2024-2025 Locust Grove Elementary School Handbook

Philosophy
"*Where Learners Grow Everyday*"

We acknowledge that individuals are unique in their needs, interests, capacities, and rate of physical, intellectual, emotional, and social growth. In order to prepare today's child for tomorrow's future, we seek to communicate the importance of working cooperatively to meet the needs of the group and the individual. Therefore, we have chosen cooperative learning and collegial teaching as significant techniques to enhance the traditional teaching methods for academic excellence.

MISSION STATEMENT

The mission of Locust Grove Elementary is to provide a safe and positive environment for students to achieve their personal best through a challenging curriculum and high expectations in order to become responsible and productive citizens who embrace lifelong learning.

OBJECTIVES OF LOCUST GROVE ELEMENTARY

- Various opportunities are provided through the cooperative efforts of our staff, to assist in the development of the child's own positive self-image.
- A variety of activities and instruction are provided to develop socialization skills.
- To encourage students to assume more responsibility, both academically and behaviorally, as they progress through elementary school.
- To understand special students' needs, the specialized teacher adapts instruction within the regular classroom, as well as utilizing resource rooms.
- To foster communication and verbalization skills, as well as positive group and individual interactions, cooperative learning has been incorporated into our instructional design.
- To promote general improvement in our staff instruction, self-evaluation, and school curriculum, additional teaching techniques utilized by our staff are collegial teaching and peer coaching.
- To develop the total child, we utilize the special area staff, K-5, in Music, Physical Education, Art, and STEM.
- To foster interpersonal relationships, extra-curricular activities for our students are offered.
- To promote learning, our school is equipped with the latest technological advances.
- To develop and foster responsible citizens, students practice manners, patriotism, and respect for teachers and each other as valuable human beings.
- To develop the best educational programs, we actively seek parent volunteers who are utilized throughout the school in areas of tutoring, preparing educational materials for teachers, assisting in projects, and serving as chaperones on field trips, etc.
- To promote ourselves as a community school, our staff becomes involved through recruiting speakers for their classrooms in specialized topics as well as for career day, participation in an enrichment day for Oldham County students, and participation in community festivals, etc.

Leadership Team

Principal - Kristin Wilson
Assistant Principal - Matt Lund
Counselors - Angie Annis & Michelle Carter
Instructional Coach - Ann Shackleton
Library/Media Specialist - Katie Johnson

Office Staff

Office Manager - Tammy Reynolds
Receptionist - Julie Pate
Bookkeeper - Christina Tincher
Nurse - Julie Sanford

School Hours

7:20am - 2:20pm

7:20 Doors open
7:40 Tardy Bells Rings. All students are expected to be in their classrooms ready for instruction.
2:20 Dismissal Bell

A

OLDHAM COUNTY ELEMENTARY SCHOOL ATTENDANCE PROCEDURES

1. See Board Policy.
2. The doors open at 7:20 am and all students are to report directly to their homerooms. Students MAY NOT be dropped off at the front door and left unattended due to the fact that the doors are locked until 7:20am.
3. Students arriving after 7:40 am are to immediately report to the office and MUST be signed in by a parent or guardian.
4. If it is necessary for a student to be dismissed early, the parent/guardian/designee is to sign his/her child out through the office at Locust Grove.

ABSENCES

For purposes of applying the district's policies on attendance, "doctor's note" status and truancy, schools will use the following guidelines:

- Upon returning to school following an absence, a child is required to bring a note from his/her parent, guardian, doctor or dentist stating the reason for the absence. **This note should be given to the student's homeroom teacher within 5 days of an absence or tardy. After the fifth day, the note can no longer excuse an absence or tardy.** Eight parent notes, for either tardies or absences are permitted as an excused absence.
- After the student accumulates eight (8) absences that were unexcused, or excused by parent notes, the student will be placed on Doctor's Note Status under Board Policy to excuse further absences.
- Any child accumulating six (6) or more unexcused absences, or six (6) or more tardies, will be considered truant and will be subject to referral to the Department of Pupil Personnel.
- A student may utilize up to a total of three (3) excused tardy or absences that do not exceed 50% of any one school day, and remain eligible for perfect attendance recognition. The school principal determines whether or not an absence is excused or unexcused.

Instructional Time is defined as the amount of time from the beginning of the school day (7:40am) to the end of the school day (2:20pm).

Make-up work for extended excused absences may be obtained by calling the school office. The office personnel will contact the teacher who will send the assignment to the office. Please call ahead to see if the work is available for pick up.

