

**John D. Jenkins
Elementary School**

4060 Prince William Parkway
Woodbridge, VA 22192

571- 343-5580
Fax: 703-791-8602

Principal: Xanthe McFadden
mcfaddxm@pwcs.edu

Assistant Principal: Paul Scott
scottpb@pwcs.edu

Bookkeeper: Elaine Smith
Secretary II/Registrar: Danielle Richardson
Office Assistant: Ashley Martinez
Parent Liaison: Lourdes Dutch

Main Office: 571-343-5580
Fax: 703-791-8602

Website: <https://jenkines.pwcs.edu/>

Follow Jenkins on Twitter at
[@JohnJenkinsEle1](https://twitter.com/JohnJenkinsEle1)
Follow on Facebook at
[John D. Jenkins Elementary](https://www.facebook.com/JohnD.JenkinsElementary)

Weather and Emergency Info.:
Local Radio and Television
www.pwcs.edu

Calendar:
Jenkins ES follows the standard PWCS attendance calendar. Please check out www.pwcs.edu for calendar information.

Jenkins ES PTO

Jenkins ES students and staff benefit tremendously from the support of Jenkins's fabulous PTO. All parents and teachers are highly encouraged to become PTO members to support our students and our school. Additionally, please consider volunteering on one of many PTO committees—all which provide invaluable support to Jenkins ES.

**Please consider being one of our
PTO Board Members for the
2022-2023 school year!**

E-mail: JohnDJenkinsPTO@gmail.com

2022-2023

JENKINS ES PARENT HANDBOOK

Dear Parents,

Welcome to John D. Jenkins Elementary School, Home of the "Yellow Jackets"! At Jenkins Elementary, we are building a strong foundation for your student and the future is bright for our 2022-2023 school year. We are so excited to embark on this journey with you and it is our vision at Jenkins Elementary to nurture and inspire your student to become life-long learners and leaders. As principal, my primary role is to ensure that your student is in a safe, orderly, and caring environment and that instruction and learning take place daily in each classroom. I am committed to working with you to build a culture in which collaboration and trust are in the forefront. I am confident that we will be successful if we align our resources to support our students. I look forward to working with each of you to ensure this success. With your support, we can ensure your student's success at Jenkins Elementary.

Respectfully,

Xanthe McFadden
Principal

Mission and Vision

Vision—The vision at John D. Jenkins Elementary School is to nurture and inspire a respectful and responsible community of life-long learners and leaders.

Mission—At John D. Jenkins Elementary, we will set high expectations, collaborate, and partner with our community, to empower all stakeholders to see the leaders in themselves.



"A Diverse Community of Life-Long Learners and Leaders"

Attendance

Arrival: Doors will open at **9:00 a.m.** At this time, students are permitted to go directly to the cafeteria. Students not eating breakfast will go directly to their classrooms. Staff members will not be on duty prior to 9:00 a.m. so it is very important that students are not dropped off prior to that time. **The safety of our students is our number ONE priority.**

Tardy: Students are considered tardy when they arrive after the 9:15 a.m. bell. It is very important that students arrive to school on time so that they don't miss learning opportunities. We appreciate your help and cooperation in encouraging your student to be on time. Late arrivers must be signed in **by a parent in the front office.**

Dismissal: Kiss & Ride students will be dismissed from their classrooms at **3:50 p.m.** Bus riders will be dismissed beginning at 3:55 p.m.

Absences and Tardies: If your child is going to be absent or late, contact the school office before **9:00 a.m.** on the day of the absence by phone at **571-343-5580.** The attendance line is available 24 hours a day for your message.

Excused Absences and Tardies—Illness of the student, death in the family, doctor or dentist appointment, extreme inclement weather, and observance of a religious holiday are some reasons for excused absences.

Early Pick-Up

Students will be excused during the day for valid reasons. Parents should send a written request to the teacher when their student must leave early.

Parents must come to the school with a photo ID to pick up and sign out their student. We will not release a student to anyone other than people on the emergency card without a written request signed by the parent. Photo identification must be presented each time anyone signs out a student. **Early pick-up ends at 3:30 p.m.** Please pick up your student before that time.



