

**2021-22 YELLOW CREEK 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.

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Yellow Creek



School Center

**YELLOW CREEK SCHOOL CENTER HANDBOOK SUPPLEMENT
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MISSION STATEMENT

The mission statement of Yellow Creek School is to ensure the success of every student, every day, no matter what it takes!

ACADEMIC AWARDS

Yellow Creek School Center recognizes academic achievement of primary, intermediate and middle grade students.

A student making the Principal's List shall have no grade lower than an "A" during a 6-weeks grading period. A student making the Honor Roll will have no grade lower than a "B" during a 6-weeks grading period.

The Yellow Creek Family Resource Youth Service Center will compile a list of students making the Principal's List, Honor Roll, and Perfect Attendance for that grading period so students may be publicly recognized for their achievements.

At the end of the school year, an awards program will be held for students with: Top Honors (all students with all A's in all subject areas for the entire year), High Honors (all students with all A's and B's in all subject areas for the entire year), Perfect Attendance, as well as various other awards and honors. Only students enrolled at YC for 100 days will be recognized.

During our awards programs, we use a combination of certificates, medallions, trophies, and plaques. YC families are invited and encouraged to attend.

ACCELERATED READER GUIDELINES

Yellow Creek School Center Accelerated Reader Rules and Guidelines K-2nd Grade

- **1st – 2nd grade students will be required to read and pass a quiz for at least 1 book each six weeks and earn at least 1 point.**
- **Kindergarten students do not have a required reading amount as most are beginning readers. However, as the year proceeds and students abilities progress, they will be individually recognized (based upon data analysis) which will allow them to read 1 book each six weeks and take an assessment.**
- **K – 2nd grade students can read books in their reading range and/or above (must have teacher's approval to read below their reading range).**
- **If a student fails a test they may re-read the book and re-take the test.**
- **In order for a student to be considered as passing an AR test, they must receive a 70% or higher on their quiz. AR shows that 60% is passing. However, our school requires students to make a 70% or higher to pass an AR quiz.**
- **Students must read the book and take the quiz on their own, as it is ability based. If any student is found not abiding by these rules, points and rewards will be revoked.**
- **Students are allowed to check out only 1 book at a time.**
- **K – 1st grade students are not allowed to take their library book home. The homeroom teacher must keep the book in the classroom.**
- **K – 2nd grade students are responsible for returning their book to the library.**
- **Points are awarded for each book read and quiz completed, according to the requirements of the AR computer program. Over time, the points accumulate as more reading and quizzes take place. There are "Points Clubs" that students will be able to work toward and rewards are given when those accomplishments occur.**
- **ALL students are allowed to exchange their book if they don't like the book, if their teacher acknowledges that the student is making appropriate progress in meeting the student requirements for the six weeks.**

**Yellow Creek School Center
Accelerated Reader Rules and Guidelines
3rd-5th Grade**

- **3rd – 5th grade students will be required to read and pass quizzes for at least 2 books of any genre each six weeks and earn at least 3 points.**
- **3rd – 5th grade students can read books in their reading range and/or above (must have teacher’s approval to read below their reading range).**
- **If a student fails a test they can re-read the book and re-take the test.**
- **The AR report average will be averaged with the students’ reading grades for the six weeks.**
- **In order for a student to be considered as passing an AR test, they must receive a 70% or higher on their quiz. AR shows that 60% is passing. However, our school requires students to make a 70% or higher to pass an AR quiz.**
- **Students must read the book and take the quiz on their own, as it is ability based. If any student is found not abiding by these rules, points and rewards will be revoked.**
- **Students are allowed to check out only 1 book at a time.**
- **3rd – 5th grade students are responsible for keeping up with their books and returning them.**
- **Points are awarded for each book read and quiz completed, according to the requirements of the AR computer program. Over time, the points accumulate as more reading and quizzes take place. There are “Points Clubs” that students will be able to work toward and rewards are given when those accomplishments occur.**
- **Weekly prize drawings will be held for those students who make a 100% on a quiz for the week.**
- **ALL students are allowed to exchange their book if they don’t like the book, if their teacher acknowledges that the student is making appropriate progress in meeting the student requirements for the six weeks.**

