Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.01

POLICY TOPIC DESCRIPTION
DETERMINATION OF CURRICULUM INCLUDING NEEDS ASSESSMENT, CURRICULUM DEVELOPMENT, ALIGNMENT WITH STATE STANDARDS, TECHNOLGOY UTILIZATION, AND PROGRAM APPRAISAL WITHIN THE LOCAL SCHOOL BOARD'S POLICY

POLICY STATEMENT
Curriculum shall be defined as all experiences provided by the school, which are designed to help children develop academically, socially, emotionally, and physically. Curriculum includes both what is taught and how it is organized for delivery. The All Teachers shall be responsible for assessing, designing, monitoring and evaluating the curriculum. The council along with the Teachers shall help assure the curriculum at Black Mountain Elementary School meets state and local board standards and that technology is appropriately infused into the curriculum. The CSIP committees shall report to the council quarterly through Progress Notes and Impact forms. The School Council with the assistance from the CSIP committees shall develop an annual plan for improving the curriculum. The plan may cover a span of more than one year. Information obtained from accountability tests and other data shall be used when considering the improvement of the curriculum. The Chairperson of the CSIP committees or designee shall be responsible for reporting information gathered from committee meetings to the council.

CSIP Committees (After School), will also meet regularly to discuss student transition and curriculum issues. Information gathered/learned will be shared with the CSIP committees and the school council.

Upon receipt of the KPREP data, the school council shall conduct an annual review of the disaggregated student performance data, and shall use the analysis as a basis for the development and adoption of goals and objectives in the school improvement plan. The tests scores shall be distributed to all staff members on the date that the state embargo ends.

The Administrations along with the CSIP committees will identify any gaps in the curriculum when the assessment results information is released by the Kentucky Department of Education.

Through scrimmage tests, classroom assessments and needs assessments that are administered as outlined in the CSIP, teachers will identify gaps in the curriculum and adjust the teaching of the KCAS accordingly. The Administration along with the CSIP committees will analyze the results of student performances in order to impact instruction and revise curriculum as needed.

8-5-14		
1st reading	9-2-14	9-2-14
	2nd reading	3rd reading
Eddie Stewart		Adopted
Council Chairperson	Eddie Stewart	Eddie Stewart
	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.02

POLICY TOPIC DESCRIPTION
Emergency Procedure Plan

POLICY STATEMENT
All Black Mountain Elementary staff will follow the Black Mountain Elementary School Emergency Procedure Plan Safe School Plan including Crisis Prevention and Response. Every classroom will be provided with the EMP and an Emergency Exit plan will be placed in every classrooms, office, gym and Lunchroom. Emergency phone numbers will be placed in all classrooms.

7-14-2015	8-8-15_____	8-15-15
1st reading	2nd reading	Adopted
	Bonnie LeFevers	
Bonnie LeFevers		Bonnie LeFevers
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.03

POLICY TOPIC DESCRIPTION

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Promotion and Retention

POLICY STATEMENT

Promotion for students in grades 3-8 is based upon meeting the grade level requirement which is passing, the majority of the classes: Math, Reading, language Arts/English, Social Studies, and Science. This will make a total of 5 classes for students. For this policy, a majority of classes will be defined as 4 out of 5 classes. Students must receive an average passing grade in 4 of 5 classes in order to receive promotion.

Retention: Students who do not meet the grade level promotion requirements or mastery towards state required assessments will be considered for retention. Decisions about retention will be made by the administration in consultation with the classroom teachers, the students' parents/guardians, and other appropriate professionals. At the conclusion of the second 9 weeks, teachers should notify the administration by completing the Retention intervention form for those students who might be in consideration for retention. Parents will be contacted to discuss the students' progress. Ongoing communications between the school and the parent should culminate in a decision about promotion or retention before the conclusion of the fourth 9 weeks. All decision on retention will be communicated by the principal to the parents at the end of the school year.

Procedures:
1. Retention Intervention forms completed and turned in to the administration at the end of the second 9 weeks.
2. Parents are contacted to discuss student progress
3. Interventions are to be documented and students' progress will be monitored. Placement for students will be adjusted according to the data.
4. At the end of the third nine weeks, Retention Intervention Forms will be reviewed and updated for all students with failing grades. Repeat steps 2 and 4.
5. A conference will be done at the end of the fourth 9 weeks with the school administration, teachers, and parents to decide placement for the following school year.

Students who do not meet the grade level promotion requirements, but will not benefit by retention, will not be considered for retention. Students who are 16 years old, or will be 16 by the end of the 8th grade year, will not be considered for retention.

May 5, 2015	June 2, 2015	July 17, 2015
1st reading	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Bonnie LeFevers
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (x) Function (School Operational Policies)	1.04

POLICY TOPIC DESCRIPTION
Cell Phones

POLICY STATEMENT

Possession and Use while on school property or while attending school-sponsored or school related activities, whether on or off school property, students shall be permitted to possess and use personal telecommunications devices as defined by law, and other related electronic devices, provided they observe the following conditions:

1. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified employee authorizes the students to do otherwise, devices shall be turned on and operated only before and after the regular school day. When students violate this prohibition, they shall be subject to disciplinary action. Including losing the privilege of bringing the device onto school property. In addition, an administrator may confiscate the device, which shall only be returned to the student's parent/guardian.
2. Students are responsible for keeping up with devices they bring to school. The District shall not be responsible for loss, theft, or destruction of devices brought onto school property.
3. Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
4. Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's acceptable use policy or procedures or its code OD acceptable behavior and discipline. Violation would include, but not be limited to, taking unauthorized pictures or videos of students/staff capturing pictures or videos without an individual's knowledge or consent, passing pictures or videos to others, exposing the identity of a minor, using pictures or videos to ridicule, embarrass, or degrade an individual, or posting pictures or video on the internet. No matter the time, activity, or location on school property.

Cell Phone Discipline: The Harlan County code of Conduct states that the unauthorized use of any type of telecommunication device or similar electronic device by a student on school grounds during instructional time is prohibited. At Black Mountain Elementary, Students are not allowed to use their cell phones at any time during the school day which begins at 7; 40 a.m. and ends at 2:40 pm. If a cell phone is seen or heard by a teacher during the school day the following disciplinary action will be taken.

First Offense: The phone will be confiscated by the teacher or staff member who hears or sees the phone and will be given to an administrator or designee. A parent must pic the phone up from school. When the parent/guardian pics the phone up, he or she will sign a statement and /or receive notification that indicates that if the phone is confiscated again, the student will lose the privilege of bringing a cell phone on school property.

Second offends. The phone will be confiscated by the teacher or staff member who hears or sees the phone and will be given to an administrator or designee. A parent must pick the phone up from school. When the parent/guardian picks the phone up, he or she will sign a statement and /or receive notification that indicates that the student is now banned from having a cell phone on school property. If a violation of the cell phone ban occurs, it will result in school disciplinary action including, but not limited to suspension.

Any additional offenses: the Phone will be confiscated by the teacher or staff member who hears or sees the phone and will be given to an administrator or designee. The parent/guardian will be required to pick up the phone and additional disciplinary actions will be implemented. Special rewards regarding cell phones will be permitted at eh principals approval.

May 5, 2015	June 2, 2015	July 17, 2015
1st reading	2nd reading	Adopted
	Eddie Stewart	Bonnie LeFevers
Eddie Stewart	_____	_____
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.06

POLICY TOPIC DESCRIPTION
Videos/Movies For Instruction

POLICY STATEMENT
All video/movie showings, (exception below) must be for instructional purpose and pertain to the Common Core and the lesson being taught. Video showings must be documented in the lesson plans. (Exception) Videos for entertainment is only permitted during party days, (Halloween, Christmas, Valentines, Easter and the last day of school.) All videos shown to students must be G rated. PG-rated videos may be permitted after prior approval from the Principal or after a teacher views the video and approves it as age appropriate

8-6-13	8-6-13	
1st reading	2nd reading	8-6-13
Eddie Stewart	___Eddie Stewart_____	Adopted
Council Chairperson	Council Chairperson	Eddie Stewart Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.07

POLICY TOPIC DESCRIPTION
Communication Log

POLICY STATEMENT
A Communication Log will be kept by all teachers documenting contacts made between the teacher and parents. Weekly updates are required. Documentation of the parent contact, date and time of contact, and information concerning the reason for contact are required. All teachers will contact **all** student's parents or guardians a minimum of one time each 9 weeks.

