

BY-LAWS
NORTH POINTE ELEMENTARY SCHOOL
SITE BASED DECISION MAKING COUNCIL

ARTICLE I

PURPOSE OF THE COUNCIL

The purpose of the Council is to help the school fulfill its mission statement.

MISSION STATEMENT

The North Pointe Elementary learning community believes in a nurturing environment where children can learn and grow through authentic 21st century experiences to be career, college and life ready.

ARTICLE II

MEMBERSHIP

A. COMPOSITION.

The Council shall consist of the school's principal, three teacher members, and two parent members.

If the minority enrollment at the school is eight percent or higher on the October 1 preceding the start of a new Council term, the Council shall include at least one minority member.

B. QUALIFICATIONS FOR MEMBERSHIP.

- 1. Teacher Qualifications.** Teacher members must hold a position at the school that requires a state certificate, must not hold the position of principal, assistant principal, or head teacher.
- 2. Parent Qualifications.** Parent members must be the parent, stepparent, or foster parent of a child who will be enrolled at the school during one's term of office. Legal guardians are also considered parents if

North Pointe Elementary

SBDM Council By-Laws/Policies

Table of Contents

By-Laws	1-18
Assignment of School Space	1
Assignment of Students to Classes	2
Assigning Students To a New Class After School Begins	3
Assignment of Instructional and Non-Instructional Staff Time	4
Assessment	5
Committees	6
Technology Use	7
Determination of School Day	8
Extracurricular Activities and Events	9
Extracurricular Code of Conduct	9a
Hiring Policy	10
Homework Policy	11
Energy	12
Video Use Policy	13
Wellness Policy	14
Tobacco Free Campus	15
Instructional Materials Guidelines Policy	16
Policy on Visitors at North Pointe Elementary School	17
Service Learning	18
School-Wide Positive Behavior Interventions and Supports (PBIS)	19
Program Review	20
Writing Policy	21
Writing Plan	21a
Primary Program and Intermediate Instructional Practices	22
Inclusion of Arts and Humanities (A&H) & Practical Living and Career Studies (PLCS) Instruction	23
School Safety/Emergency Plan	24

the child lives with them. Three groups of parents may not serve on the council: employees of our school or their parents, children, siblings, spouses, aunts, uncles, sons-in-law, and daughters-in-law; and members of the district school board or spouses of district school board members.

- 3. Minority Qualifications.** Minority members must be American Indian, Alaskan native, African American, Hispanic (including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin), Pacific Islander, or other ethnic group underrepresented in the school. Parent minority members must meet the eligibility requirements for parent members and teacher minority members must meet the eligibility requirements for teacher members.

C. TERMS.

All Council members shall be elected for a two-year term and shall serve from July 1 of a year when elected until June 30 of the second year. Members elected for a term may serve consecutive terms without limitation.

D. ELECTIONS.

1. Teacher Members.

- a. Nomination.** Any teacher may nominate herself, himself, or another teacher for election as a teacher member by signing a letter of nomination and submitting it to the senior Boone County Education Association building representative no later than five days before the teacher election.
- b. Sample Ballot.** The senior Boone County Education Association building representative shall ask each person nominated to sign a letter stating that he or she meets the qualifications listed in Section B above. The senior Boone County Education Association building representative shall then prepare a sample ballot form that lists alphabetically the names of all those nominated, willing, and eligible to serve and post the sample ballot at the school no later than two days before the election. The sample ballot shall specify the number of votes needed to be elected. If the school has an even number of teachers, that will be half the total number, plus one, and if the school has an odd number, it will be half the total number, rounded up to the nearest higher whole number.
- c. Elections.** Teacher members shall be elected on a date set by the principal and the senior Boone County Education Association building representative. At that time, all teachers shall convene in a room designated by the principal. Each teacher shall be given a ballot listing the same names as were found on the sample ballot and shall vote for the number of seats eligible. Two Boone County Education Association building representatives who are not nominees shall collect the ballots and count them in the room, announcing the results before the teachers adjourn. Any

candidate (s) receiving a majority vote of all teachers assigned to the school on this ballot shall serve as a council member in the coming year.

- d. **Procedure if a Majority is not Received.** If fewer candidates receive a majority of votes than the number needed to fill the eligible seats, the candidate getting the smallest number of votes shall be removed from the ballot and the teachers shall vote again for the number of persons needed to fill the remaining vacancies. Any remaining candidate (s) receiving a majority of votes shall be deemed elected. This process of removing one name shall be repeated as often as necessary to elect candidates by majority to all eligible positions.

- 2. **Parent Members.** Elections of parent members shall be conducted on a date set by the principal and the parent/teacher organization president. Parents, stepparents, and foster parents of all children preregistered to attend our school during the term of office may vote. Legal guardians of children preregistered to attend may also vote if the child lives with them. The parent/teacher organization shall alert parents to the election schedule. The parent/teacher organization shall conduct the election in accordance with procedures adopted by its board of directors. The president of the parent/teacher organization shall notify the current Council of the names of those elected no later than ten days following the election.

- 3. **Minority Members.** If the school has 8% or more minority enrollment on October 1, it must have at least one minority member as defined above or if any elected parent or teacher member is a minority member as defined above, no further election is required. Otherwise a minority parent and an additional teacher shall be elected.

- a. **Minority Parent Qualifications.** Minority members must be American Indian, Alaskan native, African American, Hispanic (including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin), Pacific Islander, or other ethnic group underrepresented in the school. Parent minority members must meet the other qualifications for parent members listed above.

- b. **Minority Parent Election.** By March 20, the principal shall notify all parents in writing of the date, time, and place he or she has selected for an additional election. At that time, those parents shall nominate candidates and elect one additional parent minority member by plurality. In the event of a tie vote for the highest vote getter, a runoff will be held between the people who were tied.

- c. **Minority Teacher Qualifications.** Minority teacher members must be American Indian, Alaskan native, African American, Hispanic (including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin), Pacific Islander, or other ethnic group underrepresented in the school. They must also meet the qualifications for teacher members listed above.

- d. Minority Teacher Election.** If the school has one or more minority teachers, an election for a minority teacher shall be held on the last school day in March. Nominations shall be due the preceding Thursday, and all other steps in the process shall be carried out according to the teacher election procedure described in Article II, D. If no minority teacher is willing to serve, no minority teacher member shall be added to the Council.
- e. Additional Non-Minority Teacher Election.** If a minority parent election is being held, and if the school has no minority teachers or no minority teachers willing to serve, an election for an additional teacher member of the Council shall be held on the last Monday in March. Nominations shall be due the preceding Thursday, and all other steps in the process shall be carried out according to the procedure described in Article II, D.

E. VACANCIES ON THE COUNCIL.

When a council member resigns, is removed, or dies, a new member shall be elected to complete that term. The vacancy shall be filled at a special election and shall follow the guidelines set forth in Section II. D., except that the special election will be scheduled no fewer than five calendar days and no more than thirty calendar days from the time the vacancy is announced at a council meeting. If a vacancy occurs during a period of time when school is not in session the election will occur after the first regular meeting scheduled when staff return.

The person elected in the special election shall serve the remainder of the term of the person he or she replaces. Notwithstanding any vacancy on Council, Council will continue to function until such vacancy is filled as long as a quorum is available.

F. STANDARDS OF CONDUCT FOR COUNCIL MEMBERS.

- 1. Attendance.** Members of Council shall attend all council meetings unless the absence is excused. Absences may be excused by consensus of Council for good cause. A member who has three unexcused absences from council meetings during a twelve-month term shall resign.
- 2. Conflict of Interest.** No member shall participate in any way in decisions where that member has a conflict of interest.
- 3. Teacher Departure.** A teacher member who ceases to be assigned to the school before his or her term is completed shall resign.
- 4. Student Departure.** A parent member whose child ceases to attend the school before his or her term is completed shall resign.
- 5. No Improper Meeting.** Members of Council constituting a quorum shall not meet to discuss council business without following the procedures for scheduling a meeting of the full council listed in Article V below.

6. Criminal Conduct. Any member of Council who is convicted of a misdemeanor (other than routine traffic offenses) or a felony during his or her term of office shall resign.

