

PAGE SCHOOL CENTER HANDBOOK SUPPLEMENT

2021-2022

Page School Center Mission Statement

The mission of Page School Center is to provide, through the joint effort of students, parents, staff and community, a quality education in all areas of development preparing each child to be a productive member of an ever-changing society.

“Wildcats are Winners!”

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**Page School Center
2021-2022
Handbook Supplement
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The following is the Page School Center’s 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.

SITE BASED DECISION MAKING (SBDM) COUNCIL

MEETING: Our SBDM Council will meet the second Wednesday of each month of the school year at 4:00 pm in the school’s conference room. In the event there is no school due to poor weather conditions or lack of establishing a quorum on the date of a SBDM meeting, the meeting will be postponed and rescheduled. Special called meetings will be scheduled as needed. All meetings will be publicized on our school website. Meeting dates and agendas will be posted on the doors of the entrance to the office. The public is invited to attend all meetings.

MEMBERSHIP: Each SBDM council is made up of three teachers, two parents and the principal of the school. A parent representative on the council shall not be an employee or a relative of an employee of the school in which that parent serves, nor shall the parent representative be an employee or a relative of an employee in the district administrative offices. A parent representative shall not be a local board member or a board member’s spouse. The principal is the chairperson of the council. For the 2018-2019 school year our council members are as follows:

Wanda Humfleet	Parent
Janie Walters	Parent
Amanda Elliott	Teacher
Jason Stewart	Teacher
Brooke Sanders	Teacher
Will Lefevers	Principal/Chairperson

RESPONSIBILITIES: Required decision by councils per KRS 160.345:

1. The school council shall have the responsibilities to set school policy consistent with district board policy which shall provide an environment to enhance the students’ achievement and help the school meet the goals established. The principal shall be the primary administrator and the instructional leader of the school and with the assistance of the total staff shall administer the policies established by the school council and the local board.
2. If a school council establishes committees, it shall adopt a policy to facilitate the participation of interest person, including, but not limited to, classified employees and parents.
3. The school council and each of its committees (If applicable) shall determine the frequency of and agenda for their meetings.
4. The meetings of the school council shall be open to the public and all interested persons may attend.
5. After receiving notification of the funds available for the school from the local board, the school council shall develop a school budget. The council may make personnel decisions on vacancies occurring after the school council is formed but shall not have the authority to recommend transfers or dismissals.
6. The school council shall determine which textbooks, instructional materials and student support services shall be provided in the school. Subject to available resources, the local

board shall allocate an appropriation to each school that is adequate to meet the school's needs related to instructional materials and school based student support services, as determined by the school council.

7. From a list of applicants submitted by the local superintendent, the principal at the participating school shall select personnel to fill vacancies, after consultation with the school council, consistent with subsection (2)(i)10. Requests for transfer shall conform to any employer-employee bargained contract that is in effect. If the vacancy to be filled is the position of principal, the school council shall select the new principal from among those persons recommended by the local superintendent.
8. The school council shall adopt a policy to be implemented by the principal in the following additional areas:
 1. Determination of curriculum, including needs assessment and curriculum development
 2. Assignment of all instructional and non-instructional staff time
 3. Assignment of all 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 and implementation of discipline and classroom management techniques as part of a comprehensive school safety plan
 8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation, and supervision
 9. Procedures, consistent with local 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 references. Procedures shall address situations in which members of the council are not available for consultation
 11. Each school council shall annually review data on its students' performance as shown by the Commonwealth Accountability Testing System

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN

Each year the parents and staff of Page School Center analyze important school data such as the Kentucky Performance Report and the Measures of Academic Progress (MAP) to determine the changing needs of our students. Based on this data our school revisits its mission, its goals, and the strategies to meet those goals and mission. The comprehensive school improvement plan contains many activities. In the past years, the school has developed and implemented a school-wide discipline plan, a school-wide open response bank to be used with students at all grade levels and in all content areas, and standards based units of study. The current comprehensive

school improvement plan focuses on instructional strategies to reach all learners. The plan is available for review in the school office.

PROGRAM OF STUDIES CURRICULUM

The curriculum of Page School Center is aligned with the federal and state statutes and regulations for Pre-School through grade 8. Grades 4-8 will have content area teachers in each individual subject. Specific schedules will be provided at the beginning of the school year for all students K-8.

