



Jenkins Elementary

Creating the Path and Leading the Way

Parent/Student Handbook



2023-2024

Table of Contents

Welcome To Jenkins	3	Student Safely	16
Letter from the principal	4	Parent Information	17
GCPS/Jenkins Mission & Beliefs	5	Check in Procedures for Visitors	
Policies and Procedures	6	Classroom Visits	
Attendance		Volunteers	
Absences		Classroom VIP	
Student Check-Out		Class Parties	
Academics	8	Student Birthdays	
Curriculum- AKS		Lost and Found	
Progress Reporting to Parents		Changes in Student Information	
Homework		Parent Portal	
Make-Up Work		School Services	19
Testing Dates		Cafeteria	
Transportation	13	Clinic	
Bus Riders		Ice Cream	
Car Riders		Pictures	
Walker/Biker		Textbooks	
Changes in Student Transportation		Boys and Girls Club	
Student Behavior and Conduct	15	Clubs	
Expectations		Parent Involvement	23
Discipline/ Classroom Management Plan		Parent Center	
Dress Code		Local School Council Organization	
Technology/Cell Phones		Parent Teacher Association	
Student Awards & Recognition	17	Very Important Parent	

Welcome to Jenkins Elementary School

This Parent/ Student Handbook is created to provide our parents with a quick reference for important school information. We are looking forward to a positive and productive school year!

Principal: Ms. Tameika Turner-Haynes

Assistant Principals: Dr. Naomi Bullock
Mrs. Chimere Burns-Filonenko
Ms. Angela Fisher

Cluster: Central Gwinnett

Mascot: Black Knight

School Spirit Colors: Black & Yellow

School's Website: www.gwinnett.k12.ga.us/JenkinsES/home.htm

School Hours: 8:50 am- 3:20 pm

School's Daily Schedule:

Kindergarten - Fifth Grade

WIN Time---8:15am - 8:50am

Jenkins Elementary News Show---8:50 am - 9:00 am

Dismissal---3:20pm

Specials

Kindergarten--10:00am - 10:45am

First Grade---9:00am - 9:45am

Second Grade---11:00am - 11:45am

Third Grade---12:20pm - 1:05pm

Fourth Grade---1:05 pm - 1:50pm

Fifth Grade---1:55pm - 2:40pm

Lunch

Kindergarten---10:45am - 11:15am

First Grade---11:30am - 12:00am

Second Grade---12:45pm -1:15pm

Third Grade---11:30pm - 12:00pm

Fourth Grade---12:00pm - 12:30pm

Fifth Grade---12:30am - 1:00pm

Principal's Message

Dear Jenkins Family,

I am so excited to welcome you to the 2023-2024 school year at Jenkins ES where we are a part of the Black Knight nation!

As we begin the journey of this school year together, I want to ensure that it was well with our students. Last year, parents along with our amazing teachers answered the call for the requirements we needed to keep teaching, learning and safety of paramount importance to our students. It is because of you, JES family, I can answer confidently, that the children are indeed well!

This short summer provided me the opportunity to reflect on the things that matter most. Jenkins families, you are certainly amongst the people in my life who matter most. I often say that you get the people with whom you love, live and work, one time. I want you to know that I cherish every moment of the blessing that it is to have your children walk into our building each day.

I want to welcome the new families of Jenkins Elementary School. In our building, you will have people with exquisite character who exemplify characteristics that include dedication, genuine love for your students, commitment to having high expectations and the desire to see the greatest potential manifest in our students. Here at Jenkins, just as our PBIS traits explain, WE WIN. **We Work hard, Inspire others and we Never quit!** Each one of the children brings something so uniquely special that creates the magical environment that is Jenkins Elementary School. I do not take for granted any second of the moments we have together to change the lives of our children. Every single moment counts.

As we enter this school year, I encourage you to get involved here at Jenkins! We depend on you for the overall success of our children. We cannot do this without you. You will receive correspondence shortly as we begin to start up our PTA. **As a matter of fact, there will be an interest meeting on Friday, July 28, 2023 at 7:45 AM. Please plan to attend.**

This year we plan to welcome over 700 students! We want to continue the rich tradition of building relationships with our new families while developing those relationships that have been long established. Look out for the grade level nights, Coffee with Ms. T (Tameika Turner-Haynes), our It is my desire that every family feels a part of the Jenkins and Central Gwinnett community. On behalf of the Jenkins Elementary staff, **WELCOME BACK!** We are Black Knights!

