

**WALLINS
ELEMENTARY
SCHOOL**

**SBDM
COUNCIL**

BY-LAWS

**BY-LAWS
SBDM COUNCIL
WALLINS ELEMENTARY SCHOOL**

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ARTICLE I: PURPOSE

The purpose of the Wallins Elementary School Council is to address the academic, social and emotional needs of our students by setting school policy and making other required decisions 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 Wallins 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

“EDUCATING TOMORROW’S LEADERS TODAY”

ARTICLE III: MEMBERSHIP

A. COMPOSITION

1. The Site-Based Decision Making Council of Wallins 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 on the previous October 1, and there is no minority member elected in the initial elections and the school does not have a minority principal, 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). All parents may vote in this election.
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 staff at the school, 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.
5. The school council does not wish to exclude any constituency in the school from participation in all council meetings. Therefore, 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.
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, and vote in our school. Assistant principals may not serve as teacher council members.
3. Parent Members: Parent council members must be the parent, step-parent, or foster parent of a child who is pre-registered to attend the school during the term of office they are seeking. Legal guardians may serve as parent members if the pre-registered child lives with them. Parent council members may not be employed at the school or be the relative (father, mother, sister, brother, husband, wife, son, daughter, aunt, uncle, son-in-law, daughter-in-law) of someone who is employed at the school.

C. REMOVAL OF MEMBERS

1. According to KRS 156.132, the chief state school officer may recommend removal of school council member who 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 local board, by a vote 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 give to the member of the school council.
3. A member may also be removed by the Kentucky Board of Education, pursuant to KRS 160.345 (9): if they engage in a pattern of practice which is detrimental to or circumvents school-based decision making.

D. 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 August 1, and be eligible for re-election. Elections will follow the same procedures as regular elections.

E. TERMS OF OFFICE

The terms of parent and teacher members shall begin on August 1 and end July 31 of the appropriate year. Terms shall be two-years each. No term limits shall be imposed on council members who are nominated and elected to consecutive two-year terms.

F. ELECTIONS

1. **Parent Members:** Parents conduct their own elections as per KRS 160.345. Elections shall be conducted in odd numbered years 2005, 2007, 2009, etc. in the month of May by the largest parent organization that is formed for the purpose of electing two parent council members. Parent elections may be by plurality vote (two parents with the highest number of votes) unless the parent organization requires a majority vote. A representative of the parent organization shall notify the principal in writing of the two parents elected within 24 hours of the final vote, and shall deliver all election materials to the principal the next business day after the election.
2. **Teacher Members:** Teachers conduct their own elections as per KRS 160.345. Elections shall be conducted in odd numbered years 2005, 2007, 2009, etc. in the month of May. Teachers must be elected by a simple majority (one half plus one) of the number of teachers assigned to the school. The process that teachers may use to elect their representatives should address the following areas: Nomination-Preparation of Ballot-Election-Absentee Ballots-Procedures after First Round Ballots-Delivery of election materials to the principal the next business day after the election.

ARTICLE IV: DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. CHAIR

The principal shall be the chairperson of the school council (as required by KRS

ARTICLE IV: DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. CHAIR

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

- Conducting school council meetings
- Compiling and distributing the agenda
- Serving as official custodian of council record
- Coordinating standing and ad hoc committees
- Carrying out any additional responsibilities as stated in these by laws

B. VICE-CHAIR

Vice-Chair shall be elected by all members at first meeting in August of each year. Duties of the Vice-Chair shall include:

- Presiding over council meetings in the absence of the chair
- Calling special meetings of the council in the event a principal vacancy occurs
- Conducting meetings necessary for the principal hiring process to take place

C. SECRETARY

A council secretary shall be appointed by the principal. Duties of the secretary shall include:

- Record and keep council minutes
- Prepare official council correspondence of the council
- Maintain current copies of council by-laws and policies

D. COUNCIL MEMBERS

Duties of council members include:

- Knowing and adhering to the mission, philosophy, and goals of Wallins Elementary School
- Attending all council meetings, both regular and special
- Encouraging and requesting opinions from their constituencies
- Supporting, promoting, and communicating council decisions
- Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council
- Complete all training pursuant to KRS 160.345 (6)