9-4-12	12-4-12	12-4-12
1st reading Eddie Stewart Council Chairperson	2nd reading Eddie Stewart _____ Council Chairperson	Adopted Eddie Stewart _____ Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (x) Function (School Operational Policies)	1.08

POLICY TOPIC DESCRIPTION
Lesson Plans

POLICY STATEMENT
Lesson plans will be e-mailed or placed in CIITS and sent to the Principal on Monday for the upcoming week. An Electronic copy shall be kept on file by each teacher. **Modifications will be made in all lessons plans for the Special Needs and Gifted Education students.** **Special lesson plans will be provided for substitute teachers in advance of the teacher's absence. These plans will provide suitable student work, plus the daily schedule of the students, in the event of an emergency teacher's absence.** The administration will review lessons plans on a weekly basis to ensure alignment with the district, school and state learning goals and assessment expectations for Student learning.

8-5-14	9-2-14	9-2-14
1st reading	2nd reading	Updated 8-6-13 Revised 8-6-13 Adopt
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.10

POLICY TOPIC DESCRIPTION

Student Support Services

POLICY STATEMENT

The School Council will consider recommendations made by any concerned party for additional services when those recommendations are received. The school shall also provide all services specified in Individual Education Plans required by state and federal law, working with the appropriate Admission and Release Committee to resolve any need for additional resources to provide those services.

Guidance services are available for students and parents. The services rendered by the guidance counselor are determined by certification and licensure. When the need for long-term consultation and/or the treatment of any mental or emotional problem arises, parents will be given the names of the appropriate professionals to pursue for further consultation and treatment.

9-4-2012	12-4-12	12-4-12
1st reading	2nd reading	
	Eddie Stewart	
Eddie Stewart	Council chairperson	Eddie Stewart
Council Chairperson		Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.11

POLICY TOPIC DESCRIPTION
Budget

POLICY STATEMENT
The school's budget will be aligned with the Comprehensive School Improvement Plan. The CSIP committees will conduct a needs assessment for the budget planning purposes with all staff members and other stakeholders. The CSIP committees will recommend expenditures to the SBDM council through work completed on the CSIP. To meet the needs of the CSIP, funds will be provided through Instructional Funds, Title I, PD, ESS, Family Resource Center, PTO, General Funds and other funds as they become available. Additional requests for teacher needs will be shared through an annual teacher's wish list and ongoing teacher request. These requests will be funded through the school's general funds, providing that the funds are available.

8-5-14	9-2-14	9-2-14
1st reading	2nd reading	
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.12

POLICY TOPIC DESCRIPTION
Homework Policy

POLICY STATEMENT
SBDM Council has established a school Homework policy that ensures homework is challenging, assigned frequently, monitored, and is tied to the curriculum and instructional practice. Students should be able to articulate the relationship among class work, homework and the content standards of the class. Homework in all classrooms will extend student learning, include student choice and involve parents and family. Instructional follow-up and student self-evaluation must be part of all homework. Homework will never be more than **one hour per night** for any child. It is hard to set a limit because all students work at different paces but teachers generally try to follow the rule **15 minutes per grade.** First Grade may have **15 minutes of homework.** Second Grade may have **30 minutes of homework.** Third Grade may have **45 minutes of homework.** Fourth through Eighth Grades should have **no more than 1 hour of homework.** If a child has more than one teacher, the teachers coordinate their assignments to stay in the time frame.

9-4-12	12-4-12	12-4-12
1st reading	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.13

POLICY TOPIC DESCRIPTION
Comprehensive School Plan

POLICY STATEMENT
The Black Mountain Elementary Comprehensive School Plan (Consolidated Plan) presented by the CSIP Committee is hereby adopted. The Comprehensive School Improvement Plan will be reviewed each year by May 30.   A copy of the manual may be viewed at the BMES office during regular school hours or it may be viewed on Black Mountain Elementary's web page.

9-4-12	12-4-12	12-4-12
1st reading	2nd reading	Adopted
Eddie Stewart Council Chairperson	Eddie Stewart Council Chairperson	Eddie Stewart Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.14

POLICY TOPIC DESCRIPTION
Primary Program

POLICY STATEMENT

- The primary program will contain multi-age and multi-ability groupings of students.

• Black Mountain teachers will utilize developmentally appropriate educational practices to ensure continuous progress and meet the needs of all students.

• Teachers will be grouped in 'teams' to facilitate professional teamwork.

• Authentic assessment and qualitative reporting methods will be used to monitor continuous progress.

. Progress reports will be sent home at mid-term and at the end of each nine week period.

• Positive parental involvement is a goal of the school. Black Mountain Elementary will seek to accomplish this by encouraging parents to participate on Council committees, join the PTO and other school-related organizations, and become active participants in the learning process.

9-4-12	12-4-12	12-4-12
1st reading	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.15

POLICY TOPIC DESCRIPTION
Exiting Primary Policy

POLICY STATEMENT

1. The reading/math level will be determined by a standardized test, or an individual inventory given by Black Mountain Elementary faculty minimum basic skills tests etc.)

2. The parent of a child who may be recommended for an additional year in Primary must be notified immediately after the standardized reading tests during the month of March.

3. Exceptions to the policy are limited to:
   Any student with an active IEP (individual education plan) concerning Reading/math or any student who has already had an extra year of Primary.

4. If a student is in any phase of referral for special education services, there must be a meeting between the referring teacher, a 4th grade teacher, and the Principal prior to promotion to 4th grade. This committee will have the authority to promote or allow the student to receive an additional year of Primary.

8-6-13	8-6-13	8-6-13
1st reading	2nd reading	Adopted Revised 8-3-10
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.17

POLICY TOPIC DESCRIPTION
Parent Teacher Conferences

POLICY STATEMENT

To improve students' academic performance by encouraging parents and teachers to schedule conferences and routine record keeping throughout the nine weeks grading period.

On-going communication ACTIVITIES should include

> Parent conferences, telephone conferences, home visits, school related meetings, and classroom visitations/volunteers.

> Mid-Term grading conferences.

> Routine record keeping such as report cards and supplements, cumulative folders, progress reports, communication logs, phone calls.

> Attendance at PTO meetings.

> Attendance at SBDM Council meetings and committee meetings.

Communication log sheets shall be kept by all faculty with the date, times, and description of each permissible activity. Communication Logs are to be submitted to the principal on a regular basis as determined by the Principal.

9-4-12	12-4-12	12-4-12
1st reading	2nd reading	Adopted
Eddie Stewart	___Eddie Stewart_____	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.18

POLICY TOPIC DESCRIPTION
Parent Involvement Policy

POLICY STATEMENT

In acknowledgement of much reliable research proving the parental involvement raises the academic achievement of students, Black Mountain Elementary School encourages involvement of parents through an active Parent Volunteer Program, Family Resource Center and PTO.

Parents are encouraged to assist in such activities as: Back To School Fest, Kentucky History Week, Hillbilly Day, Fall Festival, Grandparents Day, Christmas Stocking Retreat, Sock Drive for Nursing Home, Muffins for Mom, Grandparents Day, Parent Volunteers will be solicited to assist with tutoring.

Parents will be notified of scheduled events and activities
In order to build an effective home-school partnership, Black Mountain Elementary will provide the following:

1. An annual orientation meeting where parents will meet their child's teacher and be reassured of their right and responsibility to be involved in their child's education.
2. A flexible number of meetings and activities throughout the year to assist parents in understanding the federal and state academic content and student achievement standards, as well as open response questioning and other academic assessments. (Star Reading, Star Math etc.) Meetings will also focus on how parents and teachers can work together to monitor the child's progress in order to improve student achievement.
3. A varied schedule for meetings and conferences in order to accommodate the needs of parents.
4. A minimum of two scheduled parent conferences, where the progress of the student will be discussed as well as the expectations for the grade level, school curriculum, test information and any other concerns that the teacher or parent may have.

