

Central Elementary School
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Central Elementary School SBDM Bylaws

Purpose/Mission:

Central SBDM has been formed and charged to create policies, procedures, and guidelines to fulfill our school's vision statement:

We will provide students with a rigorous, comprehensive core curriculum with extended opportunities for students to engage in the arts and enriching activities. We will develop positive relationships with the students, families, and community to help each student reach their highest potential. We will teach life skills and character education and instill high expectations to prepare students to be college and career ready and contributing members of the community.

Membership of Council:

The council shall be made up of three teachers, two parents, and one principal. If the school enrollment deems necessary a minority representative, an additional teacher and parent member will be elected. Teacher and parent representatives will be elected by their constituent groups.

To be eligible to serve on SBDM or vote in the teacher election, an individual must be a certified teacher of the district and be assigned to Central Elementary. To serve as a parent member of the council, one must be the parent, stepparent, or legal guardian of a child who will be enrolled at the school during one's term of office. One must not be a Central employee, a member of the district school board, or the spouse of a district school board member.

Terms:

Terms of school council members shall be for one year and shall begin on July 1 and end on June 30 of the year following the election. Certified teachers assigned to the school are eligible to be re-elected, and at least one veteran SBDM teacher representative will be chosen to serve on the new council. If no current SBDM teacher member is willing to serve, all new members will be selected from the original ballot.

Election Procedures:

According to KRS 160.345(2)(b)(1), Teacher Election procedures are established by the faculty. Parent election procedures are conducted by the PTO. Mandated procedures for both elections can be found in Appendix A.

SBDM Officers and Duties:

According to KRS 160.345(2)(b)(1), the principal shall be the chair of the council. The chair will announce, create, and distribute meeting materials to the members prior to the meeting date, determine quorum (minimum of 4 with at least one parent and one teacher), facilitate the council meeting, and maintain council records.

The Vice-Chair and Secretary will be elected at the first regular meeting of the incoming SBDM Council by majority vote of the current council. The Vice-Chair will preside over council meetings in absences of chairperson. The Secretary will keep an accurate record of the SBDM Council meeting minutes and distribute for approval at each meeting.

Resignations:

If a current-serving member of SBDM resigns, the standard election procedures will be followed to fill the vacancy.

Committees:

The SBDM Council will use an ad-hoc and standing committee structure to encourage expanded participation in the decision-making process. Standing and ad-hoc committees are formed and dissolved by the Council as needed.

Agenda Preparation and Distribution:

Agendas will be posted at least 3 days prior to the meeting date. Items may be added to the agenda at the beginning of each meeting with SBDM approval.

Decision-Making:

A quorum must be present for decision-making which includes at least one half of the Council represented by at least one parent and one teacher. All decisions must have at least majority vote to be passed. In the event of a tie, the decision will be tabled until the next called meeting.

Record Keeping:

All SBDM materials will be kept in the office and will be available through the Open Records Act. Minutes will be created by the SBDM secretary and will be distributed to the public via school website after SBDM approval. SBDM minutes will be sent to the Board Members/Superintendent in the board packet each month following SBDM approval.

Requests for Public Records:

Requests for copies of the SBDM Council records must be made to the principal. This request must include specific dates and documents. Within 5 school days of receiving the request, the principal will provide the requested records or an explanation of why these records will not be provided. The cost for copies will be \$.10 per page.

Communications:

SBDM meeting dates will be publicized in the local newspaper. Agendas will be posted in the school office and sent by email to SBDM parents and all school staff. Minutes will be sent to the Board of Education, all school staff, and made public on the school's website.

Appeals Process:
For a person(s) to appeal a decision of the SBDM Council, he or she must first request, in writing, an opportunity to be heard, and the request shall include information on the purpose of the appeal. The SBDM Council shall call a meeting within 30 days from the date of the request to hear the appeal.

