

**2017-2018 FRAKES 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 should comply with the District Handbook and all school board policies and is submitted for school board review.*

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### **FRAKES SCHOOL CENTER MISSION STATEMENT**

It is our mission to assist our students in acquiring the tools to develop and achieve academic success. We will seek to create a challenging learning environment that encourages high expectations for success through development-appropriate instruction that allows for individual differences and learning styles. Our school promotes a safe, orderly, caring, and supportive environment. Each student's self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved in our students' learning.

#### Vision Statement

Help students become productive and responsible citizens who are adaptive, lifelong learners.

### **ACADEMIC AWARDS**

All Primary and Intermediate students who achieve the Honor Roll and Principal's List will receive recognition on Awards Day. Honor Roll is determined by the student receiving all "A's" and "B's" all year. Principal's List is determined by the student receiving all "A's" all year. Trophies are given to the students at each grade level who receive the following specific Academic Awards: Math, Social Studies, Science, Writing, and Reading. These academic awards are based on the final averages of each content area, class participation and good citizenship.

Perfect attendance trophies are given to students who have been counted as present every day of the school year for a full day. Tardies are not included unless they add up to an exorbitant amount. Attendance awards are given to students who only miss a half of a day.

The prestigious University of Kentucky's Robinson Scholarship is available to students from Eastern Kentucky who will be first generation college students in their immediate families and who show promise of being able to achieve on a higher educational level. Students are selected during their eighth grade year and are supported throughout high school and college with enrichment programs, special academic opportunities and a University network system that will help prepare them for college entrance at the University of Kentucky or any of Kentucky's community colleges. Interested parents and students should contact their counselor for more information.

### **ATHLETICS**

#### **Basketball**

Students in grades 4-8 are allowed to try out for the basketball team. Students must have a ride to practices and to the games. Students who participate in this extracurricular activity must keep grades at the minimum of an overall "C" average with absolutely no "F's". The average will include taking all content area and conduct

percentages and averaging them.

### **Football**

Football will be offered this year for intermediate students. Transportation will be provided for participating students. One county team is formed from student from every school. The team will compete with other teams in our region.

### **Cheerleading**

Frakes School Center will accept cheerleaders from grades 4-8. Cheerleaders will be expected to follow a cheerleading constitution (code of conduct with demerit system) set forth by the Site Based Decision Making Council of Frakes School. Cheerleaders must maintain a "C" average with absolutely no "F's." Cheerleaders must have transportation to the games. Absences from games will be addressed in the cheerleading constitution.

As a directive of the Bell County School District Superintendent, the process utilized for the selection of cheerleaders will ensure that cheerleading try-out judges are impartial *and* **do not reside in Bell County**.

### **ATTENDANCE POLICY**

Please see Student Code of Conduct Handbook for our District Attendance Policy

### **CO-CURRICULAR**

Field trips must address school curriculum and academic content.

### **COMMUNITY / PUBLIC RELATIONS**

Frakes School Center will have Open House the first and forth six weeks grading period. A Frakes School newsletter will be published at least three (3) times a year. The publication will be printed on colored paper so parents will recognize the green paper as the school newsletter.

### **COMPREHENSIVE SCHOOL IMPROVEMENT PLAN**

The Frakes School Center Improvement Plan consists of multiple goals concentrated around and including increasing number of proficient and distinguished scores and decreasing the number of novice scores particularly in math and reading. Gap groups will be a focus in these areas. Also, getting students' college and career ready is a long term goal for the school.

To address these goals in math and reading the school implements Success For All Reading K-8<sup>th</sup> grades and has added preschool as well. Singapore/ Calendar math is implemented also to address math.

Additionally, a focused RTI class period for both primary and intermediate classes is maintained. Other forms of RTI (RTA, tutoring, Reading Mastery) are also implemented during and after the school day to address needs towards meeting the school's goals.

### **COUNSELING SERVICES**

Frakes School Center has a guidance counselor available to provide services and programs for students. Some of the services are:

- 1 Individual counseling
- 2 Group guidance
- 3 School registration

In addition to confidential counseling services, the school program offers students preventative instruction and early preparation for success with Second Step training, bully prevention programs, Steps to Respect, courses in personal safety, social skills, goal setting and careers.