5. Continuous communication to assist parents in understanding the school curriculum and student achievement through Parent Portal, Black Mountain School Report Card, Student Handbook, Communication log, Black Mountain Web Page, handouts and mailings and student achievement reports.. A computer will be set up in the lobby updated with the latest school news.
6. A Title I school-parent compact designed by parents and school staff that outlines how parents, school staff and students share the responsibility for improving learning will be implemented each school year..
7. Two times each year, a survey for all parents shall be conducted by the School's Administration to collect opinions and concerns of parents about the current program and to collect suggestions for improvement and topics for meetings that meet the needs of parents.

Every effort will be made to communicate with parents in a format and language that is free of educational jargon and easily understandable by all. Parents and community members are always to be made welcome at Black Mountain Elementary.

8-6-13	8-6-13	8-6-13
1st reading	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.19

POLICY TOPIC DESCRIPTION

The Principal, school staff, parents, and first responders has developed a plan to address the safety of students and staff of Black Mountain Elementary School. IN the development of this plan, we have used information provided by the Center for Safe Schools, DR. Connie Callahan, Prediction and Prevent Violence, the guidelines of House Bill 330, and the Harlan County Safe School Plan and Emergency Procedure Guide.

POLICY STATEMENT

The Emergency Management plan will include procedures for fire, severe weather (Tornado), earthquake, and building lockdown (Intruder) as specified in Kentucky Statues and regulations: The following will be executed will include but not limited to:

- .Primary and Secondary Evacuation routes which must be posted in each room by each doorway used for evacuation.
- Practices drills will be conducted for students for Earthquakes, Tornados, Fire, severe weather, building lockdowns (Perpetrator alert). These drills will be consistent with administrative regulations of the Department of Housing, Buildings and construction.
- Emergency (Crisis) Team will be Established
- Controlling access to exterior doors during the day
- One Access controlled electronically into the building which is monitored by office personnel
- Signs are posted on all doors Visitors Must Sign in at front office.
- Maintain a log for visitors to sign in and out when visiting the school

- All visitors must where a visitor pass
- All Students are monitored throughout the school day
- Dismissal is staggered and bus and car riders are supervised
- Teachers and other school personnel are assigned to supervise high risk areas during school and at after school activities
- Two-way communication is available in the main building
- Bus drivers and custodians have hand held radios for communications
- After school programs are supervised
- All school staff are responsible for the safety of students
- All classrooms are under state cap size, (exceptions goes through SBDM Council).
- School Resource Officers and Harlan County Board of Education official will assist with matters requiring police action or assistances
- Black Mountain extends an invitation to local law enforcement to visit school, participate in all drills, including Lock down.
- Parking areas and bus only area are marked
- All personnel who have contact with students have had a criminal Records check.
- No Weapons signs are posted
- Several of the Black Mountain Staff will be certified in CPR and first Aid.
- Emergency Procedures Guides are posted in every classroom and office.
- A copy of the Harlan County Code of Conduct and Black Mountain School Handbook will be given to each student.
- Telephone in placed in each classroom
- Black Mountain Elementary will use a video surveillance for the safety of the school.

The emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local and county and state police personnel, emergency medical personnel. Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records request.

Prior to the first instructional day of school, The principal will present and review all emergency procedures with all Black Mountain Elementary staff.

	12-3-13	12-3-13
1st reading Eddie Stewart	2nd reading Eddie Stewart	Adopted Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	2.01

POLICY TOPIC DESCRIPTION
Assignment of all instructional and non-instructional staff time.

POLICY STATEMENT

The assignment of all instructional and non-instructional staff time shall be made by the principal upon consultation with the school council. Factors the council will consider as prerequisites for assignment of all instructional staff time shall be as follows:
1. Seniority
2. Certification
3. Ability to work with diverse learner
4. Student needs
The council shall not have the authority to recommend transfers or dismissals.
    Achievement of school council goals and effective management shall be the basis for assignments of staff time. All staff time assignments shall be published annually by July 15 of each year.
    The principal shall assign all non-instructional time classified and certified staff based upon local board policy. Staff may recommend a variation to the principal of non-instructional time in writing at anytime. The principal may re-assign non-instructional time at anytime if it is deemed in the best interest of the learning community.

9-4-12	12-4-12	12-4-12
1st reading	2nd reading	Adopted Eddie Stewart
	Eddie Stewart	
Eddie Stewart	_____	_____
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	2.02

POLICY TOPIC DESCRIPTION
Hiring of Certified Staff

POLICY STATEMENT
From a list of applicants submitted by the local superintendent, the principal shall select personnel to fill vacancies, after consultation with the school council in accordance with council policy 11.01. Requests for transfer shall conform to any employer-employee bargained contract/board policy which is in effect. The personnel decision made at the school level is binding on the superintendent who completes the hiring process in accordance with SBDM law. Conducting Interviews: As each vacancy at the school occurs, the council shall determine the criteria for a strong candidate and develops a list of questions that fit the criteria. The criteria shall not in any way discriminate upon the basis of gender, ethnicity, religion, political affiliation, or any other illegal grounds. Within ten working days of receiving a list of applicants from the superintendent, the council shall review all applications and references and shall select applicants to interview. Within five working days of the selection of interview candidates, the principal shall schedule an interview at a time in which a quorum of the council or the majority of the committee can attend. Each interview shall be conducted in closed session using the interview questions. Within five working days after the completion of the final candidate is interviewed, the council committee shall meet in closed session to discuss how well each applicant meets the criteria. Within 24 hrs. , the council shall recommend to the Principal person/persons to be selected for the position. After considering the council's recommendation, the principal shall select the person he/she believes will best meet the needs of the students and the learning community. The principal shall then notify the superintendent of his/her choice who shall complete the hiring process.

7-7-2016	8-11-16	8-11-16
1st reading	2nd reading	Adopted Bonnie LeFevers
Bonnie LeFevers	Bonnie LeFevers	
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	2.03

POLICY TOPIC DESCRIPTION
Hiring of Classified Staff

POLICY STATEMENT
From a list of applicants submitted by the local superintendent, the principal shall select personnel to fill vacancies, after consultation with the school council in accordance with council policy 11.01. Requests for transfer shall conform to any employer-employee bargained contract/board policy which is in effect. The personnel decision made at the school level is binding on the superintendent who completes the hiring process in accordance with SBDM law. Conducting Interviews: As each vacancy at the school occurs, the council shall determine the criteria for a strong candidate and develops a list of questions that fit the criteria. The criteria shall not in any way discriminate upon the basis of gender, ethnicity, religion, political affiliation, or any other illegal grounds. Within ten working days of receiving a list of applicants from the superintendent, the council shall review all applications and references and shall select applicants to interview. Within five working days of the selection of interview candidates, the principal shall schedule an interview at a time in which a quorum of the council or the majority of the committee can attend. Each interview shall be conducted in closed session using the interview questions. Within five working days after the completion of the final candidate is interviewed, the council committee shall meet in closed session to discuss how well each applicant meets the criteria. Within 24 hrs. the council shall   recommend to the Principal person/persons to be selected for the position. After considering the council's recommendation, the principal shall select the person he/she believes will best meet the needs of the students and the learning community. The principal shall then notify the superintendent of his/her choice who shall complete the hiring process.

7-7-16	8-11-16	8-11-16
1st reading	2nd reading	
Bonnie LeFevers	Bonnie LeFevers	Adopted Bonnie LeFevers
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	2.04

POLICY TOPIC DESCRIPTION
Scheduling of Special Education Meetings

POLICY STATEMENT
All Special Education Meetings will be scheduled on days that is convenient for teachers and parents. Scheduling if possible will be on teachers planning. Classrooms will be covered while regular teachers attend meetings. Regular Classroom teachers will be notified 24 hours in advance of special education meetings they are to attend.