TECHNOLOGY

Page School Center offers state of the art technology to its students. The school has two computer labs where students learn how to use technology and keyboarding skills. The school's intermediate and middle school level writing classes have mini-computer labs. The school's library has a mini-computer lab as well. All classrooms use an active board to enhance teaching and learning. All 4th to 8th grade students have an opportunity to participate in the Student Technology Leadership Program. Instructional programs such as Success Maker and Mobey Max help meet individualized needs in reading and math.

GIFTED/TALENTED PROGRAM

The gifted program is designed to meet the individual needs of the students identified as gifted/talented. The intent of the program is to develop the critical and creative thinking strategies essential for higher order thinking, to promote positive peer relationships, and to instill a positive self-image. The school facilitator works closely with the district coordinator to ensure that the program is implemented as effectively as possible.

GRADING SCALE

The following grading scales have been adopted for use in the primary through 8th grade. Basic skills are assessed for K-2 classes using the following: E-Expanding, C-Competent, D-Developing, B-Beginning, L-Little/No attempt. These reports are sent out every 6 weeks. K-4 also is assessed in our SFA reading program and parents receive a report on an 8 week cycle.

Intermediate/Middle School Level Students shall receive progress report cards based on the following grading scale:

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

SBDM PROMOTION/RETENTION POLICY

Primary: Council or school policy shall determine assignment of primary students to classes and programs within the school. Promotion from the primary program shall be in compliance with applicable administrative regulations and shall be based on established exit criteria. A school

team which includes the parent of an identified child will consider and recommend the appropriate early or delayed exit for any student in the primary program. Such review will take place at least thirty (30) days before the end of the school year. The main objective of the primary program is to ensure that all students are at/above grade level in reading and mathematics.

GRADE 4-8: Promotion and retention requires that students pass, with a grade of “D” or higher, Reading and Math and three of the following basic skills areas: Social Studies, Science, Writing/Grammar, and/or Academic Enrichment. Students must also have a combined passing grade “D” or higher in all enrichment courses (Technology, Arts/Humanities, Health/PE, Music). Before a student will be retained:

- Parents will be notified by the end of the 4th six weeks grading period of the possibility of retention.
- The notification will be sent by letter, signed by teacher and principal, with a copy kept in the school files. The letter shall describe the reason for retention and request a teacher/parent conference.
- All reasonable attempts will be made to host a parent conference.

ACADEMIC RECOGNITION

Students will be recognized at the end of each grading period for academic achievement and perfect attendance. Students will be given a certificate of achievement as well as extended recess, snacks and time in the Renaissance room to participate in activities, games, etc...which is maintained by the FRYSC COORDINATOR.

HONOR ROLL – Students earning all “A’s and B’s” within a grading period.

PRINCIPAL’S LIST – Students earning all “A’s” within a grading period

PERFECT ATTENDANCE – Students having no absences, tardies, or early pick-ups

AWARDS CEREMONY – At the end of the school year, Page School Center has an awards day. Awards are given in the areas of academics, perfect attendance and extracurricular activities. Students that attain Proficient/Distinguished on the state assessment will be given an award during our KPREP kickoff which takes place before our testing window opens. These students will also be rewarded with an end of the year trip.

ATTENDANCE AWARD: We give a PERFECT ATTENDANCE award for any student that has no absences, no early checkouts and no tardies. These students may also be rewarded with an end of the year trip.

ASSESSMENT

Page School Center makes an ongoing effort to find ways to improve student performance. The Measures of Academic Progress (MAP) Assessment is administered to all students. K-2 will test 3 times (Fall, Winter, Spring) while 3-8 will test 2 times (Fall, Winter). State-required tests are given in the spring for grades 3-8. Various assessments are administered through-out the school year to help determine the needs of our students and design appropriate instructional activities.

SCHOOL POLICIES

Attendance Philosophy

The Bell County School District administration and faculty places the upmost of importance upon regular student attendance, *beginning with the preschool program* and extending through the student's graduation from high school. Each time a student misses school, he/she loses knowledge that can never again be fully compensated by any other means. Kentucky law (KRS 159.990) states that attendance in a public school is compulsory for students between the ages of six (6) and sixteen (16) unless he/she has graduated from high school, is enrolled in regular attendance in a private, parochial, or church regular day school or has a physical or mental condition which prevents or renders inadvisable attendance of school or application to study. Students participating in a school or state approved field trip shall be considered present. Students who choose not to attend school on a regularly scheduled day because they are not participating in a school field trip shall be considered as absent.