7. Professional Development.

- a. New Members.** Members elected for the first time shall complete at least six hours of training in the process of school-based decision making no later than 30 days after the start of their terms. They can get that training anytime between the date they are elected and the 30-day deadline. This training must be provided by a person endorsed by the Kentucky Department of Education for new member training.
- b. Veteran Members.** Members who have served on a council before shall complete at least three hours of training in the process of school-based decision making no later than 120 days after the start of their terms. They can get that training up to one year before the 120-day deadline. This training must be provided by a person endorsed by the Kentucky Department of Education for experienced member training.
- c. Mid-Year Vacancies.** Members who are elected to fill a vacant position in the middle of the year shall complete the required training no more than 30 days after they are elected, from a person with appropriate endorsement from the Kentucky Department of Education.
- d. Reimbursements.** Requests to be reimbursed for training costs shall be made according to board policy requirements.
- e. Reporting.** By November 1 each year, the principal shall give the superintendent the names and addresses of each council member and verify that the required training has been completed. The superintendent will forward that information to the department of Education.

8. Intentional interference with School-Based Decision

Making. No member of Council shall intentionally engage in a pattern of practice which is detrimental to the successful implementation of, or circumvents the intent of school-based decision making to allow the professional staff member of a school and parents to be involved in the decision making process in working toward meeting the school's mission statement.

- 9. No Inappropriate Behavior.** All members shall behave appropriately at council meetings and while conducting council business. Inappropriate behavior includes but is not limited to excessive profanity, participation while under the influence of alcohol or any illegal or controlled substance, or verbal or physical abuse of any council member, parent, teacher, or staff.

G. REMOVAL OF MEMBERS.

A member of Council who violates the standards of conduct and does not submit a written resignation from the Council could be reprimanded or removed. There are two ways that could happen:

1. The Commissioner of Education can recommend removal for immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance, and then the local board of education holds a hearing into the charges to decide whether removal is warranted.
2. The Office of Education Accountability can investigate claims of intentional interference with school-based decision-making. If OEA cannot resolve the issue, it is forwarded to the Kentucky Board of Education, which holds a hearing to determine whether the charges are valid. The first time the Kentucky Board finds a person guilty of such interference, the person will receive a reprimand. The second time, the person can be removed from office.

ARTICLE III OFFICERS OF THE COUNCIL

A. CHAIRPERSON.

The school principal shall serve as the chairperson of the Council unless the school has received permission to use an alternate model under KRS 160.345 (7). In Addition to presiding at council meeting, the chairperson shall do the following:

1. **Test Results.** The chairperson shall provide all members of Council with copies of all school assessment results after those results are delivered to the school and remind them of the terms of any embargo that applies to that data. Council members shall be notified that scores are available for viewing. The chairperson will also share assessment data requested by Council as long as it does not personally identify students or staff.
2. **Correspondence.** The chairperson shall maintain a file of all correspondence addressed to Council and remove items from that file, either to discard them or to file them elsewhere, only after they have been brought to two regular council meetings.
3. **Monthly Statements.** The chairperson shall present a monthly statement (as provided to the superintendent) of the current financial status of funds allocated for purchasing instructional materials, supplies, and equipment at the school. Such statement shall include the beginning encumbered balance for each category of authorized expenditure and, the end of month encumbered balance.
4. **Records.** The chairperson shall be the official custodian of council records.
5. **Other Responsibilities.** The chairperson shall exercise any other responsibility specified in these by-laws.

- 6. Communications.** The chairperson shall communicate decisions of Council to the Boone County Superintendent in a timely manner.

B. VICE-CHAIR.

The Principal shall appoint a Vice-Chair to act in the absence of the chairperson.

C. SECRETARY.

Council may hire a secretary each year. The secretary does not have to be a member of Council, but must be willing to perform the duties of the office. The secretary shall prepare minutes for Council in accordance with Article VII. If no secretary has been hired or is absent from a council meeting, the chair-person shall designate a person to record the minutes.

**ARTICLE IV
FUNCTIONS**

A. REQUIRED FUNCTIONS.

Council shall:

1. Determine, within the parameters of the total available funds, the number of persons to be employed in each job classification at the school.
2. Select textbooks and instructional materials to be used at the school, or delegate that responsibility by policy.
3. Select student support services which shall be provided in the school, or delegate that responsibility by policy.
4. Select a new principal when the principal position, is vacant, from a list of applicants recommended by the superintendent or from additional names supplied by the superintendent at Council's request.
5. Be consulted by the principal before he or she selects persons to fill vacant positions at the school following the procedures set up in the consultation policy described in Section A.6.k. below. Either the principal alone or the Council may request the superintendent to provide additional names for consideration for any vacancy.
6. Adopt policies to be implemented by the principal in the following areas of responsibility:
 - a. Determination of curriculum, including needs assessment and curriculum development;
 - b. Assignment of all instructional and non-instructional staff time;
 - c. Assignment of students to classes and programs within the school;

- d. Outline process procedures and criteria for developing school schedule, subject to the beginning and ending times of the school day and school calendar year as established by the local board;
 - e. Determination of use of school space during the school day;
 - f. Planning and resolution of issues regarding instructional practices;
 - g. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor, and principal;
 - h. Selection of extracurricular programs and determination of policies to student participation based on academic qualifications and attendance requirements, program evaluation, and supervision;
 - i. Procedures for determining alignment with state standards, technology utilization, and program appraisal, consistent with local (district) Board policy;
 - j. Procedures to assist Council with consultation in the selection of personnel by the principal, including but not limited to meetings, timelines, interviews, review of written-applications, and review of reference.
 - k. Other issues necessary to provide an environment to enhance students' achievement and to meet the goals established by Kentucky law. If Council makes a policy under the authority of this item which does not fall within any of the areas listed in items a-j above, that policy must be consistent with district board policy.
 - l. Annually review data on students' performance as shown by the Assessment Testing System. The data shall include, but not be limited to, information on performance levels of all students tested, and information on the performance of students disaggregated by race, gender, disability, and participation in the federal free and reduced price lunch program. After completing the review of data, Council shall adopt a plan to ensure that each student makes progress toward meeting the goals set forth in KRS 158.645 and 158.645 (1) (b).
 - m. Determine the organization of its ungraded primary program including the extent to which multiage groups are necessary to implement the critical attributes and meeting individual student needs.
- 7. Create a professional development plan.
 - 8. Adopt a policy on committees, which shall facilitate the participation of interested persons, including, but not limited to classified employees and parents and shall include the number of committees, their jurisdiction, composition, and the process for membership selection.
 - 9. Adopt an Improvement Plan that meets the requirements set forth in district board policy.
 - 10. Exercise such other powers as permitted by Kentucky law, consistent with district board policies, and deemed necessary and appropriate by Council.

B. DISALLOWED ACTIVITIES

The Council shall not:

1. recommend the transfer or dismissal of any member of the school staff;
2. violate federal or state law or regulations;
3. take any action that unreasonably risks the health or safety of students, staff, or others;
4. take any action that exposes Council or the district to unreasonable risk or legal liability;
5. authorize any purchase or expenditure that exceeds the financial resources available to it;
6. take any action that violates legally binding contractual obligations already made by the district or Council to personnel and other providers of goods and services; or
7. exceed the functions listed in Section A above.

ARTICLE V SCHEDULE OF MEETINGS

A. REGULAR MEETINGS.

At the first meeting of each council term, Council shall select at least one regular meeting date in each month through July of the next calendar year. The SBDM secretary shall post a copy of the schedule on the school webpage and in a place readily accessible to parents and staff.

B. SPECIAL MEETINGS.

If Council needs to meet before its next regular meeting, the chairperson may call a special meeting. A special meeting may also be called by a majority of members of Council. Once the decision is made to call a special meeting, the following steps must be taken:

1. **Written notices: Contents.** The person or persons calling the meeting must prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for the meeting. Issues not listed on that agenda cannot legally be discussed at the special meeting.
2. **Delivery of Notice.** The person or persons calling the meeting must arrange for the notice to be delivered to every council member and to any media organization that has asked to be notified of council meetings. The delivery can be made by hand, facsimile machine, e-mail, or mail, but the method must be one that allows the notice to arrive at least 24 hours before the time set for the meeting.
3. **Posting of Notice.** The notice must be conspicuously posted at the school and also at the building where the meeting will be held, if the meeting will not be held at the school. These copies must be posted as

soon as possible after the meeting is called and not less than 24 hours before the meeting will be held.