Bylaw Date

7-16-14

SBDM Signatures

Stephanie J. [Signature]
1-20-15
M.L. [Signature]
Kocoma [Signature]
Mary F. [Signature]
Karl Anderson
Duke [Signature]
Stephanie West

Central Elementary School

SBDM Policy

1. Committees

- A. The school council shall establish the following standing committees:
 1. School Leadership (principal, teacher from each grade level, resource/specials teacher, classified staff member) – provides input to the principal on various academic and managerial issues that affect student learning
 2. RTI (principal, counselor, interventionist(s), resource teacher, teacher from each grade level) – analyzes student data and may make recommendations to SBDM
 3. K-3 Program Review (principal, teacher representatives from each grade K-3) – assesses the K-3 program and makes recommendations to SBDM
 4. Fine Arts Program Review (principal, fine arts teacher(s), resource teacher, teacher representatives from each grade level) – assesses the fine arts program and makes recommendations to SBDM
 5. PLCS Program Review (principal, physical education teacher, counselor, resource teacher, teacher representatives from each grade level) - assesses the PLCS program and makes recommendations to SBDM
 6. Writing Program Review (principal, resource teacher, teacher representatives from each grade level) - assesses the writing program and makes recommendations to SBDM
 7. Wellness (principal, physical education teacher, family resource coordinator, community/parent representatives, teacher representatives) – assesses our school's wellness program and plans activities to promote wellness among the staff and students
 8. Social (certified and classified staff representatives) – responsible for promoting positive relationships among all staff
- B. The principal shall invite volunteers for appointment to the standing committees for the following academic year. Teachers must be on at least one program review committee and may sign up for other committees of interest. The principal will make final decision on committee membership.
- C. Each standing committee will elect a chairperson and establish its own frequency of meetings, date of meetings, and agenda.

Central Elementary School

SBDM Policy

2. Consultation in Filling Vacancies

The school council shall be consulted prior to the principal's selection of personnel to fill all non-principal school-based vacancies that shall occur at the school. The superintendent shall have occurred when posted with the Department of Education by the superintendent for certified positions or by timely notification by the superintendent for classified vacancies.

The principal shall form an interview committee for the vacancy. The interview committee shall convene, determine which qualified applicants shall be interviewed, conduct interviews of those qualified applicants, and reach either a consensus or a majority vote on a recommendation of priority order for selection of a candidate to fill the vacancy within a timely manner.

The interview committee chair shall report the recommendation of the interview committee to the school council at a regular or special meeting of the council. If a vacancy must be filled when school is not in session, consultation may be done verbally with a quorum.

Policy Date

7-16-14

SBDM Signatures

Stephanie Johnson
M. L. (SFD)
Kenneth Fogg
Maria Turley
Flody Bickel
Julie English
Stephanie West
1-20-15

Central Elementary School

SBDM Policy

3. Curriculum

The school council shall adopt the curriculum of the Graves County Board of Education as the curriculum that shall be implemented at the school. It is our opinion that this curriculum is aligned with state standards and is appropriate for our instructional needs. Subsequent amendments to the curriculum by the Graves County Board of Education shall become effective immediately upon approval by the Board.

Policy Date

1-20-15

SBDM Signatures

Stephanie Johnson
Micki Smith
Karinne Page
Marty Kunkle
David Anderson
Quinn Smith
Stephanie West

Central Elementary School
SBDM Policy

4. Staff Time Assignment

- To complete assignments:
- SBDM will approve staffing allocation
- The principal will make a recommendation of assignment of certified and classified staff members to SBDM for approval
- Any staff member who will be re-assigned will be notified
- Hiring committees will be designated as positions come open
- Positions will be posted according to state guidelines

Assignment of extra-curricular paid duties:

- Each year staff will notified of openings
- The principal shall make recommendations/selection

Assignment of extra-curricular non-paid duties:

As part of his or her professional responsibility, every teacher shall monitor student behavior at all times throughout the school day. The principal shall assign extra-curricular duty equally across the board. These duties include before and after school supervisory roles and other events/roles deemed necessary.

Planning:
Fair and equitable planning will be given to all certified staff.

