



# **GOSHEN ELEMENTARY SCHOOL 2022 - 2023 STUDENT HANDBOOK**

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**OFFICE HOURS - 7:15 a.m. – 4:00 p.m.**

## **OFFICE STAFF**

**Principal** – Ryan Rodosky  
**Office Manager** – Paula Judy  
**Assistant Principal** – Dana Graham  
**Receptionist** – Shea Vitalis  
**Counselors** – Melinda Nevills & Heather Gossom  
**Bookkeeper** – Kim Haverstock  
**Library/Media Specialist** – Kayla Thurman  
**Literacy Coach** – Andrea Bishop  
**SBARC Chairperson** – Tricia Judy

## **SCHOOL HOURS**

7:15 a.m.            Students arriving at 7:15 should go to the cafeteria.  
Breakfast is available from 7:15-7:35.

7:25 a.m.            Students are dismissed to their classrooms to prepare for the instructional day.

7:40 a.m.            Tardy bell rings. All students are expected to be in their classrooms ready for instruction.

7:55 a.m.            Opening exercises (daily announcements, pledge of allegiance, etc.).

2:20 p.m.            Dismissal bell

## **PHILOSOPHY OF GOSHEN ELEMENTARY SCHOOL**

L1G4-Learners First; Gators Forever

The mission of Goshen Elementary School, with the help of parents and community, is to promote the overall intellectual, physical, emotional, and social development of each child so that she/he will become a productive, healthy, creative citizen of our society.

**Go the extra mile!**  
**Act responsibly!**  
**Treat self and others with respect!**  
**Open your mind and heart!**  
**Reach for high goals!**  
**Share your gifts and talents!**

Goshen Elementary School models our programs after attributes established by the Department of Education. These attributes include continuous progress for all students through developmentally appropriate practices, authentic assessments, professional teamwork, qualitative reporting, and parent involvement. These steps are monitored through continuous professional development, classroom observations, and teacher evaluations.

After a lengthy process, all children are placed in an instructional classroom, which allows for continuous academic progress. Assessments are utilized before, during and after units of instruction to determine mastery of concepts and to ensure flexible groups are ongoing. Teachers collaborate in Professional Learning Communities to develop lessons, which meet the individual learning styles of all students through acquisition, meaning making and transfer activities.

We are extremely proud of the expertise and experience of our staff. Oldham County Schools consistently has high percentages of teachers who meet the federal government's Highly Qualified Teacher requirements and who hold National Board Teacher Certification. We respect parents' rights to know about the qualification of their children's teacher and welcome inquiries about teacher credentials. Please contact Richard Graviss, Personnel Director, at 502-241-3500 for additional information.

Padres y apoderados tienen derecho a conocer las cualificaciones y credenciales de los profesores de nuestras escuelas. Si usted desea mayor información sobre los profesores de su hijo, por favor contacte a Richard Graviss, director de personal. Teléfono 502-241-3500.

## **BOOKSTORE**

The bookstore is open daily from 8:15-3:45 PM. Several types of school supplies are available at the bookstore and available for purchase. PTO volunteers staff the bookstore on Friday morning until 7:40 AM. Students may purchase school supplies and spirit wear. Spirit Wear is also available via the PTO website.

## **WEBSITE**

Please visit our school website [www.oldham.kyschools.us/goshen](http://www.oldham.kyschools.us/goshen) for the updated calendar of school events. Follow the link "Calendar" on the left side of page for all events happening at school.

## **GATOR MAIL**

Every Wednesday during the school year, an email will be sent home communicating important events and information as well as attachments. If you do not have access to a computer, please make your classroom teacher aware, so that a hard copy may be made and sent home.

## **ATTENDANCE PROCEDURES**

The Oldham County Board of Education and Goshen Elementary School recognize that regular attendance has been proven to be directly related to the academic progress and success of students. Please review and adhere to the provisions of the Oldham County Schools attendance policy, O.C.B.E. Policy 9010.

Any child, who has been absent from school without valid excuse for three (3) or more days, or tardy on three (3) or more days, is truant. Any child who has been reported as truant two (2) or more times is a habitual truant.