If a child is absent from school for a full day or leaves early due to illness, they will not be permitted to participate in after-school activities, i.e. basketball, chorus, drama, etc. that are scheduled for that day.

ATTENDANCE PROCEDURE FOR STUDENTS ABSENT FROM SCHOOL FOR FAMILY TRIPS

1. When parents plan a family trip necessitating the absence of children from school we encourage the family to notify the principal of the planned absence.
2. All absences of students on family trips are unexcused absences.
3. School assignments missed while absent from school shall be made up.
4. The teacher will establish duration time for completion of make up work.
5. School assignments, which are not made up or make up work that is not satisfactory, will be counted as zero.

B

BIRTHDAY CELEBRATIONS

No food products will be allowed to be sent to school for birthday treats. We encourage students to bring treat bags containing pencils, trinkets, etc. Party invitations will only be distributed at school if ALL students in the classroom are invited.

BEHAVIOR EXPECTATIONS

Locust Grove Lions are Leaders. Lions Lead with the habits, Empower each other, Achieve greatness and Do what is right.

Common Areas Expectations Video

BUS EXPECTATIONS

Students are expected to follow all safety rules while riding the bus.

- •School rules apply at the bus stop and on the bus.
- •The Bus Driver is the BOSS of the Bus.
- •Always speak quietly on the bus so the driver will not be distracted.
- •Remain silent (not just quiet) at all railroad crossings. The driver needs to look and listen for the trains.
- •Never throw things on the bus or out the windows.
- •Keep the aisles clear at all times. Feet should be directly in front of you on the floor and book bags should be kept on your lap. Large instruments or sports equipment should not block the aisle or emergency exits.
- •If there is an emergency, listen to the driver and follow instructions.
- •Hands should be kept to yourself at all times while riding on the bus. Arguing and picking on others creates a dangerous bus ride.

Riding the school bus is a privilege. The consequences for inappropriate bus behavior are as follows:

- First Write-Up: The student will receive a warning, meet with administration to make a plan of correction and parents will be notified.
- Second Write-Up: Possible seat change and/or bus behavior chart in addition to all of the above.
- Third Write-Up: Limited time bus suspension
- Fourth Write-Up: Extended bus suspension

C

CAFETERIA /LUNCH /SNACKS

All students who buy lunch in the cafeteria will be offered a choice of two entrees, a vegetable, and dessert for $2.40. A well-balanced meal for breakfast is also offered for students at $1.30. Students are required to pay extra for a second entree or second milk or juice on the menu. Free/Reduced lunch forms are available in the office all year and online at http://oldhamnutritionservices.heartlandapps.com..

Students who bring their lunch to school cannot bring carbonated soft drinks.

Students are assigned a lunch number that follows them through elementary, middle and high school. Incoming kindergarten students will need to learn their 4-digit lunch number. They will type their lunch number into a keypad once they have learned to do so. We are able to look students up by last name if they forget.

Parents may pay for multiple lunches at one time. The cafeteria will credit the account for that amount. When the student goes through the lunch line, they give their number and the funds will be deducted. There are 3 ways to add money to your student's account. MySchoolBucks, check (these are the 2 preferred methods so we are able to track

them if there is an issue) or cash. When you send large sums of money (check or cash) to be applied to your child's lunch account, please place the money in an envelope addressed to the "Cafeteria" and mark your child's name and lunch number on the envelope.

The cost of snacks (ice cream, chips, fruit snacks etc.) is set by the school board. If you would like for your student to be able to purchase these extra items, please ensure they have money in their account. Students may buy as many snacks as they want as long as they have money in their accounts. Snacks may not be charged, so if they do not have the funds, students will not be permitted to get snacks. Snacks are only limited by parents. Parents may call or email the kitchen manager (kim.abner@oldham.kyschools.us) to place restrictions on their students' account or if they have any questions. Students may not purchase snacks for other children, due to allergies.

Snack time is provided during the school day. Children must bring their own snacks, and are not allowed to share them with friends. Snacks must be healthy in nature and the types of snacks encouraged will be communicated by individual classroom teachers. If there is a question about the healthiness of a snack the classroom teacher will not throw the snack away. He or she will contact the parent to remind them of our healthy expectations. Snacks will not be provided by the school.

Due to Safe Schools regulations, visitors will not be allowed to eat lunch in the cafeteria with a student. If you would like to eat lunch with your child, please call the office at least one day in advance to make special arrangements.

