



## Kenrose Elementary PTO Handbook

School Year 2015-2016



## Table of Contents

<b><i>Welcome Letter from Principal</i></b>	<b><i>3</i></b>
<b><i>Welcome Letter from PTO President</i></b>	<b><i>4</i></b>
<b><i>Kenrose Elementary School</i></b>	<b><i>5</i></b>
<b><i>PTO Executive Board 2014-2015</i></b>	<b><i>6</i></b>
<b><i>History of Kenrose Elementary</i></b>	<b><i>7</i></b>
<b><i>Kenrose PTO</i></b>	<b><i>8</i></b>
<b><i>Fundraising</i></b>	<b><i>10</i></b>
<b><i>Communications</i></b>	<b><i>11</i></b>
<b><i>Spirit Merchandise</i></b>	<b><i>12</i></b>
<b><i>School Supplies</i></b>	<b><i>12</i></b>
<b><i>Volunteers</i></b>	<b><i>16</i></b>
<b><i>Newcomers Breakfast</i></b>	<b><i>17</i></b>
<b><i>Back to School Bash</i></b>	<b><i>17</i></b>
<b><i>BooHooBreakfast</i></b>	<b><i>18</i></b>
<b><i>Book Fair</i></b>	<b><i>18</i></b>
<b><i>Family Enrichment Nights</i></b>	<b><i>18</i></b>
<b><i>Cardinal Connections</i></b>	<b><i>18</i></b>



## Welcome Letter from Our Kenrose Principal

July, 2015

Dear New Kenrose Families,

Welcome to Kenrose! We are glad you and your child have joined what we fondly call "our Kenrose family", and we want to assist in making your transition a smooth process. We hope you will feel at home at Kenrose very soon!

We strive to help each Kenrose student feel a part of the school community, to promote good character, and to maximize each child's learning. Our teachers, and the entire staff, work hard to realize our school's vision, which is *"to be a school known for happy and healthy students who excel in academics and the arts"* and our mission, *"partnering with our diverse community to provide a safe and nurturing learning environment where we are committed to educating, empowering, and inspiring tomorrow's leaders."* We are proud of Kenrose and happy to share that last November at a ceremony in Washington, D.C., Kenrose was designated a National Blue Ribbon School! In addition, Kenrose has been designated a Tennessee Reward School each year for the past three years that the award has been given.

Parent involvement is a vital part of our school. The Kenrose PTO does an outstanding job organizing parent involvement and facilitating communication with parents. There are many different opportunities for Kenrose parents to be involved with school-related activities. We encourage parents to make many connections to the Kenrose community and to fully participate in your child's education at our school.

Along with the *PTO Parent Information Handbook*, we encourage you to use the *Kenrose Family Handbook* to help you get acquainted with Kenrose policies and procedures. We encourage you to sign-up for the weekly "Bird's Eye View" KES PTO electronic newsletter and the "InFocus" WCS electronic newsletter and also to attend PTO meetings and "Cardinal Connection" meetings hosted by the KES PTO and the KES Counseling Committee. Details for these events are included in this packet.

For your convenience, we have organized parent information, including the *Kenrose Family Handbook* and the sign-ups for the "Bird's Eye View" and "InFocus", in one location on our school website. To access this information, go to [www.wcs.edu/kes](http://www.wcs.edu/kes) and click on the Parents & Students tab, then select KES Parent Resources. Parents can also connect with the PTO via Facebook and the PTO website at [www.kenroseptto.com](http://www.kenroseptto.com). Please do not hesitate to contact us if you have additional questions or need additional information.

Please contact me if I can assist you in any way. Once again, welcome to Kenrose!

