

BY-LAWS
SCHOOL-BASED DECISION MAKING COUNCIL
SHARPE ELEMENTARY SCHOOL

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ARTICLE I. PURPOSE

The purpose of the Sharpe Elementary School Council is to address the academic, social and emotional needs of our students in order to set school policy that will enhance student achievement and help each student meet the goals established by the school council, consistent with state law. The school council will assess, monitor, and evaluate the policies and programs of Sharpe Elementary School. The council shall create an environment that will enhance student achievement in the school (as required by KRS 160.345).

ARTICLE II. MISSION

The Sharpe Elementary School Based Decision Making Council was formed to develop policies that continue to improve the instructional programs, to assist the school staff in providing an environment to enhance student achievement, produce graduates who are effective communicators, problem solvers, and help the school meet goals established by KRS 158.645 and 158.6451.

ARTICLE III. MEMBERSHIP

A. COMPOSITION

1. The school council at Sharpe Elementary School shall consist of the principal, three teacher members, and two parent members (as required by KRS 160.345).
2. If the school reaches 8 percent or more minority student enrollment, and there is no minority elected by the initial elections, a special election shall be conducted by the principal to elect a minority parent to serve on the school council (as required by KRS 160.345).
3. In the event a special election is needed, a minority teacher from the school's staff shall be elected by the teachers. If there are no minority teachers on the staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school (as required by KRS 160.345).
4. If there is a minority teacher on staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher (as required by KRS 160.345).
5. Although there is no provision in KRS 160.345 for additional school council members, the school council does not wish to exclude any constituency in the school from participation in all council meetings. Therefore, the student body may

designate a student representative, and the support staff of the school (office, cafeteria, custodians, instructional assistants) may conduct an election for a support staff member to attend all council meetings as non-voting representatives.

B. REQUIREMENTS FOR MEMBERSHIP

1. All Members: No one may serve on the school council who has a legal conflict of interest as designated by KRS 45A.340 except the salary paid to district employees. New members (those with less than one year of service) must complete six (6) hours of training from a Kentucky Department of Education endorsed trainer. Experienced members (those with more than one year of service) must complete three (3) hours of training from a Kentucky Department of Education endorsed training provider each year. (Required by KRS 160.345)
2. Teacher Members: Teacher council members must possess certification required for their position as a basis for employment in Kentucky public schools. Itinerant teachers may nominate, serve, and vote at Sharpe elementary. Principals, head teachers, or assistant principals may not serve as teacher council members. (Required by KRS 160.345)
3. Parent Members: Parent council members must be the parent, step parent, foster parent, or court-appointed legal guardian of a child who will be enrolled at Sharpe elementary during the parent's term of council service. Legal guardians may serve as parent members if they pre-registered child lives with them. Parent council members may not be the father, mothers, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law of someone employed by Sharpe Elementary. (Required by KRS 160.345)

C. ELECTIONS

1. Parent Members: Parents conduct their own elections in April or May as per KRS 160.345. The date of the meeting shall be set in cooperation with the president of the Parent-Teacher Organization (PTO). The president of the PTO shall notify the principal in writing within 24 hours of the final vote.
2. Minority Parent Members: If the school has 8 percent or more minority students enrolled as of October 1st of the preceding year, the principal shall conduct an election for a minority parent member to the school council in the event a minority member is not elected during regular elections. The principal shall conduct a special election for a minority parent member by:
 - a. Calling for nominations;
 - b. Notifying *all* parents in writing of date, time, and location of the election; and
 - c. Conducting the election by ballot and counting the votes

The nominee with the most votes shall be the minority parent council member.
(Required by KRS 160.345)

