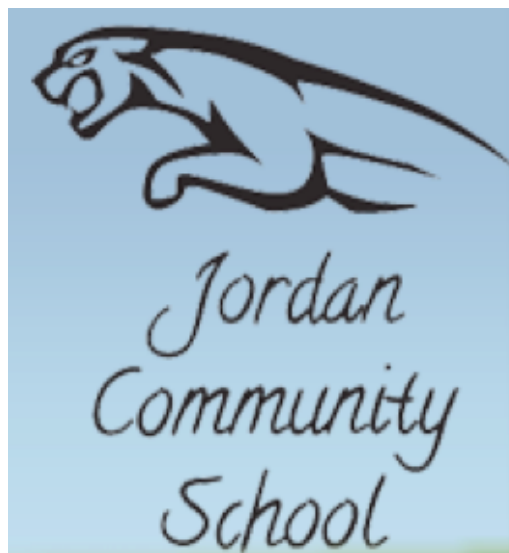


JORDAN COMMUNITY SCHOOL

7414 N. Wolcott
Chicago, IL 60626
Office: (773) 534 - 2220 Fax: (773) 534 - 2231



PARENT & STUDENT HANDBOOK 2015 - 2016

Mr. Gilberto Piedrahita – Principal
Ms. Anita Ivory – Assistant Principal

***At Jordan School, Education is Our #1 Priority!
En la Escuela Jordan, Educación es Nuestra Prioridad # 1!***

School Colors: Green and Gold
School Mascot: Jaguar

Dear Parents/Guardians and Students:

On behalf of the staff at Jordan Community School, I am happy to welcome you to the 2015-16 school year! At Jordan education is our number one priority. We are committed to excellence in education by creating a learning environment that is safe and engaging, and challenges every student to achieve.

This handbook will familiarize you with the school's programs, procedures, and policies. We have a core curriculum aligned with the Common Core Standards. We are also engaged in a variety of initiatives to better prepare our students for the 21st century. We ask for your participation and support in this exciting endeavor.

This year students start school on Tuesday, September 8, 2015. It is important that your child attends school every day. We anticipate a rewarding and successful school year thanks to our staff, students, parents and community members!

Sincerely,

Gilberto Piedrahita - Principal

Estimados Padres de Familia y Estudiantes:

En nombre de la facultad de la Escuela Comunitaria Jordan, me complace en darles la bienvenida al año escolar 2015-16! En la escuela Jordan, la educación es nuestra prioridad número uno. Estamos comprometidos a la excelencia en la educación, a tener un ambiente seguro y atractivo que reta a cada estudiante a ser exitoso.

El propósito de éste manual es para que usted se familiarice con los programas, procedimientos y reglamentos de nuestra escuela. Tenemos un programa educativo integrado a los estándares del Common Core. Hemos creado una variedad de iniciativas para preparar mejor a nuestros estudiantes para el siglo 21. Le pedimos su participación y apoyo en éste emotivo esfuerzo.

Este año los estudiantes comienzan la escuela el martes 8 de septiembre del 2015. Es importante que su hijo/a asista a la escuela todos los días. Anticipamos un gratificante y exitoso año escolar gracias a nuestro personal, estudiantes, padres y miembros de la comunidad!

Sinceramente,

Gilberto Piedrahita - Director

JORDAN'S MISSION STATEMENT

Jordan Community School is a community of learner that includes students, teachers, parents and neighborhood partners. We educate the whole child through standards based and student driven instruction that prepares our graduates for college and career through a balanced and integrated literacy approach, diverse learning experiences and character education.



JORDAN'S VISION STATEMENT

Jordan Community School provides a safe, nurturing, and equitable environment for all students, promoting student ownership of their academic excellence by embracing high expectations. Our community shapes productive citizens, lifelong learners, high level of independence, critical thinkers who will return to their community to contribute in positive ways. A Jordan School education will instill in students learning and personal responsibility that provides a foundation of knowledge necessary for career fields that involve Math and Science.

The Jordan Community parents provide the single most important influence on the child's values and attitudes toward life. As the primary educators of their children, parents are responsible for the child's moral, intellectual, and social development. Parents are encouraged to take an active role in the school and their child's education.

Jordan Community School Creed

I am a Jordan Community Elementary School student.

I have great expectations for myself.

