

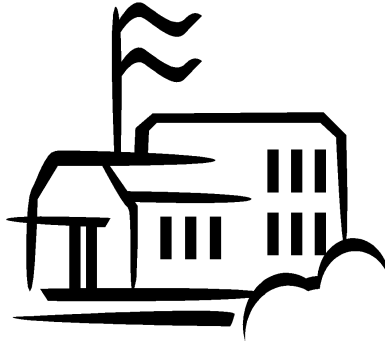
Jenkintown Elementary School Parent Handbook 2025-2026



Jenkintown Elementary School
250 West Avenue

Jenkintown, PA

www.jenkintown.org
[215-884-2933](tel:215-884-2933)



Dear JES Families,

On behalf of the entire faculty and staff, I am pleased to welcome you and your family to Jenkintown Elementary School.

At JES, we are committed to creating a learning environment where every child feels valued, supported, and inspired to grow. We strive to uphold the core values of **Cooperation, Acceptance of Others, Respect, Eagerness to Learn, and Safety** in all that we do. These principles guide our daily interactions and help shape a positive and inclusive school community.

This handbook provides important information about our school programs, services, policies, and expectations. We encourage you to review it together as a family and refer to it throughout the school year.

We deeply value the partnership between school and home, and with your involvement, the strong sense of community that defines Jenkintown will continue to thrive.

If you have any questions or if we can be of assistance, please don't hesitate to contact us. We look forward to working with you and your child throughout the coming year.

Sincerely,

Dr. Ernesto Ortiz, Jr.

Principal

District Vision

Mission

The School District of Jenkintown cultivates a safe, inclusive and dynamic learning community that embraces diversity, nurtures individual growth and empowers students to excel academically and beyond the classroom while preparing them to thrive in an ever-evolving global society.

Vision

We are dedicated to advancing a culture of innovation, collaboration and personal excellence – where every learner is inspired to reach their full potential and become productive citizens and lifelong contributors to their community and a changing world.

Table of Contents

Welcome from the Principal	1
District Vision	2
Notice of Non-Discrimination	6
History of School District of Jenkintown	6
Jenkintown Elementary Staff	7
School Location and Numbers	8
Administrative Staff	8
Board of School Directors	8
Annual Events	9
The Red and Blue Fair	9
Color Day	9
Halloween Parade	9
Sixth Grade Awards	10
Dress Code	10
School Discipline	10
Admissions and Transfers	11
Kindergarten Admission	11
Student Transfers	11
Arrival and Dismissal	12
Length of School Day	12
Arrival	12
Dismissal	12
Crossing Guards	13
Attendance	13
Late Arrival	14
Policy Summaries	15
Legal/Illegal Absences	15
Student Services	16
Guidance Services	16

Multi-Tiered Student Support (MTSS)	16
Reading Support Services	17
Special Education	17
Psychological Services	17
Gifted Support Services	18
Speech and Language Support Services	18
Protected Handicapped Services (Section 504)	18
Homebound Instruction	19
McKinney-Vento Act	19
Health Services	20
Check-ups	20
Medication During School Hours	21
Illness During School Hours	22
Emergency Care	22
Communicable Diseases	22
Change of Address/Telephone Number	22
Wellness Letter	23
Classroom Celebrations/Snacks	24
Birthdays	24
Cafeteria	24
Lunch from Home	24
Purchased Lunch	25
Elementary Educational Technology	25
Internet Use	25
Library	25
Physical Education	26
Medical Excuses	26
Home-School Communications	27
Reporting Student Progress	27
Emergency Procedures	27
Emergency Medical Forms	27

Newsletters	28
Telephoning the School	28
Calling Home	28
Delivery of Articles to Children	28
Classroom Visitations	28
Role of Home and School Association	29
Volunteer Programs	29
Guidelines for Homework	30
General Procedures	30
Lost and Found	30
Recess	30
Safety	31
Fire Drills	31
Possession of Weapons Policy	31
Prohibition of Use of Tobacco Policy	31
Drug and Alcohol Use/Abuse Policy	32
C.A.R.E.S Program	32
Alma Mater	33

NOTICE OF NON-DISCRIMINATION

The School District of Jenkintown does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities

