

Trigg County Primary School 2025 - 2026



PARENT / STUDENT HANDBOOK

Lindsey Kinslow
Principal

Diana Banks
Assistant Principal

Sheena Andrews
Guidance Counselor

Trigg County Primary School
205 Main Street
Cadiz, Kentucky, 42211
(270) 522-2700 phone
(270) 522-6165 fax

Dear Parents,

Welcome to the 2025-2026 school year! We are excited to begin a new year with your children and appreciate all you do to aid in the success of each student. At Trigg County Primary School, we strive to create “star” students and this can only be done with a strong partnership of staff and family. Everything you do at home directly affects the success of your child when at school so we appreciate your willingness to create an environment at home that promotes learning and growth as we continue to create that same environment here.

I invite you to join our school community in a variety of different ways. The first step for the year begins with reviewing our Parent/Student Handbook. This is designed to give you and your child a solid foundation as the year begins and to answer many questions that arise as the year continues. Our focus is to create and nurture a team atmosphere so that each child knows their success is important at school and at home.

If you have any questions, please don't hesitate to contact me. I am excited to begin our journey this year. Our staff is committed to providing a well-rounded educational experience for all students and I value your willingness to do the same.

Sincerely,

Lindsey Kinslow, Principal
Trigg County Primary School

TRIGG COUNTY PRIMARY SCHOOL

VISION – “Building Dreams”

Trigg County Primary School is an educational environment where students learn skills and are supported by teachers, staff, parents, and the community to build dreams and to reach goals.

MISSION STATEMENT

The mission of Trigg County Primary School is to educate all students academically and socially in a safe, non-threatening environment. Through the shared involvement of our parents, students, school family and community, our students will be provided with diverse learning opportunities to help them become independent learners.

General Information

Site Based Decision-Making Council (SBDM Council)

The Primary SBDM Council will meet on the 3rd Tuesday of every month at 3:15 in the primary school conference room. Primary Council members include: Amber Grubbs (parent), Alana Baker Dunn (parent), Madison Rogers (teacher), Kyle Finchum (teacher), Jayse York (teacher), and Lindsey Kinslow (principal).

SBDM Policies

All SBDM policies are available at the reception area of the Primary School. They will also be available on the Trigg County Schools website at www.trigg.kyschools.us. Click on the ‘schools’ link, and then go to the Primary school’s individual site.

Assignment of Students Policy

The principal and teachers on each team will determine the assignment of students to classes on their team, keeping in mind the appropriate teacher/pupil ratio, boy/girl ratio, ethnic ratio, special education, Title I programs, speech, gifted education, socio-economical and other legal guidelines for programs. It shall be the policy of Trigg County Primary School that students shall be placed based upon assessment results in appropriate reading programs. Requests will no longer be taken for a teacher.

There will not be any homeroom changes made until the student has been in class for ten days. At that time, the parents shall contact the principal in person. The student may be moved for academic reasons only if there are available openings. Individual scheduling should be completed by August 1 of each year. During Open House parents and students will meet their teachers.

School Schedule

Announcements begin at 7:50. Classroom instruction begins at 7:49. The school day ends at 2:50 when students begin loading the buses. This year there will be four growth days in our school calendar. These days will be for teachers to attend professional development. Students will NOT be required to attend school on the growth days.

School Fees

Fees for this year include an Art fee of \$3.50, a Music fee of \$3.50, a PE fee of \$3.50, a Computer fee of \$3.50, a Maker Space fee of \$3.50, a Computer fee of \$4, and a Library fee of \$3.50 to cover the expense of materials and equipment. The nurse's fee will be \$5.00. Please pay the total of \$30.00 to your child's homeroom teacher.

School Safety

For your child's safety, after buses arrive in the morning, you may only **enter** the primary building through the front doors by the receptionist's desk. Times have changed and we must take every precaution to ensure the safety of all students. Of course, all doors are open to the outside at all times. We also have a buzzer system in which you have to push the buzzer on the outside of the building and then one of the receptionists will instruct you to open the door.

Visitors

If visitors arrive on campus, they will be required to check in at the office after stating their reason for the visit. A valid driver's license is required for this process and an identification tag will be given for the duration of the visit.

Checking Out a Student

Any time a parent/guardian needs to check out a student during the day (prior to 2:50) he/she must report to the office through the front doors. The receptionist will call the child to the office while the parent/guardian signs the student out. **STUDENTS MAY NOT LEAVE THE SCHOOL WITHOUT BEING SIGNED OUT AT THE FRONT OFFICE.**

Car Drop-off and Pick-up

The primary school car drop-off and pick-up was devised first and foremost for the safety of our students and secondly for the convenience of our parents.

