

METCALFE COUNTY ELEMENTARY SCHOOL

206 EDUCATION WAY

EDMONTON, KY 42129



SBDM COUNCIL POLICIES AND BYLAWS

I. COMPOSITION AND TERMS

COMPOSITION

The council shall include the principal, three teacher members and two parent members. If the school's minority enrollment was 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.

TERMS

Terms of council members will be one year, beginning July 1st and ending June 30th of the following year. Teachers and parent council members are allowed to seek re-election to serve consecutive terms as long as they are eligible.

II. ELIGIBILITY AND ELECTIONS

All members. No one may serve on the council who has a legal conflict of interest as defined by KRS 45A.340.

Principal. The principal shall serve as chairperson of the Council.

Teacher Members. Teacher members must hold positions at the school that requires a state certificate and they must not hold the position of the principal, assistant principal or head teacher. Itinerant teachers may serve on the SBDM Council. (Refer to KRS 160.345)

Parent Members. Parent members must have a child who is pre-registered to attend the school or will be enrolled at the school during the term of office. They must not be district employees, relative of a district employee member of the district or spouses of district school board members.

Definition of a parent: Biological parents, stepparents and foster parents of a student, or persons who have legal custody or guardianship of the student with whom the student resides.

Minority Members. Minority members must be American Indian, Alaskan native, African American, Hispanic, including persons of Mexico, Puerto Rico, 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.

Teacher Members. Teachers conduct their own elections as per KRS 160.345. These elections shall be held in accord with district policy 02.421. Annual elections shall be conducted prior to May 15th for the purpose of electing three teacher members. Teacher members shall be elected by simple majority. The process that teachers may use to elect their representatives should address the following areas:

Nomination
Preparation of Ballot
Elections
Absentee Ballots
Procedures after First Round Ballots

ELECTION OF PARENT MEMBERS

Election of parent members shall be conducted by the parent-teacher organization no later than May 15th. Parent Members will be elected by a simple majority. At MCES, the parents of all children pre-registered to attend the school and or enrolled at the school for the following year shall be eligible to vote. The principal shall assist the parent-teacher organization in alerting parents to the election schedule. The president of the parent-teacher organization shall notify the current Council of the names of those elected no later than May 15th.

ELECTION OF MINORITY MEMBERS

When Required. If less than 8 percent of the school's enrollment was minority students on October 1st before the election, the Council may operate without a minority member. If the principal is a 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, additional members shall be elected as provided below.

Minority Parent. The Principal shall organize a special election no sooner than ten (10) days and no later than twenty (20) calendar days following the elections described above to elect a minority parent to the council by ballot. The principal shall notify all parents of the date, time, and location of the election. At that time, those parents shall nominate candidates. All parents are eligible to vote for the minority parent member. Parents of such students are eligible to vote for the minority parent member position. (KRS 160.345(2)(a and b). Minority may be defined as those who are 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.

VACANCIES

When a council member resigns, is removed, or becomes physically unable to serve on the Council, a new member shall be elected to complete that term.

Within one week after learning of the need to elect a replacement member, the principal shall prepare a written notice that states that there is a vacancy and quotes the text of this subsection of the by-laws. He or she shall post that notice in the staff lounge and in a place readily accessible to the parents and send a copy of the notice to the president of the parent-teacher organization that same day.

For a replacement teacher member, nominations shall be submitted to the principal within ten school days after the vacancy is posted and the election shall be held five days after that following the procedures for regular teacher elections above.

For a replacement parent member, the president of the parent-teacher organization shall call an election to be held not less than ten or more than twenty days after the vacancy is posted.

The principal shall send notices of the election home with each student at the school and to the local media.

For a replacement minority member, the principal shall follow the procedure for regular minority elections above.

The person elected in the special election shall serve the remainder of the term of the person being replaced.

III. COUNCIL TRAINING

NEW MEMBERS

A member elected for the first time will complete a minimum of six hours of training in the process of school based decision making no later than thirty days after the start of his or her term. This training must be provided by a person endorsed by the Kentucky Department of Education.

