#### Gallatin County Lower Elementary SBDM Meeting Agenda March 10, 2021

Members Present: Megan Morris Amanda O'Connor Samy Bray Myra Morgan Brittany Patterson Laura Hickey Ryan Spaulding

Others Present: Larry Hammond

- 1. Opening Business meeting called to order at 4:30pm.
  - a. Approval of the Agenda motion to approve of the agenda made by Amanda O'Connor, seconded by Myra Morgan, consensus achieved.
  - b. Approval of the Minutes of the previous meeting motion to approve the minutes of the previous meeting made by Myra Morgan, seconded by Amanda O'Connor, consensus achieved.
  - c. Good News Report
    - i. Lighthouse recordings went well
    - ii. Wonderful to be back full in-person for students and staff.
    - iii. Canned food drive goal was met, went well.
  - d. Public Comment none
- 2. Student Achievement
  - a. KDE Guidance on Spring Testing discussed.
  - b. Iready report groups reviewed.
- 3. School Improvement Planning
  - a. Monthly Review reviewed.
  - b. Comprehensive School Improvement Plan reviewed.
- 4. Budget Report
  - a. Review Budget reviewed.
    - i. Public Library willing to help out with books at school, will reach out and revisit.
  - b. Draft of 20 21 Budget reviewed.
  - c. Draft of 20 21 Staffing Allocation Plan discussed.
- 5. Committee Reports
  - a. Lighthouse Team discussed.
  - b. Action Teams
    - i. Family Night discussed.
    - ii. STEAM Night discussed.
- 6. Bylaw or Policy Review/Readings/Adoption
  - a. Parent and Family Engagement revised, within taking out "face-to-face" on School Responsibility, point 6.
- 7. Old Business none
- 8. New Business

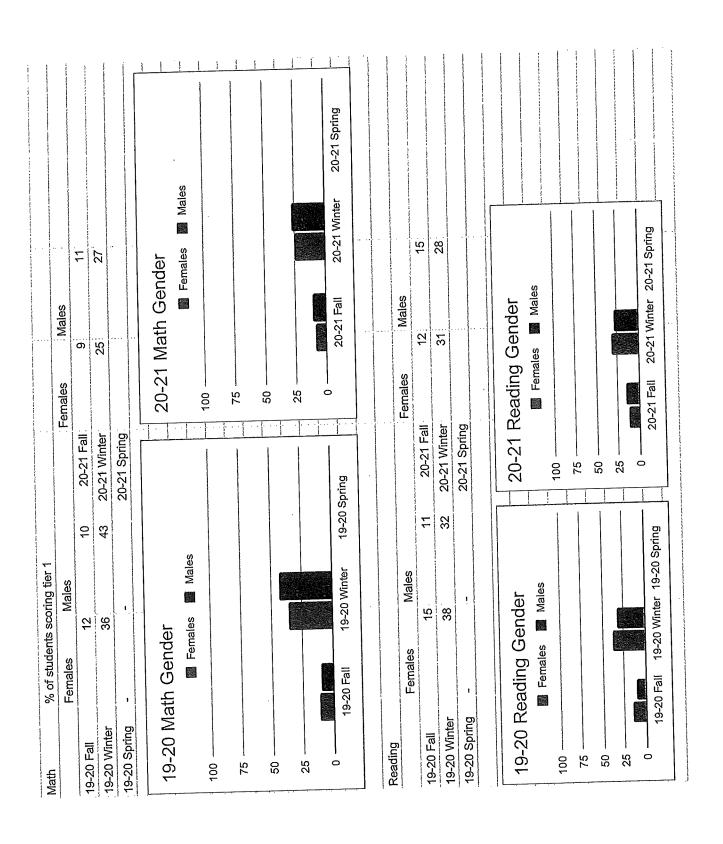
- a. Code of Conduct revise "The students" to "The student" under Lunch Detention and the capital "T" to a lowercase "t" in the word "STandard" under Grading Scale.
- 9. Ongoing Learning
  - a. 2021 Legislative Session discussed.
  - b. New KASC experienced member training discussed.
  - c. KYStandards Professional Learning Series discussed.
- 10. Upcoming Deadlines work on the budget, discussing parent and school elections.
- 11. Planning for next meeting discussed.
- 12. Adjournment motion made to adjourn made by Amanda O'Connor, seconded by Samy Bray, consensus achieved. Adjournment at 5:35pm.

