

St. Joseph School District  
**Oak Grove Elementary  
School**  
**2023-2024 Parent-Student Handbook**



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## ARRIVAL/DISMISSAL

**School Hours:** 8:45 AM to 3:50 PM

**Calling the office when your student is sick:** Please call the school office no later than 9:10 AM to report that your child is sick or that they will be late to school.

**Parking:** Parents are asked to park in the west lot when visiting or walking students to the entrance of the building. Students are not allowed to walk through the parking lot unattended.

**Student Arrival:** Students are allowed in the building beginning at 8:25 am each day in order to ensure appropriate supervision is available. Please refrain from bringing your student to school before 8:25 am, unless they are in the YMCA Before and After School Childcare. Parents are asked to allow their student to walk independently to class each day. A parent must also accompany their child to the office and sign them in and receive a tardy slip if they arrive after 8:45 am.

**Car Rider Arrival and Dismissal:** All student car rider drop-offs and pick-ups will take place on the west side of the building. Please advance your car to the last available paw print in the car rider loading and unloading zone. During dismissal, Students will congregate in the car rider holding area west of the flagpole and be loaded in your car when you have reached the paw print available farthest to the west.

**Parent Pick Ups:** Parents are asked to wait in the designated pick up area located to the east of the flagpole. Please refrain from congregating under the awning at the main entrance to allow for student bus and car rider traffic. Students will not be allowed to walk through the parking lot unattended.

**Walkers:** Walkers will be dismissed with car riders and will be escorted through crosswalks in the parking lot and across Cook Road by our Safety Patrols as well as by a staff member.

### Normal Plan/Deviating from the Normal Plan

A student's Normal Plan is defined as what the child is to do for dismissal at the end of the school day. For example, if a child rides the school bus home daily, then this is the child's normal plan. If a student needs to change their normal plan, the following must occur:

1. Please contact the school office and/or send a note to school (preferably that morning). Requests made after 3:15 pm may not be taken.
2. An email or text to the office, classroom teacher, or principal, will not be acceptable.
3. Permanent changes to the normal plan must be made in writing, signed and dated by the custodial parent.

If no notification is received, the student's normal plan will be followed.

## **POSITIVE BEHAVIOR SUPPORT**

School-wide Positive Behavior Support is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of prosocial skills, and the use of data-based problem-solving for addressing existing behavior concerns.

The Oak Grove “PAWS” Pledge:

*As an Oak Grove Grizzly, I will make all students feel safe, welcome, and able to focus on learning by practicing safety, accepting responsibility, working hard, and showing respect.”*

## **AWARDS**

### **Principal’s Honor Roll**

Students earning all A’s in every subject including Art, Music and P.E.

### **A Honor Roll**

Students earning all A’s in the core subjects only (not Art, P.E. or Music)

### **A/B Honor Roll**

Students earning all A’s and B’s

### **Perfect Attendance**

Students who are neither absent, tardy or leave early all quarter

### **Certificate of Excellence**

This award is given to the students who earn all A’s in all four quarters in any subject.

### **Perfect Attendance**

This award honors those students who have been neither absent or tardy for the entire school year.

\*Fourth Quarter awards and Missouri Reading Circle awards will be given out in the individual classrooms.

## **SAFETY PATROLS**

Oak Grove Safety Patrols are on duty each morning from 8:15 a.m. – 8:45a.m. and each afternoon from 3:50 p.m. to 4:00 p.m.

Older grade students serve as Safety Patrols. Students may apply at the end of their 5<sup>th</sup> grade year to serve as a regular or substitute patrol.

### **PTA**

Oak Grove School has an active Parent Teacher Association (PTA) that meets regularly. Meeting dates are posted in the Oak Grove Newsletter and on the website. Currently, regular PTA dues are \$6.00 per person. Business memberships are \$20.00 The cost is subject to change. PTA offers an opportunity for you to become involved in your child's education in a variety of ways. We hope that one or more adults represent every child.

### **PICKING CHILDREN UP EARLY**

When a parent has to pick up a child early due to illness or unavoidable appointments, he or she must check in at the office. The secretary will call the student to the office on the intercom, while the parent signs the child out in the office.

### **ABSENCES**

If, for any reason, your child is going to be absent, you should call the school between 8:15 a.m. and 9:10 a.m. All parents who have not notified the school by 10:00 a.m. will receive an automated phone call informing them of their student's absence.

