



OWINGSVILLE ELEMENTARY SCHOOL

- 2023-2024 -

STUDENT & PARENT HANDBOOK

OWINGSVILLE ELEMENTARY SCHOOL MISSION STATEMENT

To Love. To Learn. To Love Learning.

As a school community of students, families, faculty and staff, our mission is to promote enriching educational opportunities for all learners. In this community, the “whole” child will be nurtured through relevant and positive instruction to meet each child’s highest potential. The OES team will work diligently to instill a lifelong love of learning throughout our school community.

SCHOOL ADMINISTRATIVE STAFF

Principal.....	Dr. Sean Bailey
Assistant Principal.....	Mrs. Tracy Vice
Counselor.....	Mrs. Beth Williams
Counselor.....	Mr. Mark Collier
FRC/YSC Director.....	Ms. Michele Johnson

SITE BASED DECISION MAKING COUNCIL

Chairperson.....	Dr. Sean Bailey
Parent Representatives	Mrs. Colby Thatcher
	Mrs. Kayla Crouch
Faculty Representatives	Ms. Krystal Tubbs
	Mrs. Amy Crouch
	Ms. Chelsea Shields
SBDM Secretary	Mrs. Jill Baber

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Parent Communication

"Communication is the Key to Success"

We welcome the opportunity to have parents call or email us about concerns. Our staff is very communicative. The expectation is that they return emails and phone calls within 24 hours (on school days) in hopes that we will all be working together for children. In some cases, parents work with teachers on an agreed plan for contacts, such as notes in the student agenda, reports mailed home, or a daily communication notebook. The following are some guidelines for parents to consider as they are trying to resolve difficulties or conflicts at school:

1. How should I approach an issue in the classroom or at school that is of concern to my child?
 - ✓ Approach the issue in an objective, methodical manner. Engage in fact-finding and listen to and reflect on all sides of the story before reaching a conclusion.
 - ✓ When appropriate, teach your child to self-advocate by encouraging him/her to talk directly to his/her teacher or school personnel. Brainstorm and role play strategies with your child on how to approach the situation and resolve it on his/her own.
2. If I have concerns about something that happened at school, where should I start?
 - ✓ The best place to begin is with the teacher. The teacher knows your child best of all school personnel. The teacher has the most accurate information.
3. What is the best way to communicate with the teacher?
 - ✓ If it is a minor issue or question, a quick phone call or a short email is most appropriate and fastest. More serious issues might require making an appointment to talk to the teacher.
4. Will my child suffer retribution if I voice concerns to a teacher?
 - ✓ No. Although it may be difficult to make the call, teachers appreciate hearing about issues in a candid, respectful way. By remaining silent or anonymous, your concern will never be resolved.
5. How should I approach a teacher about a problem?
 - ✓ Teachers appreciate when parents approach a conflict from an information-gathering perspective. Articulate what you see as the issue and offer ideas you have as to how the issue might be resolved.
6. When should I contact the administration about a problem with a teacher?
 - ✓ Contact administration by phone or email or make an appointment to see an administrator. In this initial contact, please let administration know that you have already had a meeting with the teacher.
 - ✓ If communication between you and the teacher did not occur, be prepared to explain why. In almost all cases, the administrator will share your concerns with the teacher and request that the teacher make an appointment to speak with you directly. We want your child to be successful and happy at school. Together we can make that happen.

School Safety

At Owingsville Elementary School your child's safety is our main priority. Numerous steps have been taken in accordance with Kentucky Safe Schools, and state/national regulations to ensure compliance and maximize safety. The following procedures are in effect:

VISITORS IN THE BUILDING

We strive to be as welcoming to all visitors and parents into our building,
We strive to maintain a safe and secure environment that is conducive to learning.

