

Dear Students,

Welcome to the 2011-2012 school year! I would like to begin by welcoming all the new boys and girls and their families to Jenkins. I am certain you will be greeted with a warm welcome from everyone you meet and will quickly begin to build new friendships. I look forward to getting to know each of you.

Jenkins is an exciting place where all of us give our best to display excellent character and work together to accomplish our goals. It is important for you to know what we expect of all students, parents, and staff members in order for you to do your part in keeping yourself and others safe as we continue to learn and grow.

Our primary goal every school year is to be sure our school is safe and the best environment for learning. Our school rules, Respectful, Responsible, Caring, and Honest, guided the staff in creating a specific list of expected procedures for all students, parents, and staff members to model at all times. We call these procedures the "BOBCATS" - Behaviors Of the Best Children At This School. These procedures will be taught, modeled, and reviewed by all students and staff throughout the school year. Please be sure to review the BOBCATS in this handbook on page 6 and the consequence pyramid on page 8.

Although the information in this handbook may look familiar, there are several new components and revisions we encourage you to carefully read with your parents.

Any policy contained in this school handbook may not be the complete version of the policy as formally adopted by the Hickory Board of Education. For the complete text of all Board policies that pertain to students, please refer to the district wide student handbook or the Board of Education's webpage at www.hickoryschools.net.

I wish each of you success and happiness throughout the year!

Best Wishes,

Mrs. Stephanie Dischiavi
Principal



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SCHOOL MISSION STATEMENT

The mission of W. M. Jenkins Elementary School
is to promote
academic achievement, character development,
and citizenship in all students.

JENKINS SCHOOL PHILOSOPHY

We believe

...our curriculum should meet the diverse needs of our students.

...learning is a collaborative process with students, teachers, parents, and the community working together.

...a safe school environment is necessary for teaching and learning.

SCHOOL ARRIVAL and DISMISSAL PROCEDURES

ARRIVAL

The tardy bell rings and classes begin at 8:30 a.m. All students arriving to school prior to 8:15 must report to the gym where they will be supervised until permitted to arrive in the classrooms at 8:15 a.m. All students arriving to school prior to 8:00 a.m. must be enrolled in the Community Schools Program and pay the required fees.

Breakfast is served daily beginning at 8:00 a.m. Students needing to eat breakfast must be in the cafeteria no later than 8:15 to allow sufficient time to eat breakfast and report to their classroom prior to the 8:30 tardy bell.

DISMISSAL

The school day ends at 3:00 p.m. **Car riders** are to exit from the west door and be picked up in front of the cafeteria. **Car riders must be picked up by 3:20 p.m.** Any car rider not picked up by 3:20 will be escorted to the gym to be supervised by the Kid Connection staff provided by the Community Schools Program. There is an expense for joining the Community Schools Program.

Walkers are to exit from the west door and will be escorted up the sidewalk to the crossing guard. They are asked to walk in line for their safety.

Students in the Kid Connection after-school program are to report to the gym.

Bus students will remain in their classroom until their bus arrives. Staff members will be on duty in dismissal areas.

Change of Transportation: Children must bring a note if they are going home a different way than usual. Parents are asked not to call the office with a change in plans for transportation home. A note is necessary and will be kept on file.

TRAFFIC

All cars are to use the first driveway for parking and student drop-off or pick-up. Jenkins staff members supervise traffic duty for morning student drop off and afternoon student pick up. Six cars, numbers 1-6, unload students along the front sidewalk between 8:00 a.m. and 8:25 a.m. Additional staff supervision in the afternoon allows for ten cars, A-D and 1-6, to load students between 3:00 p.m. and 3:20 p.m.

The traffic circle near the kindergarten entrance is for buses only. Parking and student drop-off in this area is prohibited.

ABSENCES

Students are expected to attend school on a regular basis. Failure to do so will jeopardize the promotion of the student to the next grade.

The State of North Carolina clearly identifies valid, or lawful, absences. These lawful absences include *illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, religious observance, educational opportunity, or local school board policies*. If your child is absent from school for any of the above reasons and proper documentation is provided to the school your child's absence will be coded as "excused." Informing the school prior to an absence does not necessarily qualify the absence as "excused." All excused absences must qualify under the State Compulsory Attendance Law.

An absence for any reason, other than the eight listed above, will be coded as "unexcused." If the teacher, administrator, or attendance secretary is not properly notified of the reason for an absence it will be coded "unexcused". It is the responsibility of the parent to inform the school if their child is absent for any reason. Please call the school the day your child will be absent from school or send a letter upon his/her return. Unexcused absences will be tallied and investigated on a regular basis. Per North Carolina General Statute, principals are bound to notify parents in the event their child accumulates three or more unexcused absences. A form letter composed by central office administrators is sent every 20 days to all parents, system wide, to inform them of 3, 6, or 10 unexcused absences. Often times, parents fulfill all expectations of notifying Jenkins' personnel regarding absences. However, the state of North Carolina requires the absentee letters to be sent to all children accumulating three or more absences.