3. Teacher Members: Teachers conduct their own elections as per KRS 160.345. Annual elections shall be conducted each April or May for the purpose of electing two teacher council members and one teacher council member in alternating years. Teacher members must be elected by a simple majority (more than one half) of the number of teachers assigned to the school. The process that teachers may use to elect their representatives should address the following areas:
 - a. Nomination
 - b. Preparation of ballot
 - c. Elections
 - d. Absentee ballots
 - e. Procedures after first round ballots
4. Minority Teacher Members: If an election must be conducted to elect a minority parent member, a minority teacher member shall be selected by the teachers to serve on the council. If there is no minority teacher on staff who will accept the council seat, the seta will remain vacant until such time as a minority teacher can be selected. If there are no minority teachers employed at the school, the teachers shall take nominations and conduct a special election for an additional teacher council member from among the certified staff at the school. (Required by KRS 160.345)
5. Term Limits: No term limits shall be imposed on school council parent members who are nominated and elected to consecutive one-year terms (as required by KRS 160.345). Teacher members shall serve two-year terms and can serve consecutive terms if re-elected.

D. REMOVAL OF MEMBERS

1. According to KRS 156.132, the chief state school officer may recommend removal of a school council member whom he has reason to believe is guilty of immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance.
2. A member of a school council may be removed from the council for cause, after an opportunity for hearing before the Marshall County Board of Education, by a vote of 4/5 of the membership of the board of education after the recommendation of the chief state school officer pursuant to KRS 156.132. Written notices setting out the charges for removal shall be spread on the minutes of the board and given to the member of the school council. KRS 160.347

E. FILLING VACANCIES

If a member of the council resigns or is removed from office, another member shall be elected in a special election held not more than one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until July 1, and be eligible for re-election.

F. TERMS OF OFFICE

The terms of parent and teacher members shall begin on July 1 and end on June 30. Between the date of the elections and July 1, members-elect are expected to attend all council meetings.

ARTICLE IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. COUNCIL OFFICERS

Officers shall include Chair and Secretary.

As required by KRS 160.345, a motion to seek an alternative model allowing a council member other than the principal to serve as a chair may be made by any council member at any regular meeting. A majority vote of the full council is required before an alternative model can be sought by the school council. In order to proceed with *the* selected, alternative model, a faculty vote must be conducted, and the motion must pass by 2/3.

1. CHAIR

The principal shall be the chairperson of the school council (as required by KRS 160.345). Duties of the chair include:

- a. Conducting council meetings
- b. Compiling and distributing the agenda for council meetings
- c. Providing notification of council meetings
- d. Serving as official custodian of council records
- e. Stating when a consensus is present for the record
- f. Coordinating standing and ad hoc committees
- g. Maintaining a file of all correspondence addressed to the Council
- h. Preparing council correspondence as directed by the Council
- i. Preparing and providing an annual report of the Council to the Marshall County Board of Education
- j. Carrying out any additional responsibilities as stated in these by-laws
- k. Other duties as described in these by-laws

2. SECRETARY

Council secretary shall be appointed by the Council. Duties of the secretary include:

- a. Keeping minutes of all council meetings
- b. Maintaining council records

B. COUNCIL MEMBERS

Duties of council members include:

- a. Knowing and adhering to the mission, philosophy, and goals of Sharpe Elementary School
- b. Attending all council meetings, both regular and special
- c. Encouraging and requesting opinions from the constituencies
- d. Supporting, promoting, and communicating council decisions
- e. Seeking information independently and as needed about issues brought before the school council and bringing that information to the council

ARTICLE V. COMMITTEES

A. PURPOSE

- 1. Standing and ad hoc committees are established to gain input from all stakeholders including certified and classified staff, parents, students, and community members (as required by KRS 160.345).
- 2. Standing and ad hoc committees shall serve as a council resource for gathering data and information and making recommendations to the school council.

B. APPOINTMENT OF COMMITTEES

- 1. Standing and ad hoc committees are formed and dissolved by the school council as needed (as required by KRS 160.345).
- 2. Standing committees can be dissolved only through the process of amending bylaws.