CELL PHONES, SMART WATCHES & TELECOMMUNICATION DEVICES

Students will not be permitted to use their personal cell phones/smart watches at any point during the instructional school day (7:40am-2:20pm) - this includes recess/rewards. Students needing to bring a cell phone/smart watch to school shall leave it in their backpack (turned off or on silent) for the entirety of the day.

CHILD CUSTODY SITUATIONS

If there are special custody situations of which the school needs to be aware, please inform the office so that those responsible for the child may be made aware.

Either parent of the student has the authority to inspect/review the educational records and sign-out/pick up a student unless the educational agency has been provided with the evidence that there is a legally binding instrument, or court order governing such matters as divorce, separation or custody, which provides the contrary.

CLASS DOJO APP

Locust Grove utilizes the Class Dojo app to communicate with families schoolwide. Students will be connected to their classroom teacher and families can expect weekly communication, announcements, independent messaging and pictures from the school and classroom through this app. This is a two-way communication system. Families have the opportunity to send private messages to staff members and receive responses within 24 hours.

COUNSELING SERVICES

Locust Grove's guidance and counseling program is both preventive and developmental in nature. The goal of the program is to assist the students in acquiring and utilizing skills for living. The entire staff is involved in implementing the program and our counselors, Mrs. Carter & Mrs. Annis, serve as the coordinators and consultants.

Mrs. Carter & Mrs. Annis will conduct classroom guidance sessions. Some of the topics include communication skills, peer pressure, friendship skills, conflict resolution and individual differences.

Individual counseling and small group sessions are also provided. Referrals can be made by parents, staff members and by the students themselves. Mrs. Carter & Mrs. Annis also conduct parenting workshops and provide consultation for parents and staff members. Appointments with Mrs. Carter & Mrs. Annis can be scheduled by calling the office. Appointments will be scheduled before or after school.

D

DOORS

All exit doors will be locked during school hours. All scheduled visitors must enter through the front doors, check in at the front office, and exit through the front doors. Unscheduled visitors are not permitted for the 2023-2024 school year.

DRESS

Proper, neat dress is encouraged at all times.

The following dress code shall be implemented, per SBDM Policy.

1. Dresses, skirts and shorts shorter than mid-thigh length are not permitted
2. Clothing with depictions including but not limited to alcohol, suggestive images, tobacco, violent depictions, drugs and/or profanity are not permitted
3. Backless/strapless shoes are not permitted for students in grades Kindergarten through Third Grade
4. Intermediate students may wear backless shoes, but must bring tennis shoes in order to participate in Physical Education class.
5. Sagging pants and low-rider pants, which result in possible exposure of undergarments and/or stomachs, are not permitted
6. Shoes containing rolling skate wheels are not permitted
7. Hats are worn on designated days only
8. Coats with hoods may not be worn during the school day. Children are encouraged to bring sweaters, jackets and/or sweatshirts to wear in rooms that are too cool

E

EXTRA-CURRICULAR ACTIVITIES

A variety of activities are offered to the students throughout the year. Lists of the academic and non-academic extracurricular programs, activities, and clubs that are offered at Locust Grove Elementary are posted on the school website.

Students will be eligible to participate in extracurricular activities if they:

1. Maintain passing grades in all subjects. (or receive teacher exception per extenuating circumstances)
2. Were in attendance on the day of the activity.
3. Comply with rules established by the adult coach or sponsor for the activity.
4. Meet requirements set by the appropriate sponsoring or governing organization.

F

FIELD TRIPS

Field trips are an extension of the school learning environment and are used to enhance the skills being taught. Students on the field trip represent their home, school and county and must act accordingly. To gain the most from field trips, it is important to work with the teacher to ensure each student's classroom work is current and their behavior is appropriate. Administration and/or classroom teachers will have the option of forfeiting a field trip for any child deemed not academically or socially able to attend. Refunds for field trips are not given if a child is unable to attend due to illness and/or student consequence, because of the complexity of the payment process for the program and buses. Chaperones must complete confidentiality training and have a completed background check on file.

FIRE/TORNADO DRILLS

Directions in each classroom will specify procedures for the disaster drills. Drills will be held several times throughout the year.

FORMAL TESTING AND ASSESSMENT

Students in grades 3-5 participate in state mandated assessments - this is mandatory and no exemptions are permitted. Additionally, all grade levels conduct iReady assessments three times a year, to determine proficiency levels in reading and math. Families will receive results after each assessment.

