



AUSTIN-TRACY SCHOOL

**SITE-BASED DECISION
MAKING COUNCIL**

**SBDM BY-LAW
AND POLICY INDEX**

Policy #	Policy Function
	Council By-Laws – amended October 2016
1.0	Curriculum Policy – amended October 2013
2.0	Staff Time Assignment Policy – amended May 2010
3.0	Student Assignment Policy – amended August 2016
4.0	School Schedule Policy – amended September 2013
5.0	School Space Policy – amended April 2010
6.0	Instructional Practices Policy – amended May 2010
7.0	Discipline and Classroom Management Policy – amended March 2012
8.0	Extracurricular Programs Policy – amended March 2012
9.0	State Standards, Technology Utilization, and Program Appraisal – amended May 2010
10.0	Consultation Policy – amended March 2010
10.1	Principal Selection Policy – adopted Feb 2010
11.0	Committees Policy – amended August 2013
13.0	Writing Policy – adopted Feb 2011
14.0	Wellness Policy – amended August 2016
15.0	Primary Policy – adopted November 2012
16.0	Parent Involvement Policy – adopted July 2013
17.0	Emergency Plan Policy – adopted September 2013
18.0	Budget Policy – amended October 2013
19.0	Professional Development Policy – amended October 2013
20.0	Homework Policy – amended November 2013



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL BY-LAWS

ARTICLE I. PURPOSE

The Austin-Tracy Elementary School Council has been created for the purpose of implementing KRS Chapter 158.645, which requires development of the following student capacities:

1. Communication skills necessary to function in a complex and changing civilization;
2. Knowledge to make economic, social and political choices;
3. Core values and qualities of good character to make moral and ethical decisions throughout his or her life;
4. Understanding of governmental processes as they affect the community, the state and the nation;
5. Sufficient self-knowledge and knowledge of mental and physical wellness;
6. Sufficient grounding in the arts to enable each student to appreciate one's cultural and historical heritage;
7. Sufficient preparation to choose and pursue life's work intelligently; and
8. Skills to enable them to compete favorably with students in other states.

The Council shall establish policies that will meet the outcomes expected of students and Austin-Tracy Elementary School in the following areas:

1. Determination of curriculum, including needs assessment and curriculum development.
2. Selection of all personnel and assignment of all instructional and non-instructional staff time;
3. Assignment of students to classes and programs within the school;
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board;
5. Determination of use of school space during the school day;
6. Planning and resolution of issues regarding instructional practices;
7. Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor and principal;

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 school board policy, for determining alignment with state standards, technology utilization, and program appraisal;
10. School budget and administration, including discretionary funds; activity and other school funds; funds for maintenance, supplies and equipments; and procedures for authorizing reimbursement for training and other expenses;
11. School improvement plans, including the form and function of strategic planning and its relationship to district planning; and
12. Professional development plans developed pursuant to KRSS 156.095 and 156.0951
13. Other policies deemed appropriate by the Council, Barren County Board Policy, Kentucky Department of Education guidelines, or Kentucky Revised Statute.

ARTICLE II. MISSION

The School-Based Decision Making Council of Austin-Tracy Elementary School (hereinafter referred to as the Council) is responsible for making policy decisions in areas delegated to the SBDM Council by KRS 160.345 for the school. The Policy decisions made by the Council shall enhance student achievement and promote the implementation of the school goals established under the Kentucky Education Reform Act. The Council adopts the following bylaws and procedures to ensure the orderly and efficient conduct of official school business.

ARTICLE III. MEMBERSHIP

A. COMPOSITION

1. The school council shall consist of the principal, three teacher members, and two parent members.
2. If the school reaches 8 percent or more minority student enrollment, and there is no minority elected in the initial elections, a special election shall be conducted by the principal to elect a minority parent to serve on the school council.

B. REQUIREMENTS FOR MEMBERSHIP

3. All Members: No one may serve on the school council who has a business interest in the school as designated by KRS 45A.340. New members (those with less than one year of service) must complete six (6) hours of training from a Kentucky Department of Education endorsed trainer. Experienced members (those with more than one year of service) must complete three (3) hours of training from a Kentucky Department of Education endorsed training provider each year. In the event the council must select a

principal, the council is required by law to obtain training in the recruitment and interviewing prior to beginning the principal selection process.

4. **Teacher Members:** The teachers shall elect the teacher representatives for the council. The teacher representatives shall be elected by a majority vote of all the teachers assigned to the school for any part of the day. Teachers must be employees of the district and currently assigned to the school where they are elected as council member.
5. **Parent Members:** The legal definition of parent (KRS 160.345 1.c.) allows biological parents, stepparents, foster parents, or persons who have court ordered legal custody to be nominated or to vote. According to the law, parents who are nominated or who wish to vote must have a child "preregistered to attend" the school for next year. If a child is in preschool this year and will attend our school next year, the parents of that child would be eligible to be nominated, or vote in the election for next year's school council. Parents of 6th graders who are exiting our school need to be nominated or vote in the middle school election.

Parent council members cannot be employed in or be related to someone who is employed in the school or in the district administrative offices. An Attorney General's Opinion [OAG 90-102] says that "relative" as used in this section should have the same definition found in KRS 160.180 and KRS 160.380 that applies to school boards. This means that a parent who is a "*father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law*" of someone who works at the school or in the district administrative offices could not be a parent council member. Parent members cannot be a board member or a board member's spouse, nor can they have a business interest in the school.

