

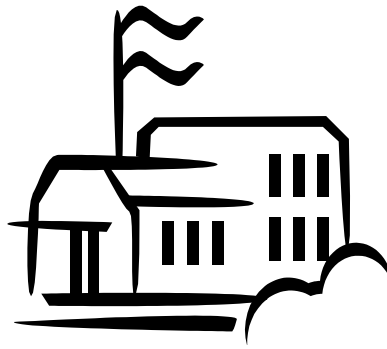
# Parent Handbook 2012-2013



**JENKINTOWN ELEMENTARY SCHOOL**

**JENKINTOWN, PA**

**[www.jenkintown.org](http://www.jenkintown.org)**



Dear Parents,

The Jenkintown staff welcomes you and your family to the Jenkintown Elementary School.

Within this handbook, you will find information about our wonderful school, its programs, and explanations of the services we offer. We encourage you and your children to review this handbook and to join us throughout the year in the school life at Jenkintown Elementary.

With your help and participation, the spirit of cooperation that has existed at Jenkintown will continue to grow.

The Jenkintown staff looks forward to working with you and your family throughout the coming year. If we can be of assistance, please do not hesitate to contact us.

Sincerely,

Mr. Keith Purcaro

Principal

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# **Jenkintown Elementary School**

## **History of the School District of Jenkintown**

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The village of Jenkintown became a borough in 1874, the same year the first Board of Education was organized. There were three teachers: a principal-teacher, a primary teacher, and an assistant to the principal. There were sixty students in the district.

In 1895, there were 310 pupils; in 1904, the first addition to the school was erected. There were sixteen teachers in 1919 and twenty-three in 1928.

The present high school was erected in 1923. The present elementary school was erected in 1936. Additions and alterations were made to both buildings as the school grew in size and scope of program. The most recent addition to the elementary building was in 1969-70. A new wing was erected to house two kindergarten rooms, a cafeteria and kitchen, a faculty room, and a music room. Since then, the music room has been converted into administration offices.

The School District of Jenkintown now serves a student body of about 600 students. It employs a teaching staff of approximately 70 and is administered by a superintendent of schools, a high school principal, an assistant to the high school principal, an elementary principal, a director of special education, and a director of technology.

## School Locations and Phone Numbers

Jenkintown High School	West and Highland Avenues	215-884-1801
Jenkintown Elementary	West and Highland Avenues	215-884-2933
Administrative Office	West and Highland Avenues	215-885-3722

## Administrative Staff

Dr. Timothy Wade .....	Superintendent
Mr. Thomas Roller.....	High School Principal
Mr. Keith Purcaro .....	Elementary Principal
Mrs. Michele Glennon .....	Director of Special Education
Mr. James Cummins .....	Director of Technology
Mr. Zorian Dubenko .....	Business Manager

## Board of School Directors

Douglas Moore (Dr.), President	Chrissy Kremp
Ted Miller, Vice President	George Dorshimer
Betty Campbell	Carolyn Riley
Patty Castner	Kenneth Mullen (Esq.)
Maya Cheek	

# Annual Events

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## **The Red and Blue Fair**

Each spring, the Home and School Association sponsors a fair for fund-raising purposes. It is held on a Saturday and features games, sports, contests, food, crafts, white elephant sales, spring plant sales, and other activities. A Lip Sync show is held the evening before the fair in which all students may participate. The fair is usually held outdoors and is enjoyed by old and young alike. In case of rain, the school building is utilized and everyone comes inside. The fair is always a huge success!

## **Color Day**

One of the most exciting days of the school year is Color Day! The Reds and Blues carry on their annual battle for supremacy on the field. The football stands become solid blocks of red and blue as students dress in their team colors and cheer on their runners. Parents and townspeople fill the stands to root for their favorite teams. Everyone participates!

Color Day is a day of races. When children enter the Jenkintown Schools, they are given a color. The color is retained throughout a child's school career. Each year in May, the Reds and Blues compete in various track events. Each grade has a different event, and points are given to the winning team for each grade. The kindergarten race counts just as much as the twelfth grade race. Special events, such as relays and dashes for the especially skillful runners and the tug-of-war of the Senior High students, add extra excitement to a thrilling day.

When all the points are tallied and the winning team's color leaders have rung the bell to end another Color Day, all depart knowing that winning or losing, they have once again participated in one of Jenkintown's most time-honored and beloved traditions.

## **Halloween Parade**

All are welcome to see the children and teachers parade in costume down West Avenue to Florence to the playground. Children bring their costumes to school and change in the afternoon. All classroom parties follow the parade.



## **Sixth Grade Awards**

Honor Roll certificates are given to those sixth grade students who earned honor roll in all three trimesters.

Other awards are given in music, art, and physical education. Students who have excelled or who have contributed to the improvement of the school community are honored at the Sixth Grade Graduation ceremony.

## **K – 6 Awards Assembly**

The K – 6 Awards Assembly is designed to recognize the students in grades K-6 who have successfully completed the course of study for their respective grade levels. During the course of the afternoon ceremony, students are honored for achievements including art, music, drama, and Reading Olympics.

