

# **Alvaton Elementary School**

## **School-Based Decision Making Council Bylaws**

### **School Mission Statement:**

"Alvaton Elementary is dedicated to developing lifelong learners through positive relationships and high expectations that will enable each student to SOAR."

### **School Vision:**

"Great things today, Greater things tomorrow."

#### **1. Purpose**

To provide the Alvaton SBDM Council with an established set of rules and procedures under which to function.

#### **2. Meetings:**

##### **a. Regular Meetings**

- (1)The council shall have a designated meeting room, the Alvaton Elementary School Large Board Room.
- (2) The meetings shall be held on a regular basis on the second Monday of each month at 4:15 p.m.
- (3)Council meetings shall be open to the public and must comply with the requirements of the open meeting laws. The council shall be in agreement by simple majority.
- (4)The length of each meeting will depend upon the prepared agenda.

##### **b. Special Meetings**

- (1)A special meeting of the council may be called by the chairman or by any two members of the council.
- (2)Any special meeting of the council must comply with the requirements of the open meetings law.

#### **3. Agenda:**

- a. An agenda for each meeting shall be prepared in advance of each meeting.
- b. The agenda will be prepared by the council secretary in consultation with the chairperson and will be available publicly prior to each meeting.

- c. For an item to be added to the agenda, it should be turned in to the council by the first Monday of each month.

#### 4. Membership:

##### Election of School Council Members

- a. **Definition:**

A school council shall be composed of three (3) teachers, two (2) parents and a principal or an administrator designated by the Superintendent on an interim basis.

- b. **Election of Teacher Members:**

Teachers may nominate themselves or another teacher. Nominations shall be made in writing to a faculty member designated by the principal no later than five (5) days before the election. The designated faculty member shall prepare a ballot containing the names of all qualified teachers nominated. The designated faculty member shall chair and oversee the meeting to elect teacher members to the council. Balloting will continue until three (3) teachers are elected. Teachers must be employees of the District and currently assigned to the school where they are elected as a council member. Election shall be by majority vote of all eligible teachers assigned to the school.

- c. **Election of Parent Members:**

- 1) Notice of the election of parent council members shall be provided by the PTO to the parents.
- 2) All parents and guardians of Alvaton Elementary students are eligible to vote in the election. The date and time of the election shall be set and communicated to parents by our PTO.
- 3) The opportunity to elect parent council members shall be held with time provided after normal working hours at a time and place convenient for parents to attend.
- 4) Parents are elected to the council by plurality vote. Parents may nominate themselves or another parent. Nominations shall be made in writing and submitted to a Board member of our PTO two days prior to the date scheduled for the election. A member of the PTO Board shall prepare a ballot containing the names of all qualified parents nominated. Voting shall continue until two (2) representatives are elected.
- 5) A parent council member shall be a parent or legal guardian of a student to be enrolled in the school during

the parent's term of council service. A parent representative on the council may be an employee of any school except Alvaton Elementary School. A parent representative may not be a relative of an employee of Alvaton Elementary School. Relative shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law. An employee is any person eligible to receive compensation from the Board of Education for work.

If a minority member is not elected in the first round of school council elections (Teacher or Parent), then the principal shall conduct an election for an additional minority parent or teacher representative.

**d. Terms of Council Members:**

Terms of school council members shall be for one (1) year and shall begin on July 1 and end on June 30 of the following year. Annual elections for the following year's terms shall be held during the preceding April or May. Teacher and parent council members are eligible for reelection.

**e. Vacancies:**

- (1) Council vacancies shall be filled at a special called election and shall follow the guidelines set forth in these bylaws for the election of council members.
- (2) A vacancy is created when a teacher is no longer assigned to the school, a parent no longer has a child enrolled in the school, a member has missed three (3) meetings of the council during any one year term without council approval, or a member resigns.

**5. Member Roles:**

- a. Agrees to represent the school community and carry out the responsibilities of a council member as outlined in the Kentucky Educational Reform Act.
- b. Agrees to serve on the council as a person of good will. All personal titles are left at the door, making each council member's opinion of equal value. Individual council members have authority to act outside the council meeting only to the extent that such representative authority has been granted by the council.
- c. While elected to represent their group, council members agree to come into the process seeking to find a "common interest" rather than promoting any "vested or special interest". The council functions to benefit the school's students.
- d. Attend local council meetings for a period of the term of office.
- e. Agree to promote the council to the public in a positive manner.