Students shall be granted an excused absence up to ten (10) days to pursue an educational enhancement opportunity if determined by the principal to be of significant educational value or in the event of a student illness or family emergency. Additional documentation may be required/requested from the school for the absence(s) to be excused. **When an elementary school student accumulates a total of eight (8) absences that have not been excused by a physician's note, the school will require a physician's authorization or other credible proof for each subsequent absence, O.C.B.E. Policy 9010.** To request permission to participate in an Educational Enhancement Opportunity pursuant to OCBE Policy 9010.035 and KRS 159.035 an application obtained in the school office must be completed and returned to the school principal a minimum of five (5) days prior to the date of the requested activity.

When parents must plan a long-term family trip necessitating the absence of children from school, the parents should notify the principal in writing of the planned absence. All absences of students who are on family trips are unexcused absences. **Please be aware that school notification via letter, comes after three unexcused absences.** If at any time, you are unsure of how an absence will affect your child's attendance record, please contact our office manager for clarification.

School assignments missed while absent from school will need to be completed in a timely manner knowing that any school assignments not turned in or make-up work that is not satisfactory may be counted as zero.

Tardies will also be excused with consideration to the ten (10) excused absences for the following reasons: illness or injury of a child, a death in his/her immediate family, doctor or dentist appointment (notes are always required for doctor or dentist appointments). All students arriving late **must** be signed in by an adult in the school office. Early dismissals will be recorded as tardies.

## **EXCUSED ABSENCE**

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

- a. The holiday must be:
  1. listed in KRS 2.110,
  2. Attendance of the State Fair,
  3. A religious holiday,
- b. The family has a scheduled activity to honor an event; and
- c. The student has had satisfactory attendance during the school year; and
- d. The day must not fall within the testing period for the state assessment program.

## **MAKE-UP WORK**

Make-up work for extended excused absences may be obtained by contacting your child's teacher. The teacher will work with parents to ensure missed assignments are completed in a timely manner. Students who have unexcused absences may receive their missed assignments when they return to school. For students leaving the country for an extended time ten (10) days or more parents must submit a request in writing to the school principal one (1) week prior to leaving to receive re-entry information from the school office.

## **CHILD CUSTODY SITUATIONS**

To ensure the safety of your child the school must be aware of all custody situations. **If any changes occur, it is imperative that the school have a copy of the most recent court documents on file.** If the need should arise, our Board Attorney will assist in the interpretation of all legal documents.

### TRANSPORTATION CHANGES

Changes in transportation can only be made via hand written communication from the custodial parent/guardian as stated in the Oldham County Board Policy handbook. We ask that if you must make a change that the following information be submitted in writing by 1:30 PM: current date, effective date of change, student name, teacher name, and the bus number or other change and your signature. Please be aware that some buses may be full and will be unable to accommodate additional students. **The office does not accept changes via phone, fax, or email except in an extreme emergency.**

### CARPOOL

Working together ensures all Goshen Gators remain safe during our dismissal. All regular carpoolers will be assigned a number. Please check with the office to obtain your number. Below are a couple of friendly reminders regarding carpool line procedures:

- Follow all directions given by carpool leaders and/or directions listed on the safety signs.
- The first car in line, will pull up to the furthest safety sign before stopping to drop off your child.
- All cars are to stay in close proximity to the vehicle in front of you.
- Have your child ready to exit the car promptly, to avoid causing backups in the line.
- **Students may only enter and exit cars from the sidewalk side of the vehicle.**
- Animals create a safety concern as children pay more attention to animals than watching for cars, please monitor your pets.
- Wait your turn and **do not pass** cars in the line.
- Remain in your vehicle, any assistance needed will be provided by our car pool leaders

### WALKERS

Those students utilizing walking as a transportation option need to be aware of a few safety reminders:

- All walkers, without parents, will be dismissed after our buses roll to ensure their safety.
- Students in 4<sup>th</sup> and/or 5<sup>th</sup> grade, with additional authorization between parent and principal, will be allowed to walk home unescorted.
- K-3 students with an older sibling in 4<sup>th</sup> or 5<sup>th</sup> grade will be allowed to walk home as a family after additional authorization is obtained for all family members. If the older sibling is ill, younger siblings will not be allowed to walk home unescorted.
- In the event of inclement weather, walkers may be picked up in the car pool line, with notification to the car pool staff on duty that day. Pre transportation authorization is not necessary.

### WITHDRAWALS

Parents of students who will be withdrawing from the school should inform the office and/or the teacher at least one week prior to withdrawal. The school will forward all student records once it has received a request from the child's new school.