Truancy (KRS 159.150):

Pupils are required to report to the school which they attend *regularly and punctually*. Any student who has attained the age of six (6), but has not reached his/her eighteenth (18th) birthday, who has been absent from school without valid excuse for three (3) days or more, or tardy without valid excuse on three (3) days or more, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first (21st) birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse three (3) or more days is a truant. Any student who has been reported as a truant two (2) or more times is an habitual truant. For the purpose of establishing a student's status as a truant, a student's attendance record is cumulative for an entire school year. When students transfer from one Kentucky district to another, attendance information from the previous district shall become part of their official attendance record for that school year. Truants shall be reported to the Director of Pupil Personnel who shall take appropriate action which may include referral to the judicial system.

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. Religious holidays and practices
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. Documented military leave
7. One (1) day prior to departure of parent/guardian called to active military duty
8. One (1) day upon the return of parent/guardian from active military duty, or

9. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave.
10. Students shall be granted an excused absence for up to ten (10) school days to pursue an educational enhancement opportunity determined by the Principal to be of significant educational value. Refer to Policy 09.123 for conditions.

Hand Written Notes:

A student can use a **maximum of five (5) hand written notes**, total of five (5) day within a school year. The hand written notes need to identify the date(s) and reason the student was absent and be signed by the guardian. Hand notes and Dr. Excuses **must be turned in within three (3) days after returning to school.** All days missed will be deemed unexcused if student does not turn in an approved excuse within three (3) days of returning to school, even if they have a doctors excuse.

In addition, 702 KAR 7:125 states that students who participate in an off-site virtual high school class or block may be counted in attendance.

Students participating as a part of a school sponsored interscholastic athletic team who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the completion, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.

Verification of Absence (Policy 09.123):

Upon returning to school from an absence, a student must present to the Attendance Clerk a written statement from his/her parent/guardian including the date of and reason for the absence. Absences that are not properly verified shall be considered unexcused.

Tardy and Early Dismissal:

Any student arriving after 8:00 is considered tardy. A parent or guardian must enter the building and sign the entrance log stating the reason for the tardy and the time the student arrived.

Students leaving school prior to 3:15 will be counted as an early dismissal and must be signed out by the parent/guardian.

EARLY DISMISSAL POLICY:

In the event that the Bell County Schools must dismiss early because of inclement weather, announcements will be broadcast over the local radio stations and television. Phone calls will be made via the school district's phone messenger system. In order for this system to work efficiently, please make certain that the school office has your current phone number. It will be necessary for parents to work out a plan in the event of an early dismissal from school.

HOMEWORK/MAKE-UP WORK

Homework will be kept to a minimum and focus on assignments not completed during class or an extension of the day's instruction. Make-up work will be required to be completed and returned to the classroom teacher within 5 days of an excused absence. It is the student's responsibility to contact his/her teacher(s) concerning missed assignments. If a student is suspended, there will be no make-up work.

SCHOOL DISCIPLINE

Students are responsible for everything they say and do. Students are expected to conduct themselves in a proper, courteous, and orderly manner at all times. If a student chooses to misbehave, we will discipline that student fairly, firmly and in accordance with board policy and state law. Parents will be contacted when a conference is needed regarding a student's behavior. Specific information regarding student rights and responsibilities may be found in the discipline and due process section of this handbook.

STUDENT DRESS CODE

Appropriate appearance has a correlation to appropriate behavior; therefore, we ask parents and students accept their responsibilities concerning proper appearance. Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state, or local health and obscenity laws, or affect the welfare and safety of the students or his/her classmates. In order to promote an environment conducive to learning, the standards for person appearance shall be as follows:

1. Dresses, skirts, and shorts should be of an appropriate length (longer than longest finger on hand)
2. Appropriate undergarments must be worn, but not visible.
3. All shirts or blouses must be full shouldered and fully cover the torso and back without exposing cleavage or the midriff.
4. Students are not permitted to wear any type of head gear, hats, sunglasses, caps, bandannas, spikes, chains or paint. (Headgear or accessories that violate this rule shall be confiscated.)
5. Clothing which promotes alcohol or drugs, bears vulgar or offensive language or sexual innuendos is not permitted.
6. Any appearance that is distracting to the educational environment or poses a health or safety hazard to the student or others is prohibited.
7. Shoes must be worn at all times and be activity appropriate.
8. No pajamas or lounge pants.
9. No clothing with holes or tears above the knee.