#### Gallatin County Lower Elementary SBDM Special Meeting Minutes February 11, 2021

Members Present: Megan Morris Amanda O'Connor Samy Bray Ryan Spaulding Myra Morgan **Brittany Patterson** Laura Hickey

Others Present: Larry Hammond

- Opening Business Meeting called to order at 4:03 p.m.
  - a. Approval of the Agenda motion to approve made by Amanda O'Connor, seconded by Samy Bray, consensus achieved.
  - b. Approval of the Minutes of the previous meeting motion to approve made by Amanda O'Connor, seconded by Ryan Spaulding, consensus achieved.
  - Good News Report
    - Giving in person assessments, PLC meetings are very busy but productive. i.
  - d. Public Comment none
- 2. Student Achievement
  - a. Assessing Student Achievement
    - iReady data, 20-21 fall to winter and year to year- reviewed
    - BAS data, 20-21 winter and year to year reviewed ii.
    - SNAP data, 20-21 fall to winter reviewed iii.
    - ELC/PAST data 20-21 fall to winter reviewed Iv.
- 3. School Improvement Planning
  - a. Monthly Review reviewed
  - b. Comprehensive School Improvement Plan discussed, continue to review next month
- 4. Budget Report reviewed
- Committee Reports none at this time
- Bylaw or Policy Review/Readings/Adoption
  - a. Consultation Policy reviewed
  - b. Instructional and Non Instructional Staff Time Policy reviewed
- 7. Old Business none
- New Business none
- Ongoing Learning
  - a. 2021 Legislative Session discussed
  - b. PAEMST Nominations discussed
  - c. Collaborative Civics Spaces module from KDE discussed
- 10. Upcoming Deadlines
  - a. tentative staffing and budget allocations coming soon
  - b. update on ESS position for hire no new applicants at this time
- 11. Planning for next meeting finalizing the final few policies and CSIP continued review
- 12. Adjournment motion to adjourn made by Samy Bray, seconded by Ryan Spaulding. Meeting adjourned at 5:07 p.m.



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# School Name: Gallatin County Lower Elementary

# Partially Implemented

# 3-5 Year Goals:

## Proficiency

- By Spring of 2025, 85% of all students will achieve Tier 1 ("at or above grade level") in reading and math as measured by iReady.
  - Separate Academic Indicator
  - By Spring of 2025, 85% of all students will demonstrate proficiency in writing as measured by schoolwide established grade level benchmarks.

#### Gap

By Spring of 2025, 85% of students in a "reported" gap group will achieve Tier 1 ("at or above grade level") in reading and math as measured by iReady.

### Growth

By Spring 2025, 85% of all students will meet "typical" growth goals in reading and math as measured by iReady.

# 180 Day Objectives:

• By Spring of 2021, 45% of all students will achieve Tier 1 ("at or above grade level") in reading and math as measured by iReady.

# Separate Academic Indicator

By Spring of 2021, 45% of all students will demonstrate proficiency in writing as measured by schoolwide established grade level By Spring of 2021, 45% of students in a "reported" gap group will achieve Tier 1 ("at or above grade level") in reading and math as benchmarks.

#### Gap

measured by iReady.

### Growth

• By Spring 2021, 45% of all students will meet "typical" growth goals in reading and math as measured by iReady.

In the Next 30 days, we will know we are successful when: we meet  • Proficiency  • Gap	eet the deadline set below	7/	
The measures/evidence we will use are:			
<ul><li>Feedback from KDE</li><li>Assessment Data</li></ul>			
30 days action strategies- Dates:January	Who is responsible (team leader(s)?	Deadline?	What is the plan for communication?
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	Morris, Team Leads	February 5
	Morris, All teachers	Feb 12
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In 90 days, we will know we are successful when:	ency te Academic Indica h	The measures/evidence we will use are:	30 days action strategies-Dates: Warch Who is responsible (team Deadline? What is the plan for communication? leader(s)?	Il Learning for Staff	TSS meeting	ler options Megan Morris	21-22 Megan Morris			If we are not successful, we will:	
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#### GALLATIN COUNTY LOWER ELEMENTARY PARENT AND FAMILY ENGAGEMENT POLICY

(Legally Required for Title I Schools and Best Practice for Non-Title I Schools)



#### **DEFINITION OF PARENT**

The legal definition of a "parent" is a parent, stepparent, or foster parent of a student or a person who has legal custody of a student pursuant to a court order and with whom the student resides.

For the purposes of this policy we will use the term "parent" to encompass all diverse family situations.

#### **COMMITMENTS**

We commit to:

- 1. Sharing clear information about each student's progress with parents.
- 2. Offering practical suggestions to parents on how they can support student learning at home.
- 3. Providing activities designed to successfully engage families in their children's learning, as appropriate.
- 4. Making representative parents and community members full partners in our decision-making.
- 5. Facilitating the involvement of our military families, parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- 6. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student's life.