**6. Leave of Absence:**

Leave of absence for a council member shall not be granted.

**7. Council Positions:**

**a. Chairperson**

The principal shall serve as chairperson of the council.

**b. Secretary**

The chairperson shall appoint a secretary who will perform assigned duties.

**8. Record Keeping:**

The council secretary shall take minutes and shall transcribe and distribute minutes within five (5) days. Minutes shall be compiled in a notebook for each school year. A copy of the minutes of the most recent meeting shall be posted on our web site and provided to the superintendent. The principal shall provide access of council minutes to the public.

**9. Open Chair:**

The open chair is a position filled by non-council members attending council meetings at the invitation of the council. Persons who take the open chair may briefly state their opinions or concerns.

**10. Committees:**

- a. The council shall establish committees, as it deems appropriate.
- b. Ad hoc committees may be established by the council to address specific issues not otherwise within the jurisdiction of any other standing committee. Each ad hoc committee will be abolished by action of the council upon the completion of its work.

**11. Decision Making:**

A quorum of the members of the council shall be present. A quorum shall be defined as two-thirds of the council members present with at least one parent, one teacher, and the chairperson in attendance. Decisions shall be reached by consensus. If, in the opinion of the chairperson, consensus is not possible, the chairperson shall call for a simple majority vote by a calling of the roll.

The council shall adopt policy to be implemented by the Principal in each of the following areas of responsibility:

- (1) Determination of curriculum including needs assessment and curriculum development;
- (2) Assignment of all instructional and non-instructional staff time;

- (3) Assignment of students to classes and program within the school;
- (4) Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar and transportation requirements established by the Board;
- (5) Determination of the use of school space during the school day;
- (6) Planning resolution of issues regarding instructional practices;
- (7) Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor, and principal;
- (8) Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision; and
- (9) Procedures, consistent with local Board policy, for determining alignment with state standards, technology utilization, and program appraisal.

12. Communications:

There shall be open communication among council members, the superintendent, board members, and the community. Suggestions or concerns may be called in or mailed in to the School Principal.

13. Policy Development:

a. First Reading: Proposed policies shall be introduced at an SBDM meeting.

b. Second Reading:

Adoption of a proposed policy shall be considered during the next SBDM meeting.

Policy may be proposed by committees on the council after respective groups have had opportunity for input (i.e. Staff, students, and/or parent group meetings called for that purpose).

Existing policy shall be amended or deleted only after second reading.

14. Liability Coverage:

The local school board has provided liability coverage for SBDM council members.

15. Appeals Process:

Any resident of the District or a parent, student or employee of the school may appeal council decisions.

Appealing a decision made by a school council shall include the following procedure:

- (1) 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.
- (2) If the matter is not satisfactorily resolved by the council, the appeal may then be submitted in writing to the Superintendent.
- (3) 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.
- (4) 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.
- (5) 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.

Actions of the council will be reviewed on appeal based on whether the council action was arbitrary, violated District policy, exceeded the authority of the council or was otherwise unlawful under state or federal law.

16. Training: Training shall be provided to council members.

17. Amendments:

The council may amend these bylaws as needed.

a. Procedure

- (1) A proposed amendment to these bylaws must first be presented to the council for consideration.
- (2) Decisions for amendments shall be reached by consensus. If, in the opinion of the chairperson, consensus is not possible, the chairperson shall call for a simple majority vote by a calling of the roll.

b. Majority Requirement

A two-thirds (2/3) majority vote of the council is required for the adoption of any amendment.

18. Compensation:

Council members shall not receive compensation for their services except for reimbursement of expenses as provided by board policy.

#### 19. Consultation:

The school council shall be consulted by the principal on all certified and classified vacancies that occur in the school. The principal will review available applications to make decisions on which candidates to invite for an interview. The principal will do reference checks. The principal and appropriate team members will interview the chosen applicants.

The principal will review the results of interviews and make a recommendation to the council in a closed session.

If a quorum of the members of the school council is not available to attend a meeting for the purpose of consulting for the vacancy, the principal shall call a special meeting and conduct consultation with the council members who can attend. The principal may also do consultation via telephone or email, if a quorum of members cannot attend a regular or special meeting.

