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2024-25 LONE JACK SCHOOL CENTER /SITE BASED COUNCIL HANDBOOK SUPPLEMENT

The following is a supplement to the Bell County School District Parent and Student Handbook and Code of Conduct. The District Handbook must meet school board approval. The supplementary handbook shall comply with the District Handbook and all school board policies and is submitted for school board review.

CONTACT INFORMATION

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Amanda Day, Principal
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MISSION STATEMENT

Lone Jack Elementary School Center is committed to preparing our students to become lifelong learners. We, as teachers, staff, parents, students, community, and administrators, believe our efforts must be united to allow our students to reach their fullest potential as contributing members of society.

SBDM COUNCIL MEETING

Council meetings are held on the Third Tuesday of the month at 3:15 PM at Lone Jack School Center.

MEMBERSHIP

Lone Jack School Center SBDM council is comprised of two parent members, three teacher members, and the school principal

Stacy Collins:	Parent
Kat Adkins:	Parent
Tomas Bertram:	Teacher
Donna Ferguson:	Teacher
Rebecca Fisher:	Teacher
Amanda Day:	Principal

RESPONSIBILITIES

1. Determination of curriculum, including needs assessment and curriculum development
2. Assignment of all instructional and non-instructional staff time
3. Assignment of students to classes and programs within the school
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board
5. Determination of use of school space during the school day
6. Planning and resolution of issues regarding instructional practices
7. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation, and supervision
8. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor, and principal
9. Procedures, consistent with local school board policy, for determining alignment with state standards, technology, utilization, and program appraisal
10. Procedures to assist the council with consultation in the selection of personnel by the principal, including but not limited to meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation

COMMUNITY/PUBLIC RELATIONS

- OPEN HOUSE – Open house will be held on a specified night during a grading period.
- EARLY DISMISSAL POLICY – A master list of students will be arranged by homerooms. The list will contain (student names, phone numbers, parent's work number, and phone numbers of three designated adults who are authorized by the parents to pick up their children). School personnel will be assigned to call each homeroom. In the event we are unable to contact someone, the student will remain at school. In the event that the student rides the bus and no one is home, the student will be returned to school to wait for their parent with the designated staff. The designated staff will remain at school as long as necessary to ensure the safety of all students.
- GIFTED /TALENTED PROGRAM - The gifted program emphasizes an effective education (intrapersonal and interpersonal skills) as well as process skills, effective education is designed to promote positive peer relationship and positive self-images. Process skills are the critical and creative thinking strategies essential in the development of higher order thinking. Skills are taught in the instructional format known as “mini-sessions”.
- ATHLETICS - Students at Lone Jack Elementary School Center will have the opportunity to participate in the following activities: football(county wide), basketball, and cheerleading. Athletic Awards Day will be held at the end of the school year to recognize participating students for their efforts. The Bell County Board of Education has adopted a countywide elementary athletic policy approved by the Bell County Board of Education.
- EXTRACURRICULAR ACTIVITIES - National History Day, Academic Team, Science Olympiad, MATHCOUNTS, Unite, and Beta Club.
- CO-CURRICULAR ACTIVITIES – ESS program (tutorial classes and summer school), Academic team (participates in the Bell County league and Governor's Cup competition). Field trips will be monitored and tied to academic instruction aligned with the school curriculum as much as possible.

SCHOOL DISCIPLINE

- Discipline will be handled by the classroom teacher and principal and will be administered according to the Bell County Board Student Discipline Code.
- School Dances –Only students enrolled in the Lone Jack Elementary School Center will be admitted to the dance. Students not enrolled in the Lone Jack Elementary School Center will be admitted only with authorization of the school principal in advance.

ATTENDANCE POLICY

One of the Bell County School System's main priorities is student attendance. Attendance plays a vital role in a student's educational growth and development. Any pupil who has been absent from school without a valid excuse for three (3) days or more, or tardy three (3) days or more, is considered truant. A pupil who has been reported as a truant three (3) or more times is a habitual truant. Tardies (partial days absences) will be cumulative and count as part of attendance.

Excused Absences:

Absence or tardiness shall be excused for the following reasons:

1. Death or severe illness in the pupil's immediate family.
2. Illness of the pupil (verification by a health professional may be required.)
3. Participation in school-related activities approved by the principal/designee.
4. Clinical appointments such as, but not limited to, appointments with doctors or dentists (verification by a health professional may be required).
5. One (1) day for attendance at the Kentucky State Fair.
6. Other valid reasons as determined by the principal/designee.