C. REMOVAL OF MEMBERS

6. According to KRS 156.132, the commissioner of education may recommend removal of a school council member whom he has reason to believe is guilty of immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance.
7. A member of a school council may be removed from the council for cause, after an opportunity for hearing before the local board, by a vote of 4/5 of the membership of the board of education after the recommendation of the commissioner of education pursuant to KRS 156.132. Written notices setting out the charges for removal shall be spread on the minutes of the board and given to the member of the school council. KRS 160.347

D. FILLING VACANCIES

Council vacancies shall be filled at a special called election and shall follow the guidelines set forth in this policy. A vacancy is created when a teacher is no longer assigned to the school or a parent no longer has a child enrolled in the school. A vacancy may also be created when a member of the council has missed three (3) consecutive meetings of the council without council approval, or a member of the council has failed to obtain the required training.

E. TERMS OF OFFICE

The terms of parent and teacher members shall begin on July 1 and end on June 30 of the following year. Annual elections for the following year's terms shall be held during the preceding May. Teacher and parent council members are eligible for reelection.

F. COUNCIL TRAINING

School council members elected for the first time shall complete a minimum of six (6) clock hours of training in the process of school-based decision making, which shall include specific training on the authority, duties, and responsibilities of council members under this section. School council members who have served on a school council at least one (1) year shall complete a minimum of three (3) clock hours of training in the process of school-based decision making. School council training required under this subsection shall be conducted by trainers endorsed by the Department of Education, and school council members shall complete the required training no later than thirty (30) days after the beginning of the service year for which they are elected to serve. School council members elected during a school year to fill a vacancy shall complete the applicable training within thirty (30) days of their election. The superintendent will be responsible for providing and financing the required training for SBDM council members.

ARTICLE IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. ELECTION OF OFFICERS

1. Officers shall include Chair, Vice Chair, and Secretary.
2. The vice chair of the school council shall be elected each July by council members and shall serve for one year.
3. Except for the office of secretary, if a vice chair resigns his or her position, the council shall conduct a vote at that meeting to fill the position with another council member.

B. CHAIR

The Principal shall chair all meetings of the council and shall be responsible for securing minutes that record the council's actions. Minutes shall be approved by the council, kept in a permanent file, and open to public inspection. The Principal shall forward a copy of the minutes of each meeting to the Superintendent who shall keep the board informed of the council's actions.

C. VICE-CHAIR

A Vice-Chair shall be selected by the council members at the first meeting of the year and shall serve as Chair of the council if the Chair is unable to attend the council meeting or if there becomes a vacancy in the principal position.

D. SECRETARY

A Secretary shall be selected by the council members at the first meeting of the year who may, or may not be, an elected member of the council. The Secretary shall be responsible for recording the minutes of each council meeting and advertising each monthly meeting.

ARTICLE V. COMMITTEES

All staff at school may be participants in the site-based decision making committees. Parents are also encouraged to serve as committee members. The staff shall divide into committees according to their areas of interest, such as, but not limited to, grouped grade levels, subject areas, and special programs. Each committee shall elect by a majority of the committee a chair, which shall serve for the one-year term. At the beginning of each year the council will assist council committees in focusing their goals and activities for the forthcoming year. Council committees shall submit their recommendations to the School Council for consideration.

The council may establish and serve as ex-officio members on the following standing committees:

- Curriculum & Instruction
- Classroom Evaluation, Assessment
- School Culture
- Student, Family, and Community Support
- Professional Growth, Development, and Evaluation
- Leadership
- Organizational Structure and Resources
- Comprehensive and Effective Planning

The Council may establish any additional committees that it deems necessary.

The school council shall adopt a policy to facilitate the participation of interested persons, including, but not limited to, classified employees and parents. The policy shall include the number of committees, their jurisdiction, composition, and the process for membership selection.

ARTICLE VI. SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

The Principal will call the July Council meeting after consulting with the council members at the June meeting. Thereafter, the council shall set its own meeting schedule.

All meetings of the council are open to the public and subject to the open meetings law. Meetings shall be held at times convenient to working parents. No council meeting shall be held during the scheduled instructional day. Advance notice of meetings shall be given to parents and teachers.

A written agenda shall be prepared for the council meetings and copies made available to the public at all meetings of the council. The agenda of each council meeting shall provide the opportunity for interested persons to address the council.

Items to be placed on the council's meeting agenda shall be submitted in writing to the Principal. The deadline for placing an item on the agenda shall be seven (7) school days prior to the meeting. Only the parents/guardian, faculty/staff, and students of Austin Tracy Elementary and residents of the Barren County School district may request an item to be placed on the agenda.

Items may be added to the agenda at the time of the council meeting only with the consensus of the council members present.

The public may address the council on agenda items during the discussion phase of any agenda item. An individual and/or group will be provided with a maximum of ten (10) minutes for discussion on any one item unless, by consensus of the council, additional time is granted. Persons who wish to address the Council concerning topics not on the agenda may speak for no longer than 2 minutes during Public Agenda. Interested persons shall notify the Council Chairperson and/or Secretary in the school office declaring the topic or issue to be addressed, and the name of the person(s) or group(s) they represent.

The format for the agenda shall be:

1. Opening Business
 - a. Agenda Approval
 - b. Previous Minutes Approval
 - c. Good News Reports
 - d. Public Comments
2. Student Achievement
3. Planning (CSIP review & Policy)
4. Committee Reports
5. Items for Review
6. New Business

ARTICLE VII. CONDUCT OF MEETINGS

A. QUORUM

A quorum of the council shall be a majority of the council membership. Affirmative votes equal to the majority of council membership shall be required for the council to take action.

B. PROTOCOL

The council shall use Robert's Ruled of Order, (current edition) to conduct meetings except where such rules conflict with Board Policy, Statute, or Regulations. Meeting will be conducted with regard to the following:

1. Council members may request that an agenda item be moved to a higher priority location.

2. The council may call special meetings, or vote to go into closed session, as necessary to conduct business as long as open meeting laws are met.
3. Meetings may be cancelled due to inclement weather.