C. MEMBERSHIP AND ELECTION OF CHAIR

- 1. All certified staff may participate in the shared decision making process at Sharpe Elementary School by serving on committees in their areas of interest.
- 2. Each committee shall consist of representatives from the faculty, support staff, parent, community members, and students when appropriate.
- 3. Committee membership is open to interested persons (as required by KRS 160.345).
- 4. Committee membership will be determined by posting sign-up sheets, e-mail distribution lists, and by notice on the school's website no later than March 1st, and notifying teachers and parents in writing of their committee appointment by May 1st.

5. Committee membership shall be limited to 15 persons, at the discretion of the council. To the extent possible, persons will be assigned to the committees of their choice, but changes may be necessary to ensure adequate committee membership and balance on each committee. All committees shall have a majority of teacher members. Teachers who do not indicate a preference will be assigned to a committee by the council chair.
6. Committees shall elect a chairperson from their membership no later than September 1st, who shall serve for a term of no longer than one year (as required by KRS 160.345).

D. DECISION MAKING

Committee decisions shall be made by consensus. In the even that consensus is not possible, a majority of the committee may decide that an issue shall be decided by majority vote.

E. DUTIES

1. Committees shall carry out tasks assigned to them by the school council.
2. Committees may decide to bring issues of concern or interest to the school council.
3. Committees may research issues, gather school-wide input, or prepare first and revised drafts of school council policies.
4. Committee chairs or their designees will report at each regular council meeting, or as requested by the school council.
5. Committee chairs shall provide the council secretary with written minutes of their meetings no later than 10 days after the meeting occurred.

F. MEETINGS

1. Each committee shall choose the time, place, agenda, and schedule for their meetings (as required by KRS 160.345)
2. Committees must comply with all provisions of the Open Meetings and Open Records laws (as required by KRS 160.345).

G. STANDING COMMITTEES

1. Standing committees for Sharpe Elementary School shall include: Comprehensive School Improvement Planning Committee; Professional Learning Communities (PLCs); Technology Committee; and Positive Behavioral Supports and Interventions Committee.
2. Continued need for standing committees will be reviewed and confirmed by the school council each August at their regularly scheduled meeting.
3. A list of standing committees, a brief description of their purpose, and a list of each committee's membership shall be contained in Appendix A of this document.

ARTICLE VI. SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

1. The regular monthly meeting of the Sharpe Elementary School Council shall be the second Tuesday of every month. Council meetings shall be open to the public. Meetings will begin at 3:45 P.M. and end at 4:45 P.M. Meetings shall not exceed 60 minutes. If all items on the agenda have not been adequately discussed after 60 minutes, the council may decide by consensus to extend the length of the meeting 30 additional minutes or to place the remaining agenda items on the next month's agenda or on the agenda for a special meeting.
2. The regular monthly meetings will be held at the Sharpe Elementary School library.
3. The principal shall provide the council's regular meeting schedule for the year to local news media in July, and provide notification of the council's meeting time and agenda at least 24 hours in advance of each regular meeting.
4. The principal shall notify parents and staff of council meetings each month using the school calendar which is to be distributed to all parents by placing the words "School Council Meeting, 3:45 P.M." in appropriate day's space on the monthly calendar.

B. SPECIAL MEETINGS

If the council needs to meet between regular meetings, or if the regular meeting is rescheduled, the principal or a majority of the school council members may call a special meeting. The following steps must be completed by the principal when a special meeting is called:

1. Written Notice: Contents. The principal shall prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for each meeting. Only the items on the agenda may be discussed.
2. Delivery of Notice. The principal shall arrange for the notice to be delivered to each council member and to any media organization that has requested notice of council meetings. The delivery can be by hand, fax machine, e-mail, text, or mail, but the notice must be received at least 24 hours prior to the time of the meeting.
3. Posting of Notice. The notice for the special meeting shall be posted by the principal in the school office at least 24 hours prior to the time of the meeting.

