

**Cub Run Elementary
School Council**

SBDM

By-Laws

Policies

And

Procedures

Revised

August 14th, 2008

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Cub Run Elementary SBDM By-Laws, Policies, and Procedures Revised January 2002

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CUB RUN ELEMENTARY SCHOOL COUNCIL BY-LAWS

ARTICLE 1: PURPOSE

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

ARTICLE II: MISSION

Our mission as the faculty, staff, and parents of Cub Run Elementary School is to provide all students an equal opportunity to attain high levels of academic performance, to acquire learner outcomes required by state and district guidelines, and to develop positive social and emotional behaviors and attitudes.

ARTICLE III: MEMBERSHIP

A. COMPOSITION

1. The school council shall consist of the principal, three teacher members, and two parent members.
2. If the school reaches 8 percent or more minority student enrollment, and there is no minority elected in the initial elections, the principal shall conduct a special election to elect a minority parent to serve on the school council.
3. In the event that a special election is needed, the teachers shall elect a minority teacher from the school's staff. If there are no minority teachers on staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school.
4. If there is a minority teacher on staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher.

B. REQUIREMENTS FOR MEMBERSHIP

1. All members: No one may serve on the school council who has a business interest in the school as designated by KRS 45A.340. New members (those with less than one year of service) must complete six hours of training from a Kentucky Department of Education endorsed trainer. Experienced members (those with more than one year of service) must complete three hours of training from a Kentucky Department of Education endorsed training provider each year.
2. Teacher members: Teacher council members must possess certification required for their position as a basis for employment in Kentucky public schools. Itinerant teachers may

nominate, serve, and vote in our school. Counselors may serve as teacher council members. Principals or assistant principals may not serve as teacher council members (Required by KRS 160.345).

3. Parent members: Parent council members shall be a parent, stepparent, or legal guardian of a student who will be enrolled in the school during the year for which the election is being held. Parent members cannot be an employee or a relative (father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law) of any employee of the school in which that parent serves. Parent members cannot be an employee or a relative (defined above) of an employee in the district administrative offices. Parent members cannot be a local board member or a board member's spouse. (Required by KRS 160.345)

C. ELECTIONS

1. Parent members: Parent council members shall conduct their own elections (as per KRS 160.345). Annual elections shall be conducted each May by the school's PTO for the purpose of electing two new parent council members. The term of office shall be for one year and shall begin on July 1st. The PTO president shall notify the public of the date, time, and place of the meeting to elect parent council members. Nominations shall be made in writing and submitted to the principal. The PTO president shall notify the principal in writing of the two parents elected within 24 hours of the final vote.
2. Minority Parent members: If the school has 8 percent or more minority students enrolled as of October 1st of the preceding year, and if a minority member is not elected during regular parent elections, the principal shall conduct an special election for a minority parent member to the school council by:

- a) Calling for nominations;
- b) Notifying all parents in writing of the date, time, and location of the election;
- c) Conducting the election by ballot and counting the votes.

The nominee with the most votes shall be the minority parent council member. All parents are eligible to vote in this election (Required by KRS 160.345).

3. Teacher members: Teachers conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May for the purpose of electing three teacher council members. Teacher members will be elected by a simple majority (more than one-half) of the number of teachers assigned to the school. The process that teachers shall use to elect their representatives should address the following areas:
 - a) Nomination
 - b) Preparation of ballot
 - c) Elections
 - d) Absentee ballots for school related absence only
 - e) Procedures after first round ballots
4. Minority teacher members: If an election must be conducted to elect a minority parent

member, teachers shall select a minority teacher member to serve on the council as well. If there are minority teachers on staff, but none willing to accept the council position, the seat will remain vacant until such time as a minority teacher can be selected. If there are no minority teachers employed at the school, the teachers shall take nominations and conduct a special election for an additional teacher council member from among the certified staff to represent the interests of the minority at the school (as required by KRS 160.345).

5. Term limits: No term limits shall be imposed on school council members who are nominated and elected to consecutive one-year terms as long as they meet the eligibility requirements.