Family trips are often worthwhile although they may not be an excused absence. Our concerns are raised not by one short trip, but when such absences are repeated and affect a child's performance or commitment to daily attendance. Clarity on the policy for educational trips may assist you in making a family decision when planning time away from school. An absence may be excused when it is demonstrated that the trip is a valid educational opportunity for a student. The trip must be planned solely for the purpose of education rather than an add-on to a business trip or family vacation. Such trips must receive prior approval by the principal and will be approved only if the trip can be directly aligned to the grade level North Carolina Standard Course of Study.

Refer to the [Hickory Public Schools Handbook](#) for specific information regarding attendance.

TARDIES

Students must be in their homeroom classroom by 8:30 a.m. Any student arriving after 8:30 a.m. will be marked tardy and must go directly to the office with a parent to sign in and obtain a pass to class. Students arriving to school tardy without a parent or guardian escort will be held in the front office until the parent returns to the school office to sign in their child. Students who enter the classroom after 8:30 disrupt the instructional program and begin their day in a rushed manner.

The majority of Jenkins students are car riders. Be sure to take this into consideration when planning your morning routine and please help to ensure efficiency during the morning drop off. It is very important that children learn at an early age that promptness and attentiveness are important habits for successful adults. Be Courteous. Be On Time.

EARLY DISMISSAL

We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the office first to sign your child out. Submit a note in advance to your child's teacher. If someone other than the parent signs a child out, that person must have written permission from the parent before the child will be permitted to leave the building. A parent must also sign in students returning to school during the day. Parents may not go to the classroom during instructional hours to obtain a child. It is the duty of the office staff to protect the instructional time throughout the entire school day. To avoid such interruptions the office staff will call the classroom for the student.

It is understood that early dismissal pertains to emergency situations or scheduled appointments only. This does not include early pickup. We ask that you follow standard dismissal procedures by remaining in the car rider line.

Early dismissals, like tardies, are an interruption to the instructional day. It is the expectation of the teacher to maintain the pace and focus of the entire class avoiding interruptions to gather individual assignments during instructional time. Students leaving school prior to 3:00 dismissal are responsible for gathering their assignments and notifications at some point during the day or from a friend or the classroom website after school hours. Early dismissals will be monitored and handled accordingly by building administrators.

WITHDRAWAL OF STUDENTS

If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. Your cooperation is always greatly appreciated.

STUDENT INFORMATION FORM

During the first week of school your child's teacher will be sending home an information sheet for you to complete. This information is kept in the school office and classroom in case you need to be contacted. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. **Notify the school if you have a change in address or telephone number(s) during the year.**

Jenkins Character Commitment:

I am a Jenkins student. I am respectful, responsible, caring and honest. I commit to making myself and my

school better each day.

GENERAL SCHOOL RULES

Refer to the Hickory Public Schools Student Handbook for specific information regarding the HPS Student Code of Conduct and related consequences.

Exemplary behavior is expected at all times to ensure a proper learning environment exists and to ensure all children are in a safe environment.

The Jenkins staff firmly believes in managing students through the teaching, modeling, and reinforcement of character development and procedures.

Our school wide rules, procedures and consequences are a result of the staff reaching consensus on expectations for all students, staff, and parents.

The four school rules at Jenkins Elementary are...

Be Respectful

Be Responsible

Be Caring

Be Honest

To clarify exactly what we are looking for in respectful, responsible, caring, and honest behavior the staff has identified specific behaviors, or procedures, to be exhibited throughout the school. We have defined what each rule "looks like" and what each student is "to do" in the classroom, in the hallways, in the cafeteria, in the restrooms, on the playground, and during school wide or large group assemblies.

We call this list of rules and procedures "BOBCATS." We are all Jenkins bobcats and we are all expected to learn and model all the procedures noted. Students who follow all the procedures will display "**B**ehaviors **O**f the **B**est **C**hildren **A**t **O**ur **S**chool."

Social Contracts

Teachers will be teaching and reviewing the BOBCAT Matrix at the beginning of each school year. In addition to teaching and reviewing school wide procedures, all classroom teachers will be guiding their students through the process of creating and implementing a social contract for their classroom. Social contracts are an effective way to teach students to self-manage their behavior through positive reinforcement and modeling.

The 4 Questions

The Four Questions will be used by all staff members when dealing with students not following the class contract and school wide procedures.

What are you doing?

What are you supposed to be doing?

Are you doing it?

What are you going to do about it?

Consequence Pyramid

The Consequence Pyramid is a resource created to heighten awareness and understanding of possible consequences for student infractions. The pyramid was created with staff and administration consensus to build consistency and fairness among all. Although administrators will be informed on an as need basis of any behavior concerns, Level 1 and Level 2 possible consequences will be assigned and put in place by the classroom teacher when deemed necessary. Level 3 and Level 4 will warrant conversation and intervention involving the student, parent, teacher, and an administrator.