1-6-15	1-6-15	1-6-15
1st reading	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	2.05

POLICY TOPIC DESCRIPTION
Teachers Planning/Common Planning

POLICY STATEMENT
All teachers will be provided planning time in their daily schedule. Efforts are to be made by the administration to give all teachers in each content area and at each grade level common planning.

7-18-01	6-25-01	1-6-15
1st reading	2nd reading	revised Adopted Eddie Stewart
Linda White	Linda White	
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (x) Function (School Operational Policies)	2.06

POLICY TOPIC DESCRIPTION
Personal Profits/Fund Raisers

POLICY STATEMENT
Any activity held at Black Mountain for personal gain or profit is prohibited. (Examples; Avon Sales, Home Interior, Tupperware etc.) All classroom, P.T.O, Boosters Club, Extra Curricular Activity fund raisers must be approved by the Principal. All school wide fund raisers must be approved by the Harlan County Board of Education.

9-4-12	12-4-12	12-4-12
1st reading	2nd reading	Adopted Eddie Stewart
Eddie Stewart Council Chairperson	Eddie Stewart _____ Council Chairperson	_____ Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	3.01

POLICY TOPIC DESCRIPTION
Assignment of Student Policy

POLICY STATEMENT

1. Students will be grouped where academic success can be best achieved. Primary will be grouped multi-Age, multi-ability.
2. Balance out the number of discipline problem students equally among the classes.
3. Be balanced by gender (boys and girls).
4. Consider parent requests (primary and intermediate).
5. The previous years teachers will assist the principal with classroom groupings.
6. There will be administrative discretion to resolve particular problems that arise.
7. The state maximum **cap size** shall be maintained.

9-4-12	12-4-12	12-4-12
1st reading	2nd reading	
		Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	3.02

POLICY TOPIC DESCRIPTION
School Assemblies

POLICY STATEMENT
All teachers/staff and Family Resource Center will be involved in the planning of school wide assemblies, in order to promote a sense of school community, through group activities such as Character Counts, Pledge Allegiance, Culture and Educational Presentations, Student Presentations, Recognitions and Special Announcements.

9-4-12	12-4-12	12-4-12
1st reading	2nd reading	Adopted Eddie Stewart
Eddie Stewart	Eddie Stewart	
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	3.03

POLICY TOPIC DESCRIPTION
Supervision of Students

POLICY STATEMENT
An orderly environment shall be promoted by the implementation of the following policies regarding supervision of students during instructional and non-instructional time. 1. All teachers will escort their students in a quiet and orderly manner to and from all activities outside of their classroom. 2. Students will not be left unattended at any time. 3. Students will not be permitted to leave the classroom, lunchroom or gym, unless an adult employee has approved the departure. 4. Students staying after school for ESS will immediately go to the cafeteria , where they will be supervised until bus loading is complete. 5. Students staying after school for ball practice, cheerleading practice or any other extra curricular activity will directly go to the gym and sit in the bleachers until their coach/instructor is present. 6. Students staying after school for other reasons must sit in the office until parents/teachers arrive. No student is permitted to roam the hallways before or after school.

9-4-12	12-4-12	12-4-12
1st reading	2nd reading	Adopted Eddie Stewart
Eddie Stewart	Eddie Stewart	
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	4.01

POLICY TOPIC DESCRIPTION
Determination of the schedule of the school day and week.

POLICY STATEMENT
The school's administration will develop a Master schedule with time to meet goals and requirements of the curriculum. The schedule will utilize time of school day and calendar year as established by the local board to meet needs and interests of students, curriculum, extra-curricular activities and school programs. This will be presented to the school council for approval..

9-4-12	12-4-12	12-4-12
1st reading	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	4.02

POLICY TOPIC DESCRIPTION
Classroom Interruptions

POLICY STATEMENT

Classroom interruptions shall be kept to a minimum.

1. Announcements shall be made at a specified time (at the beginning and ending of the day) to ensure instructional time is protected.

2. Parent/teacher conferences shall be held before 7:20a.m, after 2:45 p.m. or during the teachers planning period. Parents will be provided with a schedule of their child's teachers planning period.

3. Phone Calls will not be transferred to the teacher's classroom unless the party calling states the call is an emergency.

All phone messages will be delivered by hand and posted on the outside of the teacher's door.

9-4-12	12-4-12	12-4-12
1st reading	2nd reading	Adopted
	Eddie Stewart	Eddie Stewart
Eddie Stewart	_____	_____
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	5.01

POLICY TOPIC DESCRIPTION
Determination of the use of school space during the school day.

POLICY STATEMENT
The principal shall present 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, supervision of students, safety and overall effective school management.

9-4-12	9-4-12	12-4-12
1st reading	2nd reading	
		Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) ( ) Function (School Operational Policies)	6.00

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

POLICY STATEMENT
The council shall review and approve the planning for an implementation of instructional practices (methods and techniques used in the delivery of curriculum) recommended by the curriculum committee. In accordance with Section 2(i) 6 of the SBDM law the council shall adopt policy to be implemented by the principal regarding planning and resolution of school issues regarding instructional practices.

Instructional practices shall forward the mission and vision of Black Mountain Elementary School. Practices shall be based upon removal of barriers to learning and effective implementation of the adopted curriculum. Consolidated Plan and models to which the school subscribes. Research regarding "Best Practices" shall form a basis for regular instructional practice in all classrooms. Daily instruction shall be structured based upon research that indicates which instructional practices maximize learning for students. New and Experienced Teacher Standards as well as local board staff evaluation instruments shall be used to assess effectiveness staff implementation. Staff's individual growth plans as well as Individual Correction Plans may also be considered for assessment of effective instructional practice.

  Instructional practices shall be designed to achieve student success with Kentucky's six learning goals and the mastery of KCAS, Core Content, as well as national standards. These practices shall include but not be limited to cooperative learning, summarizing and effective note taking, the use of graphic organizers, reading instruction writing instruction to include open response, on-demand, and portfolio

development as well as for writing other for other purposes, scientific inquiry, problem solving, critical and creative thinking, the use of visual aids, effective use of technology, and work-based learning. Instruction shall emphasize real-world purpose. Teachers and students shall make regular use of scoring guides/rubrics in evaluating work and assessments.

  Regular analysis of assessments shall take place for the purposes of evaluating instructional effectiveness and planning for removal barriers of learning. The bi-annual school Needs Assessment shall also be utilized for planning and assessment of effective instructional practices. Above all, enhancing the achievement of all students to learn at high levels shall be of paramount concern regarding the adoption and implementation of instructional practices at our school.

12-4-12	10-19-99	10-19-99
1st reading	2nd reading	
Eddie Stewart	Eddie Stewart	Adopted Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) ( ) Function (School Operational Policies)	6.01

POLICY TOPIC DESCRIPTION
Instructional Practices

POLICY STATEMENT

Classroom Instruction

On a Regular Basis in each class each teacher will:
1. Use varied student-centered instructional will:
2. Address various learning styles and multiple intelligences.
3. Use activities where all students us higher-order thinking and problem-solving skills
4. Attempt to use interdisciplinary connections
5. Assign tasks similar to those used for state and local assessments.
6. Provide opportunities for students to connect their learning to real life experiences
7. Adjust instruction to respond to the diversity of students in the class.
8. Use technology for appropriate and varied learning activities.
9. Use instructional resources that are developmentally appropriate to the students in the class.
10. Use instructional resources that reflect appropriate diversity
11. Use a variety of electronic and printed instructional resources
12. Assign homework that extends student learning on class-time subjects.

Collaboration on classroom instruction
At least once a month, each teacher will participate in TEAM meetings to:

1. Review that activities they have each used.
2. Discuss successes and challenges
3. Share possible solutions to challenges
4. Identify arears needing further work or support

Principal's Roles

The principal (or Principal designee) will;
1. Check for success in implementing this policy as part of regular classroom observation and evaluation of each department/teacher.
2. Include areas needing added work under this policy in recommendations for individual teachers' professional growth.
3. Facilitate SBDM and administrative initiatives on instructional techniques.