The following person has been designated to handle inquiries regarding the non-discrimination policies, Title VI, Title IX, Section 504, the Age Discrimination Act, the boy Scout Act and Title II of the Americans with Disabilities Act:

Michele Glennon, Director of Special Education/Student Services
The School District of Jenkintown
250 West Ave.
Jenkintown, PA 19046
215-885-3722

For further information on notice of non-discrimination, visit

<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>

for the address and phone number of the office that serves your area, or call 1-800-421-3481

Jenkintown Elementary School

History of the School District of Jenkintown

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. A somewhat 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. In 2006-2007 the Link was created to connect the high school with the elementary school and the Community Room and administrative offices were added.

The School District of Jenkintown now serves a student body of about 700 students. It employs a teaching staff of approximately 75 and is administered by a superintendent of schools, a high school principal, an elementary principal, a director of special education, and a director of technology.

JENKINTOWN ELEMENTARY SCHOOL STAFF 2025-2026

Principal Dr. Ernesto Ortiz, Jr.
Admin. Asst. Mrs. Elise Mulvaney

Kindergarten: Mrs. Jennifer Jutzi
Ms. Maggie Hennelly
Ms. Payton Badora

First Grade: Mrs. Cathy Cantz
Mrs. Diane Cash

Second Grade: Mrs. Leslie Durkin
Mrs. Karen Kane
Ms. Laura Brock

Third Grade: Ms. Anna Millili
Ms. Leah Wicks

Fourth Grade: Ms. Pat Hagenkotter
Ms. Carrie Flanagan
Ms. Taylor Spoerl

Fifth Grade: Mrs. Megan Owen
Mrs. Melissa Rosen
Mrs. Sarah Struck

Sixth Grade: Mrs. Jenna Askin
Mrs. Maggie Herr
Mr. Tim Wozniak

Special Area Teachers

Mr. Matt Cox P.E. Teacher
Mrs. Becky Holcomb Primary Music Teacher
Mrs. Kaitlin Madeira Art Teacher

Mrs. Alyssa Davidson Intermediate Music Teacher
Mrs. Kristen McNamara Librarian
Dr. Louis Kugelman Band Teacher

Instructional Assistants

Mr. Joseph Abate
Mrs. Amanda Thomas
Mrs. Tina Woodard
Ms. Jane McFadden
Ms. Asiana Sanchez
Mrs. Ana Fontanez, Recess Aide

School Nurse

Mrs. Elizabeth Hetrick

Support Teachers and Staff

Mrs. Karen DeMarco Guidance Counselor
Mrs. Jackie Ozga Reading Specialist
Ms. Megan Garner Gifted Support Teacher

Mrs. Samantha May Speech Therapist
Mrs. Theresa Profit ESL Teacher
Mr. Ken Rodoff Instructional Coach

Special Education

Mrs. Laura Mazza Mr. Brenton Howard Mrs. Theresa Profit Mrs. Lisa Butler

School Psychologist

Ms. Rebecca Connors

School Locations and Phone Numbers

Jenkintown High School	250 West Ave.	215-884-1801
Jenkintown Elementary	250 West Ave.	215-884-2933
Administrative Office	250 West Ave.	215-885-3722

Administrative Staff

Dr. Jill Takacs	Superintendent
Mr. Thomas Roller	High School Principal
Mr. Matthew Shade	Athletic Director
Dr. Ernesto Ortiz, Jr.	Elementary Principal
Mrs. Michele Glennon	Director of Special Education
Mr. James Cummins	Director of Technology
Mrs. Lieu Kim	Business Manager
Mr. Steven VanMater	HR/Curriculum Director

Board of School Directors

Dr. Megan O'Brien, President	Katie Costandino
Carolyn Riley, Vice President	Nina Russakoff
Bridget Reilly Beauchamp	Lisa Smith
Nathan Bridge	Patrick Wicks
Nancy Campbell	

Annual Events

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 (no masks, please). The usual route has the children leaving out the cafeteria door and walking over to the football field. Classes usually have small parties in their classrooms after 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.

Dress Code - Board Policy 221

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.

School Discipline - Board Policy 218

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.

