

Centerfield Elementary School

Home of the Wildcats



Student/Parent Handbook 2026-2027

CENTERFIELD'S VISION

Working collaboratively, we will empower our school community to meet high expectations by ensuring ALL means ALL.

Hello, Wildcat families! We're excited about our plans for this school year and look forward to partnering with you! Together, we will work to meet or exceed our WIGs (wildly important goals) as engaged learners, inspired leaders, and kind citizens!

Meet our Leadership Team & Office Support Staff:

Krista Mornar, Principal	Benjamin Murphy, Assistant Principal
Carlotta Denney, Guidance Counselor	Carrie Sweeney, Literacy Coach
Brandon Clark, Librarian/STC	Zamara Johnson, Intervention Coordinator
Dorothy Roberts, Office Manager	Cretia Heil, Bookkeeper
Donita Love, Receptionist	Aaron Brooking, School Psychologist
Jessica Fleischer, Family Resource Coordinator	Vacant, Cub Club Enrichment Center Director

AFTER-SCHOOL CARE: Centerfield hosts a licensed daycare program for after school and daytime care during school breaks. For more information, contact our Daycare Director at 502-241-3448.

ATTENDANCE: Your child's attendance is important! There is a direct correlation between regular school attendance and successful academic performance. In order to help your child succeed, please help make sure they are on time to school every day as long as your child is healthy. Of course, we understand that children sometimes may not be able to come to school. Information below is related to excused absences and tardies:

ABSENCES: Absences are excused for health issues, death in the family, educational enhancement opportunities and court proceedings per the state statute. Parents are encouraged to make after-school or weekend appointments. If a student must miss school, please call the office and/or send a note upon their return to school stating the reason for the absence. Excused absences will be recorded per the District's guidance outlines below:

PARENT EXCUSE NOTES — HOW THEY WORK

Each student is allotted eight (8) Excused Parent Notes (EPN) per school year. When your child has an absence or tardy, the attendance clerk will automatically enter an Excused Parent Note that day on your behalf, which will count as one of your eight allotted notes. **Parents are no longer required to submit a handwritten note for absences or tardies.** Parent(s) will still be notified of child's absence via automated system, but the submission of a physical note is no longer required. Unless you are submitting a doctor's note, no action is required on your part. This ensures your child's attendance record is handled promptly and helps prevent unintended truancy filings.

If the absence or tardy was due to a medical reason, you have **five (5) school days** from the date of the absence or tardy to submit a doctor's note to the school office. When a valid doctor's note is received within that window, the absence or tardy will be changed from a parent note to an Excused Doctor Note (EDN), which does **not** count against your eight Excused Parent Notes. Doctor's notes submitted after the five-day window are not likely to be accepted unless extenuating circumstances are present and the principal approves an exception.

Parents are encouraged to monitor their child's attendance record and their remaining Excused Parent Notes throughout the school year. If you have questions about your child's attendance coding, please contact the school office.

Three unexcused absences are brought to the attention of the principal. If school personnel are unsuccessful in improving the attendance of the child, the Director of Pupil Personnel shall be contacted for further inquiry.

Per district policy, when a student accumulates a total of eight full-day absences, a doctor's authorization is required for subsequent absences. If irregular attendance still persists after the parent/guardians have been contacted by the school personnel and the Director of Pupil Personnel concerning the importance of regular attendance and the legal responsibilities of the parents/guardians, the Director of Pupil Personnel will then request a juvenile court appearance.

TARDIES: Parents must accompany their child into the office and sign them in if they arrive after the school day begins. The student will be given a tardy slip by office staff to be admitted to class. **School begins promptly at 7:40 a.m.** Three unexcused tardies will be reported to the Director of Pupil Personnel. (Refer to Oldham County Attendance Policy)

EARLY DISMISSAL: Before a student is allowed to leave school early, someone authorized to do so must sign the child out in the office. If someone other than the parent/guardian is to pick up a child, the parent/guardian must send a note to the school authorizing this. Early dismissal is considered a tardy and will affect a student's attendance.

BEHAVIOR: All students in Oldham County Schools must adhere to the Code of Acceptable Behavior and Discipline.

