



Dr. Janice Jackson
Chief Executive Officer

Jane Addams Elementary School * 10810 S. Avenue H * Chicago, Illinois 60617
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Ruth Martini -Walsh
Principal

Daniel Alvarez
Assistant Principal

August 1, 2018

DEAR PARENTS OF JANE ADDAMS STUDENTS:

Welcome to the 2018-19 school year! This school year opens with exciting new partnerships and learning opportunities. Addams will partner with LEAP Innovations to support student personalized learning and Khan Academy for Math acceleration.

Our school year **begins on Tuesday, September 4, 2018**; the school hours are **8:00 am to 3:00 pm**. As the school’s instructional leader, I will continue towards our goal of enhancing our school as a high quality institution that prepares our students for college and career readiness. This year academic growth will be measured using the Common Core State Standards for English /Language Arts, Mathematics. We will also continue implementation of the New Generation Science Standards and (STEAM) Science, Technology, Engineering, Arts, and Mathematics.

Our instructional programs for our Kindergarten through 4th grade students will be a 120-minute morning literacy block and 90 minutes for math. For our 5th through 8th grade students they will have a 60-minute literacy block and a 60-minute math block.

Now is a very good time to shop for uniforms and school supplies. *Supply lists* can be found on jaddams.org. Addams uniforms are:

PreK – 5th grade

Blue pants – no jeans
A collared shirt blue or white

6th – 8th

Khaki pants – no jeans
A collared shirt blue or white

GYM K-8th

Red shorts/sweatpants
Red or White Tee-Shirt

(School Pants must be waist high, secured at the waist or belted and Shirts tucked in. No jeans, cargo pants with large pockets, overalls, snap/nylon pants, baggy or trend setting styles/logos will be allowed.)

GYM UNIFORMS: Gym uniform order forms are at jaddams.org. Please complete the form and turn it in on Orientation Night 8/30/2018.

The following information will be helpful to you and your child in preparation for the new school year. Please note the MANDATORY evening orientation sessions for parents. An adult family member must attend. Parents will receive the required MTSS, Student Code of Conduct and grade level curriculum at this session. Emergency forms with emails will be collected to communicate throughout the school year.

MANDATORY ORIENTATION MEETINGS: Look for the Flier

Mark your calendar for parent-teacher, Orientation meetings August 29th & 30th. At least one parent or legal guardian is required to attend the meetings in which teachers will explain the curriculum, academic expectations and projects for the year. If unable to attend, parents/guardians MUST make an individual appointment with the principal (773) 535-6210.

Wednesday, August 29, 2018:

Eighth Grade Orientation at 5:30 PM- GYM

(Eighth grade students and parents will sign a graduation contract)

Thursday, August 30, 2018:

Grades Pre-K - 7 Orientations at 5:00 PM

SCHOOL FEES:

Each year, because of the amount of use our computers receive from student applications, *we must ask each child to pay a \$30.00 Technology fee.* This is to cover broken computer screens, lost mice, ear buds, and cut computer cords that must be replaced. In order to give our students quality technology tools we must charge a fee. **THIS FEE IS DUE THE FIRST WEEK OF SCHOOL.** Please send this fee in an envelope with the child’s name and room number.

SCHOOL HOURS:

Children are expected to be in their seats and working when the **tardy bell rings at 8:04 am.** For safety reasons, it is extremely important that you call the school between 7:00 and 8:00 a.m. if your child will be absent. The school is responsible for reporting any suspected truancy for baby-sitting, shopping trips or other inappropriate school hour activities. Physician and dental appointments should be made after school hours or on Saturday, except in case of an emergency. *Your child must learn from you the importance of regular and punctual attendance.* **Tardy students (excused or unexcused) will serve detention this year.** A note explaining a child’s absence is required upon your child’s return to school. The morning phone call does not take the place of a parental note, which is a legal requirement and can be used in a court of law.