**Yellow Creek School Center
Accelerated Reader Rules and Guidelines
6th-8th Grade**

- **6th – 8th grade students will be required to read and pass quizzes for at least 2 books of any genre each six weeks and earn at least 5 points.**
- **6th – 8th grade students can read books in their reading range and/or above (must have teacher’s approval to read below their reading range).**
- **If a student fails a test they can re-read the book and re-take the test.**
- **The AR report average will be averaged with the students’ reading grades for the six weeks.**
- **In order for a student to be considered as passing an AR test, they must receive a 70% or higher on their quiz. AR shows that 60% is passing. However, our school requires students to make a 70% or higher to pass an AR quiz.**
- **Students must read the book and take the quiz on their own, as it is ability based. If any student is found not abiding by these rules, points and rewards will be revoked.**
- **Students are allowed to check out only 1 book at a time.**
- **6th – 8th grade students are responsible for keeping up with their books and returning them.**
- **Points are awarded for each book read and quiz completed, according to the requirements of the AR computer program. Over time, the points accumulate as more reading and quizzes take place. There are “Points Clubs” that students will be able to work toward and rewards are given when those accomplishments occur.**
- **Weekly prize drawings will be held for those students who make a 100% on a quiz for the week.**
- **ALL students are allowed to exchange their book if they don’t like the book, if their teacher acknowledges that the student is making appropriate progress in meeting the student requirements for the six weeks.**

ARRIVAL & DISMISSAL PROCEDURES

Morning Arrival Procedures

Buses will unload in the front of the building. All student drop-offs will take place around the building at grade level designated doors beginning at 7:35. Parents will drive around the building where school staff will be waiting at grade level designated doors to assist students to their classrooms. Parents who arrive at the school after 7:55 must use the main entrance to sign their child into school. Students arriving after 7:55 will be considered tardy.

End of Day Dismissal Procedures

School day ends at 3:05 p.m. (Students being checked out 60 minutes or less are considered tardy). All buses will load at 3:00 p.m. each day.

All doors to the building will remain locked throughout the day. All parents arriving to pick up a child must remain in their car in the Parent Pick-Up line. Parents may not wait outside their vehicle on school property for dismissal.

Afternoon pick-up will use the same traffic pattern. Buses will load in the front of the building. If you will be picking your child up after school, you will need to pull around to the cafeteria. There will be one lane for you to pull up and stop in. Your child will be dismissed from the cafeteria when you arrive. You will receive a car tag that identifies you on the first day of school. Please hang your tag from your rearview mirror. 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 have your driver's license ready to present. Call the school or ring the buzzer and identify yourself and your child. We will direct you from there.

THIS IS FOR THE SAFETY OF ALL STUDENTS.

Parents who wish to pick up their children (Preschool-8th grades) must follow the school's procedures.

1. Parents must wait until all of the buses have been loaded before pick-ups will be released.
2. Adults should always be prepared to verify who they are with a photo ID.
(This is for your child's protection.)
3. A staff member will escort those students who have not been picked up to the office where they will be supervised until pick-up.
4. Any adult, who wishes to pick up your child, must be on your child's pick-up list. Parents may modify these pick-up lists anytime during the school year. All changes must be made in-person.

Early Dismissal Procedures

In the event that school must be dismissed after students have arrived for the day, the following procedures will be followed: The Bell County School Superintendent will notify the schools and all local news media. The announcements will be made on all area television stations and local radio stations. The dismissal of school will also be placed on the school district's website. During days of pending inclement weather, parents should listen to the local media to hear whether or not school is being dismissed.

It is extremely important that parents keep the school informed of home phone numbers, emergency contact numbers and any changes made to these throughout the school year.

Yellow Creek School Center faculty and staff are committed to providing for the welfare and safety of our children at all times.

ASSESSMENTS

KY STATE ASSESSMENT

In the spring of every year, students in grades 3-8 are involved in our state K-PREP assessment. Students in these grades are given a battery of tests mandated by the state that allows us to gauge academic progress. We will receive assessment results in the fall. All parents will receive a copy of their child's individual scores.

MAP ASSESSMENT

Yellow Creek 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-3 will test 3 times per year (Fall, Winter, Spring) while 4-8 will test 2 times per year (Fall, Winter). The results of this assessment will be used to guide our instruction/curriculum, design instructional plans for individual students, determine if students are making adequate progress and develop student's schedules/groupings. Parents will receive a copy of their child's scores/progress report after each round of testing.