EXPERIENCED MEMBERS

A member elected who has served on a council previously will complete at least three hours of training in the process of school based decision making no later than 120 days after the start of his or her term. This training must be provided by a person endorsed by the Kentucky Department of Education.

MID-YEAR VACANCIES

Members who are elected to fill a vacant position in the middle of the year will complete the required training no more than 30 days after they are elected. This training must be provided by a person endorsed by the Kentucky Department of Education.

IV. STANDARDS OF CONDUCT

ATTENDANCE. Members of the council shall attend all Council meetings. If a Council member is unable to attend they must contact the Chairperson or Co-Chairperson.

CONFLICT OF INTEREST. A member shall not enter into any business dealing that creates a conflict of interest under KRS 45A.340, and any member who has such a conflict of interest shall resign.

ONGOING ELIGIBILITY. Any member who ceases to be eligible to serve on the council will resign. The following shall render a member ineligible and require resignation from the Council by the member:

1. A teacher member who ceases to be assigned to the school before his or her term is completed.
2. A parent member whose child ceases to attend the school before his or her term is completed
3. Any member who is convicted of a misdemeanor or felony during his or her term of office.

INTENTIONAL INTERFERENCE WITH SCHOOL-BASED DECISION MAKING.

No member of the council will intentionally engage in a pattern of practice which is detrimental to the successful implementation of or which circumvents the school-based decision making process.

V. REMOVAL OF MEMBERS

A member who violates any of the standards of conduct and does not submit a written resignation to the Council is subject to reprimand or removal from office. There are two procedures by which removal might occur.

For immorality, misconduct in the office, incompetence willful neglect of duty, of nonfeasance, the Commissioner of Education may recommend that a Council member be removed from office. The local board of education will then conduct a hearing into the charges against that Council member and decide whether removal is warranted.

For intentional interference with school-based decision-making, the Office of Education Accountability may be asked to investigate the charges and attempt to resolve the issues involved. If resolution cannot be reached, the matter will be forwarded if the charges are valid. For the first offense found to have occurred, the Kentucky Board of Education will reprimand the guilty party. For the second offense, the party is subject to removal from the office by the State Board.

VI. MEETINGS

REGULAR MEETINGS

At the first meeting of each Council term, the Council shall select at least one regular meeting date for the next month of the calendar year. The chair or designee shall post a copy of the schedule in the teacher's lounge and in a place readily accessible to parents, and he or she shall either notify the community by MCES Website and/or local news media at least 24 hours in advance of each meeting.

SPECIAL MEETINGS

If the Council needs to meet before its next regular meeting, the chair may call a special meeting. When a meeting is called, the following steps must be taken:

WRITTEN NOTICE AND REQUIRED CONTENT. A written signed notice must state the date, time, and place of the special meeting and the agenda for the meeting. No issue not listed on the agenda can legally be discussed at the special meeting.

DELIVERY OF NOTICE. Notification must be delivered to every Council member and to any media organization that has asked to be notified of Council meetings. The notification can be made by phone, hand, facsimile machine 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.

POSTING OF NOTICE. The notice must be posted conspicuously 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.

CLOSED SESSION

A closed session is a portion of a regular or special meeting of the council during which members meet in private.

For school Councils, the allowed subjects at closed meetings are:

Proposed or pending litigation by or against the Council, allowed by KRS

61.810(1)I

Selection of a new principal or other new staff member, allowed by KRS

61.810(1)(f)

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

Announcement and Required Contents. The chair or another Council member must announce in open session:

That the Council needs to discuss business involving a topic that the law allows to be discussed in closed session.

The general nature of business that needs to be discussed in closed session, and

The specific section of the law that allows the session to be closed (KRS

61.810(1)I, or (KRS 61.819(1)(f), described above).

Motion. The chair or another member of the Council must make a motion to enter into closed session to discuss the business mentioned in the announcement.