1st reading September 3, 2002 Linda White Council Chairperson	2nd reading November 18, 2002 Linda White Council Chairperson	Adopted November 18, 2002 Linda White Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	6.02

POLICY TOPIC DESCRIPTION
Field Trip Supervision

POLICY STATEMENT
To provide continued instruction and adequate supervision on school field trips, unless and EHO is completed and approved by the principal all students are required to ride the bus with their teacher to and from the field trip. The only exception will be if the trip last longer than the school day, only then may the child return home with the parent or guardian. Parents must sign students out with the teacher if the student leaves a field trip for any reason. Chaperons should be at a ratio of 1 per every 10 students. Volunteers/Supervisors should meet board policy for those duties and background check should be on file with the school prior to any supervisory duties.

12-4-11	1-4-12	1-4-12
1st reading	2nd reading	
Eddie Stewart	Eddie Stewart	Adopted Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	6.03

POLICY TOPIC DESCRIPTION
Appropriate use of Authentic Assessment in all subject areas.

POLICY STATEMENT
The school administration in collaboration with the SBDM Council and other staff members, regularly analysis student performance data and information form other sources and uses the results of that analysis to inform academic/instructional decisions. The SBDM Council requires that all teachers at Black Mountain Elementary use authentic assessment on a regular basis. Documentation will be made in the teacher's weekly lesson plan book and assessment folder. These will be shown upon request from the Principal.

11-16-10	1-4-11	1-4-11
1st reading	2nd reading	
	Eddie Stewart	Eddie Stewart
Eddie Stewart	_____	_____
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	6.04

POLICY TOPIC DESCRIPTION
Regularly Reviewing Assessment Data to Identify Curriculum Gaps

POLICY STATEMENT
The SBDM Council, the school staff and CSIP committees shall review assessment data during common planning periods, faculty meetings on an on-going basis to identify gaps in the schools curriculum.

| *November 16, 2010*
1st reading

Eddie Stewart
Council Chairperson | January 4, 2011
2nd reading

Eddie Stewart

Council Chairperson | *January 4, 2011*
Adopted

Eddie Stewart

Council Chairperson |

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	6.05

POLICY TOPIC DESCRIPTION
Multiple Assessments

POLICY STATEMENT
For the purpose of assessing equitable access to the curriculum for all students, the Principal along with SBDM Council shall require all teachers to document multiple assessment strategies in the lesson plans or assessment folders.

11-16-10	1-4-11	1-4-11
1st reading	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	6.06

POLICY TOPIC DESCRIPTION
Effective and Varied Instructional Strategies

POLICY STATEMENT
The Principal and SBDM shall require that all teachers use a variety of effective and varied instructional strategies on a daily basis. Evidence will be noted in informal and formal observations by the Principal and also documented in the teacher's lesson plans.

11-16-10	1-4-11	1-4-11
1st reading	2nd reading	Adopted
	Eddie Stewart	Eddie Stewart
Eddie Stewart		
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	6.07

POLICY TOPIC DESCRIPTION
Aligning of Instructional Strategies

POLICY STATEMENT
The SBDM Council shall require the alignment of Instructional strategies to district, school and state learning goals. Documentation shall be kept in the teacher's lesson plans and checked on a regular basis through informal and formal observations by the school Principal.

11-16-10	1-4-11	1-4-11
1st reading	2nd reading	Adopted
	Eddie Stewart	Eddie Stewart
Eddie Stewart		
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	6.08

POLICY TOPIC DESCRIPTION
Professional Development

POLICY STATEMENT
Teachers will attend professional development geared towards improving instructional practices. Professional Development activities shall provide time for collaboration and on-site visits. Professional Development activities shall be on-going and job embedded. Short and long term professional development will be determined as a result of data analysis and or needs assessment. An equitable when available allocation of Professional Development funds will be provided for the appropriate growth and development of the certified staff based on identified needs. All PD will be documented on the professional development sign in sheets and PD forms.

11-16-10	1-4-11	1-4-11
1st reading	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	6.09

POLICY TOPIC DESCRIPTION
.   *Textbooks*

POLICY STATEMENT

Selection of Textbooks For Purchase

The textbook committee will include representation of teachers responsible for that subject, teacher responsible for related topics and other interested parties including parents, and classified staff. The textbook committee will also be representative of the diversity in our community.

The Textbook committee will:

1. Review the CSIP Plan and school's curriculum
2. Review the State's core content for Assessment.
3. Develop criteria for textbooks and related items that will help the school move all students to proficiency
4. Include in those criteria that the textbooks appropriately reflect the cultural traditions and achievements of groups represented in our student body.
5. Include in those criteria a requirement that the textbooks appropriately reflect the cultural traditions our students may encounter in our community and later in life.
6. Obtain samples of the textbooks and related materials available for that subject.
7. Review each textbook and related materials that will best meet the criteria.
8. Identify the textbooks and related materials that will best meet the criteria.
9. Determine quantities of each item to be ordered within the school's textbook budget.
10. Fill out the paperwork needed to order those quantities.

The principal (or principal's designee) will check that each order fits the funds available, any other criteria established by the council, and any other requirements of existing bid lists.
The Principal then will place the order.

6-3-14	6-3-14	6-3-14
1st reading	2nd reading	Adopted
		Eddie Stewart
Eddie Stewart	Eddie Stewart	Council Chairperson
	_____	
Council Chairperson	Council Chairperson	

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	6.10

POLICY TOPIC DESCRIPTION
Analyze Student Work

POLICY STATEMENT
The school administration will set up times (common planning, faculty meetings) on a regular basis for teachers to come together to study and examine student work. Information gathered from these sessions will be used to re-examine instructional practices, analyze student work and make changes needed to improve instruction.

November 16, 2010	January 4, 2011	January 4, 2011
1st reading	2nd reading	Adopted
	Eddie Stewart	Eddie Stewart
Eddie Stewart	_____	_____
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	6.11

POLICY TOPIC DESCRIPTION
Classroom Assessment Policy

POLICY STATEMENT

Students shall complete two or more on-going assessment activities to demonstrate their learning progress each nine week grading period. Those activities shall;
1. Be aligned with the school's curriculum documents and Kentucky's standards for novice, apprentice, proficient and distinguished performance.
2. Be valid and appropriate demonstration of what students should know and be able to do.
3. Use clearly defined scoring guides that are shared with students prior to the assessment.
4. Reflect the appropriate levels of difficulty for the ages and development stages of learners.
5. Provide meaningful feedback to students so that they can strengthen their performance.

In addition, at least three of the on-going assessment activities for each class shall:

1. Include opportunities for students to reflect and formally self-evaluate their Performances.
2. Include opportunities for students to choose among a variety of ways they can demonstrate learning, including options appropriate to preferred learning styles And intelligence.
3. Be supportive by examples of student work (or teacher-developed samples) that Clarify tasks and show distinctions between the levels of performance.

Each teacher shall share his or her demonstration activities with other teachers during common planning and/or faculty meetings. Monitoring of classroom assessment policy shall be monitored by the principal.

November 16, 2010	1-4-11	January 4-2010
1st reading	2nd reading	Adopted
Eddie Stewart	____Eddie Stewart_____	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	6.12

POLICY TOPIC DESCRIPTION
Library Selection Policy

POLICY STATEMENT

Responsibilities of the Library Media Specialists (LMS):

- **The Library Media Specialists' primary objective in developing a selection policy is to assist in the implementation, enrichment, and support of the school curriculum.**

- **The Library Media Specialist (LMS) has primary responsibility for selecting materials with input from administration, faculty, and students. The Black Mountain Elementary Site-Based Council has ultimate authority over library expenditures and may review orders for materials at any time.**

- **Orders for materials will be placed by the LMS as early in the school year as possible to allow students maximum use of current year funds.**

General Selection Criteria

- **Materials selected for the media center will include a variety of formats such as print, non-print, and electronic sources of information.**

- **Media center materials will be evaluated as to their aesthetic, literary, and social value, appropriateness to student age and emotional maturity and relevance to the curriculum.**

- **Media center materials will reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.**

November 16, 2010	January 4, 2011	January 4, 2011
1st reading	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	7.01

POLICY TOPIC DESCRIPTION
Selection and implementation of discipline and classroom management techniques

POLICY STATEMENT
The council policy shall adhere to the rights and responsibility of students in board policies and develop school policies to provide a safe, secure, and positive learning environment. Teachers and parents provide input to develop school policies with techniques of management, cooperation, and responsibilities of students, parent, teacher, counselor, and principal with response to parents on behavior problems of students.