Policy Date

1-20-15

SBDM Signatures

Stephanie Williams
Mike Lutz
George Papp
Mindy T. Bell
David H. Nelson
Dylan Ziegler
Stephanie West

Central Elementary School

SBDM Policy

5. Student Assignment

- Teachers, including those working in collaboration, shall provide input for making student assignments to classes for the following year. These assignments will take into consideration the following:
 - o Academic performance of the student
 - o Learning style of the student
 - o Instructional needs of the student
 - o Class size
 - o School schedule
- All students will be placed into classrooms by the principal and/or counselor taking into consideration teacher recommendation.

Policy Date

1-20-15

SBDM Signatures

Stephanie Elliott
Olivia [unclear]
David Anderson
Myra [unclear]
Boyd [unclear]
Mr. [unclear]
Madeline [unclear]

Central Elementary School

SBDM Policy

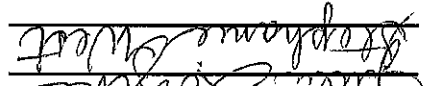
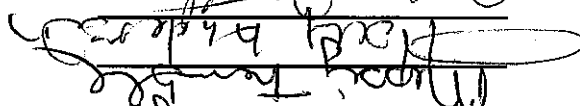

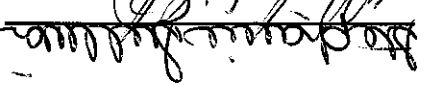
6. School Schedule

The principal shall design a school schedule based on the staffing allocation and Comprehensive School Improvement Plan. Any major changes to the schedule shall be presented to SBDM for approval.

Policy Date

1-20-15

SBDM Signatures

Central Elementary School

SBDM Policy

8. 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.

- The following practices should be implemented into the classroom instruction:
- Use varied student-centered instructional strategies
 - Address various learning styles and the multiple intelligences
 - Use activities where all students use higher-order thinking and problem-solving skills
 - Make active use of interdisciplinary connections
 - Expose students to a variety of assessments including multiple choice, short answer and extended response, and on-demand writing
 - Provide opportunities for students to connect their learning to real-life experiences
 - Adjust instruction to respond to the diversity of students in the class
 - Use technology for appropriate and varied learning activities
 - Use instructional resources that are developmentally appropriate to the students in the class
 - Assign homework that is authentic and extends students' learning
 - Use flexible grouping to address individual student needs

Policy Date

1-20-15

SBDM Signatures

Stephany Siqueira
M. L. [unclear]
K. [unclear]
M. [unclear]
M. [unclear]
M. [unclear]
Stephanie West

Central Elementary School

SBDM Policy

8.2 Individualized Learning Plan (ILP)

Sixth grade students will complete a learning style inventory, interest survey, skills survey, and identify career clusters in which student is interested.

Teachers will receive a copy of the students' ILP, learning styles inventory, and K-PRFP score to use for advising with student and relate how their interests and academic performance align to their career choice. The ILP will be updated as appropriate.

The counselor/administrator/teacher will log advising sessions in Career Cruising.

The counselor/administrator will set up a parent meeting to include parents in the ILP process.

Designated times will be scheduled to allow teachers to advise students and form meaningful relationships that will allow them to serve as resources for the students as they complete their ILP. This may occur during times such as Career Cluster Fridays or SWORD time.

College and Career Week is a school-wide focus on careers which involves exposure to 21st century skills, job outlook, problem-solving, and guest speakers.

Policy Date

3-29-16

SBDM Signatures

Handwritten signatures on lined paper, including names like Stephanie Buehler, Kelly Connors, and others.

Central Elementary School

SBDM Policy

9. Discipline and Classroom Management

At the beginning of each school year, all teachers will discuss and explain with each class their expectations. Parents and students shall read the Graves County Elementary Schools' Student Handbook, and parents shall sign/return the attached statement in the back of the handbook stating that they have read and understand the policies.

