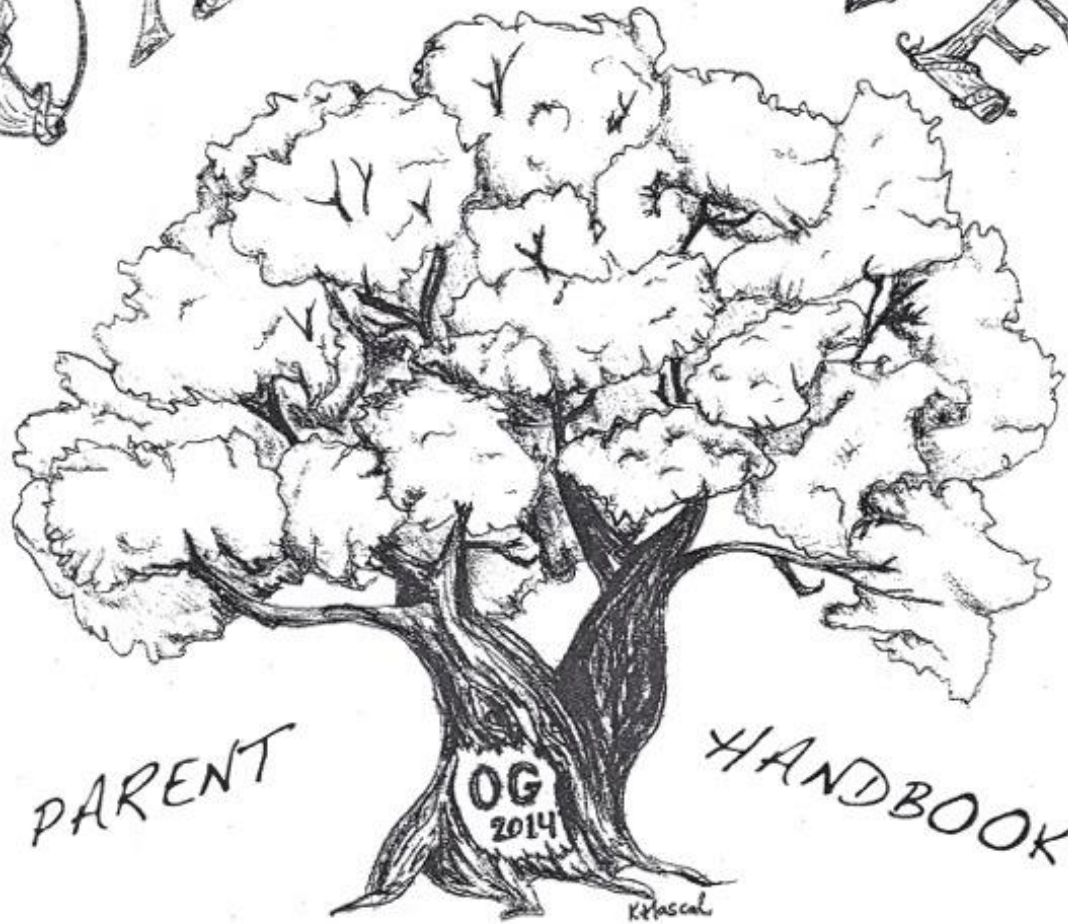


OAK GROVE



PARENT

HANDBOOK

ELEMENTARY

2018 - 2019

WELCOME TO OAK GROVE ELEMENTARY
Home of the Grizzlies

Dear Oak Grove Family,

The purpose of the parent handbook is to foster, promote and enable the educational partnership between home and school. The handbook contains procedures developed by Oak Grove Elementary School to guide daily instructional practices in order to ensure that the learning environment affords each student academic, emotional, and behavioral success. At Oak Grove, we work hard each day to ensure that every student is growing toward his or her maximum potential, and we take great pride in our students and are rewarded by their successes. The dedication of our faculty and staff in cooperation with strong parental and community support will undoubtedly enable Oak Grove to continue to experience high standards of excellence.

We welcome you to visit our school, and please do not hesitate to contact me if you should happen to have any questions. Thank you for sharing your student with us, and we look forward to working with your family this year!