# SCHOOL COUNCIL POLICY FORMAT Revised

13.01 14.01 and  
18.01 on 1/16/07  
Mark J. Kott

District Warren County

School Alvaton Elementary

## COUNCIL POLICY TYPE (Check One)

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

## POLICY NUMBER

0 6 • 0 1

## POLICY TOPIC DESCRIPTION

School Safety

## POLICY STATEMENT

The safety and well being of the students, faculty and staff of Alvaton Elementary is a top priority of our school. Children must be in a school that has a safe and well-supervised learning environment to be able to succeed academically and feel secure.

The following areas are established at Alvaton School to promote school safety:

- I. Building security and student safety - all exterior doors will be locked each day except the front doors. Students are not permitted to open any locked door without permission from a member of the faculty and staff who is inside the building. All visitors during the school day will be required to sign in at the front office and receive a visitor's pass before entering different areas of the building.
- II. Drills and building evacuation-Drills will be held on a regular basis to help prepare faculty, staff, and students in the event of an emergency. These drills will include fire,

Date Adopted 11-19-02

Signature Richard J. Kott

Council Chairperson



# SCHOOL COUNCIL POLICY FORMAT

District \_\_\_\_\_

Warren County

School \_\_\_\_\_

Alvaton Elementary

## COUNCIL POLICY TYPE (Check One)

☐

By-Laws (Council Operational Policies)

☒

Function (School Operational Policies)

## POLICY NUMBER

Continued

0 6 • 0 1

## POLICY TOPIC DESCRIPTION

School Safety (page 2)

## POLICY STATEMENT

II. cont'd

tornado, and earthquake. The faculty and staff will also be trained on a regular basis on how to respond to an intruder

in the building, an act of terrorism, and a bomb threat. The Alvaton Volunteer Fire Department is located directly across the street and the entire student body of the school can be evacuated there in the case of severe

weather or unsafe conditions in the school.

III. Student behavior - Students are expected to behave in a manner that promotes respect for one another. Behaviors such as bullying, physical or verbal aggression, <sup>and</sup> sexual harrassment will not be tolerated and will be dealt with quickly by the faculty, staff, and administration. Students will be closely supervised at all times during the school day to ensure safety and well being.

Date Adopted \_\_\_\_\_

Signature \_\_\_\_\_

Council Chairperson

# SCHOOL COUNCIL POLICY FORMAT

District Warren County

School Alvaton Elementary

## COUNCIL POLICY TYPE (Check One)

☐ By-Laws (Council Operational Policies)

☒ Function (School Operational Policies)

## POLICY NUMBER

0 7 0 1

## POLICY TOPIC DESCRIPTION

Personnel Consultation

## POLICY STATEMENT

Personnel consultation by the principal with the school council shall be as follows:

1. The principal shall request applications for personnel to fill vacant positions from the office of the Superintendent.
2. The principal shall review the applications, consult references, and interview an appropriate number of candidates.
3. The council shall meet during the posting period of the position(s) or soon thereafter.

Date Adopted

7/14/98

Signature

Randee Jackson  
Council Chairperson

# SCHOOL COUNCIL POLICY FORMAT

District: Warren County Public Schools

School: Alvaton Elementary School

## COUNCIL POLICY TYPE (Check One)

☐ By-Laws (Council Operational Policies)

☒ Function (School Operational Policies)

## POLICY NUMBER

**14.01**

## POLICY TOPIC DESCRIPTION

**Selection and implementation of discipline  
and classroom management techniques**

## POLICY STATEMENT

**The Alvaton Elementary discipline and behavior management plan is designed to provide a safe, secure, and positive learning environment. The elements of cooperative discipline shall be utilized whenever possible to help foster appropriate student behavior. The school principal shall work directly with teachers, staff, and parents to help ensure a school environment where learning is allowed to flourish.**

Date Revised: 1/16/07

Date Adopted: 3/12/96

Signature: Mark J. Raths  
Council Chairperson

# SCHOOL COUNCIL POLICY FORMAT

District Warren County

School Alvaton Elementary

## COUNCIL POLICY TYPE (Check One)

☐

By-Laws (Council Operational Policies)

☒

Function (School Operational Policies)

## POLICY NUMBER

1 5 • 0 1

## POLICY TOPIC DESCRIPTION

Selection of extra-curricular programs and determination of policies  
related to student participation.