ARTICLE VI CONDUCT OF MEETINGS

A. QUORUM.

Two-thirds of the members of the council, including at least one parent member and one teacher member, must be present for Council to take action.

B. PUBLIC ATTENDANCE AT MEETINGS.

Anyone who wants to attend a council meeting may do so, except for those portions that are conducted as closed sessions.

C. WHEN CLOSED SESSIONS ARE ALLOWED.

A closed session is a portion of a regular or special meeting of Council during which the members meet in private. Within the realm of council responsibilities, the allowed subjects at closed meetings are proposed or pending litigation by or against Council, Allowed by KRS 61.810(1) (c), or selection of a new principal or other new staff member, allowed by KRS 61.810(1) (f). Council does not participate in discipline or dismissal decisions about individual employees and students.

Before a closed session can begin, the following steps must be taken:

1. **Announcement; Contents.** The chairperson or another council member must make an announcement in open session. The announcement must state:
 - a. that Council needs to discuss business involving a topic that the law allows to be discussed in closed session;
 - b. the general nature of the business that needs to be discussed in closed session; and
 - c. the specific section of the law that allows the session to be closed: KRS 61.810(1) (c) or KRS 61.810(1) (f) described above.
2. **Motion.** Any member of Council may make the motion to go into closed session to discuss the business mentioned in the announcement. Consensus must be reached to go into closed session.
3. **Conduct of the Closed Session and Return to Open Session.** During the closed session, only the business stated in the announcement can be discussed, and no final decision can be made. After full discussion, Council must return to open session and make any official decision needed on the matter, and the decision must be recorded in the minutes of the open session.

D. MATERIALS TO BE BROUGHT TO COUNCIL MEETINGS.

1. **By the Chairperson.** To every council meeting, the chairperson shall bring or shall cause the council secretary to bring a sufficient number of copies of:
 - a. the folder containing all items submitted for inclusion on the agenda;
 - b. the folder containing all correspondence addressed to Council that he or she has received since the last council meeting;
 - c. the financial information required pursuant to Article III, A. 3;
 - d. a copy of a school wide assessment results received since the previous regular meeting; and
 - e. any other items pertinent to the meeting.
2. **By the Secretary.** The secretary shall bring the binder he or she maintains that holds copies of the council's by-laws, policies, annual budget, monthly spending reports, and minutes.

E. AGENDA.

1. **Preliminary.** Anyone may submit items for inclusion on the agenda to the chairperson, and he or she shall maintain a complete file of those items. Approximately one week before each regular council meeting the chairperson shall prepare a preliminary agenda for the council meeting, including all items that he or she believes need council attention at that session. That agenda shall include review of the minutes of the previous meeting. The preliminary agenda for each regular meeting shall also include a "time for the general public" during which any interested person may bring issues to council's attention.
2. **Posting/Distribution.** The Chairperson shall post, or cause to be posted, copies of the preliminary agenda. The chairperson shall also see that each member of Council receives a copy. At the discretion of the chairperson, copies may be sent to the local news media.
3. **Final.** Setting the final agenda shall be the first order of business for Council at each council meeting. The Council shall review the complete list of items that were submitted to the chairperson before adopting the agenda. Any member of Council may make a motion to request the chairperson make additions to the agenda.

F. DISCUSSION OF AGENDA ITEMS.

Each proposal shall be fully discussed by Council before any decisions are made. Those who are in attendance at council meetings and indicate a desire to speak at the meeting shall be provided an opportunity to address issues under consideration by Council in accordance with procedures announced at the meeting by the chairperson. Such procedures may vary depending on the number of persons desiring to speak, the amount of available time, and such other factors as deemed relevant by the chairperson, and may include one or more of the following items:

1. Upon a consensus of council members, an agenda item may be opened to the audience for discussion. The chairperson shall be responsible for monitoring the time and focus of the speakers' remarks.
2. The comments or questions posed by attendees must be pertinent to the topic under consideration and **must be within the council's authority.**
3. The secretary may provide a sign-in sheet for interested parties to indicate their desire to speak on issues. If a sign-in sheet is used, the chairperson will call on speakers in the order in which they signed the sheet.
4. The chairperson may establish a time limit for each attendee's remarks.
5. The chairperson may invite other parties to provide input, expertise and/or consultation on specific topics.

G. CONSENSUS DECISIONS.

Council shall operate by the following consensus procedure:

1. **Proposal Presentation.** Each proposal for council action shall be presented by a council member, the chair of a council committee, or other person designated by the committee chair.
2. **Motion to Adopt.** After discussion of each issue, the chairperson or any member of Council may move that the proposal be adopted by consensus. When the proposal is in writing, the motion to adopt may be made verbally. If the proposal is not in writing, or if the person making the motion wants to propose one or more amendments, he or she shall dictate motion and the secretary read it to Council, and include to the secretary the motion in the minutes.
3. **Consensus.** If a consensus has been reached, the chairperson shall direct the secretary to record that consensus has been reached and the motion has passed.

H. FAILURE TO REACH CONSENSUS AT ONE MEETING.

When a motion for consensus fails, the chairperson shall suggest that the issue be referred back to committee, and Council by consensus may agree to that proposal. If Council does not agree to refer the issue back to committee or if the issue did not originate in committee, discussion shall continue until two more motions for consensus have been made and have failed. At that point, the chairperson shall direct that the proposal be taken up again at the next meeting unless one of the following exceptions applies:

1. **Selection of a New Principal.** If any member makes a motion to vote on the selection of a new school principal, Council shall vote on the motion. If the motion passes, any candidate for the position who receives eighty per cent of the votes of all council members shall be selected as principal. If the motion to decide by voting fails, Council shall continue to seek consensus at a subsequent meeting.

2. **Specific Actions.** A majority vote shall be taken if the issue meets all of the following standards:
- a. it involves the number or persons to be employed, budget, textbooks, instructional materials, student support services, or professional development; and
 - b. the federal or state government or the Board of Education has set a deadline for making the decision; and
 - c. that deadline will occur before the next regular meeting of Council; and
 - d. the members of Council cannot agree by consensus to try to solve the question at a special meeting.

If the deadline will not fall until after the next regular meeting or Council agrees to a special meeting, Council shall seek consensus at its next meeting.

3. **Any Other Type of Action.** Any member of Council may move to send any issue other than the ones listed under subsections 1 and 2 back to a committee, and Council may determine by consensus to approve that motion.

I. REPEATED FAILURE TO REACH CONSENSUS.

If Council takes up an issue at a second meeting and is still unable to reach consensus, a council member may move to take any one of the following actions, and Council shall then vote on which step to take:

1. Ask the committee bringing the recommendation or the ad hoc committee formed to consider the issue to bring Council a new proposal on the issue.
2. Schedule a fact-finding session.
3. Seek the help of a trained mediator to find a consensus solution to the issue.
4. Decide the matter by majority vote.

If no motion passes to take one of these steps, the proposal shall be deemed rejected when Council adjourns.

J. PROCEDURE FOR ADOPTION AND AMENDMENT OF POLICY.

All policy proposals and proposed policy amendments shall be submitted in writing to Council. No decision on a policy or amendment to a policy shall be made until the topic has appeared once in the agenda and has been addressed by Council. Council may adopt any such proposed policy or policy amendment at the meeting for which such agenda has been prepared or at any subsequent meeting, using consensus procedures listed in Sections G, H and I.

K. APPEALS OF COUNCIL DECISIONS.

The Board of Education has established a process of appeals of council decisions.

L. SPECIAL RESPONSIBILITIES FOR THE FIRST MEETING OF EACH COUNCIL TERM.

At its first meeting each year, Council shall:

1. Set a regular meeting schedule for the year.
2. Discuss training needs of members.
3. Verify that all members have copies of the following documents:
 - a. the current council by-laws;
 - b. the Boone County Board of Education SBDM policy;
 - c. all council policies currently in effect;
 - d. budgets, budget amendments, and spending reports in effect in the current year and in the preceding two years;
 - e. the school's most recent State assessment data; and
 - f. the school's current Improvement Plan

**ARTICLE VII
MINUTES AND OTHER COUNCIL RECORDS**

A. MINUTES TO BE KEPT AND APPROVED

The secretary shall keep minutes of each council meeting. The minutes shall accurately state each council decision. If the action was to adopt a written statement of policy or a written statement of some other decision, the entire text of that statement shall be attached to the minutes.

