

We believe in providing a physically and emotionally safe learning environment.

We believe all educational and community members share a partnership in learning.

We believe all students should be held to high academic goals in accordance with West Virginia Educational Standards.

**School Master Schedule**

8:00 Doors open

8:00-8:15 Students report to the multi-purpose room; students may take AR quizzes in computer lab.

8:15 – Students should be at school.

8:20-8:40 – Grab-n-Go/Homeroom

**8:25 – instruction begins**

Lunches:

11:25 – PreK & Kindergarten

11:30 - 1st Grade

11:35 - 2nd Grade

11:55 - 3rd Grade

12:00 - 4th Grade

12:05 - 5th Grade

3:20 Dismissal begins

3:22 p.m. South Gate

Road & Walker dismissal

3:25 p.m. Side lot dismissal

3:28 p.m. Bus dismissal begins

4:00 Teacher Dismissal

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The teachers and staff at Jennings Randolph Elementary are committed to ensuring that your child feels safe, loved and has a successful academic experience with us. Thank you for your support.

Working together, we can truly make a difference for all our students!

If you have any other questions, please contact the school at 304-636-9181.

# About JRES

**Mission**

The mission of JRES is to develop lifelong learners for the 21st century by working in partnership with students, families, community members, staff, and administrators.

School Information

Welcome to

JRES

## Our School Schedule

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101 Scott Ford Road  
Elkins, WV 26241

Jenningsrandolph.rand.k12.wv.us

Ms. Rochelle Chenoweth

**Please send a note instead of making a phone call as phone messages require a classroom interruption.** If a situation arises during the day that a message needs to be given to a student, please call the school **before 3:00 p.m.** After this time, the routine in the office becomes very busy and delivery of messages in a timely manner cannot be guaranteed unless in the event of an emergency.

**Textbooks**

All students are provided one set of grade level textbooks at the beginning of each school year. Each student is responsible for his/her own textbooks. If a textbook is lost or damaged, the parent is responsible for reimbursing the county the cost of an additional textbook.

Parents are to caution children about accepting rides with strangers or changing their normal walking route. Students should never walk through neighbor's yards unless they have been given permission by the property owner.

Parents who pick their child(ren) up at the end of the day should park on South Gate Road or in the side parking lot beside the school. Students needing to cross Scott Ford Road will be accompanied by a staff member.

Parents who park in the side parking lot should back into their space and meet their child(ren) at the side door.

**Do not park in front of the school as this is the bus loading/ unloading zone. This request is for the safety of all students.**

**Visitors to School**

Visitors are always welcome at JRES. Our school is fortunate to have a security system that protects our students from unwanted visitors. In order for the system to provide maximum protection, all persons need to buzz the office from the foyer when arriving**. In the morning, parents are asked to say goodbye to their child(ren) in the foyer**. In order to monitor visitors in the building, provide a safe school environment and minimize classroom interruptions, visitors need to plan to talk with teachers on their daily planning periods. Please check with the office or your child's classroom teacher for the times you may schedule a conference. Safety is a top priority!

**Private Transportation for Arrival and/or Departure**

Parents should not leave their children at school prior to 8:00 a.m. The school cannot provide supervision prior to 8:00 a.m. and cannot be responsible for children dropped off unattended.

**Students are to be at school by 8:15. Instruction begins at 8:25**

All students are to leave the building at dismissal time or when the buses arrive. Students are to go directly home after school. If they are to go anyplace other than home or to their child care provider, a note from the parent must be sent to school.

# Arrival & Departure Procedures

## Non Bus Students

**Approved After School Activities**

Students will need a parent note/permission slip to stay after school for approved school activities.

**Backpacks**

We suggest that all students have a backpack to carry books, assignments and materials to and from school. We do not recommend backpacks with wheels. They do not fit in lockers and are a fire hazard when left in the hallway.

**Bicycles**

**Children in grades 2-5 may ride their bicycles to school.** Parents and children should consider the distance from home to school and the weather conditions before deciding on riding bikes to school. The City Ordinance states riders twelve and under must wear helmets. Bicycles may not be ridden on sidewalks. Bicycles must be parked in the bicycle parking rack and should always be locked. The school cannot assume responsibility for bicycles. Bicycles are not to be ridden during the school day. The consequence of not following bicycle safety rules will be loss of bicycle privileges.

**Cell Phones**

Students are not permitted to use cell phones during the instructional day at Jennings Randolph Elementary School. Confiscated cell phones must be picked up by an adult.

**Chaperones**

Chaperones may be needed to accompany students on field trips throughout the school year. Chaperones must have attended training and be approved by the Randolph County Board of Education to be a chaperone on any school field trip. Chaperone training will be provided by the school twice during the school year. Dates will be announced in a newsletter and in a School Messenger phone message. People who have attended parent volunteer training may also be considered for a chaperone.