Morning Drop-off – Beginning at 7:25 each morning and ending at 7:49 primary students can be dropped off in front of the primary school entrance. Enter the elementary car drop off area located across from the hospital labeled as car drop off/pick up.. Staff will be available to greet children from 7:25 until 7:49. If you arrive later than 7:49 the driver needs to park in front of the primary school and enter by the receptionist's desk.

Afternoon Pick-up – In order to take advantage of afternoon car pick-up, the PREFERRED method is to send a note with your child to his/her teacher in the morning. Sending a note in the morning allows the teacher and staff time to plan ahead and also reduces confusion and delay during a very hectic time of the day. We understand that emergencies arise and a change may need to take place during the day. **In case of a needed emergency change, please call the primary office by 1:30. For your child's safety, we cannot take requests after this time.** The office will then notify each teacher through e-mail of any transportation changes by 2:00. Teachers have been instructed to check for changes at that time. All vehicles will enter the elementary car pick-up entrance and proceed to the front of the primary school.

Staff members will be available to assist every child into their appropriate vehicle. Parents need to arrive no earlier than 2:20 and no later than 3:00.

Important Note: During Open House, all parents wishing to use car pick-up will need to purchase a specifically encoded vehicle hang tag permit for the *Car Rider Pro System* for \$10 each. The tag will be issued and given to you at this time along with directions concerning the procedures to pick your child up in the afternoon. Anyone wishing to pick up a student in the afternoon must have the permit hanging from his/her rearview mirror when entering school property. If you do not have your *Car Rider Pro* permit in the vehicle, you will not be allowed to pick up your student(s) by driving through the car pickup line. Instead, you will need to park, walk in, and sign your student out after school dismissal at the front office. If you need any additional tags, they may be purchased for \$10.00 each.

Bus Transportation

Students who will be riding a bus to or from school should be aware of and follow general rules for their own safety. Things to remember when riding the bus are:

1. Stay in your seat
2. Observe the same conduct as expected in the classroom
3. Keep the bus clean
4. Cooperate with the driver
5. Follow the directions of the driver
6. Be courteous and use no profane language
7. The bus driver is authorized to assign seats

Student Drop-off Kindergarten through Third (3rd) Grade

For the safety of students in Kindergarten-3rd Grade Trigg County Schools require a parent/guardian to be visible at the afternoon bus drop-off point. When the school bus arrives at a drop-off location and a parent/guardian is not visible the following consequences shall occur:

1st Occurrence – The student shall be returned to their school to be picked up by their parent/guardian;

2nd Occurrence - The student shall be returned to their school to be picked up by their parent/guardian;

3rd Occurrence – The student shall be returned to their school for parent/guardian pick up, bus riding privileges shall be revoked for five (5) school days, and the Director of Student Services shall be notified;

4th Occurrence – The student shall be returned to their school for parent/guardian pick up, bus riding privileges shall be revoked for twenty (20) days, and the Director of Student Services shall be notified;

5th Occurrence - The student shall be returned to their school for parent/guardian pick up, bus riding privileges shall be revoked for forty-five (45) days, and the Director of Student Services shall be notified;

6th Occurrence - The student shall be returned to their school for parent/guardian pick up, bus riding privileges shall be revoked for the remainder of the year, and the Director of Student Services shall be notified.

Cafeteria – Breakfast & Lunch

Trigg County Schools Food Service will continue to implement an option available to schools participating in the National School Breakfast and Lunch Programs called the Community Eligibility Provision (CEP). This program will allow all Trigg County students to receive a healthy breakfast and lunch at school at **no charge** to your household each day. Children will be able to participate in these meal programs without having to pay a fee. If your child(ren) wants to purchase extra food, they will need to have money in their accounts. At this time you are not allowed to eat lunch with your child. **This request is being made as a safety precaution for all students.**

Health Services

Trigg County Primary School has a full time school nurse who is responsible for the administration of medications and treating minor injuries at school as needed. The school nurse is to treat only injuries or illnesses that occur during the school day. If injuries occur at home, please use your own physician. The receptionist at the front desk can assist you when you check in at the office. Please see the Health Services packet for more information.