Centerfield Elementary strives to prepare students for success, both within our school building as well as in our community. At Centerfield, we utilize the Leader in Me program and empower students to be leaders in their own life by coaching them to use Covey's 8 Habits of Happy Kids. At Centerfield, we know that mistakes are going to happen. We strive to approach discipline through a restorative lens with the intent to help students learn from those mistakes and develop skills to help avoid making those same mistakes in the future. We aspire to shape, mold, and teach students the appropriate way to interact with others and to be responsible citizens. In addition, we believe that feedback is critical to the learning phase, and this extends for behavioral success as well. The following supports will be used by teachers and staff to help hold students accountable for their behavior:

- Each classroom will utilize a behavior management plan, which includes proactive and reactive strategies to promote positive behaviors.
- For students who demonstrate a need for further support with meeting behavior expectations, office notifications will be utilized. Students will visit the office to speak with a member of our Leadership Team who is trained to problem solve these situations. The goal for this interaction is to provide an opportunity for re-teaching, practicing appropriate responses and is ultimately, a rapport-building event. If a student receives a disciplinary referral, he/she will visit the office and meet with the principal or assistant principal who are trained in protocol used to determine appropriate consequences and logical next steps to help mold the students' future behavior. Parent contact will be made when a child receives a disciplinary referral.

CAFETERIA: Students need healthy meals to learn. At Centerfield, breakfast and lunch options are prepared daily. Students will eat both breakfast and lunch in the cafeteria. Students are offered the choice of getting a lunch from the school or bringing one from home. If a student brings one from home, please be advised that glass containers are not allowed. Students may also not have caffeinated beverages during the school day.

Breakfast and lunch are no longer free for all students, but families who are income-eligible can still apply for this resource. The cost for breakfast is \$1.50, \$0.30 for reduced. Lunch costs \$2.60, \$0.40 for reduced.

Additional entree items and snacks are available for purchase in the cafeteria. Students may pay for these items with cash, check, or from their lunch account funded electronically with My School Bucks. MSB is a free, online account to easily make payments on-the-go with a bank card or credit card. Parents are able to check cafeteria balances and purchases, receive low balance alerts and set up automatic payments through the site as well. Visit this website to start an account or to log in! <https://www.myschoolbucks.com/ver2/getmain.action?clientKey=&requestAction=home>

For student safety, visitors are no longer allowed to eat lunch with students in the cafeteria. Arrangements can be made for lunches in the office on occasion. If you are interested in eating lunch with your wildcat, please contact the office to schedule ahead of time.

Applications for the **Free/Reduced Meals Program** are available year round online on Oldham County Schools website under Nutrition Department or in the school office.

COMMUNICATION DEVICES: Personal communication devices (includes phones, tablets, watches with communication capability through wifi or cellular service) must remain off and put away for the entirety of the school day. This is in alignment with House Bill 208 and the OCBE policy regarding student cell phone/personal communication devices. Students have access to a phone in the front office if needed.

CHILD CUSTODY SITUATIONS: If there are special custody situations of which the school should

be aware, please inform the office so those responsible for your child have accurate information to carry out written directives. Either parent listed on the birth certificate may sign out a student unless the school has been provided court documentation stating otherwise.

CONCERNS: It is very important that a parent who is concerned about an academic or behavior problem contact the school so the problem can be resolved. **The first point of contact is always the classroom teacher.** No problem can be resolved without the combined efforts of the parent and the teacher. If a parent still has concerns, the second step would be to contact the school counselor, Assistant Principal or Principal.

DRESS STANDARD OF SUCCESS: We ask that students follow the following guidelines to support high levels learning:

- **Shoes:** Shoes should have a heel strap—no flip-flops/slides. Avoid open toe shoes and high heels for girls. “Croc” style shoes may be worn in sport mode. Tennis shoes are recommended for P.E. class.
- **Tops/tank tops/Sundresses:** No spaghetti straps, no midriffs showing
- **Slogans/Advertising:** All writing/advertising on clothing must be age appropriate for elementary students and must be positive in nature.
- **Shorts/Skirts:** Length should be modest, at the student's fingertips or longer when their arms are relaxed by their sides.

FIELD TRIPS: Field trips of an educational value are a lasting learning experience for children. Every grade level plans at least two field trips per school year. Parents must sign a permission slip for each such activity; no student will be allowed to take part in a field trip without a signed permission slip. All permission slips must be returned before departure. Your cooperation in signing these slips and returning them to the classroom teacher will be appreciated. We make every effort to keep the cost of field trips affordable for families. If you need assistance, please contact Family Resource Center Coordinator.