Sincerely,

Dr. Marilyn Webb, Principal  
 Kenrose Elementary School – A 2014 National Blue Ribbon School  
 Email: [marilynw@wcs.edu](mailto:marilynw@wcs.edu) Phone: 615-472-4630 Twitter: [@wcsKES](https://twitter.com/wcsKES)



## Welcome Letter from PTO President

Dear Families,

I would like to take this opportunity to welcome each of you and your families to Kenrose Elementary School. Our principal, Dr. Webb, staff and teachers are committed to excellence in educating our children, making Kenrose one of the top schools in Tennessee! As Kenrose PTO board members, it is among our responsibilities to inform you about our organization, enroll you as a member, and very importantly, encourage you to get involved in your school. But first, it is important for us to explain what the PTO is all about. Our parent group is certainly about more than bake sales! We're about men and women working together toward a common goal. That goal, simply stated, is creating a better school and a better educational experience for our children. We strive to create an atmosphere where teachers, administrators, and support staff can do their best work – and so can our children. The events we have planned for you are packed with fun, creativity and information, so you won't want to miss a thing! Your donations make it possible and your service makes it happen! There are lots of opportunities for parents to serve and we would love to have each and every one of you!

**We invite you to join us for coffee at our first PTO meeting in the cafe on August 21st at 9am. We will share opportunities for involvement and get you connected. We look forward to meeting you!**

On behalf of the Kenrose Elementary PTO, we would once again like to extend a warm welcome and best wishes for a successful school year! Please contact any of us with questions or comments. Enjoy the rest of your summer!

Sincerely,

Allison Hayes PTO President 2015/16

### "Top 3 Ways to Stay Informed" Checklist:

- Sign up for emails from our PTO as well as important school announcements at [kenrosepto.com](http://kenrosepto.com) (Just enter your email to subscribe to our mailing list)
- Like us on Facebook (link provided on [kenrosepto.com](http://kenrosepto.com))
- Watch emails for important announcements coming up such as school supply orders, new spirit wear designs and special events!!!

**Kenrose Elementary School**  
1702 Raintree Parkway  
Brentwood, Tennessee 37027  
Phone: 615-472-4630 / Fax: 615-472-4646  
School website: [www.wcs.edu/kes](http://www.wcs.edu/kes)  
Kenrose PTO website: [www.kenroseptto.com](http://www.kenroseptto.com)

### Office Administration

Dr. Marilyn Webb  
Principal  
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Ms. Jeanette Zeller  
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### Counselors

Ms. Tracy Bernstein  
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Phone: 615-472-4631, Ext. 4639

Ms. Taren Hatcher  
Phone: 615-472-4631, Ext. 4639

## PTO Executive Board 2015-2016

Allison Hayes  
President

[allisonlhayes@aol.com](mailto:allisonlhayes@aol.com)

Lanesia Strange  
VP of Membership

[lanesiastrange@comcast.net](mailto:lanesiastrange@comcast.net)

Tricia Murray  
VP of Fundraising

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VP of Projects

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Treasurer

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Kristyn Roseborough  
Asst Treasurer

[pufalupagus@yahoo.com](mailto:pufalupagus@yahoo.com)

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Recording Secretary

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Meredith Oxborough  
Public Relations Coordinator

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Jen Lapinsky  
Parliamentarian

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Colleen Blanchette  
Member at Large

[blanchette\\_colleen@yahoo.com](mailto:blanchette_colleen@yahoo.com)

Dr. Marilyn Webb  
Principal

[marilynw@wcs.edu](mailto:marilynw@wcs.edu)

Mrs. Tressa Tuck  
Teacher Representative

[tressat@wcs.edu](mailto:tressat@wcs.edu)

## History of Kenrose Elementary

Kenrose Elementary is part of the Williamson County Schools (WCS) district. WCS is a K-12 system with 41 school sites - 9 high schools, 8 middle schools, 23 elementary schools, and 1 K-8 school. Currently, a new high school and combined K-8 school campus is being constructed on the northeast corner of Nolensville Road and York Road intersection in the town of Nolensville. The schools are projected to open in the fall of 2016. Approximately 34,000 students were enrolled in WCS during the 2013-2014 school year. The district expects student enrollment to continue burgeoning as families consistently choose Williamson County for its high-achieving and award winning schools.

