

LOCUST GROVE ELEMENTARY COUNCIL POLICY

ASSIGNMENT OF STUDENTS TO CLASSES

9002

TOPIC

STATEMENT

a. Student Assignment

Student assignment shall be defined as placement of students based on specific needs.

b. Development of Class Lists

The development of class lists shall begin during the spring and shall include the following social/emotional and data driven activities:

- Regular Education and Special Education teachers shall complete data cards that include pertinent social, emotional and educational information.
- The Principal, and Counselor shall review a variety of data.
- Parents shall have the opportunity to provide input regarding the type of environment in which their child functions best.

The Principal, and Counselor shall review the data and begin to formulate class lists that are heterogeneous in nature. Notification of class assignment shall occur no earlier than August 1<sup>st</sup> via a letter from the Principal. Policy 9002 shall be included in the letter.

c. New Students

As new students enroll, the Principal, and Counselor shall be responsible for student assignment utilizing enrollment information and student records. Class balance and the needs of the student shall be taken into account.

d. Confidentiality

Student assignment information shall be held in confidence by all school personnel under the "Family Education Rights and Privacy Act."

e. Requests

Requests for specific teachers will not be considered. Requests to have a child removed from a class will not be accepted until 30 days after the start of school following procedures stated below:

- The parent shall be required to confer with the teacher prior to requesting the change

- The teacher shall submit in writing a conference summary which indicates the reasons for the request to the Principal, or Counselor
- In the event that the matter is not resolving itself following the conference, the parent shall contact the Principal, or Counselor who will conduct a conference with the parent and the teacher to discuss the situation.
- If the problem still cannot be resolved, the Principal shall determine an alternative placement.

The Principal shall maintain the authority to determine alternative placement in situations where it is in the best interest of the teacher.

f. Students with Disabilities

Nothing contained herein shall conflict with the rights of and obligations to students with identified disabilities. The Admissions and Release Committee (ARC) shall make all placement decisions regarding such students. To the extent any requirements under this policy result in a conflict with the Individuals with Disabilities Education Act (IDEA), the IDEA shall govern.

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Adopted-Locust Grove Elementary School Council-February 6, 2009  
Revised- Locust Grove Elementary School Council-January 11, 2010  
Reviewed-Locust Grove Elementary School Council-May 17, 2010  
Reviewed-Locust Grove Elementary School Council-February 3, 2011

LOCUST GROVE ELEMENTARY COUNCIL POLICY

DETERMINATION OF STUDENT SUPPORT SERVICES

9003

TOPIC

STATEMENT

a. Student Support Services

Student Support Services shall be provided by the school to students who fall within the assessment identified GAP and to students requiring additional support.

b. Standing Committee

The standing committee shall consist of members of the PLC Coordinators and the Student Support Services committee.

c. Procedures

The faculty, staff and Council shall analyze assessment results annually in an effort to identify areas of weakness and strength.

This analysis shall be provided to the PLC Coordinators who shall develop and/or revise a Comprehensive School Improvement Plan (CSIP), which addresses the areas of concern. The CSIP shall be presented to the Council for approval and forwarded to the Superintendent and Oldham County Board of Education for approval.

Upon completion of the assessment analysis and approval of the CSIP, the Student Support Services committee is then responsible for:

- Developing detailed service plans, i.e. ESS, that are directly related to the CSIP
- Monitoring the activities via teacher input
- Evaluating the effectiveness of the activities via in-house assessments
- Developing a plan for monitoring of service plan success

d. Time Line

Analysis of assessment data shall occur by October 31<sup>st</sup>. Revisions to the Comprehensive Plan shall be completed and presented to the Council for approval prior to submission to the Superintendent.

e. Review

Review of the program effectiveness shall be on-going with adjustments made periodically during the next assessment analysis cycle and performance of the children identified in the achievement gap sub categories.

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Adopted-Locust Grove Elementary School Council-February 6, 2009

Reviewed and Revised-Locust Grove Elementary School Council-February 3, 2011

TOPIC	STATEMENT
a. Objective	The primary purpose of giving homework is to provide practice and/or review of skills taught in the class. On occasion, a homework assignment is given to enrich or to extend the classroom presentation. In this case, the assignment will be an application of skills learned and/or a culmination of a unit. Homework is also given to assist in the establishment of independent work habits and assumption of personal responsibility by the pupil. Teachers will not assign homework based on skills that have not been taught in the classroom.
b. Criteria/Procedures	Individual homework is often assigned to reflect a child's ability level and/or skill needs. All work is to be done carefully and neatly.