HEAD LICE: In order to protect the health and welfare of our children, private checks for head lice may be conducted if infestation is suspected. If an infestation is confirmed, the School Nurse or Office Manager will notify the parent. A student must be nit-free to attend class.

HOME/HOSPITAL INSTRUCTION: The school district will provide a home/hospital teacher if a child will be absent for an extended period of time for a reason permitted by law. Parents must contact the school immediately if homebound instruction is needed. Verification by a physician will be required.

HOMEWORK: Centerfield staff recognize that family time and activities outside the school day are an important part of a child’s life. We also know that developing a love for learning starts at home. We will continue to encourage students to build a habit of learning at home with their families.

Reading – Our expectation of wildcats to read outside of school daily is based on research. Reading outside the classroom should be a balance between self-selected readings and teacher assigned texts. Please keep in mind that reading can be completed by listening to a book electronically, reading with a family member, or completed independently. Below are suggested guidelines for accomplishing this goal.

For grades K-3, set a goal for students to read or be read to 15-20 minutes each night

For grades 4-5, set a goal for students to read or be read to 20-30 minutes each night

Math – Students may be asked to complete practice problems from class as homework. Families are encouraged to review the learning with students daily. In addition, students are encouraged to work to develop their math fluency at home. Activities will be provided to families to promote flexibility in numeracy and fact fluency, too.

Digital learning platforms are utilized during the school day and at home to support student progress in academic areas. Log in information will be shared with families.

Homework activities and special projects may be assigned by teachers to enhance the curriculum. If you have questions or concerns about homework, please contact your child's teacher.

ILLNESS: Children with fever or diagnosed with contagious or infectious diseases are to remain at home until they are free of infection. If the infection is detected while the child is at school, parents will be notified and requested to take their child home. Any student becoming ill during school should request to go to the office. Parents will be contacted if the student's temperature is above normal or if other symptoms indicate the need to go home. A child with a temperature of 100 or higher must be picked up and must be fever free for 24 hours without fever-reducing medication before returning to school. If the student needs to go home, the parents are responsible for picking up the child.

INCLEMENT WEATHER: On inclement weather days, district officials attempt to make a decision to delay or cancel school as early as possible. This information is relayed to all Oldham County households having children enrolled in district schools, through the Infinite Campus Messenger automated communication system. This information will also be shared with local media. On very rare occasions, in the event that threatening weather necessitates early dismissal, the local news media will be informed, and automated calls or texts are communicated to parents/guardians.

Disaster Drills

There are specified procedures for both fire and severe weather conditions that are practiced by students throughout the year.

Tornado Safety

Tornado safety plans have been established for Oldham County Public Schools. Each school is equipped with a weather radio receiver to immediately inform the administration of any severe weather information.

In case of a **TORNADO WATCH**, all activities in the gym, cafeteria, and outside areas will cease. School personnel will monitor TV weather radio stations and weather receivers. Learning activities will continue unless a tornado warning is issued. During a watch, students will be dismissed as usual.

In case of a **TORNADO WARNING**, staff and students will report to designated areas immediately and remain there until they are instructed to do otherwise. School buses will not operate if a warning has been issued for our area until drivers have been advised that it is safe to do so. Buses will then follow their regular daily routine. Although it is the prerogative of parents to sign their child out of school during a warning, we suggest you consider the risk to which you subject you and your child by traveling during a tornado warning.

INSPECTION AND REVIEW OF RECORDS: The rights to inspect and review educational records include:

- A reasonable request for explanation and interpretation of records by those eligible to review records.
- The right to request copies of the records from the educational agency if the failure of the educational institution to provide the copies would effectively prevent a parent of an eligible student from exercising the right to inspect and review the educational records.
- Either parent of the student has the authority to inspect and review the educational records of a student unless the educational agency has been provided with evidence that there is a legally binding instrument, or a state law or court order governing such matters as divorce, separation or custody, which provides to the contrary.

LEAVING SCHOOL GROUNDS: Students are not permitted to leave the school grounds during the school day or to stay after school unless they bring a note from their parents/guardians and have it approved by the principal or designee. Permission to participate in after-school activities can stand as this permission.