Extended Absences:

Parents/guardians shall make arrangements with the principal or designee for extended absences.

Verification of Absence:

When a student returns to school, the student must present a written statement to the principal/designee from the parent/guardian stating the reason and date of the absence. Absences that are not properly verified shall be considered unexcused. Only five (5) handwritten notes, one for each day absent from the parent/guardian will be accepted per school year. Acceptance of any over the five (5) days will be at the principal/designee discretion. The parent/guardian has 5 days from the date the student is absent to present an excuse either handwritten or medical. Any excuses presented after the 5 day period will not be accepted and the absence will be considered unexcused.

STUDENT DRESS CODE

The instituted dress code will include the following:

- No skin of the stomach/back area can be exposed at any time (including when arms are raised above the head or sitting down).
- No clothing shall be worn that is revealing or inappropriate.
- Shorts, skirts, or dresses must be at least mid thigh-standing in a relaxed position with your hands by your side, the garment must be at or below your longest fingertip. (*Excludes K-3 who should wear an age appropriate length.) **The final decision on the appropriate length of shorts, skirts, or dresses will rest with the school.**
- Clothing should reveal no visible undergarments of any kind. No undergarments should be visible under clothes.
- No “spaghetti” strap tops, tank tops, or sleeveless tops shall be permitted without appropriate jacket such as a sweater or shrug, which must remain on for the duration of the school day.
- No clothing shall be worn that promotes the use of alcohol, tobacco or drug products.
- No clothing shall be worn that displays inappropriate or offensive language.
- No body piercing or tattoos shall be permitted.
- No head coverings (e.g. caps, hoodies, toboggans, beanies, etc.) shall be worn inside the building except on special days with school permission
- Clothing shall be worn to fit the student’s actual clothing size
- No overly baggy clothes, including pajamas or pajama pants (except on school designated spirit days).
- No blue jeans with holes above the aforementioned fingertip length rule are permitted.

CURRICULUM

The curriculum at Lone Jack School Center is aligned to the federal and state statutes and regulations (Preschool through Eighth Grade). The reading program in grades K-8 is the Amplify CKLA program. This program is research-based and green rated by Ed reports. CKLA will combine the reading and writing curriculum, forming an English Language Arts class. Grades 4-8 will have content area teachers in each individual subject.

ACADEMICS

- HONOR ROLL – students earning all “A’s and B’s” for each grading period (based on an average for the year)
- PRINCIPAL’S LIST - students earning all “A’s” (based on an average for the year)
- AWARDS - at the end of the year for all grade levels.
- Rewards- given each six weeks to students for honor roll, principal’s list, and attendance.

GRADING SCALE

The following uniform grading scales have been adopted for use in primary through grades K-8.

All students and parents shall receive a report on the students grade level progress based on the MAP screener that is completed a minimum of twice a year.

Intermediate grade students shall receive progress report cards based on the following grading scale:

93-100 A High Average
83-92 B Above Average
70-82 C Average
65-69 D Below Average
64-Below F Unsatisfactory

Incomplete Grade – An “I” (Incomplete) grade must be changed to a passing or failing grade within 2 weeks of the completion of the six weeks in which it was received.

Lone Jack School Center **SBDM Policy** **Promotion/Retention**

Primary (Gr. K-3):

Students who fall under all, or part of the following criteria, shall spend an additional 1-2 years in the Lone Jack School Center Primary Program:

- 1.) Student does not meet the exit criteria to enter fourth grade as set forth by the Kentucky Department of Education.
- 2.) Students not reading "on level" as set forth by the Amplify, CKLA, program.
- 3.) Student shows evidence of needing additional skill practice and instruction in any area, as defined by the student's recorded assessments (MAP, KSA) to remain successful in day-to-day school performance.

SPECIAL NOTE: The following criteria may or may not qualify a child for an extra year in the Lone Jack Primary Program: Parent has filed a written request to spend an additional year in the primary program.