## **Dress Code**

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Students have the right to make individual choices from a wide range of clothing and grooming styles, but they cannot present a health or safety hazard or a distraction, which would interfere with the education process as determined by the school site administration. Shoes and shirts must be worn at all times. Short-cropped and low-cut tops, which expose one's stomach or chest and extremely short shorts/skirts, tank tops, tube tops, halter tops, or shirts with small spaghetti straps are not allowed. Underwear used as outerwear is not allowed. Clothing and jewelry must be free of writing, pictures, or any other insignia which is obscene, libelous or slanderous, vulgar, profane or which advocates racial, ethnic or religious prejudice or the use of drugs or alcohol or which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations or the substantial disruption of the orderly operations of the school, as determined by the school site administration. Students who violate this policy will receive progressive discipline including a phone call home to parents.

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## **School Discipline**

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In order for the school to have an effective educational program, it is necessary that certain conditions exist, one of which is a positive climate for learning. Schools must assist students in developing and reinforcing responsible behavior. This involves the use of preventative and corrective measures.

The primary objective of all school personnel and parents should be to help students learn responsibility to themselves, their peers, adults, school property, and the community. A united approach to discipline, which utilizes planned purposeful strategies, is essential to the attainment of this objective. The mutual cooperation of teachers, students, and parents will help students to develop these responsibilities.

The school system, the school, and each class have established realistic and reasonable guidelines for all students to follow so that learning can take place without disruption.

The district includes a Student Code of Conduct to all families in its summer mailing. It includes a list of inappropriate behaviors and possible consequences.

## **Admissions and Transfers**

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### **Kindergarten Admission**

A child must be five years old on or before August 31<sup>st</sup> to be eligible for admission to kindergarten in the Jenkintown School District. Exceptions to this policy are considered only after satisfying a number of specific criteria. Consult the school office for additional information.

### **Student Transfers**

When a student transfers to Jenkintown from another school, we must have proof of residence (lease, deed or agreement of sale), a transfer card, and the student's immunization records. In the event that a student is leaving Jenkintown for another school district, a parent must notify the school of the date the student is leaving and the new school district to which he/she is moving.

# Arrival and Dismissal

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## Length of School Day

Grades K - 6:

8:30 AM. - 3:00 PM.

## Arrival

The school day begins at 8:30 A. M. The school will be open for students at 8:15 A.M. Students should be dropped off outside the school building rather than walked into the classroom. If your child walks to school, please remind him/her to proceed directly to school and to cross only at intersections protected by a crossing guard.

## Dismissal

Kindergarten is dismissed, from the Link, at 2:50. Grades 1-6 are dismissed at 3:00 P.M. Remind your child to proceed directly from school to his/her regular destination and to cross only at intersections protected by a crossing guard. If you or someone else is picking your child up, please make sure that he/she knows where to meet you outside the building. Individuals picking up a child should remain outside the building.

The occasions when you must send a note to the teacher are the following:

- \* If you cannot pick up your child and normally do
- \* If you have arranged for someone else to pick up your child
- \* If your child has been told to walk home alone or with a friend

The note that you send to the teacher should include the following information:

- \* Your child's name and grade
- \* The name of the person who is picking up or walking your child
- \* Your signature and the date

In an emergency, you may call the school office with the information listed above.

## Attendance

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Developing habits of punctuality and attending regularly help determine success through school and adult life. Students should be absent from school only in cases of illness and emergencies. Unnecessary absences tend to minimize the value of school and interfere with a student's progress. The School Laws of Pennsylvania recognize the following reasons for absences as valid and excusable:

1. Illness
2. Death or serious illness in immediate family
3. Impassable roads due to weather conditions
4. Authorized religious holiday
5. Emergency medical or dental attention (**a note from the doctor/dentist is required upon return to school**)
6. Exceptionally urgent reasons that directly affect the child

A note from the parent must be filed for every absence. If a written excuse is not received by the school within two days of the absence, the absence must be considered unexcused, and when accumulated, unlawful. These excused notes are retained for two years for a Pennsylvania Department of Education audit.

**\*\*\*Parents requesting consideration for an excused absence for an educational trip must submit a written request to the principal at least one week prior to the trip specifying the educational value of the trip. No more than 5 school days per academic year will be considered excused.**

**An age appropriate written report or journal must be turned in, to the principal, within one week of the student's return.\*\*\***

Please call the school office (215-884-2933) if your child will not be attending school on any given day. Parents who do not contact the school office (215-884-2933) will be called by school personnel.

*\* If your child will be late or absent from school, you must notify the school office by 8:30 A.M. each day of his/her absence. This ensures that all children who have left home for school have arrived safely to their destination.*

**Numerous absences will be addressed as outlined in Attendance Policy #200.**

*In the Elementary School, students must be in attendance by 11:30 A. M. **in order to participate** in any extra curricular activity occurring on that day.*

### **Late Arrival**

Any child who arrives after the scheduled beginning time for a session is required to report to the school office. If a written tardy excuse note is not sent with the child, a tardy/absence card will be sent home to be filled out and signed by the parent. This tardy card is to be returned to school within two school days. Arriving on time sets the tone for a profitable day of learning.