Students who are absent are expected to make up their work. Homework may be picked up at the end of the day between 3:50 and 4:00 p.m. in the school office. Please call the school to make prior arrangements.

If a student arrives at school at any time during the day after 8:45 a.m., the student and the parent must report to the office before going to the classroom. Upon returning to school after being absent, parents must send a note stating the date and reason for being absent. These notes are kept on file for one year.

### **ACCIDENTS AND ILLNESS**

Every precaution will be taken to prevent accidents. If a child is injured or ill at school, a parent will be contacted immediately. If a parent cannot be reached, the nurse or other designated personnel will use the emergency contact information provided earlier by the parent during registration. Please make sure the person designated has agreed to assume this responsibility. In the case of an emergency, if a person cannot be reached, an ambulance may be called if necessary.

Parents are discouraged from sending their children to school if they have been ill that morning, even if they feel better. If your child has a temperature, we would like for you to keep him/her home until they are fever free for 24 hours without medication.

### **WITHDRAWAL OF STUDENTS**

If you are moving and withdrawing your child from Oak Grove Elementary School, please call or come by the school a few days prior to the withdrawal date. This will give

the staff time to complete the necessary paperwork. Please make sure that students return all books and technology to school and that all lunch accounts are paid.

### **FIELD TRIPS**

The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Visits to gift shops, etc., are not allowed during field trips. Chaperones/volunteers must adhere to field trip rules and schedules set by the school and bus company. Field trips are for students, staff and designated chaperones only. Furthermore, parents may not transport their student to and/or from a field trip unless permission has been obtained from the principal. Smoking is not permitted.

### **DISASTER INFORMATION**

Fire drills are conducted once each month. Each class has a designated route to an outside area a safe distance from the building.

Tornado/Disaster drills are held at least once each semester. During these drills, each classroom goes to a designated area within the building.

Bus Evacuation Drills are conducted at least once each year.

Intruder Drills/Lockdowns are held once per semester.

All students and staff are trained to respond in an appropriate and safe manner to any type of emergency that may occur.

A copy of Oak Grove's Emergency Management Plan is on file in the school office.

### **SCHEDULING APPOINTMENTS**

Parents may request a meeting with their child's teacher or with the principal at any time during the school year. Please call the school at 671-4290 for an appointment if a conference is desired. Likewise, the school staff may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with staff if you receive such a request.

### **THE MISSOURI READING CIRCLE CERTIFICATE**

The Missouri Reading Circle Certificate is a minimum standard for completion of independent reading. The criterion was developed by the Department of Elementary and Secondary Education to encourage and recognize students for reading. Research shows that students who read more, read better, and find more success in school. Earning the Missouri Reading Circle Certificate is one indicator of the amount of reading a student has completed outside of the regular school curriculum in reading.

READING CIRCLE CRITERIA:

Kindergarten	10 Books
Grade 1	12 Books
Grade 2	14 Books
Grade 3	16 Books (11 fiction, 5 non-fiction)
Grade 4	18 Books (12 fiction, 6 non-fiction)
Grade 5	20 Books (13 fiction, 7 non-fiction)
Grade 6	22 Books (14 fiction, 8 non-fiction)

## **PROMOTION AND RETENTION OF STUDENTS**

Students in the St. Joseph School District will be considered for promotion at the end of each school year. In general, pupils shall be promoted annually, but exceptions to this policy may be made.

**Promotion** will be recommended for all students who have successfully completed the minimum academic requirements for the present grade.

**Retention** in the same grade may be recommended for students who have not met the minimum academic requirements for promotion, including regular attendance, or for whom social, emotional, or physical development would not allow satisfactory progress in the next grade.

If a teacher recommends retention in the present grade for the coming year, parents will be notified at third quarter Parent/Teacher Conferences of that intent. The parents, teacher, and principal will develop an individual achievement plan for the child.

**Placement** into the next grade may be recommended for students who have not met the minimum academic requirements, but for whom social and personal needs are significantly greater than the academic requirements.

**Delayed Decisions** may be made for students who are referred for Summer School. Summer School is recommended for all students who need review and/or remediation of the basic skills prior to promotion or placement in the next grade level. The building principal makes the final decision regarding the promotion or retention of all students.