## POLICY STATEMENT

The principal and instructional staff shall be responsible for the  
selection of extra-curricular programs and related policies. The programs  
should be based on the following criteria:

1. Programs complement achievement of the academic expectations.
2. Encourage students to develop leadership skills and self confidence.
3. Provide opportunities for students to interact socially in a positive  
manner and develop cooperation skills.

The school council shall approve or disapprove the selection of extra-curricular  
programs and the determination of policies relating to them.

Date Adopted 3/12/96

Signature Randall Johnson  
Council Chairperson

# SCHOOL COUNCIL POLICY FORMAT

District \_\_\_\_\_

School \_\_\_\_\_

## COUNCIL POLICY TYPE (Check One)

☐ By-Laws (Council Operational Policies)

☐ Function (School Operational Policies)

## POLICY NUMBER

Continued

0 7 0 1

## POLICY TOPIC DESCRIPTION

## POLICY STATEMENT

4. The applications of the various candidates will be made available for the council to review at the meeting. The principal shall discuss the interviews and references of the candidates.

5. The principal shall inform the council of his/her recommendation(s).

6. The principal shall recommend the chosen candidate(s) to the Superintendent for employment.

Date Adopted \_\_\_\_\_

Signature \_\_\_\_\_

Council Chairperson

# School Council Policy Format

District Warren

School Alvaton

## COUNCIL POLICY TYPE (Check One)

☐ By-Laws (Council Operational Policies)

☒ Function (School Operational Policies)

## POLICY NUMBER

10.01

## POLICY TOPIC DESCRIPTION

Student Class Assignment

## POLICY STATEMENT

Faculty members will meet each May to prepare homogeneous class lists for the next school year. The Principal will then review the lists and assign the classroom teacher. The principal will have the authority to make specific changes to maintain effective student teacher ratios to meet the needs of all students. Written parent request for a specific teacher will not be considered unless a viable reason is given. The principal will have final authority on requests.

Date Adopted 10-16-01

Signature

*Randee Johnson*

Council Chairperson

# SCHOOL COUNCIL POLICY FORMAT

District Warren County

School Alvaton Elementary

## COUNCIL POLICY TYPE (Check One)

☐ By-Laws (Council Operational Policies)

☒ Function (School Operational Policies)

## POLICY NUMBER

1 1 • 0 1

## POLICY TOPIC DESCRIPTION

Determination of schedule of the school day and week.

## POLICY STATEMENT

The Alvaton Elementary School schedule will reflect the time of school day and calendar year as established by the Warren County Board of Education. This schedule will meet the needs and interests of curriculum, student, and extra-curricular activities.

Date Adopted

3/12/96

Signature

Samuel Jackson

Council Chairperson

# SCHOOL COUNCIL POLICY FORMAT

District Warren County

School Alvaton Elementary

## COUNCIL POLICY TYPE (Check One)

☐ By-Laws (Council Operational Policies)

☒ Function (School Operational Policies)

## POLICY NUMBER

1 2 0 1

## POLICY TOPIC DESCRIPTION

Determination of the use of school space during the school day.

## POLICY STATEMENT

The principal shall submit a plan for the use of the school space during the school day to the council by August of each year. This will include all teacher room assignments, computer labs, storage areas, and other areas. This plan will reflect considerations of class size, program space need, accessibility for the disabled, student, supervision, safety, and effective school management.

Date Adopted

3/12/96

Signature

Randee Jackson  
Council Chairperson



# SCHOOL COUNCIL POLICY FORMAT

District: Warren County Public Schools

School: Alvaton Elementary School

## COUNCIL POLICY TYPE (Check One)

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

## POLICY NUMBER

**13.01**

## POLICY TOPIC DESCRIPTION

**Planning and resolution of issues regarding instructional practices**

## POLICY STATEMENT

The council shall review and approve the planning for the implementation of effective and varied instructional practices aligned with the diversity of students and their goals. These shall be under the recommendation of the school principal and the curriculum committee. All instructional practices shall reflect the Alvaton Elementary school mission statement.