The following restrictions are in place at OES as recommended by Kentucky Safe Schools:

1. No visitors or parents will be allowed to enter the building beyond the front air-lock unless given permission from the principal.
2. During school hours, visitors will use the intercom at the front of the building to communicate with the receptionist. Push the button and share with the receptionist who you are and your reason for needing in the building. Please be prepared to display your driver's license or approved ID. You may not be permitted entry without an ID. This is a state requirement.
3. All visitors must sign in and sign out, and receive a visitor's tag at the front office.
We do not allow visitors to classrooms during instructional time, due to the disruption in the students' learning, unless previously set up by the teacher. If you are bringing an item to a student, the office personnel will gladly take that to the classroom for you.
4. Visitors will need to conference (in-person, virtually, by phone) with teachers before school, after school, or at a scheduled time during the teacher's planning period. On various days, our teachers are in training or meetings during their planning period. It is best to call or email the teacher to set up conferences. You may also call the school and leave a message.
5. Parking spaces are provided across the street at the west side of the building in a lot and in the front lot near Malibu Drive. **Please do NOT block the drive in front of the building.** This drive is for thru traffic only and is not considered parking. There are visitor parking spaces at the front of the building as well.

Notice of strengthened Provisions and Penalties for Terroristic Threatening

Please note that Threats of Violence are taken very seriously at Bath County Schools. Threats of violence, whether oral, written, or symbolic against students, employees, visitors, or school facilities are prohibited. All such threats will be promptly investigated per KRS 525.070. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts orderly and efficient operation of the school.

An anonymous reporting tool (tip-line) has been made available, administered by the Office of Homeland Security (KOHS). Posters are posted in our hallways and office regarding this.

STUDENT ARRIVAL AND DISMISSAL

MORNING ARRIVAL:

Owingsville Elementary School begins at 8:05 a.m. and ends at 3:15 p.m.

Parents who bring students to school are asked to drop them off at the regular side drop-off entrance. THE SCHOOL WILL OPEN AT 7:30 AM FOR STUDENTS BEING DROPPED OFF FOR SCHOOL. (No one is on supervision duty until 7:30 AM)

If you need to drop off your child before 7:30, our School Aged Child Care program is available for drop-off beginning at 7:00 AM. For more information, call Ms. Patricia Seabolt at 674-2352. If your child is dropped off BEFORE 7:30, they will be taken to daycare and the family will be charged for the service.

- If you are dropping off your child, you need to follow the Tag Lane behind the playground to the east side of the building, drop off at the designated spot, and exit through the front parking lot. Please, for the safety of all students and adults do not pass or go around anyone in this lane during morning drop-off.
 - DO NOT PARK OR UNLOAD STUDENTS ON THE WEST SIDE OF THE BUILDING, THIS IS THE BUS LANE. DO NOT ENTER WITH A VEHICLE THROUGH THE ENTRANCE FROM MALIBU DRIVE AND DO NOT DROP YOUR STUDENT OFF IN THE FRONT OF THE BUILDING.
- Upon arriving at school, students will go directly to the cafeteria for breakfast. Students will be dismissed from the cafeteria at the appropriate time for instruction to begin. **IF YOU DROP YOUR CHILD OFF, TRY TO HAVE YOUR CHILD TO SCHOOL BY 7:45 AM, DUE TO THE TRAFFIC IN TOWN AND THE BUS ARRIVAL SCHEDULE.** This gives your child ample time to get through the line, eat, and be in the classroom by **8:05 AM.**
- Bus transportation is provided for all students and we encourage parents to utilize this means of getting your children to and from school.

AFTERNOON DISMISSAL:

Afternoon dismissal will begin at 3:15PM on a regular school day. OES has 4 bus loads and a pickup bell. Our end-of-day procedures are well planned and approved by local safety officials. Please be patient with any delay that may occur as student safety is our number 1 priority.

TAG RIDERS (RED TAG) - PARENT PICKUPS

Students who are picked up will sign up for Tag Riders(Red Tag). If you are not signed up, please contact our school receptionist.

On a normal day at 3:15, Faculty/Staff will escort your child to your car by matching up assigned placard numbers (cards that can hang from your rearview mirror) with the number the child has assigned and/or on his/her backpack(s).

Do not walk to the side door to receive your child. Parents must be in their car in the pickup line to get children to ensure the safety of all children.