DISCIPLINE PROCEDURES

The majority of student discipline is handled by the teacher or authorized adults in accordance to individual classroom behavior management procedures. Mrs. Dischiavi (principal) or Ms. Ashley (assistant principal) will handle repeated misbehavior or an incident that requires immediate attention. Some or all of the following consequences will be utilized for inappropriate behavior:

1. Conference with the student and teacher
2. Restriction of privileges
3. Assigned to time-out in another classroom or the office
4. Notification to the parents with a discipline report form sent home and /or a phone call
5. Required conference with the parents
6. Apology to the persons involved and restitution if there are damages
7. In School Suspension
8. Suspension from school

It is our hope that a conference with the student will be enough to help the child understand what is expected. We also believe that a child should make restitution for his or her poor choices. For example, "If you hurt someone, you have to help that person."

Bullying

Bullying will not be tolerated. At Jenkins, we define bullying to be any verbal, mental, or physical action taken toward an individual or group causing emotional or physical stress or harm. Bullying may be a single event or a repeated action toward one or more students. Each case will be investigated and handled immediately with

stringent consequences. The following actions are among many that will be considered bullying and will not be tolerated.

- Cursing
- "Put Downs"
- Name Calling
- Verbal /Physical Threatening or Harm
- Excluding Others
- Forcing others against their will

Possession of a Weapon, Firearm or Dangerous Instrument

Students shall not possess or conceal or transport any weapon, firearm or dangerous instrument that could cause or that is intended to cause bodily injury or other harm to another. Weapons include, but are not limited to, pocketknives, razors, guns of any kind (real or play), lighters, or any object that could be used to harm or frighten others. If a child is in possession of any real or play weapon both the parent and school resource office will be contacted immediately to report to the school.

Threats, False Threats and Acts of Terror

No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence to school property, individuals, or groups. Furthermore, no student shall make a false threat of harm or violence, even in jest, which causes or is reasonably likely to cause fear or a disruption to school activities.

Cell phones, electronics and hand held games are not allowed at school. These items will be removed from the student and kept by the principal until a parent or guardian can meet with the principal to obtain the item(s).

DRESS CODE

Appropriate dress shows a commitment to the responsibility of personal safety, comfort, and learning. The following articles and alterations are deemed inappropriate and are not permitted.

Not permitted for students.

- short shorts/skorts/or skirts (with or without leggings worn underneath). All articles must be fingertip length.
- alterations to one's body or natural appearance (i.e. piercings [other than ears], unnatural hair color, permanent or semi-permanent tattoos.
- midriff tops, tank tops, spaghetti straps, or backless tops. Sleeveless tops covering the top of the

shoulder are permitted.

- flip flops – defined as “a *flat, casual thong sandal that is free at the back*”.
- baggy pants that drag the ground or hang below the waist
- head gear – hats, scarves, etc.
- attire or accessories that distract student attention, display violence, gang-related accessories, or inappropriate language. The school reserves the right to deem any language on clothing as inappropriate.

Students who dress inappropriately will contact parents for a change of clothing to be brought to the school. Those who are not dressed appropriately will not be permitted to participate in activities that will compromise the understanding of appropriate Jenkins attire or their safety; activities such as recess, PE class, mileage club, or school field trips.

SCHOOL BUS TRANSPORTATION

School bus riders are expected to obey the following rules in the interest of safety:

- A. Be on time for the bus. Ride only your assigned bus.
- B. Stay out of the street while waiting for the bus.
- C. Board the bus in a single line and in an orderly manner.
- D. Be seated promptly without disturbing others.
- E. Remain seated while the bus is moving.
- F. If the bus driver assigns seats, sit only in your assigned seat.
- G. Do not shout or make loud noises. Use only language that would be proper in the classroom.
- H. Keep aisles clear of books, lunch boxes, bags, etc.
- I. Respect others and keep your hands, feet, and objects to yourself.
- J. Keep arms, hands, head, and other objects inside the bus.
- K. Do not eat or drink on the bus.
- L. Do not throw objects from the bus or inside the bus.
- M. Help keep the bus clean. Do not litter.

The above conduct is strictly reinforced. Consequences for misconduct on any school or activity bus may include a warning, short term, and/or long term suspension. Violations may also result in revocation of school system provided transportation privileges.

School buses are assigned to routes with stops established by the Hickory Public Schools transportation coordinator. Students who wish to ride a bus to which they are not assigned or to get off at a different stop, will need a note from his/her parent. Submit this request to the assistant principal one day in advance for approval.

SERVICES and COMMUNICATION

COMMUNITY SCHOOLS PROGRAM

The Community Schools Program offers Before-School Care and After-School Care during the school year. Day Care and Summer Camp is also offered on most non-school days. Information about schedule, time, and fees are available in the school office. You may also call Jenkins' Community Schools at **324-0787**.

FOOD SERVICES

Nutritious breakfasts and lunches are served daily. It is now easy to pay for lunch by the day, week, month, or even year. Students may put money into their individual account for meals any day of the week. Parents also have the option of on-line billing for student meals. Visit www.lunchprepay.com. Please send the money or check to the teacher in a sealed envelope with your child's name and the teacher's name printed on the outside. Each student is assigned a "lunch number" and encouraged to memorize the number. This helps to manage individual accounts and keeps the lunch line moving smoothly at mealtime. On the first day of school, students will receive an application for free or reduced-price meals. Anyone applying for these meals should complete the application and return it immediately for approval.