D. REMOVAL OF MEMBERS

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

E. FILLING VACANCIES

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

F. TERMS OF OFFICE

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

ARTICLE IV: DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. ELECTION OF OFFICERS

1. Officers shall include Chair, Vice-Chair, and Secretary.
2. The Vice-Chair of the school council shall be a council member elected each July by council members and serve for one year. Re-election is permitted.
3. The Secretary of the school council shall be a non-council member elected each July by council members and serve for one year. Re-election is permitted. The secretary is a non-voting participant in council meetings.
4. If the Vice-Chair or Secretary resigns his or her position, the council shall conduct a vote at that meeting to fill the position.
5. A motion to seek an alternative model allowing a school council member other than the principal to serve as Chair may be made by any council member at any regular meeting. A majority vote of the full council is required before the school council can seek an

alternative model. A faculty vote must then be conducted, and the motion must pass by 2/3 in order to proceed with the model.

B. CHAIR

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

Duties of the chair include:

1. Conducting school council meetings
2. Compiling and distributing the agenda for council meetings
3. Serving as official custodian of council records
4. Stating when a consensus is present for the record
5. Coordinating standing and ad hoc committees
6. Carrying out any additional responsibilities as stated in these by-laws
7. Maintaining on file all correspondence addressed to the school council (these records may only be discarded after having been brought to two council meetings)
8. Other duties as described in these by-laws

C. VICE-CHAIR

Duties of the Vice-Chair shall include:

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

D. SECRETARY

A council secretary shall keep minutes of all council meetings and maintain council records.

E. COUNCIL MEMBERS

Duties of council members shall include:

1. Knowing and adhering to the mission, philosophy, and goals of Cub Run Elementary School
2. Attending all council meetings, both regular and special
3. Encouraging and requesting opinions from their constituencies
4. Supporting, promoting, and communicating council decisions
5. Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council

ARTICLE V: COMMITTEES

A. PURPOSE

1. Standing and ad hoc committees may be established to gain input from all stakeholders including certified and classified staff, parents, students, and community members.
2. Standing and ad hoc committees shall serve as a council resource for gathering data and information and making recommendations to the school council.

B. APPOINTMENT OF COMMITTEES

1. Standing and ad hoc committees may be formed and dissolved by the school council as needed.
2. Need for standing committees will be reviewed and confirmed by the school council each August at the regularly scheduled meeting.
3. Standing committees can be dissolved only through the process of amending the by-laws.

C. MEMBERSHIP AND ELECTION OF CHAIR

1. All certified staff may participate in the shared decision making process at Cub Run Elementary School by serving on committees in their areas of interest.
2. Committee membership is open to faculty, support staff, and parents.
3. All committees shall consist of at least five members.
4. Committee membership will be composed of teachers, staff, and parents who volunteer to serve on the committee.
5. The Principal shall appoint a temporary chair for each committee in order to organize and initiate committee functions.
6. Each committee shall select a chairperson from their membership to report back to the council by the end of the first month of the school year or as needed.

D. DECISION MAKING

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

E. DUTIES

1. Committees shall carry out tasks assigned to them by the school council.
2. Committees may decide to bring issues of concern or interest to the school council.
3. Committees may research issues, gather school-wide input, or prepare first and revised drafts of recommendations to the school council.

4. Committee chairs or their designees will report on their activities and/or recommendations at the next scheduled council meeting, or as requested by the school council.
5. Committee chairs shall provide the council secretary with written minutes of their meetings no later than 10 days after the meeting occurred.