Your very proud principal,
Mrs. Tameika Turner-Haynes

Gwinnett County Public Schools' Vision Statement

GCPS will be a system of world-class schools where students acquire the knowledge and skills to be successful as they continue their education at the post secondary level and/or enter the workforce.

Gwinnett County Public Schools' Mission Statement

The mission of GCPS is to pursue excellence in academic knowledge, skills, and behavior for each student resulting in measured improvement against local, national, and world-class standards.

Jenkins Vision Statement

We envision a school where all children reach their peak level of academic, social, behavioral and emotional ability successfully becoming life-long learners and citizens who productively contribute to society.

Jenkins Mission Statement

We will provide students rigorous, quality lessons that is relatable to real life experiences engaging and productive in learning environment that supports their individual learning styles challenges them to strive towards higher levels of student performance and supports them effectively developing their Gwinnett County Academic Knowledge and Skills.

Attendance

A pattern of absences may put a student at risk of not achieving the Academic Knowledge and Skills (AKS) for his/her grade level. Regular attendance is strongly encouraged to ensure student success. We encourage our parents to contact the school on the day of the student's absence to indicate the reason for the absence. This will help ensure the opportunity of the student to complete make-up work, and for the school to record excused absences. If a note is not delivered to the school, the absence will be regarded as unexcused.

Tardies: A student is considered tardy if the student is not present in his/her classroom when the school bell rings. They must stop by the front office with a parent to sign in. They will get a tardy slip to take to their teacher.

- Students who do not attend school for an entire day, arrive after 11:30 am, check out before 11:30 am or who miss more than half the day will be considered absent for the day.

Excused Absences: Parents or guardians are required to send a signed, written note or a doctor's excuse when a student returns to school explaining the reason for the absence, the date(s) of the absence, and a daytime phone number (email messages can be accepted as a written excuse). If the student fails to bring a note, the absence will be regarded as unexcused until such time as the parent provides a written explanation for the absence.

State Board of Education Rule 160-5-1-.10 defines the following as excused absences:

- Personal illness or attendance in school endangers a student's health or the health of others.
- A serious illness or death in the student's immediate family necessitating absence from school.
- A court order or an order by a government agency mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- Conditions rendering attendance impossible or hazardous to student health and safety (for GCPS, the closure of schools for hazardous conditions may only be made by the Superintendent for the purposes of excused absences).
- Registering to vote or voting in a public election, which shall not exceed one day.

· Public school students whose parent or guardian is in military service and who is being sent overseas for active duty or returning from active duty are allowed five excused absences per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such deployment or during leave.

Unexcused Absences: Unexcused absences are for all other reasons not mentioned above, including but not limited to:

- Missing the Bus
- Oversleeping
- Power-outage
- Vacations
- Trips
- Family Visits
- Car Trouble

Unexcused absences will be addressed through the GCPS Attendance Protocol. Once a student has five unexcused absences a letter will be sent to the parent or guardian.

Student Check- Out

If early checkout is necessary, the parent should plan to do so **prior to 2:30 PM**. This is necessary in order to provide a safe and timely dismissal for all students. **A parent should send a note to the teacher that morning to make him/her aware of the early check-out as well as the front office.** The parent should then come to the front office to sign out the student. It usually takes 5-10 minutes for a student to arrive after they are called for check-out. Please plan accordingly. It is recommended that students are not checked out of school during the testing windows.

For safety reasons, we release students only to those persons listed for the student in our Student Information System (SIS). **Anyone picking up a student must show physical photo identification.** Students are released only from the front office and only to parents, or adults designated by parents listed. Parents may not go to the classroom or playground to check out a student. Teachers are instructed not to release a student to anyone unless the office staff has notified them to do so.

Academics

Curriculum

Instructional goals and objectives will be accomplished through the implementation of the Academic Knowledge and Skills (AKS) curriculum. The AKS represents the Board of Education's accepted content standards for excellence in academic knowledge and skills for all students. State and local assessments measure student learning of the curriculum. The AKS for each grade level and subject area are available on the school system's website (www.gwinnett.k12.ga.us).