Possible disciplinary options for misbehavior may include, but are not limited to:

- (1) Verbal warning
- (2) Loss of privileges (recess – up to 35 minutes per week, snack break, field trips*, etc.)
- (3) Time-out
- (4) Written punishment
- (5) Office referral
- (6) Parent notification
- (7) Alternative lunch at the teacher's discretion
- (8) ASD (including primary students at the principal's discretion)
- (9) ISD or Saturday School for any intermediate student who does not serve ASD, has exceeded ASD limits, and/or at the principal's discretion

In addition to the above options, grades 4-6 will use a detention point system.

Detention Point System:

- (1) Every three (3) reports accumulated in a nine week grading period will result in an ASD.
- (2) Any student who misses his/her assigned ASD is automatically reassigned ASD for the following week.
- (3) If the student misses his/her reassigned ASD, he/she is automatically assigned to a Saturday School at Graves County High School.
- (4) Any student who misses his/her assigned Saturday School will be reassigned a Saturday School for the following week.
- (5) If the student misses his/her reassigned Saturday School, he/she will be assigned five days of ISD at Graves County Middle School.

* If a student has been assigned three ASDs and three Saturday Schools, the student may lose his/her class field trip privileges (Reward trips, such as AR, at the discretion of the principal).

School Bus Discipline

The privilege of any student to ride a school bus is conditional upon his/her good behavior and observance of the rules as set out in the Graves County Elementary Student Handbook.

The following applies to MINOR offenses:

1st and 2nd offense(s):
 Conference with Student, Verbal Warning, Card Changing, *Written Punishment, Missing Recess, Isolation, etc.

3rd offense:
 Same as 1st and 2nd offense, plus notification to parents of bus suspension for future offenses

4th offense:
 1-Day Suspension of riding privileges

5th Offense:
 2-Day suspension of riding privileges

Each additional offense adds an additional day of bus suspension and/or options including ASD, Saturday School, ISD, and extended suspension from the bus.

*Written Punishment: The student will have written punishments doubled on 2nd day if not completed, and tripled on 3rd day if not completed. If the assignment is not completed by one week past initial due date, the student will lose bus privileges for one day.

All MAJOR OFFENSES may result in immediate disciplinary assignments.

Policy Date

1-20-15

SBDM Signatures

Stephanie Sullivan
 M.L. C. B.
 Kenneth D. Rose
 Michael T. Rose
 Michael Anderson
 Julie D. Smith
 Stephanie About

Central Elementary School

SBDM Policy

10. Extracurricular Programs

not limited to

Athletic programs including Little League Basketball, Football, Cheerleading and Archery are available to students. Participation is contingent on behavior, and eligibility, following the Graves County Board of Education Eligibility Policy. As well as a Central Elementary "NO FAIL" rule, which means no student failing a class will be able to participate in the activity until grade has moved to passing.

Civic programs including 4H, Boy Scouts, and Girls Scouts are available to students based on civic sponsorship.

District programs including strings and band are available to students to introduce fundamental instrumental skills. These programs fall into a Co-curricular category.

Other programs including STLP (Student Technology Leadership Program), Academic Team (requires tryouts), Royal Advisors (based on application and placement) and Drama are also available and will follow the same eligibility guidelines as Athletic Programs.

Policy Date:

5/18/21

SBDM Signatures

Handwritten signatures on lined paper, including names like "Patricia" and "Royal Advisors".

Central Elementary School

SBDM Policy

11. Adoption of Emergency Management Plan

The principal will revise the emergency plan each year and will provide a copy to all staff at the beginning of the school year. Staff and students will practice various emergency drills throughout the year. SBDM will approve any significant changes to the emergency plan.

Policy Date

1-30-15

SBDM Signatures

Stephanie Sullivan
Mickie
Lorraine Brock
Murray Turner
Kathy Anderson
Oula
Stephanie

Central Elementary School

SBDM Policy

11. Emergency Plan

The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop and/or revise the school's emergency management plan in an effort to prevent, 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 will include, but not be limited to:

- Designation of primary and secondary evacuation routes which must be posted in each room by each doorway;
 - 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, fire, and lockdown (with law enforcement input);
 - Locked exterior doors at all times;
 - Control of front door access with electronic locks and camera; and
 - Requirement of visitor check-in/check-out.
- 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. All drills will be followed according to state/district requirements, with dates of practices/procedures documented.

