
LeGrande School Handbook

2025-2026



LeGrande Elementary Faculty and Staff

-Preschool: Melissa Davis and Angie Michael
-Primary: Katrina England, Marlie Gibbons, Bianca Kinslow, and Brianna Riffle
-Intermediate: Natalie Bishop, Kaytie Coomer, Jenna Filback, and Rachel Horton
-Middle Grades: Dillon Avery, Carla Grindle, Justin Lindsey, and Amanda Wilt
-Intervention: Beth Spann and Logan Baker
-Special Education: Sherri Avery, Tammy Hensley, Miranda Jones and Maegan Trent
-PE: Ryan Clemmons
-Music: Boyd Rexroat
-Library Media: Beth Atkins

-Speech: Beth Huff and Cameryn Bratcher
-Family Resource: Laurie Myers
-Custodians: Kenny Bratcher and Jacob Rock
-Instructional Assistants: Tammy Corbin, Sarah Dennison, Melinda England, Amanda Mouser, Joann Myers, Devan Peterson, Veronica Ramsey, Melissa Rock, Delaney Taylor, and Abby Witham
-Counselor: Jeff Reed
-SRO: Joel Huff
-School Secretary: Crystal Cecil
-Nurse: Lauren Nunn
-Principal: Rachael Hensley
-Food Service Manager: Dana Overfelt

All staff can be reached via email in the following format: firstname.lastname@hart.kyschools.us

SBDM Members

Parent Members: Kayla Rountree and Bethany Morris
Teacher Members: Boyd Rexroat, Maegan Trent, and Dillon Avery

Student Name: _____

Mission And Vision Statements

We are the LeGrande Family!
As a LeGrande Cardinal... I devote myself to learning.
As a LeGrande Cardinal... I cooperate with others and show them respect.
As a LeGrande Cardinal... I am accountable for my actions and take responsibility.
As a LeGrande Cardinal... I am determined to be successful.

Fly Like a Cardinal- Mission Song

Cards keep on leading (leading) leading (leading)
Into the future

I want to fly like a cardinal and succeed
Fly like a cardinal with my LeGrande family
I want to fly like a cardinal watch and see
Fly like a cardinal become the best that I can be

We envision LeGrande Elementary as a school which:

- Focuses on working cooperatively to assist all students in reaching their maximum potential through high expectations in an authentic, interactive learning community.
- Values each individual as a whole person within an atmosphere of respect, accountability, responsibility, determination and tolerance for individual differences.
- Focuses on learning as a lifelong process for every member of the LeGrande Family.
- Is open and welcoming, and therefore is supported to the fullest in an interdependent relationship with the community.
- Utilizes all available resources to maximize the educational process.
- Focuses on healthy behaviors and the development of high self-esteem for each individual.
- Provides equal access to all children and families.
- Seeks to provide opportunities for students to develop their individual and unique talents.
- Respects and supports all members of the learning community while giving them a voice and maintaining dignity, regardless of differences, to foster success for all.

We Need You: Decision Making and Parent Involvement

Parent Teacher Association: Membership in this group is voluntary at the cost of \$10.00 per person or \$18 per couple. However, it is not necessary that you be a member in order to work closely with our school's PTA. Our PTA meets monthly on the second Thursday of the month unless otherwise scheduled. This organization does so much for our students that would not otherwise be done. To say that PTA helps us is an understatement and the projects they've helped with and led are too numerous to name. The next time your child brings home a fundraiser please take a minute to think about what PTA does that benefits every child in our school and consider becoming involved in events that are going on with PTA. If you are unable to contribute financially, do not count yourself out as a contributing member of our PTA. Your time and talents are valued resources. This year, we would like to see increased attendance at our PTA meetings by both teachers and parents.

