



August 2008

Dear Jordan Parents and Guardians:

Welcome to the 2008 – 2009 school year! We are looking forward to an exciting year. This letter provides an overview of the opening of school, registration, and the attached packet.

The first day of school is Tuesday, August 26th. School starts at 8:10 and ends at 3:05 pm. Sixth graders should report to the Cafetorium where they will be greeted by administrators and teachers who will accompany them to their first class. Seventh and eighth graders should report to their advisory classroom. In the next week or so you will be receiving a letter that will include your child's advisory assignment and the name of his or her guidance counselor. If you need to speak with a guidance counselor before then, please call us at 494-8120. Student schedules will be distributed in advisory.

Enclosed are instructions for registering your student. The registration packet may be turned in to the office between 8:00 a.m. and 4:00 p.m. starting August 20th, or your child may hand it in to his or her advisory teacher on the first day of school. The packet must be completed and turned in for your child to receive his or her schedule. In addition, please be sure to include the Acknowledgements and Permissions check list form and white Emergency Card you received from PAUSD in a separate mailing. For the safety of your child, provide all three emergency contacts so we can be certain to reach a trusted friend or relative if we are unable to reach you in an emergency. We would appreciate the inclusion of an email address, if available, on the Registration Checklist. Seventh graders must provide a copy of their Hepatitis B and MMR vaccination record before the first day of school, if they have not already done so. The school fax number is 650-858-1310. For those students purchasing P.E. clothes, the P.E. teachers will distribute the orders the first week of school.

The parent community will elect two members to Site Council this year. Please review the nominees' prepared statements and return the ballot with your vote in the registration packet. They will join Jordan's Site Council to help develop and review our School Improvement Plan.

We invite all Jordan families to the Family Work Day on Saturday, August 23rd, from 9:00 a.m. to 1:00 p.m. Sixth graders and new students are invited to join us for a family Social on Monday, August 25th, from 3:30 to 5:00 p.m. Information about these events and others is included in your packet.

Please take some time before school begins to review Jordan's Student Handbook with your child. It includes important school policies, the 2008-2009 activities calendar, a staff directory and other frequently requested information.

On behalf of the staff, I want to thank you in advance for your support and for the opportunity to work with your children. We look forward to seeing you at school.

Sincerely,

Michael Milliken, Principal

A note from the Principal regarding Palo Alto Parent Community Organizations:

Dear Jordan Parents and Guardians:

Our Palo Alto parent community plays an essential role in the excellence of our schools. There are two primary organizations you will come in contact with – the Jordan Parent Teacher Association (PTA) and the district-wide Palo Alto Partners in Education (PiE). Both organizations play an important role in building community and raising funds locally and district-wide.

Our school PTA plays a significant role in raising funds to enhance Jordan’s educational environment, to support student programs and teachers, to bring community events and enrichment programs to the school, to fund staff development at Jordan and to help improve the facility by supplementing technology and landscaping funding. However, under PAUSD policy the PTA cannot fund staff-related costs, and they don’t play a role in district-wide programs and activities. The PTA works closely with PiE to complement its own efforts.

PiE is a non-profit foundation dedicated to sustaining Palo Alto’s community tradition of extraordinary public education. As budget cuts across the state have reduced the PAUSD budget, PiE has played an increasingly important role in supplementing core programs funded by the district. At the middle schools the principals can use PiE funds to help fund staffing, to provide student support, to offer additional courses and enrichment activities, and to integrate technology.

Our PTA and PiE work closely together to support Jordan and the school district in general. Over the school year, you will receive fundraising requests from both organizations. I hope you will participate to the best of your ability.

Michael Milliken, Principal