Policy Date

12-19-16

SBDM Signatures

Stephanie Johnson

Ken Cornwell
Stephanie West

Central Elementary School

SBDM Policy

12. State Standards, Technology Utilization, and Program Appraisal

Alignment with state standards: The school will utilize PLCs and an RTI team which will monitor the following: Sustained analysis of the extent to which our students are meeting state standards Systematic work to move our students closer to those standards Ongoing monitoring and evaluation of the implementation and impact of our plans

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

Program Appraisal: The School Leadership Team will analyze school programs to determine effectiveness and make recommendations to SBDM. The team will monitor the following: Sustained analysis of whether each of our programs is contributing adequately to helping all students meet state standards. Systematic work to improve those programs so that we do meet state standards for all students Ongoing monitoring and evaluation of the implementation and impact of our programs.

Policy Date

1-30-15

SBDM Signatures

Stephanie Sullivan
M. L. [unclear]
Leanne Rose
Marty Tumbler
Kelli Anderson
Julie [unclear]
Stephanie Watt

Central Elementary School

SBDM Policy

13. Wellness Plan

Purpose

The purpose of the Graves Central Elementary wellness policy is to ensure that all students are provided with a safe and healthy environment that promotes wellness through high quality health education and physical education to enrich student learning and ensure success. We believe student health is closely associated with academic achievement, attendance rate and productive behavior, thus our students need to be striving for healthy lifestyles in order to be truly prepared for "college and career readiness."

Wellness Committee

Graves Central Elementary maintains a wellness committee as evidence of the PLCS Program Review expectations. Our wellness committee serves as a resource to create, strengthen, and support school policy on the promotion of student and staff health and wellness.

Physical Education /Activity

Our school recognizes the importance of physical activity and utilizes all opportunities for school based physical activity to help develop physically educated students who participate in the nationally recommended 60+ minutes of physical activity each day and develop the knowledge, skills, and confidence to be physically active for a lifetime.

Physical Education-

- A certified Physical Education teacher will provide instruction.
- Students will receive 90 minutes of Physical Education each week (two 45 minute classes).
- Incentives will be used during the school year to encourage students to engage in physical activity outside of the school setting (Spark 25 Day Physical Activity Challenge, PALA etc.).
- Our school prohibits withholding Physical Education time as a behavior management consequence.
- Our school prohibits withholding Physical Education time for make-up work.

Physical Activity during the School Day-

- Students receive 75 minutes of recess each week (15 minutes daily).
- When possible, physical activity is integrated into academic lessons. When not possible, students should be given periodic breaks in which they are encouraged to be moderately active (Take 10, Adventure to Fitness, etc.).

- Our school prohibits withholding recess time as a behavior management consequence.
- Our school prohibits withholding recess time for make-up work.

Physical Activity Before and After School-

Students are provided access to school grounds and facilities after school for unstructured free play and physical activity opportunities.
 -Students are provided opportunities to participate in Little League Sports after school (football, cheerleading, basketball, volleyball, archery etc.).

Staff Involvement-

-The school has strategies for promoting and providing physical activity and healthy living opportunities for all staff members (Biggest Loser, Trim Down Tuesdays, Massage Therapy, Humana Vitality Checks, etc.).

Family and Community-

Our school encourages the use of school facilities through a shared use agreement for community members in order to create physical activity opportunities. All parties must follow the district policies and procedures for facility usage (Family Fitness Night, etc.).

Nutrition Education and Promotion

- Our school will adhere to all guidelines of the USDA National School Lunch Program.
- Our school shall implement the nutritional standard required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverages available during the school day.
- Our Practical Living and Career Studies curriculum shall address the full Kentucky Core Academic Standards, including health, consumerism, career studies and physical education (Great Body Shop Curriculum).
- Our school ensures content of the Health Education Curriculum is frequently integrated into all content areas to meet the health and safety needs of all students.

