







2022-2024

Richmond County School System

### Richmond County School System

January '23

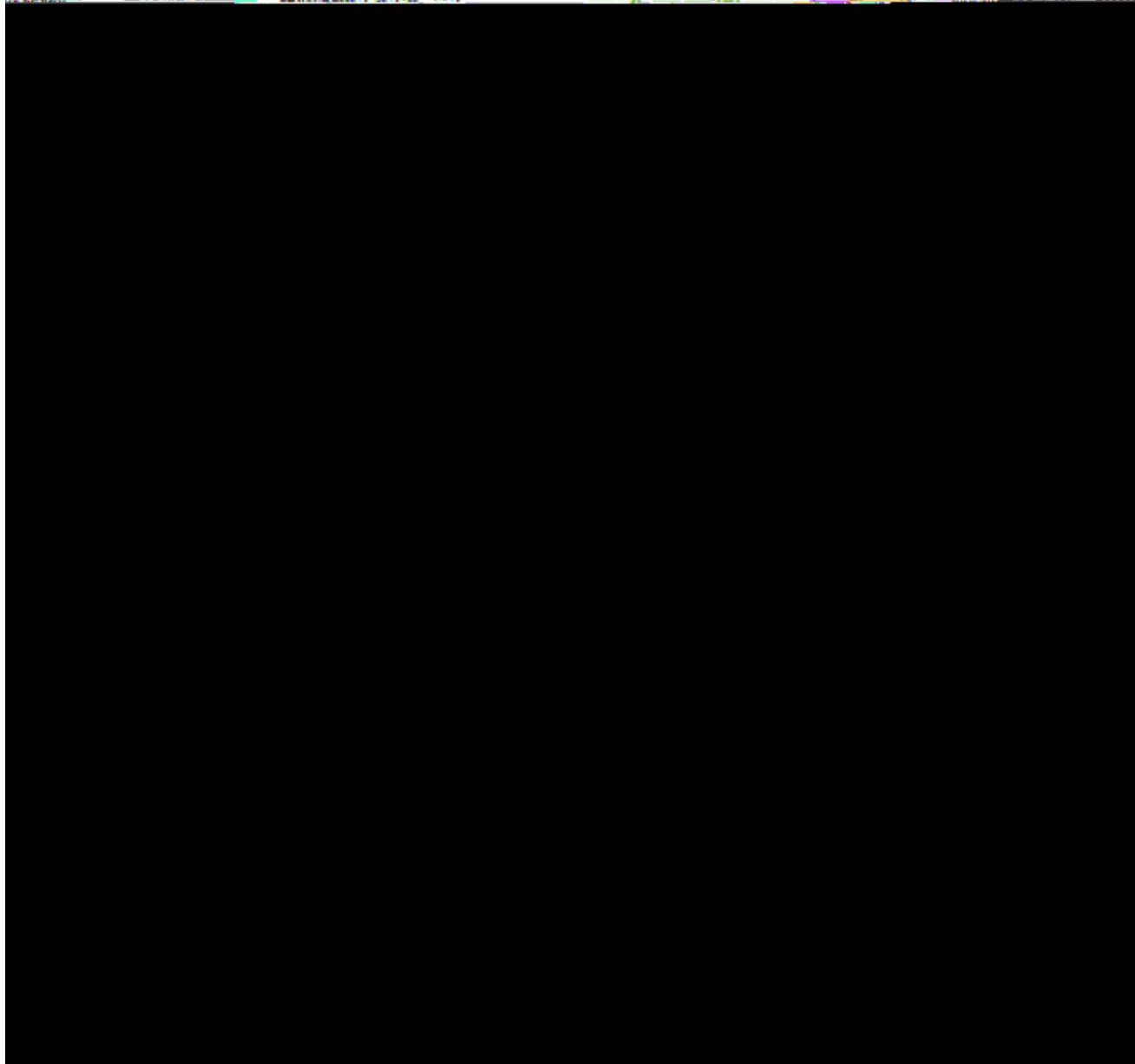
July '23

8/23/23	4	8/23/23	27/23	27/23	9/11/23	9/11/23	9/11/23	9/11/23
8/28/23	10	8/28/23	27/23	27/23	9/11/23	9/11/23	9/11/23	9/11/23
9/4/23	16	9/4/23	27/23	27/23	9/11/23	9/11/23	9/11/23	9/11/23
9/11/23	23	9/11/23	27/23	27/23	9/11/23	9/11/23	9/11/23	9/11/23
9/18/23	30	9/18/23	27/23	27/23	9/11/23	9/11/23	9/11/23	9/11/23

August '23

February '24

h	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W
1	2	3	4	5	6	7	8	9	10	11	12	13	14



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The 2023-2024 school year Parent-Student Handbook has been prepared to assist parents and students in becoming aware of the policies, procedures, guidelines, and any other information deemed necessary for the successful operation of Jenkins-White Elementary. This handbook is used to provide uniformity to our procedures.

It is hoped that this handbook will answer many questions that may arise. Any suggestions for improvement will be welcomed and should be made to the administration.

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Dr. Sharro Usry-Wilson

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## **A Special Note to Our**





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Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stop. ONLY in the event of an emergency, as determined by the principal or their representative, will a student be allowed to ride a different bus. Notification of this emergency must be sent to the school in a written note signed by the parent / guardian. The school administrator may provide a bus pass granting permission.

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your child's teacher 24 hours in advance when you would like to make a classroom visit. **Requests for classroom observations must be approved by the principal and if approved will be limited to not more than 45 minutes under the supervision of an administrator.** It is important that teachers maximize use of instructional time with students. Parents are not permitted to conference with teachers when students are in the classrooms.