Kenrose Elementary opened in the fall of 1999. Kenrose was built on land donated by the Kennon family. The name "Kenrose" is a composite of the surname "Kennon" and the family matriarch's first name "Rose". The school colors are red and yellow, and the mascot is the cardinal. The mascot is called "KC" for "Kenrose Cardinal", and it is known to make appearances at school events. Kenrose serves students in Kindergarten through 5th grade and is proud to have one of the most diverse student populations in the district. Kenrose was designated a Tennessee Reward School in 2012, 2013, and 2014, which means it is ranked in the top 5% of Tennessee schools. During 2014 Kenrose was nominated by the State of Tennessee to be a National Blue Ribbon School. In November of that year, Kenrose received this honor at the National Blue Ribbon Schools Awards Ceremony in Washington, D.C.

**The following is the description of Kenrose that can be found on the National Blue Ribbon Schools website:**

***"We are all in Tennessee, and our hearts are connected to the world" is the focal point of a mural that adorns the school library. These words reflect how the diverse culture of Kenrose Elementary School is celebrated. The vision of Kenrose Elementary school is to be known for happy and healthy students who excel in academics and the arts. The school pursues the mission every day"partnering with our diverse community to provide a safe and nurturing learning environment where we are committed to educating, inspiring, and empowering tomorrow's leaders." Tremendous growth, mobility, and diversity characterize Kenrose. Many students move to our school from other countries or have parents who were born abroad. The school strives to meet each student's academic, emotional, and social needs, enabling them to reach their potential and find their place within the caring Kenrose community and beyond. The school sets high expectations for all members of the Kenrose family. Students and adults are encouraged to identify, develop, and share their unique talents, including leadership. Teachers utilize differentiated instructional strategies to address the needs of all learners. Technology and hands-on activities engage students and enhance learning. The school's Parent Teacher Organization and extensive volunteer and community support are integral to its success. Kenrose believes it is an honor and a privilege to serve children. The school's vision, mission, and beliefs are captured by the words of our tagline, "Educating, Empowering, Inspiring . . . We are Kenrose!"***

## Kenrose PTO

The Kenrose Elementary PTO (Parent Teacher Organization) works in coordination with the school's administration to enhance the education of students by supporting programs and events, assisting teachers and staff, and fundraising. Families, teachers, and staff are encouraged to join the PTO. PTO Membership will be open and free to all families attending Kenrose. Membership will allow you access to an online directory via MySchoolAnywhere.com that can be accessed online and printed at home.

### PTO Membership

The Kenrose Elementary PTO is composed of a 13-member Executive Board and the General PTO membership. Families can join the PTO by submitting a hard copy enrollment form or registering online. Ten of the 13 members of the Executive Board are elected to their positions by the General PTO membership.

Benefits of PTO membership:

- One vote per household on all PTO matters brought before the General PTO membership at each General PTO Meeting.

### General PTO Meetings

General PTO (GPTO) meetings are held 2-3 times a school year.—Definitive dates and times of the meetings will be communicated at least 5 days in advance. Matters required to come before the General PTO membership include:

- Approval of the annual budget.
- Changes to the budget greater than \$1500 per budget line item.
- Changes to the By-Laws.
- Election of Executive Board members.

## PTO Executive Board

The PTO Executive Board consists of 13 positions, each with responsibilities over different areas of the PTO. All positions are elected into office, except the principal, the teacher representative, and the member at large. The teacher representative is a designee of the principal. Our current teacher representative is Mrs. Tressa Tuck. The member-at-large is an advisory position voted on by the newly elected Executive Board. The member-at-large is a non-voting position. The 10 elected officers of the PTO Executive Board and their responsibilities are:

- President
  - Oversight and leadership
  - Audit
  - Be Nice Campaign
  - Academic Enrichment
- VP of Membership
  - General PTO membership
  - Directory
  - Hospitality
  - Back to School Bash
  - Boo Hoo Breakfast
  - Book Fairs
- VP of Fundraising
- Asst VP of Fundraising
  - Build the Nest
  - Family Fun Night
  - Skate Night
  - Spirit Weekends
  - Publix Shopping Cards
  - Box Tops for Education
- VP of Projects
  - Spirit Wear
  - School Supplies
  - Playground
  - Landscaping
  - Green Team
  - Glenview Clothing Drive
  - Charity Fundraising
- Treasurer
  - All PTO finances and accounting
  - Budget creation and oversight
- Assistant Treasurer
  - Writes Checks
  - Makes Deposits
  - Enables checks & balance system to ensure accountability
- Secretary
  - Records all Executive and General PTO meeting minutes.
- Parliamentarian
  - PTO By-laws