Change in Home-Travel Routine



Students thrive on the consistency of a routine. You should make changes in transportation only when necessary. Students who wish to go from school to another student's home must bring in a note giving permission from parents of both students. Notify the office in advance with your written permission if arrangements of this nature are necessary for your student. No transportation changes will be made over the phone. Office pick-up ends at 3:30 p.m. so please pick your student up before this time.

Kiss & Ride



KISS AND RIDE

- Drop your student off only in the Kiss and Ride traffic pattern in the front of the building.
- Please make sure that your student exits your car on the building side with the assistance of staff members.
- Please wait in line for your turn to pick up your student. You will be given a number to display. We will call riders by numbers.
- Pull your car forward as far as possible in the line.
- If you choose to park in the lot, please turn your car off, walk to where your student is waiting, and hold your student's hand as you return to your car. Please do not park in undesignated areas.
- Please do not pass other cars in line.

Please drive slowly on school property and exhibit courtesy to others.

Bus Riders

School bus riders in Prince William County are required to observe rules of safety and good citizenship while riding on a bus and while waiting at a designated bus stop. Standards for safe, courteous conduct will be in effect beginning the first day of school. It is essential that bus riders cooperate and adhere to the bus regulations. Please read the Code of Behavior for more information. Parents are requested to review the information with their student. Please arrive to the bus stop 10 minutes before the posted time. Remember, riding the bus is a privilege.

Kindergarten students who do not have an adult or older sibling waiting for them at the bus stop will be driven back to school. All adults must present an ID to the bus driver before the student is released off of the bus. It is then the responsibility of the parent to pick the student up from school in a timely manner.

Health Information

When to Stay Home

Students with symptoms, such as a fever of 100°F or over, severe coughing or difficulty breathing, cold/ flu, pink eye, ring worm, rashes, sore throat, vomiting,



and diarrhea should stay at home. Fever, vomiting, diarrhea, pink eye, and rashes should stay home until a doctor evaluates their symptoms and determines whether or not they are contagious. The Prince William County Department of Health recommends that students remain home fever-free, vomit-free and diarrhea-free for 24 hours after an illness.

Taking Your Student Home

Our clinic works to control and manage student exposure to contagious diseases. We will call you if your student exhibits symptoms of illness, such as:

- Fever over 100 degrees
- Persistent abdominal pain
- Vomiting
- Unexplained rash
- Diarrhea
- Head lice
- Inflamed eyes with discharge
- Persistent cough

We ask that you make arrangements to pick up your student as soon as possible.

Medication

We attempt to discourage the administration of medication during school hours and request, if possible, for medication to be scheduled for home administration. Children are not permitted to carry any type of medication to and from school or in school. Parents must bring the medication in the original container labeled and dated by the pharmacist. Medication to be administered requires a physician's order. Forms for this and over-the-counter medicine are available in the clinic, office, or online in the registration forms section at www.pwcs.edu. The proper form must accompany the medication on the first day it is to be administered. Medication must be brought to the office by a parent or guardian. Please do not send medicine in with your student. Please call the school if you have questions or concerns.



Lunch Information

Prices	Students	Adults
Breakfast	Free	\$2.35
Lunches	Free	\$4.00

Cafeteria Programs

Jenkins Elementary offers a daily school breakfast and lunch program free of charge for all students.

How to Pay:

Adults have two options to pay for school meals:

Check- Make checks payable to Prince William County Food Services.

Cash- Parents can pay in the cafeteria upon purchasing lunch.

Join Your Child for Lunch

Parents/Guardians are able to join lunch with their student. Parents/Guardians will need to check in at the office and meet the class in the cafeteria. The cafeteria accepts cash and checks only. Please remember to have a picture ID.