## CURRICULUM

The curriculum at Frakes School Center is aligned to the federal and state statutes and regulations Pre-School through eighth grade. The reading program in K-8<sup>th</sup> grade is the Success For All program. This program is research based and proven nationally to be successful. Grades 4-8 will have content area teachers in each individual subject.

### Listing Of Courses/Time On Task

#### **Kindergarten through Third**

SFA Reading  
Social Studies  
Writing  
Math  
Science  
12 Weeks Music/Art/Drama  
12 Weeks Health/P.E.  
12 Weeks Technology

#### **Fifth Grade**

Math  
SFA Reading  
Science  
Writing/Grammer/Spelling  
Social Skills  
12 Weeks Technology  
12 Weeks Music/Art/Drama  
12 Weeks Health/P.E./Pract. Liv.

#### **Seventh Grade**

Math  
Science  
Social Studies  
Reading SFA/Reading Edge  
Writing/Grammar/Spelling  
12 Weeks Technology  
12 Weeks Music/Art/Drama.  
12 Weeks Health/P.E./Pract. Liv.

#### **Fourth**

SFA Reading  
Math  
Science  
Social Studies  
Writing/Grammar/Spelling  
12 Weeks Music/Art/Drama  
12 Weeks Health/P.E.  
12 Weeks Technology

#### **Sixth Grade**

Math  
Science  
Social Studies  
Writing/Grammer/Spelling  
Reading SFA/Reading Edge  
12 Weeks Technology  
12 Weeks Music/Art/Drama  
12 Weeks Health/P.E./Pract. Liv.

#### **Eighth Grade**

Math  
Science  
Social Studies  
Reading/SFA/Reading Edge  
Writing/Grammar/Spelling  
12 Weeks Technology  
12 Weeks Music/Art/Drama  
12 Weeks Health/P.E./Pract. Liv.

\*The Board of Education encourages three days of the music rotation to be devoted to piano key board instruction.

### DISCIPLINE

Discipline will be handled by individual classroom teachers and is administered according to the Bell County Student Discipline Code.

### DRESS CODE

Frakes School Center has a dress and appearance code which will not permit students to wear clothing depicting obscene or anti-social messages or smoking or alcohol related material. Wearing large chains on clothing or wallets will not be permitted. Cosmetics, hair paint, and facial rings worn to cause a disruption to the educational process will not be permitted. Clothing with spaghetti straps, sleeveless shirts or tank tops will not be permitted. Dresses and shorts should be no shorter than mid-thigh .Pants/shorts should not have holes above

the knee. Midriff shirts are not permitted. When a student raises his/her arm, their midriff should not be exposed. Undergarments should not be seen. Clothing should be worn to fit students' actual clothing size. No baggy clothes that could be used to conceal weapons or stolen property will be permitted. No hats will be permitted except on special given days.

### **EARLY DISMISSAL PROCEDURES**

Early dismissal due to unforeseen circumstances will be announced on the television and on the radio. The Bell County Board of Education also sends an automated phone call to alert parents. Parents are responsible for monitoring the weather situation.

### **EXTRA CURRICULAR ACTIVITIES**

Frakes School Center will offer a variety of extracurricular activities that may include but are not limited to Robotics, Science Olympiad, and other educational activities.

### **GIFTED EDUCATION**

The Bell County Gifted Program consists of a talent pool for the primary grades. Bell County provides a district coordinator to provide assistance to classroom teachers. They work together to construct a program for the gifted students.

### **GRADING SCALE**

Teachers shall maintain detailed systematic records of the achievement of each student. Grade reports shall be issued every six (6) weeks for students enrolled at Frakes School Center. Progress reports are sent home in the middle of each 6 weeks.

A uniform grading scale has been adopted for use in primary through eighth grade (K-8), in all Bell County Schools.