F. MEETINGS

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

ARTICLE VI: SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

1. The regular monthly meeting of the Cub Run Elementary School shall be the third Monday of every month. [This date is subject to revisions made by the council as needed.] Council meetings shall be open to the public. Meetings will begin at 6:00 p.m., and they shall not exceed sixty (60) minutes in length. If all items on the agenda have not been adequately discussed after sixty minutes, the council may decide by motion, second, and majority vote to extend the length of the meeting or to place the remaining agenda items on the next month's agenda or on the agenda for a special meeting.
2. The regular monthly meetings will be held at the Cub Run Elementary School Media Center.
3. The principal shall provide local news media of the council's regular meeting schedule for the upcoming year in July, and provide notification of the council's meeting time at least one week in advance of each regular meeting.
4. The principal shall notify parents of date and time of monthly council meetings through the school's calendar of events to be sent home with students during the first week of each month.
5. The principal shall notify the school staff of the date and time of monthly council meetings through the morning announcements *or* the school's PA system at least three days in advance of the meeting.
6. The principal shall notify the public of the date and time of monthly council meetings by notice posted in the front and back school entrance at least three days in advance of the meeting.

B. SPECIAL MEETINGS

If the council needs to meet between regular meetings, or if the regular meeting is rescheduled, the chairperson or a majority (one-half plus one) of the school council members may call a special meeting. The chairperson must complete the following steps when a special meeting is called:

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

In addition to these requirements, the principal shall announce to teachers the time and the reason for the special meeting during morning announcements *or* the school's PA system at least 24 hours prior to the meeting.

ARTICLE VII: CONDUCT OF MEETINGS

A. QUORUM

A quorum of the school council shall be a majority (one-half plus one) of the council members, including at least one parent *and the* chair or vice-chair. No council business shall be discussed or conducted unless a quorum of council members is present.

B. ATTENDANCE

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

C. CLOSED SESSIONS

1. A closed session is a portion of a regular meeting of the council during which the council members meet in private. The council may meet in closed session for the following reasons:
 - a) to discuss proposed or pending litigation by or against a council member [KRS 61.810 (1)(c)]
 - b) to discuss candidates for a principal vacancy or conduct consultation in filling other vacancies [KRS, 61.810(1) (f)]
2. Before a closed session can be conducted, the following steps must be taken:
 - a) Announcement: An announcement of the general nature of the subject to be discussed and the specific section of the law that allows the conduct of the closed session must be announced in the open meeting and recorded in council minutes.
 - b) Motion: The motion to go into closed session must be made, passed by a majority of council members present, and recorded in council minutes.
 - c) Closed Session: During the closed session, only the business stated in the announcement can be discussed, and no action may be taken. The council secretary shall not enter the closed session. No minutes are to be taken in closed session. Details discussed in closed session shall not be discussed outside the closed session.

- d) Decision: After full discussion of the issue in closed session, the council must return to open session where it may take any official action on the matter. Any actions taken must be recorded in council minutes.

D. MATERIALS PRESENT AT COUNCIL MEETINGS

The chairperson shall bring the following to council meetings:

1. The folder containing all items submitted for inclusion on the agenda
2. The folder containing all correspondence addressed to the council that he or she has received
3. Monthly financial report from the central office
4. Lists of applicants for vacant positions
5. Pertinent updated SBDM Technical Assistance Materials from the KDE web page

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

All council members shall bring their binders containing copies of the council's by-laws and policies.

The Standard Code of Parliamentary Procedure , a handbook on Robert's Rules of Order revised by the American Institute of Parliamentarians shall be on hand (filed in the Media Center).

E. AGENDA

1. Anyone may submit items for inclusion on the agenda to the chairperson in writing. These items must be submitted no later than one week prior to the regularly scheduled meeting. The chairperson shall maintain a complete list of these items.
2. The chairperson shall prepare a preliminary agenda for each regular council meeting, including items submitted in writing for inclusions by the public, staff, parents, other council members.
3. Each agenda shall include the following items:
 - a) Setting of the final agenda for the current meeting
 - b) Review and approval of previous meeting minutes
 - c) An opportunity during the course of the meeting for school or community persons to address the school council
 - d) Other items submitted
4. The preliminary agenda shall be distributed to all staff members, parents, or community persons *who* submitted items in writing for inclusion prior to the meeting.
5. Setting of the final agenda shall be the first order of business conducted at each regular council meeting, and council members may introduce issues for inclusion on the current agenda at that time. Motion and vote of the council shall approve the agenda.