ARTICLE VI: SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

1. The regular monthly meeting of the Wallins elementary School Council shall be the second Tuesday of every month. Council meetings shall be open to the public. Meetings will begin at 6:00 p.m. Meetings shall not exceed 90 minutes, the council may decide by motion, second and majority vote to extend the length of the meeting 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 meeting will be held in the Library of the Wallins Elementary School.
3. All meetings of the Council are open to the public and shall be conducted in compliance with the Kentucky Open Meetings Laws. The Council may go into closed session to discuss certain sensitive issues permitted under 61.810. All official actions of the council shall be taken in open meetings. Meetings may be canceled by the chairman if deemed necessary. If school is canceled, the meeting is automatically postponed until the following Tuesday, or a special meeting may be called. In the event of sudden cancellation, the Chairman will notify the radio station.
4. Meeting dates will be sent to the newspaper and radio stations.
5. Initial presentation before the council will be limited to five minutes unless prior arrangements have been made for more time. Or at discretion of chairperson.

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.
2. Standing committees can be dissolved only through the process of amending by laws.

C. MEMBERSHIP & ELECTION OF CHAIR

1. Committees will be comprised of certified employees and when possible will include classified employees, parents, interested community persons, and students.
2. Committee membership is open to interested persons.
3. Committee membership shall be at least 5 persons, at the discretion of the principal.
4. Committees shall elect a chairperson from their membership no later than September 30 who shall serve for a term of no longer than one year.
5. A faculty representative or parent representative of the school council may not serve as chairperson for a standing committee.
6. Committee terms will be from September 1st through August 31.

D. DECISION MAKING

Committee decisions shall be made by a 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. A schedule of Committee Meetings shall be presented at the September Council Meeting.
2. Committees must comply with all provisions of the Open Meetings and Open Records laws.

G. STANDING COMMITTEES

1. Standing committees for Wallins Elementary School shall include:

- a. Curriculum/Core Content
- b. Discipline/Attendance
- c. Technology/Textbook
- d. Public Relations/Parent Involvement
- e. Budget
- f. CSIP/Needs Assessment

2. A listing 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 Wallins elementary School Council shall be the second Tuesday of every month. Council meetings shall be open to the public. Meetings will begin at 6:00 p.m. Meetings shall not exceed 90 minutes, the council may decide by motion, second and majority vote to extend the length of the meeting 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 meeting will be held in the Library of the Wallins Elementary School.

ARTICLE VII: CONDUCT OF MEETINGS

A. QUORUM

A quorum of the school council shall be a majority (more than one-half) of the number of seats on the school council. No council business shall be discussed or conducted unless a quorum of council members are present. Any combination of four members is acceptable.

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 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.

D. 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. Any agenda item may be referred to a standing or ad hoc committee for further study as deemed necessary by the council.

E. DECISION MAKING PROCESS

1. 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.
2. All decisions and policies officially adopted by the Wallins Elementary School Council will be reported to the Central Office.
3. Decisions will be made by a majority vote. All abstentions will be counted with the majority.
4. Policies approved will go into effect upon the 1st reading. There will be a 2nd reading at the next meeting only to amend previous approval.

ARTICLE VIII: MINUTES AND OTHER COUNCIL RECORDS

A. MINUTES KEPT AND APPROVED

1. The secretary shall keep minutes for each meeting of the school council.
2. If secretary is absent minutes may be taped and, or taken by the vice-chairperson.
3. Minutes shall reflect an accurate record of actions and votes taken at a council meeting.
4. The council shall review the minutes of each meeting at the next meeting, making amendments, and officially approving them.
5. A copy of the minutes of the most recent meeting will be posted outside the school office.

B. 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 or documents shall be 50 cents per page.
3. The requested records must be provided to the person making the request within three business days.
4. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.
5. School council records will be available for inspection during the school hours in the schools office.

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 to the council.

B. SCHEDULE

A council shall schedule a hearing within thirty (30) days from the date the request is received. The person appealing shall be informed of the hearing by a 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. If the resolution is unsatisfactory to the complainant, the decision of the council may be appealed pursuant to local board policy.

E. REPORT

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

of the council's decision.

ARTICLE X: AMENDMENTS, REVIEW AND POLICY DEVELOPMENT

A. AMENDMENTS

The Council may amend these by-laws as needed in the following manner:

1. A proposed amendment to these by-laws must first be presented to the Council who may refer it to an appropriate committee for consideration if it so chooses.
2. After the first is completed, the procedure for the adoption of an amendment shall be the same as for any other issue or motion.
3. Amendments will be adopted according to the guidelines for decision making.

