

# A

**After School Activities** – Students will need a parent note/permission slip to stay after school for approved school activities. The office will not call to make arrangements.

**Agenda Books** – All elementary students will receive an agenda book. This will be used to communicate between school and home. Please check daily for assignments, spelling words, important dates and activities, or notes from your child's teacher. Please initial/sign daily. There is a fee for the replacement of lost or damaged agenda books.

**Attendance** – Arriving to school on time and staying until dismissal are very important. While we understand appointments and other life-events occur, a large amount of what is taught cannot be “made up”. Students should arrive at school by 8:15 and dismissal begins at 3:20. If your child is absent, please write a note stating the reason. If your child is at an appointment, please ask the doctor's office to give you an excuse note. If your child is ill and visits a doctor, please ask for an excuse note. These notes must be turned in **within 3 days** of the absence in order to be considered for an excused absence. When your child accrues 3 unexcused absences, you will receive a letter from the principal. Ten unexcused absences becomes truancy and our county attendance director will contact you. Our county school based probation officer sends letters to families for excused and unexcused absences. Unexcused absences count toward truancy, so it's very important to send in excuse notes within 3 days.

## B

**Backpacks** – All students will need a backpack to carry the agenda book, folder and other day-to-day school items. Please do not purchase backpacks with wheels. Backpacks must fit into student lockers.

**Bicycles** - Students in grades 2-5 may ride bicycles to school. Students should follow safety rules and wear a helmet. Parents should consider the distance and weather conditions before giving this permission. Bicycles should be parked at the bike rack and locked. The school cannot assume responsibility for bicycles, and bicycles may not be ridden during the school day or on sidewalks. This privilege can also be denied by the principal.

**Birthdays** – You are welcome to send in an activity or item to celebrate your child's birthday. We ask that items sent in follow the nutritional guidelines and you arrange this in advance with your child's teacher. Please do not have flowers or balloons delivered to school. These items are unsafe on a bus, so this will be a school-wide policy for all students. Also, if distributing birthday invitations at school, JRES policy requires all students within the classroom receive one. This may include either all girls if your child is a girl; all boys if your child is a boy; or the entire class.

**Bus Riding** – Students are expected to follow all safety rules when riding a school bus. School bus riding privileges will be suspended if safety violations occur. Young students must be met by an adult at the bus stop. Failure to do so, could result in the loss of bus riding privileges. If students are returned to school by the bus driver three times, a conference will be scheduled with the parent and principal.

**Bus Stops** – Students in preschool and kindergarten MUST have a parent/guardian meet them at the bus stop. If a parent is unavailable, a responsible person 15 years of age or older may meet the child. Students in grades first through third must be met by a parent/guardian or accompanied by an older sibling (4<sup>th</sup> grade or older). Students in grades 4 and 5 may be dropped at their regular stop and proceed directly home. If the bus driver cannot SEE the adult, the child will be returned to school. If this occurs 3 times, your child may have his/her bus riding privileges suspended.

## C

**Cell Phones** – Students are not to have cell phones during the instructional day. Confiscated cell phones must be picked up by a parent/guardian from the principal. Staff use for personal reasons is restricted. However, staff use Class DoJo, School Remind texts, clocks/timers, cameras and learning tools on their cell phones.

**Chaperones** – Chaperones must complete required training/paperwork and be approved by the Randolph County Board of Education. Chaperones must provide their own transportation to field trips and be willing to supervise a small group of students under the direction of the classroom teacher. Chaperones must have a one-time background check.

**Class DoJo** – Teachers use this tool to communicate with parents/guardians. Information will be provided for parents to sign up and use this tool to easily communicate with teachers via a smart phone or computer. **Please do not use Class DoJo for dismissal changes.**

**Classroom Visitations** – We welcome parents at school parties and at special activities. Teachers may invite parents to help with a class project or to serve as a guest speaker. We do ask, however, that parents not join a classroom during instruction. This interrupts the instructional process and can cause confidentiality concerns. Please do not report directly to a classroom; we ask that you sign in at the office and seek assistance there. If there are special circumstances needed, please schedule a meeting with the principal.

**Clinic** – Our school has a Health-Based School Clinic through Valley Health Care. Students must have permission to receive medical services from the providers. You can view the current year's clinic schedule on our webpage.

**Custody/Court Issues** – Please provide the office copies of any court documentation relating to your child's custody or safety. We must have information in writing and cannot rely on phone calls or voice communication. We also need to be notified – in writing - when these circumstances change.

## D

**Delays** – There are days scheduled for 2 hour/3 hour delays due to training or teacher meetings. However, bad weather also leads to 2 hour/3 hour delays. In the event of a delay, the buses will run that many hours later. Our doors open at 10:00 (2 hr delay) and at 11:00 (3 hour delay). Please do not drop your child off early. There is not supervision until the doors are unlocked.