Within ten days after each meeting, the secretary shall prepare a typed copy of the minutes of that meeting, marking them clearly as "Not Yet Approved By Council." To the minutes, the secretary shall attach copies of any policy, budget, by-law, amendment, or other document approved by Council. The secretary shall send copies of this document to each council member and shall post copies in an area easily accessible to parents. Council shall review, revise, and approve the copy of the minutes at its next meeting. Immediately after the meeting at which they are reviewed and approved, any member of the public is entitled to inspect them.

B. DISTRIBUTION OF COUNCIL DOCUMENTS.

After each council meeting, the secretary shall make at least ten copies of the approved minutes and any document attached to them. The secretary shall distribute those documents as follows:

1. One shall be distributed to each council member.

2. One shall be sent to the district superintendent.
3. One shall be kept in a binder in the school office in a plainly visible place where all interested persons can review them at any time the office is open.
4. One shall be kept in a binder in the possession of the secretary and that binder shall be brought to each council meeting.

C. REQUESTS TO SEE RECORDS.

The school office has regular posted hours. During those hours, any person who wishes to see the binder of council documents kept there may do so. Persons who want copies of documents in the binder or to see or get copies of documents that are not kept there shall give the chairperson a written statement of the items they wish to see. The chairperson, as official records custodian, shall make the documents available within three business days after the request is received, unless the records are subject to a specific exception of the Open Records Law.

D. FEE TO REPRODUCE RECORDS.

The fee for copies shall be \$.10 per page. The principal shall post a copy of Section VII.C. of the by-laws where it can be seen by citizens visiting the office.

ARTICLE VIII AMENDMENT TO BY-LAWS

All motions to amend the council by-laws shall be submitted in writing. No decision on a motion to amend a by-law shall be made until the topic has appeared once in the agenda and has been addressed by Council. Council may adopt any such proposed amendment at the meeting for which such agenda has been prepared or at any subsequent meeting, using consensus procedures listed in Sections G, H and I.

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

☐ **By-Laws (Council Operational Policies)**
☒ **Function (School Operational Policies)**

Policy #1

POLICY TOPIC DESCRIPTION

Assignment of School Space

POLICY STATEMENT

The principal shall be responsible for assignment of school space during and after school hours.

Date Adopted: October 19, 2011

Signature _____

Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #2

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Assignment of Students to Classes

POLICY STATEMENT

The assignment of students to classes shall be made by the principal in conjunction with the guidance counselor and teachers.

Date Adopted: October 19, 2011

Signature _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #3

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Assigning Students to a New Class After School Begins

POLICY STATEMENT

- We are student centered and strive to meet **all** student needs first and foremost.
- By letter, notify parents of grade level impacted.
- Ask parents if they want to volunteer to have student moved to new room.
As the number of students in each room must be equalized, this does not ensure that a student will be moved if requested or that only volunteers will be moved.
- Our placement will strive to have balanced classrooms.
- Students are randomly selected after factoring in needs and previous placements in a specific room based on special needs or situations.
- The principal will notify parents before the class starts that their child will be moving to the new room.
- Will participate in transition activities.

Date Adopted: October 19, 2011

Signature _____

Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #4

☐ **By-Laws (Council Operational Policies)**
☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Assignment of Instructional and Non-Instructional Staff Time

POLICY STATEMENT

Assignment of instructional and non-instructional staff time is delegated to the principal.

Date Adopted: October 19, 2011

Signature _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy # 5

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Assessment

POLICY STATEMENT

The School-Based Decision-Making Council may determine supplemental assessment tools for monitoring the progress of individual students. Council may also determine procedures and reporting of student progress to students, parents, the school district, the community, and the state.

Date Adopted: October 19, 2011

Signature _____

Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #6

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION
Committees

POLICY STATEMENT
<p>Each certified staff member shall serve on a standing committee as appointed by administration. Building level committee membership shall include at least one certified staff. Parents, classified personnel, and other interested parties are encouraged to participate. A schedule of meeting dates and times will be established and given to SBDM Council to publish in the SBDM minutes. Each committee will send a representative to SBDM Council meeting to report progress as requested. Members of the School Based Council are exempt from serving on a Standing Committee but are not prohibited for being part of a committee. Standing committees will meet quarterly. Ad Hoc committees will meet only as needed as determined by the contact person who will inform all committee members of upcoming meetings. All meeting must be conducted according to the open meetings law. If an administrator is needed for a committee meeting, it is the committee's responsibility to inform the administrator prior to the meeting. Committee membership may not be changed during the school year without approval from the principal.</p>

Date Adopted: May 8, 20123

Signature _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #7

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Technology Use

POLICY STATEMENT

A Technology Ad Hoc Committee shall be established from the Efficiency Committee with consultation from the Academic Performance Committee as needed annually to develop and/or review the school Technology Plan, based on school needs, which includes but is not limited to:

- *Curriculum
- *Hardware (including inventory)
- *Software
- *Training

The committee is responsible for the recommendation of hardware and software purchases necessary for implementation of the plan, as well as ensuring that needed technology training is included in the professional development plan.

Date Adopted: October 19, 2011

Signature _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #8

☐ **By-Laws (Council Operational Policies)**
☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Determination of School

POLICY STATEMENT

The Council shall determine the school day.

Date Adopted: October 19, 2011

Signature _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #9

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Extracurricular Activities and Events
--

POLICY STATEMENT

Students have the opportunity to participate in various activities throughout the year such as athletic, academic, leadership, social and interest groups.

In order to participate in activities such as these, North Pointe students are expected to perform to the best of their abilities, both academically and behaviorally. If it is evident that a student is not working to his/her potential in either of these areas, the student may be suspended from participation until sufficient improvement is noted. The final decision for suspension and reinstatement from these activities rests with the principal.

Cancellation: Extracurricular activities will be cancelled on days that school is cancelled.

Exceptions may be made by administration under extenuative circumstances.

Date Adopted: October 19, 2011

Signature _____

Council Chairperson

North Pointe Elementary School
Extracurricular Activity Code of Conduct
(Effective 2013-2014 School Year)

General Eligibility

Participants in extracurricular activity programs must have an activity-specific registration form signed by a parent or legal guardian, on file with the Activity Director prior to activity participation. Medical authorization forms may also be required for some activities.

Participants and parents must sign a copy of the North Pointe Elementary School Activity Code of Conduct for each applicable activity prior to participation.

Academic Eligibility

Academic and behavioral requirements will apply to all participants in extracurricular activities (including student managers/volunteers).

Intermediate participants (4th and 5th Grade) receiving an F in one (1) subject or a D in two (2) or more subjects; or participants who are not demonstrating PAWS expectations will be placed on probation by the Activity Director. Participants on probation will be referred to School Administration for review and may be subject to suspension or removal based on the circumstances of each individual situation. The final decision for participation, suspension, and reinstatement to extracurricular activities rests with the Principal.

Primary participants (Kindergarten – Third Grade) who are not demonstrating PAWS expectations will be placed on probation by the Activity Director. Student participants on probation will be referred to School Administration for review and may be subject to activity suspension or removal based on the circumstances of each individual situation. The final decision for participation, suspension, and reinstatement to extracurricular activities rests with the Principal.

Attendance Policy

Participants must be in school on the day of a game/event (including practice) to be able to participate. Exceptions to this rule will be made for extenuating circumstances (e.g. funeral, doctor's appointment, or other excused absence reason) and must be approved by the Activity Director or Principal before the student will be permitted to participate.

Communication

Coaches and school officials are permitted to use email, phone calls, and written notes to communicate schedule and team business to parents. It is recommended that all emails and written correspondence from the coach to team members and/or parents should be copied to the Activity Director. Parents are permitted to respond only with matters regarding a schedule conflict relating to their child. Any other parental communication not pertaining to that subject shall be forwarded to the Activity Director and the Principal. Violation of this policy can result in disciplinary action and possible exclusion of individual participants or parent volunteers. Unsportsmanlike/inappropriate conduct or communications with activity leaders or officials can jeopardize parental attendance at events and may possibly lead to a student's dismissal from the team/activity.