B. REVIEW

1. SBDM policies will be reviewed on an annual basis.
2. SBDM council reserves the right to make changes in policy as deemed necessary.

C. POLICY DEVELOPMENT

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 programs 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 year as established by the local board;
5. Determination of use of school space during the school day;
6. Planning and resolution of issues regarding instructional practices;
7. Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parents, 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

SCHOOL COUNCIL POLICY FORMAT

District: Harlan County School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
03 ● 01

POLICY TOPIC DESCRIPTION
Curriculum Goals

POLICY STATEMENT
<p>The Wallins School Curriculum shall comply with state requirements as set forth in House Bill #9 Part I - Curriculum Section 14. The six (6) goals framed are: 1) Use basic communication and mathematics skills for purposes and situations they will encounter throughout their lives; 2) Apply core concepts and principles from mathematics, the sciences, the arts, the humanities, social studies, and practical living studies to situations they will encounter throughout their lives; 3) Become a self-sufficient individual; 4) Become responsible members of a family, work group, or community including demonstrating effectiveness in community service; 5) Think and solve problems in situations and in a variety of situations they will encounter in life; 6) Connect and integrate experiences and new knowledge from all subject matter fields with what they have previously learned.</p>

Date Adopted: <u>August 9, 1991</u> Signature: <u>William O. Bell</u>
Date Amended: <u>9-12-01</u> Council Chairperson

1st Reading: <u>9-10-01</u> 2nd Reading: <u>9-12-01</u>

SCHOOL COUNCIL POLICY FORMAT

District: Harlan County School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
2 ● 01

POLICY TOPIC DESCRIPTION
Student Assignment

POLICY STATEMENT
Teachers within grade levels, working in collaboration, shall prepare assignments for current students to classes for the following school year by May 1st of each school year. These assignments shall be presented to the principal who shall present information for consideration, amendment, and approval of the school council. After council approval subsequent additions or amendments to student assignment lists shall be the responsibility of the principal. Criteria to be used: Academic performance of the student; Learning style of the student; Student behavior; Instructional needs of the student; Class size; and School Schedule. Class assignments will be posted each July 1st

Date Adopted: _____	Signature: _____	Council Chairperson
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1st Reading: _____	2nd Reading: _____
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SCHOOL COUNCIL POLICY FORMAT

District Harlan County

School Wallins Elementary

COUNCIL POLICY TYPE (Check One)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

POLICY NUMBER
<u>0</u> <u>5</u> <u>0</u> <u>1</u>

POLICY TOPIC DESCRIPTION
<u>Selection of instructional materials and student support services</u>

POLICY STATEMENT
<u>By March 1: The Budget Committee shall prepare a list of recommendations of</u>
<u>instructional materials and student support services, subject to school council</u>
<u>review and approval.</u>

Date Adopted <u>August 9, 1991</u>	Signature <u>William O. Belcher</u>
Amended: <u>11-8-99</u>	Council Chairperson

First Reading 10-25-95

Second Reading 11-8-99

Wallins Elementary School
Wellness Policy

In compliance with KRS 160.345 (11) the following policy will be implemented for the first time in the 2005/06 school year.

All students in grades K-5 shall participate in moderate to vigorous physical activity each day. All students in grades 6-8 will have physical education twice per week. These activities will be as follows:

- ✓ Each student in grades K-5 shall engage in at least 30 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 in grades 6-8 shall participate in physical education class twice a week.
- ✓ In grades K-5 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.
- ✓ Students shall not be deprived of physical activity as a consequence for behavior or academic performance.
- ✓ Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.

WES 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 full Core Content, 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.

The principal shall share this policy with the Kentucky Department of Education when KDE asks for this information.

SCHOOL COUNCIL POLICY FORMAT

District: Harlan County School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
06' ● 01'

POLICY TOPIC DESCRIPTION
Student Support Services (Wellness Program)

POLICY STATEMENT
In compliance of Senate Bill 172 and KRS 160.345 (11) we are implementing the wellness policy on the back of this sheet.

Date Adopted: _____	Signature: _____	Council Chairperson
Date Amended: _____		
1st Reading: _____		2nd Reading: _____

SCHOOL COUNCIL POLICY FORMAT

District: Harlan County School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
"07" ● "01"

POLICY TOPIC DESCRIPTION

Personnel Decisions - Consultation

POLICY STATEMENT

The Council will follow district time-line guidelines for all vacancies. Consultation shall be documented in the minutes of the meeting. Consultation with the Site-Based Council must take place prior to the principal filling any vacancies.

