

**SHARPE ELEMENTARY SCHOOL
SCHOOL – BASED DECISION
MAKING COUNCIL
POLICIES**

POLICIES

SCHOOL – BASED DECISION MAKING COUNCIL

SHARPE ELEMENTARY SCHOOL

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POLICY I. DETERMINATION OF SBDM ALLOCATION

A. SECTION 4, CERTIFIED SALARIES; SECTION 5, CLASSIFIED SALARIES; AND SECTION 9, PROFESSIONAL DEVELOPMENT

In March of each year, the SBDM Council shall determine whether the Council or the Marshall County Board of Education shall manage the student allocation funds appropriated under 702 KAR 3:246 for Section 4, Certified Salaries; Section 5, Classified Salaries; and Section 9, Professional Development. The principal shall have the responsibility for the determination of how professional development funds will be spent based on the needs of the staff.

B. SECTION 6, INSTRUCTIONAL MATERIALS; SECTION 7, DISTRIBUTION OF THE BALANCE

The principal shall have the authority to determine the budget for the expenditure of funds appropriated under 702 KAR 3:246 for Section 6, Instructional Materials, and Section 7, Distribution of the Balance. The principal shall have the responsibility for the management of those funds. A report of the status of each of these accounts shall be made at each SBDM Council meeting.

POLICY II. CURRICULUM

A. GOALS OF THE CURRICULUM

The Sharpe Elementary curriculum shall:

1. Assure that each fifth grader upon promotion will have had the opportunity to master all standards presented in the Kentucky Core Academic Standards document for grades K – 5;
2. Reflect the strategies adopted in the Consolidated School Improvement Plan;
3. Reflect current best practice in teaching strategies.
4. Reflect strategies to include Project Based Learning and other research-based methods that will allow students opportunities to work towards developing traits listed on the Marshall County Graduate Profile.

B. CURRICULUM COMMITTEE

A curriculum committee, known as a Professional Learning Community (PLC), shall be formed and shall be responsible for assessing, designing, monitoring, and evaluating the curriculum. A PLC is defined as a group of no less than 4 total teachers equally representing both primary (K-2) and intermediate (3-5) grade levels. By April 30th, the committee shall prepare a list of

recommendations of instructional materials, student support services, and professional development needs of the staff subject to school council review and approval. Once approved, the recommendations shall be submitted to the principal for inclusion in budget considerations and to consider for inclusion in the School Comprehensive Improvement Plan.

C. IMPLEMENTATION OF THE POLICY

The principal shall oversee the implementation of this policy.

POLICY III. ASSIGNMENT OF INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF TIME

The principal shall, with consultation of SBDM, assign all instructional and non-instructional staff time based on the needs of students, certification, interest, and performance in a manner that supports implementation of the School Comprehensive Improvement Plan. Consultation should occur prior to the start of the school year.

POLICY IV. ASSIGNMENT OF STUDENTS TO CLASSES AND PROGRAMS

- A. In May of each year, each teaching team shall make recommendations on how their students should be assigned to classrooms for the coming year based on student programming needs and professional judgment. The principal shall approve final assignments that meet student needs (including those designated in Individual Education Plans) without creating any classes that exceed the state class cap size, outside the direction of the school district. The principal shall be responsible for student assignment for any new students.
- B. No requests for teachers will be accepted. However, parents who have educationally relevant concerns regarding their child shall make an appointment with the principal. The parents' concerns will be considered as students are assigned to classrooms.
- C. The principal or his/her designee shall make assignments to programs based on the criteria required for that particular program.

POLICY V. DETERMINATION OF THE SCHOOL SCHEDULE

The principal shall develop the school schedule based on the required length of the school day and the school calendar year as established by the Marshall County Board of Education. The master schedule shall be submitted to the council for approval by the August council meeting of each year.

POLICY VI. DETERMINATION OF UTILIZATION OF SCHOOL SPACE DURING THE DURING THE SCHOOL DAY

The principal shall submit to the council for approval a plan for the use of school space during the school day by the August council meeting of each year. Assignment of school space shall be made based upon criteria that consider class size, program space need, accessibility for the disabled, supervision of students, safety and overall effective school management. The principal may make adjustments to the approved plan if necessary to meet the needs of the student body.

POLICY VII. INSTRUCTIONAL PRACTICES

The council shall review and approve the planning for and implementation of instructional practices (methods and techniques used in the delivery of curriculum) recommended by the PLC Committee by August of each year.