Admissions and Transfers - Board Policy 201

Kindergarten Admission

A child must be five years old before September 1st to be eligible for admission to kindergarten in the Jenkintown School District.

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

Length of School Day

Grades K - 6:

8:30 A. M. - 3:00 PM; Kindergarten dismisses at 2:50

If Early Dismissal:

Kindergarten – 11:20 dismissal

Grades 1-6 – 11:30 dismissal

Arrival

The school day begins at 8:30 A. M. The school will be open for students at 8:15 A.M. Students will walk to their classrooms on their own, building independence and confidence. Our caring faculty and staff will be along the way to guide and support them as needed. For safety, parents will not be entering the building. 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

All classes are dismissed at **3:00 P.M.** (except for Kindergarteners who are dismissed at **2:50 PM**). 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.

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., 11:00 A.M. to 12:00 P.M.(on half days) and 2:45 P.M. to 3:30 P.M. 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

Attendance - Policy 204

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.. Authorized religious holiday
4. Emergency medical or dental attention (**a note from the doctor is required upon return if the student attended a doctor or dentist appointment**)
5. Exceptionally urgent reasons that directly affect the child

A note from the parent must be filed for every absence. An email is also acceptable for an absence. If a written excuse is not received by the school within three (3) 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. Please see the attendance policy #204 on our website under "School Board", then "online policies."

EDUCATIONAL TRIPS

*****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. These forms are located in the elementary office.

** If your child will be late or absent from school, you must notify the school office by 8:30 A.M. at 215-884-2933 each day of his/her absence. If you do not contact the school, you will be called by school personnel. 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 #204.

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, they will be marked “Tardy Unexcused.” Arriving on time sets the tone for a profitable day of learning.

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)

Appointments:

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.

Policy Summaries (The entire policy is available from the District Office upon request)

Illegal Absences

Illegal absences are not cumulative from one school year to the next. “Unexcused 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, helping family to move, babysitting/sibling care, and oversleeping. These are **not** excused absences. Excused absences are illness, religious holiday and family funerals. “Illegal Employment” is unauthorized student employment during school hours.

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 unexcused absences, school authorities will require verification (statement from a medical professional) for each subsequent absence. It must be obtained within three days after the student returns to classes for the absence to be excused. If the verification is not received, the absence will be considered unexcused.

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). 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.

Student Services

General Education Supports:

School Counselor Services

The school counselor meets with children individually and in small groups throughout the school year to address social, emotional, and educational concerns. The school 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 school counselor participates in parent conferences and serves as a resource for special programs and services for children and families in the community. The school counselor also assists in providing information about standardized testing, new student orientation, and academic screening.

Multi-Tiered System of Supports (MTSS)

A multi-tiered system of support or MTSS, is a framework with a tiered infrastructure that uses data to help match academic and social-emotional behavior assessment and instructional resources to each and every student's needs. It is a prevention framework based on the premise that 80% of the student population can be successful with core instruction (Tier 1), roughly an additional 15% of the student population finds success with increased interventions to the core curriculum (Tier 2), and lastly, about 5% of the student population requires intense intervention and support to find academic success (Tier 3).

Members of the MTSS team include the principal, general education classroom teachers, the guidance counselor, the reading specialist, special education teachers, and the school psychologist. The team meets regularly throughout the school year to analyze student performance data. Interventions for struggling students are implemented, then data is re-evaluated to determine their effectiveness. Students who do not improve through implementation of interventions may then be referred for an educational evaluation to determine if special education services are warranted.

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 reading support services when universal screening, classroom performance data, and progress monitoring indicate that they are not meeting grade-level benchmarks and are not making sufficient progress despite initial interventions. Decisions are based on multiple sources of objective data and reviewed collaboratively by the school-based MTSS team.

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 MTSS 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.

SPECIAL EDUCATION SUPPORTS:

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.

Psychological Services

The school psychologist (K-12) provides direct and indirect services to students, parents, and

teachers. The psychologist works closely with MTSS 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.

OTHER SUPPORTS:

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, school 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.