When four people or less apply for a position at all applicants may be interviewed. The SBDM Council will conduct interviews. In certain instances interviews may be waived upon recommendation of the principal. When five or more apply for the job the principal will reduce number to 4 to be interviewed by the council. All vacancies that need to be filled during summer months will be no different and if the need arises a special called meeting may be convened for this purpose. Applications and letters of intent will be forwarded from Central Office to the school as well as accepted at the school. The principal will call references of candidates as needed. Upon completion of interviews and consultation the principal shall provide to the Superintendent the person selected for the position

with in 5 working days.

Date Adopted: 8-Nov-99 Signature: William O. Belcher
Council Chairperson

1st Reading: 08-13-01 2nd Reading: 9-10-01

SCHOOL COUNCIL POLICY FORMAT

District: Harlan County School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
07 ● 02

POLICY TOPIC DESCRIPTION
Personnel Decisions - Principal Hiring

POLICY STATEMENT
The school council shall have training before hiring a principal. The School council shall review 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. After discussion and review the school council shall submit the successful 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.

Date Adopted: <u>August 9, 1991</u> Signature: <u>William O. Belsch</u>
Date Amended: <u>9-12-91</u> Council Chairperson

1st Reading: <u>9-10-01</u> 2nd Reading: <u>9-12-01</u>

SCHOOL COUNCIL POLICY FORMAT

District: Harlan County School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
08 ● 01

POLICY TOPIC DESCRIPTION
K-8 Curriculum

POLICY STATEMENT
The K-8 curriculum shall be taught in accordance with regulations and rules of the Kentucky Department of Education. It shall be aligned with the Program of Studies and Kentucky Core Content. The program shall include: 1) Language Arts - ie. reading, writing, speaking, listening, and spelling; 2) Library research reference skills; 3) Mathematics; 4) Science 5) Social Studies; 6) Practical Living/Vocational Studies; 7) Arts & Humanities

Date Adopted: <u>August 9, 1991</u> Signature: <u>William O. Belch</u>
Date Amended: <u>9-12-01</u> Council Chairperson

1st Reading: <u>9-10-01</u> 2nd Reading: <u>9-12-01</u>

SCHOOL COUNCIL POLICY FORMAT

District: Harlan County School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
08 ● 02

POLICY TOPIC DESCRIPTION
Harlan County Board of Education will make decisions regarding the following Categories.

POLICY STATEMENT
1) School term; 2) Emergency Closings; 3) School calendar; 4) Testing program; 5) Federal funding; 6) Home/Hospital Instruction; 7) Special Programs

Date Adopted: August 9, 1991	Signature: <u>William O. Belcher</u>
Date Amended: <u>9-12-01</u>	Council Chairperson

1st Reading: <u>9-10-01</u>	2nd Reading: <u>9-12-01</u>
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SCHOOL COUNCIL POLICY FORMAT

District Harlan County School Wallins Elementary

COUNCIL POLICY TYPE (Check One)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

POLICY NUMBER
<u>0</u> <u>8</u> • <u>0</u> <u>3</u>

POLICY TOPIC DESCRIPTION
Program of Studies and Core Content

POLICY STATEMENT
The professional staff shall consult and utilize the Program of Studies and
the Core Content which provides what must be taught in all grade levels.

Date Adopted <u>August 9, 1991</u>	Signature <u>William O. Belcher</u>
Amended: <u>11-8-99</u>	Council Chairperson

First Reading 10-25-95
Second Reading 11-8-99

SCHOOL COUNCIL POLICY FORMAT

District Harlan County

School Wallins Elementary

COUNCIL POLICY TYPE (Check One)

By-Laws (Council Operational Policies)

Function (School Operational Policies)

POLICY NUMBER

0 8 0 6

POLICY TOPIC DESCRIPTION

Supplies and Materials

POLICY STATEMENT

The principal shall develop and present for site base council approval regulations pertaining to
the purchase of instructional items identified as consumable or non-consumable; establishment of
a per-pupil allocation of funds to purchase instructional items; use of all or a portion of
student fees as part of the per-pupil allocation of funds to purchase instructional items and
survey of teachers to determine their needs for instructional items and the consideration of
such survey in the purchase of said items. The school may furnish supplies free of charge to
indigent children and other children it deems advisable.