ATHLETICS/EXTRACURRICULAR ACTIVITIES

Yellow Creek will offer a variety of athletic opportunities for our students. These will include basketball and cheerleading based at our school. We also offer a variety of extracurricular activities such as Academic Teams, Robotics, and Science Olympiad. Football, baseball, softball, track/cross country, and volleyball are provided at the district level.

(Subject to change, dependent upon updates to the District Coaches Handbook)

Basketball:

Yellow Creek will have both girls and boys' basketball teams consisting of an "A" (7th & 8th Grade), "B" (5th & 6th Grade) and "C" (3rd & 4th Grade) team for each group of student athletes.

The girls and boys eligibility rules regarding eligibility, grades, age, attendance and suspension are outlined in the District Coaches Handbook.

- A. A 7th or 8th grade student may not participate on the "B" team.
- B. All athletes must maintain "C" average, with no "F" grades in any subject on the report card of any grading period. If an athlete does not maintain a "C" average or has a failing grade, that athlete will be placed on probation for a two (2) week period (10 school days). During this two-week probation, the student will be allowed to practice with the "team", however under no circumstances will the student be allowed to dress or participate in a game or event with their "team". The principal in cooperation with the team coach or sponsor will check the student's failing grades at the end of the two-week period. If the failing grade has not improved to passing, the student will continue on probation for an additional two (2) weeks (10 school days). At the end of the second probation, if grade(s) are not brought up the student remains ineligible to play until grades are brought to passing.
- C. If a student is *suspended* from school, he/she CANNOT PRACTICE, PLAY OR EVEN ATTEND A GAME.
- D. An athlete absent or tardy for the day may not practice or play in athletic competition on that day except for the following reasons:
 - a. Doctor or Dentist appointment with written excuse from the Doctor or Dentist.
 - b. Death in the family with notification of the Principal prior to the athletic event.
- E. The administration reserves the right to suspend or place on probation a student athlete based on poor academic performance or behavior.
- F. All participants are required to have a physical.
- G. All students in 7th and 8th grades are REQUIRED to participate in the Bell County School Board's student drug policy.

Cheerleading:

Yellow Creek School Center has a cheerleading squad. The cheerleaders are selected for the squad each spring/fall. Prior to participating in the cheerleading competition, parents of all girls must read and sign the constitution and rules provided by the cheerleading sponsor. It is expected that cheerleaders will conduct themselves as representatives of their school whenever in uniform. Failure to follow the cheerleading rules will result in dismissal from the squad as detailed in the cheerleading rules. Cheerleaders are chosen for the squad based on the following criteria:

Appearance, Spirit, Gymnastics, Jumps, Motions, Side-Line Cheer, and Floor Cheer.

Cheerleaders selected for the squad must also adhere to the same academic standards, attendance and behavior expectations outlined for all other student athletes.

Football, baseball, softball, track/cross country, and volleyball will follow policies set forth by the district.

Yellow Creek has two academic teams. The elementary academic team (3rd – 5th grade) competes in the Upper Cumberland Academic League and the Kentucky Association of Academic Competition Governor’s Cup. The middle grades academic team (6th – 8th grade) competes in the Upper Cumberland Academic League and in the Kentucky Association of Academic competition Governor’s Cup. Both teams compete in the areas of Quick Recall, Future Problem Solving, English Composition, Arts and Humanities, Language Arts, Mathematics, Science and Social Studies. Students may compete in both team and individual events.

Science Olympiad competition is open to 6-8 grade students in both individual and team events.

Robotics is also available for students in grades 4-8.

All 7th and 8th grade students who participate in extracurricular activities as a representative of Yellow Creek School are REQUIRED TO PARTICIPATE in the Bell County School Board’s drug testing program for students.

ATTENDANCE POLICY

ATTENDANCE PHILOSOPHY

The Bell County School District administration and faculty places the upmost 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 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 with valid excuse for three (3) or more days is a truant. Any student who has been reported as a truant two (2) or more times is considered to be 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 school 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 of 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, appointment 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
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) school days 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 parent/guardian. Hand notes and doctor 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 returned to school, even if they have a doctors excuse.

VERIFICATION OF ABSENCE

Upon returning to school from an absence, a student must present to the Principal/designee 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 7:55 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 3:05 will be counted as an early dismissal and must be signed out by the parent/guardian.