	<u>Breakfast</u>	<u>Lunch</u>
Reduced	\$.30	\$.40
Paid Regular	\$1.25	\$2.00
Adult	A la Carte	A la Carte
Milk	\$.55	\$.55

Prices are subject to change.

Charged Meals

The Child Nutrition Programs operate as a non-profit business enterprise fund separate from Hickory Public Schools and support the total education of each child by providing nutritious meals.

Students who pay full or reduced prices for meals are expected to provide payment either on a daily basis or by pre-paying. However, the Board recognizes that periodically students may be unable to pay for a meal on a particular day. On such occasions, students will be allowed to charge meals; however, once a student accrues three (3) days of charged meals, full or reduced price meal charge privileges shall be suspended. Charge privileges for an "alternate meal" will be provided to the student. Once the student's account has been paid in full, the student may choose from the regular meal menu and charge privileges will be reinstated.

Principals or their designees will work with parents/guardians to determine the best method to ensure payment of meal costs for students who have exceeded their charge privileges.

FEDERAL LUNCH PROGRAM:

Federal Lunch Program guidelines entitle every student to a school lunch and prohibit alternate lunch plans from replacing the school lunch options. All students must partake in the school lunch program during the regular school day regardless of the fact that a healthy lunch may be provided from another source or activity. In addition, snacks and food related activities may not be offered/sold to students until after the last student is served lunch and the cafeteria is "closed" for the day. Bake sales, meal related activities, etc. may not take place until the last student is served which is approximately 1:15 for the 2011-2012 school year. I have included the Federal Lunch Program guidelines below for your reference. Exceptions to the policies are clarified below and will also include light snacks brought from home intended to surpass appetite before or after lunch.

Any food related activity that competes with the school food service program by keeping the students from coming to the cafeteria to partake of the lunch or breakfast meal is considered to be in "competition" with the non-profit school food service program. Cultural activities, tasting parties, etc. that occur as part of the educational lesson would not be considered competitive foods unless they are offered in lieu of the lunch or breakfast program. After the cafeteria has closed for the day and the last child has been served, foods and snacks may be served, sold, given away, etc. in other parts of the school environment by other parties outside of the Child Nutrition Programs. Please be aware of these regulations as events of varying definitions, times, etc. are being planned so as not to be in violation resulting in Child Nutrition monies being taken away and the school system being made to pay for the lost revenues.

Remember:

1. Every student must go to the cafeteria to be offered a school lunch each day lunch is served.
2. Food sales and food related activities cannot take place until after the last class is served at 1:30 p.m.

Special Lunches:

- Carbonated sodas and drinks are not permitted.
- Food from outside vendors is not permitted in the cafeteria. Outside food sources are in direct competition with the Federal Lunch Program and presents a concern for some children who do not have the opportunity for such a treat. If lunches from outside vendors are brought for student lunches the visitor/s will be asked to eat at the mall picnic tables or the outside picnic tables with their child (only).
- Students may not leave the cafeteria to eat lunch with anyone other than a Jenkins staff member or their parent/guardian unless parent approval is provided. Students are welcome to dine with other families at the assigned lunch tables in the cafeteria.

HEALTHY KIDS

To support our efforts in promoting healthy kids we encourage you to provide healthy selections such as fruit,

vegetables, cheese, and crackers for individual or class snacks and special occasion treats. As a staff we will be making a conscious effort to provide healthy foods for all students.

INSURANCE

Voluntary student accident insurance is available for Jenkins students. Cost and coverage information can be found by accessing the Parent link from our Jenkins home page at <http://www.hickoryschools.net/schools/Jenkins/Default.aspx>. Checks should be mailed directly to the insurance company.

HEALTH SERVICES

Through a partnership between Hickory Public Schools and Catawba County Health Department Jenkins is staffed two days a week with a registered nurse.

If your child has a health condition that requires care during the school day, or may require emergency care, please contact the School Nurse. She will assist you with developing a health care plan to keep your child safe and healthy at school.

If your child becomes ill at school we will contact parents immediately. If we cannot reach you we will use the emergency contact information you have provided. Please remember to keep all phone numbers current in the event we need to contact you. Always consider how we could locate you in case your child were injured. Children running a fever or vomiting are not permitted to be at school. In this case, you or an emergency contact will be called immediately to come and get your child. We are not equipped to keep sick children at school.

Included in the health program: assistance to staff to understand and carry out the medication policy, communicable disease control, health screenings, medical and dental referrals, assessment of chronic health problems, and management of acute illness and injury.

Immunizations

Immunizations are required by law for children to attend school in NC. Parents/guardians must provide a *Certificate of Immunization*, from the doctor's office or clinic where the shots were received, within 30 days of enrollment in school. Students not meeting the requirements of this law will be excluded/suspended from school. The following immunizations are required:

DTP/DtaP – 5 doses

Polio – 4 doses

Measles – 2 doses, the first dose MUST be on/after 12 months of age

Mumps – 1 dose

Rubella – 1 dose

Hepatitis B – 3 doses for students born after 7/1/94

Varicella – 1 dose for students born after 4/1/01

Immunization schedules may vary depending on the age of your child and dates the shots were given. The School Nurse will review your child's immunizations for completeness and may contact you if additional shots are required. Contact the School Nurse (Jennifer Moser 828-455-3092) if you have questions or need assistance with your child's immunizations.