Date Adopted August 9, 1991

Signature Jimmy W. Wash
Council Chairperson

SCHOOL COUNCIL POLICY FORMAT

District Harlan County

School Wallins Elementary

COUNCIL POLICY TYPE (Check One)

By-Laws (Council Operational Policies)

Function (School Operational Policies)

POLICY NUMBER

0 8 0 7

POLICY TOPIC DESCRIPTION

Homework

POLICY STATEMENT

Homework shall be assigned for the improvement of learning. Curriculum-related assignments shall not be used for disciplinary purposes. Assignments should have meaning for the student, should be clear and specific, and should be of an amount and type that may be accomplished in a reasonable period of time, to be determined, at the discretion of the basic classroom teacher.

Date Adopted August 9, 1991

Signature

Jessie W. Leach
Council Chairperson

SCHOOL COUNCIL POLICY FORMAT

District Harlan County

School Wallins Elementary

COUNCIL POLICY TYPE (Check One)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

POLICY NUMBER
<u>0</u> <u>8</u> <u>0</u> ● <u>0</u> <u>8</u>

POLICY TOPIC DESCRIPTION

Guidance

POLICY STATEMENT

Guidance and counseling services shall be provided for students. Services
provided by the guidance program shall consist of educational counseling,
career and personal counseling, testing, and other services requested by
students, parents, or staff. All records and counseling information shall
be kept in confidence.

Date Adopted August 9, 1991

Signature Jimmy W. Wash
Council Chairperson

SCHOOL COUNCIL POLICY FORMAT

District Harlan County School Wallins Elementary

COUNCIL POLICY TYPE (Check One)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

POLICY NUMBER
<u>0</u> <u>8</u> • <u>0</u> <u>9</u>

POLICY TOPIC DESCRIPTION
<u>Pledge of Allegiance</u>

POLICY STATEMENT
<u>Each student shall be afforded the opportunity to begin each school day with</u>
<u>the Pledge of Allegiance to the Flag of the United States. No student shall</u>
<u>be required to participate in the Pledge against his or her parent's wishes.</u>
<u>The school shall include in the social studies curriculum instruction cover-</u>
<u>ing the proper display of and respect for the Flags of the United States and</u>
<u>Kentucky.</u>

Date Adopted <u>August 9, 1991</u>	Signature <u>Jimmy W. Wash</u>
	<u>Council Chairperson</u>

SCHOOL COUNCIL POLICY FORMAT

District Harlan County School Wallins Elementary

COUNCIL POLICY TYPE (Check One)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

POLICY NUMBER
<u>0</u> <u>8</u> • <u>1</u> <u>0</u>

POLICY TOPIC DESCRIPTION
<u>Controversial Issues</u>

POLICY STATEMENT
<u>Teachers are expected to exercise reasonable and prudent judgment in the selection and use of materials and discussion of issues in their classrooms. The study of controversial issues shall be objective and scholarly. Issues discussed shall be appropriate for and within the range of knowledge, understanding, age, and maturity of students and shall be current, relevant, and significant to the instructional program. All classroom materials shall be current, relevant, and significant to the instructional program. Materials shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students. Neither issues nor materials that have a potentially disruptive effect on the educational process shall be discussed</u>

Date Adopted <u>August 9, 1991</u>	Signature <u>Jimmie W. Wash</u> Council Chairperson
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SCHOOL COUNCIL POLICY FORMAT

District: Harlan County School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
<u>08</u> ● <u>11</u>

POLICY TOPIC DESCRIPTION
Physical Education terminology will change to Practical Living

POLICY STATEMENT
Physical Education will now be part of the Practical Living classes that are offered to the student: <u>at Wallins Elementary School. It will be taught as mandated in the Kentucky Core Content and</u> <u>the program of studies. If a student's physical condition or religious convictions prohibit participatic</u> <u>in physical activities, the principal may exempt the student from the activity.</u>

Date Adopted: <u>August 9, 1991</u> Signature: <u>William O. Belcher</u>
Date Amended: <u>9-12-01</u> Council Chairperson

1st Reading: <u>9-10-01</u>
2nd Reading: <u>9-12-01</u>

SCHOOL COUNCIL POLICY FORMAT

District Harlan County

School Wallins Elementary

COUNCIL POLICY TYPE (Check One)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

POLICY NUMBER
<u>0</u> <u>8</u> • <u>1</u> <u>2</u>

POLICY TOPIC DESCRIPTION
<u>Drug and Alcohol Education</u>

POLICY STATEMENT
The Wallins School shall develop a program regarding instruction on the effects of the use of alcohol and drugs. Grants from both federal and state are available along with local programs to be included in the curriculum (i.e. D.A.R.E. Program).