We will honor these commitments through a school-parent compact. During an annual meeting with parents, we will review the compact with parents, ask for input and then revise, if necessary, the compact.

#### SCHOOL-PARENT COMPACT

Our students' parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents, and the students:

#### SCHOOL RESPONSIBILITIES

Gallatin County Lower Elementary will:

1. Provide high-quality curriculum and instruction in an effective, supportive, and safe learning environment that enables the students to meet Kentucky's academic standards.

- 2. Make available on a regular basis information on our programs and the content students will learn each year.
- 3. Assign homework in accordance with our homework policy.
- 4. Send home information on student progress on a regular basis. Specifically we will provide formal reports every 6 weeks.
- 5. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement. Opportunities (where appropriate) will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during these conferences.
- 6. Provide parents reasonable access to staff. The email addresses and telephone extensions of their child's teachers will be provided to parents to promote communication. Staff will always be available to parents by appointment for face-to-face conferences.
- 7. Send home newsletters at least four times a year that include information on ways families can help students learn. The first newsletter will contain a copy of this policy.
- 8. Support an active Parent Teacher Association or Organization.
- 9. Provide a variety of opportunities for parents and family involvement in school activities including but not limited to:
  - Observing their child's classroom activities.
  - Tutoring.
  - Assisting with classroom activities that require more than one adult.
  - Preparing materials, mailings, refreshments, and other items needed for family and community involvement.
  - Serving on one of our decision-making committees.
  - Joining our parent teacher organization and participating in its efforts to strengthen our school.
  - Volunteering along with other concerned members of our community in other areas as needed.
- 10. Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.

The Family Resource/Youth Service Center will share responsibility for student achievement by:

- Surveying families at least once a year to learn what services and activities would most help them support their children as learners.
- Offering a well-planned, well-publicized menu of activities and programs to meet those needs.

#### PARENT RESPONSIBILITIES

Parents are asked to:

- 1. Monitor attendance.
- 2. Become familiar with and support the school and individual classrooms' homework policies and show interest with questions about and comments on the schoolwork their children bring home.
- 3. Make sure homework is completed.
- 4. Assist their child with time management.
- 5. Participate, as appropriate, in decisions relating to their child's education.

- 6. Stay in close communication with teachers and the school about their child's education by promptly reading all notices and surveys from the school or the school district and responding if necessary.
- 7. To the extent possible, volunteer, serve on the school council or a committee, attend School-Based Decision Making Council meetings, and comment on draft policies and plans as they are made available.

#### STUDENT RESPONSIBILITIES

With support from parents, students are asked to:

#### **Primary**

- 1. Attend school as regularly as possible.
- 2. Follow the school and classroom behavior standards.

#### **POLICY EVALUATION**

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: June 12, 2019

Chairperson Signature:

Date(s) Reviewed or Revised:

Megan Morris

### Gallatin County Lower Elementary Addendum

# Consequences for Inappropriate Behavior:

#### **Rewarding Positive Behavior**

Students at Gallatin County Lower Elementary School are regularly very well behaved! This is one of the numerous reasons why GCLE shines bright. Therefore, we strive to reinforce this great behavior at all levels.

#### **Behavior Expectations for Students**

At GCLE, students are expected to conduct themselves in a manner which will promote a proper learning atmosphere within the classroom. While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Students are reminded that proper behavior extends to all school property including school buses and while on field trips. The following policies are implemented to ensure a safe and caring school culture.

#### **Levels of Misconduct**

In correspondence with the Gallatin County Schools Code of Acceptable Behavior and Discipline, Gallatin County Lower Elementary School uses a leveled system to guide discipline procedures for all students.

#### A. Teacher/In-Class Consequences

Each teacher at GCLE can set individual rules for their classrooms and students must follow these rules. When a student breaks one of these rules the teacher may use their own in-class consequences such as: Assigned Seating or Change in Seating Arrangement, Phone Call or Email Contact to the Parent/Guardian of Student, Conference with the Student, Teacher After-School Detention between 15-45 Minutes, Alternate Assignment, or Lunch Detention.

#### B. Time-Out/Loss of Privilege

When a student is causing problems in a class and immediate removal from class is necessary to ensure that a positive learning environment is supported; the student will be placed in isolation with the principal or assistant principal. A time-out area will be set up in an administrator's office. Time-out is only a temporary solution to the immediate problem and further consequences will usually be administered.

#### C. Lunch Detention

One way to hold students accountable for their actions is to assign a lunch detention. Students who are assigned lunch detention sit at a table in the office apart from their friends and classmates. The students must be silent throughout the lunch and cannot lay their head down on the desk. Lunch detentions are served during the student's lunch period. Students may bring their own lunch or get a school lunch.