Medications (prescription and non-prescription) will be administered by trained school personnel under the following conditions:

- The medication is required to be given during school hours
- The medication is prescribed by the student's physician
- A "*Parent/Guardian Request for Medication/Physician's Authorization*" form is completed and signed by the parent and physician (form available from school office)
- Prescription medication is brought to the school by the parent in an original container from the pharmacy. The container must have a current label with the child's name, doctor's name, name of medication, and directions for how the medication is to be given.
- Non-prescription medication must be brought to the school by the parent in the original container.

All medications are stored in a locked area. Students requiring emergency medications and supplies (inhalers, EPI pens, insulin, diabetes supplies) may carry them as ordered by their physician.

Students MAY NOT carry prescription or non-prescription medications with them, EXCEPT as indicated above.

To ensure the health and safety of all students animals, or pets of any kind, are not permitted in the school building. Teachers will make every effort to notify parents if students will be in contact with animals.

MEDICATION POLICY

The Hickory Public School System has imposed strict guidelines for the administering of medicines at school. If a student is to be given any medication, the parent must complete a form titled "Request for Medications to be Given During School Hours". The child's physician must also sign the form. These medication permission forms must be on file in the school office before any medication is given. A copy of the medication form can be picked up in the school health room or in the school office after meeting with school nurse. **No medication may be in a child's possession.**

Health Screenings. Each child must have a health assessment by a physician or approved health care provider before entering kindergarten. Students in selected grades participate in health screenings throughout the year for visual acuity, dental, hearing, and height/weight/body mass index. The goals of these screenings are to identify health concerns that could interfere with a child's ability to learn and to promote health lifestyles. Parents and guardians are notified of abnormal findings and encouraged to contact the child's health care provider for evaluation and treatment as indicated. Parents who choose not to have their child participate in the health screenings must notify the school nurse to opt out of this service. The School Nurse is available for consultation and assistance with meeting the health care needs of students. Please contact the school if you have questions or concerns about health screenings.

COUNSELING SERVICES

Counseling services in the schools are available to help children with any problems which may be interfering with their ability to learn. Individual counseling services are available by request for every student in the school and confidentiality is always maintained. Requests for counseling can be made by the student, the parent, teachers or administration. Group counseling is also available and is provided throughout the year as needed. Our school counselor is available for consultation with parents, teachers and outside professionals and agencies.

CONFERENCES

Cooperation between school and home is necessary for a successful school year. Through conferences, parents and teachers gain a better insight into the child's needs, as well as any particular difficulties he/she may have. **All parents are expected to attend one parent/teacher conference during the first grading period and a second conference by year end.**

Teachers will schedule additional conferences as needed throughout the school year. Parents may be invited to come to their child's classroom or in certain situations may be contacted by phone. It is a parent's responsibility to stay abreast of their child's strengths and weaknesses. Some parents may be invited to a student-led conference during the school year.

WEB PAGE/E-MAIL

We encourage all parents to frequently visit the Hickory Public Schools website at www.hickoryschools.net. This website allows you to visit the websites of all schools in Hickory Public School System providing an efficient way to stay abreast of events and news throughout the district. Through the Hickory Public Schools website you can access the school lunch menu, the school calendar, curriculum links, weather reports, system wide announcements, and links for student learning.

All Hickory Public School employees have an email account that we encourage parents to utilize as a convenient means of communication. Teacher email addresses can be accessed from their home page. All Hickory Public Schools email addresses are the employee's last name, first two letters of their first name followed by @hickoryschools.net (i.e. John Doe Doejo@hickoryschools.net). Be sure to visit your child's classroom teacher's web page. The web page is a means of communicating school news such as the class calendar, units of study, field trips, and class highlights.

GIFTS & CELEBRATIONS

Two class parties with refreshments are allowed each year planned by the teacher and grade parent chairperson. **Birthday parties with favors or refreshments are not permitted.** If you wish to bring a

treat to celebrate your child's birthday the treat is to be eaten in the cafeteria during the lunch period. Teachers recommend alternative celebrations. A book or game donated to the class or a "reading party" is a suggested alternative to sugary treats and favors that will allow all students to participate. We do not interrupt lessons to make special occasion deliveries to the classroom.

The friendships that begin at school are very important to a child's social development. Quite often students get together off school grounds for fun times and recreation. While this is encouraged, party invitations to such events should be sent via the mail rather than distributed at school. Passing out invitations at school takes the focus off instruction and often leads to hurt feelings when some classmates are excluded. Party invitations will only be distributed during the last ten minutes of the instructional day and only if every child in the classroom is to receive an invitation. School personnel are not permitted to share student addresses or telephone numbers. Please refer to the student directory for student contact information.