COMMUNITY / PUBLIC RELATIONS

We feel that it is important to inform the parents and school community of events taking place at our school. We use a variety of methods to achieve this, such as: regular letters and/or notices of events from the principal, teachers, and FRYSC; as well as messages on our marquee. The principal or designee also posts updates on the Yellow Creek FaceBook page and/or school webpage, which include general information, upcoming events, etc. We utilize the Infinite Campus ALL CALL system to send out important messages to YC families. We also use the Remind 101 and Class Dojo apps to communicate with parents. We will have Open House during the 1st, 3rd, and 5th 6-weeks grading periods. Parents and community member involvement on the school's committees is welcomed and encouraged. Parents and guardians are also welcome to join the school's Parent –Teacher – Organization (PTO).

COUNSELING SERVICES

Yellow Creek School Center has a full time school guidance counselor with additional counseling services available through Cumberland River Comprehensive Care counselor. Our counselors provide both services and programs for students. Some of the services available are:

- Individual counseling
- Group guidance
- Psycho-educational evaluations

CURRICULUM

Yellow Creek has adopted the curriculum of the Bell County School District. Staff members are actively involved in the curriculum development and refinement process. The curriculum taught at Yellow Creek is based on the Kentucky Academic Standards. In addition to this curriculum, our primary program has adopted Success for All, a research based reading program and Math in Focus, which is also a research based program. In addition to the district curriculum, the SFA reading program and the MIF math program, Yellow Creek utilizes Accelerated Reader, MobyMax, Reading Mastery, Novel Studies, and Reading Recovery to meet the needs of all students.

Success for All (SFA): The Yellow Creek staff and students in **Preschool-8th** grades will participate in the SFA reading program. Your child will be placed in a reading class that will be appropriate for their reading level and will challenge them to become better readers.

Math in Focus (MIF): Math in Focus (Singapore Math) is a curriculum for **K-8th** grades. It features problems that are often more complex than traditional math textbooks. It demands a deep mastery of a few math concepts, rather than an overview of many different ideas. It also aims to give students a basic understanding of how math works and a variety of ways to solve problems.

DAILY TIME SCHEDULE

Yellow Creek School Center

Daily Schedule

7:55 am-3:05 pm

Doors open at 7:35 am

Student Drop-Offs 7:35 am-7:55 am

After 7:55 am, all students must report to the front office.

Class tardy bell rings at 7:55 am

Primary Students are released to the bus at 3:00

4-6 Students are released to the bus at 3:02

7-8 Students are released to the bus at 3:04

Student Pick-Up begins once buses have been loaded and cleared for departure.

DISCIPLINE POLICY

The staff at Yellow Creek School Center believes that appropriate student behavior is very important to the educational process. 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.

Yellow Creek School Center does maintain a Student Behavior (Discipline) Policy that monitors student behaviors. Student misbehaviors are documented in our discipline documentation system. Parents will be sent a notice for repeated misbehaviors or serious offenses.

Yellow Creek students are expected to follow three (3) basic expectations as part of the Student Behavior (Discipline) policy. Each of these expectations is explained in detail to each student at the beginning of the school year. The three (3) expectations are:

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Safe**

The faculty and administration of Yellow Creek shall implement the Bell County School District Code of acceptable student behavior and discipline. The SBDM council shall automatically adopt any subsequent amendments to the code of the Bell County Board of Education.

***School dances are only for students currently enrolled at Yellow Creek School Center.**

DRESS CODE

The Bell County School System and Yellow Creek School Center has adopted a dress code. Appropriate dress is very important to the enhancement of the educational environment. Clothing should be neat and clean. The dress code for male and female students is as follows:

- Hoodies are permitted, but hoods must remain down at all times.
- NO skin of the stomach/ back area can be exposed at anytime (including when arms are raised above the head or when sitting down).
- NO holes in jeans above the knee area.
- NO see through or mesh shirts. No undergarments are allowed to be visible under clothing.
- NO gages, tapers, tunnels or plugs are allowed in ears.
- NO short 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, adhere to age appropriate length)* **THE FINAL DECISION ON THE APPROPRIATE LENGTH OF SHORTS WILL REST WITH THE SCHOOL.**
- NO skintight pants (leggings, jeggings, yoga pants, etc.) without a top/covering (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, adhere to age appropriate fit)*
- NO cut off shirts.
- Cosmetics, hair paint, hair color, and facial jewelry that cause a disruption to the educational process shall not be permitted.
- NO clothing with alcohol symbols, sayings, slogans or pictures that encourage or promote the use of alcohol.
- NO clothing with names, symbols, slogans or pictures that relate to group violence (including rebel flags, etc.)
- NO low cut blouses, tops, or dresses
- NO tank tops, spaghetti straps, or single strap tops (any shirt that exposes the shoulder). *(Excludes K-3, adhere to age appropriate fit)*
- NO undergarments are allowed to be visible.
- NO clothing with suggestive symbols, words or slogans.
- NO clothing with vulgar or obscene symbols, slogans, pictures or words (including Hooters, etc.)
- NO hats, caps or scarves of any kind except on specially designated days by the school administration.
- NO pajamas or pajama pants, except on specially designated days by the school administration.
- NO chains or chain-like items worn or attached to clothing.
- NO baggy, saggy pants that let the underwear show.
- NO pants that students walk on and could cause the student to fall.

Masks are considered Clothing as it pertains to the Dress Code

Failure to follow all of the above rules will result in the following penalties:

First Time: Student receives warning. Also, parents will be called to bring a change of clothes (in the event parents are not available to bring clothes, the child will be referred to the FRYSC to change clothes or be removed from class).

Second Time: Parents will be called to bring a change of clothes.

Third Time: Possible suspension.

When there is dress code violation; the student will be required to alter their attire to be within the code. 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. The principal may approve special "Dress-up" days. Guidelines for these special events will be announced prior to each event.

FAMILY RESOURCE YOUTH SERVICE CENTER

Yellow Creek Family Resource Youth Service Center (FRYSC) gives assistance to our students by eliminating barriers to learning. We help students gain the self-confidence they need to reach those high hurdles that might otherwise keep them sitting on the sidelines accomplishing very little. The FRYSC will provide services to families in need of clothing, school supplies, etc. For more information call Patricia West at 248-0547.

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

Teachers shall maintain detailed, systematic records of the achievement of each student. Grade reports shall be issued every six (6) weeks for students enrolled in Yellow Creek School Center. Reports of unsatisfactory progress may be sent to parents mid-way through the grading period.

Parents may request information from the School Attendance Clerk for Infinite Campus Parent Portal. Parent Portal may be used to check your child's grades at any point in time throughout the year.

The following uniform grading scale has been adopted:

- 93 – 100 High Average
- 83 – 92 Above Average
- 70 – 82 Average
- 65 – 69 Below Average
- 64 – Below Unsatisfactory

HEALTH CLINIC

Yellow Creek School Center has a school based health clinic. The clinic provides the following services:

- Health education and counseling in areas of health, mental health and risk reduction.
- Physical, developmental or social/emotional assessment.
- Appropriate referral.
- Medicine.
- Acute care provided by agency physician (if eligible).
- Basic laboratory tests

HOMEWORK / MAKE-UP WORK POLICY

Homework is designed to help all students achieve greater academic success and helps develop effective work habits.

- **Primary (Kindergarten – Third Grade)**

Homework may be required in each class as an extension of classroom instruction.

Each student in SFA Reading is required to read a minimum of 20 minutes per night Monday through Thursday. A parent signature is required as proof on the student Read and Respond form.

Certain assignments in Math, Science, Social Studies, Language Arts/Writing, Art, Music and Health/P.E. may include occasional homework assignment that also will be recorded as a grade.

Teachers will monitor homework completion and habits of individual students. Evidence of this policy is shown in lesson plans, student work and Infinite Campus grade reporting.

- **Intermediate (Fourth Grade – Eighth Grade)**

Homework will be assigned regularly.

Homework is defined as the time students spend outside the classroom in assigned learning activities. Clarification: Some learning activities brought home may be incomplete daily class assignments while others are additional assignments to be completed entirely out of class.

The purpose of homework is to reinforce, practice, and apply concepts and/or skills presented in class.

Daily homework should be completed in a reasonable amount of time; other at-home activities such as research, projects, reports, etc. may be allotted longer time periods to complete with the teacher indicating clear, specific dates for monitoring and collecting.

Most assignments will be graded for accuracy of academic content knowledge as well as being returned on time and completed according to directions.