Date Revised: 1/16/07

Date Adopted: 6/11/96

Signature: Mack J. Rathe  
Council Chairperson

# School Council Policy Format

District Warren

School Alvaton

## COUNCIL POLICY TYPE (Check One)

☐

By-Laws (Council Operational Policies)

☒

Function (School Operational Policies)

## POLICY NUMBER

13.02

## POLICY TOPIC DESCRIPTION

Homework Policy

## POLICY STATEMENT

The SBDM council has established a school homework policy that ensures homework is assigned frequently, monitored, and tied to the curriculum and instructional practices as outlined in the Alvaton Elementary School handbook.

Date Adopted 10-16-01

Signature

*Randee Johnson*

Council Chairperson

# School Council Policy Format

District Warren

School Alvaton

## COUNCIL POLICY TYPE (Check One)

☐ By-Laws (Council Operational Policies)

☒ Function (School Operational Policies)

## POLICY NUMBER

17.01

## POLICY TOPIC DESCRIPTION

Professional Development

## POLICY STATEMENT

The professional development committee will conduct instructional needs assessments. A school wide plan for professional development will be in alignment with the Alvaton Elementary School consolidated plan and its equitable allocation of resources.

Date Adopted 10-16-01

Signature

*Randell Jackson*

Council Chairperson

# SCHOOL COUNCIL POLICY FORMAT

District: Warren County Public Schools

School: Alvaton Elementary School

## COUNCIL POLICY TYPE (Check One)

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

## POLICY NUMBER

**18.01**

## POLICY TOPIC DESCRIPTION

**Procedures for determining technology utilization**

## POLICY STATEMENT

The Alvaton Technology Committee is charged with the responsibility of assessing the needs of students, faculty, and staff in the area of technology, and ensuring that technology is used in a variety of ways to improve instruction. The school technology plan will be written and presented to the school council for approval annually.

Date Revised: 1/16/07

Date Adopted: 3/12/96

Signature: Mark J. Ratha  
Council Chairperson

# School Council Policy Format

District Warren

School Alvaton

## COUNCIL POLICY TYPE (Check One)

☐

By-Laws (Council Operational Policies)

☒

Function (School Operational Policies)

## POLICY NUMBER

19.01

## POLICY TOPIC DESCRIPTION

Budget Committee

## POLICY STATEMENT

The Alvaton School Based Decision Making Council shall serve as the budget committee of Alvaton Elementary School. Resources shall be allocated in an equitable manner while focusing on the needs of the students.

Date Adopted 10-16-01

Signature

*Russell Jackson*

Council Chairperson

# School Council Policy Format

District Warren

School Alvaton

## COUNCIL POLICY TYPE (Check One)

☐ By-Laws (Council Operational Policies)

☒ Function (School Operational Policies)

## POLICY NUMBER

23.01

## POLICY TOPIC DESCRIPTION

Assessment Procedures

## POLICY STATEMENT

The faculty and staff will adhere to assessment procedures as mandated by the local school board and Kentucky Department of Education.

Date Adopted 10 - 16 - 01

Signature Randee J. Baker

Council Chairperson

# SCHOOL COUNCIL POLICY FORMAT

District \_\_\_\_\_

School \_\_\_\_\_

## COUNCIL POLICY TYPE (Check One)

☐ By-Laws (Council Operational Policies)

☐ Function (School Operational Policies)

## POLICY NUMBER

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## POLICY TOPIC DESCRIPTION

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## POLICY STATEMENT

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Date Adopted \_\_\_\_\_

Signature \_\_\_\_\_

Council Chairperson

# Alvaton Elementary SBDM Council Members Training Policy

## Council Training:

### A. New Members:

A member elected for the first time will complete a minimum of six (6) hours of training in the process of school-based decision making. A person endorsed by the Kentucky Department of Education must provide the training.

### B. Experienced Members:

A member elected who has served on the council previously will complete at least three (3) hours of training in the process of school-based decision making no later than one hundred twenty (120) days after the start of his or her term. This training may be obtained up to one year before the 120 day deadline. A person endorsed by the Kentucky Department of Education must provide this training. Experienced members may receive training credit by attending any of the SBDM training workshops offered by endorsed trainers.

### C. Midyear Vacancies:

Members who are elected to fill a vacant position in the middle of the year will complete the required training. A person endorsed by the Kentucky Department of Education must provide the training.