End-of-Day front-office pickups are not permitted because of safety concerns, confidentiality issues, and the many responsibilities of the office staff during dismissal.

Students walking home and all students being picked up without a Tag OR by parents walking will be dismissed and signed out at the Front Office. To ensure minimal congestion and maximize safety, front office pickup students will be dismissed to the front office during 4th bell dismissal. If students being picked up leave the front office before 3:15PM they will be counted tardy.

If you have any questions, please call the school for additional information.

ARRIVING LATE/LEAVING EARLY (STUDENTS):

SIGNING IN: A student who arrives to school after 8:05 AM must sign in at the office. A parent or guardian is responsible for signing in the student in the airlock. The student will NOT be admitted into the classroom without the tardy slip given to them by the office. DO NOT DROP OFF YOUR CHILD AFTER 8:05 AM, YOU MUST ESCORT THEM TO THE BUILDING AND SIGN THEM IN.

SIGNING OUT: To sign a student out, you must come to the office and follow the procedures. (Beginning at 3:10 students and faculty are preparing for dismissal and this is an industrious time in the day. If you need to pick up your child early for a doctor's appointment, dentist appointment, etc., please send a note by your child to the teacher, so preparations can best be planned for your child.) Anyone signing out before 3:15 PM will be considered tardy and this will count against their attendance.

TRANSPORTATION CHANGES:

For the protection of your child, a change in transportation **must be in written form**. A written note with parent or guardian signature can be brought in by your child or to school during the day by the parent or guardian. **All requests for transportation changes must be received prior to 2:30 PM**. Please remember all of these procedures are in place for the safety of your child. We do not recommend phone calls as a method of altering transportation. If you do call, be prepared to answer confidentiality questions about yourself and your child so that we may identify who we are speaking with on behalf of your child's safety.

STUDENT ATTENDANCE

All students are expected to attend school regularly and be on time for instruction to begin. Following our practices will benefit the student in the development of desired job traits, such as, punctuality, self-discipline, and responsibility. (See Attendance Section in the Bath County Schools District Handbook for additional information on attendance, tardies, excuses and truancy.) There are monthly and yearly attendance rewards in place for perfect attendance students. We believe student attendance is a major factor in student success!

PRESCHOOL

Any child who has been identified as developmentally delayed and who is four years of age by August 1, of the current year, may enter preschool. Preschool is a full day program, which runs Monday through Thursday. Additional Preschool eligibility guidelines include: Must be eligible for free lunch and/or must have developmental delay (disability, speech, etc.) Our preschool can accept tuition students, depending on available space. For additional information contact the Bath County Board of Education at 674-6314 and ask for the Director of Special Education. Day care for preschool students is also available.

SCHOOL-AGE CHILD CARE

School Age Child Care provides services for: Children who need care before and/or after school; Children who need care on days when school is not in session; Children who need care for part of the school day when school is dismissed early. Opened most snow days, with its own convenient entrance on the west side of the building. The children are supervised by certified child care providers. Each staff person has at least fifteen hours of Child Care training, CPR, and First Aid Certification. The School Age Child Care Program is a level 2 STARS with the KIDS Now Program. SACC serves children enrolled in the program, ages 3-12 from 7:00- am-7:30am and 3:15pm-5:30pm. Nutritious snacks are served daily, plus scheduled and planned activities. Full

days of child care on non-school days run from 6:00am-6:00pm and serve breakfast, lunch, and snack. Child care is provided on Friday's for pre-school students, when preschool is not in session. The cost of the SACC program:

- Before School \$4.00
- After School \$7.00
- Before and After School \$9.00
- Non-school Days \$16.00
- Early Dismissal \$10.00

TO PARTICIPATE IN SACC, CONTACT PATRICIA SEABOLT AT 674-2722 ext. 3423

These prices are subject to change.

EXTENDED SCHOOL SERVICES

Extended School Services will be available at OES for students who qualify for specific guidelines set year to year to meet the needs of our children. Additional information will be sent home after the budget and services are evaluated.