INSTRUCTION

ENTRANCE REQUIREMENTS

Students entering Kindergarten must be 5 years old on or before August 31st. All students entering a North Carolina school for the first time must have a State certified birth certificate, Certificate of Immunizations, North Carolina Health Assessment, two proofs of residency, and a Social Security card.

EXCEPTIONAL CHILDREN'S PROGRAM

Classes and programs are available for children with special needs. The children are placed in the programs in accordance with North Carolina guidelines. We offer an Academically Gifted Program, Resource Classes, Speech Therapy, Physical and Occupational Therapy, and Psychological Services.

ESL PROGRAM

Students whose primary language is not English receive additional support. This service is provided in a separate classroom to offer small group instruction.

PHYSICAL EDUCATION

Students at Jenkins receive weekly instruction in Physical Education. The program encourages physical development, organized games, team cooperation, and good sportsmanship.

ART

All children at Jenkins receive instruction in art once a week by a certified art specialist. Art gives each child the opportunity to create and appreciate the past and present contributions of art and artists. In addition,

students are given the chance to have their artwork entered in the Paul Whitener Memorial Art Contest. This event is held each spring at the Hickory Museum of Art.

MUSIC

Students receive weekly instruction by a certified music specialist. Each school year all students will have the opportunity to participate in a grade level performance. Creating, responding to, and performing music are the fundamental music processes in which humans engage. Therefore, developing musical perception, observation, communication and the creative process is the primary goal of this program.

MEDIA CENTER

Our school media center is a source of pride and is a vital part of our instructional program. Through a rotation of regularly scheduled classes and open library time, students are encouraged to explore the many books and resource materials available. To foster reading, the media center offers a school-wide reading incentive program called Accelerated Reader. Our students have access to an online card catalog and numerous electronic reference sources. In order to maintain an adequate collection, students, teachers, and parents must cooperate to see that materials are returned in good condition. If materials are not returned, a charge equal to the replacement price will be submitted to the parent/guardian.

COMPUTER LAB

Jenkins Elementary is fortunate to have a fully networked computer lab located in the media center as well as a 30 unit mobile lap top station for our students and staff. Students utilize technology to practice word processing, design presentations, conduct research, analyze data, and participate in on-line studies and communications. The Hickory Public Schools Student Handbook explains the policy of granting all students permission to access the internet. Parents who do not permit their child/ren to access the internet on school grounds must submit an "opt out" letter to the classroom teacher. HPS maintains a program that provides protection and limits areas a student may access on the Internet. Students are expected to respect the privilege of equipment use.

STUDENT COUNCIL

The purpose of the Student Council is to develop leadership skills, promote a spirit of democracy, and to encourage cooperation and participation in school activities. The Council consists of a President and Vice-President, with two representatives from each class in grades 1-5. The President and Vice-Presidents are chosen from grades 4 and 5. All officers and members must maintain a minimum of a "C" average in all subjects, and must exemplify a high standard of conduct and citizenship. Our teachers provide the guidance to enable the Student Council to accomplish their goals.

CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.

Books are very expensive. We urge parents to encourage their children to take good care of their books and any materials that have been furnished by the school. Students are responsible for all textbooks and library books issued to them during the year. Fees are charged for lost or damaged books. Money from these fees will be used to purchase replacement books. If the book is found, the money will be returned.

SCHOOL SUPPLIES

Students are expected to come to school with the necessary supplies to learn. Teachers will provide a list of supplies needed at the beginning of the school year. All students should have paper and pencils daily. Paper, pencils, and erasers may be purchased from the supply machine in the west stairway. Student fees for instructional materials are \$12.00 per year. All grade level school supply lists can be found on the Jenkins home website at <http://www.hickoryschools.net/schools/Jenkins>.

HOMEWORK POLICY

Homework is an important part of every child's education. Concepts that are introduced in class must be practiced at home to ensure mastery.

Homework is given...

1. To practice and enrich skills and concepts, extend learning and stimulate discussion.
2. To foster independent study skills.
3. To develop responsibility for bringing home books and assignments, completing work and returning assignments on time.
4. To enhance parent awareness of student progress.
5. To emphasize the importance of independent practice and application.

Teachers will:

1. Assign developmentally appropriate homework Monday-Thursday.
2. Ensure that homework is a review of material already introduced in class.
3. Review homework daily and provide feedback to all students.
4. Differentiate homework assignments to meet individual student needs.
5. Consider homework effort when determining grades.

6. Post daily assignments on the class webpage.

Parents can help by:

1. Scheduling homework around extra-curricular activities.
2. Establishing a quiet time and place to complete homework.
3. Checking your child's planner to be aware of assignments.
4. Encouraging your child to be responsible and think independently.
5. Reviewing completed homework assignments to encourage quality work.
6. Contacting your child's teacher if homework consistently exceeds the estimated times for completion.

K, 1st & 2nd Grade Homework

- Average time spent per night on homework assignments and related activities. Kindergarten -10 minutes 1st grade -20 minutes 2nd grade -30 minutes

In addition...

- Students should read, or be read to, approximately 20 minutes each night to satisfy weekly reading assignments as determined by the classroom teacher.