I accept the challenge to become the best that I can be.

I have RESPECT for myself and others.

I am an intelligent and assertive student.

My destiny is in my hands.

I will overcome all obstacles which stand in my way.

The decisions I make today will affect the rest of my life.

Education is my ticket to success.

With my family and teachers,

I will determine what I will become,

For the education I receive today will make me a leader of tomorrow.

I will be respectful.

I will be responsible.

I will act with integrity.

At Jordan, education is my number ONE priority!

DRESS CODE

All students are expected to wear uniform daily. Young men are required to wear their shirts tucked inside of their pants with a belt at all times.

K-5: White polo t-shirt and navy blue pants and black shoes

6-8: Navy blue polo t-shirt and khaki pants and black shoes.

Gym Attire:

Green or gold gym t-shirt with the Jordan logo. These can be purchased at school. As an alternative, students may wear solid white t-shirt without any slogan or advertisement on it.

If you have any questions, please contact the main office.

The following items are considered to be disruptive and should NOT be worn in school:

- a. Distracting accessories.
- b. Hats, headscarves, sweat bands.
- c. Multiple bangles, large earrings.
- d. Make-up.
- e. Wave rags, fishnet shirts, spandex clothing, tank tops, halter tops, mini skirts, torn jeans, leggings.
- f. T-shirts with the Jordan logo is acceptable. T-shirts with inappropriate slogans or advertisements are not allowed. Athletic shirts or jerseys cannot be worn.
- g. Excessively baggy clothing.
- h. Bang identifiable colors or clothing.
- i. Young men cannot wear earrings at any time.
- j. Body piercing and tattoos are not allowed.
- k. Designs cut into hair, "rat tail" hairstyle for boys and hair dyed/sprayed in neon colors. Gelled faux. Mohawks are not allowed.
- a. Due to safety concern, no open toe sandals or flip-flops are allowed. Neither are untied shoelaces or straps.
- l. No leggings under girls skirts or worn as pants.
- m. Rubber bands on pant's cuffs.

Students will not be allowed to attend class and a parent/guardian will be notified immediately.

For the safety of all our students, the following items may NOT be brought to school:

- a. Bats, balls, or other sports equipment.

- b. Radios, recorders, toy guns, water guns, electronic devices such as MP3 players, iPods, Game Boy, PSP3, cameras of any kind, etc.
- c. Aerosol cans, e.g. Hair spray and mousse.
- d. Live animals.
- e. Markers, white out, lipstick, perfume or cologne glass mirrors or bottles.
- f. Weapons/substances and “look-a-likes.”
- g. Matches, lighters, cigarettes, drugs, and “look-a-likes.”
- h. Fire works and stink bombs.

For an orderly educational environment and respect for all our students and staff, the following behaviors are prohibited at school:

- a. Explicit/indecent writing or pictures from the Internet or pornography magazines materials.
- b. Tagging/graffiti on school property, in school books, book covers, or writing paper.
- c. Publishing any indecent drawings or notes or use of offensive language or gestures.

ATTENDANCE

ALL STUDENTS are expected to attend school everyday, unless they are ill or a family emergency arises. If a child must be absent, the parent/guardian must:

1. Call the school office on the morning of the absence.
2. Send a note, on the next day, to the teacher, explaining the specific reason for your child’s absence. Please make sure your letter also includes the date of absence, and current phone number.

It is the student’s responsibility to make up all assignments, projects, and tests that were missed during his/her absence.

ARRIVAL TIME FOR STUDENTS/ENTRY PROCEDURES

Student safety is priority! Students should not arrive on school grounds before 8:00 am.

REMEMBER, students should not arrive on school grounds prior to 8:00 am. Breakfast is served in the classroom daily. Students enter the building at 8:00 am and class begins at 8:10 am for all students. The tardy bell rings at 8:15 am. All students are dismissed at 3:00 pm.

Students must leave school grounds immediately after dismissal. Primary students that are not picked up on time will be brought to the office and an attempt will be made to call the parent/guardian. If the parent/guardian is not reached, the student will be turned over to the Chicago Police Department. A call will be made to DCFS for students who are repeatedly left after school hours. Children are required to cross the street at the corner only and follow the directions of the Crossing Guards. Please avoid double parking when picking up your child. If you have more than one child at Jordan, please

stress the importance of picking up younger siblings on time and clearing the school grounds immediately.