After homework has been completed, it is recommended that the parent and child review the work together. It is through this process that the parent can be kept abreast of the curriculum, and have an ongoing evaluation of the child's progress.

Homework missed due to an unexcused absence will be made up at the discretion of the teacher. Homework missed due to an excused absence will be completed.

Homework will be assessed or graded and returned in a timely manner.

- In Early Primary, homework will be given that is a review and practice of skills taught and that addresses the needs of the individual child for up to 2.5 hours per week, including reading.
- In Upper Primary, homework will be given that assesses a child's growth in a particular skill area and that addresses the needs of the individual child up to 3.5 hours per week including reading.
- In Intermediate levels, homework will be given on a regular basis up to 5 hours per week including reading. Homework completion will be assessed on the report card.

If a child "never" has homework, the parent is encouraged to check with the teacher. Call 222-3521 and the teacher will return the call at a non-teaching time to discuss the situation.

LOCUST GROVE ELEMENTARY COUNCIL POLICY

SCHOOL DISCIPLINE PLAN

9028

TOPIC

STATEMENT

- a. Purpose                      The purpose of the Locust Grove Elementary School Discipline Plan is to foster in each child the ability to be self-disciplined. Our goal is to create an atmosphere conducive to learning, creativity, and character growth. We believe adults, teachers, and parents have the obligation to teach students to be responsible citizens of a school community.
- b. Commitment                The faculty and staff at Locust Grove Elementary School will work to help each child internalize the rules so he/she can experience the feeling of pride and belonging that comes from acting responsibly.
- c. Goals                         Locust Grove Elementary School strives to develop:
- ❖     Respect for adults, peers, property and self
  - ❖     A spirit of cooperation between home and school
  - ❖     A comfortable, safe, and happy environment for learning
- d. Discipline Plan            The Council will approve a School Discipline Plan, consistent with the Oldham County Board of Education policies and the "Code of Acceptable Behavior and Discipline," that will be disseminated to the student's staff, and parents through the student and staff handbooks.
- e. Review                        The Locust Grove Elementary School council shall charge the Student Support Services committee with an annual review of the Discipline Plan. Revisions shall be made as needed in order for the plan to effectively serve the school.
- f. Duty to Implement        The staff will be responsible for implementing the policies and practices in place. Determination of final consequences falls under the discretion of the Principal and may include the loss of school privileges, which may include but not limited to field trips, extra-curricular activities, field day, fifth grade promotion, and/or the fifth grade trip.

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LOCUST GROVE ELEMENTARY COUNCIL POLICY

WALKER AND BIKE/SCOOTER POLICY

9029

TOPIC

STATEMENT

a. Purpose

The purpose of the Locust Grove Elementary School Walker and Bike/Scooter Policy is to maintain an orderly and safe arrival and dismissal for every child that attends Locust Grove.

b. Procedures

Walkers and bike/scooter riders are not permitted in the bus zone prior to 7:40 a.m.

All students are required to wear helmets while riding bikes or scooters on school property.

At dismissal walkers and bike/scooter riders will be held until approximately 2:33 p.m. or until all buses have left the grounds at which time Locust Grove staff will escort them to the neighborhood gate. If parents arrive to escort their children they will be held until approximately 2:33 p.m. and then released.

No student is permitted to leave school grounds in the afternoon unless they are escorted by a staff member or parent, guardian or another approved adult.

c. Inclement Weather

Inclement weather is defined as rain, lightning, snow and/or temperatures below 30 degrees.

In the event that inclement weather arises no child will be permitted to walk or ride their bike/scooter home. Parents are required to secure bus or car transportation. Parents will be contacted 1 hour prior to dismissal if inclement weather has been determined.

Walking and riding bike/scooter in the afternoon will be prohibited between January 1 and February 28.

d. Violations

Any student or parent who violates the policy as stated is at risk of having the walking/riding privilege revoked.