Conflicting Activities

All participants that commit to participation in a school related extracurricular activity should make all attempts to refrain from scheduling conflicting activities during the season (including non-school athletic activities). If a conflict does exist, it is the parent/guardian's responsibility to notify the activity leader about the conflict. Recurrent and unexcused absences from practices and games are grounds for loss of participation/playing time, or removal from the team/activity at the discretion of School Administration.

Injuries

Any participant who sustains an injury during an extracurricular activity must report it to his/her coach or activity leader. The coach/activity leader shall notify the Activity Director. Except for in cases of emergency, it is the parents' responsibility to seek medical care for all minor injuries. In the case of an emergency, major injury, or a physician restriction; medical clearance must be obtained from a physician before the participant will be allowed to continue participation in extracurricular activities.

Parent/Guardian Responsibilities

A parent/guardian must sign a copy of the extracurricular code of conduct for each extracurricular activity. No student will be permitted to participate unless this is done.

Parents/Guardians are required to encourage good sportsmanship & appropriate behavior at all times by demonstrating positive support for all participants, program leaders, and officials (if applicable), school personnel, and opposing teams (if applicable). Parents/Guardians, family members, and friends are to be respectful fans. Inappropriate language or gestures aimed at officials, coaches, opponents, school staff, students, spectators, or parent volunteers will not be tolerated. Parents/guardians are accountable for their own conduct as well as those attending on their behalf.

Any violation of these rules may result in the loss of the privilege of attending school activity events and may possibly lead to a student's dismissal from the team/activity.

Personal Conduct

As a participant in extracurricular activities, pride in your school, team/activity, and yourself is all part of good conduct. Your pride is reflected in your personal conduct. Student participants will not violate the rules of common decency with one another and shall respect the authority of the coaching staff/program leader, referees, officials, and other school staff.

Violations of the Code of Conduct

Failure to exhibit good effort in keeping with the behavior outlined above could result in ejection from a program related event and the requirement to leave the immediate area at the discretion of School Administration or Activity Director. Any coach/volunteer, player, parent or spectator ejected from an event will automatically receive a one-game suspension and may not attend the next event. Two ejections will result in automatic suspension for the remainder of the school year for ALL extracurricular programs.

**North Pointe Elementary School
Extracurricular Activities Code of Conduct
Signature Page**

I have read and agree to the North Pointe Elementary Extra Curricular Activities Code of Conduct.

Participant's Signature

Parent/Guardian's Signature

Activity/Sport

Date

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

Policy #10

POLICY TOPIC DESCRIPTION

Hiring Policy

POLICY STATEMENT

When filling a position the principal will form an ad-hoc committee. The ad-hoc committee will consist of the principal, or the principal's designated representative and other appropriate members.

The principal shall proceed according to Board Policy and negotiated contract that is in effect. When applications are received, they will be screened and the ad-hoc committee will meet and interview the applicants for the vacancy. The ad-hoc committee will make a recommendation to the principal. SBDM Council delegates their authority of consultation to the ad-hoc interview committee. The principal recommends a candidate and completes the hiring process.

Date Adopted: October 19, 2011

Signature _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #11

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Homework Policy

POLICY STATEMENT

Homework is defined as a practice, preparation, or extension of or for a skill that has been introduced. In addition, it is assigned to help students develop study skills and habits, improve retention and understanding, as well as keep families informed about their child's learning.

Assigning Homework: Homework will be assigned on an as needed basis, from various areas and levels of difficulty, and may consist of short term and long term assignments.

Quantity: As per the National PTA and National Education Association recommendations, the amount of homework must be appropriate to students' needs and abilities. Those average times are as follows:

- * Kindergarten: 10 minutes
- * 1st Grade: 10-20 minutes
- * 2nd Grade: 20-30 minutes
- * 3rd Grade: 30-40 minutes
- * 4th Grade: 40-50 minutes
- * 5th Grade: 50-60 minutes; moreover, the total amount of homework from all the students' teachers must be reasonable.

Quality: Research suggests that it is the quality of the homework assignments, not the quantity that can have a positive impact on student learning. Therefore, homework assignments should not be viewed as "busy work." They should be related to Common Core Standards, rigorous, and relevant to students. Homework should be able to be completed independently by the student, but parental support is encouraged and may be necessary at time.

Grading: Teachers should provide immediate feedback to students on homework assignments and assignments designed to prepare for subsequent lessons, or to practice/review concepts. A grade/notation should be communicated to parent and/or recorded within one week in student data system as appropriate, (i.e., Infinite Campus) for assignments/assessments/projects designed to evaluate student learning. Concerns with completion/performance should be communicated by the teacher(s) via email, phone, agenda or other agreed means of communication.

Communication: All communication regarding nightly homework assignments will be recorded in the agenda by the student. It is required that a guardian sign the agenda each night.

Date Adopted: June 20, 2012

Signature _____

Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #12

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Energy

POLICY STATEMENT

North Pointe Elementary shall operate facilities and programs consistent with sound principles for conservation of fuel/energy for economical use of other natural resources. Cooperation by everyone in following the conservation measures outline below will be necessary to make the school's conservation program successful.

Energy Use

Lights will be turned off in classrooms, restrooms, office areas, storage and mechanical rooms when they are unoccupied. In rooms with automatic light sensors, lights shall be manually turned off when occupants leave the room. Cleaning crews should use minimum lighting for the task and only in their immediate work areas.

All electrical equipment such as computers, copy machines, coffee pots, laser printers, scanners, monitors, televisions, and VCRs shall be turned off at the end of the workday. Appliances and other devices shall be unplugged from the electrical socket when not in use. Exceptions will be made for control equipment and equipment required for remove VPN connections.

When not in use, computer monitors and computers are to be turned off.

All refrigerators, freezers and microwave ovens are to be cleaned out, propped open and unplugged during extended school break.

Heat generating equipment such as aquariums, refrigerators, lamps, etc. shall not be placed within five feet of a thermostat or temperature sensor.

Appliances for personal convenience should be limited to one per team or approved by administration.

All doors and windows should be kept closed when not in use.

Conservation

All employees are encouraged to support the recycling program by recycling all paper, cardboard, cans and plastic bottles.

Every room in the school is provided with a highly visible and convenient recycling bin (reviewed at the end of each year – classroom teachers will report if repairs or replacements are needed).

Recycling containers in the classrooms will be emptied by classes weekly into the designated outdoor bins for cans and plastic bottles. Custodians will recycle paper and cardboard.

When appropriate, food paper and other composting materials will be added to the compost bins.

Compost bins will be maintained by the classroom teachers for use in projects to enhance instruction.

Date Adopted: May 16, 2012

Signature _____

Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #13

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Video Use Policy

POLICY STATEMENT

The primary use of videos shall be for instructional purposes and correlate with instructional objectives. Sound principles ("BEST PRACTICES") that maximize instructional time should always be employed (e.g., show only relevant clips, inform students of the instructional purpose, stop and start video to integrated other connected activities, use pre/post questions, discussions and/or assessments, etc.).

Instructional Usage:

1. All videos must be previewed by the teacher before showing.
2. Intended instructional objectives must be written in lesson plans.

Non-Instructional Use:

Videos shown solely for reward or entertainment must be approved by the building administrator.

Video Ratings:

All videos must be of "G" rating unless approved by the building administrator and the parents (via written consent).

Date Adopted: June 20, 2012

Signature: _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #14

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Wellness Policy

POLICY STATEMENT

North Pointe Elementary is committed to providing an environment that promotes and protects our students' health, well-being, and ability to learn by supporting healthy eating, healthy behaviors, and physical activity. It is the policy that the following be in place to enhance student health and well-being, and staff are encouraged to model healthy habits as a valuable part of daily life.

Health Education

A best practice and research based comprehensive health Education curriculum will be taught to all students in grades K-5 (e.g., HLC, Organ Wise, etc.) by classroom teachers and/or volunteers. The Health Education curriculum will be aligned to National Health Education Standards. Documentation of classroom instruction will be noted in daily lesson plans.