TARDINESS

If a student arrives after 8:15 am, he/she must report to the security desk and obtain a tardy pass. The student then presents this pass to the classroom teacher. It is imperative that students are present and on time daily.

TRUANCY

Parents are ultimately responsible for their child's attendance in school. Students, who are absent without parental consent or for valid reasons, are considered truant. Truancy violates state and local attendance laws and is considered a serious offense. Continued truancy may result in legal action.

EARLY DISMISSAL

Parents and guardians are urged not to schedule doctor, dentist, or other appointments during school hours. After school hours, holidays, and Saturdays are excellent opportunities to schedule such appointments. If a child needs to be dismissed early, he/she should bring a note to the teacher, stating the departure time and reason. Parents or legal guardians must sign the child out in the office.

BUS STUDENTS

Safety first; seat belts must be worn at all times. NO EXCEPTIONS. Students are expected to behave properly on the school bus at all times. Rules will be explained to all students. The first bus discipline incident will result in a warning; the second incident will result in a three-day suspension of bus transportation; and the third incident will result in suspension of bus transportation for the remainder of the school year.

Request for changes in bus service must always be made within a minimum of ten days in advance and in writing to Mrs. Taylor (case manager). This includes students electing not to ride the bus before or after school.

EMERGENCY INFORMATION

It is very important that you return the "Emergency Information Form" that your child's teacher sends home during the first week of school. All telephone numbers and addresses must be current. Phone numbers be operable. Remember to put the name and telephone number of a person who can be contacted, in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the school year.

EMERGENCY CLOSING OF SCHOOL

In case of severe weather conditions, parents are encouraged to listen to the radio or television for information about school closings. Classes will be held unless an announcement has been made over the radio and/or television stating that all Chicago

Public Schools will be closed.

ACCIDENTS/ILLNESS/INJURY

If a student is seriously injured in an accident or becomes seriously ill at school, the parent/guardian will be called immediately. If the parent cannot be reached, we will attempt to contact the adult listed on the emergency form.

Seriously ill or injured children will be transported by ambulance to the nearest hospital. Children cannot receive treatment at a hospital unless a parent has been contacted. It is required that the school has a current emergency form on file for EACH student. Emergency forms are our only source of notifying parents when students do not have a phone number at home and/or when a parent is not readily available.

CHRONIC ILLNESSES

The office must be informed of chronic illnesses such as asthma, rheumatic fever, diabetes, allergies, flu etc. Medical instructions must be on file in the office should the need arise.

CONFERENCES WITH PRINCIPAL/ASSISTANT PRINCIPAL

Conferences with the principal and/or assistant principal will be held by appointment only. Any acts of irate and inappropriate behavior will result in immediate conclusion of the conference and you will be escorted off of school grounds by CPS security/Chicago Police.

HOME – SCHOOL COMMUNICATION

Communication between the home and school is essential for the educational development of the student:

1. Parent-Student Handbook.
2. Parent Teacher Conferences
3. Newsletters, Bulletins, Teacher notes, calls and letters
4. Special Events Notices
5. Notification of Accomplishments/and/or Inappropriate Behavior
6. Parent Meetings

ASSEMBLIES

Assembly programs will be scheduled throughout the year. These will give you an opportunity to see your child perform on stage with other children. Academic Assemblies should be dignified and should reflect the instructional program. It is important to show your support for your children and their instructional program by attending such activities. Assemblies will be listed on the monthly calendar.

FIELD TRIPS

Field trips are opportunities to extend the learning process beyond the classroom. All students are expected to be on their best behavior. A permission slip, signed by the parent/guardian, and a working contact number must be on file with the teacher before a child may leave the building.

The permission slip must have an emergency number listed. No student will be allowed to attend a field trip without emergency information being on file. Parents are welcome and encouraged to help chaperone these trips. Parents are welcome and encouraged to help chaperone these trips. Chaperones must be 21 years of age with a valid ID, demonstrating appropriate behavior and attire. Please be aware that late payments of field trips funds cannot be accepted, resulting in your child not participating. No forms of junk food are allowed on field trips.