Grades 4-8:

To be promoted to the next grade, a student must pass (with a grade of "D" or better) a minimum of 4 of the 5 core classes:

- *Reading/Writing (ELA)
- *Math
- *Science
- *Social Studies
- *Art/Technology/Music/Health & PE (a combined average of all)

Before a student will be retained:

- 1.) Parents will be notified by the end of the 5th six weeks of the possibility of their child being retained during a parent teacher conference.
- 2.) The notification will be sent by letter if parents can not be contacted for a meeting. The letter will be signed by the teacher and principal, and a copy kept on file. The letter shall describe the reason for retention and request the parent(s) meet with the teacher and principal.
- 3.) All reasonable attempts will be made to host a parent conference to discuss the reason for retention.

Possible Exceptions:

Requirements for the number of courses needed to pass for students who have been previously retained one or more years in grades 4-8 may be waived by the principal. Waiver criteria shall be based upon any 2 of the following 3 factors:

- 1.) teacher evaluation of the student
- 2.) acceptable ability related achievement of student on a standardized test
- 3.) pupil's progression in the district continuous assessment program (MAP)

Appeal Process:

If a parent does not agree with the decision to promote/retain their child, they may request a committee meeting to appeal this decision. This request would be made before the end of the school year. The committee would include the parent, all the student's teachers, and the principal. In this meeting the parents can voice their objections and the reasons they are appealing the decision to promote/retain their child. The reasons may include age, social maturity, motivational maturity, attendance, previous retention, etc. After all data has been examined, the committee will come to a consensus of what is best for the student and make a recommendation to the principal. In case a consensus cannot be achieved, each member of the committee will write their personal recommendation and the basis for the recommendation and submit it to the principal. The principal will make the final decision based on the best interest of the child.

Counseling Services

Counseling Services are offered with a full time counselor assigned to each school, with additional counseling services through Comprehensive Care on the contractual basis.

STUDENT SUPPORT SERVICES

- FAMILY RESOURCE CENTER - Lone Jack Elementary School Center has an active Family Resource Center that offers a wide variety of after school programs for parents and students which focuses on academic support and incentives. The Family Resource Center provides clothing for students, food for individual families, and establishes clothing give-away for the entire community. It also provides money for field trips and extra programs, and provides medical help for students based on individual needs. The Family Resource Center is a vital link between the school and community, which ensures that all barriers to learning have been removed.
- HEALTH CLINIC – Health Department School Based Health Clinics were created with the interest to provide preventative health care in schools with a primary goal of early detection and prevention of disease. School clinics provide health education and counseling in areas of health, mental health, and risk reduction, while encouraging healthy lifestyle choices.
- PARENT LIAISONS/PARENT VOLUNTEERS - The parent liaison works with teachers, parents, and students in the school to help promote more parent involvement and parent/teacher communication. Lone Jack Elementary School Center currently promotes parent volunteers to provide support and develop relationships between community and school.
- SCHEDULE OF CLASSES - Will be distributed on Opening Day (Homeroom and class schedules)

TRANSPORTATION

Parents of students that are transported via private vehicle will need to provide the school signature of people designated other than parents to drop off and pick up. If students arrive late or leave early, these individuals must sign students in and out on a roster provided by the school in the office.

VISITORS

All visitors must ring the outside doorbell and will also be asked to state their business for visiting the school. After verification of their business at the school, visitors will be asked to produce identification to the front office staff and then will be screened by the Raptor Identification System. Visitors must sign in and wear a name tag stating they are a visitor at the school throughout their time in the building.

TECHNOLOGY

- Students chromebooks and internet use policy
Each student 4th through 8th will have a personal internet and email password. Internet privileges in the classroom will be used according to content area needs and may be revoked if inappropriate use is discovered. Students will be assigned their own personal chromebook and password through the office. This password should remain confidential. Each student and their parents will sign a contract stating they have been informed and agree with this policy. Damage of the student's assigned chromebook will be the responsibility of the parents. Students should not take chromebooks home unless the teacher has given them permission or we are expecting a weather related event.

Lone Jack Elementary School Center

Title I Parent Involvement Policy

I. Statement of Purpose

Lone Jack Elementary School is committed to preparing our students to become lifelong learners. We, as teachers, staff, parents, students, community, and administrators, believe our efforts must be united to allow our students to reach their fullest potential as contributing members of society.

II. Development of Plan

In order to involve parents in the process of joint development, school review and improvement of the parent involvement policy, Lone Jack Elementary School Center will gain input from parents in the form of needs assessment surveys, PTO meetings, School Wide Program meetings, and Parent Advisory Council meetings and the annual Title I district meeting, which is composed of parent faculty representation from each school.