3rd, 4th, & 5th Grade Homework

- Average time of one hour spent per night on homework assignments and related activities

In addition...

- Students should read approximately 2 ½ hours per week to satisfy reading assignments as determined by the classroom teacher.

FIELD TRIPS

Each grade level plans several educational field trips related to the North Carolina Standard Course of Study. Funds are available for students who have the need for financial assistance. Parent chaperones are essential and appreciated. Parents who offer to chaperone students may not bring any child not on the class roster, as this would distract from the responsibility and purpose of supervising Jenkins students. We do not purchase extra tickets for families who wish to join the class field trip.

We transport all children to field trips by bus only, not in cars. For a child to ride home in a car you must carefully ensure the following is done no less than one day prior to the scheduled field trip.

1. ***For parents transporting their own child*** – Parents must submit a written note to the principal one day prior to the field trip indicating their intentions of transporting their child home from the school field trip. Parents must also sign their child out on the standard "Early Dismissal" form that will be given to the teacher prior to departure from Jenkins.
2. ***For parents transporting a student other than their own child*** – For a child to ride home from a field trip with an adult other than their parent prior notification is required. Parents wishing for their child to ride home with an adult, instead of the activity bus, must submit a letter no later than one day prior to the trip. In doing so, parents must indicate with whom their child is to be transported by and identify both the expected point of departure and final destination of where the child is to be dropped. There will be no exceptions. Parents must also sign out all children they will be transporting on the

standard "Early Dismissal" form that will be given to the teacher prior to departure from Jenkins.

SCHOOL PICTURES

Individual and group pictures will be taken in the fall and spring. Notices will be sent home indicating the date, time, and cost.

VISITORS

For the safety of our students, **all visitors are required to report directly to the main office, log in at the visitor computer station, and take a visitor's pass prior to visiting a classroom or staff member.** Visitors are to respect instructional time and not interrupt or distract the teacher or students. Visitors joining a child for lunch are to report directly to the cafeteria and return to the office when the class is dismissed from the cafeteria to avoid interrupting routines and instructional time.

VOLUNTEERS

Volunteers are critical to the success of our students and are valued members of the Jenkins school and community. Parents, guardians, and community members are all encouraged to be volunteers at Jenkins. Interested persons should contact the school office, their child's teacher or the PTA Volunteer Coordinator to offer their services. Teachers, administrators, and the Jenkins PTA make a concentrated effort to align the talents and interests of our volunteers to where they are best suited. Whether our volunteers come to tutor, read to a child, have lunch with a child, or to offer clerical assistance they are benefiting the life a child. To further ensure the safety of our students, all volunteers are screened through an on line security website provided by the North Carolina Department of Public Instruction.

For the safety of our students, **all visitors are required to report directly to the main office, log in at the volunteer computer station, and take a pass prior to reporting to the classroom.**

Classroom Observations

In the event there is a valid need for a parent or service provider to conduct a classroom observation or shadowing, proper release forms and prior approval by the principal is required. All classroom observations must meet the criteria below in order to avoid interruptions to student learning and to ensure confidentiality of all student rights and records.

- All observations are to be scheduled no less than one day in advance
- Scheduled observations must specify a beginning time, an ending time, and the content/activities that will be observed (understanding daily schedules are flexible and subject to change)
- Observers are expected to participate in learning activities during observations
- An administrator will accompany the observer

PTA

All parents and teachers are strongly encouraged to join the PTA. PTA membership funds benefit the PTA general budget allocated to school wide needs. The PTA members work hard to help our school through fund raising, communication, and enriching academic opportunities. The PTA publishes a monthly newsletter with the lunch menu and student events. You can contact the PTA by calling (327-3491), extension 234 or by e-mailing JNKPTA@hickoryschools.net Join the PTA and get involved!

Parent Involvement Policy

In an effort to involve parents in the development and ongoing support of our Parent Involvement Policy at Jenkins Elementary, we will:

- work with parents serving on the School Improvement Team, PTA Board, or other school teams.
- share the Parent Involvement Policy with all parents by sending it home at the beginning of the school year and by sharing it at the opening PTA program each Fall.
- maintain a binder containing the Parent Involvement Policy, the School Improvement Plan, PTA minutes, and Leadership Team minutes for review by all parties upon request.

In an effort to involve parents in the process of school improvement, we will:

- solicit parent input in developing the School Improvement Plan, Title 1 plan, and in planning parent involvement programs and activities. This will be implemented through parents serving on the School Improvement Team, PTA Board, or other school teams.
- actively recruit parents, focusing on representation of the total school population, to serve on various parent/teacher teams.

In an effort to plan and implement effective parent involvement activities to improve student academic achievement and school performance, we will:

- periodically provide information about NCLB requirements, program services, and parent support topics through parent information nights and/or school newsletters.
- pay reasonable and necessary expenses associated with parent involvement activities to enhance parental participation in school-related meetings and training sessions.
- provide a variety of opportunities and strategies to improve parent involvement at the school.
- arrange school meetings at a variety of times in community locations and conduct in-home conferences if necessary.