- The Board believes that the most important assessment of student learning is conducted by the teachers as they observe and evaluate students in the context of ongoing classroom activities. The teacher has the responsibility for evaluating student progress and providing grades that represent the student's academic achievement and level of mastery.
- Final grades should represent the learning of the AKS over the entire grading period.
- Grades should reflect academic achievement only and should not evaluate effort and participation.
- No minimum grade should be established.
- The teacher's evaluation of student progress toward the AKS should be made continuously available through the parent portal.

Progress Reporting to Parents

Jenkins' staff continually monitors students' progress so that lessons and activities can be planned that lead to academic improvement and enrichment. Progress reports will be sent every 4 ½ weeks. If the report is not returned after 5 days, the teacher will call the parent and request that the report is signed and returned, so it will be available at the end of the grading period. If a student's final grade average drops below 70 or if a student's average drops a letter grade after the progress report was sent home, it is the teacher's responsibility to contact parents prior to the end of the grading period.

Report Cards - Report Cards will be sent home twice a year at the end of each semester.

Conferences-The teacher will contact parents to schedule these conferences. Conferences will be held on early release days. Early release days for the 2023-2024 school year are October 18, October 19, March 6, and March 7.

PARENT CONTACT/COMMUNICATION

Parental contact is a necessary part of our ongoing community building at Jenkins. To build important relationships between the classroom and students' homes, parents are encouraged to also communicate concerns when a child is having academic/behavioral difficulty. Staff is expected to respond to parent communication within twenty-four (24) hours upon receipt.

A newsletter or update regarding classroom curriculum will be shared with parents through Google Classroom and email on a **weekly** basis. Information on the newsletter may include:

- Objectives Studied (Grade level AKS)
- Upcoming Assessments, Projects or Quizzes for the Week
- Upcoming Events

Homework

Homework is an extension of the classroom learning process. It is one method to help students establish self-discipline and study skills. Homework is also a way to keep parents informed and involved with their child's schoolwork. Assignments may be brief or may include long-range projects. Assignments may be individualized for remediation or enrichment.

Parents can help by encouraging their children to establish effective study habits and by reviewing homework with their child. It is very helpful for parents to establish set times and places for work to be completed. If your child has no current assignment, he/she should be encouraged to **read** for at least 20 minutes and **practice their math facts/skills**. If you have questions or concerns about your child's homework, please contact your child's teacher directly.

Make- Up Work

Students will have the opportunity to make up missed assignments and incomplete assignments.

Assignments missed during a short-term excused absence (1-2 days) will be given upon the child's return. If the absence is longer than 2 days, the parent should contact the teacher to create a plan for missed work.

If it is known in advance that your child will likely be absent two or more days, please let the classroom teacher know so they can collect make-up work to be given with the student returns. Make-up work is not given in advance.

Testing Dates for K-5 for the 2023-2024 year

More information about assessments can be found on the GCPS website <https://www.gcpsk12.org/Page/33198>

Grade K	KREP	08/02/23 - 09/29/23
Grade K	i-Ready Fall Assessment Window	08/14/23 - 09/01/23
Grade K	GKIDS 2.0 Data Collection	10/10/23 - 05/17/24
Grade K	i-Ready Winter Assessment Window	01/04/24 - 01/31/24
Grade K	ACCESS for ELLs 2.0 (1)	01/10/24 - 02/27/24
Grade K	i-Ready Spring Assessment Window	04/15/24 - 05/22/24

Grades 1 - 2	i-Ready Fall Assessment Window	08/14/23 - 09/01/23
Grades 1 - 2	District Assessments [^]	10/02/23 - 10/20/23
Grades 1 - 2	District Assessments [^]	12/04/23 - 12/15/23
Grades 1 - 2	i-Ready Winter Assessment Window	01/04/24 - 01/31/24
Grades 1 - 2	ACCESS for ELLs 2.0 (1)	01/10/24 - 02/27/24
Grades 1 - 2	District Assessments [^]	03/04/24 - 03/19/24
Grades 1 - 2	i-Ready Spring Assessment Window	04/15/24 - 05/22/24
Grades 1 - 2	District Assessments [^] for Non-Milestones Courses	05/06/24 - 05/22/24