6. At a special called meeting, only the items listed on the notice of meeting can be discussed and no new items can be introduced for discussion or inclusion on the agenda.

F. DISCUSSION OF AGENDA ITEMS

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

G. DECISION MAKING PROCESS

1. Unless otherwise specified by these by-laws, the school council shall use parliamentary procedures as specified by Robert's Rules of Order in the revised handbook The Standard Code of Parliamentary Procedure (on file in the Media Center).
2. All business and decisions of the school council will relate to the school's mission and purpose to improve the instructional program, create an environment to enhance student achievement in the school, and to further the goals in the school's consolidated plan.
3. No proposed change in these SBDM By-laws may be approved by the school council at the same meeting at which it was initially proposed for study.
4. All decisions and policies officially adopted by the Cub Run Elementary School Council will be reported to the board of education and superintendent through submission of approved council minutes to the SBDM district coordinator.
5. School Council decisions shall be made by consensus. In the event that consensus cannot be reached, the decision will be made by *simple* majority vote (one-half plus one) following an opportunity for input from every member of the council.

ARTICLE VIII: MINUTES AND OTHER COUNCIL RECORDS

A. MINUTES KEPT AND APPROVED

1. Minutes shall be kept for each meeting of the school council.
2. The minutes shall reflect an accurate record of actions and votes taken at a council meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.
3. If the action taken was the adoption of a policy, the entire text of the policy shall be attached to the copy of the minutes kept on file in the office for public inspection and filed in the council's policy manual.
4. The minutes of the school council shall not be official until they are reviewed and approved by the council.

5. A preliminary copy of the minutes for all council members will be provided in written form within three days prior to the next meeting.
6. The principal will forward a copy of the minutes to the superintendent and SBDM district coordinator no later than five days after the meeting.

B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION

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

1. School Council Minutes
2. Committee Minutes
3. School Planning Documents (State Assessment Scores, Needs Assessment, Consolidated Plan)
4. School Council Policies and By-Laws
5. School Council Budget Documents not in the School Plan
6. School Council and Committee Membership Lists
7. Official Correspondence

C. REQUESTS FOR COUNCIL RECORDS

1. Requests for council records must be made in writing to the principal. Request must include specific documents and dates.
2. The fee for copying of council records shall be the actual cost per copy, set annually by the council. Currently, that rate is 10 cents per page in excess of the first three pages requested.
3. The requested records must be provided to the person making the request within three business days [attorney general rule OI-ORD-94, May 2001].
4. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.
5. School council records will be available for inspection during normal school day hours.
6. The custodian of records for the school shall be the principal, and the principal shall make the final determination regarding which records not listed above are available for inspection and all matters in regards to open records requests not covered in this policy, in compliance with state guidelines and requirements.

ARTICLE IX: AMENDMENTS

These by-laws may be amended after a first and second reading at two consecutive council meetings by majority vote of the school council.

CUB RUN ELEMENTARY SCHOOL COUNCIL POLICIES

POLICY I: CURRICULUM

The ultimate goal of Cub Run Elementary School's curriculum is to prepare our students to become successful in tomorrow's world. With this purpose in mind, our faculty will use the curriculum guide and the skills checklist that has been aligned with state standards and adopted by the Hart County Board of Education as the primary source of instruction in their classrooms. Our faculty will ensure that all students shall have equal access to the curriculum regardless of ability, status, race, or gender through the following:

1. Students enter and exit ESS as needed.
2. The ESS program is designed to support and promote individual student achievement in all subject areas.
3. Federal and state programs for at-risk students promote and support high levels of student learning.
4. The school guidance program supports student learning.
5. The school/district provides a variety of technologies for students to access the common academic core.