Site-Based Decision making Council: Currently, the SBDM meets the second Tuesday of the month at 4:00 PM in the school library. Special called meetings are also held as needed. All meeting times are posted in the school office at least 24 hours prior to the meeting time. Meetings are open to the public unless otherwise noted as a closed session. The SBDM is composed of two parent representatives and three teacher representatives. Any parent having a child in our school is eligible to run for parent representative. Elections are carried out through our PTA. Parent/Teacher SBDM members are elected to a two year term beginning in July of the year they are elected. The principal is the chair of the council, but is not a voting member. This group sets policies, establishes committees when needed, and makes important decisions pertaining to the school's instructional practices. We encourage you to attend meetings when possible.

Rules and Procedures Safeguarding our Students

Your child's education and safety are our highest priorities. Please be assured that every policy developed by our SBDM Council and enforced by the staff and principal is designed to protect our students and their learning environment. For a complete copy of SBDM policies related to discipline, instruction, and other matters, please call the school at (270)786-2746.

Student Dress and Appearance

Please see the district handbook for guidelines on student dress and appearance (dress code). Students wearing inappropriate clothing will be asked to change. If our Family Resource has the needed clothing, the student will be given clothing to change into. If we do not have clothing available, the student will be assigned to office detention until a parent can bring them clothing to change. Please refer to the student discipline policy for subsequent consequences for dress code violations. Students in grades preschool-4th grade will be held to relaxed standards for dress code and handled on a case by case basis.

Extended School Services

Extended school services (ESS) is for students who need additional help or tutoring in a class or classes and is not intended for students who are being defiant or irresponsible in completing and turning in homework assignments. The ESS coordinator will be responsible for scheduling teachers and students to provide ESS services. ESS services at LeGrande are administered during the school day according to a daytime waiver, due to 21st Century afterschool programming availability to all students. Documentation is maintained on ESS referrals and/or attendance before a student is considered for retention. Tutoring will also be offered 3 mornings a week from 7:20-7:45 in the library.

School Grounds Non-Smoking Policy

It is the goal of the faculty and staff of LeGrande School to have a safe environment for our students, families and community members. We have a policy that prohibits smoking on school grounds. This includes vaping. Asthma is one of several conditions that some of our students suffer from, and smoking is a known trigger. We are asking for the cooperation of all who visit LeGrande School to adhere to this policy. Failure to do so may result in the offender being asked to leave the school's property.

Transportation and Safety Procedures

For the protection of all LeGrande students, school grounds are supervised beginning at 7:15 AM. Please do not leave students unattended at the school prior to this time. Other important reminders include...