- Volunteer Coordinator
- Public Relations
  - PTO Website/BIRD'S EYE VIEW NEWSLETTER
  - Bulletin Board
  - Marquee
  - Newcomers Breakfast
  - Cardinal Connection
  - Correspondence Envelopes
  - Volunteer Badges
- Member at Large
- Principal
- Teacher Representative

### **PTO Executive Board Meetings**

The Executive Board (EB) meets once a month. Meeting times and dates are posted on the [www.kenrosepto.com](http://www.kenrosepto.com) calendar and are announced in advance via different communication methods. Parents seeking an audience with the PTO EB should contact the PTO President in advance of a meeting so accommodations can be made accordingly. All PTO EB meetings are open to any PTO member with the exception of portions of meetings that occasionally enter Executive Session periods. The PTO EB wants and values parental input and are continually seeking parental feedback, so please feel free to contact any member of the board!

## **Fundraising**

### **Build the Nest & Family Fun Night**

The Kenrose PTO holds one main fundraising event for the year. Our parents have indicated a preference for a check writing campaign rather than traditional fundraisers, such as selling cookies or wrapping paper.

The Build the Nest (BTN) campaign is **the** fundraiser for Kenrose. It is held at the beginning of September and runs for two weeks. An informational flyer will come home with each child and be posted in the Bird's Eye View. Flat contribution guidelines are suggested, and contributions of all amounts are greatly appreciated. Participation in BTN is not mandatory. The PTO would like families to donate at their comfort levels.

The Build the Nest Campaign culminates in a school-wide celebration called Family Fun Night (FFN). This is an event for the entire family. There are many activities, food, and an auction. Most of the activities and rides are free, but some do require the purchase of tickets. Tickets and food can be pre-ordered or purchased at FFN. Families are strongly advised to pre-order meals. Meals can be purchased on-site, but there has been less supply than demand every year.

FFN is a great opportunity for businesses to advertise through a sponsorship or donation for this big night.

### **Skate Nights**

The Kenrose PTO hosts a skate night at the Brentwood Skate Center once a month. The skate center is located at 402 Wilson Pike Circle, Brentwood, Tennessee, 37027. Their phone number is (615) 373-8611. Skate nights are usually held from 4:30 pm to 6:30 pm. Upcoming skate nights are posted/announced in advance.

Brentwood Skate Center generously gives a percentage of the entry fee paid by each student back to the school. Students are invited to come meet friends and skate! Each student should check-in with the PTO volunteer present at each skate night. The sign-in sheet informs the skate center of how many Kenrose students attended.

### **Spirit Weekends**

Kenrose has partnered with several local restaurants to host Kenrose Spirit Weekends that will offer families various options to participate.

### **Publix Shopping Cards**

Publix is a Kenrose PTO fundraising partner. Kenrose families who shop at Publix can have a percentage of their purchases donated to the PTO by using a Publix shopping card designated for Kenrose. Anyone may participate by requesting a scan card (consider relatives and friends!), which is scanned by the cashier during check out. The PTO always has plenty of these shopping cards available at PTO events. Please ask if the cards are not obviously visible. If a card is forgotten at check-out, just ask the cashier; they keep all of the local cards available at every register!

### **Box Tops for Education**

Kenrose PTO participates in collecting Box Tops for Education. The labels are found on various food product packages. Cut the labels from the product packages and collect them. Submit the collected Box Tops to your child(ren)'s teacher on Spirit Fridays. Box Top totals are tracked for each classroom and winners are announced at the end of the school year. Box Tops contests are sometimes held to encourage and boost participation. More information can be found at [www.boxtopsforeducation.com](http://www.boxtopsforeducation.com).