Grades 3 - 5	i-Ready Fall Assessment	08/14/23 - 09/01/23
Grades 3 - 5	EES Student Wellness Screener	09/05/23 - 09/15/23
Grades 3 - 5	District Assessments^	10/02/23 - 10/20/23
Grades 3 - 5	Georgia Student Health Survey	11/06/23 - 12/15/23
Grades 3 - 5	District Assessments^	12/04/23 - 12/15/23
Grades 3 - 5	i-Ready Winter Assessment	01/04/24 - 01/31/24
Grades 3 - 5	ACCESS for ELLs 2.0 (1)	01/10/24 - 02/27/24
Grade 4	NAEP Assessment	01/29/24 - 03/08/24
Grades 3 - 5	EES Student Survey	02/01/24 - 02/29/24
Grades 3 - 5	District Assessments^	03/04/24 - 03/19/24
Grades 3 - 5	GAA 2.0 (2)	03/25/24 - 04/30/24
Grade 3	i-Ready Spring Assessment	04/15/24 - 05/22/24
Grades 4 - 5	i-Ready Spring Assessment Optional	04/15/24 - 05/22/24
Grades 3 - 5	Georgia Milestones Spring Main Administration (3)	04/22/24 - 05/22/24
Grades 3 - 5	District Assessments^ for Non-Milestones Courses	05/06/24 - 05/22/24

Digital Learning Days

There are 4 scheduled Digital Learning Days for the 2023-2024 school year.

- 9/15
- 11/3
- 2/2
- 3/15

Students will access assignments through eCLASS C&I course pages, but teachers also may use digital resources such as Google Classroom, SAFARI Montage, etc. Digital Learning Days attendance will be noted through the completion of assignments assigned by the classroom teacher in all subject areas. Students are expected to complete these assignments.

Technology

GCPS students will have a Chromebook assigned to them for the school year. 3-5 th grade is 1:1. Students may also checkout a hotspot for internet access based on demonstrated need. If a GCPS technology resource is assigned to a student and taken home, it is the family's responsibility to monitor the use of the device to ensure the student is following the Student Conduct Behavior Code and to ensure that the device is returned in the condition in which it was received.

Per District Policy and Procedure, fines can be assessed to the student if the device checked out is returned damaged or not returned at all .

Fees for Damaged Computers

Chromebook/Laptop	\$25 (one time fee and then it increases)
Power Cord	\$26.00
Back/Bottom Cover	\$20.00
Keyboard	\$50.00
LCD Panel	\$50.00
Hinges (Open & Close)	\$20.00

Transportation

Bus Riders

Parents may obtain information regarding bus routes, drop off, and pick up times from the Transportation Department during registration. New students enrolling later in the year will receive bus information from the front office. Please call the front office if you have any questions throughout the year regarding transportation. ALL bus riders MUST have a bus tag (or temporary pass) to be allowed on the bus.

All parents should determine what a **definitive location for where students will be dropped off at dismissal**. If this is not their home location, parents will need to fill out an alternative transportation request. Please understand that this will be the place that your child will be dropped each day. Multiple changes during the week are very difficult to maintain. The location will only be changed for emergency situations.

Car Riders

Car riders must have a car rider tag with an assigned number. Parents must register for the car rider number at registration or go to the office for a car rider number. Students will have a matching number on a transportation tag that will be attached to their book bag.

The following car rider guidelines have been established to provide the highest level of safety for our students:

Morning Car Rider Procedures:

- To drop off/pick up your child, you must enter on the right side of the school and proceed to the lower level back parking lot.
- Students may enter the school through the lower level entrance each morning, beginning at 8:15AM. Instruction begins at 8:50AM; therefore, students should arrive by 8:45AM to allow time to get to their classroom. The back doors will be locked as of 8:45 AM and parents will need to drive around to the front office and walk their students into the building.
- Staff members will be present to help students enter the school each morning. Car drivers should remain in their vehicle, and come to a complete stop before your child will be permitted to enter/exit the vehicle.

Please note: If a student arrives in the car rider lane after 8:45 AM, the parent must escort the student to the front office and sign them in as tardy. The best suggestion to avoid tardiness is to allow your child to ride the school bus.

