Attention JRES Parents!

Student safety is very important to all of us at Jennings Randolph. As a result, we have certain practices in place. I wanted to remind everyone of these school policies so there is no confusion.

1. **Students may not be picked up 3:00-3:20. We will send students out Side Lot at 3:25.**

Why? Classrooms and the office are very busy at this time. We do not want to interrupt classroom routines or make errors with dismissal during this busy time of the day.

1. **We MUST have a note if your child will be picked up early for an appointment or other reason. The note MUST state who is picking up your child if it is not you. We will only go by the emergency care form if it is due to an emergency such as an illness or injury.**

Why? The parent may not be aware someone is picking up his/her child. We are not always aware of family disagreements or other possible issues in our office.

1. **Dismissal changes MUST BE in writing.**

Why? We cannot guarantee the identity of those who may call in and request changes. You can call the school and alert the office to check for a fax (304-636-9166) or an email (sent to [rmchenow@k12.wv.us](mailto:rmchenow@k12.wv.us)). We must have this written permission before 2:30.

We do not want to inconvenience families, and we know emergencies arise. However, we have 285 students we must get home safely. We appreciate your cooperation.

Ms. Chenoweth, Principal

11/30/18