Head lice Policy – The District will be a “nit-free” school system. The district’s nit free policy requires that students be free of nits before returning to school. When a student is sent home with infestation of lice, s/he will be required to be cleared by one of the school nurses before readmission to the classroom. The parent must accompany the student for this recheck at the designated times set by each school nurse. Absences will be excused on the initial day the student is sent home for infestation and on each day the student returns for a recheck. Unexcused absences will result for any day the students fail to return for a check for lice infestation and for any day on which the nurse cannot determine any change in the condition or status of the student’s infestation.

The District will conduct periodic checkups for lice infestation during the school year.

STAR

STAR Early Literacy, Reading, and Math assessments will be utilized as universal screeners for Kindergarten, 1st and 2nd grades three times per year. STAR is a computerized, adaptive test that provides educators the information they need to improve teaching and learning. Educators use the growth and achievement data from the STAR tests to develop targeted instructional strategies and to plan school improvement. STAR test results help educators make student-focused, data driven decisions. Parent information will be sent home after each testing window in the fall, winter and spring.

School Wide Programs

School wide programs available to assist our students include Extended School Services, Title I, TAG (Targeted Assistance and Growth), Transition activities, Preschool / Kindergarten Screenings, Expectations, etc.

PAWS (Parents Active with Students) folders

PAWS folders will come home each Thursday. The folder will include a PAWS letter from the principal with academic and important dates, completed assignments, letters from teachers and other important information for you. The PAWS folder is an **important** form of communication between the school and parents. We ask that parents/guardians please look through this folder and return it to school the following day.

Guidance Department

Mrs. Sheena Andrews serves as the Guidance Counselor. Mrs. Andrews will work with students to help them develop academically, personally and socially. The Guidance Department also works closely with parents, teachers, administration and other professionals within the school and community to provide students with the best possible resources and services. Mrs. Andrews also serves as the Building Assessment Coordinator (BAC) to coordinate school-wide, state-mandated testing. Please contact Mrs. Andrews with any concerns.

V.I.P. Program “Volunteers Are Important People”

We feel the success of any education program is based on the ability to utilize the talents and resources throughout a school community. Parents, grandparents, business-people, and community citizens, by joining with our professional teachers in a team approach, can make a real impact and difference in the learning opportunities of the youth of Trigg County.

If you are interested in joining the volunteer team, please contact Diana Banks, our assistant principal / volunteer coordinator.

Note from Physical Education (P.E.) Department

Please send tennis shoes for physical education on the day that your child has it. This is for your child's safety. Boots and slip-on shoes are slick and can cause injury to your child. Thank you for your cooperation.

Trigg County Primary School

Selection and Implementation of Discipline and Classroom Management Techniques (KRS 160.345 (2)(1)7

Purpose:

The goal of the faculty, staff, and administration at Trigg County Primary School is to create and maintain a safe, orderly and positive learning environment by implementing a system of school-wide positive behavior interventions and supports. These interventions and supports will be of a positive, proactive and instructional nature. Through the identification, adoption, implementation, monitoring and sustained use of research validated behavior practices, the faculty, staff and administration will provide the students of Trigg County Primary School with the opportunity to become self-disciplined, responsible and productive citizens of the commonwealth.

Procedures:

The research-validated practices to be implemented will include the following components: (1) A common approach to discipline; (2) Three to five positively stated expectations for all students and staff; (3) Procedures to teach the school-wide expectations; (4) Procedures to encourage responsible behavior; (5) Procedures to discourage irresponsible behavior; and the (6) Use of data to monitor and evaluate progress and effectiveness.

A schedule for teaching the defined school-wide expectations will be created and distributed to all staff members at the beginning of each school year. Additionally, when there has been a break in instruction (i.e., snow days, fall break, winter break, spring break, etc.) the school-wide expectations for Trigg County Primary School will be reviewed with students upon their return to school the next day.

The SBDM Discipline Committee will analyze behavioral data on a monthly basis. Behavioral data that does not violate confidentiality will be shared with the stakeholders (faculty, staff, SBDM Council, Board of Education) of Trigg County Primary School on a monthly basis. At the beginning of each school year, a designated committee will review the system of school-wide positive behavior interventions and supports with new and returning faculty and staff members. A goal regarding the development of a safe and orderly learning environment will be included in the School Improvement Plan (SIP) annually.

To provide consistency and clarity throughout the building, school-wide rules have been put in place. These expectations will be posted in the hallways, in each classroom in the building, and in the cafeteria. Along with the rules will be rewards and consequences. Lessons using multiple resources, such as CHAMPS, Project Wisdom, Second Step, Capturing Kids Hearts, Character Counts, etc. will be utilized and taught in each classroom regularly. This curriculum teaches students pro-social skills and positive ways of reducing aggressive, impulsive, and disruptive behaviors.