Afternoon Car Rider Procedures:

- Dismissal begins at 3:20 PM.
- **All students should be picked up by 3:45 PM. The front office closes at 4:00 PM.**
- Students will be called to the lower level lobby when their number has been called.
- Children are not permitted to leave the waiting area with parents/guardians who do not go through the car rider line.
- Cars need a car rider tag number to pick up a student in the afternoon. If you know your child will be a car rider for various after school activities during the school year, please secure a car rider tag during registration or in the front office during the school year.
- Advance forward slowly as you approach the pick-up area where students are entering cars, and pull all the way up in the driveway so several cars can be loaded/unloaded at the same time.
- Please stay in line with the other cars and **DO NOT** go around the other cars.
- Staff members on duty will signal you to unload your vehicle in the morning and to load your vehicle in the afternoon. Children must load and unload from the passenger side of the vehicle **ONLY**.
- No child waiting in the car rider area will be released to anyone who walks up to the line and asks for his/her child(ren).
- If a parent is late picking up their child (after 3:45 PM), the child will be taken to the front office where the parent may pick up the child upon arrival. **Parents will be asked to provide a physical physical physical photo ID before the child is released.**

Walker/ Biker

If you would like for your child to be a walker/bike rider, you must sign a permission letter indicating who will be meeting your child and escorting them home.

“Walker” will be indicated on the child’s dismissal tag attached to the child’s book bag.

Morning Arrival

- Parents should escort their child to the lower level entrance, if they are a walker.
- Students riding bikes will park bikes in the designated area then be escorted to the main school entrance door.

Afternoon Dismissal

- Students who are walkers will be dismissed from the classroom at 3:20 PM.
- Students exiting the rear of the building will gather in the hallway outside of the gym under the supervision of the monitor for dismissal of walkers.
- Students exiting the side of the building facing the playground will gather outside of the Art room under the supervision of the monitor for dismissal of walkers.

Changes in Student Transportation

It is helpful to have consistent transportation plans. It can be very confusing for

students, as well as teachers to alternate between day care, parent pick-up, and buses. Additionally, accepting changes by telephone or email does not allow us to provide maximum safety measures for our students. Therefore, **a written note to the teacher from the child's parent or guardian (with a phone number) indicating the change in his/her transportation home is required on the morning of the change.** This note should be brought to the front office in the morning to be signed and verified by phone by the school official. **In the absence of a note from the parent, the child will be placed on his/her usual mode of transportation.**

Note: Please make sure your child knows if there is a change in plans. Changes in transportation, of any kind, will NOT be accepted via email or phone. In an extreme emergency, please talk with a member of the office staff or an administrator.

Student Behavior and Conduct

Expectations

Students learn best in a safe, positive, and orderly environment. With the appropriate support and encouragement, all students are capable of being responsible for their own behavior. Parents and educators must work together as partners in teaching students to make good decisions about their behavior and to understand there are consequences for making poor decisions.

Classroom Management Plan/ PBIS

The base of an effective discipline plan begins with building strong, positive relationships between home and school as well as between teacher/staff and students. Each grade level has created a grade-wide discipline plan to ensure consistency for all students. Teachers will share this plan, as well as any Jenkins specific policies with parents at Curriculum Night. For further information concerning GCPS discipline policies and procedures, please refer to your GCPS Parent Handbook (located on Jenkins website).

“PBIS” is short for **Positive Behavioral Interventions and Supports**. PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students. Effective classroom management and preventive school discipline are essential for supporting teaching and learning. PBIS goes further by emphasizing that classroom management and preventive school discipline must be integrated and working together with effective academic instruction in a positive and safe school climate to maximize success for all students.

Dress Code

A student's clothing should be comfortable, suitable to the weather, and allow for

maximum learning. Students are encouraged to dress appropriately and in good taste.

Inappropriate clothing includes:

- Halter tops, tube tops, tank tops, “spaghetti” straps
- Clothing with offensive language and/or language that advertises drug/alcohol use
- Long baggy shorts/pants that drag the floor or are lower than the waist
- Short-shorts above the mid-thigh
- Shorts with imprinted words or phrases on the seat
- Tops that expose the midriff area
- Hats are only permitted on specified Fun Fridays/Spirit Hat Days

When a student’s appearance is believed to be a distraction to learning, a teacher or administrator will contact the parent so appropriate changes can be made.