In an effort to evaluate and improve the content and effectiveness of the school and district's educational programs, we will:

- solicit parent evaluation of school programs and services through the HPS survey each spring. Notify parents of any and all HPS and/or Jenkins surveys through newsletters. Results of this survey will be shared with all stakeholders and used to evaluate and write the school Title 1 Plan and School Improvement Plan.
- provide parents with a list of SCOS objectives for their child's grade level.

- provide parents with information regarding state and local assessment procedures and student achievement standards.
- provide parents with information on how they can partner with teachers to improve the academic achievement of their children. (i.e. homework strategies, daily reading requirements, course outline aligned with the NC SCOS, syllabus of content of study and related field trips, etc.)
- provide information through parent meetings, school newsletters, and website updates.

In an effort to provide materials, training and resource avenues to help parents work with their children to improve their children's academic achievement, we will:

- provide at least two parent night activities during the school year that will engage parents and train parents to provide instructional support at home.
- provide ongoing communication to parents regarding their children's academic needs and offer resources for the parents to use to help their children at home.

In an effort to provide quality communication with parents, we will:

- hold parent/teacher conferences at least twice a year.
- send home academic progress reports every three weeks.
- send home various information regarding Title 1 and other school programs.
- inform parents that all School Improvement Team and PTA Board meetings are open for all to attend.
- inform parents that school administrators, teachers and Title 1 staff are available for conferences at any time throughout the year.
- encourage parents to visit their child's classroom and to become involved in school activities and programs.
- provide information regarding Title 1 program services, teacher availability, contact information, and parent involvement opportunities.
- provide, to the greatest extent possible, information in the home language for all students.
- encourage parents to utilize the HPS and individual school websites and email to enhance parent/teacher communication.

In an effort to educate our administration, teachers, and school staff of the educational value of parent/teacher partnerships, we will:

- provide parents the opportunity during parent nights to share ideas about improving the school and student achievement.
- provide information to teachers on successful parent involvement strategies and programs.

Adoption of the Parent Involvement Policy

The Parent Involvement Policy has been developed jointly with, and agreed upon, by parent representatives and staff members of Jenkins Elementary. This policy is revisited annually by our school Leadership Team and parent representatives. Revisions made to this policy will be distributed to parents and posted on our Jenkins web page.

Student-Parent-Teacher-Administrator Agreement







In order to ensure the success of all students attending **Jenkins Elementary**, it is imperative for students, parents, teachers, and school administrators to work as a team. We ask that all stakeholders read, and sign, the **Student-Parent-Teacher-Administrator Agreement** form.

This agreement will be signed by Mrs. Dischiavi and distributed to all classroom teachers to review with their students during the first week of school. Teachers, students, and parent signatures are required prior to returning the agreement to the classroom teacher to be filed as a part of the student's annual portfolio. Be looking for this agreement to come home in the second Friday Folder of the year.

W. M. Jenkins Elementary School Student-Parent-Teacher-Administrator Agreement

We know that learning can take place only when there is a combination of effort, interest, and motivation. As we are all committed to _____'s progress in school, we are going to do our best to promote his/her achievement. This agreement is a promise to work together. We believe that this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.









As a student I pledge to:

-  Work as hard as I can on my classroom and homework assignments.
-  Discuss with my parents what I am learning in school.
-  Follow all school rules and procedures.
-  Ask my teacher questions when I don't understand something.
-  Check out and read a book from the Jenkins School library or the public library at least once a week.
-  Practice Jenkins Character Education Traits at all times.

Student Signature

Date








As a parent I pledge to:

-  Review and monitor my child's schoolwork on a daily basis.
-  Provide a quiet study time at home, encourage good study habits, and confirm that all homework is completed daily.
-  Talk with my child about his/her school activities everyday.
-  Reinforce all school rules and procedures.
-  Monitor my child's progress by attending school conferences, reviewing schoolwork, and talking with appropriate school personnel.
-  Encourage my child to read by reading to him/her and by reading myself.
-  Ensure my child comes to school on time and ready to learn.
-  Guide my child in their choice of TV programs, gaming selections, and encourage personal discipline and development.

Parent Signature

Date







As a teacher I pledge to:

-  Provide a rigorous and relevant instructional program differentiated to meet the needs of all students.
-  Provide motivating and interesting learning experiences in my classroom.
-  Explain my expectations, instructional goals and grading system to students and parents.
-  Explain the Code of Student Conduct (BOBCAT Matrix) to the student and his/her parent(s).
-  Communicate and cooperate with each parent to provide the best education possible.
-  Explore techniques and supporting materials to assist each student in working to their fullest potential.
-  Model Jenkins Character Education Traits at all times.

Teacher Signature

Date

As a principal/administrator I pledge to:

-  Create a welcoming environment for students and parents.
-  Communicate to students and parents the school's mission and goals.
-  Ensure a safe and orderly learning environment.
-  Act as the instructional leader by supporting teachers in their classrooms.
-  Provide the appropriate in-service training for teachers and parents.
-  Assure positive relationships are established and maintained among all educational stakeholders.

Administrator / Principal Signature

Date