VOLUNTEERING at OES

We love our volunteers!

Anyone wishing to volunteer at school, attend a field trip, or participate in any function involving the direct supervision of one or more students, must have a criminal background check. This may be done through our Family Resource Center. The cost per background check will be \$12.50. This rate is subject to change from year to year. In addition, we have a Volunteer Program for those who would like to be trained to assist with copying, cutting, and laminating items for teachers.

FAMILY RESOURCE CENTER

The Family Resource Center is open from 7:30 am until 3:30pm Monday-Friday during the school year. We are also open most days when school is not in session. Some services provided include: Open House, Kindergarten Orientation, referrals for health and mental health services, substance abuse prevention programs, violence prevention presentations in the classroom, dental van for eligible students, parent education programs, referral for child care, lending library, basic needs assistance, clothing and referrals to the Adult Learning Center for GED classes.

If you need additional assistance, please call Michele Johnson at 674-2722 ext. 3506 or by email: michele.johnson@bath.kyschools.us

SCHOOL COUNSELOR

The School Counselor's role is to provide programs and services to ensure the success of all students at Owingsville Elementary. The Counselor's schedule provides classroom guidance, small group and individual counseling, and is not always available if you stop in for a conference. If you need to speak with the School Counselor, please call and set up an appointment at 674-2722. Ext. 3404. You can also reach through email at beth.williams@bath.kyschools.us.

SCHOOL FIRST AID

The health unit can provide minor first aid treatment, screening, and care to students who do not feel well or have had a minimal accident. Parents **MUST** sign the **Permission to Treat** or a Medical Release form **BEFORE** the school personnel may administer first aid to your child. If a student becomes ill at school, s/he will be sent to the first aid station. If the school personnel determines the child is too ill to be at school, the parent or guardian will be notified to pick up the child. If a child is injured at school and the school personnel determines that the injury needs specific medical attention, parents will be notified. In case parents cannot be reached or the injury needs immediate attention, the school will take the student to the Bath County Medical Clinic.

MEDICATION

If your child needs to take medication at school, either prescription or non-prescription, you must send a note with the medicine giving the school personnel the permission to administer that medication. Written directions for dispensing the medication must accompany the permission note. All prescription medicines must be in the bottle they came in from the pharmacy with doctor's directions for dispensing. School personnel will keep and dispense medications for teachers. The health unit provides a refrigerator for those medications that need to be kept cold.

SCHOOL BUS SAFETY

OES follows the district guidelines for school bus safety. For additional information read the Bath County Schools District handbook. FLOWERS/PLANTS, BALLOONS, CHEWING GUM, FOOD, DRINKS, GLASS, and LIVE ANIMALS are prohibited on the buses. The only exception with flowers will be the day your child goes to the Bath County High School Greenhouse to buy potted flowers and plants. This is usually in late April or May.

Specials Rotation Schedule

OES will incorporate four (4) different “SPECIALS” classes into the learning experience during the 2023-24 school year. These include Arts/Humanities, Library, Computer Lab, and Health/Physical Education. Classes will have each rotation weekly (Monday - Friday). Classes will switch to the next class in the rotation each Monday regardless of the amount of days of instruction that were received within their week of rotation.

Homeroom teachers will share the assigned rotations with parents and students.

Student Behavior at OES

Rewarding Positive Behavior

Students at OES are consistently very well behaved! This is one of the many reasons why Owingsville Elementary School stands out as one of the most pleasant and enjoyable schools around!

Therefore, we strive to reinforce this great behavior at all levels.

At OES we implement PBIS (Positive Behavior Intervention and Supports). Our school-wide PBIS program aims to provide clear and consistent expectations for students across all settings within our school. We expect students, teachers, parents and community members to follow our PAWS expectations.

P.A.W.S.

OES students are always Positive, Accepting, Wise, and Safe.