C. DURATION

Council meetings shall ordinarily be scheduled for a one-hour period with an additional fifteen minutes reserved for public comments on items not previously addressed during the meeting. If no one wishes to address the Council during this period the Council Meeting will be adjourned. When no additional items of business remain, meetings may be adjourned regardless of duration. By consensus decision of the Council, meetings can extend past the time limit, but only to finish discussion or action on the published agenda.

D. DECISION MAKING PROCESS

1. A quorum of the council shall be majority of council membership. Affirmative votes equal to the majority of council membership shall be required for the council to take action.
2. The council will make decisions based on consensus of the group. Failure to reach consensus does not prohibit the council from considering the issue at a future meeting at which time a vote can be taken.

ARTICLE VIII. MINUTES AND OTHER COUNCIL RECORDS

A. MINUTES KEPT AND APPROVED

The Principal shall be the Chair of the council and shall be responsible for securing minutes that record the council's actions. Minutes shall be approved by the council, kept in a permanent file, and open to public inspection. The secretary shall forward a copy of the minutes of each council meeting to the Superintendent who shall keep the Board informed of council actions.

B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION

All official proceedings of the council will be kept in a book provided for that purpose. This book shall be a public record open to inspection unless otherwise exempted from inspection by law (KRSS 160.270).

Public Records of this council shall be subject to the Open Records provision of KRSS 61.870-61.884.

C. REQUESTS FOR COUNCIL RECORDS

1. The request to inspect records shall be made to the school Principal.
2. The original records may not be removed from the school.
3. If some information is exempt from inspection, these records must be separated from those to be inspected.

4. The school shall have three (3) days to furnish information.
5. The Principal will keep a log of all requests for inspection of records.
6. The council may fix a reasonable compensation for these services not to exceed actual cost of copies.
7. Inspections may occur Monday through Friday, 8 AM to 3 PM in the Principal's office.

ARTICLE IX. APPEALS

A. ELIGIBILITY

A resident of the district, parent, student, or employee of the school may make appeals of decisions of the council.

B. PROCESS

Prior to being appealed, the issue must first be presented in writing to the council for reconsideration. Issues for council consideration shall be delivered to the Principal who shall bring the matter before the council at its next meeting. If the matter is not satisfactorily resolved within ten (10) school days from the date the issue is presented to the council, an appeal may be submitted in writing to the Superintendent.

If, within ten (10) school days of receiving the appeal, the Superintendent has not been able to satisfactorily resolve it, a further appeal may be made in writing to the Board. The Board shall act on the appeal within forty (40) school days of the Board meeting when the appeal was made. The decision of the Board shall be final.

ARTICLE X. AMENDMENTS

A. AMENDMENTS TO COUNCIL BY-LAWS

These by-laws may be amended at any time by consensus of the council at a council meeting. Proposed amendments shall be available for review prior to being placed on the council's meeting agenda for the purpose of adoption.

1. Amended – July 2006 – committee structure & agenda items
2. Amended – Nov 2009/Feb 2010 – delete annotation to previous amendments, clarify language for addressing Council, clarify Mission Statement of Council



Austin-Tracy Elementary School

SBDM Election Process

1. Selection procedure for council members shall be the same as Barren County Board of Education policy 02.421.
2. **Parent Members:** Parents conduct their own elections as per KRS 160.345. The Parent Teacher Organization must elect parents. Election of parent members to the council shall be by plurality (most votes by the top two candidates). The PTO should establish written procedures for the election of the parent representatives.
3. **Teacher Members:** Teachers conduct their own elections as per KRS 160.345. The teachers shall elect the teacher representatives for the council. The teacher representatives shall be elected by a majority vote of all the teachers assigned to the school for any part of the day. Teachers must be employees of the district and currently assigned to the school where they are elected as council member.
4. **Term Limits:** School council members can serve for one (1) year.
5. **Principal Role in SBDM Elections:**

Other than conducting the election for the minority teacher and parent members in the event the school is required to do that, principals are not given a role by statute in school council elections. Principals can assist the teachers or parents if requested to do so with logistics such as opening the building, providing space in the building, and assisting PTA or PTO and teachers with communicating election meeting times and dates. Principals should not be involved in setting or monitoring election procedures, nominations, balloting, or counting votes. The principal is the custodian of records for the school, and must keep the official records from the parent and teacher elections for at least three years.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Austin Tracy Elementary School

Policy Type: Policy

Policy Number: 1

POLICY TOPIC DESCRIPTION
Curriculum

POLICY STATEMENT

The principal or designee shall annually review existing school curriculum and revise as needed to ensure alignment with state and national standards. The use of existing school committees or ad hoc committees may be utilized as well to review and analyze curriculum.

The curriculum reviewed will include the following areas:

Mathematics
Science
Social Studies
English/Language Arts
Arts and Humanities
Practical Living/Career Studies

(Others as determined by the council.)

The principal or designee will recommend any proposed curriculum changes to the SBDM council by the July meeting. The school council will approve or deny this recommendation using the council's normal decision-making process.

DATE ADOPTED ^{revised} 10/21/13

SIGNATURE Brian D. Clifford
(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 2

POLICY TOPIC DESCRIPTION

Staff Time Assignment

POLICY STATEMENT

The principal shall assign staff member's instructional and noninstructional time in a manner that:

1. Fully supports the implementation of the student assignment policy and school schedule policy.
2. Allows flexibility to switch teaching assignments in order to teach in an area of expertise as needed, to assist beginning teachers or work with colleagues on interdisciplinary units.
3. Allows flexibility to switch teaching assignments on an annual basis, so that length of time in a current assignment and number of past requests that could not be granted are treated as factors in favor of each request.
4. Allows staff members the opportunity to meet with teams of teachers on a regular basis to examine student work, assess student work, and plan interdisciplinary units and performance tasks with other professionals.
5. Provides each teacher with a duty free lunch.
6. Does not require homeroom teachers to perform lunchroom duty or bus duty so that teachers can be available to students.