Birthdays and Treat Policy

If a parent wishes to bring cupcakes, please coordinate with the teacher. Parents may drop them off in the front office. Please ensure cupcakes are prepackaged. Due to students with allergies, parents are required to purchase cupcakes with the ingredient label. Cupcakes must be cleared in the front office before they can be served to students. **Please, no balloons and goodie bags in the cafeteria.** If your student wishes to distribute invitations to a birthday party, please make sure that all students in the class are invited. If all students are not invited, please find an outside of school alternative to distribute the invitations.



Discipline- School and Classroom

In order to guarantee all students in our school the excellent educational climate they deserve, no student will be allowed to prevent a teacher from teaching or classmates from learning. Students will not be allowed to engage in any behavior that is not in his/her best interest or in the best interest of others. Prince William County Public Schools has defined the rights and responsibilities of students in The Code of Behavior and we have a Jenkins Elementary Behavior Plan. These documents outline the basic rules of conduct and disciplinary procedures for Jenkins students.



Field Trips

A field trip that coordinates with a curriculum area will be scheduled for your student's class during the school year. Each student who participates in the field trip must have a signed permission slip. Parents may be asked to chaperone classes on school-related field trips. Younger siblings may not attend field trips due to safety concerns.

Visitors and Volunteers

Visitors and volunteers must check-in in the front office before going to their destination in the building. Visitors must sign-in on the computer system and leave a photo ID. A visitor lanyard must be worn by all visitors in the building. As visitors leave the building, they must sign-out in the front office, return the lanyard, and retrieve their ID. These are required safety procedures in all Prince William County Schools. If you plan on volunteering, check with the office about the appropriate paperwork that needs to be completed.

Parent/Teacher Organization

The PTO Needs You!!!

PTO meetings are held on the second Tuesday of every month from 6:00pm – 7:00 pm in the school library. Dues to join the PTO are \$5.00 per family. We would love to have you join us!!!



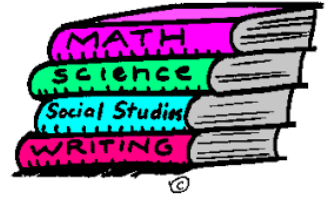
Advisory Council

The purpose of the Jenkins ES Advisory Council is to collaborate with the principal to assess the educational needs of the school and to provide input on the school plan and operational budget. The advisory council is made up of the principal, assistant principal, five parents, eight staff members and a PTO board representative. The eight staff members will represent the following areas of the school: each grade level, special education and/or specialist and classified. The council meets every other month on the second Tuesday at 5p.m. (subject to change due to interest). Parents wishing to speak during open chair, must contact Mrs. McFadden about the subject you wish to address so it may be added to the agenda.

Standards of Learning (SOL) and Programs of Studies

The Virginia Board of Education adopted the Standards of Learning (SOLs) in four core subject areas: English (Reading and Writing), Mathematics, Science, and History/Social Science. The SOLs provide a framework of instructional objectives for Kindergarten through High School. Elementary students are tested in grades 3, 4, and 5, to ensure that they are meeting curriculum objectives.

Program of Studies (POS) is the framework of objectives used to determine instructional emphasis for all subjects at all grade levels. POS objectives provide the foundation for classroom instruction in Prince William County Public Schools. They are the key factors in identifying, planning, implementing, and evaluating instructional programs. The Prince William County Schools' POS cover the SOLs and prepare students to take the Virginia-mandated tests.



Homework

Homework is a key point of contact between home and school. Parents should create a home environment that reinforces the school message that education is important and that life is enriched by learning. Homework is assigned to reinforce skills taught in the classroom and to enrich the school experience. Teachers decide on the amount of and type of work considering the level and ability of the child. The responsibility for homework gradually increases for students in grades K through 5. As always, we encourage you to read with your student every day!

Report Cards

Report cards are issued four times a year, at nine-week intervals. The purpose of the report card is to help parents identify the student's strengths and weaknesses and to help teachers evaluate and plan instruction accordingly. Teachers will request a conference with parents at the end of the first quarter. Additional conferences are encouraged and may be requested by either the parent or teacher as needed.

Retention

Whenever it appears that a student will benefit from another year at the same grade placement, parents will be informed of the student's specific academic needs by the teacher. Written notification regarding the possibility of retention will be communicated to the parents by the end of the second grading period.