Flip flops can be very dangerous when worn to school. Sneakers are a good choice because they allow the child to safely participate in PE and playground activities. Shoes with wheels are not allowed at school.

Students are encouraged to wear school spirit wear or school colors every Friday. Spirit wear can be purchased from the School Store on Registration Day or by contacting a member of our office staff.

Cell Phones

Students may bring a cell phone to school; however, it must be turned off and remain in the student’s backpack. Use of cell phones in the hallways by students and parents is prohibited.

Student Awards & Recognition

Recognizing and awarding student achievement, behavior, and effort is important at Jenkins. Among our many awards and recognitions are:

- All A Honor Roll
- A/B Honor Roll

Student Safety

Jenkins Elementary and the school district are committed to providing a safe environment for students, staff, and visitors. As a parent, you can feel confident that when you send your children to Jenkins that you are sending them to a safe, orderly

place. Our school is safe because our school communities work hard to ensure it.

- Each year, school administrators review and make any necessary modifications to their school's Emergency Management Plans.
- Our school has key staff members with assigned roles and responsibilities to perform during an emergency.
- Our school conducts emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses.
- Parents are involved and visible on school campuses.
- Students take an active role by following rules and reporting those who do not.

Parent Information

Check In Procedures for Visitors

Parents are always welcome visitors! However, for the safety of our students and staff, ALL visitors who enter Jenkins Elementary must register in the main office. Any parents visiting our school will be asked to use our Raptor security system that will require that you bring a physical identification photo to enter the building. Initially, you will ring the bell. Then you will be greeted by our front office staff and asked how we can serve you today. Upon entry, you will be in the vestibule of the building. You will then need to enter your photo ID in the Raptor machine for clearance. Once the front office is able to verify your ID, you will be given entry through the second set of doors. You will be given a sticker to move to the location that was requested. Please be sure that you only go to the requested location.

Visitors must wear a visitor sticker at all times while on school property. Staff members have been instructed to monitor our visitors and to send those without a badge or sticker to the front office. Visitors will not be allowed in the classrooms without a pre-arranged appointment. When leaving the school, visitors should return to the front desk and check out. We encourage parents to visit the school; however, the safety of students and staff is our first priority.

Classroom Visits

A scheduled meeting with teachers or the staff is required. "Drop in" visits can significantly reduce the amount of time the teacher has to provide instruction to all students. Parents are asked to respect the instructional time from 8:15 am to 3:20 pm. Parent/teacher relationships are paramount. A conference is an ideal way for parents and teachers to get to know one another, so that the best interest of the child is realized. Teachers will be available for conferences either before or after the hours of student attendance. The school does not take responsibility for non-school-age

children brought to the school by visiting parents.

Volunteers

Teachers can use volunteers in the classroom to read to children, to help individual students with assignments, to help small groups of children play educational games, to make centers, bulletin boards, and activities, etc. Individuals who volunteer must appear on a school list as there is a training that will take place before volunteers can be in classrooms on a regular basis. We can also use volunteers in the media center every day. During the school year, we have several special programs for which volunteers are needed on a one-time basis (Book Fair, Field Day, and Holiday Lunches). Upon entering the building, all visitors and parents will be asked to show a physical photo ID and check in at the front desk.

Parent Volunteer Guidelines

Parent volunteers usually have direct contact with students or access to their work. It is imperative they take care in handling any and all information. Confidentiality is of utmost importance. Students will often share thoughts and feelings and we expect volunteers to keep their information confidential. If a parent volunteer feels that they need help with a child, they should contact the teacher or administrator. We ask parents, as members of the Jenkins school community, to help us all remember and follow these principles.

Classroom VIP

Each classroom will have a VIP representative (Very Important Parent). This parent will work with the classroom teacher to plan and organize special events.

Class Parties

Gwinnett County Board of Education policy permits two school wide parties each year. Your child's teacher will work with the Room Representative (VIP) to plan a winter party and end of school year party. No other parties, including birthday parties, will be allowed. Teachers may on occasion serve food items as part of an instructional unit or as a reward for their class. **Please do not send food or plan activities without contacting your child's teacher.** We must pay close attention to the food allergies of our students.

Student Birthdays

Please do not send in drinks, balloons, favors, or plan to attempt to have a birthday celebration here on our school campus. While birthdays are very special occasions for many of our students, birthday parties are not permitted at school.