POLICY VIII. SELECTION AND IMPLEMENTATION OF DISCIPLINE AND CLASSROOM MANAGEMENT TECHNIQUES

The Positive Behavioral Supports & Intervention (PBIS) Committee shall research appropriate discipline and classroom management techniques to be implemented in the school. These techniques shall reflect the comprehensive school safety plan and shall adhere to Marshall County Board policy and provide a safe, secure, and positive learning environment. Input shall be solicited from teachers, parents, and students. The committee shall submit recommendations to the council for approval by August of each year. Refer to Appendix C for reference to approved plan.

POLICY IX. EXTRACURRICULAR PROGRAMS

The principal and instructional staff shall be responsible for the selection of extracurricular programs and the determination of policies related to those programs. The school council shall approve or disapprove of the selection of extracurricular programs and the determination of policies relating to them each August. Programs offered may be amended as needed throughout the year with the approval of the SBDM. Refer to Appendix B for the list of all approved extracurricular programs.

POLICY X. STATE STANDARDS, TECHNOLOGY, AND PROGRAM APPRAISAL

A. STATE STANDARDS

To determine alignment with state standards and appraise the quality of our programs, the Professional Learning Communities (PLCs) shall coordinate a thorough review of the school's state assessment scores and shall use information from that review to identify priority needs for future attention and develop or modify the School Comprehensive Improvement Plan.

B. TECHNOLOGY

To determine use of technology, the Technology Committee shall assess the needs of students and instructional staff in the area of technology. From this assessment, a recommendation regarding technology utilization needs and appropriate technological approaches shall be submitted for council approval at the March council meeting each year.

C. PROGRAM APPRAISAL

To appraise the quality of our programs, the PLC Committee shall, by October 1 of each year, review the observed results of each School Comprehensive Improvement Plan component and report to the council by the October council meeting.

POLICY XI. TEXTBOOKS

At the beginning of each school year, the principal shall appoint and submit for council approval an ad hoc committee to select items to be purchased with the school's textbook allocation. *Committee establishment will be dependent upon the Kentucky General Assembly's approval of funds for textbooks within the Education Budget each year. The minutes from the July meeting will notate if funds from the state of Kentucky have been approved and indicate if this policy is applicable for the current school year.*

That team shall:

1. Review the Kentucky Core Academic Standards for the subjects up for adoption that year.
2. Review the instructional adequacy and physical condition of textbooks and materials currently in use for that subject.
3. Invite staff to at least one meeting to study and comment on items on the state adoption list.

4. Conduct its own thorough review of those items.
5. Consider input from the staff, select textbooks and other instructional items that will best meet the school's needs over the next six years.

The proposal of the committee for the purchase of textbooks shall be submitted for council approval by the July council meeting. Refer to Appendix D for the last proposal submitted.

POLICY XII. CONSULTATION IN THE SELECTION OF PERSONNEL

A. CONSULTATION DEFINED

Consultation is defined as an opportunity to exchange views and information and to give and receive advice. Consultation shall not be deemed to require the council to discuss individual candidates, but they may do so if they wish. In discussing individual candidates, the council should be mindful of the confidential nature of said candidate's personnel records.

B. VACANCY

"Vacancy" means a position that did not previously exist, but which can now be funded, a position previously held by an employee who has now left the school, or a position held by an employee who has made a written statement that he or she will leave the school.

C. RECALL

Before vacancies are filled by new applicants, teachers whose continuing contracts have been suspended due to a reduction in force shall have the right of restoration for staffing teaching positions for which they are or can become qualified. Teachers shall be recalled based on seniority; those with greater seniority shall be recalled first.

D. TRANSFERS AND DISMISSALS

The SBDM Council shall not have the authority to recommend transfers or dismissals of school employees.

E. INTERVIEW

In the event that a position is declared vacant, the superintendent, in consultation with the assistant superintendent and principal, will provide a slate of candidates for each position. Selected candidates shall be interviewed by the principal. References will be reviewed by the principal.

F. CONSULTATION WITH COUNCIL

Consultation as concerns the selection of school personnel must occur in a legally called council meeting with at least a quorum of the council present. The Council shall go into closed session to:

- Hear the principal's report of her or his recommendation
- Allow each Council member to offer advice to the principal on the contributions different applicants could make; and
- Allow general discussion among Council members about the applicants.

G. SELECTION BY PRINCIPAL

After meeting with the Council, the principal shall select the person he or she believes will contribute most to the success of the school's students and notify the superintendent of his or her choice. The superintendent shall complete the hiring process.