**Numerous late arrivals will be addressed as outlined in Attendance Policy #200.**

## **Student Services**

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### **Guidance Services**

The Guidance Counselor meets with children individually and in small groups throughout the school year to address social, emotional, and educational concerns. The Counselor is available to help children develop a positive attitude toward school, peers, self, and society and can assist parents and teachers with special concerns upon request. The Guidance Counselor participates in parent conferences and serves as a resource for special programs and services for children and families in the community. The guidance counselor also assists in providing information about standardized testing, new student orientation, and academic screening.

### **Instructional Support Services**

The goal of the Instructional Support Team (IST) is to maximize individual student success in the regular classroom while at the same time serving as a screening process for students who may be in need of special education services. IST is a positive, success-oriented program, which uses specific assessment and intervention techniques to help remove educational, behavioral, or emotional stumbling blocks for all students in the regular classroom.

Members of the IST include the principal, the student's classroom teacher, the guidance counselor, the reading teacher, a primary teacher, an intermediate teacher and, at times, a special education teacher. Parents are encouraged to participate as active partners in the process. The school psychologist, nurse, related service providers, and representatives from community agencies might also serve on the IST, depending upon student's needs.

The IST brainstorms strategies to help each student achieve success in the regular classroom. The

IST strategies are based on teamwork. Collaboration and joint planning occur throughout the process. At the core of the IST process is the belief that all students can learn.

### **Psychological Services**

The school psychologist (K-12) provides direct and indirect services to students, parents, and teachers. The psychologist works closely with Instructional Support Team members in a collaborative effort to address student needs in the general education program. If the team or parent believes that a student may be exceptional (i.e.: learning disabled, emotionally disturbed, etc.) and is in need of special education services, the psychologist coordinates the Multi-Disciplinary Evaluation (MDE) process. This includes gathering information from parents and teachers, completing classroom observations, administering psychological and educational assessments, and assisting in the development of an Individualized Education Program (IEP). Facilitating counseling groups, assessing student eligibility for Gifted Services and coordinating the re-evaluation of special education programs are other activities conducted by the psychologist.

### **Gifted Support Services**

The district offers gifted support classes to eligible students in grades K-12. A full-time gifted support teacher instructs small groups of students and mentors individual students. Students are determined to be eligible if they meet multiple criteria, which are compiled in a Gifted Written Report (GWR). A Gifted Individual Education Program (GIEP) is developed for eligible students. For more information, contact the building principal, guidance counselor, or the Director of Special Education.

### **Speech and Language Support Services**

Speech and language therapy services are provided to all students who are in need of the support in K-12. Service delivery consists of consultation with staff, collaboration within the curriculum, and direct therapy support with students on an individual and/or group basis. The language arts program is also supported through direct instruction within the classroom in the primary grades in phonemic awareness skills, listening activities, and vocabulary skills.

The goal of speech and language therapy intervention is to enable the student to fully participate in the classroom and school community. Emphasis is placed on the verbal and written expression of thought and ideas, comprehension of verbal and written instruction, the development of literacy skills and the use of language needed for higher-level reasoning/thinking and integration of knowledge.

## **Special Education**

The district provides Special Education instructional programs and support services to school-aged children who have been identified as eligible and in need of specially designed instruction by a Multi-Disciplinary Evaluation (MDE) and an Individual Education Program (IEP) Team. If a student is found eligible to receive special education services, the IEP Team will develop a program to meet his/her academic, social, and emotional needs. For more information, contact the building principal, school psychologist, or the Director of Special Education.

If a pre-school child is suspected of being exceptional, evaluation and services are provided through the Montgomery County Intermediate Unit. Information can be obtained by calling 610-539-8550 and asking for the Pre-school Department.

All records in the district and Intermediate Unit are maintained to ensure student confidentiality.

## **Protected Handicapped Services (Section 504)**

The district also provides services, related aids, or reasonable accommodations for individuals identified as protected handicapped students. Students are eligible for a Service Agreement if they have a physical or mental disability which substantially limits a major life activity, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, learning, breathing, and/or working. Plans are developed to provide reasonable accommodations for the student to be successful in the general education program. For more information, contact the building principal, guidance counselor, or the Director of Special Education.

## **Homebound Instruction**

If a child becomes ill or temporarily disabled and must remain out of school for more than four consecutive weeks, a request may be made for Homebound Instruction. The district will provide up to five hours a week of instruction. Requests should be made in writing to the building principal and should include the nature of the illness or disability and the probable duration. All requests are submitted to the Superintendent and the Board of Education for approval.

## **Reading Support Services**

The reading support program provides ongoing, supplemental assistance in reading instruction. This reading support does not take the place of regular classroom instruction. Students become eligible for services based on classroom performance, teacher referral, and standardized test results.

A full-time certified reading specialist is responsible for a wide variety of student support.

The reading specialist helps to screen and identify students who are eligible for reading support or enrichment. The specialist consults with classroom teachers and other Instructional Support Team members to ensure the appropriate instructional level and reading materials for all students; subsequently, the specialist may provide special reading services to individuals or small groups of students that need such attention - either short-term or long-term.