POLICY II: ASSIGNMENT OF STAFF

A. ASSIGNMENTS

1. Within the last month of each school year, the principal shall submit to the school council for consultation a staffing plan for next year's staffing needs. With full faculty and school council input, instructional and non-instructional staff assignments will be determined by the school principal.
2. A follow-up plan that reflects amendments to the original staffing plan shall be presented by the principal and submitted to the school council at least two weeks prior to the start of the school year.
3. All vacant positions, existing or new, shall be posted outside the office door within one day of the vacancy. Staff shall have three working days from the date of posting to inform the principal in writing of their request for reassignment to the vacant position. Reassignment is at the discretion of the principal, with first consideration given to staff members within the building.

POLICY III; STUDENT ASSIGNMENT

The Principal in collaboration with the faculty shall assign students to programs and classes based on the academic performance and the instructional needs of the student.

1. Prior to the end of the school year, teachers will meet with the principal for the purpose of determining placement and making class rosters for the next school year. If consensus cannot be reached the principal will make the final decision. Areas to be considered for placement are as follows:

- a) Academic performance of the student
 - b) Learning style of the student
 - c) Student behavior
 - d) Instructional needs of the student
 - e) Emotional status of the student
 - f) Gender balance
 - g) Diversity
 - h) Class size
 - i) Teacher recommendation
 - j) Parent input
2. State and Federal control: State and federally controlled classes (special education, remediation classes, title I, and gifted education) will be grouped according to the guidelines of state and/or federal regulations.
 3. Class grouping: Students may be grouped within their classroom by the teacher as necessary, feasible, and instructionally productive.
 4. Every effort will be made to have student assignments available two weeks prior to the opening of school.
 5. Additions or amendments to student assignments shall be made by the principal as deemed necessary and/or instructionally productive throughout the school year.

POLICY IV: SCHEDULE

1. The schedule of the school day and week will be developed and implemented by the principal based upon recommendations of faculty and staff.
2. This schedule is subject to the beginning and ending times of the school day and the calendar set by the Board of Education.
3. A tentative working schedule shall be made available for staff two weeks prior to opening day of school each year.
4. Amendments to the schedule may be made by the principal upon collaboration with the faculty and staff as deemed necessary and/or instructionally productive throughout the school year.

POLICY V: SCHOOL SPACE

1. The use of school space will be assigned by the principal. The principal shall seek to

assign classroom space with regard to a grouping of similar age and grade levels in halls near one another.

2. Any use of the school building for extra-curricular organizations or agencies must be approved by the principal. The principal may consult the school council as to approval for use by organizations not directly related to the school.
3. The principal will prepare and present a school space plan to the school council prior to the end of the school year and whenever subsequent revisions are necessary.

POLICY VI: INSTRUCTIONAL PRACTICES

1. Faculty, in collaboration with the principal, shall select the appropriate practices to be utilized in their classroom, to ensure that the school's curriculum is fully implemented.
2. In order to support the school in reaching its goals for student performance, the faculty in collaboration with the principal will select effective and varied instructional practices that:
 - a) meet the diverse needs of students
 - b) align with student learning goals
 - c) promote higher order thinking
 - d) give formative feedback to students on their work
 - d) use technology
 - e) use and monitor homework
 - f) consistently use assessments at the level and type equivalent to the Commonwealth Accountability Testing System

POLICY VII: INSTRUCTIONAL MATERIALS

1. Faculty, in conjunction with state and district guidelines, shall collaborate to select appropriate textbooks and present recommendations to the council for approval.
2. The principal shall continue to approve the instructional materials used by each teacher as deemed necessary, feasible, and instructionally productive to support the school in reaching its goals.

POLICY VIII: ASSESSMENT

The faculty of Cub Run Elementary School shall utilize and analyze multiple, authentic assessments of student learning through the following:

1. Multiple Assessments will be given that require students to complete tasks similar to those used for state and local assessments (on-demand writing, open-response questions, portfolio, experiences with various types of reading, converting data to graphs, etc.).
2. The school staff will review the results of multiple assessments to ensure that the state

standards are being taught and learned by students in order to impact instruction and revise curriculum.