G

GIFTED/TALENTED EDUCATION

Students in fourth and fifth grades may be formally identified as gifted/talented. Students formally identified will have individual learning plans developed by GATES Coordinator, teachers and parents to address the child's specific learning needs. A parent interested in initiating a referral for his/her child for formal identification should contact the child's teacher or Mr. Lund, the GATES Coordinator for Locust Grove Elementary.

Primary Talent Pool identification occurs in grades K-3. These children are looked upon as potential gifted and talented candidates and have some adapting developed to assist in meeting their needs. A parent interested in the

Primary Talent Pool should contact the child's teacher or Mr. Lund, the GATES Coordinator for Locust Grove Elementary.

H

HEALTH SERVICES

Locust Grove encourages students to take medication at home rather than at school when possible. Any student required to take medicine during school hours MUST follow these guidelines:

1. The parent/guardian must bring the medication to school in the original container which must have the prescription label attached or it must be accompanied by a written statement from the attending physician stating the dosage, time, and any special instructions for the administration of the medicine.
2. Non-prescription medicine must come from the parent or physician with detailed instructions, must be accompanied by the school authorization form to give medicine, and parents must personally pick up any unused medication, which cannot be sent home with students.

The School Nurse will give medication in a designated area. Students are not permitted to bring medicine of any kind on the bus. Medication is the responsibility of the parent/guardian and the school assumes no responsibility in its administration. Any student becoming ill at school will be sent home. Health information is kept on file in the office. **It is the parents' responsibility to make sure current information such as parent work phone number; name of person to be contacted and pertinent health information is on file.** Please send all new information when changes occur immediately.

HOLIDAY PROCEDURE

A student may receive an excused absence for one holiday during the school year that has not been included on the school calendar. However, the following provisions must be met:

1. The family has a scheduled activity to honor the event.
2. The student has had satisfactory attendance during the school year.

A child is required to bring to his/her homeroom teacher a note from his/her parent/guardian stating the reason for the absence.

HOLIDAYS

Holidays are a very important part of our instructional curriculum. Certain holidays are celebrated with parties or decorations. If, for religious or personal reasons, you do not wish for your child to participate in the celebration of any holiday, please notify your child's teacher. Arrangements will be made for your child to participate in an alternate learning activity.

HOMEWORK

Homework is a valuable aid in helping students make the most of their experience in school. Homework is given because it is useful in reinforcing what has been learned in class, preparing students for upcoming lessons; extending and generalizing concepts; teaching responsibility and helping students develop positive study habits. It is through homework that parents can be kept abreast of the curriculum and make an on-going evaluation of the child's progress.

Homework may not be assigned in every subject every night. The work and study habits of the students as well as his/her strengths and weaknesses in a subject area help determine the type and quality of homework assigned. Teachers may assign homework on a daily or weekly basis.

I

INCLEMENT WEATHER PROCEDURE

Attendance policy for student if absent on a day when your student's bus routes are not run:

1. The parent/guardian is the final judge of whether his/her child/children will be in attendance when certain bus routes are not run. Under these conditions, parents/guardians must use their best judgment in determining whether the child/children will attend school.
2. The student/students will be counted absent for pupil accounting purposes. However, the absences will be treated as an excused absence and children will be permitted to make up work missed.
3. The child is required to bring a note from his/her parents/guardian stating the reason for absences. This is to be turned in to his/her homeroom teachers.

INSPECTION AND REVIEW OF RECORDS

The right to inspect and review educational records includes:

1. A reasonable request for explanations and interpretations of records by those eligible to review records.
2. The right to request copies of the record from the educational agency if the failure of the educational institution to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the educational records (A copy fee will be charged for each page).
3. Either parent of the student has the authority to inspect and review the educational records of their student unless the educational agency has been provided with evidence that there is a legally binding instrument, or a state law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

L

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds, or stay after school, unless they have permission from the Principal and a note from home.

M

MESSAGES

In an effort to eliminate the number of classroom interruptions, messages will be given to children only in case of emergency. Teachers will respond to messages from parents/guardians before or after school and/or during planning periods. Instructional time *will not* be interrupted for phone calls.