The specialist also attends many parent/teacher conferences in order to interpret data, discuss progress, and make appropriate recommendations. If there is any indication that your child may need these support services, the school will contact you.

## **Health Services**

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Jenkintown School District provides a full-time certified school nurse.

### **Check ups**

The kindergarten students are given a tour of the nurse's office during the first month of school. The nurse will check and record height, weight, and vision each year for all students K-12. Hearing is checked in grades kindergarten through third and sixth. Sixth graders are examined for Scoliosis (curvature of the spine). Kindergarten and 3<sup>rd</sup> grade are required to have dental exams. Kindergarten and 6<sup>th</sup> grade are required to have physical exams. This should be turned into the school in a timely fashion.

Parents are required to provide the health office with:

- \* Up-to-date records of your child's immunizations
- \* Specific information concerning any illness, medication restrictions and/or physical disability that may influence your child's classroom performance
- \* Up-to-date emergency records; that is, any change in place of employment, emergency contacts, addresses, phone numbers and email addresses.

All information is kept strictly confidential.

### **Taking Medicine During School Hours**

All medication must remain in the health office at all times and must be administered by the nurse. If a child needs to take medicine during school hours, parents must complete a medication administration form and return it to the nurse. to the nurse and the teacher including:

- \* Your child's name, grade, and room number
- \* Written permission for the nurse to administer the medication



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- \* A written doctor's order stating the reason for taking the medication
  - \* Times that the medicine needs to be administered
  - \* Prescription bottle containing the medicine and pharmacist's directives. Over-the-Counter drugs should be in the original containers
  - \* Emergency number where a parent can be reached in case of complication
  - \* *Any medication brought to school not in accordance with the above regulations shall be retained in the Health Office pending contact with a parent.*

#### Self-administration of Medication:

Students may only self-administer inhalers and epi-pens, subject to the following conditions:

1. All medication is kept in the original container with the original label affixed.
2. School staff observes the student's self-administration of medication. If the student is unable to meet the following criteria, a parent or guardian will be contacted prior to permission being given for self-administration except in the event of a medical emergency.
3. The self-administration is otherwise in conformance with the District's medication policy.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Demonstrate a cooperative attitude in all aspects of self-administration.
4. Demonstrate ability to properly administer inhaler or epi-pen.

#### Head Lice Procedure

In trying to best serve the needs of all students and maintain a healthy educational environment, the district will require any student who has been sent home with head lice to be checked upon returning to school. The student will only be re-admitted to school if he/she is **lice free**. We are hopeful that this will decrease our problems with regards to head lice. Student cases and all medical information will remain confidential.

## **Illness During School hours**

If your child becomes ill during school hours, he/she will be sent to the nurse's office. The nurse will take your child's temperature. Your child will be sent home when he/she has a fever of 100 degrees or above, or when the nurse believes that it is in your child's best interest. The following is the procedure for sending your child home during school hours:

1. The nurse will contact a parent. If a parent cannot be reached, an emergency contact will be notified.
2. A parent or emergency contact must pick your child up as soon as possible. Your child cannot be sent home alone or remain in the nurse's office.
3. Any child who is diagnosed as having a communicable disease may not return to a classroom until isolation requirements are met.
4. A child must be fever free for 24 hours, without medication, before he/she can return to school.

## **Emergency Care**

If your child needs emergency care, a parent will be contacted immediately. Unless an ambulance is required, a parent will be expected to transport your child to the necessary facility.

## **Communicable Diseases**

A parent is asked to notify the school if your child has a communicable disease. Please refer to the Health Guide for more information concerning communicable diseases.

## **Change of Address or Telephone Number**

It is extremely important that the school office maintain an up-to-date address and working phone number for every student. Please notify the school immediately if you have a change of address or telephone number during the school year. This information is vital to the school's ability to reach a parent in the event of an emergency.

# Elementary Educational Technology

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## **21<sup>st</sup> Century Learning**

Our school is on the cutting edge of technology with multimedia classrooms, wireless connectivity, and mobile laptop carts. Every classroom in our school has a HD compatible LCD Projector, large projection screen, DVD player and sound fields for a true 21<sup>st</sup> century learning environment. Each classroom also has access to two Dell computers that are connected to the Internet through our new gigabit computer network. These computers are used to supplement the usage of our mobile laptop carts to complete small projects, assignments, or enrichment activities. Each floor has a mobile laptop cart for teachers to seamlessly integrate technology across the curriculum. Every teacher in our school will have a laptop to design technology-rich lessons for all of our students. Finally, our students and teachers work with our Director of Technology, Mr. Cummins to complete projects, interactive presentations, and other assignments on a regular basis.

## **Internet Use**

The School District of Jenkintown strongly encourages the use of the Internet for all students. The Internet is used for class projects, multimedia presentations, and independent research. The administration has put in place an Acceptable Use Policy and Internet content filtering to ensure the safety of all our students while on the Internet and computer network. The network is also constantly monitored by our Director of Technology and Network Technology Specialist for additional safety and security.

