)
- ❖ Purchase uniforms & PE clothes
- ❖ Parent Portal setup (Grades 1-8)
- ❖ Interested in becoming a volunteer? We will help you sign up!
- ❖ Find out child's teacher for 2018-2019 school year
- ❖ School supply lists will be available
- ❖ Medical/dental forms (Pre-K, K & 6th grades)- due by 10/1/18

Credit card payments for fees (NEW THIS YEAR!)

<https://magic.collectorsolutions.com/magic-ui/Login/cps-25751-james-ward-elementary>

You can also pay in cash or money order (payable to James Ward School). Personal checks will not be accepted.

\$55 Activity Fee Breakdown

\$15- Field trip fee; \$18- Student planner, classroom materials, folders, incentives; \$5- Technology (ink, headphones, mousepads); \$10- We Are Great Day; \$7- School spirit t-shirt

Please pay all school-wide fees before 1st quarter Report Card Pick Up!

Please call the main office at 773-534-9050 if you have any questions. Thank you!!!



MEET THE TEACHERS (OPEN HOUSE)

Friday, August 31, 2018

Pre-K to 2 (8:15-10:15 AM)

3rd & 4th (9:45 AM-11:45 AM)

5th & 6th (11:15 AM-1:15 PM)

7th & 8th (12:45 PM-2:45 PM)

Auditorium

- Welcome (Principal Ms. Anderson & Assistant Principal Mrs. Norville)
- Expectations (Pod)
- Parent/teacher/student checklist and contract
- Updated grading policy
- Take home folders
- Curriculum overview (Scope & Sequence)

Transition to child's homeroom

Classroom visits

- Drop off school supplies
- Introduction of teacher(s)
- Classroom expectations

You are encouraged to bring your child's school supplies to his/her homeroom **AFTER** the auditorium presentation. If you have not paid your child's activity fee and/or need to find out your child's teacher, PLEASE visit the main office.

WE LOOK FORWARD TO SEEING YOU!

Principal MEET & GREET for NEW FAMILIES

Friday, August 31st from 2:15 PM until 4:00 PM in playground.

Refreshments will be provided.

Opportunity to meet the Principal as well as members of LSC, BAC & PAC.

JAMES WARD ELEMENTARY SCHOOL

2701 S. Shields Ave.

Chicago, Illinois 60616

电话 : 773-534-9050 传真 : 773-534-9044

Ms. Karen D. Anderson
Principal

Mrs. Maria Norville
Assistant Principal

Please read this entire letter. It contains very important information for both students and parents.

August 6, 2018

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. Our theme for this year is as follows: "Stay positive, work hard, make it happen!"

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. 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.

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. All volunteers need to be approved by CPS before working with the school.

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. 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. 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. This phone call does not replace the **NOTE** explaining the absence.

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. 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. 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.** 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 (10 minutes or more) from an after school program, they may be dropped from the 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. **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.

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 14, 2018 and Wednesday, April 10, 2019.** The time is **12:00 noon – 3:00 p.m. and 3:45 p.m. – 6:00 p.m.**

GRADING SCALE http://cps.edu/Pages/Students.aspx	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 	<p>Updated for grades 1-8</p> <ul style="list-style-type: none"> 50% Formative 30% Summative 10% Homework 10% Participation

UNIFORM DRESS CODE

James Ward School Uniform for All

- Navy blue or khaki slacks, 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)

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

- 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. 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. 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

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.

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, August 31, 2018. 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)

2018-2019 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. 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: _____