

QUINCY JUNIOR HIGH SCHOOL

100 South 14th Street
Quincy, IL 62301
217-222-3073

RICK OWSLEY
Assistant Principal

DANIEL SPARROW
Principal

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Assistant Principal

TO HELP PREPARE FOR JUNIOR HIGH REGISTRATION

This letter contains information regarding registration and preparing for school. A more-detailed letter will be available on the website on August 1.

ON-LINE: Log-in to the Parent Information Portal in SKYWARD, at your convenience **on August 1 - 11**, to update all registration forms, pay the education and materials fee, and join PTA. If you do not have your log-in information, please call our Counseling Office at 222-4334. After you register on-line, you will be able to see/print off your child's schedule.

OPEN HOUSE/REGISTRATION: Open House/Registration will be held on the following days and times:

- Tuesday, August 1 7:00 a.m. - 3:00 p.m.
- Wednesday, August 2 11:00 a.m. – 7:00 p.m.

Students will be able to follow their schedule, find their classrooms, and familiarize themselves with QJHS. Student guides will be available to help find classrooms.

If you need assistance with online registration, computers and help will be available in Room 224 on August 1 and 2. The nurse will be available in room 220 to answer medical questions. If you have Transportation questions, please call 224-5910. Information regarding P.E. shirts is noted below.

EDUCATION AND MATERIALS FEE: You may pay the education and materials fee online or at registration. Fees are the same for all three grade levels: \$80.00 for Education and Materials, and \$7.00 for Exploratory Arts, for a total of \$87.00. Make checks payable to Quincy Junior High School. You may be eligible to have fees reduced or waived by filling out the Free and Reduced Lunch Form, even if your son or daughter does not want a free/reduced lunch.

P.E. SHIRTS: All students are required to wear a grey shirt for physical education. PTA is offering grey shirts imprinted with "Phys. Education and Quincy Junior High." Pre-ordered shirts will be distributed to 6th graders at registration, and 7th and 8th graders will receive their shirts in P.E. class on the first day of school. If you did not pre-order, shirts will be available for \$5.00 at registration on August 1 and 2. You may also purchase a plain, grey shirt at a local store.

T-SHIRTS for ATHLETIC EVENTS: T-shirts, which will serve as an athletic pass for students to attend any QJHS Comets regular season home game for free, will be sold for \$12.00 on August 1 & 2.

COUNSELORS' OFFICE HOURS BEFORE SCHOOL STARTS: A counselor will be on duty in the Counselors' Office to register new students and assist you and your child with questions regarding his/her schedule on the following dates and times:

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| • Wed., July 12 | 8:00 a.m. – 3:00 p.m. | • Tue., August 8 | 8:00 a.m. - 3:00 p.m. |
| • Wed., July 19 | 8:00 a.m. – 3:00 p.m. | • Wed., August 9 | 8:00 a.m. - 3:00 p.m. |
| • Wed., July 26 | 8:00 a.m. – 3:00 p.m. | • Mon., August 14 | 11:30 a.m. - 2:30 p.m. |
| • Tue., August 1 | 7:00 a.m. - 3:00 p.m. | • Tue., August 15 | 8:00 a.m. - 3:00 p.m. |
| • Wed., August 2 | 11:00 a.m. - 7:00 p.m. | • Wed., August 16 | 1:00 - 3:00 p.m. |
| • Thu., August 3 | 8:00 a.m. - 3:00 p.m. | | |

Counselors may be reached at 222-4334.

IMMUNIZATION REQUIREMENT FOR INCOMING 6TH, 7TH, AND 8TH GRADERS: If you have not yet, students are required to have a Tdap immunization. The law requires us to exclude all students who do not meet the immunization requirements and health examination requirement by October 15, 2017.

AUTHORIZATION AND PERMISSION FOR ADMINISTRATION OF MEDICATION: Whenever possible, medication should be given to students at home. However, if students must take medication at school, the Authorization for Administration of Medication form must be completed in detail and signed by the licensed prescriber and the parent/guardian **prior to** prescription or non-prescription medication being administered. The form will be available in the Nurse's Office, room 220, and the Main Office. Medication must be brought to our school nurse by an adult in a container appropriately labeled by the pharmacy or physician, including the name of the medication and the dosage. The complete guidelines are printed in the student handbook.

YEARBOOKS: Information for ordering a yearbook will be distributed to students after school starts. Yearbook orders will need to be mailed to Jostens or ordered online. Cost will be approximately \$30.00.

BREAKFAST/LUNCH PROGRAM: Student lunches will be \$2.55 or \$.40 for reduced; breakfast will be \$1.25 or \$.30 for reduced. If your child received free/reduced lunch last year, you must fill out a new form for this year.

To pay for your child's lunches, please place your money or check in an envelope. Envelopes are available in the Main Office. On the outside of the envelope, write your child's name, student i.d. number, and amount of money enclosed. Deposits need to be taken to the cafeteria before 7:45, or to the Main Office after 7:45.

STUDENT ACCIDENT INSURANCE PLAN: All students who participate in athletics in Quincy School District #172 must have written verification that parents have adequate coverage for them. The Quincy Public School District has chosen to carry Student Accident Medical Insurance, through Gerber Life Insurance Company, for all students injured in accidents on school premises. To review the coverage details, go to www.k12specialmarkets.com. Questions? Contact Zevitz Student Accident Insurance Services @ (312) 346-7460. Or email: nhzviazra@aol.com. Address: 333 North Michigan Ave., #714, Chicago, IL 60601.