To complete these assignments, the principal shall:

1. By April 15, invite all returning staff members to indicate their preference for continuing or changing assignments in writing for the next school year.
2. By June 15th (or when possible, the last day of school) notify all returning staff members in writing of their assignments for the next school year, based on anticipated needs.
3. Notify the council of how staff members were assigned at the next regular council meeting after the assignments are made.
4. Update the council of any changes in how teachers have been assigned for the school year as the year progresses.

The principal may alter assignments during the school year:

1. When necessary to respond to unanticipated enrollment changes.
2. When necessary to respond to unanticipated staffing changes.
3. When the principal and affected teachers agree that a change is needed.
4. When the council changes other policies or the improvement plan and recognizes in the minutes of a council meeting that those changes may require changes in staff time assignment that cannot be put off until the start of a subsequent school year.

DATE ADOPTED:		SIGNATURE: 
DATE REVISED:	May 11, 2010	(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 3

POLICY TOPIC DESCRIPTION

Student Assignment

POLICY STATEMENT

Our school will implement the following research-based grouping strategies in the elementary program that will support our instructional practices and assessment policies:

1. Flexible grouping of students for instruction based on student needs.
2. Mixed age and mixed ability grouping for instruction, with grouping and re-grouping of students as needed for individual or small group instruction and reinforcement.
3. Consider a looping practice that allows students to spend at least two years with the same teachers.

The school will work to insure that cap sizes are not exceeded at least 50% of the day. Temporary exceptions to the class size cap rule may be made in order to provide an appropriate assignment to a student newly enrolled in our school.

At the end of the year, input from the current year's teachers will occur through the use of a Comprehensive End of Year student data sheet. From this information, the counselor or principal shall create a tentative class list for assigning students to the upcoming grade level. When needed, further consultation with current year teachers will occur. The principal shall have final approval of the class assignments.

Assignments shall be made available prior to school opening and not later than the annual Back-to-School-Bash. Parents who wish to seek a change in the assignment of their child shall submit a written request to the principal, or his/her designee.

DATE ADOPTED:	September 22, 2016	SIGNATURE: <i>Brian D. Clifford</i>
DATE REVISED:	August 22, 2016	(COUNCIL CHAIRPERSON)

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Austin-Tracy Elementary

Policy Type: Policy

Policy Number: 4

POLICY TOPIC DESCRIPTION

School Schedule

POLICY STATEMENT

The principal or designee shall develop a school master schedule and present to the school council at the June meeting. If the principal or designee has not submitted a school master schedule by July, the council shall develop and implement a schedule.

DATE ADOPTED revised 9-23-13

SIGNATURE Brian D. Clifford
(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 5

POLICY TOPIC DESCRIPTION

School Space

POLICY STATEMENT

At, or before, the June meeting of the Council, the principal shall present a plan for use of school space to the school council for approval. The Council may approve the plan or table it until the July meeting. If tabled, the *Organizational Structure and Resources* committee will review the plan and make recommendations for the July Council meeting.

DATE ADOPTED:		SIGNATURE:	
DATE REVISED:	April 13, 2010		(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 6

POLICY TOPIC DESCRIPTION

Instructional Practices

POLICY STATEMENT

Teachers shall emphasize the following research-based instructional strategies while delivering classroom instruction:

1. Identifying similarities and differences
2. Summarizing and note taking
3. Reinforcing effort and providing recognition
4. Designing meaningful homework and practice in accordance with Council Policy
5. Utilizing nonlinguistic representations
6. Incorporating cooperative learning
7. Setting objectives/learning goals and providing feedback through formative assessments (exit slips, checklists, demonstration, etc), in content areas and documenting in lesson plans.
8. Generating and testing hypotheses, formulating questions, cues and advance organizers,
9. Incorporating technology for facilitating instruction and student learning.

Teachers may implement new instructional practices on a temporary basis, with the permission of the school principal. The Principal shall observe instruction to ensure that endorsed instructional practices are being utilized and are beneficial at the school. Evidence of these instructional practices shall be included in lesson plans, unit plans, interdisciplinary units/team teaching, thematic units, instructional field trips and homework assignments. Configuration of primary and intermediate school will reflect flexible grouping for academics including but not limited to; multi-age and multi-ability grouping for students, cooperative learning, discovery/inquiry learning, themes and projects that allow continuous progress through primary and intermediate for each child.

DATE ADOPTED:		SIGNATURE: 
DATE REVISED:	May 11, 2010	(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 7

POLICY TOPIC DESCRIPTION

Discipline and Classroom Management

Replaces policy #7 (Sept 2003)

POLICY STATEMENT

The goal of the faculty, staff and administration at Austin-Tracy School is to create and maintain a safe, orderly and positive learning environment by implementing a system of school-wide positive behavior interventions and supports through collaboration with the Kentucky Center for Instructional Discipline (KYCID). These interventions and supports will be of a positive, proactive and instructional nature. Through the identification, adoption, implementation, monitoring and sustained use of research validated behavior practices, the faculty, staff and administration will provide the students of Austin-Tracy School with the opportunity to become self-disciplined, responsible and productive citizens of the Commonwealth. The expectations for student conduct will be based on the Barren County Student Discipline Code and the SOAR Guidelines of Show Respect, Only Positive Attitudes, Act Responsibly, and Reach for Success.