III. Informing Parent of Child's Selection to Participate in Title I

At the beginning of the school year, a letter will be sent to the parent of each student. This notification will include the instructional goals and the methods of the Title I Program. A copy of the parent involvement policy will be included in Lone Jack's student handbooks.

IV. Annual Meetings (Parent Advisory Council)

1. An annual meeting (PAC) will be called at Lone Jack Elementary School Center following the notification of parents of Lone Jack's participation in the Title I school wide program. All parents will be invited to attend this annual meeting. This meeting will explain the programs and activities provided with Title I funds and discuss with parents the ways in which the school and parents can work together to achieve the program's goals. This meeting will also serve as part of the comprehensive range of opportunities for parents to become informed on how the program will be planned, operated, and evaluated, allowing opportunities for parental participation. Furthermore, parents will be given a description and explanation of the courses offered at the school, the forms of tests used to measure student progress, and the skill levels students are expected to meet.
2. Lone Jack Elementary School Center will conduct timely and flexible monthly meetings to discuss ongoing Title I activities with parents and staff. All parents will be notified and encouraged to attend.
 - A. Parents will be involved in the planning, review and improvement of Title I programs. These meetings will provide opportunities for parents to make suggestions, share experiences with other parents, and participate as appropriate, in decisions relating to the education of their children.
 - B. All parents are guaranteed a timely response to suggestions made at parental involvement programs. Suggestions should be directed to the Parent Advisory Council, the school principal, or the Title I Parent Liaison.
 - C. On-going Title I activities will be discussed at SBDM Council meetings.

V. Support Services

Coordination, technical assistance, professional development training, and other necessary support will be provided to all schools in their planning and implementation of effective parent involvement by the Title I staff. The Title I Parent Liaison will work closely with Lone Jack in order to increase parent involvement through volunteer coordination, the Parent-Teacher Organizations, newsletters, monthly School Wide Program meetings, and Parent Advisory Council meetings.

VI. Building Capacity for Involvement

Parent involvement and supportive partnerships among schools, parents and the community will be encouraged.

1. The Bell County Title I program will assist parents in their understanding of the National Education Goals, state content requirements and student performance requirements, and the state and local tests. Parents can use this information to observe and improve the performance of their child and participate in the decision making related to the education of their child. Parents will be encouraged to join the PTO and to become a member of the local and district Parent Advisory Councils. Parents will be given information on the above listed at the Parent Advisory Council meetings and Parent-Teacher Conferences throughout the school term as made available by the State Department of Education.

2. Materials and Training

- A. The Bell County Title I program shall coordinate with the Lone Jack Family Resource Centers necessary literacy training to help parents work with their children to improve their children's achievement.

- B. Training to help parents work with their children to improve their children's achievement will be made available throughout the school year by the Family Resource Center and the Title I Parent Liaisons. This training will provide opportunities for parents to learn about child development and child rearing issues designed to help parents become full partners in the education of their children.

The Family Resource Center will offer classes to parents at all schools. These classes will focus on parenting skills and drug education. Materials and tapes will be available for parents to borrow after the meetings.

As the result of the Title I needs assessment survey, workshops on increasing self-esteem, self-confidence and social skills will also be conducted. Parents are encouraged to suggest other possible training topics.

3. The Bell County Title I program shall coordinate and integrate parent involvement activities with Head Start, public preschool programs, GEAR UP program, and Family Resource Centers.
4. The Bell County Title I program shall develop appropriate roles for community-based organizations and businesses to become involved with parents and Lone Jack Elementary School Center by encouraging businesses to sponsor school related activities. Organizations and businesses shall be encouraged to participate on the Family Resource Center Advisory Councils, and other committees, as appropriate. Training sessions shall also be held in

coordination with local civic groups allowing for greater community participation.

5. The Bell County Title I program and Lone Jack Elementary may provide necessary literacy training from Title I funds, if available.
6. The Bell County Title I program and Lone Jack may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions, if available.
7. The Bell County Title I program and Lone Jack may train and support parents to enhance the involvement of other parents by use of “homeroom mothers” or assigning a parent to coordinate volunteer activities at each school, or sending parents to participate in district or regional parent involvement workshops.
8. The Bell County Title I program and Lone Jack may arrange for teachers or other educators, who work directly with children, to conduct in-home conferences with parents who are unable to attend conferences at school.
9. Lone Jack may adopt and implement model approaches to improving parental involvement, such as workshops, parents’ day activities, and newsletters.
10. The Bell County Title I program and Lone Jack shall provide such other reasonable support for parental involvement activities as parents may request.
11. The Bell County Title I program shall assist parents and parent organization by informing such parents and organizations of the existence and purpose of parental information and resource centers as established. Parents and organizations will be provided with a description of the services and programs offered by the centers. Parents will be advised on how to use and contact the centers. The Bell County Title I program and Lone Jack may arrange meetings at a variety of times, such as in the mornings and evenings, in order to maximize the opportunities for parents to participate in school related activities.