## **Library**

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Students have access to the school library on a daily basis before and after school and when allowed by their teachers. In addition, each class has a regularly scheduled library period during which time students receive instruction in information skills and book selection.

Books are checked out for one week and may be renewed. There is no charge for overdue books. Students will be charged \$20.00 for a lost or damaged book. Checks should be made payable to the Jenkintown Home and School Association. If the book is found within 3 months, the money is refundable.

The library includes a media center with 14 new iMac computers with both Microsoft Office and the Apple iLife Suites. Students can use these computers for projects, research, or class assignments throughout the day and after school.

## **Physical Education**

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A healthy body can make a difference in the way a person thinks, feels, and acts. Physical activities can lead to confidence, success and an improved way of life. Learning about the body and how it works is an important part of growing up. Participating in physical activity on a daily basis not only improves ones overall health, but it has been proven to have a positive effect on an individual's ability to learn.

All grades meet twice a week for physical education. After winter break, grades 4-6 meet once a week for health and once a week for physical education. Classes are 40 minutes long. If your child has any physical limitations, allergies or other medical conditions please be sure that the school nurse and the physical education teacher are aware.

All students are advised of their schedule so that they will know how to dress for the day. Students are expected to wear socks and sneakers that have a well padded sole and can be secured to the foot with either laces or Velcro straps. On the days your child has physical education, please see that they come to school in comfortable clothes that will allow them to move freely. Clothes that are best suited for PE are t-shirts, shorts, sweat clothes, stretch clothes, sneakers and socks.

### **Medical Excuses**

If your child is in school, he/she is expected to participate in PE classes. If your child is not feeling well, he/she should talk with a teacher or the nurse. If your child is injured and cannot participate in physical education class a note must be given to the teacher so that the student may be excused. If the student must refrain from physical activity for more than two physical education classes then a note from the doctor should be given to the teacher and/or nurse. Please be specific with medical excuses so that a program of permissible activities can be especially designed for your child.

### **Grading**

Physical education grades will be issued with the trimester report cards given during the year.

# Cafeteria

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## Lunch from Home

Your child may bring his/her lunch to school every day. Be sure that items carried in paper bags are secure and leak-free. **Absolutely no glass containers are permitted.**

Your child's name, grade, and room number should be clearly labeled on lunch boxes, thermoses, and/or paper bags. Lunch boxes are gathered and placed in a classroom bin for return to the classroom at the end of the lunch period.

Whether your child buys lunch or brings it from home, he/she is expected to clean up after eating. All trash is to be placed in appropriate receptacles. Trays are to be returned to the rack.

The lunch/recess period is supervised by district employees. Your child is expected to behave appropriately and to be courteous to the cafeteria personnel, supervisors, and other children.

If your child has any food allergies, please contact the school nurse.

## Home-School Communications

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### Reporting Student Progress

Report cards are distributed three times a year - in the fall, spring, and at the end of the school year. The final report card will be given to your child on the last day of school. In sixth grade, Integrate Pro is utilized for reporting purposes; consequently, midterm reports are mailed for each trimester (this reporting is the same as that which is utilized by the Jenkintown Middle School).

Regularly scheduled conferences are held in the fall and spring for all grade levels. **There is early dismissal during conference days. Please refer to the school calendar for the scheduled dismissal times.** If a parent wishes to have a conference with a teacher at any other time of the year, it must be scheduled directly with the teacher.

Teachers of art, music, and physical education assign the grades for their respective areas on the regular trimester report card.

Children who receive musical instrument instruction (Grades 4-6) will be issued a report card by the Band Director. This report is given at the same time as the academic report card.

### Emergency Procedures

In the event of an emergency school closing, public announcements and school closings will be

broadcasted on the KYW (1060 AM) radio station and listed on the KYW 1060.com website. The Jenkintown Elementary School closing reference number is 400. The KYW School Closing center can be reached directly at 215-224-1060. This information is also listed on the district's website [www.jenkintown.org](http://www.jenkintown.org).

### **Emergency Forms**

At the beginning of each school year, parents are required to fill out a number of forms which are kept in the Health Office. This information is used for emergency school closings and when students must be sent home due to illness. The emergency form includes permission for the school nurse to administer acetaminophen, antacid, Benadryl and ibuprofen. In addition, the forms give permission for school personnel to obtain emergency medical help in the event that parents are unavailable.

### **Newsletters**

The principal will create a newsletter every week. This newsletter will be sent out via email. To sign up to receive the email go to [www.jenkintown.org](http://www.jenkintown.org), our schools, Elementary School, scroll to the bottom of the page and you will see: get JSD email updates. The newsletter will inform families of school activities and important dates/times for school events. If you would like a hard copy of this newsletter, please contact the school office (215-884-2933) [www.jenkintown.org](http://www.jenkintown.org)

### **Monday Folders**

The majority of information will be posted in the electronic Monday folder that is on the website. Classroom teachers will also send folders home with information on Monday.