3. The school council will review assessment data annually to identify curriculum gaps.

POLICY IX; EFFECTIVE EDUCATIONAL PLANNING

The school council shall annually review data on its students' performance as shown by the Commonwealth Accountability Testing System. The data shall include, but not be limited to, information on the performance of students disaggregated by race, gender, disability, and participation in the federal free and reduced price lunch program.

1. By October 15, the council shall submit in writing its annual report to the board for approval. Specific areas to be included in the report shall be developed by the superintendent or his/her designee.
2. By April 15, the council shall submit in writing its Consolidated Plan, goals and objectives, and implementation and impact checks for the school year. The goals of the Consolidated Plan shall help ensure that each student makes progress toward the goals established by KRS 158.645 and 158.6451.

POLICY X: BUDGET

1. The principal shall develop and administer a school budget that is approved by the school council.
2. The principal shall make decisions concerning the transfer of funds from one code to another and all regular expenditures that have to be made daily.
3. The principal will prepare and present a detailed report of the status of the budget at each regular school council meeting.

POLICY XI: DISCIPLINE

1. The faculty and principal shall implement the district code of acceptable student behavior and discipline.
2. Copies of the district code of acceptable student behavior and discipline shall be distributed in a timely manner each year to all staff and parents.
3. The school council shall review the district code of acceptable student behavior and discipline and determine if the school needs additional discipline and classroom management measures.
4. The school council shall recommend additional measures only when necessary and only if they are consistent with the district code of acceptable student behavior and discipline and within state and federal statutes and regulations.

POLICY XII: EXTRACURRICULAR PROGRAMS

1. By the end of the school year, the principal shall prepare a list of recommended extracurricular programs to be implemented in the upcoming school year for the school council's approval.

2. Additional extracurricular programs to be implemented shall be presented by the principal for the school council's approval prior to their implementation.
3. The chief extracurricular sponsor shall determine student participation standards consistent with any criteria set by the state or national sponsor of the program, and state and federal statutes and regulations.
4. The student participation standards shall be communicated in writing to participating students and their parents. Consent forms must be signed by students and parents, returned to school, and kept on file by the extracurricular sponsor in charge.

POLICY XIII: STATE STANDARDS, TECHNOLOGY UTILIZATION AND PROGRAM APPRAISAL

1. The school shall organize all instruction and other activity in a manner that is consistent with local board policy and aligned with standards established in state laws and regulations.
2. The school shall utilize technology in a manner that is consistent with local school board policy and state laws and regulations.
3. The school shall appraise the quality of all programs in a manner that is consistent with local board policy. Programs shall be appraised by annual review of the school's test scores and the results of our school's consolidated plan as relative to meeting our school's goals for student achievement.

POLICY XIV: SCHOOL HIRING

A. DEFINITION

School staff, for the purpose of determining the number of personnel by job classification, shall mean all certified and classified employees assigned to Cub Run Elementary School.

After receiving notification of the financial allocation, the council shall determine within the funds allocated the number of persons to be employed in the school in each job classification. The council shall not have the authority to recommend transfers or dismissals.

B. SELECTION OF PRINCIPAL

1. If a vacancy occurs in the position of principal, the superintendent shall appoint an interim principal, who is not an applicant for the position, until the school council can make a decision. This will enable the school council to function.
2. When a vacancy exists in the position of school principal, the council shall select a new principal from a list of nominees provided by the superintendent.
3. The council shall develop a written plan for the selection of the principal, which shall include professional and personal criteria, and a time frame for each stage of the selection process. The criteria for selection of the principal shall be developed with recommendations from faculty, staff, and parents of the school.
4. The council shall be responsible for reviewing applications of candidates, interviewing candidates, and contacting references. The council may select faculty or staff to be

included in the interviewing process. The council may request additional applicants from the superintendent.