### INSPECTION AND REVIEW OF RECORDS

The rights to inspect and review educational records include:

*It is the right of either parent of the student to inspect and review the educational records of their student unless the educational agency has been provided with evidence that an instrument, state law or court order governing such matters as divorce, separation or custody, provides to the contrary. Further information regarding record review can be found in O.C.B.E. Policy 9040.03.*

### PHYSICAL EXAMS/IMMUNIZATIONS

Upon enrollment, parents must submit a medical examination for each child conducted within twelve (12) month prior to his/her initial admission to school, per OCBE policy 9020. All children shall be required to present a valid immunization certificate upon enrollment in school, and a valid up-to-date immunization certificate shall be on file for all children at all times. As a reminder, provisional Immunization certificates may be required for students to remain enrolled between birth dates and exam dates to ensure all students have met valid immunization requirements. Please call the office with any questions. Out of state immunization records must be transferred onto a Kentucky form.

State law requires that all students entering public school in Kentucky have a vision examination by an optometrist or ophthalmologist. This evidence shall be submitted to the school no later than January 1 of the first year that the child is enrolled. See Board Policies 9005.02 and 9020 for additional requirements.

### VISITORS

With our enhanced safety procedures all visitors will be granted entrance to the front office after stating purpose of their visit. ALL parents and visitors **MUST submit a valid photo ID when signing in** at the office and wear a visitor's badge at all times. Parents and/or volunteers, who have scheduled appointments with the teacher, may proceed to the classroom after receiving their visitor's badge. This procedure will help maintain an uninterrupted instructional day for all students. Visitor IDs will be returned when the visitor signs out. As a reminder, our field day is a school wide event, where you must sign up as a volunteer to attend. Our Fund Run is the only school wide event that visitors are encouraged and welcome to attend to support your child's participation.

### **SOLICITATION**

No students, parents, or outside individuals shall engage in the buying or selling of articles to one another on school property, unless they have the permission of the principal. Information regarding distribution and posting of non-school community information is available in the front office, O.C.B.E. Policy 2060-AR

### **PARKING**

For our students' safety, when visiting, picking up, or dropping off children, parents must use the designated visitor's parking lot. Cars are not permitted in the bus loading dock at any time as this creates a dangerous situation for all students. **It is important to always park in a clearly marked parking space, if it is necessary to leave your vehicle to enter the building. Do not create your own parking space as this causes backups in our car line and becomes a safety issue for our students.**

### **FIELD TRIPS**

Field trips are an extension of the school learning environment and are used to enhance the skills being taught. Students on the field trip represent their home, school, and county and must act accordingly. To gain the most from field trips, it is important to work with the teacher to ensure each student's classroom work is current and their behavior in check. Administration and/or classroom teacher will have the option of forfeiting a fieldtrip for any child deemed not academically or socially able to attend. Refunds for field trips are not given if a child is unable to attend due to illness and/or student consequence, because of the complexity of the payment process for the program and buses. Due to the increase cost of diesel fuel, the District may limit each classroom to no more than two out of school field trips per school year.

Students **must** have current health insurance coverage before they may attend a field trip. If a child is not covered by a health insurance plan, the school district has information regarding an insurance provider who will provide coverage for school hours only. Information on how to obtain this policy is provided in the office.

Send monies for collection (lunch, field trips, book orders, etc.) in a sealed envelope labeled with the child's name and the teacher's name to prevent lost funds on buses or in the building.

### **STUDENT ACCIDENT INSURANCE**

Oldham County Board of Education provides accident insurance available for purchase through the school at any time during the school year. Please note: This student accident insurance is secondary insurance. Whenever a student has other health insurance of any kind, such insurance is the primary insurance. Scholastic Insurers provide the optional insurance coverage. The cost is \$44 for 24 hours Accident Coverage; \$8 for School time Accident Coverage. **Please be advised that neither the school nor Oldham County Board of Education has provisions for payment of medical or hospital bills in case of an injury to your child.**

### **DRESS CODE**

Pride in our school and self will be reflected by appropriate attire.