**Classroom Visitations**

We welcome parent visitations; however, we do require that you formally request to do so with either the classroom teacher and/or the building principal WELL IN ADVANCE so a mutually convenient time may be established for your visit. Unless otherwise specified with the classroom teacher or the building principal, we respectively request that you limit your classroom visit to one (1) hour. Upon the conclusion of your visit, please return your visitor’s pass to the school secretary. If you wish to discuss the visit with the classroom teacher, please schedule to do so during his/her planning period or other time(s) of non-instruction. The building principal will also be happy to discuss your visit with you and/or the classroom teacher.

**Deadlines & Due Dates**

Please pay special attention to 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.

An elementary agenda book has been given to each student. The agenda book gives the student a place to write down assignments, important dates, spelling words, etc. In order to promote good communication between school and home, the agenda book should be reviewed and signed by parent/guardian each evening. It also has a place for the parent and/or teacher to write notes to each other. You can also find helpful school information there.



**Emergency Drills**

The purpose of these drills is to familiarize the children and staff with the procedure so that they will know exactly what to do in the event of an actual emergency.

## Agenda Books

**Flowers, Balloons, Party Invitations**

We need your help! We are asking that flowers and balloons not be delivered to children during the school day. These items are not unsafe on the bus and when trying to be fair to all, we have decided to make this a school-wide policy, which will include our walkers and car riders.

If parents want to distribute birthday invitations at school, JRES policy dictates all students within the classroom are to receive one. This may include either all girls if your child is a girl; or, all boys if your child is a boy; or, the entire class.

**Toys**

Toys, games, radios, tapes, etc. should remain at home unless permission has been given by the child’s teacher and may only be used at recess. Trading cards are not allowed at school. The school cannot assume responsibility for items brought from home. **Confiscated toys will be returned at end of school year.**

**Child Nutrition Program**

Grab-n-Go is available for all students at no charge. School lunches are also provided at no charge.

Students may purchase extra milk each day. Extra milk is 35 cents and must be paid on a daily basis. **Please send correct change**.

Lunches brought from home should contain everything required for the child to enjoy it: a napkin, spoon or fork, straw, etc. Carbonated drinks/sodas should not be included in lunches brought from home. Likewise, glass bottles and containers are prohibited. In the event that a student forgets to bring a lunch to school, parents may drop off the lunch in the office. Teachers will allow students to stop in the office to pick up their lunch on the way to the cafeteria.

Students are expected to use good table manners, display proper eating habits, remain seated at the table, raise their hand for assistance, talk quietly to their classmates, and walk in the cafeteria at all times.

Parents are welcome to eat lunch at JRES any day. **However, we ask that you do not plan on having lunch with your child under after Forest Festival.**  This gives times for routines to be established and for everyone to get settled into school. Parents need to check in at the office, purchase a meal ticket, and wait in the office until their child picks them up for lunch. Due to daily deposits, please bring the correct amount for the meal ticket - $3.75 for lunch. When parents come to eat, their child may join them at a designated guest table. Your child may choose one friend to join them at the guest table. At the conclusion of the lunchtime, it is the responsibility of the parent and child to clean their area. Parents should say their goodbyes in the cafeteria since the class will be returning to instructional activities.

**Parents are not to eat lunch with their child on early dismissal days, party days, etc. Please remember that lunch times may change due to scheduled or unscheduled events. Menus are subject to change due to availability of foods or other circumstances.**

**Fundraising Participation**

We remind parents that:

* All fund-raising activities at Jennings Randolph Elementary School are optional.
* Money raised will be targeted to specific programs.
* Any monetary payments to school need to be in the form of check or money order. Unless you make payment by check or money order, we will not be able to verify payments. Any discrepancy is your responsibility. A separate check needs to be written for each child.
* We are sorry, but, if you have an outstanding balance from a previous school fund-raiser, your child will not be permitted to participate in any current fund-raisers until all past due accounts have been paid in full.

**SPINNERS – These are not permitted in school. Fidgets and other appropriate modifications will be made through the SAT, 504 or IEP teams.**

## We Need Your Help

Fifth grade students will have the opportunity to participate in the Patriot Band. The acquisition of a quality band instrument and instruction book is the responsibility of the parent. A trial rental program is recommended. Band is a graded class and students are expected to practice their instrument weekly. Information will be sent home with specific information about the band program. Remember previous band experience is recommended for participation in middle school band.

Fourth and fifth grade students will have the opportunity to participate in the Patriot Choir. Students are expected to practice choral music at home. Grades are based on performance participation and in-class participation. As a member of the Patriot Choir, students are expected to attend all choral performances, including those outside the school day. Information will be sent home with specific information about the choir program.