Any committee/organization which plans to distribute information using the electronic Monday folder should have all correspondence sent to the principal via email in **PDF format** by 3:00 Friday afternoon. Information to be distributed in hard copy in the class Monday folder should be in the teachers' mailboxes by 3:00 Friday afternoon. Correspondence which is received later than 3:00 P. M. Friday afternoon will be sent home the following Monday. All correspondence must be approved by the principal and superintendent before it is distributed.

### **Telephoning the School**

The school secretary is always prepared to relay **emergency messages**. We ask that you make routine arrangements such as meeting after school, going to a friend's house, or going home with another parent before school so that your child is aware.

If you would like a teacher to contact you, e-mail him/her, send a note with your child, or leave a message with the school secretary.

## **Calling Home**

Children should be encouraged to call home only when necessary. The child must have a note from his/her teacher in order to use an office phone. **Cell phones should not be used in school, but may be carried in student school bags, kept off, and used only in case of a true emergency situation. If students are found using their cell phones, the phone will be confiscated for the remainder of the day.**

## **Delivery of Items to Children**

If you find it necessary to bring articles of clothing, lunches, books, etc. to the school during the day, please deliver them to the Elementary office. Delivery will be made at a time when the child is available to leave the classroom. At no time during the school day should a parent deliver items directly to a classroom.

## **Role of the Home and School Association**

The Home and School Association is the organization which forms the basic link between parents and educators. Members consist of parents, teachers, and administrators. The Home and School Association sponsors many activities throughout the year. There are countless services performed by the Association to foster good communication and to increase the benefits provided for our children. The Homeroom Mothers/Fathers work directly with each teacher while other groups work on a variety of projects. If you would like to become involved with your child's school life, join the Home and School Association. A membership drive is held every fall and meetings are held once a month. Check the school calendar for the dates.

## **Classroom Visitations**

Parents are invited to visit their child's school. In order to schedule a visit, parents should contact the school office and/or teacher with at least 24 hours notice. Upon arrival, please report to the office in order to sign the visitor's log and obtain a visitor badge, which must be worn while in the school.

### **Guidelines for Classroom Visitations**

1. State the reason for the visit. If you are unable to identify specific interests and/or subject areas which you would like to observe, your child's teacher will help choose a time for your visit.
2. Indicate the length of the visit. In most cases, we suggest that you plan the length of your stay for thirty to forty-five minutes. This is typically the length of one lesson.

## **Volunteer Programs**

Good schools do not just happen; they are the result of many factors. One important factor is the involvement of parents in the daily life of the school. Many of the enrichment activities we are able to give the students at Jenkintown are a result of not only cooperation between staff and parents, but also of a willingness of our parents to give their time to participate and conduct many of these activities. You are needed at Jenkintown Elementary. Please give time to your child's school.

Volunteers are used in a variety of ways depending upon the needs of the school. Classroom helpers assist teachers during school hours. Homeroom parents organize class parties and notify parents in the event of an emergency early dismissal. Volunteers are also needed to help in the library. Please attend a Home and School meeting or call the school office to find out about volunteer activities.

## **Guidelines for Homework**

In Jenkintown Elementary School we believe that homework consists of any instructional requirement assigned by a teacher to be completed by the student as a continuation and/or extension of classroom instruction. Homework is a necessary part of the curriculum and is vital to the learning process.

Homework that is assigned should be appropriate to the age and ability of the student and should be consistent with instructional outcomes at every grade level. Homework provides the necessary practice of skills, enriches upon classroom experiences, and utilizes school and community resources. In addition, carefully planned assignments foster responsibility, help students work independently, and require the development of good study skills and work habits. Homework can also provide an opportunity for the teacher, parent, and student to work together in the learning process.

The extent, degree and variety of homework assignments will depend on the grade level and will be developmentally appropriate. Your child's teacher may request your signature on assignments.

## **General Procedures**

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### **Classroom Celebrations and Snacks for Students**

**All classroom snacks must meet PDE nutritional standards.** These standards can be found on the PDE website, [www.pde.state.pa.us](http://www.pde.state.pa.us). Please see the Wellness Letter.

In the beginning of the school year, please check with your child's teacher about particular procedures and food allergies in the classroom. **Please refrain from sending any food into school that**



**contains peanut products because of allergies other students may have. Please read all labels on the food sent to school.**

### **Birthdays**

The School District of Jenkintown is committed to creating a Healthy Student School Zone. We invite parents to work with the District in achieving this goal. The Wellness Committee is exploring ways to implement this plan over the next three years. **Starting this year (2012-2013) birthdays will be celebrated with a birthday ribbon and recognition during the morning announcements. Treats for birthdays will not be distributed in school.**

**We ask that parents not send birthday party invitations to school for distribution.** This practice can result in hurt feelings and loss of instructional time.

### **Lost and Found**

In the event that a child loses something valuable, the loss should be reported to the office. The “lost and found” collection can be found in the Elementary office. Unclaimed articles will eventually be donated to charity.

To assist with owner identification of lost articles, please label all of your child’s belongings with his/her name.