ARTICLE VII. CONDUCT OF MEETINGS

A. QUORUM

A simple majority of the members of the council must be present for the council to make official decisions with at least the principal present.

B. ATTENDANCE AT MEETINGS

Council meetings are open to the public, and all interested persons can attend (as required by KRS 160.345), except for those portions that are conducted as closed session.

C. CLOSED SESSIONS

Definition: A closed session is a portion of a regular or special meeting of the council during which the council members meet in private. The council may meet in closed session for the following reasons:

1. To discuss proposed or pending litigation by or against the council (KRS 61.810(1)(c))
2. To discuss candidates for a principal vacancy or conduct consultation in filling other vacancies (KRS 61.810 (1) (f)).

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

1. Announcement; Contents. An announcement of the general nature of the subject to be discussed and the specific section of the law that allows the conduct of the closed session must be announced in the open meeting and recorded in council minutes.
2. Motion. The motion to go into closed session must be made, passed by a majority of council members present, and recorded in council minutes.
3. Closed Session. During the closed session, only the business stated in the announcement can be discussed, and no action may be taken. No minutes are to be taken in closed session. If the council secretary is not a council member, the secretary shall not enter the closed session. Details discussed in closed session shall not be discussed outside the closed session.
4. Decision. After full discussion of the issue in closed session, the council must return to open session where it may take any official action on the matter. Any actions taken must be recorded in council minutes.

D. MATERIALS PRESENT AT COUNCIL MEETINGS

1. The chairperson shall bring:
 - a. The folder containing all items submitted for inclusion on the agenda
 - b. The folder containing all correspondence addressed to the council that he or she has received
 - c. Monthly financial report from central office
 - d. Lists of applicants for vacant positions (as required by KRS 160.345)

2. The council secretary and all council members shall bring the binder that he or she used to maintain copies of the council's by-laws, policies, annual budget, monthly spending reports, and minutes.

E. AGENDA

1. Anyone may submit items for inclusion on the agenda to the principal in writing on the standard form provided three working days prior to a regularly scheduled council meeting. The principal shall maintain a complete file of these items.
2. The principal shall prepare a preliminary agenda for each regular council meeting, including items submitted in writing for the inclusion by the public, staff, parents, other council members and other items he or she believes should be on the agenda. The principal may declare an item received as not within school council authority.
3. Each agenda shall include the following items:
 - Item 1: Setting of the final agenda for the current meeting.
 - Item 2: Review and approval of previous meeting minutes.
 - Item 3: An opportunity during the course of the meeting for school or community persons to address the school council.
 - Item 4: Other items submitted.
4. The preliminary agenda shall be distributed to all staff members, school, or community persons who submitted items in writing for inclusion prior to the meeting.
5. Setting of the final agenda shall be the first order of business conducted at each regular council meeting and council members may introduce issues for inclusion on the current agenda at that time. The agenda shall be approved by consensus and vote of the council. At a special called meeting, only the items listed on the notice of meeting can be discussed, and no new items can be introduced for discussion or inclusion on the agenda.

F. DISCUSSION OF AGENDA ITEMS

1. Each agenda item shall be discussed by the school council before a decision is made. Each council member shall be given an opportunity to express his or her opinion on the item.
2. Other persons attending the meeting may be recognized by the principal and may address the council as the chair calls upon them to speak. If a significant number of persons wish to contribute to the discussion on a particular item, the chair may set limits on the number of persons who will speak to the issue, and a time limit for each.
3. Any agenda item may be referred to a standing or ad hoc committee for further study as deemed necessary by the council.