Measurement and Evaluation-

- Our school will participate in the Alliance for a Healthier Generation Assessment tool.
- Regular wellness committee meeting will be conducted to oversee the implementation and evaluation of this policy.

Policy Date

8/10/22

SBDM Signatures

Central Elementary School

SBDM Policy

14. Writing Plan

The school council shall adopt the Communication Plan of the Graves County District as the writing plan to be implemented at the school. It is our opinion that this plan is aligned with state standards and is appropriate for our instructional needs. Subsequent amendments to the Communication Plan by the Graves County District shall become effective immediately.

Policy Date

1-20-15

SBDM Signatures

Stephanie Johnson
Mark Lyle
Kevin Fogg
Myra Tumble
Hardy Anderson
Quil Smith
Stephanie West

Central Elementary School

SBDM Policy

15. Parent Involvement

- Parents interested in volunteering will complete a Parent Volunteer Form.
- The Parent Volunteer Coordinator will assign parent volunteers.
- Parent Volunteers will attend confidentiality training presented by the counselor.
- Parent Observations must be scheduled with the classroom teacher at least 24 hours in advance.
- Central Elementary is committed to a parent involvement policy that provides for:
 - o Establishing an open, parent-friendly environment;
 - o Increasing parental participation;
 - o Improving two-way communication between school and home, including what their child will be expected to learn; and
 - o Developing parental outreach programs.

Policy Date

1-20-15

SBDM Signatures

Stephanie Johnson
 Mrs. [Signature]
 [Signature]
 [Signature]
 [Signature]
 [Signature]
 [Signature]

ARMOR CONTRACT

Teacher:

A-Attitude: Demonstrate professional behavior and positive attitude

R-Responsibility: Engage students in effective, differentiated instruction to ensure every child learns every day

M-Manner: Conduct mannerly and productive communication with students, parents, and staff

O-Order: Create a safe, nurturing, positive learning environment

R-Respect: Value and respect the uniqueness of each child and family

Teacher Signature: _____

Student:

A-Attitude: Exhibit a positive attitude toward myself, my school, and others

R-Responsibility: Take responsibility for my own learning and my actions

M-Manners: Show manners and treat others the way I want to be treated

O-Order: Demonstrate orderly conduct in my school and community

R-Respect: Show respect for myself, my school, and others

Student Signature: _____

Parents:

A-Attitude: Foster a positive attitude toward learning

R-Responsibility: Ensure my child attends school regularly and punctually

M-Manner: Demonstrate mannerly and productive communication with school staff

O-Order: Provide orderly and supportive learning environment at home to help my child succeed

R-Respect: Show respect and support for my child, the staff, and the school

Parent Signature: _____



Central Elementary School

SBDM Policy

16. Attendance/Tardies

Amended 4/17/18

Central Elementary School will follow District Attendance Policy

Attendance:

In order for a student to be promoted to the next grade level, the student must be in attendance for 90% of the school year to receive academic instruction. Any days missed beyond 10% of the year, excused or unexcused, must be made up during scheduled times.

Tardies:

When arriving late to school, parents shall report to the main office and sign student in on the school sign-in sheet. Each semester the following measures will be taken when children accumulate unexcused tardies:

- 3 unexcused tardies – letter sent home from school,
- 6 unexcused tardies – referred to Family Resource
- 10 unexcused tardies – referred to DPP

Any unexcused tardies will result in loss of recess or other disciplinary action.

Policy Date

1-20-15

SBDM Signatures

Stephanie Thibault
 Julie Smith
 Holly Hester
 Mary Thibault
 Richard Rose
 Mark Smith
 Barbara Sullivan

Central Elementary School

SBDM Policy

18. School Classroom/Fall Festival Account

All classrooms should spend money accumulated in their classroom/Fall Festival account by the last day students are in school each year. If a teacher requests to save their money toward a purchase that extends beyond the school year calendar, then the request must be submitted to SBDM and approved. Otherwise, any money (above \$25) left in the account after the last day students are in school will be placed in an account to go toward school-wide projects/purchases.