ELECTRONIC ITEMS

Radios, MP3, iPod, CD/DVD players, electronic games, headphones, pagers, and all other electronic games ARE NOT allowed in the school building. For the first offense, these items will be confiscated and kept until a parent/guardian picks them up. For repeated offenses, the items will be returned at the end of the school year. Please make sure that your child keeps these items at home. Cell phones are permitted with a letter of request provided by the parent. This letter of approval must be on file by the teacher. All cell phones must be submitted to the classroom teacher upon arrival to class daily. Cell phones will be returned to the students at the end of the day. Any students with unauthorized phones will not receive it back until a parent comes to pick it home.

INTERNET POLICY

It is a general policy of the Chicago Public Schools to promote the use of computers and internet in a manner which is responsible, legal and appropriate. Student use of the CPS Network is a privilege. A student's failure to adhere to the Student Acceptable Use Policy will result in the revocation of the student's access privileges. Students who will be using the Internet must sign the Acceptable Use Policy provided by Board of Education. A parent signature is also required. Forms will be sent home at the beginning of the school year.

Cyber-Bullying

"Acts of repeated intentional behavior that occurs in order to intentionally harm other through verbal or nonverbal harassment, physical assault, or other manipulation, teasing, taunting, threatening, hitting, stealing, and destroying personal property, sending threatening/abusive emails or cyber bullying."

Cyber Bulling can involve the following acts:

Sending mean or offensive messages repeatedly through emails, instant messaging, text messages, chat room posts, or social networking web site postings on mediums such as Face Book, My Space, Twitter, etc.

*** Bullying is punishable as a 3-10 violation of the Student Code of Conduct (SCC), and when severe enough, as a 5-4 violation, which can also be an expellable offense. Also

pay careful attention to SCC violation 5-14 (often overlooked). Please be sure to document your work when investigating allegations of bullying, cyber bullying, or harassment.

GYM ATTIRE

NO EARRINGS/JEWELRY SHOULD BE WORN DURING GYM CLASS. Students are expected to remain in uniform. Jordan shirts and sweatpants may be worn.

GRADES and PARENT PORTAL

Parents and students can view their grades on a regular basis accessing the Parent Portal <https://parent.cps.k12.il.us>. You will need your child's CPS ID number as well as your unique school-issued personal identification number (PIN) prior to creating an account. If you do not have this information, it may be requested in the office.

Students may also view their grades using the Student Portal. Use the Student Portal to check your grades and attendance online. All students in grades 5-12 at non-charter schools can access the Student Portal <https://student.cps.k12.il.us> Log in using your CPS username and password; Your username and password are the same as your First Class username and password. If you do not have an active First Class account, or have lost your password, please contact your teacher.

Jordan uses the CPS suggested grading scale which is listed below:

- 92 – 100 % A - Substantially exceeding the standard.
- 88 – 91 % B - Exceeding the standard.
- 78 – 87 % C - Meeting the standard.
- 70 – 77% D - Less than acceptable performance on the standard.
- 0 – 69% F - Does not meet the standard.

The first day of class your child starts with an “A” what they do throughout the year, determines whether or not they maintain their “A.” Please reinforce that attendance, homework and studying play an important part in your child's/children's grades.

HOMEWORK POLICY

Homework is an essential part of each student's educational program. Each child is required to have homework every night. Homework may include written work, research, reading assignments, and studying. Homework should be related to on-going classroom activities, which reinforce or enrich daily instruction. There should be no students leaving the building without books/book bags.

A suggested minimum time for daily homework, which includes all assignments, is as follows:

Kindergarten	30 minutes
1st - 3rd	45 minutes
4th - 6th	60 minutes

7th - 8th

90 minutes

All students are expected to complete each and every homework assignment given. After three or more missing assignments, teachers will attempt to notify parents. Please assist the school in helping your child understand the value of completing assignments.

HONOR ROLL

The criteria for honor roll are as follows:

Principal List	All A's in all subjects & NO checks
First Honors	A's and B's in all subjects & NO checks
Second Honors	B average in all major subjects and a B average in all minor subjects (Library, Music, Gym, Art, and Computer) Checks are NOT allowed.
Citizenship	Eligible students must fit all the following criteria: No D's or F's No misconduct notices No checks on the report card Participation in some type of service within the school

LOCAL SCHOOL COUNCIL (LSC)

Local School Council meetings are held on the second Tuesday of each month always starting at 5:30 pm. Parents and community members are always welcome to attend. A notice will be sent home before each meeting to inform parents of the date and time. The dates will also be listed on the monthly calendar. If there are changes with the dates, you will be notified by the school.