With Grizzly Pride,
Natalie Arnold
Principal
Oak Grove Elementary School



Please reference these dates when planning appointments or vacations for the 2018-19 school year:

First Day of School

- August 16

Semester 1 Appointments/ 3-day Weekend

- Monday, September 3
- Friday, September 21
- Friday, October 19
- Friday, November 2

Thanksgiving Break

- November 21-23

Christmas Break

- December 24-January 7 (includes weekends)

Spring Appointments/ 3-day Weekends

- Monday, January 21
- Friday, February 15
- Monday, February 18
- Friday, March 15
- Friday, April 19

Spring Break

- March 18-22

Last Day of School

- May 17



OAK GROVE SPECIALS SCHEDULE

Rotating Specials Schedule for A-Day				
2018-2019				
Time	Art	Music	P.E.	Library
8:40-9:30	4-Bravo	4-Campbell	4-Irizarry	4-Searcy
9:30-10:20	6-Bailey	6-Love	6-Musser	
10:20-11:10		5-Claywell	5-Grier	5-Pingleton
11:10-11:50	-----Lunch----- ---			
11:50-12:40	3-Burgess	3-Humphrey	3-Stewart	3-Viselli
12:40-1:30	2-Barger		2-Hoglund	2-Myers
1:30-2:20	1-Mahoney	1-Moore	1-Nixon	1-Powell
2:20-3:10	K-Glidewell	K-Maloney	K-Salem	K-Sears
3:10-3:40	-----Schoolwide RTI----- ----			

OAK GROVE LUNCH SCHEDULE

10:58-11:23	Trotter	1st Grade		2nd Grade	
Kindergarten		11:36-12:01	Nixon	11:58-12:23	Hoglund
11:02-11:27	Glidewell	11:38-12:03	Powell	12:00-12:25	Barger
11:04-11:29	Maloney	11:40-12:05	Mahoney	12:02-12:27	Myers
11:06-11:31	Salem	11:42-12:07	Moore	6th Grade	
11:08-11:33	Sears	5th Grade		12:06-12:31	Musser
3rd Grade		11:46-12:11	Pingleton	12:08-12:33	Love
11:12-11:37	Humphrey	11:48-12:13	Grier	12:10-12:35	Bailey
11:14-11:39	Carter	11:50-12:15	Claywell	12:14-12:39	Bennett
11:16-11:41	Burgess			12:16-12:41	Bohanan
11:18-11:43	Viselli			12:18-12:43	Marshall
4th Grade					
11:22-11:47	Bravo				
11:24-11:49	Searcy				
11:26-11:51	Campbell				
11:28-11:53	Irizarry				