Nutrition

Nutrition Topics will be included in the comprehensive health education curriculum and will be taught at every grade level (K-5).

Nutrition education will be provided to parents in a variety of methods (e.g. school website, school newsletter, etc.).

School breakfast will be provided through the USDA School Breakfast Program. Time will be scheduled for students to eat breakfast as they arrive to school each morning.

Students will be provided with a pleasant environment with appropriate supervision to eat meals. After getting food, students will be provided with adequate, seated time (at least 20-minutes) to eat lunch.

Students and parents will be encouraged to make healthy choices when selecting snacks to bring into their classrooms from home (fruit, granola and/or natural foods).

Competitive Food and Beverages

Soda will not be available to students during the school day. Water will be available to all students during the lunch period.

A la carte food and beverage sales will meet the state guidelines and school board policy for fat and sugar content. The school administration will work with food service to provide healthy offerings.

Students will be allowed and encouraged to carry and refill their personal water bottles throughout the school day.

Rewards, Fundraising, and Celebrations

A variety of rewards or incentives and celebrations will be used in classrooms to recognize student achievement or desirable behavior. The use of food items will be discouraged. Healthy alternatives will be encouraged.

Physical Education & Physical Activity

All students in grades K-5 will be scheduled for regular Physical Education instruction in accordance with state law.

A structured, best practice physical education curriculum will be taught to all students K-5 (i.e., SPARK, Physical Best, Fitness for Life, etc.).

Classroom teachers shall provide daily physical activity breaks to all students at appropriate intervals throughout the school day. Physical activity breaks will be integrated into learning activities (e.g., Energizers, Brain Gym, Take 10 Brain Breaks, Minds in Motion, Fit for Life, etc.).

Information regarding school and/or community intramural sports or other structured physical activity programs (before or after school) will be available to all primary and intermediate schools.

Staff members will not deny participation in physical activity opportunity as a form of discipline or punishment, unless student safety is in question. However, student choice may be limited. In addition, all students will have scheduled activity time which will count towards the 150 minute physical activity guideline.

Social and Emotional Health

In addition to classroom instruction, a school guidance counselor will be available to address various social and emotional health needs of all students.

School guidance counselors will visit classrooms throughout the year to teach lessons concerning life/social skills to all K-5 students.

Staff Wellness

North Pointe values the health and well-being of every faculty and staff member and shall support employees' efforts to improve their personal health and fitness so they can serve as role models and promote healthy habits to others, including students. Examples of wellness programs for staff members include, but are not limited to, health screenings, physical activity and fitness programs, and influenza vaccinations.

Alcohol and Tobacco

Use of alcohol and tobacco products is prohibited at all times on school property and at all school sponsored activities/events on school grounds (e.g., PTA Sponsored Events, Athletic Events, School Clubs, etc.).

Date Adopted: September 2000

Signature _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #15

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Tobacco Free Campus

POLICY STATEMENT

The North Pointe SBDM Council recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors and school facilities.

The North Pointe SBDM Council believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental the health and safety of students, staff and visitors.

The North Pointe SBDM Council acknowledges that adult employees and visitor serve as role models for students.

The North Pointe SBDM Council recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees and visitors on the school campus.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:

- * In any building, facility or vehicle owned, leased, rented or chartered by the North Pointe SBDM Council or Boone County School Board.
- * On any North Pointe Elementary school grounds and/or property.
- * At any school-sponsored or school-related event on-campus or off-campus.

In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any time while on duty and in the presence of student, either on or off school grounds.

Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school-related event or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing or otherwise ingesting the tobacco product.

Definition of Tobacco Products and Tobacco Use

For the purpose of this policy, "tobacco product is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping or any other use of tobacco products.

Signage

Signs will be posted in a manner and location that adequately notify students, staff and visitors about the one hundred percent tobacco-free school policy.

Enforcement for Staff and Visitors

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies and may include verbal warning, written reprimand or termination. Visitors using tobacco products will be asked to refrain while on school property or leave the premises. Law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

Opportunities for Cessation

The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products.

Prevention Education

The administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

Procedures for Implementation

The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at school-sponsored or school-related events, and appropriate signage in buildings and around campus. An enforcement protocol, which identifies consequences for students, staff and visitors who violate the policy, will be developed and communicated to all students, staff and parents.

Date Adopted: November 16, 2011

Signature _____

Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #16

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Instructional Materials Guidelines Policy

POLICY STATEMENT

When selecting material and content to be used for classroom instruction the teacher will evaluate the relevance to the Common Core Content and how this material/content enhance the student academic knowledge.

The following guidelines should be a general guide to this selection:

Content

- a. Is the content being presented listed as a requirement within the curriculum?
- b. Is this material accurate and up to date?
- c. Is this material developmentally appropriate?
- d. Is this material relevant to the student learning?
- e. Is the content/material researched based or supplemental?
- f. Does the material meet the learner target, lesson goal and objective stated?
- g. Is this material adaptive to various learning styles?

If a parent/guardian has an objection to the material or content being used by the classroom teacher they may appeal the teacher decision using the following procedure:

Appeal Process

1. Notify the Principal of the school that they have an objection to what is being presented the classroom. The Principal will investigate and make a decision as to what immediate action is necessary.
2. The parent will prepare a written concern to be presented to the administration for his/her consideration.

The concern must state the following:

- a. Why the parent/guardian feels the material or content should not be used by his/her child.
- b. The basis for the concern.
- c. How the material does not align to the Common Core Standards and the School Curriculum.
- d. What resolution being sought.

Upon review, the administrator, in cooperation with the parents and teacher, will identify alternative resources/activities to address the Common Core Standard.

Date Adopted: November 16, 2011

Signature _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):
☐ **By-Laws (Council Operational Policies)**
☒ **Function (School Operational Policies)**

Policy #17

POLICY TOPIC DESCRIPTION

Policy on Visitors at North Pointe Elementary School

POLICY STATEMENT

Volunteers/Visitors to North Pointe are welcomed to be a part of the educational process. There are many reasons for visits to school. Classroom visitors must have prior approval from the classroom teacher and/or administration. The following are guidelines which will be used.

1. A yearly approved state youth leader request/background check must be on file for all volunteers who will work independently with students and/or chaperone field trips. Exceptions will be considered on an individual basis. Volunteers may be denied based on the following criteria:
 - *Felony Offenses
 - *Drug Offenses
 - *Multiple Misdemeanor Offenses
 - *Sexual Abuse
 - *Legal Documentation
 - *Other Guidelines as determined by administration
2. Volunteers/visitors (including lunch guests) must be approved via a web-based system located in our office which will scan state issued photo ID or driver's license. This system will search a child safety national data-base for approval.

Visitors may be denied based on the following criteria:

- *The visit involves an evaluation of teacher(s), student(s), or other
- *Failure to provide an acceptable background check
- *The visit is a distraction to the educational process
- *There are legal uncertainties which may create an atmosphere of hostility
- *There are confidential matters which may not be able to be revealed to visitors
- *Other circumstances identified by administration

The classroom teacher or administrators may limit the number of visitors at any one time. Due to limited space, parents may not bring other children when they are in the classroom.

Date Adopted: May 16, 2012

Signature _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

☐ **By-Laws (Council Operational Policies)**
☒ **Function (School Operational Policies)**

Policy #18

POLICY TOPIC DESCRIPTION

Service Learning

POLICY STATEMENT

The North Pointe Elementary School Based Decision Making Council encourages teachers to implement curriculum-based service learning projects to address core content and program of studies in relevant, motivating and engaging ways for students. Through addressing real needs within the community, students learn to become more civically minded, responsible, and lifelong learners. The recommended model for implementation includes:

- *Student-driven preparation and planning
- *Action that addresses real needs within the community
- *Reflection during every stage of the project
- *Community acknowledgement through a celebration of the students, teachers and business partners involved

Service learning not only helps increase student mastery of the curriculum, but it also allows each child to bring his or her unique talents and gifts into a project that meets real needs and builds relationships in the community. It connects school work to the real world. When planned and implemented correctly, it brings rigor and relevance to the learning experience.

All certified staff and students will participate in at least one service learning project in a school year.