**Dismissal Changes** – Please do not use Class DoJo to communicate dismissal changes. We need a signed note from the parent or guardian. If a child is going home with another student, BOTH students must have a note. The office will not call to verify. If both students do not have a note, both will be sent home as normally scheduled. We ask that you do not call with dismissal changes as miscommunication may occur. We must have permission in writing.

**Dress Code** – We ask that dress choice not interrupt the educational process of others. Any article of clothing that is determined by the teachers and principal to be disruptive to the learning environment, destructive to school property or pose a safety concern shall not be permitted. The length of short, skirts and dresses should be at the tip of the fingers (or below) when arms are extended down the side. Pants should not be below the normal waistline and underwear should not be visible. Straps on shirts must be 2 inches wide or wider. There should not be skin exposure between the shirt and pants (no visible stomachs). This policy will be enforced school-wide to ensure fairness to all students. If there is a violation, alternate clothes may be provided or parents may be asked to bring in other clothes. Headwear (hats, hoods, bandanas, etc.) is not permitted unless for medical or religious purposes. Any article which is distracting or disruptive should be kept at home.

**Due Dates** – Please follow due dates for permission slips and other forms. This allows for supplies to be ordered, reservations to be made and for staff or volunteers to properly plan events. Please understand participation may be denied if forms are turned in after the specified due dates. We understand circumstances arise due to illness or absences. In this case, contact the school for assistance.

## E

**Early dismissals** – Please check newsletters, agenda books, school webpages, etc. for planned early dismissals from school. It is important to be at bus stops or at pick up on time. In the event of unplanned early dismissals, parent link phone calls are made. Please have a plan for these emergency dismissals due to weather, power or other causes.

## F

**Facebook** – JRES Page is maintained by the principal to communicate school information. Parents may join and post questions or other school information. This is not a place to complain or deal with classroom issues. Violators will be removed from the page. Posts are occasionally deleted by the principal to “keep the page clean”. Teachers and school staff are discouraged from adding parents to their personal social media pages. Please understand and respect this as it is for the staff member’s protection. If you have a problem, we ask you address it with the teacher and/or principal instead of posting on your social media. We take our school reputation and confidentiality very seriously and believe we are the best route to solve conflicts.

**Families** – Families do not always live under the same roof. We encourage parents not residing together to each complete an emergency care form. Please contact the school office to make arrangements to share information (report cards, newsletters, etc.). Please notify your child’s principal with any issues which may affect your child’s success at school or school transportation needs.

**Fidgets** – These are not permitted in school unless specified on an IEP, SAT plan or 504. Too often they are used as toys, so will only be permitted under the approval of the classroom teacher and/or special education teacher.

**Flip Flops** – Flip flops frequently break and cannot be worn during recess or PE. Students need a change of shoes if wearing flip flops or sandals.

## G

**Goodbyes-** We ask that you say your goodbyes to your child at our front foyer if needed. We encourage independence and want all students to carry their own backpacks and to walk to their classrooms. This also helps us to monitor our hallways and to keep our building safe. Preschool and kindergarten teachers will work with parents the first week of school on this.

**Grab n Go** – Students may have breakfast free of charge. Students take their breakfast to the classroom where instruction begins while they eat. This begins at 8:15 each morning and is optional but encouraged.

H-

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J-

K-

## L

**Late to School** - It is very important to arrive on time to school. When students arrive late, it disrupts the instruction of the classroom and prevents students from settling into their daily routines smoothly. Students who reach 5 unexcused late arrivals will be assigned the Success Room to discuss the causes. The student will speak with the school counselor to develop a plan and will take the plan home to be signed by the parent/guardian.

When a student reaches 10 late arrivals, the principal will send a note home to the parent/guardian and request a conference be scheduled. Students living out of zone will be at risk for having out of zone approval revoked once unexcused late arrivals reach 10 times.

**Lunch** – School lunch is provided for students at no charge. **Extra milk is 35 cents** and must be paid on a daily basis. We do not have change so students should bring in the correct change. Students may bring a lunch from home. We encourage healthy food choices and strongly discourage carbonated drinks/pops. Glass bottles and containers are prohibited.

Parents are welcome to eat lunch with their child. We ask the following:

1. You do not eat lunch with your child until after the Forest Festival. This allows time for routines to be established and for “miss my family” tears to subside.
2. You do not eat lunch with your child in May. Schedules often change due to end of year activities.
3. You may not bring food to share with any child other than your own.
4. Understand your child must still follow lunch room rules and expectations.
5. Do not join your child for lunch on a party day or on an early dismissal day.

You may sign your child out for lunch/recess for a special lunch with you, but not on a daily basis. This social time with peers is very important for your child.