School Closings/Schedule Changes

Parents should make **advanced preparations** for students in the event of inclement weather schedule changes. Please listen to local radio and television stations or announcements about school closings, delayed openings, or early closings. **Avoid calling the school for this information.** Parents are automatically enrolled in the PWCS Notification Service for phone, text, and email.

Textbooks and Library Books

All textbooks and library books are issued without charge to students for their use during the school year. Students who lose or damage textbooks and/or library books will be charged a replacement fee.

Parent Vue

ParentVUE is a platform that will give you access to your student's bus and class schedules, grades, attendance information, and more. You may access ParentVUE online, but for the best mobile experience, we encourage you to download the ParentVUE App from the Google Play Store or Apple Store.

Bullying Information

Bullying is when a student intentionally, repeatedly, over time causes or threatens to cause physical or emotional harm or discomfort on another's body, feelings, or possessions. One incident of conflict is something that may be handled by the teacher. Bullying behaviors are NOT tolerated at Jenkins Elementary School. If bullying happens, it must be reported to an adult. If a student feels bullied, they should tell their teacher, school counselor, or parent. If your student tells you about bullying, please let the teacher or school counselor know about it. Once the school is aware of bullying, we take the following actions:

- 1) Student completes the bully report form. A student can do this alone, with a parent, a teacher, or a school counselor. Forms are located on the school counselor's website page.
- 2) The student will meet with the school counselor to discuss the bullying and strategies for dealing with it.
- 3) The school counselor will place a phone call to the student's parent and tell the student's teacher, specialists, and supervising adults to increase supervision of both students.



What is Title I?

Jenkins is a Title I school, but what does that really mean? Title I is a federal grant program designed to give educational assistance to students living in areas of high poverty. The Title I program originated in 1965 when Congress passed the Elementary and Secondary Education Act, and was reauthorized in 2001 with the passage of the No Child Left Behind Act. Title I is one of the oldest and largest federal programs supporting elementary and secondary education in existence, and over 90% of the school systems in the United States receive some sort of Title I funding. The Title I program provides financial assistance through State educational agencies (SEAs) to local educational agencies (LEAs) and public schools with high numbers or percentages of poor children to help ensure that all children meet challenging State academic content and student academic achievement standards. LEAs target the Title I funds they receive to public schools with the highest percentages of children from low-income families. Unless a participating school is operating a schoolwide program, the school must focus Title I services on children who are failing, or most at risk of failing, to meet State academic standards. Schools enrolling at least 40 percent of students from economically disadvantaged families are eligible to use Title I funds for schoolwide programs that serve all children in the school. Title I reaches about 12.5 million students enrolled in both public and private schools. Title I funds may be used for children from preschool age to high school, but most of the students served (65 percent) are in grades 1 through 6; another 12 percent are in preschool and kindergarten programs.



Dress Code

Please be aware that the Prince William County Schools Code of Behavior defines the dress code for all schools in Prince William County and the code will be enforced at Jenkins Elementary. Tasteful and traditional school attire is expected for both students and adults when in the school. Clothing should be clean and neat, and conform to the standards of good taste and decency. Clothing that is unacceptable includes halter-tops, dresses or tops with spaghetti straps, short-shorts, and clothing that exposes the stomach, hips, or underwear of the wearer. Clothing with wording or graphics that are suggestive or which serves to bring attention to private parts of a student's body (i.e., writing across the seat of pants/shorts) is not allowed. Jeans or overalls must be worn in such a manner as to not present a problem to the wearer in terms of ability to walk or move about the school. Clothing that depicts suggestive, vulgar, or obscene language or graphics, weapons, drugs, drug paraphernalia, alcohol, or gang symbols are not permitted. Bandanas or forehead bands are not permitted for any students. Hats/caps will not be worn inside the building. Rubber-sole sports shoes are recommended due to the daily recess period and increased P.E. classes. Loose fitting sandals and flip-flops are not safe for school wear.