VII. Parents as Educators

- A. The Bell County Title I Program will use the assistance of parents to educate pupil services personnel, principals and their staff in the value and contributions from parents. This will allow Title I to work with parents as equal partners in implementing and coordinating parent involvement and building ties between home and school. Parents will be asked to demonstrate their interests and concerns through local Parent-Teacher Organizations, Parent Advisory Councils, Family Resource Centers Advisory Councils and needs assessment surveys.
- B. Parents may also be involved in the development of training for teachers, principals, and other educators to improve the effectiveness of such training in improving instruction and services to the children of such parents.

VIII. Parent-Instructional Staff Communication/Shared Responsibilities Communication with parents will include:

1. A Parent/Teacher/Student Agreement shall outline Lone Jack’s responsibility to provide a quality curriculum and instruction in a supportive and effective learning environment. This agreement will enable the children served to meet the State’s student performance requirements, and explain the ways in which parents will be responsible for supporting their children’s learning, and, as appropriate,

in decisions relating to the education of their children and positive use of time after school.

- A. A signed agreement will be kept on file describing the responsibilities of the parent, the student and teacher. A conference between the parent and the teacher will be held at least yearly to discuss the agreement as it related to the individual child's achievement.
 - B. Student progress reports shall be provided to parents for review and discussion every 6 weeks in the primary program and at the intermediate level. Open house will be scheduled after the 1st & 3rd grading period.
 - C. Parents shall be provided with timely information on availability of teachers, Title I staff and other educational personnel. Parents will be given the opportunity to volunteer and participate in their child's class, and observe classroom activities. This information will be made available to parents at the beginning of each school year and at parent-teacher conferences throughout the school term.
 - D. Teachers shall be responsible for contacting parents to establish times for parent-teacher conferences to discuss the student's progress, placement, and methods the parents can use in addition to the child's classroom instruction.
- 5. Parents will be informed of school performance profiles and their child's individual student tests results, including an explanation of such results as made available by the state Department of Education.
 - 6. Communication with parents will also include a district-wide newsletter distributed monthly. Notices for activities will be sent home with the children. Phone calls and home visits will be made and conferences scheduled by the Title I Parent Liaison as needed. Parents are encouraged to call their child's teacher when concerned about a problem.
 - 7. All parental involvement information, programs, and activities will be provided in a language and form the parents can understand.

IX. Allocation

The Bell County Title I program shall reserve a minimum of 1 % of its budget for the upcoming school year for parental involvement. This money will be used to increase the number of parenting sessions, and to provide study materials for parents to use at home with their children.

X. End of Year Assessment (District Meeting)

At the end of each school year, the Title I staff will meet with the parents of Title I students who have been selected to represent all of the Title I parents from each school.

This meeting will be determined, with the parent, the effectiveness of the parental involvement program. It will provide a timely way to discuss with parents how the next year's program will be planned operated, and evaluated. This will allow opportunities for parental

participation, and to identify any possible barriers to greater participation by parents in activities sponsored or coordinated by Title I. This meeting will give particular attention to parents who are low income, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. If necessary, at this time, the Bell County Title I parent Involvement Policy shall be revised through joint agreement by all parents and school/district personnel in attendance.

- XI. If the school wide program plan is not satisfactory to the parents of participating children, all parent comments must be submitted when the school makes the plan available to the Bell County Board of Education.

ASSAULT AND THREATS OF VIOLENCE

THIS SERVES AS AN OFFICIAL NOTIFICATION TO ALL STUDENTS, PARENTS AND GUARDIANS: (Acknowledgement of notification is required each school year and verification can be completed on Page 63 of the District Code of Conduct Handbook)

PROCEDURE 09.425 AP.22

Assault and Threats of Violence - Notice of Penalties and Provisions

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- 2.

Amanda Day

MAY 15, 2024