Alternative Learning Center - ALC

For repeated behavioral problems and/or major offenses, a student may be assigned a period of time in the ALC room by the principal or assistant principal. Students assigned to this classroom are to complete assignments from their regular classroom such as recess. Parents are notified from the school by mail if their child has been assigned to ALC. Notices should arrive within a week.

A recommendation from the Behavior/CHAMPS committee concerning the importance of completing classroom work is to treat each case on an individual basis. The leadership team at the school will work with the teacher, and the parent(s)/guardians to help lift barriers in order for

each student to be successful. A teacher may also refer a student to Behavior TAG if they feel their incomplete work is a contributing factor towards their behavior.

School-Wide Classroom Consequences

1. Verbal Warning
2. Loss of point
3. Thought Spot (student desk)
4. Buddy Room (student desk)
5. Parent call
6. Office Referral

School-Wide Expectations

STAR

Smile and be positive
Treat others with kindness
Accept responsibility
Represent the best you

RECESS

Safety first
Take turns
Always play fairly
React appropriately

BATHROOM

Silence
Think about time
Always flush and wash hands
Respect privacy

HALLWAY

Voice Level 0
Walk single file on the right side.
Stay in designated position in line and stay together as a class.
Keep hands down by side and eyes forward.
Stop at designated points as a class.

CAFETERIA

Voice Level 1
Students stay in assigned order in line and at tables.
Keep both feet under the table.
Use appropriate table manners.
Walk when entering and leaving the cafeteria.
Follow the directions of adults on duty in the cafeteria.

Dress Code Rules

1. Students will wear safe and appropriate shoes.
2. Students will wear safe and appropriate clothes (No tight spandex bicycle shorts; No hats, bandannas, or other types of headdress; No clothing profane words or designs; No low riding jeans, pants or shorts).
Note: Any clothing that disrupts the learning environment will not be allowed.
3. Due to safety issues, backpacks with wheels will not be allowed.
4. Backpacks must be clear or mesh.
5. Clear plastic water bottle. Water only.

Trigg County Primary School Schedule 2025-2026

School beginning and ending times: 7:49 – 2:50

Kindergarten			
Teacher	Explore / Conference	Lunch	Org. Physical Activity
Futrell	9:20 – 10:20	10:30 – 10:55	1:35 – 1:55
Haggard	9:20 – 10:20	10:28 – 10:53	1:35 – 1:55
Russell	9:20 – 10:20	10:30 – 10:55	1:35 – 1:55
Springer	9:20 – 10:20	10:30 – 10:55	1:35 – 1:55
Washer	9:20 – 10:20	10:28 – 10:53	1:35 – 1:55
York	9:20 – 10:20	10:28 - 10:53	1:35 – 1:55
1st grade			
Teacher	Explore / Conference	Lunch	Org. Physical Activity
Ellis	10:55 – 11:55	10:15 – 10:40	2:00-2:20
Heinz	10:55 – 11:55	10:18 – 10:43	2:00-2:20
Isom	10:55 – 11:55	10:18 – 10:43	2:00-2:20
King	10:55 – 11:55	10:15 – 10:40	2:00-2:20
Rogers	10:55 – 11:55	10:18 – 10:43	2:00-2:20
Summers	10:55 – 11:55	10:15 – 10:40	2:00-2:20
Visingardi	10:55 – 11:55	10:15 – 10:40	2:00-2:20
2nd grade			
Teacher	Explore / Conference	Lunch	Org. Physical Activity
Grubbs	8:15 – 9:15	10:40-11:05	12:20-12:40
Howell	8:15 – 9:15	10:42-11:07	12:20-12:40
Humphries	8:15 – 9:15	10:42-11:07	12:20-12:40
Reynolds	8:15 – 9:15	10:42-11:07	12:20-12:40
Stewart	8:15 – 9:15	10:40-11:05	12:20-12:40
Teague	8:15 – 9:15	10:40-11:05	12:20-12:40

Lunch is 25 minutes of non-instructional time with 3 minutes to lunch & 2 minutes from lunch allocated as passing time. All other passing times are 5 minutes or less. **Total Instructional Minutes:** 396 min

ATTENDANCE CODE

Attendance Philosophy of Trigg County Schools

The academic progress of the student is dependent upon their prompt and regular attendance at school. Attendance is a student and parent/guardian responsibility. This attendance procedure is to provide a structure within which students can gain maximum benefit from the instructional program. All students are expected to attend classes every day that school is in session unless they have a valid reason.