Due to potential allergic reaction and/or medical needs, homemade snacks are not permitted. Parents may send in pre-packaged birthday snacks or cupcakes ONLY. Before purchasing any goods, please consult the teacher concerning classroom allergies. If you would like to purchase ice cream for your child's class as a birthday

treat from the school, you may do so for \$1.00 per student. Please make checks payable to Jenkins Elementary School or use **MypaymentsPlus**.

Due to student confidentiality, we are unable to provide a list of addresses and/or phone numbers of students. We do not distribute birthday invitations at school unless everyone in the class is receiving one. Teachers can provide a total number of students in the classroom. Please let the teacher know if your child has a food allergy, or you prefer that your child not be given occasional treats, candy, or birthday snacks.

Lost and Found

Students leave many articles of clothing at school. Parents and students are invited to look through the lost and found area at any time. It is located outside the cafeteria. Items not claimed at the end of each week will be given to charity. In order to reduce the number of lost articles, please label clothing articles and lunch boxes.

Changes in Student Information

In order to keep our records current, please notify the office immediately of a change in any of the following:

- Address
- Telephone number
- Employer and phone number of each parent
- Change of guardianship
- Person to call in case of emergency or when the parent cannot be reached
- Medical information

Parent Portal

The GCPS Parent Portal is the go-to source for Gwinnett parents. The Parent Portal is a tool designed to enhance the communication and involvement of parents in their child's education in Gwinnett County Public Schools. The Parent Portal allows online, timely, and secure access to review your child's progress in school by providing Internet access to grades, attendance, discipline, academic history, and standardized test results in a secure password protected environment. In order for a parent to obtain access to the Parent Portal, the parent will need to register at the school and show a picture ID. Once the parent has filled out the registration form and it is processed, he/she will receive an email from the county with information on how to access the Parent Portal. You may also contact our local LSTC for additional information.

School Services

Cafeteria

Parents are welcome to join their children for lunch. We do ask parents to refrain from eating with their child the first and last weeks of school. Please note that outside food

(ex: McDonald's) is not permissible in the cafeteria. It is helpful for parents to notify the teacher if they are joining their child for lunch in the event there is a schedule change. Schedule changes do sometimes occur.

After signing in and securing a visitor badge, parents should meet their child at the entrance to the cafeteria. Please allow your child to follow his/her normal routine in the cafeteria line, then enjoy lunch with your child at the visitor's table.

Food charges for the 2023-2024 School year

GCPS School Year 2023-2024 Meal Prices

SY2023-2024 Breakfast Prices

SY2023-2024 Lunch Prices

Paid Student Breakfast - ES	\$1.50	Paid Student Lunch - ES	\$2.25
Paid Student Breakfast - MS/HS	\$1.50	Paid Student Lunch - MS/HS	\$2.50
Reduced Price Breakfast - All	\$.30	Reduced Price Lunch - All	\$.40
Free Student Breakfast - All	no charge	Free Student Lunch - All	no charge
Adult Breakfast - All	\$2.50	Adult Lunch - All	\$4.00
Milk	\$0.40	Milk	\$0.40

SY2023-2024 Ala Carte Prices

Student ES Entree \$2.00

Student MS/HS Entree	\$2.25
Adult Lunch Entree	\$3.00
Adult Breakfast Entree	\$2.25
Side Items	\$0.60
Extra Milk	\$0.40

Breakfast cost is \$1.50 for elementary students, and a student lunch is \$2.25. It is permissible for students to charge up to \$11.25 on their account, not to include supplemental or a la carte items. Parents will be notified via phone call, letter, or e-mail once the limit has been met. In addition, an alternate meal choice as defined by the School Nutrition Program will be given after the charge limit has been met. Notification will be sent home to parents each time a student makes a charge towards their account. Charges will not be allowed after April 30.

Parents eating lunch with their child can also purchase a school lunch at the adult rate. Free and reduced-price meals also are available. Qualifications and/or application procedures for free and reduced meals are available at the local school or on the school system's website (www.gwinnett.k12.ga.us). You may pay for meals at the school, or you may place money in your child's account using a check or credit card by going to www.mypaymentsplus.com.