McKinney-Vento Act-Homeless Students

The McKinney–Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. B.E.C. 42 U.S.C. 11431 outlines procedures for deciding school placement, enrolling students, and determining responsibility. Federal and state laws make our responsibility clear. With the huge number of homeless children currently attending Philadelphia public schools, we must provide proper educational support and services.

McKinney-Vento Act Basics At-a-Glance:

What is the definition of a “homeless youth” under McKinney-Vento?

“Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.” What situations fit this definition?

Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances, Living in motels, hotels, trailer parks (in some instances – examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing options, Living in an emergency shelter or transitional housing, Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth.

Refugee and migrant youth

How does McKinney-Vento help these students?

The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities. This includes:

- Immediate enrollment
- Free and Reduced School Lunch
- Help from school with any necessary enrollment documents
- Help from school setting up transportation service (if the student qualifies)
- Help from school with getting basic uniform clothing
- Help from school with basic school supplies
- Help from school with any basic clothing needs
- Help from school with basic high school graduation needs and expenses

Where can I find more information?

You can visit the PA Education for Children and Youth Experiencing Homelessness site or contact Jenkintown School District's Homeless Liaison, Michele Glennon at 215-884-1801 ext 116 or glennonm@jtowndrakes.org

Health Services

Jenkintown School District provides a full-time board certified 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 your child's height, weight, and vision each year. Hearing is checked in grades kindergarten through third and sixth. Sixth graders are examined for Scoliosis (curvature of the spine). Kindergarten and third grade are required to have dental exams. Kindergarten and sixth grade are required to have physical exams. These should be given to the school nurse 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, and phone numbers

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.

** Any medication brought to school not in accordance with Policy #210 shall be retained in the Health Office pending contact with a parent.*

Self-administration of Medication:

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

1. All medication is kept in the original container with the original label affixed.
2. School staff observe 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 the ability to properly administer inhalers or epi-pen.

Head Lice Procedure

The Pennsylvania Department of Health (PA DOH), following guidance from the American Academy of Pediatrics (AAP), does not recommend school-wide head lice checks or "no-nit" policies (requiring a child to be completely nit-free before returning to school). State regulations allow schools to exclude students suspected of having live lice, but immediate exclusion is not required. If live lice are found, parents will be contacted and provided with clear, helpful instructions for treating their child, any affected family members, and the home environment.

The District will provide treatment information, and students may return to school immediately following the first treatment. All cases and medical information will remain confidential, and families are

encouraged to begin treatment promptly to help prevent the spread and ensure the student's quick return to learning.

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. (Please refer to the Health Guide for more information concerning communicable diseases.)

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. No emergency care can be administered without your permission.

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.

2025- 2026 WELLNESS LETTER from the Director of Student Services

Dear JES Families,

The School District of Jenkintown’s goal is to provide a safe and healthy environment by promoting life-long healthy habits in our school students.

The School District of Jenkintown will implement the Nutrition standards as recommended by the Pennsylvania Department of Education (PDE). You will see changes in several areas of the state standards, to reflect our district wellness policy and the guidelines from PDE.

The school district’s wellness policy includes: nutrition guidelines for all food available on the school campus during the day, with the objective of promoting student health; nutrition education, physical activity, and other school-based activities to promote student wellness; and measurement plans for the implementation of the policy.

Children often have short-term illnesses such as the flu, ear infections, or injury-related problems. However, some children have chronic illnesses (lasting for years and even lifelong) as a result of genetic conditions and/or environmental factors. Some common chronic childhood diseases are: asthma, diabetes, obesity, severe food allergies, and mental health illnesses.

I would like to remind parents and students about **food allergies** and the effects on children with food allergies. An allergic reaction to food occurs with very little exposure to the food. The most common food allergies are to peanuts, nuts, milk, wheat and eggs. Children who have food allergies can have *serious* reactions when they ingest even a small amount of the food allergen. Allergic reactions can be life threatening. Teachers will communicate with parents in the beginning of the school year regarding chronic health issues such as food allergies that exist in their child’s classroom.