- The length of shorts, dresses, and skirts will cover student's undergarments when standing, sitting and/or bending/leaning over. A suggested length would be mid hand length or longer.
- When reaching or bending over, all shirts must cover stomachs, chests and backs. Spaghetti straps are not acceptable however, tank tops that cover all areas with wide shoulder straps are acceptable.
- All headwear (except for religious or cultural reasons) must be removed prior to school including hats, bandanas, scarves, and caps. These items may be stored in book bags and backpacks if needed based on weather conditions.
- No inappropriate messages (pictures, words, symbols) on articles of clothing or backpacks (examples: tobaccos, alcohol, drugs, hate messages, etc.)
- Students must wear shoes that are safe and appropriate for school environment. Shoes without sling backs (ex. flip flops and high heel sandals-more than 2 inches) may not be worn to school.
- Students are not permitted to carry backpacks on wheels as this is a safety concern in the school and on the bus.

Administration along with teachers will monitor the dress code and contact parents as the need arises.

**Suggestions for Parents:** Label all outer clothing with your child's name, i.e., jackets, sweaters, hats, etc.

### **AGENDA BOOK/PLANNER**

Because teachers and your children will send important written communication via the agenda book or planner, parents must read and initial daily to ensure awareness of concerns or upcoming events. Other communication devices may include web page, e-mail, text and/or phone calls. This procedure helps to keep parents informed and provides a consistent means to respond to teachers. **Remember, the agenda is not the means for transportation changes or early dismissal changes. The office staff does not see the agenda book; therefore, that communication process cannot be used for any transportation change.**

Teachers maintain a classroom web page accessible through the Goshen website:  
[www.oldham.kyschools.us/Goshen/index.htm](http://www.oldham.kyschools.us/Goshen/index.htm)

### **HOMEWORK POLICY**

The primary purpose for giving homework is to provide practice and/or a review of the lesson taught in the class. The parent is not expected to “teach” new materials or to replace the instruction of the teacher. After the homework has been completed, it is recommended that the parent and child review the work together orally. Through this process, parents can stay current of the curriculum and the on-going progress of their child.

An additional purpose of homework is to provide opportunities for students to develop independent work habits and personal responsibility.

- Grade level guides to homework are as follows:

First/Second	10-20 minutes (total includes 10-15 minutes of reading)
Third/Fourth	20-30 minutes (total includes 20 minutes of reading)
Fifth	30-50 minutes (total includes 20 minutes of reading)

*(Remember that these guidelines are approximate average times. There may be individual assignments that take more or less time.)*
- Homework is not necessarily assigned in every subject every night. When a new concept or skill is being introduced, there might be a brief period of time when there may be very little or no homework.
- Individual Homework Plans may be developed for some individual students based on unique learning styles and/or needs.
- In all levels, the work is to be completed carefully and neatly.
- In some cases, a teacher may ask for homework to be signed as a record that the parent has reviewed the work.
- If the child **never** has homework or if the homework **consistently** requires more time than referenced in our grade level guide, the parent is encouraged to contact the teacher.

Parents and /or guardians are the key to making homework a positive experience for the student. It is important to make homework a top priority. Set a daily homework time, provide necessary supplies, a quiet environment, and provide praise and support.

### **PROGRESS REPORTS & CONFERENCES**

All parents/guardians need to attend their fall-scheduled conference to develop a strong parent/teacher relationship and remain current on your child's progress. Each classroom teacher will establish dates and times to meet with parents in the fall and spring to discuss their child's process. If you have concerns regarding your child at any time during the year, please contact his/her teacher to schedule an appointment.

### **CELL PHONES/GAMES/ TOYS**

At the discretion of the principal, personal telecommunication devices may be used during the instructional day, monitored by the classroom teacher. If not being used for instruction, students possessing such devices **MUST** have them turned off, not displayed and not in use or the student will be subject to discipline for being disruptive to the education environment. Any telecommunication device receiving communication from an outside source, subjects the student to additional disciplinary action. Decisions on whether electronics will be allowed during bus travel will be determined in a collaborative effort between the Principal, Counselor and Bus Driver. The school will not be responsible for damaged incurred during travel and loss or theft of personal items. Any additional information can be referenced in OCBE bd. Policy 9076 and for any communication concerns, please contact the front office.

### **CLASSROOM PARTIES**

Each classroom will be assigned a room parent to coordinate parties. Please see volunteer guidelines, page 8. If for any religious or personal reasons you do not wish for your child to participate in a classroom party, please notify your child's teacher. Arrangements for your child to participate in an alternate learning activity will be arranged. Games and/or crafts are the emphasis at Goshen parties. Our Wellness Policy does not allow food. Please see Management of Food Allergies, page 7.

Per SBDM Wellness Policy 4008, **Food and beverages (including candy) will not be allowed during classroom parties, nor should food be given as a reward for good behavior or work completed in class;** i.e. soda, or candy.

