BOE Agenda Item Executive Summary

Date: November 8, 2021

Topic: *[Flight 4.]* First Review: Proposed Consolidation of Learning Services Policies

Current Policy	Proposed	Title	Notes
1215	NA	Administration and Organization of the School Program	Update in 1st paragraph
1226	NA	Guidelines for Scheduling Classes	Update to AIP #2
1450	NA	School-Age Programs	Updates to AIP's and Administrative Responsibility to the Elementary Office

This page has been left intentionally blank for printing purposes.

P1215 ADMINISTRATION AND ORGANIZATION OF THE SCHOOL PROGRAM

BOARD POLICY:

The building principal is the instructional leader and supervising administrator responsible for the total educational program of the building. ~~Within guidelines established by the Board of Education policies, the responsibilities are those delegated by the Superintendent, Assistant Superintendent of Learning Services and other appropriate Assistant Superintendent(s).~~

Administrative Implemental Procedures:

The administrator of each building will:

1. Lead standards-based instruction through expert knowledge of effective learning theories and practices, and by modeling, coaching, and assisting teachers to support instructional improvement.
2. Facilitate a common and inclusive vision of learning by engaging staff, students, parents, site council, and community members.
3. Lead the staff in assessing the learning needs of students and in the use of data to inform and improve instruction that results in higher student achievement.
4. Assess the quality of classroom instruction by knowing and directing the implementation of successful instructional strategies school-wide, including an appropriate intervention program.
5. Develop, provide, and monitor relevant building professional development that aligns with school goals and district priorities.
6. Establish a professional learning community by engaging and developing faculty leadership that facilitates shared accountability for results and demonstrates the administrator's ability to influence people to improve their practice.
7. Consistently adhere to Board of Education policies. Provide direction for the achievement of goals set by the Board of Education and by Federal and State legislation.
8. Outline school-wide procedures necessary for effective student control and related disciplinary actions in accordance with all district policies.
9. Prepare master schedules and transportation schedules, develop and oversee building budget, develop school calendar, and communicate information needed for effective school operation.
10. Assume responsibility for the care and maintenance of the physical plant.

Administrative Responsibility: Learning Services
Latest Revision Date: ~~June 2007~~ **November 2021**
Previous Revision Date: ~~March 1999~~ **June 2007** P1215

~~Updated administratively for alignment purposes: November 2013~~

This page has been left intentionally blank for printing purposes.

P1226 GUIDELINES FOR SCHEDULING CLASSES

BOARD POLICY:

The building principal is responsible for supervising the development of schedules within each school. Elementary principals will base the schedule on elementary subject area time allotments and include minimum time for some subjects and maximum time for others to obtain a minimum of 1,900 minutes per week, as per BOE Policy 6317 - Elementary Time Allotments. Middle and high school principals are responsible for developing master schedules which meet the needs of students, describe the enrollment opportunities, and indicate teacher assignments.

Administrative Implemental Procedures:

1. Students are scheduled into classes according to their individual needs and preference—not into classes solely by grade designation.

2. The master schedule shall be ~~printed clearly and placed in the Faculty Handbook~~ **prepared and distributed by the principal and printed upon request**:

   a. Name of school, school year, principal, and assistant principal(s), and time schedule
   b. Teachers' assignment showing classes, room number, and planning period.

3. The high school and middle school *Program of Studies* shall be followed in regard to the exact naming, numbering, and grade levels at which the courses are offered.

4. Any school offering a course not listed in the *Program of Studies* must first gain approval for this course through the appropriate assistant superintendent in collaboration with Curriculum and Instruction Design. That office will approve the exact name, title, abbreviation, course description, and cause a number to be assigned to the course.

Administrative Responsibility: Learning Services
Latest Revision Date: ~~October 2016~~ **November 2021**
Previous Revision Date: ~~January 2013~~ **October 2016** P1226

~~Updated administratively for alignment purposes: January 2021~~

This page has been left intentionally blank for printing purposes.

P1450 SCHOOL-AGE PROGRAMS

BOARD POLICY:

School-age program experiences may be provided for children in the Wichita Public Schools under certain specified provisions. These services may include before school care in the morning, after school care in the evening, and all day care on specific, designated days and during the summer.

Administrative Implemental Procedures:

1. One criterion for the location of a program shall be that the building administrator and school patrons believe the activity enhances the school program.

2. Revenues to support such a program may be obtained through a contract with an agency such as Kansas Department for Children and Families and from fees paid by parents of children participating in the program.

3. The fees charged to parents will cover the personnel costs and materials used by the program.

4. Operational supervision will be the responsibility of the building administrator and ~~designated Early Childhood staff~~ **the Program Specialist with the School Age Program**.

5. A certificated teacher shall serve as director of the building site program.

6. Appropriate space shall be designated and **Kansas Department of Health and Environment (**K~~S~~DHE**)** licensed ~~in~~ **by** the building site program.

7. Extended day services must be for a minimum of four hours daily or longer for specific days ~~of teacher inservice or~~ **for** summer school. All hours must meet K~~S~~DHE licensing requirement.

8. The school may contract with an approved outside agency to operate an extended day care program.

9. Application for enrollment is completed at each individual school and is considered on an individual basis. Each school is licensed by K~~S~~DHE for a specific total number of students depending on the size of each space.

10. All K~~S~~DHE student requirements must be met before a student can attend the program

Administrative Responsibility: ~~Learning Services~~ **Elementary Education Office**
Latest Revision Date: ~~September 2006~~ **November 2021**
Previous Revision Date: ~~July 1994~~ **September 2006** P1450

~~Updated administratively for alignment purposes: November 2013~~

This page has been left intentionally blank for printing purposes.