- Front doors of the building are open from 7:15 AM-3:15 PM.
- Buses unload in front of the building one at a time.
- Buses may get here as early as 7:10 and parents should for no reason pass a bus that is waiting to unload. Parents should never get in line behind a bus to drop off a child.
- Parents should not drop children off in the front of the building. Parents wishing to come into the school for volunteer or meeting purposes should not come to the school until after buses have been unloaded, around 7:30.
- The lane in front of the school is for bus use only from 7:10 AM-7:45 AM and 2:30 PM-3:15 PM. If you come to school during the school day, please be mindful of this when parking, as you should not back out of any parking space in the bus line area when buses are present.
- In the mornings, parents should drop off students at the gym door. All students should enter the building and go directly to the gym, their classroom or the cafeteria. Depending on their grade level, students will be instructed where to go as they enter.
- Every student is expected to be at a morning meeting and seated with their appropriate class. Morning meetings are part of our school day on Mondays and Thursdays.
- During the hours of 7:00 AM - 3:45 PM the front office will be locked. Anyone needing to enter in through the front door will need to ring the bell at the front entrance. Please be prepared to show identification and state the reason for your visit. Someone will unlock the door for you at that time. Along with the safety lock on the door to the office, other safety measures have been put in place. The cafeteria, office, gym and hallways are monitored with cameras.
- When picking up your child prior to 3:15 PM you must enter through the office and sign your child out. This will count your child as tardy for the day. Anyone picking your child up must be listed on your child's pickup list and be prepared to show ID. Changes to pickup lists must now be made through the Infinite Campus Parent Portal.
- All car riders will exit through the gym beginning at 2:50. Parents will not need to come in to pick up their child. All car rider parents will be provided with a car identification tag that must be displayed in your front windshield at pickup time. It is important that all parents line up in a double or triple circular fashion in order for this system to work.
- While we understand that occasionally plans change and you will need to call the school in order for your child to be given different instructions, please do not make this a habit. Transportation changes will not be accepted after 1:00 PM unless there is an emergency.
- Students will turn their bus notes in to their homeroom teacher first thing in the morning. The classroom teacher will be responsible for getting notes to the office in a timely fashion. If you wish to authorize any person other than parents/guardians to pick your child up from school, their name must be entered in the Infinite Campus Parent Portal as an authorized pick up. If someone new is picking up your student in the car rider line, they should be prepared to show ID and must have a car rider tag displayed. When a student who regularly rides a bus is riding home with a parent or authorized person, please send a note to the office that morning.
- Please be on time to pick your child up from school. If you are going to be late please let the school know before 3:15 PM.
- No student will knowingly be permitted to leave with anyone other than an authorized person.
- Students will be dismissed in the afternoon when called by the secretary. Students should be ready to exit the building by 3:00 PM each afternoon.
- Transportation will differ for preschool students, as their procedures for entering and exiting the school are the responsibility of the director of preschool, and must be consistent throughout the district. Please see the district preschool handbook for preschool entry/release times and procedures. Preschool parents should avoid lining up for dropoff prior to 7:25am, as their dropoff line creates a hindrance to the buses entering and exiting the front parking lot between 7:10 and 7:25.
- Further, in order to promote student responsibility, all students wishing to ride the activity bus must have a legitimate reason for riding the activity bus (a Hart Co. Schools sponsored activity), and must sign the bus sheet for that day upon arrival at school. Coaches will provide the principal/secretary with a list of dates/times that practices and activities will take place at the high school. Students who are found to be riding or attempting to ride the activity bus, but do not have a sport/activity sponsored by Hart County Schools will be subject to the loss of the privilege of riding the activity bus for a period determined by the principal/coach/sponsor. Students who live outside of the LeGrande school area are not permitted to use the activity bus as a means of transportation to ride the bus in the school area in which they live.

LeGrande School Discipline Policy

ASD= After School Detention=1-2 hours after school

ISS= In School Suspension

Written discipline notices will be sent home with the student. **Please note that the severe clause may be applied at any level. Any infraction beyond prescribed action is up to the principal's discretion or board policy. Additionally, consequences for some behaviors are outlined in the district elementary handbook. Please refer to both documents for a clear explanation of rules and consequences.**

Offense	1st Offense	2 nd Offense	3 rd Offense	4 th Offense
Dress Code Violations	Written Warning, Parents Notified, Change Clothes	First Offense Consequences and AND 1 hour ISS	First Offense Consequence and 2 hours of ASD	First Offense Consequence and 1 day ISS
Defiance/Disrespect	1 Day ASD/ISS	1 Day Suspension*	2 Days Suspension*	Suspension*, Court Referral
Fighting or Instigating a Fight	Suspension*	Suspension*	Suspension*	Suspension* /Court Referral
Bullying, Intimidation, or Harassment	For each occurrence, Discretion of Administrative Staff, Possible Warning, Peer Mediation, Parent Conference, Referral to Counselor, Possible court referral, possible referral to Alternative School, Board hearing for possible expulsion			
Improper Display of Affection	Written warning AND parents notified	.5 Day ISS	2 Hrs. ASD	ISS and Parent Conference
Obscene Gestures, Cursing, Profanity	Written Warning and parent notification and or ISS	1 Day ISS	2 Days ISS	Suspension*

**Suspension can be in school or out of school suspension. Demerit points will be assigned to all major discipline referrals at the discretion of the principal.*

- Concerning cell phone usage: Any student who is referred to the office for disciplinary reasons and contacts his/her parent prior to being seen by an administrator is in violation of this policy and will face further consequences as outlined in the discipline policy in this handbook.