LOST/DAMAGED BOOKS

All textbooks are loaned to students for their use during the school year. Each student is responsible for the condition of his/her textbooks. We encourage all books to be covered, kept clean, and handled carefully. Please make sure that your child's name, grade, and room number are written in the books. A fee will be charged for lost or damaged books. The total amount of the purchased price for the lost book will be charged. Damaged books will be assessed a charge, according to the damage. Promotion or receiving records cannot occur until all debt has been collected.

LUNCH PROCEDURES

Jordan is a closed-campus school. All students will be given a forty-five minute lunch/recess break. Students eat in the lunchroom under staff supervision and will participate in outdoor recess when weather permits. Students are not allowed to bring chips, candy, sunflower seeds, soda drinks, or juices to school or to the lunchroom. Healthy sandwiches, fruit, and juices from home are allowed and strongly encouraged.

LUNCH PROGRAM APPLICATIONS

During the first week of school, all students are required to complete an application for free or reduced student lunch. Every part of the application must be completed and signed in order for your child to receive a lunch ticket. This application helps to generate additional funding for our educational programs. Completed forms must be returned to your child's homeroom teacher immediately. PLEASE MAKE SURE YOU REMEMBER TO SIGN THE APPLICATION.

MEDICATION

No medication, including aspirin, may be administered by the school personnel. Students who need to take prescribed medicine must present a statement of permission, signed by the doctor and parent/guardian, before the medicine can be brought to school. The medication and form must be left in the office until medication time. Medication may be given to the child by the school nurse or principal designee. Please bring medication in its original bottle with prescription label attached.

In an effort to best serve your child, it is important that the teacher and principal know about critical medical conditions. If your child is allergic to bee stings, has a chronic condition (asthma, diabetes, etc.), or other physical ailments that the school should be made aware of, please inform the main office immediately in writing and with a phone call.

SAFETY AND SECURITY

All parents/visitors to the school are required to enter through the front door and sign-in at the main office. Per Chicago Board of Education policy, all visitors may be subject to a random search.

All boys and men are required to remove caps/hats in the building.

School personnel may conduct searches of students as they enter the building. Our goal is a safe and secure learning environment for all of our students, parents and staff.

METAL DETECTORS

All Chicago Public Schools have been issued hand held wands (metal detectors) for use in the school. In addition to the handheld wands, Jordan has stationary metal detectors in the building. These devices are the tools available to assist in keeping a safe educational environment. The Board of Education has indicated that students in six through eight are to be scanned on a regular schedule. Additionally, all students may be scanned at the discretion of administration or security personnel. Students are not allowed to bring perfumes, sprays, rack tail combs, scissors, knives, or any electronic devices. Any items found that are either illegal or in violation of Jordan School rules will be confiscated. Discipline actions will be taken according to the Uniform Discipline Code.

PARENT TEACHER ASSOCIATION

Jordan School encourages and supports an active P.T.A. and we welcome your help. PTA meetings will be held monthly. Any parent interested in volunteering at the school should contact the school main office.

JORDAN PARENT ORGANIZATIONS

The Jordan School PTA welcomes all families to become members for \$5.00 per family. Membership forms will be distributed in September.

The Jordan PTA sponsors fund raising sales each year. Proceeds are used to purchase prizes for school contests, attendance, awards and other school initiatives. They assist Kindergarten and Eighth grade graduations. The PTA also acknowledges our wonderful parents at our Annual Parent Involvement Dinner.

PARENT CONFERENCES

Parent conferences are by appointment only. Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning student progress. Parents may schedule a meeting by sending a note to the teacher or by calling the office to arrange for an appointment. This will keep classroom interruption to a minimum.

PARTIES

Birthday parties are not allowed. Singing the Happy Birthday song is acceptable for the primary grades only. No cake or ice cream is allowed. Administration must be notified one week in advance.

PERFECT ATTENDANCE

Students with absences due to religious holidays and/or approved school related activities and who have no more than three-excused tardiness are eligible to receive a perfect attendance award.

