



JORDAN ACADEMY OF LANGUAGE & COMPUTER SCIENCE



IMPORTANT INFORMATION

STUDENTS ARRIVING ON CAMPUS

For safety's sake, students who are having breakfast are to arrive on campus after 7:30 A.M. when breakfast is served. Students who do not eat breakfast at Jordan should arrive after 7:45 A.M. There is no supervision on duty before 7:30 A.M. The safety of our students is our priority.

CLOSED CAMPUS

Jordan School operates under a closed campus policy. Students are to enter and exit through the gates near the lunch tables. All adults must obtain a visitor's pass in the office prior to entering the school grounds for any scheduled activities or classroom volunteering. No exceptions. The pass does not allow visitors on school grounds prior to dismissal, especially to enter school grounds to wait for their children in the hallways. We ask this for the security of all students.

BELL SYSTEM

A double bell system will be implemented to signal the start of school. A 7:58 freeze bell will indicate an ALL FREEZE. Students will have to stop all activity and listen for the supervising teachers to blow their whistles. At this time, students will leave the playground and line up for class. All students are to be in line by the 8:00 A.M. bell where teachers will be waiting to lead them into the classrooms. The school gates will be closed and locked at 8:00 A.M. Students who are not on campus by the 8:00 bell will need to enter through the office.

TARDINESS

School begins promptly at 8:00 A.M. Students who arrive late to school should go directly to the office to check in prior to going to their classroom. In order to avoid having to appear before a School Attendance Review Board, please avoid excessive tardiness. Being tardy more than three times could warrant a meeting. If the student is tardy due to a dental or doctor's appointment, a verification note is **required**.

ABSENCE

When your child has been absent for any reason, a parent phone call or written note is required upon his or her return to school. When writing an absence excuse, please indicate the dates of absences rather than the number of days. Student attendance is monitored by the Student and Community Services Department at the District Office. Students who are frequently absent may be required to appear before the School Attendance Review Board. Students who are absent for a two-week period of time may be dropped from the school roster.

EMERGENCY CARDS

The emergency card contains very important information. Please fill out both sides of the card exactly the same and return them to the school promptly. Please keep us informed if changes occur such as a new phone number, address or emergency information or if there is a change regarding who your child may be released to. Please read the emergency cards carefully.

CLASSROOM INTERRUPTIONS

Classroom interruptions have been shown to have a negative impact on learning. We will not interrupt the classroom for messages, food delivery, etc. Be sure that your child has a lunch, homework, backpack, jacket, etc., and knows how he/she will get home after school. Forgotten homework, lunches, backpacks, jackets etc., which are brought to the school office will be placed on the office table. It is your child's responsibility to come to the office and pick up the item during recess. Please discuss this with your child in advance. With regard to birthdays, if a

parent would like to bring cupcakes or cookies for the class, it is very important that the parent discuss it with the teacher in advance so arrangements can be made. Please do not bring the cupcakes/cookies to the front office without discussing it with the teacher first. Lastly, only the last 10 minutes of the day will be used for celebration so that instructional time will not be interrupted.

EARLY SCHOOL RELEASE

If you need to pick up your child prior to the usual dismissal time, please come to the office, and we will ask the teacher to send him/her to the office. Teachers will not release students without office approval. Children will be released to persons who are listed on the emergency card only. If you send someone to pick up your child who is not listed on the emergency card, you must send a signed note with that person. He/she will also need to have identification. Please also contact the office.

SCHOOL DRESS CODE

Jordan students are expected to comply with the school uniform. The school uniform consists of navy blue or khaki pants, shorts, skorts, skirts and jumpers. The school shirt is polo style and can be navy blue, light blue or white. All shirts must have a collar. All sweaters and sweatshirts may be navy blue or white. Jackets do not have to be a specific color.

BREAKFAST PROGRAM

Students who participate in our breakfast program will be served their breakfast from our school kitchen. Students may purchase breakfast for \$1.75 or \$0.30 for those who qualify for reduced price. Breakfast will be served from 7:30 until 7:50 A.M. Students who are eating breakfast are encouraged to arrive early enough to allow sufficient time to eat before 8:00 A.M.

SCHOOL LUNCH PROGRAM

The district's lunch program will continue at Jordan. You should have received a letter from the food services department explaining the program for this year. For your convenience, we are listing some of the most important points to keep in mind:

1. The price for lunch is \$3.00 and \$.40 for those who qualify for a reduced price. The price for a carton of milk is \$0.50. A full price lunch ticket for one month is \$60.00 for 20 lunches. Reduced price for 20 lunches is \$8.00.
2. Applications for the meal program are mailed directly from the District Office to every family. **A lunch application must be submitted each school year.** Applications are also available in the school office and should be submitted as soon as possible.
3. Lunches can be prepaid in the school office. There is a drop box in the office with envelopes provided or money can be sent in an envelope with your child's name and amount enclosed.

Note: The school office does not have money to lend students who forget or misplace their lunch money.

Please be sure that your child has a lunch or brings money every day.