## **Communications**

Communications are very important, and the following are ways communication is promoted at Kenrose:

### **School-Parent Communication:**

- Electronic Weekly newsletter – Bird's Eye View via [www.kenrosepto.com](http://www.kenrosepto.com)
- Parent Information Nights
- Email
- Voice mail
- School call-outs
- Conferences
- Kenrose Family Handbook
- Individual teacher methods, e.g.-overnight folders, class newsletters, etc.
- Kenrose Elementary website ([www.wcs.edu/kes](http://www.wcs.edu/kes))
- Kenrose marquee

**PTO-Parent Communication:**

- Electronic Weekly newsletter – Birds Eye View
- Kenrose PTO website [www.kenrosepto.com](http://www.kenrosepto.com)
- Kenrose Elementary PTO Facebook page
- Kenrose PTO bulletin board - just outside of the office
- PTO meetings

**Parent Information Nights**

Parent Information Nights are held separately for each grade level at the beginning of the school year. This evening event is for parents only. Assemblies are held either in the school gym or cafeteria. Parents are introduced to the principal, Dr. Webb, the assistant principal, Mrs. Lankford, teachers, and a few PTO board members. After a short presentation, parents proceed to their child(ren)'s classroom(s) for teacher presentations. Parent information Night dates will be announced at the start of the school year.

**Kenrose Directory**

An electronics directory is available online for all families who join the PTO. The online directory includes contact information for all Kenrose families, students and staff. It can be sorted by grade level and/or teachers. It can be printed at home.

**Spirit Merchandise**

Spirit merchandise will be available for purchase at the Back to School Bash on August 4<sup>th</sup>, as well as Parent Information Nights in August. Spirit items will be made available for purchase during the school year at [www.kenrosepto.com](http://www.kenrosepto.com) or during PTO hours. Please direct questions regarding spirit merchandise to Kenrose PTO's School Spirit Committee Chair, Meredith Oxborough, at [meredith.oxborough@gmail.com](mailto:meredith.oxborough@gmail.com).

**School Supplies**

As a service to our Kenrose families, the Kenrose PTO made available the option of ordering school supplies for the school year. The deadline for ordering school supplies for the 2015-2016 school year was June 30, 2015. The vendor chosen to provide the school supplies was SchoolKidz, a Staples company. New families and families who have missed the 2014-2015 order deadline are advised to procure requested school supplies independently. Current school supplies lists, based on grades, are available on the school's website ([www.wcs.edu/kes](http://www.wcs.edu/kes)). As a courtesy for Kenrose families, 2015-2016 lists are below.

Pre-orders will be distributed to classrooms before school begins.

**2015-2016 School Supplies List**

## Kindergarten

- 1 1" Flexible Poly Binder — Purple (Girls only)
- 1 1" Flexible Poly Binder — Red (Girls only)
- 1 1" Flexible Poly Binder- Blue (Boys only)
- 1 1" Flexible Poly Binder — Green (Boys only)
- 2 Ticonderoga #2 Sharpened Pencils-12 pack
- 5 24 ct. Regular Crayola Crayons
- 1 5" Blunt Fiskars Scissors
- 1 4 oz. Elmer's Glue (Boys only)
- 4 .77 oz. Elmer's Glue Sticks
- 1 Ziploc Easy Zip Gallon Bags – 20 Ct
- 1 Ziploc Easy Zip Quart Bags – 25 Ct (Boys only)
- 1 200 ct. Box of Tissues
- 1 Bounty Paper Towel Roll 2 Clorox Wipes – 35 Ct (Girls only)
- 1 Clorox Wipes – 35 Ct (Boys only)
- 2 Hand sanitizer-alcohol free preferred (Boys only)
- 1 Dial Liquid Soap w/pump (Girls only)
- 1 Fabric pencil pouch w/Zipper pocket
- 1 Primary Ruled Composition Notebook