G. DECISION MAKING PROCESS

1. Unless otherwise specified by these by-laws, the school council shall use parliamentary procedures as specified by Robert's Rules of Order.
2. All business and decisions of the school council will relate to the school's mission and purpose to improve the instructional program, create an environment to enhance student achievement in the school (as required by KRS 160.345) and/or further the goals in the school's plan.
3. No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study.
4. All decisions and policies officially adopted by the Sharpe Elementary School Council will be reported to the board of education and superintendent through submission of approved council minutes to the SBDM district coordinators.
5. The school council will make decisions by consensus, except as otherwise designated in the by-laws, using the following guidelines:
 - a. A motion and a second are made.
 - b. After discussion of an item, the principal or any member may state the consensus of the group in one or two sentences.
 - c. The principal will ask whether any member disagrees with that statement.
 - d. If all members agree, the decision will be recorded as a unanimous decision in the council minutes.
 - e. If a member disagrees, the discussion will continue until a suggestion of consensus is made that draws no disagreement, or until the third suggestion of consensus fails.

H. ALTERNATIVE TO CONSENSUS

When a third suggestion of consensus fails, the council may by majority vote determine to:

1. Vote to send the issue back to a committee
2. Form an ad hoc committee to study the issue further (the motion on this vote shall include a regular meeting date when the council will hear from the committee)
3. Decide the issue by majority vote of the council

I. CRITERIA FOR A MAJORITY VOTE

A majority vote of the council shall be taken after consensus fails three times if the issue meets the following criteria:

1. The issue involves the selection of a new principal: the council shall vote and the candidate receiving the majority shall be selected.
2. The issue is whether to continue to meet for longer than 60 minutes.

3. The federal or state government or the district board of education has set a deadline by which the school council must make a final decision and that deadline will occur before the next regular council meeting.
4. The members of the council cannot agree by consensus to decide the issue at a special meeting and a majority of the council members wish to decide the issue by a majority vote.

When the above exceptions do not apply and consensus cannot be reached, the issue may be placed on the agenda for the next regular meeting or special meeting and the decision may be made at that meeting by majority vote of the council. When voting, any abstention is counted with the majority vote.

ARTICLE VIII. MINUTES AND OTHER COUNCIL RECORDS

A. MINUTES KEPT AND APPROVED

1. Minutes shall be kept for each meeting of the school council.
2. The minutes shall reflect an accurate record of actions and votes taken at a council meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.
3. If the action taken was the adoption of a policy, the entire text of the policy shall be attached to the copy of the minutes, kept on file in the office for public inspection, and filed in the council's policy manual.
4. The minutes of the school council shall not be official until they are reviewed and approved by the council.
5. A preliminary copy of the minutes for all council meetings clearly marked "draft" will be provided to council members, certified, and classified staff within 72 hours of the adjournment of the meeting.
6. A copy of the "official" minutes will be provided to the council members for their records.
7. A copy of the "official" minutes will be made available to the student body.
8. The principal will forward an official copy of the minutes to the superintendent and SBDM District Coordinator.
9. A copy of the official minutes will be posted by the chairperson.

B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION

The following are official documents that must be kept on file for public inspection in the office:

1. School Council Minutes
2. Committee Minutes
3. School Planning Document (K-PREP Scores, Needs Assessment Review Team Report)
4. School Council Policies and By-laws
5. School Council and Committee Membership Lists

C. REQUESTS FOR COUNCIL RECORDS

1. Requests for council records must be made in writing to the principal. Requests must include specific documents and dates.
2. The fee for copying of council records shall be 10 cents per copy unless the request is for the School Planning document
3. The fee for a copy of the School Planning document shall be the school's cost for one copy, as per printing records.
4. The requested records must be provided to the person making the request within three business days.
5. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.
6. School council records will be available for inspection during the hours the school's office is open (est. 8:00 A.M. – 3:00 P.M.).
7. The custodian of records for the school shall be the principal, and the principal shall make the final determination regarding which records not listed above are available for inspection and all matters in regards to open records requests not covered in this policy.

ARTICLE IX. APPEALS OF SCHOOL COUNCIL DECISIONS

A. REQUEST

For a person(s) to appeal a decision of the council or file a grievance, he/she must first request in writing an opportunity to be heard and shall include information about the grievance issue.