Please discourage your child from bringing expensive or treasured items from home. **WE ARE NOT RESPONSIBLE IF THESE ITEMS ARE LOST OR BROKEN.**

### **Addressing Specific Concerns**

Whenever a classroom concern arises regarding a child, parents are asked to speak to the teacher first. Usually, a conference will clarify and/or resolve classroom issues. If the issue is not resolved to satisfaction, parents may schedule a conference with the principal to discuss the matter.

It is the goal of the school to work cooperatively with parents to assure a positive learning experience for our students.

### **Recess**

We firmly believe that recess and/or outside play activities provide a relaxing social experience that refreshes children for the remainder of the day. Weather permitting, students will be expected to go outside unless prevented by illness.

While your child is recuperating from an illness, accident, or if your child has an unusual medical condition, a note to this effect should be sent to his/her teacher requesting that the child stay indoors. If

your child must stay indoors for an extended period of time due to illness, please contact the school nurse.

Although students are made aware of playground rules and the proper ways to use equipment, please speak with your child about safe use of equipment and appropriate rules in the playground area.

### **School Safeties**

School Safety members are chosen from the sixth grade. These safeties will help and assist kindergarteners in the cafeteria and during recess.

### **Crossing Guards**

Crossing guards are stationed at hazardous intersections within a reasonable distance from the school. They are on duty from 7:45 A.M. to 8:45 A.M. and 2:45 P.M. to 3:45 P.M. and on half days from 11 AM to 12 PM. at the following locations:

West Avenue and Highland Avenue

West Avenue and Walnut Avenue

West Avenue and Leedom Street

West Avenue and Cedar Street

West Avenue and Old York Road

Highland Avenue and Greenwood Avenue

### **Fire Drills**

Jenkintown Elementary conducts fire drills at least once a month. Your child's teacher will explain the procedures for his/her particular class and escape plans for lavatories and other locations around the building in order to ensure a safe exit for all.

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### **Appointments - Doctor, Orthodontist, etc.**

If you need to arrange an early dismissal for your child, a note must be submitted to the teacher. It should contain the following information:

- \* Your child's name
- \* The date, time of departure, and approximate return
- \* Reason for the early dismissal
- \* Name of the person who will be picking up your child
- \* Your signature

Upon returning to school, a doctor's note must be presented to the school office for the absence to be excused.

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**ATTENDANCE POLICY**

Effective education requires a continuous program of instruction and the consistent effort of each student. Daily attendance is essential for full learning and growth.

The parent must telephone the school office by 8:30 A.M. each day that a student is absent or late (215-884-2933). A student must present a note signed by the parent indicating the reason for the absence or lateness to the office when he/she returns to school.

If a student arrives before 11:45 A.M., he/she will be marked tardy; after 11:45 A.M. and before 1:00 PM, he/she will be marked half-day absent. If a student comes in after 1:00, it will be a full day absence. If a student stays until 1:00 P.M., it constitutes a full day. If a student leaves before 11:45 A.M., it will be considered a full day absence.

**A. Absence from School**

If a student will not be in school on a particular day, the parent/guardian is requested to call the school office to notify the school of the absence. When school personnel are not notified, a daily call will be placed to the parent/guardian to determine the reason for the absence.

The school must receive a written explanation of the absence within two days after the student returns to school. If the notice is not received within the specified two days, the absence will automatically be recorded illegal.

**B. Illegal Absences**

Illegal absences are not cumulative from one school year to the next. "Illegal Absence" is the absence of a student due to avoidable absences, illegal employment, family vacation, or no written explanation of absence. Examples of "Avoidable Absences" are illness in the family, helped family to move, baby sitting/sibling care, and overslept. "Illegal Employment" is unauthorized student employment during school hours.

**C. Excessive or Habitual Absences**

If a student is absent five (5) consecutive days or more, a statement from a medical professional is required. The statement must be obtained within two days after the student returns to classes for the absence to be excused. The statement from the medical professional should note the date of the treatment and expected return date.

After a student has accumulated 15 excused or illegal absences and/or tardies school authorities will require verification (statement from a medical professional) for each subsequent absence or lateness. It must be obtained within two days after the student returns to classes for the absence to be excused. If the verification is not received, the absence will be considered illegal.

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## **D. Excused Absences**

The Public School Code of Pennsylvania and the State Board of Regulations list a number of specific reasons for which a child may be excused from school for all or part of a school day. These include: 1) observations of religious holidays, 2) Religious Instruction (maximum of 36 hours per school year), 3) college visitations approved by the principal, 4) educational trips not school sponsored that have been evaluated and approved by the principal (parents requesting such consideration must submit a written request to the principal prior to the trip specifying the educational value of the trip and the supervision that will be provided for the student(s) participating). If permission is granted, students will be required to submit a journal or paper outlining their educational experiences. 5) Health Care - absence for a portion of the school day may be excused for a medical or dental appointment which cannot be arranged after school hours when requested in writing by a parent. Verification of the appointment from the doctor's office stating the date, time, duration of visit, and purpose of visit will be required upon the student's return to school, 6) other examples of urgent reasons may include: illness or recovery from an accident, quarantine of the home, death of an immediate family member (parent, sibling, grandparent, cousin, aunt, uncle), 7) court appearance, and 8) family emergency.