1-4-11	March 3 2011	March 3 2011
1st reading	2nd reading	
	Eddie Stewart	Adopted Eddie Stewart
Eddie Stewart	_____	_____
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	7.02

POLICY TOPIC DESCRIPTION
Discipline Plan

POLICY STATEMENT
The Student Handbook along with the Harlan County Discipline Handbook will be used as Black Mountain Elementary Discipline Plan for the school year.

1-4-11	3-3-2011	3-3-2011
1st reading	2nd reading	Adopted Eddie Stewart
Eddie Stewart	Eddie Stewart	_____
Council Chairperson	_____ Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	7.03

POLICY TOPIC DESCRIPTION
School Safety Plan

POLICY STATEMENT
Safety Plan Our School will maintain an up-to-date school safety plan, addressing issues identified by our stakeholders and issues required by state law. A copy of our current safety plan is attached. Our Council will review the implementation and impact status of the safety plan **twice a year**, on a schedule established at the **first Council meeting** of each year. Each check will include: 1. Reviewing overall trends in student disciplinary referrals and consequences. 2. Reviewing trends disaggregated by gender, race, disability and participation in free and reduced price lunch. 3. Reviewing the status of each activity that should be started or completed by this time. 4. Identifying any adjustments needed in the plan to ensure full progress toward the schools goals. We will update our safety plan during the 2002-2003 school year and every other school year thereafter.

1-4-11	March 3 2011	March 3 2011
1st reading	2nd reading	
		Adopted Eddie Stewart
Eddie Stewart	Eddie Stewart	
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	7.04

POLICY TOPIC DESCRIPTION
. **Discipline/Student Handbook**

POLICY STATEMENT

In August, the principal shall assign appropriate staff to:

   1. Provide each student with a copy of the Harlan County Code of Conduct and a Black Mountain Elementary School Student Handbook.
   2. Require each student to return a signed acceptance from his or her parent /guardian showing that they have seen and reviewed the Code.
   3. Follow-up as needed with any family where the student has not returned the signed acceptance or request assistance from other staff members to do so.

As students transfer to our school during the year, the counselor will provide the student with a copy of the Code and the assigned teacher will keep the returned acceptance form.

Classroom Rules

Each teacher will:
   1. Establish specific standards of conduct for his or her classroom.
   2. Post those standards where students can see them throughout the year.
   3. Teach and review those standards to students during their first six weeks of school.
   4. Explain those standards to students who join the class throughout the school year.

1-4-11	3-3-11	**3-3-11**
1st reading	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	7.05

POLICY TOPIC DESCRIPTION
ENERGY DRINKS

POLICY STATEMENT
Black Mountain School will not allow any form of energy products in the school. These energy products cannot be brought into the school by students, parents and or guardian. Students cannot use any form of energy products for any related school sports or school function.

1- 4-11	3-3-11	3-3-11
1st reading	2nd reading	Adopted EDDIE STEWART
Eddie Stewart		
	Eddie Stewart	
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	8.01

POLICY TOPIC DESCRIPTION
Selection of extra-curricular programs and determination of policies related to students 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.

1-4-11	3-3-11	3-3-11
1st reading	2nd reading	Adopted
	Eddie Stewart	Eddie Stewart
Eddie Stewart		
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	8.02

POLICY TOPIC DESCRIPTION
Selection of extra-curricular programs and determination of policies related to students participation based on academic qualifications and attendance requirements, program evaluation and supervision.

POLICY STATEMENT
Extra-curricular programs at Black Mountain School shall meet the following basic criteria: 1. All programs shall be in compliance with school policies, Harlan County Board policies, State school policies, and the Black Mountain Athletic Handbook, and are subject to review and approval of the school principal and the site base council. 2. All students participating must be enrolled in school. 3. Extra-curricular programs must have a policy statement outlying type of student participation, academic qualifications and criteria to be used for the admission and dismissal of student participants.

1-4-11	3-3-11	3-3-11
1st reading	2nd reading	Adopted
	Eddie Stewart	Eddie Stewart
Eddie Stewart		Council Chairperson
Council Chairperson	Council Chairperson	

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	8.03

POLICY TOPIC DESCRIPTION
Eligibility to practice and play sports

POLICY STATEMENT
All sports in order to be eligible to play must attend 5 full days of practice before they are eligible with the exception of football. They must attend 5 days of practice without pads and 5 days practice with pads.

1-4-11	3-3-11	3-3-11
1st reading	2nd reading	Adopted Eddie Stewart
Eddie Stewart	Eddie Stewart	
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	8.04

POLICY TOPIC DESCRIPTION
Eligibility To Participate Extra Curricular

POLICY STATEMENT

An extracurricular activity is any school-sponsored activity that occurs outside of the regulated school day.

To be eligible to participate in a sanctioned extracurricular program, students must be in grades 4-8 and maintain a grade point average in line with the Board policy. Students that are suspended from school are not eligible to participate in practice or games during suspension.

Students must be present at school to participate in any extracurricular event. Attendance at school constitutes at least a half-day in attendance.

Each activity shall have either a faculty/staff or parent sponsor or coach who shall be present throughout the activities. If the sponsor or coach is not a member of the faculty or staff and prior to assuming the role of sponsor or coach, that person must undergo a background check. If the background check is found to be unsatisfactory, a new sponsor or coach will be selected. At the end of an extracurricular event, coaches and/or sponsors must be sure everyone has left the event before the coach/sponsor leaves.

1-4-11	3-3-11	3-3-11
1st reading	2nd reading	
		Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	9.01

POLICY TOPIC DESCRIPTION
Procedures consistent with local school board policy, for determining alignment with state standards, technology utilization, and program appraisal.

POLICY STATEMENT
The school council shall organize all curriculum and other activities to be aligned with standards established in state laws and regulation, and in a manner consistent with local school board policy. The school council shall utilize technology in a manner consistent with local school board policy and state laws and regulations. The school council shall appraise all programs in a manner that is consistent with local school board policy. Programs shall be appraised upon request of the school council by assigning the program appraisal to the appropriate committees for completion and recommendation to the council. • Alignment of the school curriculum with state standards • Alignment of the school's instructional practices with state recommendations • Status of student performance as measured by the state assessment process • Alignment with the Standards and Indicators for School improvement • The school council will review Implementation and Impact Checklists on a quarterly basis to appraise the quality of the school's programs. In addition council shall review annual KPREP academic and non-academic data annually. Prior to its release the council shall also review the School Report card annually of the current School Consolidated Plan • The Principal/Staff shall determine the efficient utilization of technology for instructional purposes and general school function. Principal/Staff is also responsible for technology recommendation to the CSIP committees regarding the efficient use of technology at Black mountain Elementary School. Council decisions shall be made after careful review of committee recommendations.

• Appraisal of selected school programs upon the direction of the council		
<u>6-3-14</u> 1st reading Eddie Stewart Council Chairperson	June 3, 2014 2nd reading Eddie Stewart Council Chairperson	June 3, 2014 Adopted Eddie Stewart _____ Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	9.02

POLICY TOPIC DESCRIPTION
Procedures consistent with local school board policy for determining alignment with state standards, technology utilization's and program appraisal KRS 160.345

POLICY STATEMENT
The SBDM council shall receive a copy of the local board of education allocation by March 5th of each school year. From the available funds shown on the allocation, the Administration will prepare a staffing plan to recommend to the school council. These recommendations will be presented to the school council no later than May 1st, subject to their approval.