#### **MESSAGES TO TEACHERS:**

Calls will be received by the school between 8:00 a.m. and 3:00 p.m. Instructional times cannot be interrupted for incoming calls. A message will be given to a teacher upon your request. In an emergency, the office staff will take information during regular office hours.

#### **PARENT TEACHER CONFERENCES:**

Our school system provides for student / parent conferences twice annually. In addition to these two planned conference times, parents, teachers, students, and administrators may initiate additional conferences.

#### **MESSAGES TO STUDENTS:**

Office staff will accept messages for students only in the event of an emergency. If an emergency exists, a school official will call the student's home.

The telephone is for business calls only. If a student is ill and needs a parent to pick him/her up, it is the responsibility of the school to call parents. The telephone will NOT be available for students to make personal calls for reasons such as keys left at home, forgotten homework, or pets left out/not fed. Teaching student's responsibility is an important factor in everyday growth and development and is a major component of our Character Education Program.

#### **SCHOOL CLINIC:**

The clinic is provided for school-related illnesses or injuries and is not meant to take the place of your personal physician. If your child becomes sick or injured while at school, the school nurse will contact the office and your child's teacher always has accurate, contact the parent.

Please note that **accurate and current information is critical in case of emergencies.** Please ensure that the school has current work, home and emergency telephone numbers.

No child is to carry medication on his/her person. All medication must be housed in the clinic. Parents need to obtain a medication form for any medicine dispensed over an extended period of time. Please do not send your child to school sick or with a note requesting that the teacher send the child to the clinic to be checked. It

is the responsibility of the parents to see that children receive medical care.

#### **TEXTBOOKS:**

The school district provides textbooks for all students. Every student is responsible for his / her textbooks. Textbooks and other school materials must be paid for if lost, stolen or damaged. Students may also access their textbooks on-line via "launchpad."

#### **ICE CREAM PURCHASES**

Ice Cream is purchased from the school nutrition department when available.

#### **STUDENT DRESS CODE:**

All students are expected to dress appropriately for school. Students are **not** permitted to wear:

- Halter tops, tank tops or spaghetti straps □□ Short shorts or short skirts (above the mid-thigh) □□ Flip-flop or open toe-style shoes.
- Hats / Hoodies in the school building
- Shirts with alcohol, tobacco, drug logos □□ Clothes with inappropriate language or that are sexual in content
- Spandex pants, biker's pants / exercise clothing
- Bandanas

#### ***Clothing appearance:***

- All clothing should fit properly so that inappropriate exposure does not occur
- Shirt must cover abdomen and cleavage
- Wallets with chains are not allowed
- Excessive jewelry such as multiple necklaces are not allowed
- Shoes are to be laced, tied and strapped at all times
- T-Shirts should be always tucked in □□ Button-down shirts should be buttoned and tucked in at all times

When inappropriate clothing is worn, parents will be called to provide appropriate dress.

#### **CAFETERIA PROCEDURES:**

Breakfast is served in our cafeteria from 7:50 a.m. to 8:15 a.m. To encourage good nutrition, a well-balanced lunch is offered daily. Adult lunches are \$3.00. You may send cash or a check (with phone number on it) to cover the cost of meal.

Eligible students receive meals free.

- **brought into our school.**
- **Students are not allowed to use microwaves.**
- **Staff cannot heat items for students.**

No parent lunch visitation during weeks of testing. Dates will be posted on the school calendar, front desk and parent lunch area.

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above the school system will also follow communication guidelines and procedures outlined by the Promotion,

Placement and Retention State Rule 160-4-2.11 adopted November 6, 2014 and effective November 27, 2014.

**Jenkins-White BEHAVIOR MANAGEMENT PROGRAM**

Our faculty believes that self-discipline is the goal of every student. We know that evehe go

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15. Students are not to run in the halls at any time.

16. No sweet snacks or drinks are to be brought to school. Students may bring their lunches to school. Only authorized class parties (holiday and end-of-year) are permitted. (See the *Wellness Policy*)

17. Students are expected to refrain from damaging or destroying private and school property. (See the RCBOE Code of Conduct and Discipline)

18. Students should not throw trash on the yard or bring food from the lunchroom. The lunchroom is the only place where students are allowed to eat. Gum chewing is not allowed in school.

19. Students should not bring any items to school other than books, food for lunch, or other items approved by the teacher

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is impossible to control or to predict all materials a user may accidentally or purposely discover on an electronic resource.

"Read the ACCEPTABLE USE POLICY below."

"The Internet is intended for educational purposes only. It is against school policy to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Students may not access e-mail or chat sessions or computer hacking web sites of any kind. Students may not upload or download any software, etc., or make changes to any part of this computer. This includes but is not limited to the hard drive."

"By logging into this computer YOU ARE ACCEPTING RESPONSIBILITY of what Internet sites are viewed and any other inappropriate activities that may occur."

"Like the keys to your house or car, responsibility is taken. Make sure you log off this computer while not using it. Violations of the Policy will be YOUR responsibility."

"To ensure you are not held liable for another student's activities, log off the network. To terminate your session:

- go to the **Start** button
- choose '**Shut Down**'
- choose '**Close all programs / sign on as a different user**'
- click '**Yes.**' "

All violations will result in a disciplinary referral to the administration.

An acceptable use policy that must be signed by you and your child before he / she will be allowed access to the Internet. The form can be found in the rear of the handbook.

## **PARENT CENTER**

Jenkins-White Elementary School believes that direct parental involvement in a child's education is an important aspect in the child's success in school. The teaching and learning process is a partnership between parents, teachers and the students. Accordingly, Jenkins-White has provided a place for parents which fosters their direct involvement in the child's curriculum, programs and other opportunities at school.

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