2018-2019
Oak Grove Faculty and Staff

<i>Grade</i>	<i>Room</i>	<i>Teacher/Name</i>	<i>Grade/Title</i>	<i>Room</i>	<i>Teacher/Name</i>
KDG	115	Glidewell, Mercedes	Art Teacher	121	Gann, Cathy
KDG	110	Salem, Jessica	Art Teacher	121	Smith, Dana
KDG	114	Maloney, Kali	Music Teacher	117	Riley, Jolie
KDG	111	Sears, Angela	Music Teacher	117	Wagers, Laura
			PE Teacher	107	Snider, Eric
1st	406	Moore, Amanda-Fay	PE Teacher	107	Allen, Anita
1st	408	Powell, Marcy	Principal	103	Arnold, Natalie
1st	407	Mahoney, Jacole	Assistant Principal	102	Lake, Chris
1st	409	Nixon, Jennifer	Administrative Assistant	101	Elder, Debbie
			Administrative Assistant	101	Douglas, Sally
2nd	404	Myers, Carol	Counselor	118	Smith, Brenda
2nd	403	Barger, Pam	Counselor	118	Fox, Shelly
2nd	402	Höglund, Cambrie	Nurse	104	Gardner, Erin
			Nurse	104	Moore, Brenda
3rd	306	Viselli, Trisha	Librarian (500)	108 & 109	Thomas, Suzanne
3rd	307	Burgess, Courtney	Librarian Para	108 & 109	Willming, Leesa
3rd	308	Carter, Lindsey	RTI Specialist	411 pm	Violett, Tomi
3rd	309	Humphrey, Karen	ESOL Tutor	411 am	Agha, Humaira
			ESOL Tutor	120 pm	Agha, Humaira
4th	304	Irizarry, Anne	Adaptive PE	209	Ebersold, Rita
4th	303	Campbell, Trisha	Conference Rm	124	Special Ed. Testing
4th	302	Searcy, Susan	Speech Tchr	126	Leslie, Carrie
4th	301	Bravo, Julie	Speech Tchr	127	Hagenhoff, Brittany
			Speech Tchr	312	Bruner, Sara
5th	207	Grier, Amanda	High Intensity K-1	129	Trotter, Heather
5th	208	Pingleton, Mayra	Para	129	TBD
5th	206	Claywell, Angela	Para	129	Mueller, Cindy
PEGS	211	Kellogg, Jennifer	Para/LPN	129	Leake, Kerri
6th	203	Love, Precious	High Intensity 2-3	123	Marshall, Tresa
6th	204	Bailey, Rebecca	Para	123	Brown, Leann
6th	202	Musser, Matthew	Para	123	Obermier, Mandi
			Para	123	Obermier, Shelly
Resource Tch	201	Bennett, Paige			
Para	201	Hall, Laurie	High Intensity 4-6	125	Bohanan, Tonya
Para	201	Leavell, Garrett	Para	125	Long, Linda
Para	201	Orth, Karyn	Para	125	Cook, Sarah
			Para	125	Wood, Kristi
Resource Tch	311	McAfee, Denise			
Para	311	Chesney, Colynn			
Band	120	Wootten, Lynnea			
Strings	119 am	Brock, Terry	Autism Program Facilitator	124	Carpentieri, Michelle
			Diag. Consult.	124	Wright, Danielle
Engineer	Den	Jones, Rick	Kitchen Manager	106	Cross, Nancy
Engineer	Den	Krimmel, Mary	Kitchen Staff	106	Cozad, Joyce
Engineer	Den	Eskridge, Janila	Kitchen Staff	106	Amos, Cathy
Engineer	Den	McGinnis, Shannon	Kitchen Staff	106	Newcomb, Kelli
Engineer	Den	Lake, Taylor	Lunchroom Supervisors	108	Carlson, Emily
			Lunchroom Supervisors	108	Verbick, Lindsey
Tech		Hass, Phil			Revised 8-14-18

2018-2019
Oak Grove Faculty and Staff

<i>Grade/Title</i>	<i>Room</i>	<i>Teacher/Name</i>		
Self Contained Pre-K	502	York, Melissa		
Self Contained Pre-K Para	502	Yuille Sheri		
Self Contained Pre-K Para	502	Mallot, Heather		
Self Contained Pre-K	504	Brittain, Susan		
Self Contained Pre-K Para	504	Lembke, Melissa		
Self Contained Pre-K Para	504	Byrd, Krissy		
Integrated Pre-K	113	Meyer, Susan		
Integrated Pre-K Para	113	Prokop, Denise		
Integrated Pre-K	508	Lewandowski, Jen`		
Integrated Pre-K Para	508	Collier, Shauna		
Integrated Pre-K	507	Buhman, Charlotte		
Integrated Pre-K Para	507	Evans, Melinda		
Integrated Pre-K	410	Flenthrope, Lindsey		
Integrated Pre-K Para	410	Woodward, Melinda		
Integrated Pre-K	112	Furgison, Nichole		
Integrated Pre-K Para	112	Tracy, Sharon		
Title Pre-K	401	Puckett, Ashton		
Title Pre-K Para	401	Cleggett, Tasha		
Title Pre-K Para	401	Wood, Precious		
Coord.Early Childhood & ESOL	501	Fleming, Mary		
Floating Para		Hudson, Marsha		
Vision Specialist	119	Gove, Cynthia		
Vision Specialist Para	119	Majors, Deanna		
Occupational Therapist	209	Ivy, Tamara		
Occupational Therapist	209	Meier, Mary Lou		
Occupational Therapist	209	Hardwick, Cosette		
All Grades	128	Sensory Room		
All Grades	210	Sensory Room		
Physical Therapist	209	Hopkins, Debbie		
Early Childhood Behaviorist	412	Bland, Kevin		
Early Childhood Sp Ed Social Worker	412	Nigh, Jamie		
	116	Storage		
	105	Conference Room		
	122	Storage Gym		
1st & 2nd wing intercom	405		1st & 2nd wing intercom	405
3rd & 4th wing intercom	305		3rd & 4th wing intercom	305
5th & 6th wing intercom	205		5th & 6th wing intercom	205

STUDENT SAFETY

1) *Student Safety: #1 Priority*

First, I want to thank everyone for their patience and cooperation when dropping off your child at school, and/or picking them up from school. With a building this size we have a large number of people coming and going, which necessitates the need to make student safety our number one priority. To ensure your child's safety, please follow these important safety procedures: The procedures are as follows:

School Hours: 8:40 AM to 3:40 PM

Parents are asked to allow their student to walk independently to class each day. If a parent needs to enter the building or visit the classroom, he or she must check in as a visitor in the office first. A parent must also accompany their child to the office and sign them in if they arrive after 8:40 am.