B. SCHEDULE

A council shall schedule a hearing within thirty (30) working days from the date the request is received. The person appealing shall be informed of the hearing by registered letter.

C. HEARING

The person appealing may be represented by legal counsel and may call witnesses as long as the testimony is germane to the issue.

D. DECISION

The council shall consider the merits of the complaint, make a decision, and respond in writing to the complaint.

E. REPORT

A copy of the written grievance or appeal, and a written reply by the council shall be provided to the superintendent within ten (10) working days of the council's decision.

ARTICLE X. AMENDMENTS TO COUNCIL BY – LAWS

These by-laws may be amended after a first and second reading at two consecutive council meetings by majority vote of the council. A council member may make a motion to waive the first reading in cases of emergency.

Appendix A

Standing Committee Purpose and Membership

Committees shall carry out their roles as directed by the council including, but not limited to, the responsibilities listed in each committee description.

A. COMPREHENSIVE SCHOOL IMPROVEMENT PLANNING COMMITTEE

The Comprehensive School Improvement Planning Committee shall include, but not be limited to, the SBDM Council members, the chairpersons of all other committees, and a grade level representative if not already represented by the other subgroups.

The Comprehensive School Improvement Planning Committee shall:

1. Complete and update the School Improvement Plan
2. Analyze K-PREP data and prepare a report for the council, staff, and parents
3. Monitor and provide quarterly reports on the progress toward the School Improvement Plan to the council
4. Assess the needs of the school
5. Set priorities for school improvement
6. Stay abreast of school effectiveness trends, concepts, and issues
7. Review and revise, if necessary, parent communication of K-PREP assessment goals
8. Review and revise, if necessary, communication of student progress to parents and students
9. Coordinate efforts of all committees in the process of School Improvement Planning

B. PROFESSIONAL LEARNING COMMUNITIES (PLCs)

The Professional Learning Communities shall:

1. Assess, design, monitor, and evaluate the curriculum
2. Annually develop a plan for council approval for improving the curriculum
3. Coordinate efforts to align curriculum with state standards
4. Explore adjustment of instructional practices to help improve student performance in areas of need identified by K-PREP data
5. By June 1st of each year, review the observed results of each School Improvement Plan component and report to the council at the June council meeting

C. TECHNOLOGY COMMITTEE

The Technology Committee shall:

1. Assess the needs for instructional and administrative technology
2. Become knowledgeable for the state's plan for educational technology

3. Design a plan for implementing technology
 4. Assess the implementation of the plan
 5. Coordinate technology efforts with the School Improvement Plan
- D. POSITIVE BEHAVIOR SUPPORTS AND INTERVENTION COMMITTEE
- The Positive Behavior Supports and Intervention Committee shall make recommendations to:
1. Create a school environment that invites persons to be a part of the school's work
 2. Provide a safe and orderly environment
 3. Promote internal and external communication about the school through strategies such as newsletters, articles to newspapers, and yearbooks
 4. Promote an environment of high expectations for all students, faculty, and staff
 5. Promote active participation by parents in the school through activities such as parent volunteers, Parent Teacher Organization, and parent-teacher conferences
 6. Encourage active involvement of parents assisting in the education of their children at home
- E. ARTS, HEALTH, & HUMANITIES COMMITTEE
- The Arts, Health, & Humanities Committee shall:
1. Ensure that disciplined based arts instruction is a part of the school curriculum
 2. Ensure that arts concepts are taught throughout the school and across the curriculum
 3. Ensure that PL/CS concepts are taught throughout the school and across the curriculum
 4. Ensure that Coordinated School Health committees and CTE program advisory committees meet a minimum of twice per school year to ensure quality PL/CS programming policies
 5. Ensure that the school is implementing the district-level wellness policy via a school-level wellness policy that is reviewed annually
 6. Ensure that goals for school wellness are included in the CSIP