Clinic

Any student who has a temperature in excess of the guidelines, parents will be contacted for student pick-up. The student will remain in an alternative location until the parent arrives for pick-up.

The clinic is available to students who get hurt at school or feel ill during the day. If a child becomes ill, the clinic worker will attempt to reach the child's parents. If unsuccessful, the other persons listed in the Student Information System (SIS) will be contacted. The clinic worker will call parents if a student is vomiting, has a fever in excess of 99 degrees, has been injured, or has head lice. Students may not return to school until they are fever free without any medication for 24 hours.

The clinic worker dispenses all medications. All medications must be brought in by the parent. No medication, including aspirin or Tylenol, can be given unless it is in the

original container with written instructions from the parent. ***Children are not to have medications in their possession during the school day, including cough drops.***

Medications may not be brought by a student on the school bus. For medications given on a long-term basis, a special form must be signed by the child's physician and filed with the clinic worker. Injections needed for bee stings or similar allergies are considered serious and a formal document, "Hypodermic Injection Permit," must be completed and on file in order for the school to accept the medication. This form is available upon request from the office. It is very important when registering your child that you provide at least one name and number of someone who can be contacted in case of any emergency if parent/guardian is not available. It is the parent's responsibility to notify the clinic if any of the telephone numbers change during the course of the school year.

Should an emergency situation arise in which a child needs immediate medical attention, and the school is unable to contact anyone, a call will be made to "911" and the child will be taken to the emergency room.

Ice Cream and Snacks

Ice Cream is available at school on Mondays, Tuesdays and Wednesdays for \$1.00 to be enjoyed at lunch. Student's pay for ice cream at their scheduled lunch time. Students may bring a nutritious snack from home to eat at a teacher designated time during the school day. Additional snacks may be purchased, for \$1:00, by students on Fridays, during dismissal.

School Pictures

School pictures will be taken twice during the school year – once in the fall and again in the spring. These are optional and are offered as a service to the students and parents. If parents want fall pictures, they must pre-pay. The fall picture will be used in the yearbook.

Textbooks

The school district provides textbooks for all students. If textbooks are hard copies they are scanned out to individual students, and every student is obligated to take good care of the materials in his/her care. Any textbooks/learning materials must be paid for if lost or damaged. Online versions of some textbooks are available on our school website.

Please note that the final report card will be held until all textbooks/ student library books/ and technology fees are turned in or paid for by the end of the year.

After School Activities-

B2 Anywhere- is a countywide, early learning initiative that aims to serve children, parents, and caregivers by providing safe, fun, and engaging early learning opportunities for children. B2 Anywhere emphasizes literacy and early learning. Being playful is critical to engaging young minds and meeting them where they are. They provide literacy programs and fun STEAM (Science, Technology, Engineering, Art, and Math) enrichment for children starting at birth through age eight here at Jenkins.

GGC Dreamers Program-GGC's Grizzly Academy Dreamers program offers Jenkins' 3-5 th grade students a broad array of activities, and academic and enrichment programs designed to enhance and expand the regular school day.

- **Leadership development activities**
- **Mental health support programs**
- **Arts**
- **Music**
- **Physical fitness**
- **Wellness**
- **Financial literacy**
- **Environmental literacy**
- **Career programs**
- **Technical programs**
- **Cultural activities**
- **Science, technology, engineering and mathematics (stem) programing**

Clubs at Jenkins

- Art
- Chorus
- Robotics
- Peer Leaders
- Drones
- Drama
- Junior Beta
- Girls on the Run

Parent Involvement

Parent Center

Parent Liaison- Connie Boissiere

12 Village Way SE, Lawrenceville, GA 30024

Phone: 678-407-8900

Fax: (678) 407- 8904

Page 23

Phone Number- (678) 407-8886

Local School Council Organization

LSCO-Local School Organization consists of the principal, two teacher representatives and four parent representatives working collaboratively on the local school improvement plan and Title I plan targeting the goals and objectives of the school.

Parent Teacher Association

PTA-local school organization inclusive of parents, teachers, and community members targeting fundraising and parental involvement events that will support the local school improvement plan and title one plan targeting the goals and objectives of the school.

Very Important Parent

VIP- classroom parent leader who will assist the classroom teacher with maintaining communication with all parents on the class roster, two annual school-wide classroom parties, field day and field trips.