Date Adopted <u>August 9, 1991</u>	Signature <u>Jerry W. Roark</u> Council Chairperson
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SCHOOL COUNCIL POLICY FORMAT

District Harlan County

School Wallins Elementary

COUNCIL POLICY TYPE (Check One)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

POLICY NUMBER
<u>0</u> <u>8</u> <u>1</u> <u>3</u>

POLICY TOPIC DESCRIPTION
<u>Instructional Materials</u> _____ _____

POLICY STATEMENT
<u>The principal with the assistance of the professional staff shall make provisions for the selection of textbooks and all other materials necessary to sustain and improve the instructional program.</u> <u>The Site-Based Council may select and use supplementary textbooks, print and audio-visual media materials, and audio-visual equipment. The use of copyrighted material for educational purposes shall be with copyright laws applicable. Teachers shall review materials before they are presented for student use.</u> _____ _____

Date Adopted <u>August 9, 1991</u>	Signature <u>Jimmy W. Loach</u> Council Chairperson
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SCHOOL COUNCIL POLICY FORMAT

District Harlan County

School Wallins Elementary

COUNCIL POLICY TYPE (Check One)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

POLICY NUMBER
<u>0</u> <u>8</u> • <u>1</u> <u>5</u>

POLICY TOPIC DESCRIPTION
<u>Special Programs</u>

POLICY STATEMENT
<u>An educational program shall be provided for exceptional children. Transportation shall be provided as to specific need and consistent with state and/or federal regulations. *Handicapped Students</u>
<u>1) Communication Disorders of Speech/Language; 2) Communication Disorders/Impaired Hearing; 3) Physically Handicapped and other Health Impaired; 4) Emotionally Disturbed/Behavior Disorders; 5) Specific Learning Disabilities; 6) Educable Mentally Handicapped; 7) Trainable Mentally Handicapped;</u>
<u>8) Severely/Profoundly Handicapped; 9) Multiple Handicapped; 10) Visually Handicapped. Variation in numbers depend on population of need within school at any given time. A plan to accurately identify children who display and/or test a need for special education and related services shall</u>

Date Adopted <u>August 9, 1991</u>	Signature <u><i>Denise W. Beach</i></u>
	Council Chairperson

SCHOOL COUNCIL POLICY FORMAT

District: _____ Harlan County _____ School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
08' ● 19

POLICY TOPIC DESCRIPTION
Alternative School/Alternative Class/In School Suspension

POLICY STATEMENT
Students who exhibit disruptive behavior that interferes with a productive learning environment may be placed at the alternative school, in an alternative classroom or if at all possible in an In School Suspension setting. Students shall be placed only in these settings by the principal or assistant principal or the principal's designee

Date Adopted: 08/09/1991 Signature: _____ Council Chairperson

1st Reading: _____ 2nd Reading: _____

SCHOOL COUNCIL POLICY FORMAT

District Harlan County

School Wallins Elementary

COUNCIL POLICY TYPE (Check One)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

POLICY NUMBER
0 <u>8</u> • <u>2</u> <u>2</u>

POLICY TOPIC DESCRIPTION

Primary Exit Criteria

POLICY STATEMENT

Students at Wallins School must successfully complete exit criteria for the primary before entering the fourth grade. The exit criteria is based on the KDE core content for the primary school. Our school curriculum has been aligned with the KDE core content. KERA allows students to move through the primary at their own speed and gives them 4, 5, or 6 years to complete the material. Primary teachers will follow steps in verifying successful completion of the primary program. (page 2 and 3 of this policy) If a parent disagrees with the teacher's recommendation that the child needs more time to complete the

Date Adopted May 11, 1998

Signature John Blusker
Council Chairperson

SCHOOL COUNCIL POLICY FORMAT

District: Harlan County School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
08 ● 22