Kindergarten will receive SFA member Center Progress Reports

Students in grades first through eighth (1-8), shall receive progress reports based on the following grading scale:

1	93 – 100	High Average
2	83 – 92	Above Average
3	70 – 82	Average
4	65 – 69	Below Average
	64 – Below	Unsatisfactory

### **HOMEWORK**

Homework will be assigned depending on the difficulty of the concept being taught. Each teacher will determine how often and how much homework will be beneficial to the students. Parents are encouraged to look over their child's work frequently and to spend study time with each child nightly. 1st through 8<sup>th</sup> grade SFA Reading requires that students read twenty minutes nightly.

Make-up work is permitted for excused absences only. It is the student's responsibility to contact the teacher(s) concerning their missed assignments. The student has two days after returning to school to request their assignments and two days after receiving the assignment to complete the assignment.

### **PROMOTION/ RETENTION POLICY**

#### **Primary (Gr. K-3):**

Students, who fall under all, or part of the following criteria, shall spend an additional 1-2 years in the Frakes 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.) Student does not read “on level” as set forth by the Success for All Reading Facilitator following SFA Guidelines (See FSA Facilitator for additional data).
- 3.) Student shows evidence of needing additional skill, practice, and instruction in any area, as defined by the student’s recorded assessments (MAP, KPREP) 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 Frakes Primary Program: Parent has filed out 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 5 of the 6 core classes:

- \*Reading
- \*Math
- \*Science
- \*Writing/English
- \*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 5<sup>th</sup> six weeks of the possibility of their child being retained.
- 2.) The notification will be sent by letter, 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.

**SBDM**

Site Based Decision Making council meetings are held monthly and are advertised in the local newspapers, school entry way SBDM bulletin board and the school newsletter. The monthly meetings will be held the third Tuesday of every month at 6:00 pm in the library.

**SUPPORT SERVICES**

The staff at Frakes School Center welcomes all parent/guardians/visitors to our school. We try to list projects for which we need volunteers, so that parents can work us into their busy schedule. We would encourage all parents to join school activities and support our school. When we all work together, the child is the winner.

Frakes School Center has an active Family Resource Center. We have formed a partnership with Henderson Settlement to better enable us to provide varied and enhanced services for our students. After school programs are offered at Henderson Settlement for students of all grade levels. The after school program consist of three thirty minutes components. The components are Accelerated Reader, homework help and fun time. A free summer recreation program is offered each year, which includes swimming, crafts, out-door games and reading. The Family Resource Center provides clothing for students and establishes a clothing give-away for the entire community. It also provides extra programs, and provides medical help for needy students. It is our link between school and home to ensure that all barriers to learning have been removed.

The Frakes School Center Parent Liaison works with teachers, parents and students in the school to help promote more parental involvement and parent/teacher communication. Frakes School Center encourages and welcomes parent volunteers. The Parent Liaison also works with the PTO and Open House activities. Parent and student craft activities are provided and taught by the parent liaison. For more information contact Jana Caruso at the school on Tuesdays and Thursdays.

## **Frakes Elementary School Center Parent Involvement Policy**

### **I. Statement of Purpose**

In recognition that the parent is the child's first and most important teacher, and that the parent's involvement is necessary for the success of the child, Frakes Elementary School Center is committed to building a strong parent-school partnership.

### **II. Development of Plan**

In order to involve parents in the process of joint development, school review and improvement of the Local Education Agency Plan, the Frakes Elementary School Center will gain input from parents in the form of needs assessment surveys, School Wide Program meetings, Parent Advisory Council meetings, and SBDM Council meetings.

### **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 those parents with children enrolled in any private school that receives Title I funding or services in the Frakes Elementary School Center. This notification will include the instructional goals and the methods of the Title I Program. A copy of the parent involvement policy of the school the children attend will be included in their student handbook.

### **IV. Annual Meetings (Parent Advisory Council)**

1. An annual meeting (PAC) will be called at Frakes Elementary School Center following the notification of Title I services to the parents. All parents, including those who have children enrolled in private schools that receive Title I services, 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.