To meet the criteria of this code, all clothing items worn must be designed with a proper fit and worn in such a way that underwear and skin are appropriately covered at all times. This dress code will apply on field trips and while participating in extracurricular activities unless prior approval of administration is obtained. If the teacher is conducting a special activity or a medical condition exists that requires special attire, prior approval of administration must be obtained. Coaches will enforce dress code to ensure that

students are appropriately dressed while participating in athletic activities; otherwise, this dress code shall be enforced for athletes and other students while under the supervision of the coach. All decisions regarding the enforcement of this dress code will be made by the administration. Special "Dress-up" days may be approved by the principal. Guidelines for these special events will be announced prior to each event.

NOTE: Any time there is a violation of the dress code, the student will be required to alter their attire to be within the code. This may require a simple change at school or possibly being sent home to change.

Students are to bring only the necessary educational supplies, paper and pencil to school. Toys of any kind, basketballs, footballs, cards, slime, etc. are not permitted to be brought to school.

TELECOMMUNICATION DEVICES

Unauthorized use of cell phones is strictly prohibited. Cell phones should not be used and must be turned off during the school day and on the school buses with permission in an emergency situation. Failure to comply with this requirement could result in the phone being confiscated and/or the loss of privilege to possess a cell phone at school.

IPods, MP3, CD Players, DVD Players, Hand Held Games, Personal Computers, etc. are not to be brought to school under any circumstances.

Please refer to the district's Code of Conduct for additional information regarding the use of telecommunication devices.

TRANSPORTATION & DISMISSALS

For the safety of our students, all doors to the building are locked throughout the day. All visitors must use the main school entrance located in the front office area. Parents and/or Visitors must remain in the front office and may not gain access to the school building for any reason without Principal and /or designee permission. If you bring something to drop off for your child (lunch, uniforms, money etc.) school personnel will make sure your child receives it.

Morning Arrivals: Buses will unload in the front of the building. All student drop-offs will take place behind the building at the cafeteria/gym doors beginning at 7:25. **Parents will drive around to the gym/cafeteria side of Page School where school staff will be waiting to take your child's temperature INSIDE of your car, as needed. All parents should be prepared to roll down a window or open the door. If your child has a temperature greater than 100.4, he/she will NOT be permitted to stay at school. Upon entering the building students will be seated in the cafeteria until they are released to go to class at 7:45.** Parents who arrive at the school after 8:15 must use the front door for student drop off and park in the visitor parking area if you wish to enter the building with your child. Students entering after 8:15 will be issued a tardy slip at the front office for admission to class.

Afternoon Dismissal: Afternoon pick-up will use the same traffic pattern. **Buses will load in the front.** If you will be picking your child up after school you will need to pull around to the cafeteria /gym side of the school. There will be two lanes for you to pull up and stop in. Your child will be dismissed from his /her class when you arrive. You will receive a car tag that identifies you on the first day of school. Please place this tag in the driver side windshield . School staff will be outside to assist your child to your car. Please follow signs and do not go past the cones. **WE WILL DIRECT YOU WHEN IT IS SAFE TO PULL OUT.** If you need to check your child out of school , please park in the front of the building and bring your driver's license to the front door. Ring the buzzer and identify yourself and your child. We will direct you from there.

Students will be dismissed using the following schedule:

First Dismissal-	3:00 - Pre-K through Grade 3
Second Dismissal-	3:02- Grades 4-6
Third dismissal-	3:03- Grades 7 and 8
Last Call-	3:04
Buses depart-	3:05

Bus Passes: Bus passes or other changes in a student's regular means of transportation will no longer be accepted over the telephone. In order to change the student's regular means of transportation, we must have a handwritten note from the parent/guardian. With over 300 students at Page School, the end of the school day can become very hectic with phone calls and this will help to ensure the safety of all students.

Visitors: For the safety of our students, all doors to the building are locked throughout the day. All visitors must use the main school entrance located in the front office area. Parents and/or Visitors must remain in the front office and may not gain access to the school building for any reason without Principal and /or designee permission. If you bring something to drop off for your child (lunch, uniforms, money etc.) school personnel will make sure your child receives it. Special occasions may take place throughout the school year were we invite parents to visit our school. On these days all parents/visitors must sign in and sign out upon leaving the school. Letters will be sent home from Administrators and/or Teachers informing parents of these special occasions.

PROGRAMS AND ACTIVITIES

ACADEMIC TEAM: The school has an academic team for 4th – 8th grade students. They are encouraged to be involved both in quick recall and individual content area competitions. The students are involved in the Upper Cumberland League and Governor's Cup Competition.