ALL KIDS – OPTIONAL HEALTH CARE COVERAGE: ALL KIDS is a state program that offers health care coverage to children, pregnant women and their babies or helps in paying premiums of employer or private health insurance plans. Children, through age 18 and who meet income requirements, are eligible. Income requirements vary by AllKids Plan and are based on family size. Services are available at no cost or at low cost. If you are interested, please call their toll-free number, 1-866-255-5437, to request an application, or visit the All Kids web site: www.allkids.com.

SCHOOL SUPPLIES: A list of school supplies is available online and at stores with school supplies, or a copy may be picked up at registration. A student handbook/planner will be given to students during the first week of school.

FIRST DAY OF SCHOOL: The first day of school is Thursday, August 17. Breakfast and lunch will be served. Students need to bring only a pencil or pen and notebook on the first day of school. Students are encouraged to arrive about 7:25 a.m. to give them time to locate their first period classroom. School will be dismissed at 2:10 p.m.

SECOND DAY OF SCHOOL: On Friday, August 18, school will be dismissed at 2:10 p.m.

HOMEWORK WEBSITE AND HOME ACCESS

HOMEWORK WEBSITE: Parents and students can access daily homework assignments, upcoming tests, and retake opportunities on-line at two websites: (1) qps.org, Click School Directory, Quincy Junior High, Students and Parents, Homework. Click on your child's teacher's name. (2) <https://sites.google.com/site/qjhschool/>.

HOME ACCESS FOR PARENTS AND STUDENTS TO SEE GRADES AND ATTENDANCE ON SKYWARD:

- New parents and parents who have never used Home Access: Your log-in and password will be available at registration. After registration, please see Leigh Stotts in the Counselors' Office, Rm. 213 (7:00 a.m.-3:30 p.m.). A photo i.d. is required. Parents who have logged on in the past will not receive a log-in and password at Registration.
- Parents who have used Home Access but have misplaced your log-in: See Leigh Stotts in the Counselors' Office, Rm. 213. A photo i.d. is required.
- New 8th graders and incoming 6th and 7th graders: Your log-in and password will be issued by your Advisory teachers during the first week of school.
- Students who lose/forget their password should see Leigh Stotts in the Counselors' Office, Rm. 213.

TYPICAL SCHOOL DAY

ARRIVAL / DISMISSAL TIMES: The school day begins at 7:45 a.m. Students should not plan to be at the Junior High before 7:25 a.m. unless they come for tutoring or breakfast (serving starts at 7:15 a.m.). School is dismissed at 2:41 p.m. on Mondays, Tuesdays, Thursdays, and Fridays, and at 2:10 p.m. on Wednesdays. Students are to leave the building and proceed home as soon as school is out, unless they are in a conference with a staff member or participating in a supervised activity.

WEDNESDAY EARLY-OUT: On Wednesdays, **beginning August 23**, students will be released at 2:10 p.m. so teachers can have Professional Learning Community meetings. Buses will depart at 2:17 p.m. on Wednesday early-out days. Extended Day will not be held on Wednesdays.

HALF-DAYS: School will be dismissed at 11:00 a.m. on October 26 and February 16.

BUSING

BUSING: You should receive your child's bus schedule during the week before school starts. Buses will run on the first day of school.

STUDENTS WHO MUST CROSS BROADWAY STREET: There is a shuttle bus available each day for students who must cross Broadway. Bus #47 picks up each morning at 7:20 a.m. (no later than 7:25 a.m.) at 14th & Spring Streets to bring students to school. After school, Bus #47 meets students in the second bus line-up on 14th Street (no later than 2:48 p.m. on Mondays, Tuesdays, Thursdays, and Fridays; and 2:24 p.m. on Wednesdays) and drops off at 14th & Spring Streets. We would like to encourage all students who must cross Broadway Street to utilize this service.

STUDENTS RIDING THE CITY BUS: The westbound Quincy Transit Line bus will pick up students at 2:50 p.m. on the northwest side of 14th and Maine Streets. The bus picks up students every half hour after 2:50 p.m. Cost is 25 cents.

DATES TO NOTE ON YOUR CALENDAR

August 12 - *Back to School Help Fair*, 8:00-11:00 a.m. at First Baptist Church, 739 No. 8th Street. You can get school supplies, physicals and dental exams, medical screening, vaccinations, haircuts, clothing, and resource information.

August 14 – 6th Grade Orientation, 11:30 a.m. – 2:30 p.m.

August 31 – Fall Pictures

September 1 – Make-up day for Fall Pictures

September 5 – Curriculum Night, 6:30-8:30 p.m. – Come meet your child's teachers!

ADDITIONAL OPPORTUNITIES FOR STUDENTS TO FIND THEIR CLASSES

We encourage you to come walk your schedule prior to school starting. This will help prepare you and ease the stress of starting at a new school. **Students must be accompanied by an adult.** The following dates and times are available for students to walk through Junior High to find their classrooms:

- August 1 7:00 a.m. – 3:00 p.m. (during registration)
- August 2 11:00 a.m. – 7:00 p.m. (during registration)
- August 3, 7, 8, 9, 10, 15 8:00 a.m. - 3:30 p.m.
- August 4, 11 8:00 a.m. - 2:15 p.m.

We look forward to the 2017-2018 school year! Please contact the school if you have any questions.

Sincerely,

Daniel C. Sparrow
Principal

Kim Dinkheller
Assistant Principal for Curriculum and Instruction

Rick Owsley
Assistant Principal for Student Services

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