### **SWAMP: After School Care and Enrichment Program**

SWAMP, Goshen's after school program, runs from 2:20 p.m. - 6:00 p.m. When school is not in session SWAMP is open from 7:00 a.m. – 6:00 p.m. excluding major holidays and pending severe inclement weather. The director will share information about changes with opening and closing times via Swamp's main message line by calling (502)228-4838. SWAMP operates year round to accommodate the needs of parents and students. Arts and crafts, field trips, homework time, play; computers, reading, and much more are available to all students. Fees vary based on part-time and full-time enrollment. Please contact Pam Parson, Director, for more information about our program, (502) 228-4838.

## EMERGENCY DRILLS

Procedures for emergency drills will be specified by the direction of the classroom and/or the office. Drills will be held several times throughout the year.

## TORNADO SAFETY PLANS AND PROCEDURES

Tornado safety plans and procedures have been established for the Oldham County Public School. Each school is equipped with a weather radio receiver, which immediately informs the administration of any severe weather information. The Oldham County Civil Defense Director has also developed an arrangement of rapid dissemination for tornado warnings and he has included this school system in his plan. As an additional precaution, Oldham County Board of Education Central Office Staff often notifies each school when a warning goes into effect.

The following are the procedures that will be used in the event of a tornado watch or warning.

**TORNADO WATCH**– School personnel will monitor weather through various means; such as, commercial radio stations, weather receivers, and computers. Staff members will answer the telephones, unless the phones become inoperable at that time, due to severe weather.

All other learning activities will be continued throughout the day, unless a warning is issued.

During a watch, the students will be dismissed from school at their regular designated time and the buses will follow their customary afternoon schedules.

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

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

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

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

## BREAKFAST & LUNCH

Breakfast and lunch may be paid daily or in advance on a weekly or monthly basis. Please include your student's name, lunch code number, and teacher's name with all payments. Students may purchase their breakfast daily from 7:15 a.m. – 7:35 a.m. The cost of breakfast is \$1.20 and the cost of lunch is \$2.30. All students who buy lunch in the cafeteria will be offered a choice of two entrees, vegetables and dessert. *Please note that if students select a 2<sup>nd</sup> entrée they will be charged an additional \$1.95.*

Milk, juice, ice cream, and other a-la-carte items may also be purchased individually without buying a full lunch. Adult lunches are \$4.00. **Per Goshen SBDM Wellness Policy 4008- "Parents/Guardians are discouraged from bringing fast food products contained in commercial bags, wrappers, or containers to the cafeteria."**

Free/Reduced lunch applications are available in the school office and may be completed anytime during the school year.

## FOOD ALLERGIES

Parents of students with severe food allergies must agree to an individualized action plan developed by school personnel, the parents, and the student's physician. (OCBE Administrative Regulation 9000.05-AR "Emergency Health Care Plan") The primary concern is the prevention and appropriate treatment of the potentially severe allergic reaction, anaphylaxis.

At-risk students are encouraged to have some means of identification, such as a medical alert bracelet.

Most food-allergic children bring their lunch from home. However, guidelines established by the USDA Child Nutrition Division require school food service staff to provide substitute meals to allergic students according to the Emergency Health Care Plan, which specifies foods to be avoided and safe substitutions.

In order to prevent accidental ingestion of food to which a student is allergic, **NO TRADING OF FOOD IS ALLOWED BY STUDENTS AND PARENTS MAY NOT PASS OUT FOOD OF ANY KIND TO ANY CHILDREN OTHER THAN THEIR OWN.**

## STUDENT EXTRA-CURRICULAR ACTIVITIES

All Goshen students will have the opportunity to participate in a wide variety of extra-curricular activities such as the academic team, art club, basketball, cross-country, chorus, and others. The list of extracurricular activities will be provided at the beginning of the school year, and then decisions can be made about what will fit your child's individual needs. Many of our activities are run through our after school program, SWAMP. Students that are not

regularly enrolled in the SWAMP Program will incur a \$3.00 per day participation fee. This covers the cost of additional staff needed for the safe monitoring of your child.