If the person selected by the principal declines the position, the principal may select any other person who was interviewed by the interview team and discussed by the Council. If the principal decides to consider other applicants, she or he shall return to the "INTERVIEW" process as stated above.

H. SPECIAL PROVISIONS FOR PERSONS ALREADY WORKING AT THIS SCHOOL

Before a vacancy is filled, a person already working at the school may communicate in writing his or her interest in said vacancy to the principal. The principal shall:

- Decide whether to allow the reassignment;
- Notify the interested person in writing of the decision; and
- Notify the superintendent and the Council in writing of the reassignment within two school days or five calendar days.

POLICY XIII. HIRING A PRINCIPAL

The school council shall review the applications and support materials of all candidates submitted by the superintendent. They shall determine which candidates will be considered finalists and shall conduct background checks of these candidates. From the finalists, the school council will interview at least two candidates. After discussion and review, the school council shall recommend a candidate to the superintendent. If the school council is unable to make a decision by consensus or majority vote, they shall ask the superintendent to submit additional qualified applicants.

POLICY XIV. MEDIA SELECTION POLICY

A. MISSION STATEMENT

The Sharpe Elementary School Media Center's mission is to provide the opportunity for access to information by the students, faculty, and administration.

B. PHILOSOPHY

WE BELIEVE that each student is different in physical, social, emotional, and intellectual needs. Our school should offer opportunities for the maximum growth of each student.

WE BELIEVE that the curriculum of the school should be flexible in order to provide for the individual needs and mental capabilities of all our students.

WE BELIEVE that experiences and opportunities should be provided that will enable our students to acquire basic cognitive processes, independence, self-discipline, leadership, social graces, good citizenship, and aesthetic appreciation.

WE BELIEVE our curriculum should be constructed in such a manner as to provide a foundation for those who are planning to continue their education in a post-secondary or occupational endeavor following high school graduation.

WE BELIEVE that our program should be geared to individual capabilities and that every student should experience success in the school environment.

C. OBJECTIVE

The Sharpe Elementary School SBDM Council is assuming its responsibility for all matters relating to the operation of the Sharpe Elementary School, recognizes that the primary objective of a school media center is to enrich, support, and implement the educational program of the school.

The Sharpe Elementary School SBDM Council subscribes in principle to the statements of policy on library philosophy as expressed in philosophies of the American Association of School Librarians' Access to Resources and Services in the School Library Media Program: An Interpretation of the Library Bill of Rights and the Library Bill of Rights, adopted by the council of American Library Association, copies of which are appended to and made a part of this policy.

To this end, the Sharpe Elementary School SBDM Council endorses the Library Bill of Rights of the American Library Association and the American Association of School Libraries and asserts that the aims of the school media center are:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity level of users served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical and moral standards.
- To provide background information, which will enable the users to make intelligent judgments in their daily lives.
- To provide materials on opposing sides of controversial issues so that young citizens may develop, with guidance, the practice of critical analysis of all media.
- To place principle above personal opinions, and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library center.

D. RESPONSIBILITIES FOR SELECTION OF MATERIALS

The Marshall County Board of Education is legally responsible for all matters relating to the operation of Marshall County Schools.

Administrators, supervisors, teachers, and students are to be encouraged to suggest materials to be added to the media center collection and to share in evaluating materials being considered for purchase.

The responsibility of the selection of instructional materials is delegated to the professionally trained personnel employed by the school system.

A school review committee will be appointed yearly by the SBDM Council of each school. The committee will consist of a principal, a counselor, a teacher, a parent, a student, and a librarian(s).

Occasionally, objections to selection will be made by the public, despite the care taken to select materials for students, teachers, and community.

The principals of the FREEDOM TO READ and the professional responsibility of the staff must be defended rather than the materials. The review committee will:

- Read, examine, and/or view the challenged materials in its entirety
- Check general acceptance of materials by reading reviews
- Weigh values and faults against each other and form opinions based on the materials as a whole and not on passages pulled out of context.
- Meet to discuss the material and to prepare a report of findings
- Present and file a copy of the report with the SBDM Council

E. GUIDELINES FOR SELECTION

Factors to be considered by the media specialist who is the coordinator of media center purchases:

- State, regional, and national standards for school libraries
- Curriculum of the school
- Present library collection
- Budget
- Characteristics and needs of the students
- Potential use

F. CRITERIA FOR SELECTION

- Educational significance
- Need and value to the collection
- Reputation and significance of author or producer
- Favorable reviews found in standard tools of review
- Clarity, adequacy, and scope of media
- Validity, accuracy, objectivity, up-to-date and appropriateness of media
- Organization and presentation of contents
- High degree of readability and/or comprehensibility
- High artistic quality and/or literary style
- High degree of potential user appeal
- Quality format
- Value commensurate with cost and/or need

G. SPECIAL CONSIDERATIONS

Gift materials should meet desirable standards and needs of students and/or faculty using the following criteria:

- Physical suitability
- Usefulness
- Literary quality

When materials are accepted, it should be with the understanding that the media center may use them in accordance with the needs of the curriculum.