5. The council shall make the final selection and shall report the selection to the superintendent in writing.

C. SELECTION OF CERTIFIED AND CLASSIFIED STAFF

1. The principal shall inform the superintendent of any resignation of a school employee. The superintendent shall determine whether the position is vacant.
2. When a position has been declared vacant or when a new position has been created, the principal shall develop professional and personal selection criteria with recommendation from the council and the faculty and staff associated with the department or teaching team in which the vacancy exists.
3. When the position to be filled in the school is other than that of principal, the principal, after consultation with the council, shall fill the position from a list of nominees provided by the superintendent. The council may request the names of additional nominees from the superintendent.
4. The principal shall make the final selection and shall report the selection to the superintendent in writing.

POLICY XV: CONSULTATION IN FILLING VACANCIES

The school council shall be consulted prior to the principal's selection of personnel to fill all non-principal school-based vacancies that shall occur at the school.

POLICY XVI: PROFESSIONAL DEVELOPMENT

The school council shall plan the 4-day/24 hour required professional development with the district's coordinator. Any other professional development shall be planned and approved by the principal in collaboration with the faculty to allow equitable allocation of PD resources and address professional growth needs and priorities to assist our school in reaching its goals. Cub Run Elementary school council will work with other school councils to maximize professional development opportunities (KRS 160.345[3]).

POLICY XVII: PARENT INVOLVEMENT

Parents and guardians of students at Cub Run Elementary School are invited and encouraged to be involved in school-wide decision making and volunteering in classrooms in order to provide a strong home/school partnership in meeting the needs of our students.

A strong parent volunteer program has been established to provide opportunities for volunteers to assist classroom teachers and students. An orientation program provides parents and guardians with information regarding volunteer procedures. Volunteers are required to adhere to board policy that relates to parent volunteer activities. Volunteers are recognized for their services through our annual volunteer appreciation dinner.

Cub Run Elementary School

Parent Involvement Policy

Activities conducted in schools to increase parental involvement are a vital, important part of school-wide programs. In recognition that the parent is the child's first and most important teacher, and that the parent continued involvement is necessary for the success of the child, Cub Run Elementary School is committed to building a strong parent-school partnership.

1. To support the parent-school partnership, parent involvement shall include but not be limited to parent help in planning, sharing new ideas, and evaluating the Title I school-wide program.
2. To accomplish this partnership, parents shall be provided the following:
 - a) Timely information and opportunities to attend meetings
 - b) Notices to review their child's CATS and CTBS test results
 - c) A description of the learning curriculum, testing used to measure student progress, and the level of proficiency students are expected to achieve
 - d) Materials that will assist them to help their child achieve at their potential
 - e) Information in the form of handouts to help explain the National and State Education Goals
 - f) A timely response to any parent suggestions
3. Cub Run Elementary School will strive to keep parents involved by:
 - a) Educating school staff, with assistance of parents, on how to reach out and to communicate with and work with parents as equal partners
 - b) Ensuring that information that is sent home is in a language that the parents will understand
 - c) Providing programs and activities through the Preschool program and the Family Resource Center where parents can learn about child development and rearing from birth on
 - d) Developing appropriate roles for community-based organizations and encouraging partnerships with the other elementary schools and high school in the county

POLICY VIII: PRIMARY POLICY

The primary program of Cub Run School is based upon the seven critical attributes of the primary program as mandated in 704 KAR 3:440. The critical attributes and implementation procedures at Cub Run School are as follows:

Developmentally Appropriate Practices

Implementation procedures for our school:

- *Several hands-on activities across the curriculum (centers, manipulatives).
- *Small groups to meet the students' needs.
- *Support for students who need additional help to be successful at their level through one-on-one instruction.

Continuous Progress

Implementation procedures for our school:

- * Students are placed in a setting where there will be success attained by the student. Students are moved within the classroom and between classrooms to meet their needs for individualized skills.
- *Mixed ability grouping is also used for various kinds of activities.

Multi-Age & Multi-Ability Classrooms

Implementation procedures for our school:

- *There are different ability levels within each classroom. Students are able to perform at their level in each content area.
- *Special Education students are included in the regular classroom for most of the day, given the support required to meet their needs.