Most homework is due the following day and/or class. No late assignments will be accepted except under extenuating circumstances such as illness, death in the family, emergencies or other situations to be determined by the teacher.

PARENT INVOLVEMENT POLICY

Yellow Creek School Center Parent Involvement Policy

- I. **Statement of Purpose**
The mission statement of Yellow Creek School is to ensure the success of every student, every day, no matter what it takes!
- II. **Development of Plan**
In order to involve parents in the process of joint development, school review, and improvement of the parent involvement policy, Yellow Creek School Center will gain input from parents in the form of needs assessment surveys, PTO meetings, 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.
- 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 Yellow Creek's student handbooks.
- IV. **Annual Meetings (Parent Advisory Council)**
 1. An annual meeting (PAC) will be called at Yellow Creek School Center following the notification of parents of Yellow Creek'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. Yellow Creek 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, members of the SBDM, the school principal, or the Title I District Liaison.

V. Support Services

Coordination, technical assistance, professional development training and other necessary support will be provided to all schools in their planning and implementing of effective parent involvement by the Title I staff. The Title I District Liaison will work closely with Yellow Creek 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, 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 topics 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 Yellow Creek 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 District Liaison. 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 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 Yellow Creek 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 Yellow Creek School Center may provide necessary literacy training from Title I funds, if available.**
- 6. The Bell County Title I program and Yellow Creek 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 Yellow Creek 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 Yellow Creek 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. **Yellow Creek may adopt and implement model approaches to improve parental involvement, such as workshops, parents' day activities and newsletters.**
10. **The Bell County Title I program and Yellow Creek 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 organizations 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.**
12. **The Bell County Title I program and Yellow Creek 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 Yellow Creek'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 or 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. Open house will be scheduled after the 1st, 3rd and 5th grading periods.**
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. 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 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 District 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 determine, 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.

PARENT TEACHER ORGANIZATION

The main goal of the PTO is to work with the teachers, parents and others to help to create the best school environment to enhance student learning and achievement. Parents, guardians, community members and staff are welcome to join the PTO. The PTO also organizes the Parent Election to elect members for the Site-Based Decision Making Council for Yellow Creek in May of each school year.

PROMOTION/RETENTION

Promotion and Retention for Primary (K-3)

Students who meet any of the following criteria will spend an additional one to two years in the school's primary program:

- A. Student does not meet the exit criteria to enter fourth grade as set forth by the Kentucky Department of Education.
- B. Student does not read "on level" as set forth by the Success for All Reading Program.
- C. Student shows evidence of needing additional skill practice and instruction in any area, as defined by the student's recorded assessments 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 primary program: Parent has filed a written request for a student to spend an additional year in the primary program.

Assignment of these primary school students to classes and programs within the school will rest in the hands of an established school team consisting of, but not limited to:

- A. School administrators
- B. Classroom teacher(s)/ SFA reading teacher
- C. Parents of identified child
- D. Resource personnel/ARC team members (if applicable)

This team is charged with making the assignment for each student meeting any of the above criteria. They will do so based on the following:

- A. Present level of academic performance (report cards, progress reports, observations, SFA reports, MAP data, etc.)
- B. Student work samples/reflections
- C. Social, emotional, physical characteristics of student
- D. Attendance record/truancy

- E. Testing/evaluations/standardized testing**
- F. Parent questionnaire/request**
- G. List of specific skills (in areas of concern) that student need additional time to master**
- H. IEP (if applicable)**

Promotion and Retention for Grades 4-8

The criteria to be promoted in grades 4-8 will be:

- A. Must pass 3 out of 5 subjects (reading, math, writing, social studies, and science) and 1 of the 3 must be Reading or Math.**
*****Final grades for Arts and Humanities/Practical Living will be determined by averaging the grades for the three 12-week periods in each class.**

Before a student will be retained:

- B. Parents will be notified 30 days prior to the last day of school that retention may be a possibility.**
- C. The notification will be sent by letter and will be signed by the teacher and the principal. The letter shall describe the problem and request the parent(s) meet with the teacher(s) and principal.**

Possible Exceptions:

Requirements for the number of classes to pass for students who have been previously retained one or more years may be waived by the principal.