The research-validates practices to be implemented will include the following components:

1. A common approach to discipline;
2. Three to five positive stated expectations for all students and staff;
3. Procedures to teach the school-wide expectations;
4. Procedures to encourage responsible behavior;
5. Procedures to discourage irresponsible behavior; and the
6. Use of data to monitor and evaluate progress and effectiveness

The teacher will provide parents copies of classroom procedures, school wide procedures, SOAR Guidelines and the Barren County Code of Student Conduct within the first week of school and to new students upon enrollment. Teaching the defined school-wide expectations will be conducted by all staff members during the first few weeks each school year. Additionally, when there has been a break in instruction (i.e., snow days, week long breaks (fall, winter, spring) etc.) the school-wide expectations will be reviewed with students upon their return to school for the next few days.

The SBDM KYCID/Discipline Committee will analyze behavioral data on a monthly basis. Behavioral data that does not violate confidentiality will be shared with the stakeholders (faculty, staff, SBDM Council, Board of Education) of Austin-Tracy School on a regular basis.

At the beginning of each school year, a designated committee will review the system of school-wide positive behavior interventions and supports with new and returning faculty and staff members. Resources will be developed and shared including lesson plans, station rotations, videos of procedures, posters for classrooms and common areas. A goal regarding the development of a safe and orderly learning environment will be included in the Comprehensive School Improvement Plan (CSIP) annually.

First Reading:	Feb 21, 2012	SIGNATURE:	
2nd Reading/Adoption:	March 20, 2012		(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 8

POLICY TOPIC DESCRIPTION

Extra Curricular Programs

Replaces policy #8 (Sept 2003) and 4.1K (July 2003)

POLICY STATEMENT

CRITERIA FOR PROGRAMS

For an extracurricular program to be continued or to institute a new program, the program must:

1. Contribute to the following Kentucky Learning Goals:
 - Becoming a self-sufficient individual.
 - Becoming responsible members of a family, work group, or community, including demonstrating effectiveness in community service.
2. Generate and maintain student interest as well as attract students currently not involved in extracurricular or service projects.
3. Encourage, enhance, and maintain equity including but not limited to a wide range of opportunities for both male and female students.
4. Have a suitable adult sponsor and have appropriate adult supervision at all times.

PROGRAMS CURRENTLY OFFERED

Listed below are the extracurricular programs we currently provide. Additional programs will be approved and instituted based on their ability to meet the criteria listed in the first section of this policy.

- | | | |
|------------------|--------------------|--|
| 1. Jr. Beta Club | 4. Student Council | 6. 21 st CCLC Eagles' Nest (grant funded) |
| 2. Academic Team | 5. STLP | 7. Little League (ATLL Board) |
| 3. Drama | | 8. Girl Scouts |

STUDENT PARTICIPATION

Students will be eligible to participate in extracurricular activities if they:

1. Were in attendance on the day of the activity or on Friday for weekend activities.
2. Are complying with school-wide expectations for academic progress and behavior.
3. Comply with rules established by the adult coach or sponsor for the activity.
4. Where applicable, meet any requirements set by the appropriate sponsoring or governing organization.

COACHES AND SPONSORS

Each extracurricular activity will be led by an adult coach or sponsor who meets any applicable requirements set in law, or by sponsoring or governing organizations. The coach or sponsor will be responsible for personally supervising or ensuring that all students are supervised by an adult while they are participating in an activity, including practice time and travel time where applicable.

The principal will assign coaches and sponsors from our school's current staff following our policy on Instructional and Non-Instructional Staff Time Assignment. If it is necessary to consider applicants who do not currently work at our school, our policy on consultation will be followed. Little League, scouts, etc. may select their coaches or sponsors according to their by-laws and rules.

First Reading:	Feb 21, 2012	SIGNATURE: 
2nd Reading/Adoption:	March 20, 2012	(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 9

POLICY TOPIC DESCRIPTION

State Standards, Technology Utilization, and Program Appraisal

POLICY STATEMENT

The school shall organize all instructional and other activity to be aligned with state standards established in state laws and regulations, and in a manner that is consistent with local school board policy. The school shall utilize technology in a manner consistent with local school board policy and state laws and regulations. The following programs shall be appraised upon request of the school council by assigning the program appraisal to the appropriate committee for completion and recommendation to the council:

Alignment of the school curriculum with state standards

Alignment of the school's instructional practices with state recommendations

Status of student performance as measured by the state assessment process

Alignment with the Standards and Indicators for School Improvement through the Implementation and impact of the current Comprehensive School Improvement Plan

State of technology utilization

DATE ADOPTED:		SIGNATURE:	
DATE REVISED:	May 11, 2010		(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SCHOOL-BASED DECISION MAKING

SCHOOL POLICY

Policy Type: Function

Policy Number: 10

POLICY TOPIC DESCRIPTION

Consultation

POLICY STATEMENT

The school council shall be consulted prior to the principal's selection of personnel to fill all non-principal school-based vacancies that shall occur at the school.

When a school-based personnel vacancy occurs, and the school council has determined the job classification for the vacancy, the school principal, or other school council member shall include "consultation with the school council for the _____ vacancy" on the agenda of a regular or special meeting of the council. The vacancy shall have occurred when posted with the Department of Education by the superintendent for certified positions, or by timely notification by the superintendent for classified vacancies.

The principal and school council shall adhere to the following process for filling vacancies:

The school council, at either a regular or special meeting, shall determine the job classification for the vacancy. The council may either keep the job classification as it was previously determined, change it to another Board-approved job classification, or agree to another legal expenditure of the personnel funds.

Upon completion of Step 1, the posting of the position by the superintendent, and the submission of a list of qualified applicants from the superintendent to the principal, the principal shall conduct a reference check on each candidate being considered for the vacancy. The principal shall interview the qualified applicants or form an interview committee to interview the qualified applicants for the vacancy.