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.

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. Students will congregate in the car rider holding area west of the flag pole 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 flag pole. 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 by our Safety Patrols as well as by a staff member on Cook Road.

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 pro-social skills, and the use of data-based problem-solving for addressing existing behavior concerns. School-wide PBS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

Oak Grove School has adopted the Positive Behavior Support (PBS) prevention model framework to design a system of behavioral supports for all students. Universal expectations for behavior, positively stated, have been established for all students in all locations of the school. These expectations promote our core values, such as respect, responsibility, and safety. Interventions and strategies are implemented to teach and reinforce these expectations.

The Oak Grove “PAWS” Pledge is recited by all students and staff at the beginning of each day:

As an Oak Grove Grizzly, I will practice my PAWS every day. I will practice safety, accept responsibility, work hard, and show respect. I pledge to be the best Grizzly that I can be to make my family and my community proud of me.

Oak Grove School Procedures

DAILY SCHEDULE

School starts at 8:40 a.m. and ends at 3:40 p.m. Bussed students leave as busses are called. Students are not to arrive or be on school property before 8:25 a.m.

Teachers will be in their classrooms at 8:25 a.m. and will remain in the building until 4:10 p.m.

INCLEMENT WEATHER

In inclement weather, please refrain from calling the school office. Parents and students will be informed of school cancellation or early dismissal via ParentLink and the school district website, as well as the local television and radio stations.

KQTV	Channel 2/10	television
SJSD	Channel 41	television
KSJQ	92.7 FM	radio
KKJO	105.5 FM	radio
KFEQ	680 AM	radio
KGMN	1270 AM	radio
KSFT	1550 AM	radio

As a rule, school cancellations are decided by 7:00 a.m. and early dismissals are decided by 12:00 p.m. This may vary, however, due to weather circumstances.

PLEASE, instruct your child and their teacher as to where they are to go in the event of an early dismissal due to inclement weather.

QUARTERLY AWARDS

(To be awarded in the individual classrooms all four quarters)

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

End of the Year Awards

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 nor 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 3:40 p.m. to 4:00 p.m.

Sixth grade students serve as Safety Patrols. Students may apply at the end of their 5th grade year to serve as a regular or substitute patrol. Mrs. Humphrey & Ms. Bravo are the Safety Patrol sponsors. Please respect the requests of the patrols.

PICKING UP YOUR CHILD AFTER SCHOOL

For the safety of your child, and the consideration of the classroom teachers, please arrange to meet your child outside the school building in the designated parent pick-up area near the flagpole. This causes fewer classroom interruptions, less congestion in the hallways, and provides for the safety and security of our students. Your respect and consideration of this request is appreciated.

CLASSROOM INTERRUPTIONS

To avoid classroom interruptions, all visitors, including parents, must report to the office and receive a visitor's badge before going to a student's classroom or to the lunchroom. This rule is for the safety of Oak Grove's students, staff and parents. Should you need a conference with your child's teacher, please call the school to schedule an appointment.

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.

STUDENT DISMISSAL PRECAUTIONS/REQUESTS

The school district is legally responsible for the safety of children during the school day. Therefore, no staff member shall excuse any pupil from school prior to the end of the school day or into any person's custody without the direct prior approval and knowledge of the building principal. In keeping with these precautions:

1. The building principal or designee shall not excuse a student before the end of the school day without a request for the early dismissal by the student's parent or guardian.
2. Telephone requests for early dismissal of a student or release of a student to a third party shall be honored only if the caller can be positively identified as the student's parent or guardian.
3. Children of estranged parents will be released only to the parent whom the court holds directly responsible for the child, and who is the parent or guardian registered on the school records, unless the custodial parent grants permission. Please provide the school with appropriate legal documents regarding custody rights.
4. Students must have a note from home each time they are going home a different way than their normal plan. For example, riding a different bus, going home with someone, staying after school for Brownies, basketball practice, any school sponsored activity such as musical practice, character kids club, and after school tutoring.
5. Students without a note will be required to go home at the end of the day in accordance with their normal plan. Parents please be aware that if your child has a substitute teacher they need to know if your child is doing something different at the end of the day. **Notes are required for the safety of your child.**

District policy requires you to call the school office at **671-4290** if your child is going to be late or absent. The office opens at 8:15 a.m. Please call the office by 9:10 a.m.