Conduct of the Closed Session and return to Open Session. During the closed session, the Council can discuss only the business stated in the announcement, and no final decision can be made. After full discussion, the 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.

MATERIALS TO BE BROUGHT TO COUNCIL MEETINGS

To every Council meeting, the Secretary shall bring:

The folder containing all items submitted for inclusion on the agenda

The folder containing all correspondence addressed to the Council, and

The binder holding copies of the Council's by-laws, policies, annual budget, monthly spending reports, and minutes.

VII. AGENDAS

Preliminary. Anyone may submit items for the agenda to the chair, which shall maintain a complete file of those items. Three days before each regular Council meeting, the chair shall prepare a preliminary agenda for the Council meeting, listing 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 and reports from Committees.

The chair shall post copies of the preliminary agenda in the staff lounge and at a location frequently passed by parents. The chair shall also mail or hand deliver copies to each member of the Council. The chair shall decide whether to send copies to local media.

Final. Setting the final agenda shall be the first order of business at each Council meeting. At special meetings, only items listed in the notice of the meeting can be considered.

COUNCIL ACTION

Items brought to the attention of the council for their action or disposal may be acted upon at the same meeting at which they are introduced or may be deferred to a committee or to a subsequent council meeting.

Items concerning policies and/or procedures:

- First reading for council members or committee member's recommendation

- Discussion

- Second reading (at subsequent meeting)

- Discussion

- Decision Making Process

VIII. DECISION MAKING

DECISION MAKING PROCESS

The council shall use the consensus model for all decision-making. In the event a consensus is not reached, the proposed decision shall be returned to or delegated to committee, if appropriate, or tabled until a subsequent meeting.

APPEALS OF COUNCIL DECISIONS

The Board of Education has established a process of appeals of Council decisions, and a copy of that process is attached to these procedures.

SPECIAL WORK FOR THE FIRST MEETING OF EACH COUNCIL TERM

At the first council meeting of each year, the Council shall:

- Review the procedures

- Set a meeting schedule

- Discuss training needs of members.

- Verify that all members have copies of the following documents:

These procedures
Board of Education SBDM policies
Council budgets and spending reports for this year
Our most recent student assessment curriculum report and any other school wide test results
Our current School Improvement Plan

MINUTES TO BE KEPT AND APPROVED

The council secretary shall keep the minutes. The minutes shall state each motion accurately and the action taken by the Council. If the action adopted a written policy or a written statement of some other decision the entire text of the statement shall be attached to the minutes.

Within three days prior to each regular meeting, the principal or designee shall prepare a typed copy of the minutes, marking them clearly as “*Subject to Council Approval,*” and attaching copies of any policy, budget, by-law, amendment, or other document approved by the Council.

The secretary shall send copies of this document to each Council member and shall post copies in the staff lounge and in an area easily accessible to parents.

The Council shall review, revise and approve the copy of the minutes at its next meeting. Starting immediately after the meeting at which they are reviewed and approved, any member of the public is entitled to inspect them.

QUORUM

A quorum of the school council shall be a majority (one-half plus one) of the council members. No council business shall be discussed or conducted unless a quorum of council members is present. A quorum must be present, with at least one teacher, one parent and a chairperson present.

REQUESTS TO VIEW RECORDS

The school office is open from 7:00 a.m. until 3:30 p.m. each day. During those hours, any person who wishes to see the binder of Council documents kept there may do so immediately. 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 principal a written list of the items they want. The school secretary, as official records custodian, shall make the documents available within three business days after the request unless the records are subject to a specific exception of the Open Records Laws. The fee for copies shall be \$0.10 per page. The principal shall post a copy of this section of the procedures in the school office where citizens can easily see it.

IX. COUNCIL OFFICERS AND DUTIES

CHAIRPERSON

The Principal shall be the Chair of the Council (KRS 160.345.2(b)(1)).