- **1<sup>st</sup> Grade**

- 1 Red Brad Folder w/Pockets
- 1 Yellow Brad Folder w/ Pockets
- 2 Composition Notebooks (Marbled)
- 1 Avery 1" Heavy Duty Binder, White, 3 rings
- 1 Avery 1" Heavy Duty Binder, Navy, 3 rings w/plastic sleeve
- 1 Avery 1" Heavy Duty Binder, Black, 3 rings w/plastic sleeve
- 1 Dry Erase 4 pack 2 Crayola markers classic wide tip 10 ct
- 3 24 ct. Regular Crayola Crayons
- 2 Handwriting Tablets (11x8.5 w/ 40 sheets)
- 2 Handwriting Spiral Writing Tablet (1/2" 10x8 w/36 sheets)
- 1 Sharp Fiskars 5" Kids Scissors
- 1 300 ct. Ruled Index Cards
- 2 Yellow Highlighter, chisel tip
- 4 Glue Sticks washable .77 oz.
- 1 8 oz Hand sanitizer
- 1 Gallon Size Slider bags – 15 ct
- 1 Quart Size Slider bags – 20ct
- 1 box of tissues 2 Rolls of Paper Towels
- 2 Clorox Wipes 35 ct.
- 4 12 ct #2 Ticonderoga Sharpened Pencils

- **2<sup>nd</sup> Grade**

- 5 12 pack Ticonderoga sharpened pencils
- 1 Avery 1" Durable White Vinyl Binder, 3 ring
- 2 Yellow Spiral Notebook 70 ct.
- 1 subject wide ruled 2 Red Spiral Notebook 70 ct.
- 1 subject wide ruled 1 Composition book 100 sheet (200 pgs) black mead
- 1 Green Plastic Folder w/Pockets, 3-hole
- 1 Orange Plastic Folder w/Pockets, 3-hole
- 1 Purple Plastic Folder w/Pockets, 3-hole 1 Dividers, 3-ring,
- 5 Tab Assorted Colors, 11.5 x 8.5 1 5" Fiskars pointed Scissors for kids
- 2 24 ct. Regular Crayola Crayons
- 2 Dry erase black marker low odor chisel tip
- 2 12 ct. Long 7" Crayola Colored Pencils, sharpened
- 1 Filler Paper, wide rule, 10.5 x 8, 150 sheets
- 6 Elmer's White Glue Sticks .77 oz
- 1 Large and sturdy Pencil Bag Nylon w/3holes
- 1 Roll Paper Towels
- 1 Box of Tissue - 200 ct.
- 2 Clorox Wipes - 35 ct 2 Ziploc Bags - Quart Size 25 ct.
- 2 24 pack Pencil Cap Erasers
- 1 Hand sanitizer-alcohol-free preferred

- **3<sup>rd</sup> Grade**

- 1 Yellow Spiral Notebook 70 pg.
- 1 subject wide ruled
- 1 Blue Spiral Notebook 70 pg.
- 1 subject wide ruled
- 1 Red Spiral Notebook 70 pg.
- 1 subject wide ruled
- 1 Mead Composition Book —Black 100 sheet (200 pg)
- 1 4 ct. Bullet Tip Dry Erase Markers —Low Odor, Black
- 1 24 ct. Regular Crayola Crayons
- 1 Avery Binder, D-Ring, Durable, 1.5" White
- 1 Avery Dividers, 3-ring, write-on tabs, 11" x 8.5', 5/set (must be plastic w/pockets)
- 1 Canvas Pencil Bag (3 holes)
- 1 Eraser Cap Pack (12 count)
- 1 7" Fiskars Scissors, pointed tip
- 1 Wide Rule Filler Paper —150 ct.
- 3 12 ct. # 2 Ticonderoga Sharpened Pencils
- 5 .21 oz. Glue Sticks, washable, dries clear
- 1 Index Cards, 3" x 5", ruled, 100/pack, white
- 1 Dry Erase Eraser
- 1 12" Ruler with both standard and metric measurement
- 2 Green Ballpoint Pens
- 2 Black Sharpie Marker-fine tip
- 2 Yellow Highlighters, chisel tip
- 1 Flash Cards for Multiplication (0-12)
- 1 12 ct. Long Colored Pencils

- 1 Box of Tissues - 200 ct.
- 1 Roll of Paper Towels
- 1 Clorox wipes – 35 ct
- 1 Hand Soap 7.5 oz w/pump
- 1 Quart size re-sealable bags – 25 ct (Boys only)
- 1 Gallon size re-sealable bags – 25 ct (Girls only)
- 1 Hand sanitizer-alcohol-free preferred
- 2 2-Pocket Folders (any color)