Lunch menus are subject to change. Lunch times are subject to change. Please call the school by 9:00 am if wishing to eat school lunch with your child so our cooks can prepare. Adult lunches are \$3.75. Please bring exact change as the office does not keep change. Parents are to say goodbye to their child at the end of lunch and should not follow to the classroom or playground.



## M

**Money** – When sending in money, please put in a Ziploc or envelope and label with your child's name and purpose (Example: Billy Ross, \$5.00, After School Celebration). There are times money may be collected for various purposes, and this can be confusing for the classroom teacher.

**Music** – Students attend music class 2-3 days a week. Students are graded on participation and mastery of the WV State Music Standards. Students in fifth grade have the opportunity to join band.

## N

**Newsletters** – These are sent home monthly and are also put on our school webpage. You are strongly encouraged to keep the calendar page on the refrigerator for easy reference.

**Nurse** – Our school shares a School Nurse (RN) with several other county schools. We do not have a Registered Nurse on a daily basis.

## O-

## P

**Parking** — Please respect No Parking signs on our school grounds. Our parking lot is small. Please use caution and patience when entering and leaving. Please back into parking spaces and watch for children when moving. You may park on South Gate or our Side Lot parking lot. Please do not park on the grass. Avoid the bus lane during arrival and dismissal times, and please do not park in the staff parking lot of the bus lane.

**Parties** — We hold 3 classroom parties throughout the school year. Parents are invited to attend. PTO and classroom teachers organize the Fall Harvest, Christmas and Easter celebrations. The Valentine's Day party is for students only. You will receive more information on parties through PTO, your child's teacher and in school newsletters.

**PE Class** — Students are required to wear tennis shoes for Physical Education class. Student grades will be affected if students cannot participate. A note must be provided if a student is unable to participate due to an injury. A doctor's note must include any restrictions and a date when the restrictions are lifted.

**PreK** — Preschool students participate in music and PE daily. They attend Monday-Thursday. When dropping off your preschool student, please avoid the bus lane. You may park across the street on South Gate or in our Side Lot parking to escort your child to the building.

**Principal** — Your child's principal is Rochelle Chenoweth. You may contact her by email at: [rmchenow@k12.wv.us](mailto:rmchenow@k12.wv.us) or at 304-636-9181. She maintains the school webpage and the JRES Page on Facebook. She taught special education for 9 years on both the elementary and secondary levels and was an elementary teacher (K, 1, 3) for 8 years. You are welcome to schedule meetings with her but please understand she may not be available to meet without an appointment.

**PTO** – Our school has a very active Parent Teacher Organization. Meetings are held the 2<sup>nd</sup> Tuesday of each month at 6:00 pm. All parents are invited and encouraged to attend and to become involved. PTO makes many things possible for our students – including our school parties.

**Q-**

**R**

**Recess** – Students are required to wear tennis shoes for climbing on our playground. Students will be unable to participate in some recess activities if the proper shoes are not worn. Students may keep a pair of tennis shoes in his/her locker.

**S**

**Safety** – We take safety very seriously. Doors are kept locked. ALL visitors are required to stop in the office. Please DO NOT go directly to a classroom. We must keep our safety policies consistent to ensure the safety of all. Students participate in safety drills throughout the year as required by county policy. In the event of an emergency or safety issues, the principal will contact you and notify you of the situation or concern. We attempt to be proactive instead of reactive, so we err on the side of caution when calling safety drills. Please do not hold doors open for visitors. The office needs to “buzz in” all visitors. We appreciate your waiting in the foyer if needing to pick up your child early.

**Student Placement** – The placement of students is a very detailed process. The teachers and principal work to divide students by ability, boy/girl, personalities and other grouping factors. Parents often request a specific teacher. Please understand this request is usually not granted due to all the factors considered when placing over 280 students. Please know a lot of time is spent on student placements, and your child’s teacher and principal take a great deal into consideration. Placements are not changed unless there is an educational basis for doing so.

**Success Room** – Our REACH Positive Behavior Support Program uses a Success Room to help students achieve success. Students may be assigned the Success Room to complete a test or to finish classwork/homework. Students are also sent here for behavior concerns. Our school counselor and/or our principal speak with students and address strategies to improve the behaviors. Students often complete a report to bring home and have signed. This way, we can work together to correct any concerns. Students who have 5 or more late arrivals or absences will also visit the Success Room to help develop a plan for good attendance.

T

**Toys** - Toys should be left at home unless permission given by the classroom teacher for special activities. Toys MUST BE kept in a backpack on school buses. Confiscated toys are returned at the end of the school year or after a parent meeting with the principal. This will be determined by the principal.

U-

V

**Volunteers** – We rely on volunteers for many activities and appreciate the help. Volunteers must attend county provided training and complete the required paperwork. Teachers are responsible for seeking volunteers for classroom needs but must also follow student confidentiality requirements. PTO is a great way to become an active parent volunteer!

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Z -