Kentucky Compulsory Attendance Laws

Kentucky school law stipulates that students are to attend school (KRS 159.010 and KRS 159.150). Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without a valid excuse for three (3) days or more, or tardy without a valid excuse on three (3) days or more, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without a valid excuse for three (3) or more days, or tardy without valid excuse for three (3) or more days, is a truant. Any student who has been reported as a truant two (2) or more times is a habitual truant.

Absences/Tardiness

Absences will be calculated on a percentage basis. If a pupil misses less than 35% of a school day they will be considered tardy. If a pupil misses 35% or more of a school day they will be considered absent. Absences and tardies will be excused for up to six (6) notes per year. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. Please refer to Trigg County Board of Education policy 09.123 for additional information. Absences from individual classes will be handled using the same procedure as absences from school. The doctor's statement shall specify the amount of time the student should have been out of school. Students returning without a doctor's statement will be given no make-up work. Students with lengthy illnesses should contact the school for Home and Hospital Instruction.

Notification

Personal notification, via phone, personal contact, or letter will be made to the student, parent/guardian and Director of Student Services and Personnel after the 3rd and 5th day of unexcused absence/tardy. Upon the 6th day of unexcused absence/tardy the director of pupil personnel may initiate a legal petition against the parent/guardian and/or the student per KRS 600.020(24) and 610.010 which stipulates the student is a habitual truant from school.

Pre-arranged Absence

Pre-arranged absence may be requested by parent/guardian for extraordinary circumstances which might enhance that child's education value or if it is deemed as a family emergency. This request must be made in person, to the principal or his designee. Days approved will be counted toward the total number of days allowed under the current attendance policy. Students will be required to make up work and/or time.

Procedure

The first day a student returns to school after being absent, the student will immediately give the principal or his/her designee a written note, signed by the parent or guardian stating the reason of the absence or submit it via the district's chosen electronic communication system (i.e., ParentSquare). The note shall contain the exact days or time of the absence and the cause or the reason of the absence. If the written absentee note is not received by designated school personnel within three (3) school days, the absence will not be excused.

Students returning without a note signed by the parent/guardian or failing to state the above information will be given a parent excuse until all 6 parent notes are exhausted. After all parent notes have been exhausted, an unexcused absence will be given. Students forging the signature of a parent/guardian will be unexcused for the time missed and subject to disciplinary action.

Doctor's excuses shall state the name of the student, the date(s), and/or the number of days for which the student will be excused.

Unexcused Absences

An unexcused absence/tardy is defined as any student absence that does not meet the criteria of an excused absence.

Appeals Committee

A District-wide Attendance Appeals Committee shall be available to examine the case of any student who feels that s/he has extenuating circumstances. Appeals shall be made in writing on an appeal request form and submitted to the appropriate school Principal. The Attendance Appeals Committee shall meet to consider the appeal within five (5) school days after the parent has filed the appeal request with the school Principal. The decision of the Appeals Committee shall be affirmed by the Board unless it is found to be clearly in conflict with the attendance policy.

SCHOOL HANDBOOKS

The Code of Conduct shall contain the District's Attendance Code. Each school handbook shall include specific attendance requirements.

MAKEUP WORK

It is the student's or parent's responsibility to contact teachers concerning makeup work. For every day students have an excused absence, they shall receive the same amount of time to complete makeup work.

SUSPENSION

Days missed while on suspension shall be counted as unexcused absences. Students who have been suspended shall not be allowed to make up daily work. In addition, work assigned and due during suspension shall not be accepted.

Under procedures developed by the Superintendent, students shall be allowed to make up major projects and tests, assignments made before the suspension, and assignments made during the suspension but not due until after the suspension. Students shall be responsible for submitting assignments due during the time of the suspension.

In the event the Superintendent extends a ten (10) day suspension pending an expulsion hearing, the suspended student may make up daily class work missed during all school days beyond the initial ten (10) days of suspension.

REFERENCES:

¹702 KAR 007:125

KRS 36.396, KRS 38.470, KRS 40.366

KRS 158.070, KRS 158.183, KRS 158.293, KRS 158.294

KRS 159.035, KRS 159.140, KRS 159.150, KRS 159.180

OAG 76566, OAG 7968, OAG 79539, OAG 9179, OAG 96-28

RELATED POLICIES:

09.122, 09.4281

09.126 (re requirements/exceptions for students from military families)

Adopted/Amended: 6/21/2016

Order #: 16-133