P

PARENT-TEACHER ORGANIZATION (PTO)

Locust Grove's PTO is a terrific benefit to both the children and the school. To maintain open communication between home and school, active participation by parents is encouraged. We hope all parents will feel free to attend PTO meetings and activities. It is very important that our children know that their parents and teachers are working together. PTO website

PHYSICAL EXAMS/IMMUNIZATIONS

All students **must** have a certificate of physical exam upon entering school. New students must have an up-to-date physical within twelve (12) months prior to registration. Students enrolling in a Kentucky school for the first time may be required to have an examination by an optometrist or ophthalmologist, and a dental exam prior to January 1 of the first school year enrolled. Please refer to Board Policies for more information.

All students new to the state of Kentucky must have immunization information transferred to a Kentucky form prior to enrollment.

S

SPECIAL EDUCATION

Locust Grove maintains a variety of programs designed to meet the special needs of students consistent with the special education law. An individual educational plan (IEP) is developed with assistance of parents, staff and administration to meet the needs of each qualified student.

The Special Education Department offers a wide range of services. Among these services are:

1. Students referred for disabilities will be evaluated by personnel through the Oldham County Board of Education.
2. Consultation among parents and teachers for the purposes of helping them understand and provide for special needs of their children.
3. Individual and small group instruction for those children who need to develop and improve their language area skills (listening, speaking, reading, writing and spelling), mathematics, and gross motor and fine muscle coordination.
4. All questions pertaining to Special Education may be referred to Bonnie Koontz.

SPEECH
Children with articulation and/or voice problems, fluency abnormalities and aural-oral language difficulties, as well as boys and girls with hearing loss, delayed speech, congenital speech problems, are scheduled for sessions of therapy appropriate to the severity of each case.

T

TEXTBOOKS
Textbooks will be furnished to all students at no charge. Library books are available for checkout to all students at no charge. However, there will be a fine charged to any student who abuses or destroys any textbook/library book during the school year. YOU WILL BE HELD RESPONSIBLE FOR YOUR OWN BOOKS REGARDLESS OF WHAT HAPPENS TO THEM according to the policy of Oldham County Board of Education.

TORNADO SAFETY PLANS AND PROCEDURES
The following are the procedures that will be used in the event of a tornado watch or warning:

TORNADO WATCH - All activities in the gym, auditorium, and playground will cease. Staff members have been assigned to direct and supervise the students who are in the playground area and those throughout the entire school facility during a watch.
School personnel will monitor television weather, commercial radio stations, and their weather receivers.
Staff members have been designated to answer the telephones, unless the phone becomes inoperable at the time due to severe weather.

All other learning activities will be continued, unless a warning is issued.
During a watch, the students will be dismissed from school at their designated time and the buses will follow their customary afternoon schedule.

If a decision is made by the superintendent to dismiss the students prior to their usual time, the afternoon bus schedule will be utilized.

Tornado safety plans and procedures have been established for the Oldham County School System. Each school is equipped with a weather radio receiver, which immediately informs the administration of any severe weather information. The Oldham County Civil Defense Director has also developed an arrangement of rapid dissemination for tornado warnings and he has included the school system in his plan.

TORNADO WARNING - All public schools in Oldham County have been inspected and tornado shelter areas have been designated. Each school has held pre-season drills to ensure that the students and the staff know the correct procedures to follow if and when a warning is issued.

If a tornado warning is issued, the staff and the students will report to their designated areas immediately and remain there until they are instructed to do otherwise.

Although it is the prerogative of the parent to sign his/her child out of school during bad weather, we suggest you consider carefully the risk to yourself and your child during the act of transporting at the warning time.

School buses will not operate if a tornado warning has been issued for our area until the drivers have been advised that it is safe to do so, and then the buses will return the children to their destinations following their daily routine.

TRANSPORTATION CHANGES
Changes in buses or routines should be given to the child BEFORE he/she leaves home. During the 2024-2025 school year, students are not permitted to ride a bus that is different from what is on their transportation record. Changes for Lion's Pride and car riders in the afternoon will be accepted via email before 12:00pm in cases of emergency only. **No changes will be made after 12:00 PM.**

V

VISITORS
For the 2024-2025 school year, visitors are not permitted unless they have a scheduled appointment made in advance. Per district and safe schools regulations, visitors will not be allowed to eat lunch with students in the cafeteria. Please call the office to inquire about special arrangements.

VOLUNTEERS

Volunteers are permitted under these conditions:

- completed background check on file
- completed confidentiality training
- verified purpose for volunteering
- permission from the principal

W

WALKERS, BIKE AND SCOOTER RIDERS

Any family who elects to walk or ride a bike/scooter to school must abide by the guidelines established in SBDM Policy.