### D. Reporting:

By November 1st of each year, the principal shall ensure that names, addresses, and the training completed of each council member are reported to the Kentucky Department of Education.

Alvaton Elementary

SBDM First Reading for approval: Mar. J. Rada 12/13/11  
Signature Date

SBDM Second Reading for approval: Mar. J. Rada 1/17/12  
Signature Date



## **Alvaton Elementary School Writing Policy**

**The School-Based Decision Making Council shall:**  
be responsible for approving and monitoring the school's writing program in accordance with KRS 158.6453 and the Kentucky Core Academic Standards.

**A Literacy Team shall:**

- be responsible to analyze and evaluate strengths and needs of the writing program;
- determine the professional development needs for the program based on that analysis and evaluation and make recommendations to the school administration;
- work collaboratively to develop the school's writing plan. The writing plan shall be a living document revised annually to address changing program needs and changing student needs; and
- report annually to the SBDM council to make recommendations regarding policy.

### **Communication Skills**

- In order to prepare students to think, write, and communicate 21st century skills, writing will be an integral part of every classroom.
- Writing will be incorporated throughout all subject areas and should be a natural outcome of classroom activities. Teachers are encouraged to integrate writing.
- Students will be provided many opportunities to use technology to communicate, in order to be creative and innovative members of a global society. They will use technology to produce, publish, and interact with others.
- Students will be provided with instruction, many models, and opportunities to practice proficient communication (speaking, listening, and writing) in all content areas.
- Students will learn strategies that will enable them to use the writing process independently in a real world and/or classroom setting. Students will complete the writing process (prewriting, drafting, revising, editing, and publishing) when appropriate.
- Students will receive specific instruction in purpose and audience, organization, idea development, sentence structure, language, and conventions.
- Students will have the opportunity to study multiple genres throughout the school year.
- Students will use Writing to Learn, Writing to Demonstrate Learning, and Writing for Publication across the curriculum.

**Grading procedures and feedback to students regarding their writing and communication skills**

- Classroom teachers will give students and parents frequent feedback on student progress in writing and communication skills.
- Feedback from peers and self-reflection will also be encouraged to improve writing and communication skills.
- Rubrics will be used to analyze students' strengths and weakness.

**Responsibility for the review of the portfolios and feedback to students**

- Students will keep a classroom writing folder with developmentally appropriate examples of pre-writing, drafts of various genres, and published pieces.
- The teacher and student will review Writing for Publication pieces twice a year.
- Each student will keep a permanent Working Folder that follows students from grade-to-grade and school-to-school. The Working Folder will contain 3 pieces of Writing for Publication (Narrative, Opinion, and Informative). They will reflect student interest and choice and follow the writing program timeline.
- Grade Level teams will meet monthly to plan together and assess student work, in order to inform instruction and revise the School Writing Program.

**Other policies to improve the quality of an individual student's writing and communication skills.**

- Writing and reading are vertically aligned and are complimentary processes.
- The curriculum will comply with state and federal statutes and regulations.
- A Literacy Team with grade level representatives will meet, as needed each year to review and revise the School Writing Program.
- Professional development will be provided to address areas of needed growth.
- The school administration will support the writing program.

Alvaton Elementary

SBDM First Reading for approval:

Signature

Date

SBDM Second Reading for approval:

Signature

Date

### Consultation Policy

The school council shall be consulted by the principal on all certified and classified vacancies that occur in the school. The principal will review available applications to make decisions on which candidates to invite for an interview. The principal will do reference checks. The principal and appropriate team members will interview the chosen applicants.

The principal will review the results of interviews and make a recommendation to the council in a closed session.

If a quorum of the members of the school council is not available to attend a meeting for the purpose of consulting for the vacancy, the principal shall call a special meeting and conduct consultation with the council members who can attend. The principal may also do consultation via telephone or email, if a quorum of members cannot attend a regular or special meeting.

Discussion and First Reading on April 15, 2014  
Second Reading, Vote on May 21, 2014

# Warren County Schools

## Health and Wellness Policy

### HISTORY/RATIONALE

Children need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive.

Good health fosters student attendance and education.

Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity.

Heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood.

School-wide and community participation is essential to the development and implementation of successful school wellness policies.