In addition to presiding at Council meetings, the chair shall:

- Provide all members of the Council copies of all school-wide test results within FIVE school days after those results are delivered to the school
- Exercise any other responsibility specified in these by-laws

VICE-CHAIRPERSON

The vice-chairperson will be chosen by consensus from within the council membership. The vice-chairperson will act as chairperson in the absence of the chairperson. The vice-chairperson may also serve as the chairperson for the council should the process of selecting a new principal become necessary.

SECRETARY

The secretary shall:

Take minutes at each council meeting that include an accurate record of all motions made and all decisions or actions taken. If the action adopted a written policy or a written statement of some other decision, the entire text of that statement shall be attached to the minutes.

Maintain a file of all correspondence addressed to the Council, and remove items from that file, either to discard them or to file them elsewhere, only after bringing them to two regular Council meetings.

Maintain a file of all items submitted for inclusion on the Council agenda, and bring the file with all items to each council meeting.

X. APPEAL OF DECISIONS

Appeals from decisions of the council may be made by any resident, parent, student, or employee of the District. Appealing a decision made by a school council shall include the following procedure:

An appeal on a decision made by a school council must first be reviewed by the school council, which shall make a timely response to the appealing party.

If the matter is not satisfactorily resolved by the council, the appeal may then be submitted in writing to the Superintendent.

If, within ten (10) days, the matter is not satisfactorily resolved by the Superintendent, the appealing party may, within twenty (20) days, appeal to the Board. The Board shall afford the affected parties a hearing within thirty (30) days of the appeal.

The Board shall issue a final written decision on the appeal with its rationale no later than sixty (60) days from the date of the hearing.

At any point in the process, the Board may direct a review and report on the issues, but shall not extend its decision beyond sixty (60) days from the date of the hearing without the agreement of the affected parties.

METCALFE COUNTY ELEMENTARY SCHOOL

SBDM POLICY

CURRICULUM

The school council shall adopt the curriculum of the Metcalfe County Board of Education as the curriculum that shall be implemented at the school. It is our opinion that this curriculum is aligned with the state standards and is appropriate for our instructional needs. This school council policy shall also be consistent with applicable indicators from the Standards and Indicators for School Improvement. All issues related to the curriculum of the school shall be referred to the school principal for discussion that leads to a recommendation on the issue to the school council for consideration and possible adoption.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

METCALFE COUNTY ELEMENTARY SCHOOL

SBDM POLICY

STUDENT ASSIGNMENT

It is the policy of Metcalfe County Elementary School to assign students to classes heterogeneously utilizing the Infinite Campus Scheduler. All regular classes are to be as evenly balanced as possible based on the following:

- Number of boys and girls
- Minority or non-minority students
- Students having I. E. P.s. (Individual Education Plan)
- Students for whom English is a second language
- Students who require remediating or other special assistance

Teachers input regarding assignment of students is provided at the end of each school year. The rosters are based on the variables listed above and other pertinent information.

Students who enroll during the summer will be assigned to classes based on class size with consideration to variables listed above.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

METCALFE COUNTY ELEMENTARY SCHOOL

SBDM POLICY

SCHOOL SPACE USE

By May 1, the principal shall prepare a school space use plan and present the plan to the school council for approval. The school council may amend the plan prior to approval. The principal shall implement the plan subsequent to the approval of the school council. The principal can alter the plan if a need arises due to enrollment and hiring of teachers.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials_____

Date Reviewed or Revised: _____ Council Chairperson's Initials_____

METCALFE COUNTY ELEMENTARY SCHOOL

SBDM POLICY

DISCIPLINE AND CLASSROOM MANAGEMENT

A school wide discipline plan, with recommendations by the Kentucky Center for Interdisciplinary Development, will be developed, implemented, reviewed and modified as needed subject to school council approval.