Again, our goal here at school is to promote a safe and healthy environment for **all** students. Our school district now has a **wellness policy**. You can review this policy on the district’s website by clicking on the heading School Board and Board Policies Online. The Wellness Policy is #246. There are guidelines established by the Pennsylvania Department of Education. Our goal at the School District of Jenkintown is to follow these guidelines in an effort to promote healthy lifestyles in our student population. The Wellness Committee meets four (4) times a year. Please contact Michele Glennon to discuss the committee at 215-884-2335 or glennonm@jenkintown.org. As stated in the policy, *“all foods available in the district during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.”*

Michele Glennon
Director of Special Education and Student Services

Classroom Celebrations and Snacks for Students

The School District of Jenkintown is committed to creating a Healthy Student School Zone and has established a Wellness Committee in which parents and staff co-participate to achieve this goal. The Wellness Committee is exploring new ways to create a healthy, fun environment for all students with less emphasis on food and increasing emphasis on activity and wellness. Please refer to the Wellness Letter for more information.

All classroom snacks must meet Pennsylvania Department of Education's (PDE) nutritional standards. These standards can be found on the PDE website, www.pde.state.pa.us. Also, please refer to the Wellness Letter above. Any food that does not meet these standards will not be served.

In an effort to ensure the safety of our students, your child's teacher will distribute a form with a yes/no checklist for certain foods that MAY be given out at a classroom party. Simply fill it out once at the beginning of the school year and this will be kept in the classroom for the entire year as reference.

Snacks will be incorporated into our students' daily schedule at a time allocated by their teacher. Please provide a healthy, nut-free snack. Some examples are pretzels, apple slices, cheese sticks, Goldfish, grapes, nut-free granola bars or crackers.

In the beginning of the school year, please check with your child's teacher about particular procedures and food allergies in the classroom. Please read all labels on the food sent to school.

Birthdays

We will continue to celebrate birthdays with a birthday ribbon and recognition during the morning announcements. Any treats or snacks brought in to celebrate your child's birthday will NOT be distributed. Also, 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.

The Wellness Committee meets quarterly. For more information or to discuss the committee, please contact Michele Glennon at 215-884-2335 or glennonm@jenkintown.org.

Cafeteria

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.

Purchased Lunch

Your child may also purchase lunch at school. To view menus, visit the district website and select the "Information for Families" tab at the top of the page. There you will find a link to the cafeteria breakfast and lunch menus, or you can access them directly here: <https://jenkintowndrakes.org/menus/>. You will also see a School Cafe icon, which allows you to add funds to your child's lunch account through a secure debit system. In the same section, you will find a link to the Free and Reduced Lunch application.

Elementary Educational Technology

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. This form is to be filled out on-line from the summer mailing letter.

Library

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 \$15.00 for a lost or damaged book. Checks should be made payable to the Jenkintown Home and School Association. If the book is found within a year, the money is refundable.

Physical Education

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, more energetic life full of adventure! Learning about how your body can move is not only a part of physical education, but also an important part of your total education.

All students will have physical education at least once each week. Classes are 40 minutes long and may include a combination of gym and health instruction. Students are advised of their schedule so that they will know how to dress for the day.

In grades K-6, sneakers and socks are required. Sneakers should have well-padded soles and close with either Velcro or laces. On physical education days, please see that your child dresses in comfortable clothes that will allow for freedom of movement and safe play. Clothes best suited for physical education are t-shirts, shorts, sweat clothes, stretch clothes, sneakers and socks.

If your child has any physical limitations, allergies, or other medical requirements, please be sure that the school nurse has a record. If there is a need for a medical excuse, please be specific so that a program of permissible activities can be specifically designed for your child.

Medical Excuses

If your child is in school, he/she is expected to participate. If your child is not feeling well, he/she should talk with a teacher or the nurse. Your child may perform according to how he/she feels. This is also the case if a student is returning to school following an illness. Please be specific with medical excuses.

Home-School Communications

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.

Reporting Student Progress

Report cards are distributed four times a year -- in the fall, winter, early spring, and at the end of the school year. The final report card will be available online on the last day of 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 a separate report card, which is distributed in January and June.

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, our One Call system will call each household with a voice message, email, and text informing families about school delays or closings. In addition, messages will be posted on the district social media accounts and website, www.jenkintowndrakes.org.