## **TEACHER ASSIGNMENT**

The practice of requesting particular teachers for the coming year has become a growing concern at Oak Grove School. Many times, requests are based on “hearsay” or popularity rather than instructional merit. If all of these requests are honored it allows little flexibility for decision-making on the part of the staff.

In the spring of each year the teachers and principal divide students into classes for the coming year. We take into consideration teaching and learning styles, personalities, special needs, student and teacher talents and abilities, discipline concerns, level of student commitment and responsibility, etc. Parents will not be allowed to request a specific teacher for their child. Parents may choose to write a letter, describing teacher

characteristics that their child may best respond to, and this input will be considered as we prepare class lists for the upcoming school year. There are many variables that we must consider when placing students in a class such as reading and math levels, gender, behaviors, special needs, student personalities, and much more.

Final decisions regarding teacher assignments will be made by the principal.

### **CELL PHONES**

Students are discouraged from bringing cellphones to school, and cell phones are not allowed to be used during school hours.

Parents, please be respectful of our learning environment, and turn your cell phones to vibrate while in our building.

### **SCHOOL VOLUNTEERS**

At Oak Grove, we utilize volunteers in the classrooms, office, and library. We also have volunteers who work at home.

To become a school volunteer please contact Kim Cordonnier ([kcordonnier@ucpnwmo.org](mailto:kcordonnier@ucpnwmo.org)) to obtain an application.

### **PRIVATE PARTIES**

Students are not allowed to pass out invitations at school for private parties unless all of the children in the class, all boys or all girls are invited. This often results in hurt feelings on the part of those students who are not invited.

### **BIRTHDAY TREATS**

Many students request to bring treats to school on their birthdays to share with their classmates. Permission must be obtained from the classroom teacher. Treats must be prepackaged and will usually be shared at the end of the day. Approximately 10 minutes will be allowed for this type of activity. Healthy treats are encouraged. Please do not send gum.

### **CLASSROOM PARTIES**

The PTA sponsors two special parties per school year. The number of parties and their time limits are set by the School District. This year there will be a Fall party and a Valentine party at Oak Grove.

### **LOST AND FOUND ITEMS**

Small, valuable items are kept in the office (eyeglasses, jewelry, etc.) Clothing items are kept on the hanging racks outside of the Grizzly Den in the Commons. To help prevent

items from being lost please put your child's name on all personal property. Unclaimed lost and found articles will be donated to a local charity at the end of each quarter.

## **TECHNOLOGY**

Please read the SJSJ Technology handbook below. Copies will be available in the office upon request.

<https://www.sjsd.k12.mo.us/cms/One.aspx?portalId=26738710&pageId=26970594>

## **ITEMS BROUGHT FROM HOME**

Students come to school to learn. Trinkets and toys distract from the learning process. No items shall be brought from home without prior approval of the teacher or the principal. This would include toys, pets, MP3 players, electronic games, trading cards, coins, anything of value, etc. The school will not be held responsible for the loss or damage of such items. These items will be held by the principal or teacher and may be picked up by a parent after school.

## **VANDALISM**

All writing in books, on walls and furniture, rough treatment, and damage or misuse of equipment of facilities is considered vandalism. Such behaviors may result in consequences and/or reimbursement by parents for repairs or replacement of such items

## **LUNCH SYSTEM**

Our lunch system is computerized. Every Oak Grove student (including students eligible for free and reduced lunch) will have his or her own lunch account. This account will also be used for students who attend the GATE (Gifted and Talented Education) Program. Students must have money in their account to cover the cost of items purchased at GATE. If your student brings a lunch from home, money should be deposited in their account if you wish for them to be able to purchase ala-carte items such as milk.

If given in writing, a memo may be added to the student's account to restrict purchases as well as give permission to purchase ala carte items such as extra main dishes, snacks, and drinks. Parents (not food service staff) must determine what, if any, ala carte items their student may purchase. Food purchased at school may not be taken out of the cafeteria.

Elementary meal prices for the 2023-2024 school year are:

\$1.25 for breakfast

\$2.70 for lunch

## **CHECK POLICY**

Personal checks are welcome at Oak Grove Elementary School. Guidelines for accepting checks are as follows:

1. The check must have the name and address of the check writer pre-printed on the check. Counter checks will not be accepted.
2. No Out-of-State Checks will be accepted.