- Classroom procedures, along with rewards and consequences, should be posted in each classroom.
- Discipline and classroom management procedures will address the following areas: Student behavior in classroom, on playground, in halls, lunchroom, restrooms, gym, assemblies, and any other areas outside the classroom.
- Students will be encouraged to develop self-discipline.
- Staff will enforce procedures with consistency and fairness.
- Classroom teachers will discuss with their students the reasons for each of the procedures.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

METCALFE COUNTY ELEMENTARY SCHOOL SBDM POLICY

ALIGNMENT WITH STATE STANDARDS, TECHNOLOGY UTILIZATION AND PROGRAM APPRAISAL

The school shall organize all instructional and other activity to be aligned with standards established in state laws and regulations, and in a manner that is consistent with local school board policy.

The school shall utilize technology in a manner consistent with local school board policy and state laws and regulations.

The school shall appraise all programs in a manner that is consistent with local school board policy. Programs shall be appraised upon request of the school council by assigning the program appraisal to the appropriate committee for completion and recommendation to the council. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for School Improvement.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

METCALFE COUNTY ELEMENTARY SCHOOL

SBDM POLICY

COMMITTEE PARTICIPATION

Committees will be formed under the 3 major components of the Comprehensive School Improvement Plan (CSIP):

- Curriculum/Instruction
- School Culture (Discipline)
- Technology.

Committees will rotate so all members of the staff are involved and parents will be invited to join committees.

All committees established by the SBDM council are public agencies subject to Kentucky Open Meetings Law.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials_____

Date Reviewed or Revised: _____ Council Chairperson's Initials_____

METCALFE COUNTY ELEMENTARY SCHOOL

SBDM POLICY

STAFF TIME ASSIGNMENT (INSTRUCTIONAL AND NON- INSTRUCTIONAL STAFF TIME)

The Principal shall assign each staff member's time in a manner that supports implementation of our CSIP. Achievement of school council goals and effective management shall be the basis for assignments of staff time.

After making assignments, the principal may alter them when necessary to respond to unanticipated enrollment of staffing changes.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials_____

Date Reviewed or Revised: _____ Council Chairperson's Initials_____

METCALFE COUNTY ELEMENTARY SCHOOL

SBDM POLICY

SCHOOL SCHEDULE

Based on recommendations from the principal and teacher input the council will approve a schedule, which allows time to meet goals and requirements of curriculum. The schedule will utilize the time of school day and calendar year as established by the Metcalfe County Board of Education to meet needs and interests of students, curriculum, extracurricular activities and school programs.

Process for developing the School Day Schedule:

Annually, the principal and leadership team will establish a master schedule to be submitted to the council for approval.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

METCALFE COUNTY ELEMENTARY SCHOOL

SBDM POLICY

INSTRUCTIONAL PRACTICES

Faculty, in collaboration with the principal, shall select the appropriate instructional practices to be utilized in their classroom, to ensure that the school's curriculum is fully implemented. Best practice instructional strategies that are selected by teachers must be included in lesson plans and monitored by the principal. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for School Improvement.

Our current curriculum, as well as any future changes, will:

- Provide a rigorous and equitable common academic core for all students.
- Prepare all students to be college and career ready.
- Reflect the strategies adopted in our School Improvement Plan.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

**METCALFE COUNTY ELEMENTARY SCHOOL
SBDM POLICY**

HOMEWORK POLICY

Homework is an extension of classroom instruction and will consist of additional practice of skills taught during classroom instruction, parent-child activities that contribute to classroom units, and daily reading logs that record the time students spend reading at home.

Teachers will monitor homework completion and habits of individual students. Team leaders should follow up with any parent or student request for assistance with homework assignments. Class work will only become homework if class time is not used efficiently.

It is the responsibility of the student to record in their agenda: instruction time, class work assignments, and homework.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

**METCALFE COUNTY ELEMENTARY SCHOOL
SBDM POLICY**

EXTRA CURRICULAR PROGRAMS

The Principal shall ensure that all students have a wide range of opportunities to participate in extracurricular activities, including athletics, musical and dramatic performances and service opportunities. Each activity shall have a faculty sponsor or coach, who will be present throughout the activities.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

**METCALFE COUNTY ELEMENTARY SCHOOL
SBDM POLICY**

CONSULTATION POLICY

The school council shall be consulted by the principal on all certified and classified vacancies that occur at the school. The principal will review available applications and present the screened applications to the council. The administration will do reference checks. The chosen applicants will be interviewed by the principal, appropriate team members and council members will be invited.