Classroom-Level Reinforcement

OES teachers strive to be their students' #1 fans and provide continual praise for expected behaviors. Classroom-based rewards are determined by each teacher and are predominantly intangible (words of praise, student recognition, classroom point system, etc) while tangible rewards supplement and may be less occasional (treasure box, extended recess, etc.).

Grade-Level Reinforcement

In addition to classroom-based reinforcement, each grade-level will determine a regular incentive system to reinforce consistent great behavior.

For example, students with no "light changes", and/or behavioral concerns will be rewarded on a regular basis with grade-level designated rewards (ie. "good behavior party", extended recess, movie event, water party, etc.).

Each teacher/grade-level will communicate their "Good Behavior" policy with student/parents at the beginning of the school-year or following modifications made.

School-Wide Reinforcement

We love to celebrate students at OES!

We regularly celebrate students and recognize them in front of all of their peers during our school-wide assemblies and announcements. Even more, we love to share their fantastic behavior and achievements with all of the community through social outlets! They deserve it!

Owingsville Elementary School Discipline Code

At OES, students are expected to conduct themselves in a manner which will promote a proper learning atmosphere within the classroom. While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Students are reminded that proper behavior extends to all school property including school buses and while on field trips. The following policies are implemented to ensure a safe and caring school culture.

****Important Note on Confidentiality:**

Your child may be involved with another student who is making a poor choice. If a consequence is handed out to both children, you will only be notified of your child's consequence. Confidentiality and privacy laws do not allow us to share what the other student may receive as a consequence.

- LEVELS OF MISCONDUCT -

In correspondence with the Bath County Schools Code of Acceptable Behavior and Discipline, Owingsville Elementary School uses a leveled system to guide discipline procedures for all students.

Note: The OES principal retains the right to administer disciplinary responses at his/her discretion in all levels of misconduct.

Note: The district has established procedures that MAY BE utilized to assess threats of harm to others.

Level I Misconduct

The following are examples of Level I misconduct, these are not exclusive.

- Talking in class without permission
- Inappropriate language
- Inappropriate hallway and bathroom behavior (running, talking, etc)
- Inappropriate cafeteria behavior
- Defiant behavior
- Disruptive behavior
- Misuse of school resources/technology
- Failure to follow directions
- Failure to finish assignments
- Disrespectful to others
- Quarreling with other students
- Minor pushing and shoving
- Academic cheating
- Spitting
- Lying
- Possession of prohibited items (toys, trading cards, electronic devices, slime, spinners, etc)

Faculty Imposing Discipline:Teacher/Adult

Disciplinary Response Procedure:

Immediate intervention by the staff member who is supervising the student or observes the misbehavior. Examples of responses to undesired behavior:

- Verbal reprimand
- Special writing assignment
- Withdrawal of privileges (recess, assemblies, field trips, classroom rewards, etc.)
- Time-out
- Demerits

- Parent contact

Each class/grade will provide further detailed rules and expectations to address the needs of their unique classroom (light system, card system, etc) to address Level I misconduct. These measures shall be developmentally appropriate and will be approved by administration.

Teachers shall contact parents through means of phone call, note home (parent signature required), digital communication (email, text, Remind, ClassDojo, etc) when behavior is excessive or recurring.

****If a student is not responding to the consequences administered by the teacher/adult, Level II consequences may be considered.**

Level II Misconduct

The following are examples of Level II misconduct, these are not exclusive.

- Continued/Uncontrollable Level I Misconduct
- Forgery
- Vandalism
- Theft
- Abusive language, vulgarity, gestures
- Fighting/aggressive behavior
- Menacing
- PDA

Faculty Imposing Discipline: Teacher/Administration

Potential Disciplinary Response Procedures:

- Parent contacted by teacher through means of phone call, note home (parent signature required) or digital communication (email, Remind, ClassDojo, etc)
- Loss of Privileges
- Counseling (principal and/or counselor)
- Alternative classroom/office placement
- Parent/Teacher Conference
- Student is referred to administrator for appropriate disciplinary action
- Parent/Principal Conference
- Remove temporarily from classroom
- Group or individualized counseling with guidance counselor
- Detention
- Require repairs or replacement vandalized property
- Suspension from school

Level III Misconduct

The following are examples of Level III misconduct, these are not exclusive.