Types of materials which are unacceptable will be refused outright are:

- Old, outdated non—fiction
- Good fiction titles in poor editions that repel readers

- Unsuitable fiction (series books, sensational romances or mysteries...)
- Adult books with features questionable for use by adolescents
- Comics, magazines of movie or true romance type, or materials of propagandistic nature
- Items from book showers
- Special gift collections designed to be kept together

Gifts of money are acceptable. Books can be chosen in relation to school collection by the media specialist. The media center can usually secure better discounts on purchase.

Accepted gift materials shall be acknowledged and credit given in the media center records.

H. PROCEDURES FOR HANDLING QUESTIONED OR CHALLENGED MATERIALS

When a complaint is made, the procedures are as follows:

1. An explanation of established policies and procedures of both selection and objections shall be made.
2. If the complainant wishes to make a formal complaint, a Sharpe Elementary School SBDM approved form will be provided to the complainant.
3. The complainant will complete the request form and will ask to be included on the agenda of the next scheduled SBDM Council meeting.
4. After verbal presentation to the SBDM Council of the complaint, the complaint shall be referred immediately to the SBDM Review Committee.
5. The challenged material will be given to the Media Selection Review Committee for review.

When the Media Selection Review Committee has the complaint:

1. A careful re-evaluation shall be made of the material within two weeks.
2. A written recommendation shall be made to the SBDM Council at the next regularly scheduled SBDM Council meeting.

When the SBDM Council has received the recommendation from the Media Selection Review Committee:

1. A careful evaluation of the Media Selection Review Committee's recommendation shall render a decision from the SBDM Council by the next regularly scheduled SBDM Council meeting.
2. Since the SBDM Council assumes all responsibility, the final decisions will be theirs.

After the SBDM Council ruling, a written reply shall be made to the complainant. A copy of the reply will be sent to the review committee and a copy will be kept on file at the school. All

appeals to the decision must be filed according to the SBDM Appeals Policy and/or the Marshall County Board of Education Appeals policy.

(Insert "Request for Review of Educational Resource" Form)

POLICY XV. WELLNESS POLICY

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

- Each student shall engage in at least 15 minutes of planned moderate to vigorous physical activity each day. With input from the teachers and the rest of the staff, the principal shall work out how this activity will be handled. The arrangements must fit within the limits of our building and staffing and be compatible with our school improvement plan.
- Each student shall participate in a physical education class at least one hour per week. Each student shall have at least 20 minutes a day of supervised recess, preferably outdoors, during which the school staff shall encourage moderate to vigorous physical activity.
- Teachers shall make all reasonable efforts to avoid periods of more than forty minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active.
- Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.

Our school shall assess students' level of physical activity at least once a year. The council shall select an assessment tool by the start of each school year, and the principal shall develop a schedule for completing that assessment.

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

- Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverages available during the school day.
- Our Practical Living curriculum shall address the Kentucky Core Academic Standards, including health, consumerism, and physical education.
- The rest of our curriculum shall reflect an integrated concern for wellness, including connections to Science, Social Studies, and other subjects.

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

Parent Involvement (Title I)

Policy Statement

Sharpe Elementary is committed to engaging parents in meaningful activities that will lead to increased student achievement levels. To complete the effective home-school partnership, Sharpe Elementary will provide:

- An annual meeting where parents will meet their child's teacher and be notified of their rights and responsibilities under Title I concerning involvement in their child's education.
- A variety of informational meetings throughout the year to assist parents in understanding federal and state academic standards and required assessments, as well as training in how they can assist their child with being successful in challenging coursework.
- A varied schedule of times for meetings and activities to accommodate the needs of parents.
- A formal parent-teacher conference and additional information and ongoing communications regarding student progress and achievement.
- A school-parent compact, designed with parents and school staff that outlines how parents, students, and staff have a shared responsibility for the student's education.
- Meetings and informational sessions for parents whose children are in key transitional points.

Every effort will be made to communicate with parents in a format and language that are familiar to the parents and easily understandable. Parents and community members are always welcome at Sharpe Elementary.