TEXT BOOKS & LIBRARY BOOKS

It is the student's responsibility to care for textbooks and library books, which have been assigned or checked out to them during the school year. Parents will be charged for textbooks that have been damaged or lost. The cost of a textbook ranges from \$45.00 to \$90.00. Library books vary in cost. Fourth through sixth grade students will be required to utilize a daily assignment book which will be supplied by the school. If the assignment book is lost or destroyed, the parent must replace the book at the cost of \$3.00.

INTERNET

We are pleased that all students have access to the Internet during their time in the computer lab. We must obtain parent permission prior to the students accessing the Internet. To give permission, parents should check "yes" in the box and sign the "internet usage agreement" located on the student's emergency cards. Emergency cards are attached to the first day packet. Please complete both cards and return them to school with your child. New cards and all form/agreement signatures need to be completed annually.

SCHOOL TRAFFIC and PARKING

The safety of our students is always our priority. Please drive very slowly and with caution at all times. Please plan on taking at least 15 minutes to drop off and pick up your child before and after school. The staff parking lot is closed to parents before school drop-off and after school pick-up (cars with disabled plates can park in designated

spots). We ask that you do not stop in the middle of the street to drop off your child as this is very dangerous. You need to safely park to let your child out of the car. This will also help keep the traffic flowing on Jordan Street. In order to keep our neighbors happy, we respectfully ask that you do not, at any moment, block the driveways to the homes surrounding the school. One more important thing to consider is that you do not make a U-turn on Shug Street. Please do not park on the red colored curbs. They need to be cleared for emergency purposes at all time. You will be asked to move your car promptly. The school is working closely with traffic control to avoid dangerous situations on Jordan Street. Please remember, safety first.

CROSSING GUARDS

Crossing guards will be on duty on the corners of Hewes/Jordan Avenue and Esplanade/Jordan Avenue to aid the children in crossing streets safely. Because of the heavy traffic conditions, students need to cross where guards have been provided. Please remind your child to only cross in marked areas or with a crossing guard. Children are not allowed to cross Jordan Avenue unless they are in the crosswalk or accompanied by an adult. Please respect and stop for our crossing guards.

BICYCLES/TOYS

Students in Grades 4-6 who observe safe riding rules and wear bicycle safety helmets may ride their bicycles to school. Bicycles must be placed in the bike rack and locked. The school cannot assume responsibility for any bicycles or other personal property brought to school. Skateboards, roller blades and scooters are not allowed. Toys of any type (including electronic) are not allowed to be brought to school. The school will not assume responsibility if they are lost or stolen.

HEALTH AND EMERGENCY PROCEDURES

If your child becomes seriously ill or is injured at school, we will need to notify you promptly. It is very important that you complete the two emergency cards attached in the first day packet. The school will follow the directions on the emergency card concerning those who are to be notified if you are unavailable. School personnel is not allowed to administer treatment to students. The only exception is life saving drugs that are prescribed by your physician. Please refer "Medication" below for additional information.

MEDICATION

School personnel may administer lifesaving drugs that are prescribed by your physician. The school requires written instructions from the physician specifying the condition(s) and the dosage to be administered. The forms are available in the school office. Medication must be brought in the pharmacy container by the child's parent. Students are not allowed to bring medication of any kind to school. An "Over the Counter Medication" form is also available in the office. If interested, please complete and return the form with the over the counter medication in a zip lock bag clearly marked with your child's first and last name.

OFFICE PHONES

Students will not be permitted to use office phones except in an emergency. Forgetting their lunch, lunch money, homework, backpack or any other item is not considered an emergency. Please check that your child has these items before leaving home, and inform your child of any after school arrangements.

STUDENT HANDBOOK

Please refer to the Parent/Student Handbook for further information regarding district policies and procedures. These handbooks have been mailed directly to the home. You may also access it through the School District's website.

STUDENTS WHO MOVE DURING THE SCHOOL YEAR

Please notify the school office as soon as possible if there is a change of address or telephone number. It is extremely important to have current information. Should you move out of Jordan's attendance area, please notify us.

UNIFORM COMPLAINT PRODEDURE (UPC)

All parents, students, and community members have the right to make a formal complaint regarding discrimination or unjust treatment, unlawful use of school funds, inadequate instructional materials, unsafe school facilities, and teacher vacancies or assignments. Forms are available upon request in the front office, on the District Website, or in the District Office located on Katella and Handy.

ZERO TOLERANCE LAW:

If you choose to possess a firearm, a knife or any other kind of explosive device on this campus or at any school activity off campus, you are choosing to no longer attend this school and to be expelled from the Orange Unified School District. Make good decisions and keep our campus safe, secure and peaceful. The “Zero Tolerance Law” may extend to “look alike” weapons and/or toys. None of these items are acceptable on or off-campus or at any school related or PTA sponsored activity.

Please sign all the required documents contained in the First Day Packet to verify that you have read all the information. We thank you for all of your support.

Sincerely,

Mrs. Lorena Rubio
Principal