This committee shall be composed in one of the following manners:

1. one parent school council member, at least one teacher, and the principal
2. one teacher or staff member who will be working directly with the person in the vacant position, and the principal
3. other composition determined by the Council upon initial consultation

The interview committee shall conduct interviews of those qualified applicants, discuss and reach either a consensus or a majority vote on a recommendation of a candidate to fill the vacancy.

The Principal shall report the recommendations of the interview committee to the school council at a regular or special meeting of the council. The school council shall consider the recommendation by the interview committee and shall provide its advice to the principal on the applicant to select to fill the vacancy. If a quorum of the members of the school council is not available to attend a meeting for the purpose of conducting consultation in the filling of a vacancy, the definition of quorum for the purposes of filling the specified vacancy shall be "one or more members of the school council who are present for the consultation".

Subsequent to the completion of the steps listed above, the principal shall make a selection of the qualified applicant to fill the vacancy, and shall report this selection to the superintendent who will complete the hiring process. The minutes of the school council for the meeting at which consultation occurs shall state, "Consultation occurred for the filling of the _____ vacancy."

DATE ADOPTED:		SIGNATURE: 
DATE REVISED:	March 8, 2010	(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 10.1

POLICY TOPIC DESCRIPTION

Principal Selection

POLICY STATEMENT

POLICY STATEMENT

When the council learns that the school needs to hire a principal, the council will:

1. Obtain training in interviewing techniques from the trainer of its choice.
2. Meet in open session to agree on criteria and develop interview questions that fit those criteria. Those criteria shall not in any way discriminate based on gender, ethnicity, religion, political affiliation, or any other illegal grounds per Board Policy 03.113. Invite all teachers, parents, and school community members to suggest characteristics and/or questions to consider asking a new principal.
3. If requested, the council will meet in open session with the superintendent to discuss the criteria and other steps in the hiring process.
4. Meet in closed session to review applications and contact references of candidates recommended by the superintendent and select persons to be interviewed who appear reasonably capable of fitting the council's criteria.
5. Schedule an interview with each selected applicant at a time when all council members can attend a special meeting.
6. Before each interview, meet as a team to review any documentation received on this person. Conduct each interview in a closed session, using the interview questions.
7. Meet in closed session to discuss how well each applicant meets the criteria.
8. If necessary, request additional applicants from the superintendent and repeat steps 4-7 above.
9. Meet in open session to make the final choice of principal.
10. Notify the superintendent immediately of the council's choice.
11. If the school council is unable to choose a principal and send a decision to the Superintendent by August 1, the school council will ask the Superintendent to appoint an interim administrator to serve a period of up to one year.

After receiving notice of the council's choice, the superintendent will complete the hiring process.

DATE ADOPTED:		SIGNATURE: 
DATE REVISED:	Feb 2, 2010	(COUNCIL CHAIRPERSON)



**AUSTIN-TRACY
SCHOOL**

**SITE-BASED DECISION MAKING
COUNCIL POLICY**

Policy Type: Function

Policy Number: 11

POLICY TOPIC DESCRIPTION

Committees

POLICY STATEMENT

- A. The school principal shall present to the SBDM council a list of committees proposed for the upcoming school year no later than the regularly-scheduled July meeting. Committees must be correlated with the Standards and Indicators for School Improvement.
- B. Each certified staff member shall serve on at least one committee and each classified staff member shall serve on at least one committee. Parent membership on each committee will be encouraged. The principal shall be assigned as a member of all committees for which he/she volunteers.
- C. The principal, by the first day for staff of the current school year, shall either assign committees or allow staff to sign-up.
- D. Each committee shall assemble no later than August 15 to elect a chairperson and establish the frequency of meetings.
- E. Minutes of all committee meetings shall be kept in the principal's office. One member from each committee shall be encouraged to report to the Council after meetings are held.
- F. The school council may establish ad hoc committees to accept specific assignments at the discretion of the school council.

DATE ADOPTED:		SIGNATURE: <i>Brian D. Clifford</i>
DATE REVISED:	8-21-13	(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 20

POLICY TOPIC DESCRIPTION

Homework Policy

POLICY STATEMENT

Purpose

The need for homework in primary and intermediate is seen as a necessary supplement to daily instruction at Austin-Tracy Elementary School.

Teacher/Staff Responsibility

The teacher/staff is responsible for:

- Creating assignments that either enhance the learning environment or provide practice in skills already taught toward completion of an outcome.
- Assigning homework in reasonable amounts, checking/returning within a reasonable time, and reviewing while the material is still current.
- Providing the student make-up work and assignments when necessary.

Student Responsibility

The student is responsible for:

- Copying down assignments into agenda for grades 2-6.
- Completing all assignments in a neat and organized way on the following day unless otherwise instructed.
- Sharing the school newsletter, notes, forms, notices, and agendas with parents/families.
- Asking for and completing any work missed due to absence.
- Assuming personal responsibility for completeness and the quality of the work assigned.
- Asking for help or assistance when difficulties occur.
- Having a system for identifying classroom assignments from homework assignments in his/her agenda.
- **ALWAYS DOING HIS/HER BEST!**

Parent/Family Responsibility

The parent/family member is responsible for:

- Making it clear that homework is valued and supporting the school in explaining how it can help in learning.
- Providing a quiet, suitable place for their child(ren) to complete homework assignments.
- Encouraging a scheduled, expected time to complete work.
- Making homework an enjoyable experience.
- Supervising and encouraging their child(ren) in becoming independent learners.
- Praising their child(ren) for completed work.
- Being actively involved and communicating with their child(ren) through reading of the agenda.