Date Adopted: October 20, 2011

Signature _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #19

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

School-Wide Positive Behavior Interventions and Supports (PBIS)

POLICY STATEMENT

The goal of the faculty, staff and administration at North Pointe Elementary 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. These interventions and support 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 North Pointe Elementary School with the opportunity to become self-disciplined, responsible and productive citizens of the commonwealth.

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

1. A common approach to discipline;
2. Three to five positively 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

A schedule for teaching the defined school-wide expectations will be created and distributed to all staff members at the beginning of each school year. Additionally, when there has been a break in instruction (weekends, holiday, in-service days, snow days, fall break, winter break, spring break, etc.) the school-wide expectations for North Pointe Elementary School will be reviewed with students upon their return to school the next day.

A committee designated by the SBDM Council 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 North Pointe Elementary School on a monthly 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.

A goal regarding the development of a safe and orderly learning environment will be included in the improvement plan each year.

Date Adopted: February 16, 2011

Signature _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #20

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Program Review

POLICY STATEMENT

Through careful analysis of Program Review North Pointe Elementary will identify strengths and areas of growth in Arts & Humanities, Writing, Practical Living/Career Studies and K-3 Programs and other areas as required by Kentucky Department of Education. Per state guidelines, the review of each program shall be an on-going, year-round, reflective process and shall serve a number of purposes, which include:

- * Improving the quality of teaching and learning for all students in all programs
- * Allowing equal access to the skills that will assist them in being productive citizens
- * Allowing student demonstration of understanding beyond a paper-and-pencil test
- * Ensuring a school wide natural integration of the program skills across all contents, Beyond the program areas

Kentucky Department of Education-Program Review Guide

Each Program is broken into 4 standards:

1. Curriculum and Instruction
2. Formative and Summative Assessment
3. Administrative/Leadership Support and Monitoring
4. Professional Development and Support Services

Committees

Each Program Review area will have a committee Lead; one person may lead two or more areas. A teacher from each grade level will be on one of the four committees so that every area has a representative from each grade and every teacher is on a committee (The K-3 Program will not have a member from 4th or 5th grade). A member from A&H and the Special Education Team will also serve on each area as staffing permits.

Each Program Committee Leader will set the dates to meet. They will be responsible for gathering evidence and communicating with their team about their Program.

Each teacher will participate in the Program Review process. They will collect samples of evidence, defining how it meets the Program rubric, and submit it to the Teach Leader upon request.

The Team Leader will coordinate adequate grade level submissions, with the naming conventions, and rubric rationale to Program Lead electronically.

Committees will write rationales and submit work throughout the year. They will also seek extra evidence from grade-level teams when requested from Lead.

Scoring Program Reviews

Committees will score, using rubric prior to Leads submitting rubric scores and rationales to Team Leaders.

Team Leaders will review committee work.

Program Review Leads will present scores to SBDM.

Program Review Leads upload materials to Skydrive and Assist and SBDM will write goals for improvement.

Date Adopted: October 20, 2011

Signature _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #21

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Writing Policy

POLICY STATEMENT

Communication through written expression is an essential component of a well- rounded education. North Pointe Elementary will ensure each student experiences a variety of opportunities for written expression across curricula and will provide intentional research-based instruction to ensure the academic success of all students in written communication.

Students' Writing Experiences

In order to provide multiple opportunities to develop complex communication skills for a variety of purposes and a variety of language resources, we will ensure students:

- *Engage in three types of writing: opinion, informational/expository, and narratives.
- *Experience authentic, meaningful, cross-curricular writing at all grade levels:
 - a. Writing for a variety of purposes and audiences.
 - b. Writing that reveal ownership and independent thinking.
 - c. Writing in which students draw on their own experiences, learning, reading, and inquiry to complete writing tasks.
- *Experience the writing process at all grade levels: planning, drafting, revising, editing, Publishing, and reflecting upon writing.
- *Experience writing in both on-demand and writing over time situations.
- *Write as a natural outcome of the content being studied in all curriculum areas.
- *Read and analyze a variety of print and non-print materials (e.g., artwork (2D and 3D), photographs, electronic text graphics illustrations, web images, maps, multimedia) including persuasive literary, informational, and practical/workplace materials. Use readings as models for student writing.
- *Learn about and use appropriate resources for writing (e.g., personal interviews, observations, print materials, and technology) driven by different instructional purposes with different audiences for the student to consider.
- *Experience use of technological tools to assist students in being creative and innovative members of a global society.
- *Experience opportunities to build oral and written communication skills in a variety of forms and contexts.

Instructional Writing Strategies Guidelines

In order to provide multiple opportunities for students to develop complex communications for a variety of purposes, teachers will:

- * Teach higher-order thinking skills.
- * Teach, assign and provide instruction for three types of writing: arguments, informational/expository, and according to the adopted curriculum.
- * Experience authentic, meaningful, cross-curricular writing at all grade levels:
 - a. Writing for a variety of purposes and audiences
 - b. Experiences that reveal ownership and independent thinking.
 - c. Writing in which students draw on their experiences, learning, reading, and inquiry to complete writing tasks.
- * Provide both on-demand and writing over time assignments.
- * Incorporate writing as a natural outcome of the content being studied in all curriculum areas.
- * Provide appropriate resources for writing
- * Allow student choice and exploration.

School-Wide Structures and Monitoring

To ensure every student has a communication folder that includes samples of work that show interests and growth over time, follows the student from grade to grade, and follows the student to any school he/she attends, the principal will:

- * Assign a literacy team to develop a written plan for implementing and monitoring communication folders.
- * Ensure the plan includes guidelines for incorporating student and teacher use of technology tools.
- * Ensure the implementation of the writing plan.
- * Ensure that the council annually reviews, and revises (if necessary) the writing plan.
- * Ensure teachers receive professional development needed to improve writing instruction.

Reflection, Assessment, and Feedback

To ensure the writing process included reflection, assessment, and feedback, the writing plan will incorporate:

- * The use of communication folder paper/digital for determining student performance in communication.
- * The procedures for reviewing the communication folder.
- * The procedures for analyzing the communication folder.
- * Provide opportunities for descriptive feedback by teachers and students to allow Students to self-assess and reflect on writing and to improve student learning.

Policy Evaluation

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: January 16, 2012

Signature _____
Council Chairperson

North Pointe Elementary Writing Plan

2012-2013

Writing Instruction

Students will engage in writing instruction as an intentional and natural outcome of content taught across curricula through resource based strategies and practices. (See attached.)

Written Expression will be a component of our Response to Intervention program where students' needs are assessed and addressed on an individual basis.

Working Folder.

Each student in every grade level will maintain a working folder throughout each school year to collect work samples as indicated on the following table. Examples will be selected from these works to be included in a permanent communication folder that is passed from each grade from PK to 12th grade (per KDE directives).

Permanent Communication Folder--*Each* student will be given an eight pocket folder that will remain with that child throughout his/her time here at North Pointe. **Each** grade will add **3 entries** to the Communication folder: student choice, teacher choice, and an entry that exhibits student growth over time, in addition, these three entries must, however, demonstrate student writing experiences across the three required modes (opinion, narrative, and informational.)

- In the pocket for the grade level taught, the teacher will submit a cover sheet and the three student writing samples based on the criteria above.
- Teachers should double check previous grade levels and make sure ONLY three entries are included per grade level.
- New communication folders are available from the office.

Review, Analysis, and Evaluation of student work.

In PLCs, student work in Grades PK-5 will be reviewed/analyzed/evaluated periodically. The purpose of this task is:

- To provide feedback to students noting individual strengths and weaknesses
- To inform individual instructional strategies.
- To allow grade levels to meet and read student pieces from other classrooms for, calibration, analysis, and evaluation, as well as professional collaboration.