The school council shall consider the principal's recommendations and shall provide its advice to the principal on who to select to fill the vacancy.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

METCALFE COUNTY ELEMENTARY SCHOOL SBDM POLICY

WELLNESS POLICY

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

Teachers shall make all reasonable efforts to avoid periods of more than forty minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities.

Each student shall participate in physical education class for at least 160 minutes per month.

Each student shall have at least 15 minutes a day of supervised recess, preferably outdoors, during which school staff shall encourage moderate to vigorous physical activity.

Appropriate accommodations shall be made for students with special needs.

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

Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverage available during the instructional day.

Teachers will encourage students to have water available throughout the instructional day and bring healthy snacks from home.

Students are offered fresh fruit and vegetables daily at lunch in the school cafeteria.

Our practical living curriculum shall address the full Core Content and Program of Studies including health, consumerism, and physical education.

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

The principal shall share this policy with the Kentucky Department of Education.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

METCALFE COUNTY ELEMENTARY SCHOOL

SBDM POLICY

COUNCIL OPERATIONAL POLICY

Selection of Principal

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

1. Obtain training in recruitment and interviewing techniques from the trainer of its choice.
2. Ask for suggestions from parents, staff and other interested parties on what traits will make the best leader for this school.
3. Meet in open session to agree on criteria and develop interview questions that fit those criteria. Those criteria shall not in any way discriminate based on gender, ethnicity, religion, political affiliations, or any other illegal grounds.
4. Meet in open session with the superintendent to discuss the criteria and other steps in the hiring process.
5. Meet in closed session to review applications and references of candidates recommended by the superintendent and select persons to be interviewed who appear reasonably capable of fitting the council's criteria.
6. Schedule an interview with each selected applicant at a time when all council members can attend a special meeting.

7. Conduct each interview in a closed session, using the interview questions.
8. Meet in closed session to discuss how well each applicant meets the criteria.
9. If necessary, request additional applicants from the superintendent and repeat steps 4-8 above.
10. Meet in open session to make the final choice of principal.
11. Notify the superintendent immediately of their choice.

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

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

METCALFE COUNTY ELEMENTARY SCHOOL

SBDM POLICY

SCHOOL-WIDE WRITING POLICY

Development and Decision Making

The Metcalfe County Elementary School (MCES) School-Based Decision Making Council and a Literacy Team (LT) composed of administration, teachers, and district personnel will be responsible for approving/monitoring the school's writing and communications program in accordance with KRS 158.6453 and the Kentucky Core Academic Standards (KCAS).

The MCES SBDM and LT will analyze and evaluate strengths and needs of our local writing program; determine PD needs for our writing program based upon analysis and evaluations and make recommendations to school/district administration; work collaboratively to update and maintain a living document (district writing plan) which will be revised annually to address changing program and student needs, and report annually to the MCES SBDM council to make recommendations regarding our policy.

MCES's curriculum will be completely aligned with the KCAS standards. On-going and embedded professional learning on a local, district, and regional level for administration/leadership and faculty will support the maintenance and revision of MCES's writing program/plan (via professional development, PLCs, Literacy Team meetings, etc.) Administration, faculty, and the LT will evaluate grading procedures/feedback, encourage family/community involvement or collaboration, and consider technology or other policies to support the MCES writing and communications program, as well as student literacy/writing progress.