### **Early Dismissal**

A student requesting an early dismissal must present a written excuse note to the school office with a date, time, and reason signed by the parent. A student will not be dismissed from class until the specified date and time.

(Reference Policy #200)

### **POSSESSION OF WEAPONS**

Pennsylvania Law Act 26 requires that any student found to be in possession of a weapon on school property, in a school program or event, or while traveling to or from a school, school program, or event, be subject to arrest and expulsion from school for at least one year. The law defines weapons as "any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury." The law does not require that the student try to use the weapon. Possession includes weapons found on the person as well as in school bags, desks, or lockers.

(Reference Policy #252)

## **PROHIBITION OF THE USE OF TOBACCO**

In order to protect students and staff from an environment that may be harmful to them and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being and, in compliance with Act 145 of 1996, the possession or use of tobacco is prohibited for all pupils at all times in all locations in all buildings and on school grounds, pupil violators will be subject to the following actions for each offense:

\* In-school suspension (1-3 days at administrative discretion)

\* In accordance with the provisions of Act 145 of 1996, prosecution may be initiated by the school district. Upon conviction, the law provides that a pupil may be sentenced by the district judge to pay a fine of not more than \$50 plus court costs or be assigned to an adjudication alternative.

(Reference Policy #223)

## **DRUG AND ALCOHOL USE/ABUSE**

The Board declares that the use, consumption, distribution, sale, offering for sale, possession of, holding, manufacturing, or being under the influence of anabolic steroids, alcohol, controlled substances, or other drugs in any form without proper medical prescription is prohibited on school property and at all school related activities. The possession, distribution, and sale of drug paraphernalia, such as roach clips, pipes, and bowls, but not limited to these, are also prohibited. These prohibitions extend to visitors and guests on school property and at school-related activities. Individuals violating this policy are subject to disciplinary action and referral to the Student Assistance Team.

(Reference Policy 237A)

Mr. Keith Purcaro ..... Principal	Mrs. Pamela Cormier.....1 <sup>st</sup> Grade Teacher
Mrs. Mary Lucas..... Elementary Secretary	Mrs. Cindy Burnett.....2 <sup>nd</sup> Grade Teacher
Mrs. Michele Glennon ..... Director of Special Ed.	Mrs. Cathy Cantz.....2 <sup>nd</sup> Grade Teacher
Mr. James Cummins ..... Technology Director	TBA .....2 <sup>nd</sup> Grade Teacher
Mrs. Pat Derr..... School Psychologist	Ms. Jenna Rocco.....3 <sup>rd</sup> Grade Teacher
Mrs. Susan Reid ..... School Nurse	Mrs. Patti Schwarz .....3 <sup>rd</sup> Grade Teacher
Mrs. Karen DeMarco ..... Guidance Counselor	Mrs. Leah Abdollahi.....4 <sup>th</sup> Grade Teacher*
Mrs. Doris Heise ..... Librarian	Ms. Pat Hagenkotter .....4 <sup>th</sup> Grade Teacher
Mrs. Mimi Looney ..... Library Aide	Mrs. Maggie Herr.....4 <sup>th</sup> Grade Teacher
Mrs. Donna Jones..... Art Teacher	Ms. Susanne Flynn .....5 <sup>th</sup> Grade Teacher**
Mrs. Bobbie Leiter ..... Music Teacher	Mrs. Melissa Rosen.....5 <sup>th</sup> Grade Teacher
Mr. Matthew Cox..... Physical Education/Health	Ms. Teresa Morretta .....6 <sup>th</sup> Grade Teacher
Mrs. Jami Goldberg ..... Reading Specialist	Mrs. Dana White .....6 <sup>th</sup> Grade Teacher
Mrs. Margaret Goldberg.....Speech Therapist	Mrs. Lisa Moulton..... Learning Support Teacher
Mr. Mark Stover..... Gifted Support Teacher	Mrs. Megan Knox..... Learning Support Teacher
Mrs. Kate Welch ..... Kindergarten Teacher	Mrs. Mimi Oliver ..... Learning Support Aide
Ms. Anna Millili.....Kindergarten Teacher	Ms. Judy Bogdanoff..... Learning Support Aide
Mrs. Marybeth Paone..... 1 <sup>st</sup> Grade Teacher	Mrs. Sue Parisi ..... Gifted Support Aide
	TBA..... Learning Support Aide

**\*Mrs. Megan Tighe is the long term substitute for Mrs. Abdollahi**

**\*\* Ms. Amy Rae is the year long substitute for Ms. Susanne Flynn**

# Jenkintown Alma Mater

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Hail, hail to thee,  
Our Alma Mater dear,  
Upon thy fields, within thy walls,  
Fond memories we'll revere.

Hail, hail to thee,  
A friend both tried and true.  
To Jenkintown our thoughts will cling,  
To Red and Blue.

Farewell to thee,  
Our Alma Mater dear.  
The years have gone too swiftly by;  
Our parting time draws near.

Hail and farewell,  
To friends both old and new.  
To Jenkintown our thoughts will cling,  
To Red and Blue.

By Boyd Eckroat