With the recent passage of the Act (Public Law 108: Section 204) requiring each Local Education Authority (LEA) to have a local wellness policy in place, the federal government recognizes that a coordinated effort by the entire community including child nutrition professionals, school board members, parents, students, school administrators, and teachers is warranted. These efforts involve adults serving as role models and community members being informed of the policies that improve the long-term health and well-being of students.

*The Warren County School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Warren County School District that:*

- The school district will engage students, parents, teachers, food service professionals, healthcare professionals, and community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades preschool-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the **Federal and State Laws and Regulations**.
- Qualified and certified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
- All schools in our district participate in the federal school nutrition programs, (School Breakfast Program, National School Lunch Program, After School Snack Program, and Summer Food Service Program), meeting students' nutritional requirements with age appropriate portion sizes.
- Schools will provide nutrition education and physical activity to foster lifelong habits of healthy eating and physical fitness, and will establish links between health education and school nutrition programs, and with related community services.

## **TO ACHIEVE THESE POLICY GOALS:**

### **I. School Health Committee**

Our school district and each school will strengthen and work with school health and wellness by developing, implementing, monitoring, reviewing, and as necessary, revising school nutrition and physical activity policies. A school health committee consists of a group of individuals representing the school and community, and may include parents, students, and representatives of the school food service program, members of the school board, school administrators, teachers, health professionals, and members of the community. The School Health Committee will report to their school's SBDM Council.

### **II. School Nutrition Operations**

#### ***School Meals***

- Meals served through the National School Lunch and Breakfast Programs will:
- Be appealing and attractive to children.
- Be served in a clean, pleasant setting.
- Meet the nutrition requirements established by state and federal statutes and regulations.
- Offer a variety of fruits and vegetables.
- Promote the consumption of fruits and vegetables through **Vegetable Treasures Program** and **The Cool Spot**.
- Continue to serve low-fat (1%) and fat-free milk in a variety of flavors as the beverage with school meals. No bottled or canned carbonated beverages will be allowed in the cafeteria while school meals are being served.
- Offer a variety of whole grain foods.

Schools will engage students and parents, through taste-tests and surveys, in selecting foods sold through the school nutrition programs in order to identify new, healthful, and appealing food choices. The School Nutrition Program will share nutritional information, including information concerning food allergies, with parents and students on menus, website, and through nutritional fact sheets made available at each school.

#### ***Breakfast***

To ensure that all children have breakfast, either at home or at school, to meet their nutritional needs and enhance their ability to learn:

- Schools will operate the School Breakfast Program.
- Methods will be utilized to serve school breakfast that encourages participation. For example, some schools make breakfast available in the classroom, offer "grab-and-go" breakfast, or serve breakfast during morning break.
- Schools will notify parents and students of the availability of the School Breakfast Program.
- Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles and take-home materials.

### ***Summer Food Service Program***

Warren County Schools will sponsor a Summer Food Service Program for at least six weeks between the last day of the academic school year and the first day of the following school year, and preferably throughout the summer vacation.

### ***Meal Times and Scheduling***

- Schools will give students adequate time to eat breakfast and lunch.
- Schools schedule meal periods at appropriate times, for example, lunch scheduled between 11 a.m. and 1 p.m.
- Lunch periods will be scheduled to follow recess periods, when possible.

### ***Qualifications of School Nutrition Staff***

Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide initial training and continuing professional development for all nutrition professionals in schools. Staff development programs will include credentialing, certification, and/or training programs for school nutrition director/supervisors, central office staff, school nutrition managers, and staff, according to their levels of responsibility.

### ***Special Dietary Needs***

To ensure that reasonable accommodations are made to allow participation in meal service, School Nutrition Personnel will work closely with the parents and/or guardian(s), and with school, child care, medical, and others in the community who are responsible for the health, well-being, and education of students with disabilities or with other special dietary needs.

## **III. School Food Environment**

*Foods and beverages made available to students will meet the nutrition standards required by Federal and State Laws and Regulations.*

### ***Fundraising Activities***

To support children's health and nutrition education efforts, school fundraising activities will include, but will not be limited to, items that will encourage healthy eating and physical activity. The school district will make available a list of fundraising ideas. Food items that do not meet nutrition standards should only be sold after school.

### ***Snacks***

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on encouraging the consumption of fruits and vegetables, with water, 1% or skim milk, 100% juice as the primary beverage. Schools will assess whether to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will provide a list of healthful snacks to teachers, after-school program personnel, and parents.