PROMOTION REQUIREMENTS

Students are required to pass all subjects in order to be promoted to the next grade level. Students in third, sixth and eighth grades are also required to meet the promotion criteria of the Chicago Public Schools. Failure to meet the promotion criteria will require students to successfully complete the Summer Bridge Program.

Progress Reports are issued every five weeks. **Report cards** are issued four times during the school year (every ten weeks). Chicago Public Schools require that a parent/guardian pick up the report card for the first and third marking periods.

SPORTS

Students who participate in the sports program must maintain passing grades of a "C" or higher in their classes and demonstrate good behavior. Students' grades are checked

at five - week intervals. Students who are failing or who have discipline problems are not allowed to play on a team or attend practices until their grades and conduct improves.

STUDENT DISCIPLINE

The entire Jordan staff wants your child to feel safe, secure, and happy in school. Such an environment will create a maximum opportunity for ALL CHILDREN to learn. In an effort to accomplish this goal, the following school wide rules apply:

- 1) Students must refrain from rough play, verbal abuse, and physical contact of any kind on school grounds, in hallways, washrooms, and classrooms.
- 2) Students must respect the authority of adults. Profanity, hand gestures, and other disrespectful actions will not be tolerated.
- 3) Students must respect school property and the property of others.
- 4) Students cannot chew gum or candy in the school.
- 5) Parents are strongly encouraged to make sure that their child does not make purchase junk food in the morning at the surrounding businesses.
- 6) Parents are also strongly encouraged to speak to their children about NOT playing at the nearby railroad tracks.

The Principal, Assistant Principal, and teachers will review the discipline referral process with the students. Chicago Public Schools have adopted a Student Code of Conduct. Jordan adheres to this code. Copies are available for parental review. All students will receive a copy, and both student and parent will be required to sign and return the confirmation page located in the back of the SCC book.

SUSPENSIONS

All students will be given the CPS Student Code of Conduct. Parents/Guardians will be notified of a student's misconduct and the appropriate action will be taken. Suspended students cannot participate in any school activity or be in school grounds during the length of suspension. Other areas in which teachers and administrators may address student misbehavior include, but is not limited to:

1. Student may not participate in field trips without a parent; school sports activities, special school program, or after-school center activities.
2. Eighth grader students may not participate in the above activities in addition to 8th grade activities.

STUDENT RECORDS

Parents are welcome to review their children's records. Parents should notify the school counselor, in writing, who will then set up an appointment time for the parent to review the records.

STUDENT REGISTRATION

A legal parent/guardian may enroll a student. The parent/guardian must present an original birth certificate, proof of guardianship, proof of address and the completed

medical immunization form. All students enrolling in Jordan Community must live within the school attendance boundaries; unless Administrative approval has been granted. Any student who is enrolled under misrepresentation of information will be subject to transfer to the proper attendance area school at the end of the school year.

REGISTRATION REQUIREMENTS

1. Kindergarten - 5 years old by September 1st, 2015
2. BIRTH CERTIFICATE for grades Pre-K, Kdg. and students new to Chicago Public Schools.
3. All students are required to have Immunizations and an updated PHYSICAL (See Medical Requirements)
4. Two PROOFS OF ADDRESS: Driver's License, State ID, Medical Card, or utility bills.

STUDENT HEALTH AND SAFETY MEDICAL REQUIREMENTS

New Students, Pre-K, Kindergarten: Physical Exam within the last 6 months is required on file.

Note: Chicken pox vaccination is now required for kindergarten or Pre-Kindergarten. A physician can confirm past disease history in lieu of the vaccination.

Pre-K and Kindergarten

1. All 4 doses of DPT and 3 of Polio (1 must be after 4th birthday)
2. One MMR (2 measles, 1 mumps, 1 rubella) after 15 months of age.
3. Lead Screening
4. TB Screening
5. Hepatitis B

Grade 1

1. Physical Exam if not given in Kindergarten.
2. Hepatitis B

Grade 6th or 10 years old

1. Physical Exam
2. Second Measles vaccine
3. Hepatitis B

TELEPHONE

Students are prohibited to use the office telephone except in the event of an emergency. Parents are strongly advised to make sure their child is aware in advance of their responsibilities after dismissal. A student may request that the school clerk contact a parent or guardian. Parents are not allowed to call and "leave messages" for their children, unless we deem it is an emergency. Please make sure that your child has all the information that they need before they leave home in the morning.