First Reading:	10-21-13	SIGNATURE: <i>Brian D. Clifford</i>
2nd Reading/Adoption:	11-21-13	(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 21

POLICY TOPIC DESCRIPTION

Cell Phone/Electronics/Communication Policy

POLICY STATEMENT

Purpose

The need for a cell phone/electronics policy is to help eliminate cell phones and electronics as a distraction to the educational setting, but to be available in the event of an emergency. This policy is also designed to strengthen our confidentiality practices and student media opt-out protocol.

Austin-Tracy school's cellphone/electronics policy states:

1. Cell phones/electronics **WILL BE** allowed at Austin-Tracy.
2. All cell phones/electronics must be turned off and kept in student's lockers for the duration of the school day unless they are being used for educational purposes as designed by the teachers for their instruction plans during the school day.
3. **ALL** communication purposes from parents must go through the front office or from teacher's classrooms. For example, transportation changes, messages for students, and students contacting parents/guardians must be done on school phones. **NO CONTACT** can be done with student's personal cell phones/electronics directly to parents/guardians unless students are directed by Austin-Tracy staff to do so.
4. **ALL** parent/guardian contact information **MUST** be up to date and communicated with our Front Office staff so that contact can be made by the school in the event of an emergency.
5. Austin-Tracy Elementary School and the Barren County Board of Education **WILL NOT** be held responsible for the loss of cell phones and/or electronics.

Guidelines:

Violating the established policy will result in the following:

- First offense- Warning- Minor #1
- Second offense- Cell phones/electronics will be taken away until the end of the school day- Minor #2
- Third offense- Parent/guardian must pick the cell phones/electronics up at school- Minor #3= Major
- Fourth offense- Student will receive one day of detention or cell phones/electronics will remain at school for 3 days (Parent's Choice)
- Any other infraction in regards to this policy will result in the student losing all cell phones/electronics usage at Austin-Tracy Elementary School for the remaining school year.

It is Austin-Tracy Elementary School's greatest responsibility to maintain a safe and secure learning environment while making sure that all students receive an uninterrupted education by eliminating all barriers and distractions from our school setting.

First Reading:	6-18-18	SIGNATURE:  (COUNCIL CHAIRPERSON)
2nd Reading/Adoption:	7-26-18	



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 14

POLICY TOPIC DESCRIPTION

Wellness Policy

POLICY STATEMENT

All students shall participate in moderate to vigorous physical activity each day, as follows:

- Each student in grades K-5 shall participate in physical education a minimum of twice a week.
- Each student shall have at least fifteen minutes a day of supervised recess, preferably outdoors, during which the school staff shall verbally encourage students to participate in moderate to vigorous physical activity.
- Teachers shall make all reasonable efforts to avoid periods of more than forty minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active as directed by the teacher.
- Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.

Our school shall encourage healthy choices among students using the following methods:

- Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our school nutrition program and to other food and beverages that are made available to students during the school day.
- Our practical living program shall address health, consumerism, and physical education.
- Our curriculum shall reflect an integrated concern for wellness, including connections to science, social studies, math, and other subjects.

The provisions of this policy shall be implemented to comply with provisions required by federal law, state law, or local board policy. If any specific requirement above does not fit with those rules, the principal shall notify the council so that the policy can be amended to comply.

The principal shall share this policy with the Kentucky Department of Education when KDE asks for this information.

DATE ADOPTED:	September 22, 2016	SIGNATURE: 
DATE REVISED:	August 22, 2016	(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 15

POLICY TOPIC DESCRIPTION

Primary Program

POLICY STATEMENT

The primary program at Austin Tracy Elementary School addresses the learning needs of all children who meet the entry age for primary and who are not ready to enter the fourth grade. ATES meets the needs of students in P1-P5 by providing the following:

- Developmentally appropriate practices that address the physical, aesthetic, cognitive, emotional, and social domains that permit students to progress through curriculum according to their unique learning needs.
- Multi-age and multi-ability classrooms which flexibly group and regroup students of different age, gender, and ability who may be assigned to the same teacher for more than one year.
- Continuous progress to allow students progression through the primary program at their own rate without comparison to the rate of others or consideration of the number of years in school.
- Authentic assessment that occurs continually in the context of the learning environment and reflects actual learning experiences that can be documented through observation, anecdotal records, journals, logs, actual work samples, conferences, and other methods.
- Qualitative reporting methods which are communicated through a variety of home-school means, which address the growth and development of the whole child as he/she progresses through the primary program.
- Professional teamwork among all staff to allow for communication and planning on a regular basis to ensure a variety of instructional delivery systems are in place.
- Positive parent involvement to establish productive relationships between the school and home that will enhance communication, promote understanding, and increase opportunities for children to experience success.

The primary program curriculum and instructional practices shall motivate and nurture children of diverse cultures; shall address the social, emotional, physical, aesthetic, and cognitive needs of students; and shall be based upon the following principles:

- Young children learn at different rates and through different styles.
- Young children learn as they develop a sense of self-confidence in a positive learning environment.
- Young children learn best with "hands-on" experiences where they are encouraged to question, explore, and discover.
- Young children learn best through an integrated curriculum by engaging in real-life activities and learning centers.
- Young children learn best in a social environment where they can converse with others to expand their language and their thinking.

Parents and legal guardians of children enrolled in the primary program shall receive regular reports at a minimum of four times per year regarding the children's individual progress in meeting the goals of education set forth by Kentucky Revised Statutes and successful completion of the primary program.