#### D. After School Detention

When other consequences fail to improve a student's behavior, the administration may assign a student to After School Detention. After School Detentions may be held on any day deemed necessary by the administration. Students will be notified of the date of their detention. Students who do not show up for an After School Detention will be assigned to double After School Detention, or Out-of-School Suspension.

#### E. Suspension

When students violate certain school rules, they will be assigned out-of-school suspension. When a student is suspended they are not allowed to attend school for an assigned number of days. Suspended students receive zeros on all class work that was assigned or collected while the student was on suspension. Furthermore, any student who is suspended is ineligible to attend or participate in any extra-curricular activities — this includes practices, meetings, games, or competitions of any form. Students who are suspended from school are not allowed on school property (day or night) during the suspension. Students who are caught, observed, or reported by school officials to be on school property during a suspension will receive double suspension time. Students who are suspended from school are not allowed to participate in or attend any school functions or contests and are not allowed on school property for the entire duration of their suspension (this includes weekends).

Offenses	Occurrence and Consequence				
Level 1 Offenses	1st	2nd	3rd	4th	5th
Violating Dress Code	A-B				
Sleeping in Class/Refusal to Work/Failure to follow in class		В	С	D	
directions					
Lack of Academic Progress/Failure to complete Assignments	Α	В	С	D	Walk distribution 2
Level 2 Offenses					
Class/School Disruption	A	В	С	D	E
Profanity, Vulgarity, Obscene gestures	Α	В	С	D	E
Cheating/Plagiarism	Α	В	С	D	E
Level 3 Offense					
Graffiti, Vandalism, Defacing Property	В	С	D	Е	
Defiance of Authority, Disrespectful behavior	Α	В	С	D	E
Leaving class/leaving campus without permission	Α	В	С	D	E
Possession of or use of tobacco or tobacco like products (e-cigs,	C	D	E		
vapes, vapor cigarettes, etc.)					
Misuse/Inappropriate use of technology	A	В	С	D	E
Level 4 Offense					\$250 E200
Pushing, shoving, challenging to a fight, fighting (terroristic threats)		С	D	E	
Harassment/Intimidation/Verbal Abuse/Threatening of another	В	С	D	Е	
student					
Forgery/Falsifying notes	В	C	D	E	www.danaeross
Level 5 Offense					gicarayaa
Bullying/Cyber Bullying	C-E E				
Possession of/Use of/ Sale of a Controlled					
Substance/Paraphernalia/Alcohol/Illegal Substances/OTC drugs					

Raising a False Alarm		D	E	
Possession of/ Use of a Weapon				
Sexual Misconduct/Activity/Abuse/Indecent Exposure/Sexting				
Threatening School Staff (Fighting, striking, etc.)				
Burglary/Theft/Robbery (act of or possession of)				
Assault (1st, 2nd, 3rd and 4th Degree)				
Libel/Slander toward/about School Staff/ Verbal Abuse of School Staff				
Terrorist Threatening (bomb threats, gun/weapon/mass injury threat, etc.)				

- It is at the discretion of administration if a Threat Assessment needs to be completed before a student can return to school.
- A Threat Assessment is required for the offenses of (1) Threatening School Staff, (2) Possession/Use of a Weapon and (3) Terroristic Threats.

#### Student Dress Code:

- 1. Students should be clean and well groomed.
- 2. Students may wear appropriate length shorts. Short length must cover appropriate body parts, sitting and standing.
- 3. Proper undergarments must be worn with sheer garments, no bare midriffs, no spaghetti strap tops, no halter tops.
- 4. Clothing and accessories (jewelry, belt buckles, necklaces, etc.) with obscene, crude or rude pictures, text, pertaining to drugs, alcohol, tobacco, sex, violence, are not permitted.
- 5. Caps, hats, visor and bandanas may not be worn while in the school building, except for school approved events.
- 6. All students must wear shoes.
- 7. No wheelies, high heels, flip flops or beach slides may be worn. Sandals are acceptable with a back strap.
- 8. Excessively over-sized clothing is prohibited. Pants must not touch the ground and must be worn at the waist. No undergarments should be exposed. This is a safety issue.
- 9. Students must dress appropriately for school. The final decision regarding appropriate dress will be determined by the principal.

#### Information on Grading:

#### **Grading Scale:**

- 3 Meeting Standard
- 2 Approaching Standard
- 1 Not Meeting STandard

NT - Not tested

<sup>†</sup>The Principal or Superintendent have the right to alter any consequences where they seem fit.