Communication Skills

Students at Metcalfe County Elementary School will participate in writing-to-learn, writing to demonstrate learning, and writing for publication activities on a regular basis in all subject areas. Generally, writing to learn activities are short, impromptu or informal writing tasks that require students to think through key concepts or ideas. Writing to learn activities include journal writing and "quick thinks." Writing to demonstrate learning activities are products that show students' understanding of a process or concept. Writing to demonstrate learning activities include, but are not limited to, "I learned" statements, open response prompts and on-demand writing prompts including letter and article formats. Instruction in writing for publication will be organized to address a variety of audiences/purposes and will represent the growth/interests of students over time. Publications will be considered 21st century literacy context (e.g. writing

and delivering a speech, use of multi-media within writing samples, electronic/digital publications) and will be horizontally/vertically aligned to ensure student mastery of KCAS. Students will also participate in oral communication activities such as speaking at assemblies, presenting research projects, and leading class discussions. To complete the activities, students may use PowerPoint, Microsoft Word, computer generated graphic organizers, and web-based publishing programs.

Feedback on Writing and Communications

A rubric or scoring guide is required for writing tasks that are completed to demonstrate learning. This guide or rubric will be used as a guide for conferencing as well as a scoring tool. Teachers will provide regular, descriptive, specific feedback (conferencing, descriptive feedback, electronic comments, rubrics) about their writing throughout the writing process (prewriting through publication). Teachers will also create opportunities for students to self-assess or provide students with tools for peer-editing (including collaboration with classmates, school “partners,” family, and community), which will allow students to reflect upon writing/communication progress as effective communicators.

Teachers will also create scoring situations in which students will receive immediate and specific feedback on their writing to learn or writing to demonstrate learning activity. Students will then use this feedback to immediately improve their responses, and may also use peer editing to assess and provide feedback to their classmates about their writing.

Review and Instructional Use of Portfolios

Each student will utilize the writing process when composing their designated pieces as assigned by the Metcalfe County District Writing Plan. Each student will be exposed to a variety of writing types and topic choices with each grade having a specified writing product that is to be included in the working writing portfolio. After each piece is completed teachers will use PLC’s to collaborate about the instructional implications of the writings as individual students and classes. This will result in school wide knowledge about writing strengths and weaknesses. Teachers will use the data from the PLC to inform upcoming instruction and intervention strategies needed for progress.

Beginning in the third grade, all students should experience a KREP – like testing situation with at least one ERQ and/or Short Answer per nine weeks. Third through fifth graders should also experience at least one On-Demand writing prompt each nine weeks. Beginning at fourth grade, all pieces completed via computer should be saved on the student’s individual network folder. Each student will maintain a writing/communication portfolio (hard copy in 3rd grade/electronic in 4th/5th) which will follow the student from grade to grade and to any school at which the student may enroll. Folders should be transferred to the next grade at the **end** of each school

year.

Implementation of the Writing Program

To ensure efficient and effective implementation of the writing program, teachers will have scheduled PLC's to discuss and analyze student writing. Teachers will also collaborate when completing the scoring exercises to give them the opportunity to discuss the expectations of the students and each teacher will be in agreement upon criteria expected to score proficiency on writing pieces. Teachers will also receive professional development on writing strategies, which if implemented properly, will result in improved writing skills for each student.

MCES administration/leadership will ensure the school's writing/communication curriculum is aligned to the KCAS and that on-going/embedded professional learning supports the school writing program. Administration/leadership will review related policies, grading procedures, technology, etc. to determine if they support or hinder students' use of feedback to continue their learning and whether they are aligned to support the school's writing/communications program. Administration/leadership will provide opportunities for students and their families to interact and collaborate with the school on students' literacy progress and products.

POLICY

EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's
Initials _____

Date Reviewed or Revised: _____ Council Chairperson's
Initials _____

METCALFE COUNTY ELEMENTARY SCHOOL

SBDM POLICY

ARTS AND HUMANITIES

Access to the arts program is provided through intentionally scheduling time within the school schedule for instruction in all four arts disciplines (dance, drama, music, visual arts) for all students. The following guidelines are to be adhered to for the arts content area:

- The arts curriculum is fully aligned with state and national standards and clearly defines what students should know and be able to do in all four arts disciplines at a specific grade level.
- Instruction in the arts includes learning experiences for students to create and observe the arts as an audience.
- Arts instruction includes opportunities for students to attend exemplary exhibits and live performances.
- Connections within the four art forms and with other academic disciplines are systemically and intentionally planned, implementing and observed in instruction when appropriate.
- Professional development in the arts balances direct instruction with product/project-oriented teaching methods.