Emergency Medical 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. **These forms are on-line on Power School.** 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 Tylenol and/or Benedryl. In addition, the forms give permission for school personnel to obtain emergency medical help in the event that parents are

unavailable.

Newsletters

During the school year, Dr. Ortiz distributes an electronic weekly newsletter every Sunday. This newsletter will be sent to families via the One Call system. The newsletter will inform families of school activities and important dates/times for school events.

Calling 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 them, 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 their teacher in order to use an office phone. **Cell phones should not be used in school, but may be carried in student school bags, powered down, and used only in case of a true emergency situation. (Board policy #237) If students are found using their cell phones, the phone will be confiscated for the remainder of the day. Students may not use Apple watches for communication purposes while in school. Any student found using an Apple watch for communication purposes while in school will have the watch confiscated and the watch will be returned to parents.**

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 main entrance only. 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.

Classroom Visitations

Parents are invited to visit their child's school. All requests for visitation must be in accordance

with the established district policy (907). In order to schedule a visit, parents must make a request with 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.

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 Parents 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 throughout the year. Check the school calendar for the dates.

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 provide the students at Jenkintown are a result of not only cooperation between staff and parents, but also because of the willingness of our parents to donate their time to participate and conduct many of these activities.

Volunteers are used in a variety of ways depending upon the needs of the school. **Volunteers must have clearances to attend classroom parties or volunteer for committees, etc.** To obtain clearances, please go to our website (www.jenkintown.org) and click on the "Volunteer Information" tab. This will lead you to links to obtain the Child Abuse clearances and Criminal History etc. These clearances are **FREE** for volunteers. 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. In many situations volunteers are required to obtain state-mandated security clearances. Please contact the school office for specific information regarding volunteer clearances.

Guidelines for Homework

At Jenkintown Elementary School, we view homework as an extension of classroom learning and an opportunity for students to practice and apply the skills and concepts explored during the school day. Thoughtfully designed assignments help reinforce understanding, encourage curiosity, and strengthen important habits such as responsibility, independence, and effective study skills.

Homework will always be purposeful, developmentally appropriate, and aligned with what students are learning in class. Activities may also provide opportunities for families to engage in the learning process together and for students to make connections between school, home, and the wider community.

The amount and type of homework will vary by grade level, with an emphasis on balance and age-appropriate expectations. At times, a teacher may ask for a parent or guardian's signature on assignments to support communication and celebrate student effort.

General Procedures

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 common area by the cafeteria. 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.**

Recess

We believe that recess and outdoor play offer valuable opportunities for children to socialize, build

friendships, and develop important interpersonal skills, helping them return to the classroom ready to learn. Weather permitting, students will go outside for recess 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.

SAFETY:

Fire Drills

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

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)

Elementary School C.A.R.E.S building-wide positive behavior program

The staff of Jenkintown Elementary School is committed to building a strong, caring community for our students to learn and grow. Our mission is motivated by the fundamental belief that in order to become lifelong learners, children must feel safe, accepted, and encouraged. We believe that the school environment is one of the most significant influences for a child in learning to be a person of good character, and our school rules foster this growth. C.A.R.E.S stands for:

- C - Cooperation
- A - Acceptance of others
- R - Respect
- E - Eagerness to learn
- S - Staying safe

Our purpose is to guide students to become productive, contributing members of our school community and larger society. The consequences, when necessary, are natural, positive, and progressive. They are designed to assist children in understanding the expectations for their behavior in school, as well as

throughout the Jenkintown School District community. We will assist students in the learning process by having students receive lessons tailored to the groups' needs. We will directly teach what expectations look and sound like so students know what is expected of them.

When students demonstrate positive behaviors of the C.A.R.E.S ideals, they will receive "I CARE" tickets, which can be redeemed for prizes. Smaller prizes include sitting with a friend from another class at lunch, participating in the morning announcements, classroom incentives, or even putting their tickets in a raffle drawing to have "lunch with the principal". Larger prizes include end of the month activities like a dance party during recess, or a movie in the afternoon.

Students are reminded of the CARES ideals as they recite the JES CARES pledge every morning together.

Jenkintown Alma Mater

written by Boyd Eckroat

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.