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. This practice ensures the safety and well-being of the student and is crucial to maintaining proper attendance records.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. A student is considered tardy if he/she arrives after 8:40 am and a parent must accompany their child to the office to sign him/her in for attendance purposes. Consistent tardiness may be referred to the attendance officer. Tardiness does affect perfect attendance.

ABSENCES

- 1) 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. Excessive absences will be referred to the Prosecuting Attorney's Office for investigation.
- 2) In the event that a student and/or a staff member or teacher is confused as to the mode of pick-up at the end of the school day, both parents will be contacted. If no parent contact is made, the child will remain at school until the parent is contacted. It needs to be noted, our normal plan procedure reflects that when a student is confused as to what plan they are to follow at the end of the school day (if we have not received parent communication or a note), they will follow the "normal plan" as created by the parent.
- 3) We will expect parents to contact the school office (by phone, or a note from home) when a change is made to a child's normal plan. Emails or texts **will not** be considered the official change to a normal plan and should not be depended upon, as school staff may not have the ability to access these messages during the school day.

Students who are absent are expected to make up their work. Homework may be picked up AT THE END OF THE DAY between 3:40 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 8:40 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 on the Registration and/or Medication Information Sheets. 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 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.

MAKE-UP WORK

The school will provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. If the dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given.

Homework can be picked up at the end of the day between 3:40 and 4:00 p.m. in the office to prevent classroom interruptions. Please call the school in the morning to request to pick up work so that the teacher will have it ready for you.

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.

SUMMER SCHOOL

Pending state funding each year, a 16-day summer school program is offered at Oak Grove Elementary School subsequent to the end of the regular school year. This program is offered to strengthen students' academic skills and provide enriching summer experiences. Summer school catalogues are available at third quarter parent/teacher conferences.

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.

TELEPHONE

The office telephone is a business phone and is not to be used by the students except in an emergency. Students are not allowed to use the phone to make personal arrangements, such as requesting permission to go to another student's home after school. We realize that there are exceptions to this rule and will try to accommodate these circumstances as they occur.

Parents are reminded to communicate clearly to their children regarding after school activities and transportation before the child arrives at school each day. Students are required to follow their "normal plan" unless the school is otherwise notified. This avoids confusion on the part of the student and staff and keeps our phone lines open for emergencies.

CELL PHONES

Students are discouraged from bringing cell phones 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, library, and computer lab. We also have volunteers who work at home.

To become a school volunteer please contact Lindsay Verbick (lindsay.verbick@yahoo.com) or Krystal Lisenbee (krystal.lisenbee@yahoo.com) to obtain an application.

PRIVATE PARTIES

Students are not allowed to send invitations to 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 school district policy. This year there will be a Fall party and a Valentine party at Oak Grove. PTA provides \$1.50 per student per party.

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.

TEXTBOOKS

All textbooks are furnished free of charge to students who attend the St. Joseph Public Schools. Students are expected to exercise reasonable and proper care in the use of district owned textbooks. In the event that a book is lost or damaged, the student shall reimburse the district.

TECHNOLOGY USAGE

All parents and students sign a yearly technology agreement form, which outlines technology usage, regulations, and Internet etiquette. Violation of this agreement will result in disciplinary measures.

DANGEROUS ITEMS

Dangerous items including, but not limited to ammunition, knives, matches or toy weapons are not to be brought to school. If such items are found in a child's possession, items will be confiscated by the principal and the child's parents will be notified.

The use and/or possession of drugs, tobacco, alcohol, or firearms are prohibited. Any student who violates this rule is subject to the provisions of the School Board Policy. The rules apply on the way to and from school, at the bus stop, during lunch, at school activities, and during the day.