**Dress Code**

We believe the manner in which students and staff dress reflects a positive school climate that is focused on teaching and learning. While we recognize that choice of attire and grooming are matters of personal expression and are subject to current styles and trends, we expect that students come to school dressed appropriately for a PreK-5 educational environment. Any article of apparel that is determined by the teachers and principal to be disruptive of the learning environment, destructive to school property, or hazardous to the health and safety of the students or teachers, shall not be permitted.

The length of shorts, skirts & dresses are to be at the tip of the fingers, when arms are extended down the side, even when worn with leggings or tights.

Pants are not to be below normal waistline (underwear showing). Straps on tops/blouses/shirts must be 2” wide. There should be no exposure between the top of the pants, shorts, etc. and the shirt. If normal movement (walking, bending, twisting, etc.) causes exposure, the attire is not appropriate. Jackets and/or coats should be kept in lockers during the school day.

Students need to wear winter coats, gloves, etc. to school during our winter months. **If children do not wear coats to school, they will not be permitted to go outside if the teacher feels it is too cold without a coat. We do not feel this is a punishment, but is a precaution against getting sick.**

Headwear (hats, hoods, bandanas, etc.) is not permitted to be worn in the school building unless for medical or religious purposes.

In order to avoid a phone call to bring their child clothes or come and pick their child up from school due to not following the school’s dress code, parents should monitor the clothing their child is wearing when they leave for school in the morning.

**Non-Custodial Parents**

School personnel are frequently confronted with the difficult and awkward situation of a non-custodial parent appearing at the school to remove children. If such a situation exists in your family, please notify the school as to which parent the court has appointed with the responsibility for actual child custody. Forward a copy of the necessary court decision to the school. PLEASE REMIND THE SCHOOL OFFICE ANNUALLY OF YOUR INDIVIDUAL CIRCUMSTANCES. If your child is NOT to leave the school with a particular parent and/or relative, please notify the school in writing.

Non-custodial parents can send in 10 self-addressed/stamped envelopes. This will allow us to send out important information and keep you informed of school activities. Please number the envelopes from 1 to 10. When non-custodial parents receive envelope #9, you will know to send in additional envelopes.

**Phone Usage**

Our telephone is busy with school business and is not to be used by students except in an emergency. Only the principal or secretary will grant permission. In order to assure time-on-task, teachers will return parent calls during non-instructional periods.

## Patriot Band/Choir

Physical education requires students to wear tennis shoes or sneakers. For safety reasons, students should not wear: flip flops, sandals, high heels, cowboy boots, slip on type, hiking boots, or clogs.

If students are unable to participate or require limited participation in physical education class due to illness or injury, please send a parent or doctor note providing an explanation.



**Skateboards, Rollerblades/Heelies**

For the safety of everyone at Jennings Randolph Elementary School, skateboards, rollerblades, and heelies (shoes with built in wheels) are not allowed at school.

**Parent Teacher Organization**

JRES has an active Parent-Teacher Organization which provides activities throughout the school year for students and families. At the beginning of the school year, PTO establishes goals and a budget. The organization meets monthly to organize and plan activities which support the school’s mission statement and goals. You are encouraged to be involved with this important organization.

**Parent Volunteers**

Jennings Elementary School always needs parent volunteers to help with daily activities which our regular staff members do not have time to complete. All people interested in being a volunteer **must** attend a county sponsored volunteer training session, provide a negative TB skin test, and be approved by the Randolph County Board of Education. Volunteers also help in many areas where their expertise exceeds our own. We ask parents to consider assisting our staff and students this year by volunteering your talents and energies to our school. The current program in Randolph County utilizes parent volunteers in such areas as operators of copy equipment (we will show you how if you do not know); adult readers during scheduled story time in the primary grades; as good listeners to children reading; helping to construct bulletin boards; working with students on a one-to-one basis under the direction of the teacher; acting as resource persons to share your particular talent or skill with our students; office assistance; etc. Watch in the school newsletter for the name of our parent coordinator for our volunteer program. Please contact the parent coordinator, your child’s teacher, or the building principal if you would like to serve as a school volunteer.

**School Parties**

The PTO sponsors three parties during the school year: Fall Harvest, Christmas and Easter. A letter from the PTO is sent home each year asking for parents to assist with the parties. PTO and the homeroom parents seem to outdo themselves every year in providing the children with enjoyable parties.

**Placement of Students**

It is the policy of JRES that the principal and faculty assign students to appropriate classes based on individual needs and educational development. Utilizing heterogeneous grouping, all classrooms will be established in a manner which promotes educational excellence and equity in instruction. When assigning student placement, the following criteria are considered: standardized achievement, classroom achievement, reading ability and grouping, social and educational development of the individual child and special needs and considerations brought to the attention of the principal by teachers or parents.

## Physical Education