- Continued Level II behavior
- Extortion, Threats to others
- Use or possession of knives (over 3")
- Bomb threats
- Possession or sale of stolen property
- Tampering with emergency equipment
- Possession and/or use of tobacco, vape devices, alcohol or drugs

- Behavior that causes injury or harm to others and/or self
- Assault
- Leaving school grounds
- Possessing, furnishing, or selling tobacco, alcohol, drugs, any unauthorized substances or look alike
- Harassment (physical/sexual), intimidation, menacing, malicious remarks, bullying, taunting
- Arson
- Weapons, including guns and/or look alike, ammunition, explosive devices
- Trespassing/ Criminal Mischief

Faculty Imposing Discipline: Administration

https://docs.google.com/presentation/d/1cWLLsBNN9b8baT_6bgFbibnjYLueyvMxpWmO90SKbBM/edit#slide=id.pDisciplinary Response Procedures/Consequences:

The following may occur, but are not limited to:

- Assign student to temporary supervised study
- Require restitution for damaged property
- Require offender to repair or replace vandalized property
- Suspend student from school
- Recommend expulsion of student
- Notify law enforcement officials
- Assist public officials in prosecution and trial of offenders.
- Request that school staff and faculty assist with any of the above when needed
- Principal-parent conference
- Detention
- Require Student to have a Threat Assessment Completed by an Outside Agency
- Find Alternative Placement to the Regular School Day Setting

Subsequent, excessive, or serious disciplinary referrals may result in a referral to outside agencies (court, law enforcement, Cabinet for Family/Children, etc).

Behavior on Bus

The same standards of behavior that apply at school also pertain to boarding, riding, and unloading school buses. Students must respect the rights of others and must not pose a threat to anyone's safety.

Students must not distract the bus driver.

Faculty Imposing Discipline: Bus Driver/Principal/ Transportation Director

Potential Disciplinary Response Procedures:

- Staff/student conference
- Referral to the administration
- loss of recess privileges
- parent notification
- parent/guardian meeting,
- assigned bus seat,
- loss of bus privileges,
- Suspension from riding bus
- School suspension

SCHOOLWIDE TITLE I PROGRAM

Each year the Bath County School District and Owingsville Elementary School receives federal funding through the Title I Program. Owingsville Elementary has a School wide Title I program. This means that all students are part of the Title I program and benefit from Title I staffing, materials, and equipment. Title I funds may be used to employ certified teachers and instructional assistants. Title I funds are also used to maintain, upgrade, and purchase computers, software, and other educational materials. Several e-books, reading supplements, and assessment tools have been purchased with Title I funds. Important parts of the Title I program are the Parent Involvement and the Parent School Learning Compact. Each year we have a Title I parent meeting to review our policy and the compact. We hope each of you will attend this meeting. If you have any questions or comments about Title I, ways we can help your child, or ways we can improve parent involvement please contact us at the school, (606) 674-2722.

OWINGSVILLE ELEMENTARY SCHOOL TITLE I PARENT INVOLVEMENT POLICY

Owingsville Elementary School and the Bath County Board of Education recognize that the parent is the child's first and most important teacher. Parent involvement is essential for the success of the child's educational program. We are committed to building a strong parent-school partnership and the following Title I policy was created to support this partnership. Owingsville Elementary School pledges that a broad, on-going parent involvement program will be provided through the Title I project and all programs of the school. This parent involvement policy is made available to the parents and will be made available to any stakeholder at any time upon request. Parents are made aware of this parent involvement policy during parent meetings and may receive a copy at that time. This parent involvement policy will be published in the student handbook and sent home to all parents at the beginning of the school year.

An annual meeting will be held at a convenient time to inform parents of the school's participation in Title I and to discuss the services provided. A summary of the Title I program and services provided will also be included in the Student handbook at the beginning of each year.