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, CD players, iPods, 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 logical consequences and/or reimbursement by parents for repairs or replacement of such items.

SAFETY CONCERNS

In continuing our efforts to make Oak Grove Elementary School a safe and secure environment, we would like to review some important safety procedures and rules. Staff members and patrols have been asked to refrain from opening doors for parents that are knocking on the doors requesting to be let in.

Students should not enter the building until 8:25 a.m. when teachers begin their supervision time.

The Before & After School Program offered through the YMCA offers before and after school childcare at Oak Grove for a fee. Contact the YMCA at 232-3344 for more information regarding before and after school childcare.

BREAKFAST PROGRAM

A breakfast program is offered at Oak Grove School. Those students in the YMCA Before & After School Program are served breakfast at 8:10 a.m. and are encouraged to eat at school. For other students, breakfast will only be served from 8:25 – 8:40 a.m. All students must be in their classrooms when the bell rings at 8:40 a.m.

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.

The cost of a student lunch is \$2.70 (\$.40 for reduced lunch). Adults who wish to eat lunch with a student must deposit extra money into the student's lunch account. Please send a note with your child if you plan on eating lunch at school.

Effective October 24th, 2011, when a student's account falls below negative -\$7.00, the student will be served an alternative meal. This meal will consist of a cheese sandwich or wrap, both veggies of the day, applesauce cup and milk.

Deposits may be made with the white deposit envelopes that are available in the cafeteria, the office, or from your child's teacher. Personal checks (made payable to Oak Grove School) or cash are welcome, however counter checks and out of state checks cannot be accepted. To ensure that the deposit is made into the correct account, please make sure that the envelope is completely filled out and sealed shut. Deposits may also be made online. A website is available for you to access your child's account. The website is mypaymentsplus.com. You will need your child's student ID number in order to set up this account. Through this account you will be able to monitor the account as well as make payments online. My payments plus charges a fee for online payments.

Deposits in \$10.00 increments are recommended. Money not used each month/year will automatically carry over to the next month/year. In the event that a student transfers to

another St. Joseph **Public** School during the school year, the lunch account will also be transferred. If you leave the District, a refund may be requested.

Families with more than one student at Oak Grove may choose to send one check and designate on the deposit envelope how much money is to be deposited into each child's account. Please note on the outside of the envelope the other student's name(s) and the teacher's name(s) and grade(s).

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. A student must have their lunch card to purchase any ala carte items or an extra main dish.

Printouts verifying the status of your student's account will be available upon request. If you would like a printout, please contact the Oak Grove cafeteria or make a request through your student's teacher.

The only beverage that comes with a school lunch is white, chocolate, or strawberry milk. Cartons of juice and other beverages are available **ONLY** as ala carte purchases. Please contact the Oak Grove cafeteria if you have any questions.

Your Check is Welcome!

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.

Lunch/Breakfast Prices (2018-2019)

Lunch Meal Pattern for Elementary Schools.....	\$2.70
Lunch Meal Pattern for Middle & High Schools.....	\$2.90
Reduced Price Lunch (Elementary, Middle & High Schools).....	\$.40
Adult Lunch (includes student teachers).....	\$3.25
Breakfast Meal Pattern for Elementary, Middle & High Schools.....	\$1.25
Reduced Price Breakfast (Elementary, Middle & High Schools).....	\$.30
Adult Breakfast (includes student teachers).....	\$2.00

Ala Carte Items

Bread.....	\$.60	Main Dish (Lunch).....	\$1.75
Fruit.....	\$.60	Main Dish (Breakfast).....	\$1.25
Potatoes.....	\$.60	Salads.....	\$.60
Milk.....	\$.50	Vegetables.....	\$.60