STUDENT LEADERSHIP TECHNOLOGY PROGRAM: The school offers all students between the 4th and 8th grades the opportunity to participate in the STLP program. The students meet a minimum of twice a month in the afternoons after the school day. The students are

involved in a variety of activities and projects where they will learn technology through application.

FIELD TRIPS: The school will provide field trip experiences during the school year. The field trips must address school curriculum and academic content. If your child's class is having a field trip and you (for any reason) do not want your child to attend this field trip, your child should still attend school since he/she will be expected to attend class if not on the field trip.

EXTRACURRICULAR ACTIVITIES: At Page School Center, our students have the opportunity to participate in a variety of extracurricular activities from athletics to academic teams. Parents are responsible for transporting students to practices and games/competitions unless approved trip by Bell County Board of Education.

NATIONAL JUNIOR BETA CLUB: The school holds a charter for participation in the National Junior Beta Club. Membership in this club is restricted to those students in 7th and 8th grades who maintain letter grades of A's and B's in all content areas. These students are also expected to be models of exemplary behavior and character in accordance with the standards set forth by the National Beta Club.

CHARACTER EDUCATION: Page School provides regular classes for all students in developing skills for positive character development. These character traits include: respect, honesty, cooperation, citizenship, responsibility, trustworthiness, caring, courtesy, and fairness.

*** STUDENTS ATHLETES OR ANY STUDENTS WHO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITIES ARE CONSIDERED LEADERS AND ARE EXPECTED TO BE ON HIS/HER BEST BEHAVIOR DURING THE ENTIRE SCHOOL YEAR. THIS INCLUDES THE DISTRICT MIDDLE GRADES PROGRAMS AS WELL.

ATHLETICS

***BASKETBALL:** 4th –8th grade students at Page School Center are eligible to participate in the school's girls' and boys' basketball teams. In order to be a member of the team, students are required to have good school attendance, maintain passing grades, and attend practice sessions. Specific guidelines have been set up by the district and will be given to students who are involved.

***FOOTBALL:** Boys in 7th and 8th grades are eligible to play on the county football team. There will be one 7th grade team and one 8th grade team. The membership criteria and guidelines have been established by the district for participation. These will be given to students who are involved.

***CHEERLEADING:** Students in the 4th -8th grades are eligible to try out for cheerleader. The students are required to attend practice sessions to learn cheers for tryouts. They are then judged by a panel of judges from outside our school district.

COMMUNITY AND PUBLIC RELATIONS

OPEN HOUSE: In compliance with the school's comprehensive school improvement plan, there will be an open house at the conclusion of the 1st, 3rd and 5th six weeks grading periods for the parents to meet with their child's teacher and collect the student's report card. Parents will be notified of the dates.

COMMUNITY PUBLIC RELATION: The school's Family Resource Center publishes a calendar of events each month. Also, we have a Title 1 School-Wide Meeting to review curriculum activities being implemented or initiated. Each month the school's parent liaison presents parent-training sessions in an effort to improve student performance. The school's parent liaison conducts a parent volunteer program within the school.

COMMUNICATION: Page School Center maintains a school web-page and facebook which will inform the school community of upcoming events and plans. The automated calling system is also used to announce special events and activities.

SERVICES

COUNSELING SERVICES: Counseling Services are offered with a full-time counselor assigned to Page School Center, with additional counseling services through Cumberland River Comprehensive Care on a contractual basis. Whitney Caldwell is the school's counselor. She can be reached at 337-5207.

FAMILY RESOURCE CENTER: Page 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 FRC provides clothing for students and food for individual families. The school's family resource center is housed within the school next to the library and is open from 8:00 AM to 3:40 PM. Aleisha Lewis is the FRC coordinator, and she can be reached by phone at 337-6317.

HEALTH CLINIC: Preventative health care in schools with a focus on early detection and prevention of disease is the primary goal of the School Based Health Clinics. School clinics provide health education and counseling in areas of health, mental health, and risk reduction, while encouraging healthy lifestyle choices. They serve all our students and their families. ***HEAD LICE is often a problem in schools. If your child is sent home with head lice, you have overnight to get your child's hair clean. If a child has to be sent home at least 3 times during the school year, we feel that it is parental neglect and social services will be contacted.