- **4<sup>th</sup> Grade**

- 1 Purple Plastic Folder with Brads and pockets
- 3 Large Papermate pink erasers
- 1 Crayola Crayons, tuck box, 24/box
- 1 Binder Pocket pack, slash both sides, 5/pk (Better/Filexec)
- 1 Binder, heavy duty, round ring, view 1.5", letter size, white
- 1 Crayola markers, washable, classic colors, wide tip 8/set
- 1 Storage zipper bags, quart, 25 count box
- 1 Wooden Clipboard-letter size
- 12 Elmer's glue stick, washable, dries clear, .21oz
- 3 100 ct. 3"x 5" ruled Index Cards
- 1 7" Sharp Scissors 6 12 ct. box/pack #2 Ticonderoga, Sharpened
- 3 Yellow Highlighter Chisel tip
- 2 4 Pack, Assorted color, Chisel Tip Dry Erase Markers—Low odor
- 1 Dry Erase Eraser
- 1 12 ct. Long Crayola Colored Pencils
- 1 Wide Rule Filler Paper 150 pgs.
- 5 Black Composition Notebooks 100 sheets(200 pgs.)
- 1 2pk Black Chisel Tip Dry Erase Markers- low odor (Boys Only)
- 1 Zippered Nylon pencil pouch w/3 holes
- 1 Box of Tissue 200 ct. 2 Clorox Antibacterial Wipes 35 ct.
- 2 Hand Sanitizer-alcohol-free preferred (Girls only)

- **5<sup>th</sup> Grade**

- 2 12 ct. Sharpened #2 Ticonderoga Pencils
- 1 5 pack Avery binder dividers w/pockets on both sides
- 4 Green Medium Ballpoint Pens
- 3 100 ct 3"x 5" ruled Index Cards, white
- 2 Pencil Pouch/Bag fabric with 3 holes
- 1 Graph Paper (4X4, 100 sheets)
- 6 Elmer's .2l oz. Glue Sticks
- 1 12 ct. set Crayola Long 7" Colored Pencils, sharpened
- 1 8 ct. set Fine tip Washable Markers—Classic Colors
- 5 Spiral Notebooks 1 Subject 100 pg Wide Rule Assorted Colors
- 5 Chisel tip Highlighters, assorted colors
- 200 sheets (Wide Ruled) filler paper
- 1 Avery 1.5" Heavy Duty White 3-ring Binder

- 1 Roll of Paper Towels (Boys)
- 1 box of Tissues (Girls)
- 1 Clorox wipes - 35 count (Girls)
- 1 Hand sanitizer-alcohol free preferred (Boys)
- 1 Sketch Pad – Bienfang – Spiral – 5.5x8.5 – 60 lb – 64 Ct

## Volunteers

### Volunteers

Kenrose PTO is a community made up of exceptional volunteer parents/families. New parents are strongly encouraged to volunteer. Parents enjoy being part of the Kenrose family. Due to the numerous events the PTO hosts throughout the year, the PTO needs many volunteers in varying capacities, including but not limited to:

- Room Parents
- Servers for teacher/staff luncheons
- Baking and/or purchasing desserts for teacher/staff luncheons
- Book Fair – Cashiers and student helpers
- Setting up and taking down events (chairs, tables, etc.)
- Working booths/rides at Family Fun Night.

In the best interests and protection of WCS students, WCS has defined three levels of school volunteers to correspond with levels of volunteer activities. More information on volunteers in schools can be found at <http://www.wcs.edu/volunteer-in-schools/>. In order to volunteer at Kenrose, parents must complete the School Volunteer Application and Confidentiality Agreement form. This form may be obtained from the Kenrose front office or at <http://www.wcs.edu/wp-content/pdf/Volunteer/VolunteerApplication.pdf>. Completion of this form is required for all levels of volunteer work in the school. Some Volunteers will want to do volunteer activities which require a Tier 3 volunteer badge, the most thorough vetting process. Please see information on Tier 3 volunteers below. Parents are welcome to volunteer in school without being a Tier 3 volunteer. Tier 1 and Tier 2 volunteers are required to sign-in and wear a visitor sticker while on school property. All visitors, including all levels of volunteers, must sign in and out at the front office.