MEDICAL EMERGENCIES: In the case of an emergency, staff will follow our Emergency Management Plan. We have staff trained in first aid and CPR/AED and there are several AEDs on campus (one by the gym, one in our childcare area, and one by the bus loading dock).

MEDICATION: If a student is required to take medication (prescription or non-prescription) during the school hours, the following procedures are to be followed:

1. **Parent/guardian must bring ALL medication to school in the original container.**
Prescription medication must have the prescription label attached. [An Authorization To Give Prescription or OTC Medication](#) form **must be filled out and signed by the physician for all prescription and OTC medications.** If nonprescription medication is to be administered, the parent/guardian must bring the medications in the original unopened container to school.
2. Over the counter medications are now stocked at school. [An Authorization For Administration Of Stock Over the Counter \(OTC\) Medication](#) must be filled out and turned into the office. The school will contact the parent for permission each time the non-prescription medications are given.
3. All medication will be given in the school office at the designated time.
4. **Parents must pick up unused medication. No medication will be allowed on buses.**
5. Medication is primarily the responsibility of the parent/guardian and if at all possible, should be administered before or after the child attends school.
6. Based on OC Board Policy 09.2241, students under treatment for asthma, diabetes, or at risk of anaphylaxis are permitted to self-carry and self-administer medication with the required authorization on file.

MOMENT OF SILENCE: As required by KRS 158.175, every school will host a moment of silence or reflection at the start of the first class of each day. OCBE Policy 08.1351 provides the following guidelines:

1. The moment of silence or reflection shall be at least one (1) minute but not exceed two (2) minutes in duration;
2. Students are to remain seated and silent and make no distracting display so that each student may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract from, or impede other students' exercise of individual choice;
3. District personnel shall not provide instruction to any student regarding the nature of any reflection that a student may engage in during the moment of silence or reflection.

Parents are encouraged to review these guidelines and to provide guidance to your student(s) regarding the moment of silence or reflection.

PARKING: Visitor parking is reserved in the parking lot near the office. Please do not park along the curb. The area near the sidewalk in front of the school is a designated FIRE LANE and is only to be used for dropping off and picking up children. At no time should a vehicle be parked in front of the school. Please honor the handicap parking and do not block the handicap ramp.

It is critical that every parent stay in the traffic line when pulling up in front of the school. Pulling out of the line and going around the other cars is unsafe for students being dropped off. Students may exit their automobiles from the driver's side, placing them in danger of being hit by a car that is pulling around the other cars. It does take longer to sit and wait until you are in front of the school to drop off or pick up a student, however nothing is more important than the safety of our students.

CLASS PARTIES: Holidays are an important part of our school community. Winter and Valentine's Day will be celebrated with parties. If, due to religious or personal reasons, you prefer that your child not participate, he/she will be able to participate in other activities. Please let the homeroom teacher know if

this is the case. Due to OCBE's Wellness Policy **food will NOT be served** as part of holiday or birthday celebrations; but crafts, games, treat bags with non-edible items are permitted.

PTA: PTA is the largest volunteer organization whose only concern is children and youth. There are over five million members in 25,000 local organizations and fifty state branches. The PTA has been in existence for nearly ninety years. Through ongoing communications, the PTA serves as a valuable link between the parents, the school, and the community. Optimum education occurs when all of these components are actively involved.

PTA may be reached via email, ptacenterfield@gmail.com, or stay connected with the latest happenings of PTA through their Facebook page.

PTA OFFICERS AND EXECUTIVE BOARD

PRESIDENT - Lauren Rainey - ptacenterfield@gmail.com 1ST VP - Advocacy & Services - Jenn Malone - jrmalone@outlook.com 2ND VP - Membership - Bree Missey - breemilcarek@yahoo.com 3RD VP - Programs & Parent Education - Mary Cooper - maryncooper@gmail.com 4TH VP - Ways and Means (Fundraisers) - Kaitlyn McGuire - kait4gregg@gmail.com	TREASURER - Courtney Zeigler - tiptoncc@gmail.com SECRETARY - Madelyn Gamertsfelder - madelyn.gamertsfelder@oldham.kyschools.us Teacher Representative - Lizzie Smith - elizabeth.smith@oldham.kyschools.us
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TEACHER QUALIFICATIONS: We are extremely proud of the expertise and experience of our staff. OCS 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 Katie Garrett, Personnel Director, at 502-241-3500 for additional information.