Snacks through after-school programs will use the After-School Snack Program provided by the School Nutrition Program.

## **VI. Other School Based Activities**

- Local wellness policy goals will be considered in planning school-based activities.
- Support for the health of all students is demonstrated by participating in health fairs, health screenings, and helping to enroll eligible children in Medicaid and other state children's health insurance programs.

## **VII. Monitoring and Policy Review**

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report annually on the school's compliance to the superintendent or designee.

The Food Service Director shall annually assess school nutrition in the district and issue a written report that addresses the school nutrition environment. Using the School Health Index will assess the physical activity environment: Module 3 for Elementary, Middle and High Schools.

The district will evaluate student nutrition and physical activity by conducting student wellness surveys.

*Board Approved, May 8, 2006*

## ***Rewards***

Schools will make efforts to use non-food items as rewards for academic performance or good behavior. The district will provide a list of suggestions.

## ***Celebrations***

Schools should limit celebrations that involve food during the school day. Each party should include no more than one food and/or beverage that does not meet nutrition standards for foods and beverages. The district will provide a list of healthy party ideas to parents and teachers.

## **IV. Nutrition Education**

- Nutrition Education will be integrated into Core Content Areas.
- The staff responsible for nutrition education will be adequately prepared and participate in professional development activities. Preparation and professional development activities will provide basic knowledge of nutrition, combined with skill practice in program specific activities and instructional techniques and strategies designed to promote healthy eating habits.
- The school cafeteria serves as a "learning laboratory" to allow students to apply critical thinking skills taught in the classroom. School cafeterias will promote nutrition by using contests, promotions, and taste testing activities.
- Nutrition education will involve sharing information with families and the community to positively impact students and the health of the community.
- Families will be provided with information to encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.
- Schools are USDA Team Nutrition Schools who use teaching materials, nutrition curriculum, and food safety training kits.
- Students will be encouraged to start each day with a healthy breakfast.

## **V. Physical Activity**

- Physical education will be an environment where students learn, practice and are assessed on developmentally appropriate motor skills, social skills and knowledge.
- State-certified physical education instructors teach all physical education classes.
- Adequate equipment is available for all students to participate in physical education. Physical activity facilities on school grounds meet safety requirements.
- The district will encourage teachers to incorporate physical activity into subject areas.
- Schools will provide a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted.
- Recess will include moderate to vigorous physical activity, preferably outdoors, during which school staff shall encourage students to be physically active.
- Depriving students of physical activity as a consequence for behavior or academic performance will be discouraged.
- Information will be provided to families to help them incorporate physical activity into their student's lives.
- Schools are encouraged to provide community access to and encourage students and community members to use the school's physical activity facilities outside of the normal school day. School policies concerning safety will apply at all times.
- The district supports Middle and High School physical activity opportunities.



# School Council Policy Format

District Warren

School Alvaton

## COUNCIL POLICY TYPE (Check One)

☐

By-Laws (Council Operational Policies)

☒

Function (School Operational Policies)

## POLICY NUMBER

09.01

## POLICY TOPIC DESCRIPTION

Instructional/Non-Instructional Staff Time

## POLICY STATEMENT

The assignment of all instructional and non-instructional staff time shall be made by the principal. Faculty members shall have input regarding specific daily schedules before final schedules are assigned.

Achievement of school council goals and effective management shall be the basis for the faculty/staff time assignments. Every effort will be made to keep disruptions of instructional time to a minimum.

Date Adopted 10-16-01

Signature

*Ramlee Jackson*

Council Chairperson

# School Council Policy Format

District Warren

School Alvaton

## COUNCIL POLICY TYPE (Check One)

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

## POLICY NUMBER

10.01

## POLICY TOPIC DESCRIPTION

Student Class Assignment

## POLICY STATEMENT

Faculty members will meet each May to prepare homogeneous class lists for the next school year. The Principal will then review the lists and assign the classroom teacher. The principal will have the authority to make specific changes to maintain effective student teacher ratios to meet the needs of all students. Written parent request for a specific teacher will not be considered unless a viable reason is given. The principal will have final authority on requests.

Date Adopted 10-16-01

Signature

*Randy Johnson*

Council Chairperson