### **LOST AND FOUND**

Any lost articles of clothing or items are collected and displayed through our Lost and Found Area located in the cafeteria. If you find articles in and around the building, please turn them into the office. *Any articles of clothing, that have not been picked up will be donated to a local charity on the last Friday of each month.* The clothing collected the week prior to the Friday's donation day, will be held separately from the other Lost and Found articles. Parents are notified via Gator Mail the Wednesday of Donation Week, that articles will be leaving the building that Friday. Clothing that is labeled with student name is not sent to our donation site. Because of this, please **label all items including; jackets, sweaters, hats, gloves, mittens or boots, water bottles, lunch boxes, etc. with your child's name.**

### **SCHOOL PROPERTY**

Text support and library books will be furnished to all students at no charge. However, there will be a replacement fee charged to any student who damages or destroys any textbook or library book during the school year. All fees must be collected prior to student participating in end of the year activities.

### **VOLUNTEERS**

Volunteers are a valuable source of supplementing the work of the school staff and the program provides them an opportunity to participate in the education of children. Parents, grandparents, neighbors and friends become an "extra pair of hands" in the school. Per Goshen's SBDM Policy 4007 "parents/guardians may not bring siblings/children to activities at which they are volunteering, supervising, or chaperoning." This includes any in class or out of class volunteers' activities, field trips, class parties, and celebrations. Siblings may attend school wide public events such as assemblies, performances, concerts, and fifth grade recognition programs.

Volunteers who will have supervisory responsibilities over students, or who will work with students on a continuing basis are required by state law to submit to a criminal background check prior to working in the school or chaperone field trips. All information regarding background checks will be held in the strictest confidence. Forms are available in the school office. As of July 1, 2012, background checks submitted through the school will cost \$10.00 per person. Cash, or checks payable to Goshen Elementary, will be accepted. Background checks must be updated every five years or as deemed necessary by the school.

### **CONFIDENTIALITY**

Each year all volunteers who will have supervisory responsibilities over students, or who will work with students on a continuing basis must complete confidentiality training. Confidentiality refers to the protection of all personally identifiable information and records used by the school in relation to students and staff. Volunteers may not discuss any personal information about students/staff obtained while volunteering at any event including: athletic events, parties, parks, etc. *If a volunteer does not maintain the confidentiality policy of the school, he/she may not be permitted to volunteer in the school as determined by the principal.*

A link to our confidentiality training will be provided by your classroom teacher giving everyone the opportunity to participate.

### **HEALTH SERVICES**

Goshen Elementary is fortunate to have a full-time nurse, funded through OCBOE. The health room is open from 7:30 a.m. until 2:30 p.m. daily. Please contact the nurse with any health-related concerns.

General guidelines for use of the Health Room are as followed:

- 1) First aid will be limited to band-aids, cleansing of minor wounds, taking of temperature, and other minor procedures
- 2) If a child is ill with a high fever, vomiting, severe pain, etc. the parent will be called and when necessary, appropriate medical personnel will be contacted. Other children will be sent back to the classroom when they are ready. If your child is ill with a fever of 100 degrees or higher, they must be fever free for 24 hours, without the aid of medication, before returning to school.
- 3) A copy of the Health Room Visit form will be given to your child to bring home. If you have a question concerning any health room procedures, please contact our school nurse at 228-0101.

#### **Any student required to take medicine during school hours MUST follow these guidelines:**

- 1) Parent/Guardian/Custodian must bring prescription medication to school in the original container which must have the prescription label attached or have a written statement from the child's attending physician giving complete details for the administration of the medication. If non-prescription medication is to be administered, the parent must bring the medication to school and complete the parent authorization form.
- 2) An authorization form must be completed and on file in the school office for both prescription and non-prescription medication.
- 3) Trained personnel in the Health Room will dispense all medication at the designated time.
- 4) Parents must pick up unused medication when no longer needed. Any medication not picked up within the specified period of time will be disposed of, including any medication left at the end of the school year.

**Medicine will be administered in the nurse's office. Per School Board Policy, students are not permitted to bring medicine of any kind on the bus.**

IT IS THE PARENT'S RESPONSIBILITY TO MAKE SURE CURRENT INFORMATION SUCH AS PARENT WORK/CELL PHONE NUMBER, NAME OF PERSON TO BE CALLED AND PERTINENT HEALTH INFORMATION IS ON FILE. Please send all new information to the office when changes occur immediately.

### **COUNSELING SERVICES**

Our school counseling program centers on individual, small group counseling, and whole class lessons. The duties and responsibilities of our counselors include a variety of activities: meeting with parents for conferences, assisting teachers with individualized student needs, and providing content-based lessons to help students be successful in life. In addition, counselors confer with individual students and with parents as well as promote programs that provide the best possible learning environment for children.