January 4, 2011	March 3, 2011	March 3 2011
1st reading	2nd reading	
		Adopted
Eddie Stewart	_____Eddie Stewart_____	__ __Eddie Stewart_____
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	9.03

POLICY TOPIC DESCRIPTION
Technology

POLICY STATEMENT
Professional Development opportunities will be provided to all staff on a continuous basis to keep staff informed and provide knowledge of the latest advancements.   The SBDM Council shall require that all teachers use technology for instructional purposes on a regular basis.   Teachers will discuss the use of technology and share their knowledge of technology issues in weekly team meetings.   The integration of technology into classroom instructional practices will be monitored by administration through classroom observations and lesson plan documentation.   **Technology shall be used in a variety of ways including the following;**   1. Teachers in grades K-8 shall implement the Accelerated Reading Program with all students on an on-going basis. All students shall a minimum of weekly opportunities to read and test in the AR program.   2. ESS Teachers will use the Accelerated Math Program in the after school program..   3. The "Writers" will be used as a tool to enhance keyboarding skills in grades 3-8.

6-3-14	6-3-14	6-3-14
1st reading	2nd reading	Adopted
Eddie Stewart	_____Eddie Stewart___	_____Eddie Stewart_____
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	9.04

POLICY TOPIC DESCRIPTION
Web Page Updates

POLICY STATEMENT
All teachers will be required to turn into Mr. Hughes periodically classroom updates to be placed on the school web page. Updates can include but not limited to: Upcoming classroom activities, (Classroom calendar) Special Assignments, units of study Special activities/events scheduled Homework Assignments. Class photos

June 3,2014	June 3, 2014	June 3, 2014
1st reading	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	9.05

POLICY TOPIC DESCRIPTION
Computer Use

POLICY STATEMENT
Guidelines for use of computers will be explained to all students at Black Mountain Elementary on the first day they are enrolled. All policies will be provided to the students in written form. All students will be required to sign a contract before being allowed on any computer at the school. Guidelines will include but not limited to the following: 1. Misuse of computers or computer equipment, software etc. will result in the student losing privileges for the remainder of the school. 2. Destruction of any computer equipment will result in full payment for damage from the student. 3. Misuse of the internet or e-mail will result in loss of privileges for the remainder of the school year.

January 4, 2011	March 3 2011	March 3 2011
1st reading	2nd reading	
		Adopted
	Eddie Stewart	Eddie Stewart
Eddie Stewart	_____	_____
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	10.01

POLICY TOPIC DESCRIPTION
Committees: CSIP Committees **Academic Expectations, Learning Environment, Efficiency**

POLICY STATEMENT
The Comprehensive School Plan provides focus for the school community in their efforts to enhance student achievement. The CSIP Committees will be responsible for overseeing the Comprehensive School Improvement Planning process. The CSIP Committees will be responsible for: 1. Gathering, compiling, and evaluating information related to curriculum, instruction, and assessment 2. Developing and recommending the CSIP), including identifying funding sources and professional development 3. Reporting on the progress of Plan development or progress of implementation to the SBDM Council through I and I's

March 3, 2011	May 3, 2011	May 3, 2011
1st reading	2nd reading	Adopted
Eddie Stewart	Eddie Stewart	Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (x) Function (School Operational Policies)	10.02

POLICY TOPIC DESCRIPTION
Council Responsibility, CSIP

POLICY STATEMENT

The SBDM Council has the responsibility for adopting and monitoring the CSIP in doing so, the council has the responsibility for ensuring that:
 	
    Students needs are being addressed by reviewing the plan
    Technology and equality are embedded in the Consolidated Plan
    Funding is appropriately monitored
    Professional development is appropriate and properly
    Implemented
   The implementation and impact checks are completed
   The plan is amended or updated based upon student need

March 3, 2011	May 3, 2011	May 3, 2011
1st reading	2nd reading	
	Eddie Stewart	Eddie Stewart
Eddie Stewart		
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	10.03

POLICY TOPIC DESCRIPTION
CSIP Committees

POLICY STATEMENT

Conduct a Needs Assessment by surveying teachers/committees/council to set priorities for the school year. Develop a Detailed CSIP that is based on the needs of students and staff. Recommend the plan to the council and incorporate it into every aspect of the school.

Specific Tasks:
1. Attend all meetings.
2. Get input from faculty and parents (example: Effective Schools Survey, KASC survey)
3. Set priorities.
4. Develop goals and specific outcome.
5. Develop plans of action.
6. Develop a timeline of needs that need to be addressed.
7. Assist the principal in assessing needs budget concerns.
8. Monitor implementation of the plan.
9. Work with principal on budget needs.
10. Communicate school information to all team members.

March 3 2011 1st reading Eddie Stewart Council Chairperson	May 3, 2011 2nd reading _____Eddie Stewart_____ Council Chairperson	May 3, 2011 Adopted _____Eddie Stewart_____ Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	10.04

POLICY TOPIC DESCRIPTION
Council Responsibility for CSIP

POLICY STATEMENT
The SBDM Council has the responsibility for adopting and monitoring the CSIP. In doing so, the Council has responsibility for ensuring that: • Students' needs are being addressed by reviewing the plan   • Technology and equity are embedded in the Consolidated Plan   • Funding is appropriately monitored   • Professional development is appropriate and properly implemented   • The implementation and impact checks are completed   • The plan is amended or updated based upon student need

March 3 2011	May 3 2011	May 3 2011
1st reading	2nd reading	Adopted Eddie Stewart
	Eddie Stewart	
Eddie Stewart	_____	
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	10.05

POLICY TOPIC DESCRIPTION
CSIP Committees

POLICY STATEMENT
Conduct a Needs Assessment by surveying teachers/committees/council to set priorities for the school year. Develop a Detailed CSIP that is based on the needs of students and staff. Recommend the plan to the council and incorporate it into every aspect of the school. Specific Tasks: 1. Attend all meetings. 2. Get input from faculty and parents (example: Effective Schools Survey, KASC survey) 3. Set priorities. 4. Develop goals and specific outcome. 5. Develop plans of action. 6. Develop a timeline of needs that need to be addressed. 7. Assist the principal in assessing needs budget concerns. 8. Monitor implementation of the plan. 9. Work with principal on budget needs. 10. Communicate school information to all team members.

| March 3 2011
1st reading

Eddie Stewart
Council Chairperson | May 3, 2011
2nd reading

_____Eddie Stewart_____
Council Chairperson | May 3 2011

Adopted
_____Eddie Stewart_____
Council Chairperson |

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	10.06

POLICY TOPIC DESCRIPTION
Committee Guidelines

POLICY STATEMENT

Standing Committee Composition and Membership Selection

Each standing committee will have at least five members, including at least one parent and providing reasonable representation of the ethnic diversity of our community.

During **August**, the following steps will be taken to recruit members for the school year's Standing Committees (1.) Academic Performance (2.) Learning Environment. (3.) Efficiency Committee

1. The principal (or principal's designee) will invite all parents in writing to sign up for committees.
2. Current committee chairs (or their designees) will describe their committee's work at a PTO meetings and a meeting of certified and classified staff.
3. Council members will individually seek out parents and other community members who are representatives of the diversity of our community, including parents, staff, and other concerned adults, and encourage their active participation on our committees.

During **August**, the principal (or principal's designee) will place committee sign-up sheets on the SBDM bulletin board. Parents and community members may also sign up by telephone or letter.

During **September** the Principal will appoint committee members, ensuring reasonable representation of minority groups in our community and facilitating the participation of parents, classified staff, and other interested parties.

The Council may need to assign some people to committees that are not their first choice to give each committee adequate and balanced membership.

The Council will also designate a committee member to convene the committee for its first meeting.

The Principal (or principal's designee) will notify committee members of their appointments.

Adhoc (Limited) Committees

As needed, the Council will also approve committees to:

1. Analyze data for our Consolidated Plan needs assessment, following procedures listed in our Planning Policy.
2. Draft components for our Consolidated Plan, following procedures in our Planning Policy.
3. Guide implementation of our Consolidated Plan, following procedures listed in our Planning Policy.
4. Select textbooks for specific subjects, following procedures listed in our Budget and Spending Policy.
5. Participate in work to fill specific vacancies, following procedures listed in our Consultation Policy.
6. Address other needs as identified in a charge written by the Council when the need emerges.