### Tier 3 Badges

A Tier 3 volunteer badge is **not** required to volunteer at Kenrose but **is** required in many situations, including chaperoning elementary field trips. The PTO is responsible for making Tier 3 volunteer badges. To obtain a Tier 3 badge, volunteers have to complete the School Volunteer Application and Confidentiality Agreement and be fingerprinted. Instructions for fingerprinting can be found at <http://www.wcs.edu/wp-content/pdf/Volunteer/ProcessInstruction.pdf>. The cost for fingerprinting services is \$40, and the applicant is responsible for this fee. Please contact the Kenrose PTO if assistance is needed with the fingerprinting fee. About two weeks after fingerprints are submitted, volunteers should contact their intended school site to confirm approval. The contact at Kenrose is Mrs. Julie Lankford, the assistant principal. The PTO contact is Ms. Meredith Oxborough. [Meredith.oxborough@gmail.com](mailto:Meredith.oxborough@gmail.com). WCS **will not** notify approved applicants. WCS will only contact applicants if there is an issue with their application. Approved applicants can come to school during

PTO Hours or contact the PTO to schedule an appointment. Be camera ready as a photo will be taken. Tier 3 volunteers are encouraged to wear their badges at all times while on school property. Visitor stickers from the front office are used in place of Tier 3 badges for volunteers who forget their badge.

### **Classroom Volunteers**

Parents are encouraged to help in the classroom. The grade level and teacher will dictate how much and what level of help is needed. Every class will need a Room Parent(s). Room Parents work with and serve as a liaison between the teacher and parents of his/her students. Room Parents receive training at the beginning of the school year from the Room Parent Coordinator. The Room Parent Coordinator also communicates with Room Parents throughout the school year to share PTO communications and upcoming events that may require classroom assistance. Some of the responsibilities of a Room Parent are:

- Plan and organize parties (Fall, Winter and Valentine's) throughout the year.
- Organize volunteers as needed by the teachers within the classroom (this will be more so in the lower grades).
- Plan and organize festivities for Teacher/Staff Appreciation Week.
- Plan teacher birthday celebrations.
- Assist the teacher in coordinating parent volunteers for classroom needs.

Room parent(s) are not affiliated with nor an extension of the PTO Executive Board. Any monies collected by room parents are independent of the PTO and outside of the PTO's purview. The Room Parent Coordinator reports to the Volunteer Coordinator who is an Executive Board member *and* the liaison between the PTO Executive Board and the Room Parent Coordinator.

### **Newcomers Breakfast**

The Newcomers Breakfast is an event coordinated by the Kenrose Counseling Committee and PTO to provide families new to Kenrose with important information for starting the school year. Newcomer families have children who will be attending Kenrose for the first time, but will not be entering as Kindergarteners. The Newcomers Breakfast is scheduled for July 28, 2015.

### **Back to School Bash**

The Back to School Bash is the celebratory kick-off for the new school year. This event provides opportunity for families to find-out class assignments and meet teachers. Back to School Bash is scheduled for August 4, 2015.

## Boo Hoo Breakfast

The Boo Hoo Breakfast is an event sponsored by the PTO. After taking their kindergarteners to class, parents are invited to a continental breakfast to celebrate the significant milestone. Younger siblings are welcome!

## Book Fair

There are two book fairs during the school year, one in the fall and one in the spring and are sponsored by Kenrose Elementary directly. The book fair is usually held in the library. All funds raised during the book fair directly benefit the Kenrose library.

## Family Enrichment Nights

Kenrose PTO hosts evening events throughout the year for all Kenrose families. These events are meant to foster community and provide educational family fun. The events are Family Math Night, Family Reading Night and Family Science Night. These events are usually led by Kenrose teachers. The events usually include snacks, games, and other fun activities to engage parents and children.

## Cardinal Connections

Cardinal Connections are events hosted by the Kenrose Counseling Committee and sponsored by the PTO. These events are great opportunities for parents to gain more knowledge about school topics. Past Cardinal Connections presented information on Olweus Bullying Prevention Program, DARE, Common Core, and speakers such as David Thomas & Sissy Goff. Parents are encouraged to attend and dates are publicized in advance.