POLICY TOPIC DESCRIPTION
Primary Exit Criteria

POLICY STATEMENT
<p>As state law states we are an <u>ungrade primary</u>. The state gives us <u>six (6) years</u> to prepare a student for the <u>fourth grade</u> or to exit the <u>primary program</u>. All <u>primary students</u> parents will be given during the <u>first month of school</u> a sheet indicating the process used for the student to go to the <u>next level</u> or repeat the <u>current level</u>. If the student acquires <u>126 points</u> or above the student will go to the <u>next level</u>. <u>125 points</u> and below student will repeat the level they are in. If a parent <u>disagrees</u> with the decision <u>he/she</u> may request a committee meet <u>ing with teachers, principal, or designee</u>. Final decision lies with the <u>Principal</u></p>

Date Adopted: <u>11-May-98</u> Signature: _____	Council Chairperson
Amended: _____	

1st Reading: _____	2nd Reading: _____
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SCHOOL COUNCIL POLICY FORMAT

District: _____ Harlan County School: _____ Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
09' ● 01'

POLICY TOPIC DESCRIPTION
Staff time assignment

POLICY STATEMENT
By June 1st of each school year the principal shall prepare an instructional and non-instructional staff time assignment plan for the following school year.
Discussion of the plan will take place at the July SBDM Meeting. However, the final decision on the placement of staff shall be the responsibility of the _____ principal.

Date Adopted: August 4, 1998	Signature: _____	Council Chairperson
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Date Amended: _____	
1st Reading: _____	2nd Reading: _____

SCHOOL COUNCIL POLICY FORMAT

District: Harlan County School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
12 ● 01'

POLICY TOPIC DESCRIPTION
School Space Use

POLICY STATEMENT
<u>By July 15th of each school year the principal shall prepare a school space use plan and present the plan to the school council for approval. The council may amend the plan prior to approval. The principal shall implement the plan subsequent to the approval of the school council. If the school council has not approved a plan prior to July 30th the principal shall develop and implement a school space use plan. This school council policy shall also be consistent with applicable indicators from the Standards and Indicators for Schools Improvement.</u>

Date Adopted: _____	Signature: _____	Council Chairperson
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1st Reading: _____	2nd Reading: _____
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SCHOOL COUNCIL POLICY FORMAT

District: Harlan County School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
13 ● 01'

POLICY TOPIC DESCRIPTION
Instructional Practices

POLICY STATEMENT
Faculty in collaboration with the principal, shall select the appropriate instructional practices to be utilized in their classroom, to ensure that the school's curriculum is fully implemented. The process is to be monitored by the principal. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

Date Adopted: <u>08/09/1991</u> Signature: _____ Council Chairperson
Date Amended: _____

1st Reading: _____ 2nd Reading: _____

SCHOOL COUNCIL POLICY FORMAT

District Harlan County School Wallins Elementary

COUNCIL POLICY TYPE (Check One)	
<input type="checkbox"/>	By-Laws (Court Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

POLICY NUMBER
<u>1</u> <u>3</u> ● <u>0</u> <u>1</u>

POLICY TOPIC DESCRIPTION
Planning and resolution of issues regarding instructional practices.

POLICY STATEMENT
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 Curriculum Committee.

Date Adopted <u>August 9, 1991</u>	Signature <u>Ann D. Roach</u> Council Chairperson
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SCHOOL COUNCIL POLICY FORMAT

District Harlan County

School Wallins Elementary

COUNCIL POLICY TYPE (Check One)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

POLICY NUMBER
1 <u>4</u> • 0 <u>1</u>

POLICY TOPIC DESCRIPTION

Discipline and Classroom Management

POLICY STATEMENT

The Student Handbook of Wallins Elementary School (attached) contains a list
of rules that have been developed for grades K - 8 with a marking system and a
list of consequences that accompany rule violations. Any item not covered
in the Student Handbook will be governed by the Harlan County Code of Conduct
or County Policy Manual.

Date Adopted November 14, 1994
Amended: 11-8-99

Signature William O. Belch
Council Chairperson

First Reading 10-25-99

Second Reading 11-8-99

SCHOOL COUNCIL POLICY FORMAT

District Harlan County

School Mallins 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 the determination of policies related to the
programs. The school council shall approve or disapprove of the selection
of extra-curricular programs and the determination of policies relating to
them, (Student handbook and County Code of Conduct.)