PARENT INVOLVEMENT POLICY

Statement of Purpose: The mission of Page Elementary School Center is to provide through the joint effort of students, parents, staff, faculty and community a quality education in all areas of development to prepare every child to be productive members of an ever changing society.

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

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 of Page School Center will be included in the student handbook.

Annual Meetings (Parent Advisory Council):

1. An annual meeting (PAC) will be called at Page Elementary School Center following the notification of parents of Page'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 allow discussion 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. Page 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. Parents will be involved in the planning, reviewing and improvement of Title I programs.
 - A. 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, SBDM Council members, or the Title I Parent Liaison.
 - C. On-going Title I activities will be discussed at SBDM Council meetings.

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 Page in order to increase parent involvement through the Parent-Teacher Organizations, newsletters, monthly School Wide Program meetings, and parent Advisory Council meetings.

Building Capacity for Involvement: Parent involvement and supportive partnerships among schools, parents, and the community will be encouraged.

1. Bell County Title I program will assist parents in their understanding of the National Education Goals, state content requirements, 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 Parent Volunteer Organization 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 made available by the State Department of Education.

2. Materials and Training

- A. The Bell County Title I program shall coordinate with the Page Family Resource Center 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 Liaison. These trainings 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.

As the result of the Title I need 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 Page 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 Page Elementary may provide necessary literacy training from Title I funds, if available.
- 6. The Bell County Title I program and Page 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 Page may train and support parents to enhance the involvement of other parents by use of "homeroom mothers," 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 Page 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. Page School Center 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 Page shall provide such other reasonable support for

parental involvement activities as parents may request.

11. The Bell County Title I program shall assist parents with information regarding available resources. Parents and organizations will be provided with a description of the services and programs offered by the Family Resource Center. Parents will be advised on how to use and contact the centers.
12. The Bell County Title I program and Page 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.

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, SBDM 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.

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

1. A Parent/Teacher/Student Agreement shall outline Page'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.
 - B. 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 every 6 weeks in the primary and the intermediate level. Open house will be scheduled after the 1st,3rd and 5th six weeks during the school year.
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 test 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.

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.

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 increase 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.

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 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

New Section of KRS 158 requires written notice to all students, parents and guardians of students within ten (10) days of the first instructional day of the school of the provisions

of KRS 508.078 (making it a crime to make the described threats against school-affiliated persons and persons lawfully on school property or against school operations). In compliance with this requirement, the text of KRS 508.078 is set forth below. Please be advised that there are serious penalties for this second degree terroristic threatening offense. Potential penalties upon conviction of this Class D felony include a term of imprisonment of not less than one (1) year nor more than five (5) years and a fine of not less than one thousand (\$1,000) and not greater than ten thousand (\$10,000) as provided in KRS 532.060 and KRS 532.030, respectively. In addition, a court in a juvenile case dealing with charges based on bomb threats or other criminal threats that disrupt school operations may order the child or his parent(s) to make restitution (pay expenses) caused by the threat to parties such as the District or first responders (KRS 635.060).

KRS 508.078 (TERRORISTIC THREATENING, SECOND DEGREE)

1. A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:
 - a) With respect to a school function, threatens to commit any act likely to result in death or serious physical injury to any student group, teacher, volunteer worker, or employee of a public or private elementary or secondary school, vocational school, or institution of postsecondary education, or to any other person reasonably expected to lawfully be on school property or at a school-sanctioned activity, if the threat is related to their employment by a school, or work or attendance at school, or a school function. A threat directed at a person or persons or at a school does not need to identify a specific person or persons or school in order for a violation of this section to occur;
 - b) Makes false statements by any means, including by electronic communication, for the purpose of:
 1. Causing evacuation of a school building, school property, or school sanctioned activity;
 2. Causing cancellation of school classes or school sanctioned activity; or
 3. Creating fear of serious bodily harm among students, parents, or school personnel;
 - c) Makes false statements that he or she has placed a weapon of mass destruction at any location other than one specified in KRS 508.075; or
 - d) Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.
2. A counterfeit weapon of mass destruction is placed with lawful authority if it is placed as part of an official training exercise by a public servant, as defined in KRS 522.010.
3. A person is not guilty of commission of an offense under this section if he or she, innocently and believing the information to be true, communicates a threat made by another person to school personnel, a peace officer, a law enforcement agency, a public agency involved in emergency response, or a public safety answering

point and identifies the person from whom the threat was communicated, if known.

4. Terroristic threatening in the second degree is a Class D felony.

Will Lefevers, Principal