As per the Kentucky Department of Education, Arts and Humanities Program Review, the MCES School Based Decision Making Council will have a yearly designated review of the program and make recommendations.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

METCALFE COUNTY ELEMENTARY SCHOOL SBDM POLICY

PRACTICAL LIVING AND CAREER STUDIES

Access to the Practical Living and Career Studies (PL/CS) is provided through intentionally scheduling time within the school schedule for instruction in all four disciplines (health, physical education, consumerism and career studies) for all students. The following guidelines are to be adhered to for the PL/CS content area:

- The PL/CS curriculum is fully aligned with state and national standards articulated and communicated to all students, teachers and administrators.
- Academic and PL/CS content is integrated across all disciplines.
- Instruction involves curriculum about career choices, goal setting and post-secondary opportunities.
- Teachers have access to professional development which deepens and broadens knowledge of PL/CS content.

As per the Kentucky Department of Education, Practical Living/Career Studies Program Review, MCES School Based Decision Making Council will have a yearly designated review of the program and make recommendations.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

METCALFE COUNTY ELEMENTARY SCHOOL SBDM POLICY

EMERGENCY PLAN

STATUTORY AUTHORITY – KRS 160.345(2)(i)9 and KRS 158.162

The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to develop and document efforts to prevent, mitigate, prepare for, respond to and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan, which must be adopted by the council and implemented, will include, but not be limited to:

- Establishment of primary and secondary evacuation routes which must be posted in each room by each doorway used for evacuation;
- Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room;
- Practices for students to follow in an earthquake;
- Development and adherence to access control measures for each school building, which may include (but not be limited to):
 - Controlling access to exterior doors during the day
 - Controlling front door access electronically or with a greeter
 - Requiring visitor check-in with identification and purpose provided, and Display of visitor's badge on outer clothing; and
- Practices for students to follow in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction.
- Procedures for lockdown of the campus
 - Local law enforcement shall be invited to assist in establishing lockdown procedures.

Following adoption, the emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local, county and/or state police personnel, and emergency medical personnel. Due to the need to maintain student and staff safety

and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records requests.

Prior to the first instructional day of school, the principal, or designee, will present and review all emergency procedures with all staff. Documentation including the time and date of the review will be kept on file at the school with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review.

Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and one building lockdown.

Fire drills will be conducted in accordance with timelines, procedures and requirements outlined in the DHBC regulations. Whenever possible, first responders shall be given notice of possible drills and invited to observe.

The principal is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed.

At the end of each school year, the emergency procedures are to be reviewed by the school council (or designated school council committee with report to the school council) and first responders and revised as needed.

Annually, the principal is responsible for working with the central office to ensure that all local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points.

Completion will be reported to the council and documentation maintained in the principal's office.

A comprehensive diagram of the school showing primary and secondary evacuation routes will be posted at each school doorway prior to the first

instructional day of school. Identified severe weather safe zones which have been identified and reviewed by the local fire marshal or fire chief will be posted at each school doorway prior to the first instructional day of school.

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

- All exterior doors must remain locked at all times.
- All visitors must enter through the posted front entrance.
- The principal is responsible to ensure that trained personnel monitor the front entrance at all times. At no time during the school day are students allowed to monitor the front entrance or the reception area.
- All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a school-specific badge on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office.
- The office must keep an accurate log of each visitor, the date and time of the visit, the purpose of the visit, and with whom they visited.
- Doors must remain closed during instruction time.
- During class changes, teachers must stand by their classroom door and monitor hallways.
- The principal is responsible for ensuring classroom access in the event of a substitute teacher.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