	<i>depending on the audience and purpose. For example, you may include an on-demand piece that has not been conferenced, but is ready to be assessed) Published entries may be extensions of the above. For example, research notes may result in an informational article.</i>		informative entries.	informative entries.	informative entries. May include ODW	informative entries. May include ODW	informative entries. May include ODW	informative entries. May include ODW)
COMMUNICATION FOLDER TO BE PASSED TO SUBSEQUENT GRADE LEVELS	Must include evidence of the three modes of writing (Narrative, Opinion, and Informative.)		3 Entries with an example from each mode (narrative, opinion, and informative) Of these 3 pieces, there must be: *one student choice, *one teacher choice, *one showing growth over time –dated comparative pieces –, drafts with conference notes, live scoring – before and after, etc.	3 Entries with an example from each mode (narrative, opinion, and informative) Of these 3 pieces, there must be: *one student choice, *one teacher choice, *one showing growth over time – dated comparative pieces, drafts with conference notes, live scoring – before and after, etc.	3 Entries with an example from each mode (narrative, opinion, and informative) Of these 3 pieces, there must be: *one student choice, *one teacher choice, *one showing growth over time – dated comparative pieces, drafts with conference notes, live scoring – before and after, etc.)	3 Entries with an example from each mode (narrative, opinion, and informative) Of these 3 pieces, there must be: *one student choice, *one teacher choice, *one showing growth over time – dated comparative pieces –, drafts with conference notes, live scoring – before and after, etc.)	3 Entries with an example from each mode (narrative, opinion, and informative) Of these 3 pieces, there must be: *one student choice, *one teacher choice, *one showing growth over time – (dated comparative pieces –, drafts with conference notes, live scoring – before and after, etc.)	3 Entries with an example from each mode (narrative, opinion, and informative) Of these 3 pieces, there must be: *one student choice, *one teacher choice, *one showing growth over time – (dated comparative pieces –, drafts with conference notes live scoring – before and after, etc.)
INSTRUCTIONAL STRATEGIES, ACTIVITIES, TOOLS			Visual Representations Presentations/Varied Collaborative Conversations Explanations/Descriptions Questioning Visual Representations Audio Recordings			Presentations/Varied Collaborative Conversations Explanations/Descriptions Questioning Visual Representations Audio Recordings Oral Presentations		

	Access to Technology and Language Resources	<p>Keyboarding Web 2.0 Tools</p> <p>CIITS</p> <p>Video/Multimedia Interactive ENO Board Activities</p> <p>6+1 Traits of Writing</p> <p>Compass Learning Microsoft Office (WORD, PUBLISHER, POWER POINT etc.)</p> <p>Lucy Calkins/Pathways to the Common Core</p> <p>Ipad/tablets</p>
	Analyzing / Feedback	School-wide, teacher created and/or student generated writing rubrics and evidence of teacher and/or peer feedback. Most pieces should reflect meaningful feedback, providing the student with information to assist the student in growing as a writer.

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy #22

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Primary Program (grades K-3) and Intermediate (grades 4-5) Program

POLICY STATEMENT

All teachers shall implement the teaching strategies and the current standards (Common Core standards, Kentucky Core Content, Program of Studies, etc.) outlined in the Comprehensive School Improvement Plan and the district and school curriculum documents.

In cases where not specifically addressed in the Comprehensive School Improvement Plan, the following instructional and assessment practices shall be on-going in each classroom:

- Developmentally appropriate practices
- Hands-on learning
- Learning centers (where appropriate)
- Writing process (see writing policy and plan) including:
 - * Graphic Organizers
 - * On-demand writing
 - * Constructed response prompts
- Balanced Literacy structures/practices
- Balanced Numeracy structures/practices
- Integrated technology
- Differentiated instruction/activities (multi-ability)
- Flexible grouping (multi-age, multi-ability)
- Authentic assessment tasks
- Continuous progress toward mastery as monitored by data
- Qualitative reporting to parents
- Quantitative reporting (where appropriate particularly 4/5th grades)
- Response to Intervention

Council will minimally review the status of the implementation of "*best practices*" within the Primary and Intermediate Programs and student data annually.

Date Adopted: January 16, 2013

Signature _____
Council Chairperson

**NORTH POINTE ELEMENTARY SCHOOL
BOONE COUNTY PUBLIC SCHOOLS**

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COUNCIL POLICY TYPE (Check One):

Policy # 23

☐ **By-Laws (Council Operational Policies)**

☒ **Function (School Operational Policies)**

POLICY TOPIC DESCRIPTION

Inclusion of Arts and Humanities & Practical Living and Career Studies Instruction

POLICY STATEMENT

Arts and Humanities Curriculum and Instruction

The Arts and Humanities curriculum of North Pointe Elementary School shall be developed to meet the following state and district criteria. Curriculum and instruction shall:

- * Support National and State Academic Standards/Goals for Arts & Humanities as set forth by Kentucky Department of Education.
- * Reflect best practice and pedagogy based on accepted research in each Arts Discipline (Dance, Drama, Art, and Music) at all grade levels or level of study (e.g. middle school vs primary/intermediate instructional practices).
- * Utilize a variety of authentic assessments to evaluate student growth.
- * Include lessons focusing on exemplar works as listed in Common Core ELA.
- * Meet district requirements for students entering any Boone County Middle school by the end of fifth grade.
- * Address learning interest, talent, levels of ability, and learning styles through differentiated instruction.

Implementation

- * Students in grades K-5 shall receive protected & intentionally scheduled time for instruction in Arts and Humanities Content Areas.
- * Arts and Humanities teachers shall be assigned manageable class loads based on course and facilities.
- * The Arts and Humanities Curriculum shall be implemented by a combination of Special Area Teachers, Classroom Teachers, and/or Volunteers.
- * Job embedded Professional Development opportunities shall be made available to all teachers and administrators to support Arts and Humanities related instruction and encourage continuous professional growth. All Professional Development activities shall focus on research based best practices and be planned based on teacher and student need.
- * Time will be provided for Arts and Humanities teachers to plan, collaborate, and exchange ideas.

Monitoring

- * Arts and Humanities Curriculum and Instruction will be monitored through the schools' annual Program Review accountability process as outlined by SBDM Program Review Policy. All teachers will be responsible for providing evidence for the A&H Program Review as requested (e.g. Instructional Timelines, Lesson Plans, Student Work Samples, Curriculum Materials Documentation, etc.).
- * Revisions/Changes to Arts and Humanities Curriculum and Instruction will be made as deemed appropriate through the school's SBDM based on recommendation from the Arts and Humanities Ad Hoc Committees.

Practical Living and Career Studies Curriculum and Instruction

The Practical Living and Career Studies curriculum of North Pointe Elementary School shall be developed to meet the following state and district criteria. Curriculum and Instruction shall:

- * Utilize curriculum materials that are sequential, and aligned to State and National learning standards state and for each PLCS discipline (Health Education, Physical Education, Consumerism Education , and Career Education).
- * Be research based and reflect best practice and pedagogy for each PLCS discipline.
- * Be taught to all students in grades K-5 and provides differentiated learning strategies and activities that ensure all students develop competency and confidence in PLCS Content Areas.
- * Utilize a variety of authentic assessments to evaluate student growth.
- * Be integrated and apply 21st Century Skills, allowing students to develop and apply decision making skills related to real world problems using PLCS content while making connections with core academic subjects.

Implementation

- * PLCS teachers shall be assigned manageable class loads based on course enrollment and facilities.
- * Students in grades K-5 shall receive protected & regular scheduled time for instruction in PLCS Content Areas.
- * The PLCS Curriculum shall be implemented by a combination of Special Area Teachers, Classroom Teachers, and/or Volunteers.
- * PLCS teachers shall be assigned manageable class loads based on course and facilities.
- * Job embedded Professional Development opportunities shall be made available to all teachers and administrators to support PLCS related instruction and encourage continuous professional growth. All Professional Development activities shall focus on research based best practices and be planned based on teacher and student need.
- * Time will be provided for Practical Living/Career Studies teachers to plan, collaborate, and exchange ideas.

Monitoring

- * PLCS Curriculum and Instruction will be monitored through the annual Program Review accountability process as outlined by SBDM Program Review Policy. All teachers will be responsible for providing evidence for the PLCS Program Review as requested (e.g. Instructional Timelines, Lesson Plans, Student Work Samples, Curriculum Materials Documentation, etc.)
- * Revisions/Changes to PLCS Curriculum and Instruction will be made as deemed appropriate by the school's SBDM based on recommendation from the SBDM Coordinated School Health Ad Hoc Committee.

Date Adopted: January 16, 2013

Signature _____
Council Chairperson