SBDM: The Site-Based Decision Making Council exists to support the school and assist with the governance of the school. Nominations and elections are held on a rotating basis. Council members are listed on the school website and can be contacted at any time to share successes and concerns in our school community. All SBDM policies, meeting schedule, agendas and minutes are available for review on the school website.

SCHOOL DAY

7:20 a.m	Cafeteria/Building Opened for Students
7:40 a.m	Instruction Begins
2:20 p.m	Students Dismissed
4:00 p.m	School Office Closes

SOLICITATION: Students are not allowed to engage in any type of buying or selling on school property unless authorized by the school. (This includes but is not limited to Girl Scout cookies, Boy Scout popcorn, athletic team fundraisers, etc.)

TRANSPORTATION: Transportation rules and regulations will be provided by the Board of Education to all parents and students. ***All transportation changes must be made by written note by 1:00 p.m. Notes signed by the parent must state the reason for the request and be given to the office staff first thing in the morning.*** Due to safety concerns the office staff is not permitted to accept a change of transportation over the phone, by email, or fax unless it is an emergency.

Bus Rules:

1. Follow bus driver instructions.
2. No moving from seat to seat.
3. Keep hands, arms, legs, and objects to yourself.
4. No cursing or loud talking.
5. No eating, drinking, or use of tobacco products.
6. Large class projects, glass, balloons, food and drink (except lunch boxes) are not allowed on the bus.

We encourage all Centerfield students to take advantage of our public-school transportation. Your child's safety is our number one priority at our school. The Oldham County Schools' Transportation Department motto is "Safety First, Schedule Second."

Car Rider Procedures:

- Any student picked up in the afternoon must have a car tag number. Two car tags are provided, and your child's number/tag will remain the same while they are at Centerfield.
- Student dismissal does not begin until 2:20. Therefore, it is not necessary to line up early in car rider line. The area in front of the school is a fire zone that is not to be blocked. If you arrive early, you must park in the lot and wait until 2:10 to begin the carpool line.
- Stay in your car while in the car rider line. If you need to assist your child/children, please pull around the building and to the left in the bus circle to get out and assist them.
- All students riding in a vehicle other than a bus must be dropped off at the front entrance in the morning and picked up from the back gym doors (not in parking lots) in the afternoon.
- Students will NOT be released to another individual that does not match their tag number unless a note has been sent to the office prior to pick up.
- Anyone picking up students should be prepared to show proof of identity, when asked, for the safety of the students.
- Do not go around other cars in the car rider line. Be patient, wait for the line to move before pulling forward or pulling in to park.
- Phone calls are not an acceptable way of making pick up arrangements for children. Any change of a student's departure needs to be in person or in writing by the student's parent/guardian.
- Departure changes must be made to the office no later than 1:00 to assure your child is directed correctly.
- Any parent arriving in the car rider line on or after 7:40 must park their vehicle (in a designated parking area), walk their child/children into the office, and sign them in to school. This is considered a tardy.
- Please do not ask the office staff to retrieve your child/children from the gym before they are dismissed, it creates a safety risk for the students. We understand there are things that arise that are considered emergency cases, and in those cases, we are happy to work with all our families.
- Any areas blocked off are NOT to be taken down or driven around. They are there for the safety of the children.

DRIVE SLOWLY ON THE PROPERTY AND IN PARKING LOTS AT ALL TIMES, NOT JUST DURING ARRIVAL AND DEPARTURE.

Remember to yield to all buses.

VISITORS: Visitors are welcome at Centerfield School for advertised events. For the safety and welfare of the students, all parents and visitors must sign in at the office and wear a nametag while in the building.

NO ONE MAY GO DIRECTLY TO THE CLASSROOM FOR ANY REASON.

All exterior doors will be locked during the school day, including the front door. Please push the button to

the right of the front doors to gain permission to enter the building.

VOLUNTEER POLICY: For the safety of all students, in order to volunteer in any capacity within our building or on a school organized field trip, during school hours, individuals must have a current background check on file. In addition, all adults must annually complete the online confidentiality training posted on the Centerfield Elementary website.

WITHDRAWALS: Students who will be leaving Centerfield Elementary School should inform their teacher and the office at least one week prior to withdrawal and indicate their new school and new address.