Waiver criteria shall be based upon any 2 of the following 3 factors:

- a. Teacher evaluation of the student**
- b. Standardized Test Results**
- c. Pupil's progression in the District continuous assessment program**

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 child's teachers and the principal.

In this meeting, the parents can voice their objections and 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 child and make a recommendation to the principal. In case a consensus cannot be reached, each member of the committee will write their personal recommendation and the basis/rationale for it and submit it to the principal. The principal will make the final decision based on the best interest of the child.

SBDM MEETINGS

Yellow Creek School Center SBDM council meets on the third Tuesday of each month at 5:00 in the conference room. In the event there is no school due to 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. Regularly Scheduled SBDM council meetings will be made known to the public through the use of the Middlesboro Daily News. SBDM council agendas are posted at the school site at least 24 hours in advance of a regularly scheduled or special called meeting. The policies and procedures are on file in the school office. SBDM council may change, delete or add policies to address the needs of the school.

SBDM MEMBERSHIP

The Site Based Decision Making (SBDM) council consists of three (3) teachers, two (2) parents, and the principal. Teacher members are elected annually each school year by the certified teaching staff. The PTO organizes the Parent Election to elect members for the SBDM Council. 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.

The responsibilities of the council are to set school policies, consistent with district board policy, which shall provide an environment to enhance student achievement.

SBDM 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 of education.
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 a part of a comprehensive school safety plan, including responsibilities of the student, parent, counselor and principal.
8. Selection of extra-curricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirement, programs, evaluation and supervision.
9. Procedures, consistent with 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 reference checks. Procedures shall address situations in which members of the council are not available for consultation.

SCHOOL IMPROVEMENT PLAN (CSIP)

The Comprehensive School Improvement Plan of Yellow Creek School Center is developed with the involvement of all of the school's stakeholders, including certified and classified staff, parents and community members are also invited to participate. The SBDM Council approves the CSIP annually and is posted on the school webpage and on file in the school office for viewing during school hours.

TECHNOLOGY

Yellow Creek School Center has technology available to all of its students. Students in K-8 grades all have 1:1 access to technology through school/district issued Chromebooks and the school's multiple computer labs. Each student is required to have an electronic access/user agreement form on file.

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 only in the event of 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.

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IPods, MP3, CD Players, DVD Players, Hand Held Games, Personal Computers, Tablets, etc. are not to be brought to school under any circumstances except for specially designated days by the school administration.

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

TRANSPORTATION

Students shall be eligible to be transported to and from the school. Students are required to walk to certain centralized bus stops on public road where traffic hazards would not make it feasible to stop busses in front of their homes. Students who live close together shall be required to assemble themselves at a certain point to be picked up by the bus. Students will load and unload at the designated area in front of the school.

No traffic will be permitted in the bus zone during the times of loading and unloading students.

*****For the safety of our students, BUS PASSES WILL NOT BE ACCEPTED OVER THE PHONE. *****

Students who need a bus pass must bring a written note to the office signed by the parent or guardian including a phone number which included their child's destination and length of time the pass is needed. Please see Bell County District policy regarding ages of children being dropped off with parent or guardian.

VISITORS TO SCHOOL POLICY

(COVID-19 may require changes be made to our Visitors to School Policy)

Yellow Creek School Center has adopted the following procedures for visitors and guests to ensure the safety of our students and staff. For the safety of our students, all doors to the building and classrooms are locked throughout the day. All visitors and guests must enter through the main school entrance. Visitors and guests are to report directly to the office, present a Photo ID and be cleared through the RAPTOR system. Visitors and guests must remain in the front office and may not gain access to the school building for any reason without Principal and/or designee permission. All visitors and guests are asked to park in designated parking areas. During morning arrival and evening dismissal visitors cars are not permitted in the bus lanes or block the main traffic flow in the front of the school. For safety purposes, during the school day traffic flow is not permitted around the sides/back of the school.

If you bring something to drop off for your child (lunch, uniforms, money, etc.) school personnel will make sure your child receives it.

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)

A person is guilty of terroristic threatening in the second degree when, other than as provided in KRS 508.075, he or she intentionally:

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;

- a) 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;**

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

Without lawful authority places a counterfeit weapon of mass destruction at any location other than one specified in KRS 508.075.

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.

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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.

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

Barbara Warren

PRINCIPAL'S SIGNATURE

DATE: AUGUST 5, 2021