Date Adopted August 4, 1998

Signature

John Shuster
Council Chairperson

SCHOOL COUNCIL POLICY FORMAT

District: _____ Harlan County _____ School: _____ Wallins Elementary _____

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
17 ● 01

POLICY TOPIC DESCRIPTION
School Budget and Professional Development

POLICY STATEMENT
Each year after March 1 the principal shall prepare a recommendation for the school council for the schools instructional budget based upon a recommendation from the budget committee and the needs of the CSIP. The council will review the plan to assure that the needs of CSIP are met. The council will approve at the recommendation of the principal. The principal shall present quarterly reports of funds expended. The CSIP Committee and the principal shall ensure that the professional growth and development needs of staff are included in the needs assessment portion of the planning process and that appropriate objectives and strategies are included in the plan.

Date Adopted: _____ 08/09/1991 _____ Signature: _____ Council Chairperson

1st Reading: _____ 2nd Reading: _____

SCHOOL COUNCIL POLICY FORMAT

District Harlan County School Wallins Elementary

COUNCIL POLICY TYPE (Check One)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

POLICY NUMBER
<u>1</u> <u>7</u> • <u>0</u> <u>1</u>

POLICY TOPIC DESCRIPTION
School Budget and Administration - Professional Development

POLICY STATEMENT
The Consolidated Planning Committee shall prepare recommendations pursuant
to the needs identified in the school consolidated plans subject to council
review and approval. The Budget Committee shall make recommendations on
instructional funds and their use, subject to council review and approval.

Date Adopted <u>September 9, 1991</u>	Signature <u>William O. Belcher</u>
Amended: <u>11-8-99</u>	Council Chairperson

First Reading 10-25-99

Second Reading 11-8-99

SCHOOL COUNCIL POLICY FORMAT

District: _____ Harlan County _____ School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
18 ● 01'

POLICY TOPIC DESCRIPTION
State standards, technology utilization, and program appraisal

POLICY STATEMENT
The school shall organize all instructional and other activity to be aligned with standards established by state laws and regulations, and in a manner that is consistent with local school board policy. The school shall utilize technology in a manner consistent with local school board policy and state laws and regulations. The school shall appraise all programs in a manner that is consistent with local board policy.

Date Adopted: _____ Signature: _____ Council Chairperson
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1st Reading: _____ 2nd Reading: _____

SCHOOL COUNCIL POLICY FORMAT

District: Harlan County School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
21 ● 01

POLICY TOPIC DESCRIPTION
Data Analysis and Achievement Gaps

POLICY STATEMENT
Data Analysis will take place within the first working week after we receive our CATS Scores. Tools to be used will be the KPR and KASC Tool Kit. This analysis will be completed by members of the faculty, Parents, and administrators. Upon completion of the analysis we can determine if we have any gaps. From information we get from these reports we will revisit our CSIP Amendments and Adjustments will be made accordingly.

Date Adopted: _____	Signature: _____	Council Chairperson
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1st Reading: _____	2nd Reading: _____
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SCHOOL COUNCIL POLICY FORMAT

District: Harlan County School: Wallins Elementary

COUNCIL POLICY TYPES (CHECK ONE)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

Policy Number
22 ● 01

POLICY TOPIC DESCRIPTION
Comprehensive School Improvement Plan

POLICY STATEMENT
The Comprehensive School Improvement Plan Committee along with component managers will assess and update Comprehensive School Improvement Plan as required by the State Department of Education and the Local Board of Education. Stakeholders in all areas shall be involved in the process

Date Adopted: <u>8/9/91</u> Signature: _____ Council Chairperson

1st Reading: _____ 2nd Reading: _____

SCHOOL COUNCIL POLICY FORMAT

District Harlan County School Wallins Elementary

COUNCIL POLICY TYPE (Check One)	
<input type="checkbox"/>	By-Laws (Council Operational Policies)
<input checked="" type="checkbox"/>	Function (School Operational Policies)

POLICY NUMBER
<u>2</u> <u>2</u> • <u>0</u> <u>1</u>

POLICY TOPIC DESCRIPTION
Consolidated Plan

POLICY STATEMENT
The Consolidated Plan Committee along with component managers will assess
and update CP as required by the State Dept. of Education and the Central
office.

Date Adopted <u>August 9, 1991</u>	Signature <u>William O. Belcher</u>
Amended: <u>11-8-99</u>	Council Chairperson

First Reading 10-25-99

Second Reading 11-8-99