VISITORS

Parents are encouraged to meet with teachers and attend parent programs offered during the school day. Parents and other visitors reporting to our school are required to sign in at the main entrance and receive a visitor's pass in the main office. This procedure is strictly enforced in order to maintain a safe environment within the school building.

REMINDER: All parents must sign-in and report to the office to receive assistance.

VOLUNTEER PROGRAM

Parents who wish to volunteer at the school must complete a Volunteer Form. Forms are available in the school office. The parent will be notified when the form has been approved by the Chicago Public Schools.

PARENT INVOLVEMENT

Jordan Community School - Parent Involvement Policy

Provide Programs to Involve Parents

The school will provide programs that involve parents by seeking meaningful consultation with parents of participating students.

Establish a Parent Advisory Council –PAC-- The school will establish and collaborate with the PAC.

The school will incorporate our Parent Involvement Policy into the CIWP.

Our school will continue to ensure that parents of students with limited English proficiency or disabilities and parents of migratory children will be fully included in all program opportunities.

Improve the Plan

If there is any concern about the policy, the school will address it and resolve it in consultation with the Chicago Public School system.

Use Dedicated Funds Appropriately

Our school will use the Title I, Part A funds to facilitate and maximize parent involvement.

Relate to Resource Center

Our school will work with the Parent Information and Resource Center to support parents in educating their children.

WITHDRAWAL OF STUDENTS

Students withdrawing from Jordan School should notify the office at least two days in advance of the withdrawal date. All textbooks and library books must be returned. All outstanding fines must be settled before a transfer can be issued.

IMPORTANT SCHOOL YEAR DATES:

First and Last Day of School: Students begin classes on Tuesday, September 8, 2015 and end on Tuesday, June 21, 2016. Both days are full days of school for students.

Quarters: Each quarter ends on the following days:

1st Quarter: November 12, 2015

2nd Quarter: February 4, 2016

3rd Quarter: April 7, 2016

4th Quarter: June 21, 2016

Progress Report Distribution Days: Schools will distribute progress reports as follow:

1st Quarter on October 9, 2015

2nd Quarter on January 8, 2016

3rd Quarter on March 11, 2016

4th Quarter on May 20, 2016

Parent-Teacher Conference Days: Parents are asked to pickup report cards and conference with teachers after the first and third quarters. It is very important that parents attend this event. Parent-Teacher conference days are non-attendance days for students. Jordan Community Schools is expected to run a Parent-Teacher Conference Day as follow:

1st Quarter on Wednesday, November 18, 2015

3rd Quarter on Wednesday, April 13, 2016

Report Card Distribution Days: Please note that report cards for the second and fourth quarters will be sent home as follow:

2nd Quarter on February 11, 2016

4th Quarter on June 21, 2016

Non-Attendance Days for Students: The following are non-attendance days for students and are for teachers and staff to review student data, plan instruction, and engage in development aligned to school priorities:

November 13, 2015

February 2, 2016

April 8, 2016

Vacations: Schools are closed for the following breaks:

Winter vacation— Schools are closed from December 21, 2015 to January 1, 2016.

Spring vacation— Schools are closed from April 18, 2016 to April 22, 2016.

Holidays: Schools are closed on the following observed holidays:

September 7 Labor Day

October 12 Columbus Day

November 11 Veterans Day

January 18 M. L. King Day

February 15 President's Day

May 30 Memorial Day

November 26, 27 Thanksgiving Holiday

July 4 Independence Day

Please note: November 27, December 25 and January 1 are holidays for the district offices. November 25 is a non-attendance day for students and school-based staff

Letter of Confirmation

I, _____ herby acknowledge
(PLEASE PRINT)

that I have received and read the **Jordan Parent and Student Handbook**. I also agree to review this handbook with my child and assist with adhering to the rules and regulations set forth by Jordan’s Administration.

My signature below confirms that I agree to the Jordan’s Safety and Security Rules and Regulations, Jordan’s Uniform Dress Code, and guidelines stated in the handbook.

My signature also confirms that I understand that if any behavioral infractions occur, my child will be disciplined according to the **Student Code of Conduct** established by Chicago Public Schools.

(Parent Signature)

(Date)

(Student Signature & Room #)

(Date)