**MONTHLY LUNCH COST
2018-2019
(Elementary Schools)**

<u># Days</u>	<u>Cost/Meal</u>	<u>Total</u>
August, 2018		
12	\$ 2.70	\$ 32.40
12	\$ 0.40	\$ 4.80
September, 2018		
18	\$ 2.70	\$ 48.60
18	\$ 0.40	\$ 7.20
October, 2018		
22	\$ 2.70	\$ 59.40
22	\$ 0.40	\$ 8.80
November, 2018		
18	\$ 2.70	\$ 48.60
18	\$ 0.40	\$ 7.20
December, 2018		
15	\$ 2.70	\$ 40.50
15	\$ 0.40	\$ 6.00
January, 2019		
17	\$ 2.70	\$ 45.90
17	\$ 0.40	\$ 6.80
February, 2019		
18	\$ 2.70	\$ 48.60
18	\$ 0.40	\$ 7.20
March, 2019		
15	\$ 2.70	\$ 40.50
15	\$ 0.40	\$ 6.00
April, 2019		
21	\$ 2.70	\$ 56.70
21	\$ 0.40	\$ 8.40
May, 2019		
13	\$ 2.70	\$ 35.10
13	\$ 0.40	\$ 5.20

Oak Grove Elementary School
The School District of St. Joseph
925 Felix Street
St. Joseph, Missouri 64501

August 2018

Dear Parent,

Staff members in the St. Joseph Public Schools are constantly striving to provide the best conditions possible for student learning and achievement. Any condition, that may distract students from learning, is of serious concern.

This letter is designed to inform parents and students of clothing guidelines for the 2018-2019 school year. **These standards will be administered consistently in all schools.**

Student dress can have significant effect on learning and behavior. Clothing must cover the body sufficiently and avoid attracting excessive attention or causing disruptions. The following have been found to be a distraction to the learning process and therefore are unacceptable for wearing in the elementary school:

1. Clothing that doesn't sufficiently cover the body including: tube tops swimsuit, backless, halter or strapless tops, bare midriff, mid-cut or see-through shirts, or basketball jerseys that are cut low on the sides
2. Shorts that are inappropriately short
3. Overly long baggy jeans or pajamas
4. Clothing that advertises substances such as alcohol, cigarettes, drugs and violence
5. Clothing that utilizes double play on words, obscenities, profanity or is suggestive in any way
6. Large chains
7. Caps, hats or head coverings unless approved by the principal

Footwear must be worn at all times. Sandals are acceptable if they are safe and adequately secured to the feet.

The principal will make decisions regarding the appropriateness of clothing. In the event that a question arises regarding clothing, parents will be contacted.

We are asking your cooperation and support in our efforts to maintain the kind of school environment in which teachers are able to teach and students are able to learn. If you have any questions, please feel free to call me at your convenience.

Sincerely,
Natalie Arnold
Principal

APPROVED BY THE ST. JOSEPH BOARD OF EDUCATION

IMPORTANT REMINDERS

Students must have a note from home if they are going home a different way than their "normal plan".

Examples: Riding a different bus, going home with someone, staying after school for Brownies, staying after school for basketball practice, riding the bowling bus, staying after school for any school sponsored activity such as musical practice, science club, character kids club, after school tutoring.

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.

Additional Pertinent Information regarding this matter:

- 1) Our normal plan procedure reflects that when a student is confused as to what plan they are to follow at the end of the school day (if we have not received parent communication or a note), they will follow the "normal plan" as created by the parent.
- 2) We ask that parents contact the school office (by phone, or a note from home) when a change is made to a child's normal plan. Emails or texts **will NOT** be considered the official change to a normal plan.
- 3) Permanent changes to the "normal plan" must be made in writing, signed and dated by the custodial parent.

**Students are not to arrive at school any earlier than 8:25 a.m.
Supervision is not available until that time.**

District policy requires you to call the school office at 671-4290 if your child is going to be late or absent. The office opens at 8:15 a.m. Please call the office by 9:10 a.m.

Parents should notify the school each day a student is absent. If the parent is unable to contact the office, the student should bring a dated, written note signed by a parent/guardian giving the reason for the absence upon return to the school. If the parent, for some reason, fails to notify school, the school may contact the parent. Students who miss school and fail to provide verbal or written verification of the absence will be marked as “unverified.” All absences, except those for school-sponsored activities, will count against a student’s hours absent.

IMPORTANT INFORMATION

Students **must** have a note **every time** they will be doing something different than their normal daily plan.

Examples: Riding a different bus

Going home with someone

Staying after school for Brownies

Staying after school for basketball practice

Staying after school for any school sponsored activities

Such as: Musical practice

Science Club

Character Kids Club

After School Tutoring

Students without a note will be required to go home at the end of the day in accordance with their normal plan. Parents please be aware that if your child has a substitute teacher they need to know if your child is doing something different at the end of the day. **Notes are required for the safety of your child.**