Authentic Assessment

Implementation procedures for our school:

- *Students have portfolios for writing, folders with student work samples, home reading logs, and anecdotal notes—these items are passed to the next year's teacher.

Qualitative Reporting

Implementation procedures for our school:

- * Star Reading Reports, Accelerated Reader Reports, Progress Reports, and Report Cards are sent home every nine weeks—communication to parents is made through comments written on the reports. Work samples are also sent home for parent review.
- *WCUB Reports and the agendas are used as other ways of communication. Positive notes, parent conferences, and phone calls are also used when needed.

Professional Teamwork

Implementation procedures for our school:

- *Cooperation between teachers on placing students where their needs will be met with success
- *Teachers attend professional development jointly, share materials and ideas.
- *Teachers meet periodically to confer about student needs.

Positive Parent Involvement Implementation procedures for our school:

- *Teachers send out parent notes and classroom newsletters, home reading logs, and family reading assignments
- *There is also a Parent Volunteer Program in place at Cub Run School. Parents are assigned to classrooms where needed.

CUB RUN ELEMENTARY SCHOOL COUNCIL PROCEDURES

PROCEDURE I: ADOPTION OF POLICY

The council shall adopt policies consistent with board policies, which provide an environment that enhances student achievement and helps the school meet goals established by law. The school council shall adopt policy to be implemented by the principal in the following areas:

1. Curriculum
2. Assignment of Staff
3. Student Assignment
4. Schedule
5. School Space
6. Instructional Practices
7. Instructional Materials
8. Assessment
9. Effective Educational Planning
10. Budget
11. Discipline
12. Extracurricular Programs
13. State Standards, Technology Utilization, and Program Appraisal
14. School Hiring
15. Consultation in Filling Vacancies
16. Professional Development
17. Parent Involvement
18. Primary Policy

PROCEDURE II: APPEALS

Appealing a decision made by the school council shall include the following procedure:

1. For a person(s) to appeal a decision of the council, he or she must first request in writing an opportunity to be heard by the council and shall include specific information about the complaint.
2. Upon review of the appeal, the council shall convene, consider the merits of the complaint, make a decision, and respond to the appealing party at the next regularly scheduled or special called meeting [within thirty (30) days of the complaint].
3. A copy of the written grievance or appeal, and a written reply by the council shall be provided to the superintendent within ten (10) working days of the council's decision.
4. If the matter is not satisfactorily resolved by the council, the appeal may then be submitted in writing to the superintendent.
5. If, within ten (10) days, the matter is not satisfactorily resolved by the superintendent, the appealing party may, within twenty days, appeal to the board. The board shall afford the affected parties a hearing within thirty days of the appeal to the board.
6. The board shall issue a final written decision on the appeal with its rationale no later than sixty (60) days from the date of the hearing.
7. At any point in the process, the board may direct a review and report on the issues, but shall not extend its decision beyond sixty days from the date of the hearing without the agreement of the affected parties.

Basis: Actions of the council will be reviewed on appeal based on whether the council action was arbitrary, violated district policy, exceeded the authority of the council, or was otherwise unlawful under state or federal law.

[Reference - 00.02.4241]

PROCEDURE III: AMENDMENT OR RESCISSION OF POLICY

The council may amend or rescind policy as it deems necessary, but shall not do so at the same meeting that the amendment or rescission is initially introduced.

PROCEDURE IV: UPDATING

Such policies shall be kept up-to-date by filing amendments. A yearly review of by-laws and policies shall be accomplished at the June/July meeting.

PROCEDURE V: DISSEMINATION OF POLICY

The principal shall develop and implement a system whereby parents, employees, and students affected by a specific policy shall be apprised of the policy.

All council policies shall be reasonably accessible to all school personnel and to the public at large.

PROCEDURE VI: INTERPRETATION OF POLICY

The principal shall settle any question of interpretation arising out of established council policies, and this decision or judgment shall be final unless a written appeal is made to the council.