For these committees, the Council will identify the specific topic to be addressed by each committee, identify types of stakeholders who need to be included, and may recommend individuals to be invited to serve.

The principal (or principal's designee) will invite individuals recommended by the Council and other s from each group needed, ensuring reasonable, representation of minority groups in our community and facilitating the participation of parents, classified staff, and other interested parties.

The principal (or principal's designee) will also designate a committee member to convene the committee for its first meeting.

Ad Hoc committees automatically dissolve when they have completed their tasks.

Operating Rules for all Committees

All committees established under this and other Council policies are public agencies subject to Kentucky's Open Meetings Law. To comply with that law, each committee must:

1. Establish a regular meeting schedule at its first meeting of each school year.
2. Make that schedule available to the public by posting it on the school Council bulletin board and on the school's web page.

MINUTES

The recording secretary shall take minutes of each meeting and distribute those minutes to each school Council member and each committee member. Minutes shall also be posted on the school Council bulletin board.

March 3, 2011	May 3, 2011	May 3 2011
1st reading	2nd reading	Adopted
Chairperson		Eddie Stewart
Eddie Stewart	Eddie Stewart	_____
Council Chairperson	_____	Council Chairperson
	Council Chairperson	

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	10.07

POLICY TOPIC DESCRIPTION
Budget Policy (CSIP Committees)

POLICY STATEMENT
THE CSIP committees will plan the schools budget through the Components of the CSIP.   CSIP Committees will develop the CSIP by May 15 of each school year, which will include the budget for PD, Instructional funds, Athletic, ESS, Title I etc. The CSIP Committees will review each component in September, December, February and May to complete I & I forms. The budget may be revised through the I & I "s as needed and presented to the council for approval.   After the CSIP plan has been approved at the end of each school year, the council will request the faculty to make request based on the money allotted in each category. THE faculty will be asked to make their request in the order of priority needed.   After council review of all requests, the council will vote to fund those request that meet the needs of the CSIP.   The school's general fund will be used to grant faculty's requests that could not be funded through the funds listed above, throughout the school year, as the funds are available.

March 3 2011	May 3, 2011	May 3, 2011
1st reading	2nd reading	Eddie Stewart
	Eddie Stewart	_____
Eddie Stewart	_____	Council Chairperson
Council Chairperson	Council Chairperson	

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	11.01

POLICY TOPIC DESCRIPTION
Consultation

POLICY STATEMENT

Consultation shall be defined as the principal apprising the council as a group of issues or matters of concern to the function and operation of the school and soliciting council input, and or discussion either in verbal, written or electronic communication.
 	
 In accordance with legal requirements of House Bill 321, effective April 15, 1998, the council shall adopt a policy regarding consultation in the selection of personnel by the principal, including but not limited to meetings, timelines, interviews, review of written applications, and review of references.
  For each vacancy at the school, council shall adhere to policies 2.02 and 2.03 that give specific direction for the hiring process of certified and classified staff.
  Consultation is defined as the principal's consideration of council's comments, committee reports as well as ad hoc committee reports. After such consideration, the principal shall make the decision. This decision shall be based upon the what he/she believes will contribute most to the success of the student's at Black Mountain Elementary.

7-7-2016	8-11-16	8-11-16
1st reading	2nd reading	Adopted
Bonnie LeFevers	Bonnie LeFevers	Bonnie LeFevers
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	11.02

POLICY TOPIC DESCRIPTION
Personnel Decision-Principal Hiring

POLICY STATEMENT
The school council shall review the application and support materials of all candidates submitted by the superintendent. They shall determine which candidates will be considered finalists; the school council will interview at least two candidates. After discussion and review, the 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.

3-3-11	5-3-11	5-3-11
1st reading	2nd reading	
Eddie Stewart	Eddie Stewart	Adopted Eddie Stewart
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	11.03

POLICY TOPIC DESCRIPTION
Personnel Decision-Non-Certified Hiring

POLICY STATEMENT
When a non-certified vacancy occurs, a screening committee shall be required to compose a list of applicants to be submitted to the principal. The principal shall call a special meeting of the school council. The principal shall provide the school council members with applications and support materials from each candidate submitted by the superintendent. The school council shall go into closed session to discuss all applicants. After returning to open session, the school council shall, by consensus or vote, recommend to the principal, two or three candidates to fill the vacancy and shall prioritize these applicants by preference. If not satisfied with the applicants the principal or council may request that the screening committee submit other qualified applicants and repeat this procedure.

3-3-11	5-3-11	5-3-11
1st reading	2nd reading	Adopted Eddie Stewart
Eddie Stewart	Eddie Stewart	_____
Council Chairperson	_____	Council Chairperson
	Council Chairperson	

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	11.04

POLICY TOPIC DESCRIPTION
Hiring of Principal

POLICY STATEMENT

Select the Principal When There Is
a Vacancy

A vacancy is created in the position of Principal by the resignation, removal, retirement, *leave of absence* or death of the current Principal.

When the School Council learns that the school needs to hire a principal, the School Council will:

1. *Obtain training in recruitment and interviewing techniques from a trainer of*
     its choice who is certified to provide such training.

2   *Meet in open session to agree on criteria and develop interview questions that fit*
     those   criteria. Those criteria shall not in any way discriminate based on gender, ethnicity, religion,
     political affiliation, or any other illegal grounds.

2. *Meet in closed session to review applications and references of candidates*
     recommended by   the superintendent and select persons to be interviewed who appear reasonably capable o   fitting the School Council's criteria.

4. *Schedule an interview with each selected applicant at a time when all School*
     Council members can attend a special meeting.

5. *Conduct each interview in a closed session, using the interview questions.*

6. *Meet in closed session to discuss how well each applicant meets the criteria.*

7   *If necessary, meet with the superintendent in open session to discuss the School*

Council's   criteria for a new principal, and request additional applicants from the superintendent.

   Repeat steps 3-7.

8. **Meet in open session to make the final choice** of **principal.**

9. Notify the superintendent immediately of their choice.

  After receiving notice of the School Council's choice, the superintendent will complete the hiring process.

March 3 2011	May 3, 2011	May 3 2011
1st reading	2nd reading	Adopted
Eddie Stewart	_____Eddie Stewart_____	____Eddie Stewart_____
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	11.05

POLICY TOPIC DESCRIPTION
Personnel Decision-Certified Hiring

POLICY STATEMENT
When a certified vacancy occurs, a screening committee shall be required to compose a list of applicants to be submitted to the principal. The principal shall call a special meeting of the school council. The principal shall provide the school council members with applications and support materials from each candidate submitted by the superintendent. The school council shall go into closed session to discuss all applicants. After returning to open session, the school council shall, by consensus or vote, recommend to the principal, two or three candidates to fill the vacancy and shall prioritize these applicants by preference. If not satisfied with the applicants the principal or council may request that the screening committee submit other qualified applicants and repeat this procedure.

3-3-11	5-3-11	5-3-11
1st reading	2nd reading	Adopted Eddie Stewart
Eddie Stewart	Eddie Stewart	
Council Chairperson	Council Chairperson	Council Chairperson

Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	11.06

POLICY TOPIC DESCRIPTION
. Wellness Policy

POLICY STATEMENT
Students K-5 shall engage in at least 150 minutes of planned physical activity each week. Students 6-8 will have 230 minutes of planned physical activity each week. The principal shall incorporate requirements into the schedule with the approval of SBDM council. The schedules will fit within the limits of our building and staffing and be compatible with our school improvement plan. Appropriate accommodation shall be made for students with special needs. Students shall be encouraged to make healthy choices implementing the nutritional standards required by federal and state laws regulations.

1st reading Eddie Stewart March 3, 2011 Council Chairperson	2nd reading Eddie Stewart __ _May 3, 2011_____ Council Chairperson	Adopted Eddie Stewart May 3, 2011 Council Chairperson