MINIMUM HEALTH REQUIREMENTS – (See jaddams.org for medical form copies)

All students must be up-to-date on their immunizations. Have this done before the beginning of the school so that your child is not excluded. See attached Medicals

- 1). **Students entering Kindergarten and 6th grade** must provide proof of physical exam no later than **October 01, 2018.**
- 2) **Students entering Kindergarten and /or any new student** must provide proof of a vision examination no later than **October 01, 2018.**
- 3) **Students in Kindergarten, 2nd and 6th grade** must provide proof of dental exam no later than **October 01, 2018.**
- 4) **Students entering 6th-8th grade** – will be required to show proof of receiving one dose of the *Tdap vaccine (Whooping Cough).*

FIRST DAY OF SCHOOL:

Children will begin their first day of school on Tuesday, September 4, 2018 **in full uniform** (no jeans). This will be a FULL day for all children

KINDERGARTEN:

Kindergarten classes will be full day. Students should wear their uniforms. Additional information will follow at orientation.

PRE-KINDERGARTEN All Pre-K students will begin on September 4, 2018. Pre-K parents please drop your child off at **109th & Ave. H. Enter the Demountable building off the campus park.** Mrs. Avalos is room 124 & Mrs. Kafka is room 125. Mrs. Arminda Candelaria will be available to support. Our Pre-k is now a full day program, students will arrive at 8 a.m. will dismiss at 3 p.m.

ARRIVAL PROCEDURES:

Children will line up in the designated spot at **7:50 AM.** Pupils will enter the building when the bell rings at **7:55 AM.** Instruction begins at **8:00 AM.** PLEASE NOTE START TIME!

- KindergartenLine up in front of mobiles, on playground
- Grades 1 & 2..... Line up by Demountable Door “C”
- Grades 3 – 5..... Line up and Enter Door”K” Annex Building
- Grades 6, 7, 8, Room.....South main building entrance and Enter Door “B”

DISMISSAL PROCEDURES:

Students will be dismissed **Monday - Friday at 3:00 PM** from the door they entered.

HOMEWORK:

The Chicago School Reform Board has approved an aggressive homework policy. Homework will be posted on **jaddams.org** and **ClassDoJo**. These can be access from a phone or a computer.

PARENT VOLUNTEERS :

There are no volunteers allowed in classrooms until they have completed and passed the Federal Background process.

MEDICATION:

If your child requires medication during school, there must be a written request for the administration of medication during school hours on file by a licensed physician submitted on the Chicago Public School medication form. Please contact the office for the appropriate form. All medication must be delivered by the parent/guardian to the office.

NEWSLETTER: Please stay connected with our digital monthly newsletter on the first week of each month. We provide information on Facebook, the Jane Addams website (jaddams.org), and Class DoJo.

LUNCH FORMS:

Breakfast and Lunch are FREE. Income forms will go home on the first day of school. This determines how many qualify for waivers and we receive funding for each income application approved. Please fill out and return the forms immediately. **DUE Date: 9/21/2018**

LSC MEETING

Our next LSC meeting is scheduled for Friday, TBD at 8:30 AM; the public is invited.

BILINGUAL ADVISORY COUNCIL & PARENT ADVISORY COMMITTEE:

The first meeting is scheduled for Friday, September 14, 2018 at 8:30 AM. Sign-in at the security desk in the main building first.

ATTENDANCE:

1. The parent/guardian **MUST CALL** the *school (535-6210) before 7:45 AM* to report a child's anticipated absence.
2. "In accordance with STATE LAW, students **MUST** bring a note on the day following the absence, including early dismissals, signed by the parent/guardian." *IF NO NOTE IS RECEIVED STUDENTS WILL BE CHARGED WITH AN UNEXCUSED ABSENCE – AND WILL SERVE DETENTION.*
3. Our automated attendance calling system is in operation. If your child is absent, you will receive a call. If you have already called the office disregard the call. Do not forget to send a note the next day. If you do not send a note the absence will be unexcused.

CELLULAR PHONE POLICY:

According to the policy, students may possess cell phones on school premises only with prior written approval of the principal. To obtain this approval, parents must submit a written application specifying the student's need for a cell phone. **Teachers in 3rd – 8th grade will collect all phones during homeroom and students will receive their phones at the end of the school day. Any phone used during instruction time will be taken and stored in the school office. A parent will need to pick-up the phone.**

In closing, I would like to assure you that our staff has been working diligently during the summer to prepare for the opening of school. We anticipate a very productive, successful and happy time for our children. With your support and participation, this will be an outstanding year!

Sincerely,
Ruth Martini - Walsh
Principal