A follow-up Parent Advisory Council meeting will be conducted at each school before the end of the school year. Parents will be given the opportunity to evaluate the current Title I program and establish goals for the upcoming school term.

2. Frakes Elementary School Center will conduct timely and flexible monthly meetings to discuss ongoing Title I activities with parents and staff. These meetings will provide opportunities for parents to make suggestions, share experiences with other parents, and participate as active partners in their child's education.
  - A. All parents will be notified and encouraged to attend. Parents will be involved in the planning, review and improvement of Title I programs.
  - 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, SBDM Council members 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 including those private schools that receive Title I services, in the planning and implementing of effective parent involvement by the Title I staff. The Title I Parent Liaison will work closely with Frakes in order to increase parent involvement through volunteer coordination, Parent-Teacher Organizations, newsletters, monthly School Wide Program meetings, and Parent Advisory Council meetings. Parents will be invited to professional developments that may be beneficial to them.

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 academic requirements, and student performance requirements for the state and local assessments. 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 local School-Based Decision-Making Council committees and to become members of the local and district Parent Advisory Councils. Parents will be given information on the above listed topics at the Parent Advisory Council meetings and Parent-Teacher Conferences throughout the school term as well as any other information made available by the State Department of Education.
2. Materials and Training
  - A. The Bell County Title I program shall coordinate with the Frakes Family Resource Center to provide 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.
  - C. The Parent Liaisons and the Family Resource Center will offer classes to parents at Frakes Elementary. These classes will focus on parenting skills and drug education. The Title I Parent Liaison will conduct workshops produced by the Family Literacy Center for parent meetings. Materials and tapes will be available for parents to borrow after the meetings.
3. The Bell County Title I program shall coordinate and integrate parent involvement activities with Head Start, public preschool programs, Family Resource Centers, local agencies, such as, Bell County Extension Agency, Lighthouse Mission, Ray of Hope, and the Adult Education Act, as appropriate.
4. The Bell County Title I program shall develop appropriate alliances with community-based organizations and businesses to become involved with parents and Frakes School Center. Local businesses may be encouraged to sponsor school related activities. Organizations and businesses shall be encouraged to participate as members on the Family Resource Center Advisor 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 Frakes Elementary may provide necessary literacy training from Title I funds.
6. The Bell County Title I program and Frakes 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.
7. The Bell County Title I program and Frakes 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 Frakes 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. Each school may adopt and implement model approaches to improving parental involvement, such as classes, workshops, parents’ day activities, and newsletters.
10. The Bell County Title I program and Frakes 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.
12. The Bell County Title I program and Frakes 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

1. 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.
2. 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 Frakes School Center’s responsibility to provide a quality curriculum and instruction in a supportive and effective learning environment.
  - A. 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.



B. At the elementary level 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 relates to the individual child's achievement.

2. Student progress reports shall be provided to parents for review and discussion on a regular basis.
3. 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.
4. 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.
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 with the parents will provide an opportunity to discuss and evaluate 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.

ADOPTED BY RESOLUTION OF THE FRAKES ELEMENTARY SCHOOL CENTER SITE BASE  
DECISION MAKING COUNCIL.

## **TECHNOLOGY**

All classrooms are equipped with computer access. Students in grade three will begin keyboarding skills. Keyboarding skills are continued through grade eight. Our school has a fully equipped computer lab. When students enter the intermediate program they are equipped with the necessary computer skills.

## **TRANSPORTATION**

Frakes School Center is concerned with student safety. Due to traffic congestion in the afternoon, all parents are asked to use the parking lot behind the building next to the cafeteria. Parents need to wait for their child in the gym lobby. Parents are not allowed to leave until the buses have cleared the parking lot.

## **VISITATION POLICY**

Frakes School Center has adopted the following procedures for visitors and guests wishing to enter the school building:

- 1) All visitors and guests are to follow the parking procedures.
- 2) All visitors and guests must enter through the main doors located in the front of the school.
- 3) Visitors and guests are to report directly to the office and sign the entrance log located on the lobby desk.

**FRAKES SCHOOL CENTER HANDBOOK SUPPLEMENT  
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