### **SPECIAL EDUCATION**

Goshen Elementary maintains a variety of programs designed to meet the special needs of students consistent with special education law. An individual educational plan is developed with assistance of parents, staff, and other appropriate persons to meet the needs of the student.

The Special Education Department offers a wide range of services. They include:

- 1) Referring students for suspected disabilities to be evaluated by personnel through Oldham County Board of Education.
- 2) Consultation between parents and teachers to work as a team to provide for the special needs of children at home and in their classrooms.
- 3) Individual and small group instruction for those children who need to develop and improve their language area skills (listening, speaking, reading, writing and spelling), mathematics and gross motor and fine muscle coordination.

### **SPEECH**

Children with articulation and/or voice problems, fluency abnormalities and aural-oral language difficulties, as well as boys and girls with hearing loss, delayed speech, and congenital speech problems are scheduled for sessions of therapy based on their individual needs.

### **GIFTED AND TALENTED EDUCATIONAL SERVICES (GATES)**

Students in fourth and fifth grade who qualify will be formally identified as gifted/talented in one or more of the five areas recognized by the state: general intellectual ability, specific academic ability, creativity, leadership, and visual/performing arts. The GATES coordinator works closely with teachers and parents to collect formal and informal data that will assist in determining if a child meets the state's criteria for identification. Once a child has been identified, the GATES coordinator works with the teacher, student, and parents to develop a Gifted Student Service Plan (GSSP) based on the child's specific needs. The GSSP describes the service options that will be provided for the child throughout the year. Parents receive a gifted and talented progress report at the end of each semester related to the GSSP.

Students demonstrating abilities to perform at high levels in the primary years: ( Kindergarten through Third Grade), while not formally identified as gifted/talented, will be part of the Primary Talent Pool (PTP). Teachers will work with parents to monitor and provide specialized instruction as needed.

For additional information regarding the GATES program, please contact Dana Graham, Assistant Principal or visit the Oldham County GATES website at : [www.oldham.kyschools.us](http://www.oldham.kyschools.us).

### **LIBRARY MEDIA CENTER**

The Media Center combines books and other printed materials with audio-visual equipment and technology. Flexible scheduling permits classes, groups, and individual students to utilize all the resources in our Media Center. Our Library Media Specialist helps to foster a love for reading among all of our Goshen students through storytelling, book discussions, interactive projects, book displays and more! We are committed to providing the students at Goshen Elementary with diverse texts and act as both windows and mirrors for students to better understand themselves and others.

### **TECHNOLOGY**

All classrooms are equipped with the Dell Intelligent Classroom and will be transitioning to interactive Clever Touch panels. Our technology fee supports various technology subscriptions which provide students with individualized learning platforms and resources. Staff and Students regularly engage in collaboration and research utilizing online tools. Chromebooks and iPads are available to empower students to learn, collaborate, communicate, and create, utilizing digital platforms as responsible digital citizens.

Note: Use is subject to Acceptable Use OCB Policy (9064.01-F), which includes the ability for system administrators to deem what is inappropriate use of technology and base decisions from their findings.

### **PARENT-TEACHER ORGANIZATION (PTO)**

Goshen Elementary PTO are volunteers actively involved throughout the school community. The purpose of the PTO is to foster relationships among school, families, and staff, in effort to benefit our students' academic career. Active participation by families is encouraged to maintain open communication between school and home. The PTO organizes wonderful events such as: Fall Festival, FUND Run, Kentucky Kid Day, Science Enrichment Program, Arts Gala, and Spring Auction. Goshen PTO meets monthly and communicates to families via Wednesday folders, Gatormail, email, PTO website and social media.

#### **SBDM MEETING**

The Council operates as a policy making body concerning instruction, assessment, building climate and curriculum. The Council has seven members: three teachers, two parents and the principal as chairperson. The Council meets the third Tuesday of each month in the school Library/Media Center at 3:00pm. Council meetings are open to the public and the community is welcome to speak to the Council, but must sign-in prior to start of the meeting. The members of the Council are: Ryan Rodosky, Chairperson; Lindsey Seelow, Parent; Dan Kessler, Parent; Stephanie Atkins, Teacher; Brooke Wiseman, Teacher; and Andrea Bishop, Teacher.