Parent consultations are ongoing and / or as needed. Parents will have an opportunity for regular meetings to give suggestions, share experiences and participate in appropriate decision-making concerning the education of their children. Parents are encouraged to participate in the Site-Based Decision-Making process including serving on Council, serving on committees, and attending SBDM meetings.

Parents are encouraged to attend open house nights, parent/teacher conferences, PTO meetings, Preschool Family night, Family Resource Center parent classes and all school and district Title I meetings. Parents are encouraged to attend all parent meetings, and to share concerns with Title I and other OES staff.

Parents will be given information concerning Title I programs and school performance reports that show OES's progress toward meeting state mandated learning goals and academic expectations. K-Prep (Kentucky Performance Rating for Educational Progress) results will also be reported in a timely fashion. Explanation of individual student assessment results and the level of proficiency the students are expected to meet will be discussed with parents. A description of the school curriculum and the assessments used to measure student progress will also be made available to parents.

THE PARENT SCHOOL LEARNING COMPACT

The Parent School Learning Compact was developed with the input of the parents, teachers, and students of the school. All OES parents were encouraged to help develop and/or revise this agreement. The compact will be included in the student handbook and a copy will be sent home at the beginning of each school year.

Through a coordination of parents, school staff, and students, efforts are made to achieve district goals, state standards and to improve assessment scores.

The school will provide a high-quality curriculum and instruction in a supportive and effective learning environment that will enable students to meet performance standards. Parents are encouraged to be responsible for supporting their children's learning by monitoring attendance, television watching, homework, and project completion, and also by participating in decisions relating to their children's education. Two parent/teacher conferences will be held each school year. Educational and parenting materials are made available to parents through the school library and the Family Resource Center.

Support partnerships among the school, parents, and the community will be encouraged and coordinated through the efforts of the Family Resource Center, the PTO, the Migrant Program, Extended School Services, School Age Child Care, and the School Council.

Parents are encouraged to attend the District Title I meeting where the district Title Coordinator will assist parents in their understanding of State Content Standards, student performances standards, the state and local assessments. She will discuss how parents can use this information to monitor and improve the performance of their child and participate in the decision-making related to the education of their child. Materials will be provided to assist parents in helping their child be successful. Parents will be encouraged to participate in their child's education. Information related to school and parent programs, meetings and other activities will be sent to the parents in the language used at home.

The school will provide full opportunity for the participation of parents with limited English proficiencies or with disabilities.

Documentation including agendas from parents meetings or training and comments from parents will provide documentation to the above named components of the Parent Involvement Policy.

**OWINGSVILLE ELEMENTARY SCHOOL PARENT SCHOOL LEARNING
COMPACT-COMMUNITY, PARENTS, SCHOOLS, AND STUDENTS PARTNERS IN
EACH CHILD'S EDUCATION**

Owingsville Elementary School and the Bath County Board of Education recognize that the parent is the child's first and most important teacher. Parent involvement is essential for the success of the child's educational program. We are committed to building a strong parent-school partnership.

A compact is a voluntary agreement between groups that firmly unites them. The purpose of this parent-school compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high standards and a quality education.

The students, parents, and staff of Owingsville Elementary School envision:

- ✓ A friendly, welcoming environment which is clean, safe, and secure.
- ✓ A partnership where families, teachers, and the school community are actively involved in the learning process.
- ✓ A rich and challenging curriculum built on high standards and high expectations, with an emphasis on language development, literacy, and critical thinking skills.
- ✓ Successful achievement and grade level performance for all students.
- ✓ A learning environment that recognizes and develops each student's specific strengths and talents, and creates a lifelong love of learning.
- ✓ A nurturing atmosphere that promotes the development of interpersonal skills and fosters respect for self and others, demonstrated through attitude, effort and responsible behavior.
- ✓ The development of a firm educational foundation that will enable all students to create and achieve dreams and goals throughout life.

2023-2024 OES STUDENT HANDBOOK

IPAA Regulations at OES

GATEWAY DISTRICT HEALTH DEPARTMENT NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Gateway District Health Department is required by law to maintain the privacy and confidentiality of your protected health information and to provide our patients with notice of our legal duties and privacy practices with respect to your protected health information.