First Reading:	10-15-12	SIGNATURE: <i>Brian D. Cafford</i>
2nd Reading/Adoption:	11-26-12	(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 16

POLICY TOPIC DESCRIPTION

Parent Involvement

POLICY STATEMENT

Austin-Tracy Elementary School is committed to engaging parents and families in meaningful activities that will lead to increased student achievement levels. To complete the effective home-school partnership, Austin-Tracy will provide:

- An annual back-to-school-bash/open house where parents will meet their child's teacher and be notified of their rights and responsibilities under Title I concerning involvement in their child's education.
- A variety of informational meetings throughout the school year to assist parents and families in understanding federal and state academic standards and required assessments as well as training in how they can assist their child with being successful in his/her coursework.
- At least one parent/family meeting per semester with teachers and interventionists regarding student progress and achievement. Meetings can be held in the form of parent-teacher conferences at the school, home visits, email communication, written letters, and phone communication. Teachers and interventionists will document parent contact and submit to the principal or school counselor at the end of each semester.
- A school-parent compact that outlines how parents/families, students, and staff have a shared responsibility for the student's education.

Every effort will be made to communicate with parents and families in a format and language that are familiar to the parents and easily understandable. Parents and community members are always welcome at Austin-Tracy Elementary School.

First Reading:	6-4-12	SIGNATURE: <i>Brian D. Clifford</i>
2nd Reading/Adoption:	7-26-13	(COUNCIL CHAIRPERSON)



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 17

POLICY TOPIC DESCRIPTION

Emergency Plan Policy

POLICY STATEMENT

All stakeholders will collaboratively develop the school's emergency management plan as a way to develop and document efforts to prevent, mitigate, prepare for, respond to, and recover from emergencies. The plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. In addition, the plan will include but not be limited to:

- Establishment of primary and secondary evacuation routes which must be posted in the school.
- Identification of severe weather safe zones which must be posted in the school.
- Practices for students to follow in an earthquake.
- Development of and adherence to access control measures (requiring visitor check-in with identification and purpose of visit, display of visitor's badge on outer clothing, etc...).
- Practices for students to follow in case of fire which are consistent with administrative regulations.
- Procedures for lockdown of the campus.

Following adoption, the emergency plan and diagrams of the facilities will be provided to appropriate first responders. Due to the need to maintain student and staff safety and security, the plan and diagram will not be disclosed in response to any Open Records requests.

Prior to the first instructional day of school, the principal or designee will review all emergency procedures with staff. Within the first thirty instructional days of the school year and again during the month of January, the school will conduct one severe weather drill, one earthquake drill, and one building lockdown. Fire drills will be conducted in accordance with timelines outlined in the DGBC regulations. The principal is responsible for ensuring the implementation of these drills and reporting completion to the district central office.

At the end of each school year, the emergency procedures are to be reviewed by the school planning committee, or other group designated by the principal, with report to the school council.

Possible access control methods that may be included in council policies as desired, are outlined below:

- All exterior doors must remain locked at all times.
- All visitors must enter through the posted front entrance.
- The front entrance must remain secure.
- All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a school-specified badge on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office and return visitor badge.
- All classrooms must remain locked during instruction time.
- Doors must remain closed during instruction time.
- During class changes, teachers must stand by their classroom door and monitor hallways.

First Reading:	8-21-13	SIGNATURE: <i>Bryan D. Clifford</i> (COUNCIL CHAIRPERSON)
2nd Reading/Adoption:	9-23-13	



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 18

POLICY TOPIC DESCRIPTION

Budget Policy

POLICY STATEMENT

Standards for Budget Decisions

- a) The school council shall focus all budget decisions on student learning in response to the mission of the school, relevant educational research, best practices, and state/national standards.
- b) To achieve these goals, the budget process must be integrated with the school improvement planning process that focuses our school on its mission, learning goals, data, research, and community needs.
- c) The spending process shall empower teachers, create clear records that are available to stakeholders, and allow for flexibility when needed if actual spending differs from projections of that any given year's resources are spent to the greatest advantage for that year's students.

Budget Categories

- a) The principal, with consultation from the SBDM council, shall draw up an annual budget.

Budget Plan Preparations

- a) The principal shall estimate expenses needed to implement our school improvement plan, maintain other programs at the current level of quality, and keep the library media center current for students and teachers.
- b) The principal shall submit the estimated budget to the school council each year for review, discussion, and possible changes.
- c) The principal shall be prepared to discuss how the budget would assist in implementation of the school improvement plan.

Budget Plan

- a) All board instructional and student fee funds shall be spent by March 15th of the current school year. Any money not spent by this time shall be appropriated into the school budget.

Fiscal Record Keeping and Monitoring

- a) The principal shall ensure that all spending records required by the state and district are maintained and shall keep copies of all records in a location that can be accessed for open records review.
- b) The principal shall present a monthly budget report to the SBDM council.
- c) The principal shall inform the SBDM council of any changes.

First Reading:	9-23-13	SIGNATURE:  (COUNCIL CHAIRPERSON)
2nd Reading/Adoption:	10-21-13	



AUSTIN-TRACY SCHOOL

SITE-BASED DECISION MAKING COUNCIL POLICY

Policy Type: Function

Policy Number: 19

POLICY TOPIC DESCRIPTION

Professional Development Policy

POLICY STATEMENT

Purpose

The purpose of professional development is the creation of learning communities in which everyone are both learners and teachers who can be effective stewards of the school's mission.

Professional Development Committee

The professional development committee and principal or designee shall develop a school-wide plan for professional development that helps equip staff to implement the student achievement goals in the school improvement plan.

Professional Development Offerings

The principal may approve flexible professional development needed to implement any staff member's individual growth plan, assistive growth plan, or corrective action plan. The principal may support other professional development efforts as well if they support the school improvement plan.

Approval must be obtained from the principal before professional development activities take place.

Evaluation of Effectiveness

The ultimate criterion against which the effectiveness of professional development shall be judged is the effect on student learning as evidenced by multiple forms of data.

First Reading:	9-23-13	SIGNATURE: <i>Brian D. Clifford</i> (COUNCIL CHAIRPERSON)
2nd Reading/Adoption:	10-21-13	