Policy Date:

1-30-15

SBDM Signatures

Stephanie Sullivan
Michelle West
Leah Rose
Maryanne
Robert Anderson
Julie Smith
Stephanie West

When a principal vacancy occurs, the council and superintendent/designee will meet to establish that the superintendent/designee shall serve as the chair of the council. The outgoing principal will excuse him/herself from the council for the principal selection process. In a collaborative effort, the superintendent/designee and the council will complete the following:

- Review the principal selection-consultation policy, along with best practices.
- Discuss the needs for training and/or facilitation for the selection process.
- Review and sign a nondisclosure agreement forbidding sharing of information shared and discussions held during consultation.
- Establish a timeline for completing each step of the principal selection process.
- Decide the process for reviewing and screening applications and references and carry out that process.
- Design and implement method(s) of retrieving stakeholder input.
- Develop a set of criteria for a strong candidate using the shareholder input plus council members' ideas.
- Create questions for the interview highlighting the criteria developed.
- Interview selected candidates (in a special called, closed session).
- Superintendent/designee meet to work toward a consensus on the principal selection.
- After consultation, the superintendent shall select the principal.
- The council will announce the decision to the shareholders.

8/10/22

SBOB Policy
Principal Selection
19

8/10/22
David Williams
Khyla Dickerson
Erane James
J. Williams

Appendix A

Teacher Election:

- A. Nomination**
Any eligible teacher, including him/herself, may nominate eligible teachers, in writing. The nominations will be signed by the nominator and submitted to the principal. Nominations will be accepted until three days prior to the election meeting.

- B. Preparation of Ballot**
Each person nominated will sign, stating willingness to serve before being placed on the ballot. All nominations will be listed alphabetically on a ballot which will be made public three days prior to the election meeting. Returning members will be denoted with an asterisk.

- C. Election Meeting**
The mandatory faculty meeting to elect the teacher members will be set by the current teacher members of SBDM. The meeting will be held during the month of April or May. The meeting date/time will be made public at least three days prior. Each attending eligible teacher will receive one copy of the ballot and vote for up to three candidates (or four if electing a minority representative). The current teacher members of Central SBDM will count the ballots if their name is not included on the ballot. Ballots will be counted in the room. Any nominated teacher receiving a majority vote of the eligible voters will be deemed elected. Balloting will continue until all members are elected. Eligible voters who are not able to attend the meeting may submit a ballot to the principal prior to the meeting, signed and stating the reason for not attending. The absentee ballot must have candidates selected in order of priority with "1" being the first choice, "2" being the second choice, etc. If all candidates are not elected upon the first ballot, then elected candidates will be removed from the ballot. If during a round of voting, no candidate receives a majority of the votes, then the candidate with the least number of votes will be removed from the ballot. The ballots will then be redistributed to the eligible voters who will select up to the number of positions still to be elected. This process will continue until all teachers have been selected. If all positions cannot be filled following this procedure, another election process will be completed to fill the remaining vacancies. At the conclusion of each voting cycle, all of the voting materials will be submitted to the principal.

Parent Election:

A. Nomination

Any eligible parent, including him/herself, may nominate eligible parents, in writing. The nominations will be signed by the nominator and submitted to the school's front office. Nominations will be accepted until three days prior to the election meeting.

B. Preparation of Ballot

Each person nominated will be contacted by a PTO Council Member, and must state willingness to serve before being placed on the ballot. All nominations will be listed alphabetically on a ballot which will be made public three days prior to the election meeting.

C. Elections

A minimum of a three day voting window will be set by the PTO Council Members and publicized to all parents with a list of nominees at least 3 days prior. The election will be held during the month of April or May. Parents must sign-in as a voting participant in the school office and may vote for up to three candidates (if electing a minority representative). The current PTO Council members will count the ballots if their name is not included on the ballot. Ballots will be counted in the school office. At the conclusion of each voting cycle, all of the voting materials will be submitted to the principal.