Disclosure of Your Health Care Information

TREATMENT

We may disclose your health care information to other healthcare professionals within our practice for the purposes of treatment, payment or health care operations. *EXAMPLE:*

"On occasion, it may be necessary to seek consultation regarding your condition from other healthcare providers associated with Gateway District Health Department."

"It is our policy to provide a substitute health care provider, authorized by Gateway District Health Department to provide assessment and/or treatment to our patients, without advanced notice, in the event of your primary health care provider's absence due to vacation, sickness, or other emergency situation."

PAYMENT

We may disclose your health information to your insurance provider for the purpose of payment or health care operations. *EXAMPLE:*

"As a courtesy to our patients, we will submit an itemized billing statement to your insurance carrier for the purpose of payment to Gateway District Health Department

for health care services rendered. If you pay for your health care services personally, we will, as a courtesy, provide an itemized billing to your insurance carrier for the purpose of reimbursement to you. The billing statement contains medical information, including diagnosis, date of injury or condition, and codes which describe the health care services received."

WORKERS COMPENSATION

We may disclose your health information as necessary to comply with State Worker's Compensation Laws.

EMERGENCIES

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care about your medical condition or in the event of an emergency or of your death.

PUBLIC HEALTH

As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting to the Food and Drug Administration problems with products and reactions to medications and reporting disease or infection exposure.

JUDICIAL AND ADMINISTRATIVE PROCEEDINGS

We may disclose your health information in the course of any administrative or judicial proceeding.

LAW ENFORCEMENT

We may disclose your health information to a law enforcement official for purpose such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena, and other law enforcement purposes.

DECEASED PERSONS

We may disclose your health information to coroners or medical examiners.

ORGAN DONATION

We may disclose your health information to organizations involved in procuring, banking, or transplanting organs and tissues.

RESEARCH

We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board.

PUBLIC SAFETY

It may be necessary to disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of particular person or to the general public.

SPECIALIZED GOVERNMENT AGENCIES

We may disclose your health information for military, national security, prisoner, and government benefit purposes.

CHANGE OF OWNERSHIP

In the event that Gateway District Health Department is sold or merged with another organization, your health information/record will become the property of the new owner.

YOUR HEALTH INFORMATION RIGHTS

You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that Gateway District Health Department is not required to agree to the restrictions that you requested.

You have the right to have your health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request.

You have the right to inspect and copy your health information.

You have a right to request that Gateway District Health Department amend your protected health information. Please be advised, however, that Gateway District Health Department is not required to agree to amend your protected health information. If you request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.

You have a right to receive an accounting of disclosures of your protected health information made by Gateway District Health Department.

You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.

CHANGES TO THIS NOTICE OF PRIVACY PRACTICES

Gateway District Health Department reserves the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made Gateway District Health Department is required by law to comply with this Notice.

Gateway District Health Department is required by law to maintain the privacy practices with respect to your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about your privacy rights, please contact James R. Ratliff, Jr. by calling the Gateway District Health Department at 606-674-6396. If Mr. Ratliff is not available, you may make an appointment for a personal conference in person or by telephone within two (2) working days.

COMPLAINTS

Complaints about your Privacy Rights or how Gateway District Health Department has handled your health information should be directed to James R. Ratliff, Jr. by calling his office at 606-674-6396. If Mr. Ratliff is not available, you may make an appointment for a personal conference in person or by telephone within two (2) working days.

If you are not satisfied with the manner in which this office handles your complaint, you may submit a format complaint to:

DHHS, Office of Civil Rights
200 Independence Avenue, S.W.
Room 509 F HHH Building
Washington, DC 20201

This notice is effective as of 04/13/2009
I have read the Privacy Notice and understand my rights contained in the notice.

By way of my signature, I provide Gateway District Health Department with my authorization and consent to use and disclose my protected health care information for the purpose of treatment, payment, and health care operations as described in the Privacy Notice.

