

Chester Goodridge
Elementary School

SBDM

By-Laws

CHESTER GOODRIDGE ELEMENTARY BY-LAWS

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reviewed 10/24/12

ARTICLE I.

PURPOSE

School Council Responsibility in KRS 160.345 (2)(c)1.

“The school council shall have the responsibility to set school policy consistent with district board policy which shall provide an environment to enhance student achievement and help the school meet goals established by KRS 158.645 and 158.6451.”

ARTICLE II. MEMBERSHIP

SECTION A. Composition

The council shall consist of the principal, three (3) teacher members, and two (2) parent members. Exception to this composition see minority representation.

SECTION B. Qualifications for Members:

1. All Members – No one may serve on the council who has legal conflict of interest as defined by KRS 45A.340. Current and past members who continue to meet the other requirements of this section are eligible to be elected to additional terms unless they are removed from office under the provisions stated in Section E, below.
2. Teacher Members – To serve as a teacher member council, one must hold a position at the school requires a state certificate, and one must not hold the position of principal, assistant principal, or head teacher.
3. Parent Members – To serve as a parent member of the council, one must be the parent, step-parent, or legal guardian of a child who will be enrolled at the school during one’s term of office. One must not be a district employee, member of the district school board, or the relative of an employee or district board member. (Relative means father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law. Reference KRS 160.345(2a).

SECTION C. Elections

1. Teacher Members
 - a. Nomination – Candidates shall be nominated for the office of teacher member by a letter of nomination. The letter shall be signed either by a candidate nominating himself or herself, or by another teacher nominating a colleague. All letters of nomination shall be submitted to the Senior Boone County Education Association (BCEA) building representative no later than five (5) days before election. The representative overseeing elections shall defer to the person next in line if they are interested in running for the Site Based Council.
 - b. Preparation of Sample Ballot – The Senior BCEA representative shall ask each person nominated to sign a letter stating that he or she is willing to serve on the council if elected and that he or she meets the qualifications listed in section B, above. All names of those nominated, willing, and eligible to serve shall then be listed alphabetically on a sample ballot form prepared by the Senior BCEA representative no less than six (6) days before the election.

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- c. Elections – elections of the teacher member of the School Based Council Committee shall be held before March 31, at that time all certified personnel shall convene in a place chosen for the meeting by the principal.
 1. All certified employees assigned to the school are eligible to vote on the nominees except the principal and/or the head teacher.
 2. Two (2) Boone County Education Association Building Representatives, who are not nominees, shall chair and oversee the meeting to elect teacher members to the council.
 3. Teachers must be present to vote.
 4. There will be signature verification for voting rights.
 5. The principal and two (2) teachers by the faculty shall openly count the ballots and announce the results at the conclusion of the meeting.
 6. Election shall be by majority of all teachers assigned to the school.
 7. If three nominees are not elected on the first ballot, the remaining nominee's names will be listed on a ballot, and the teachers will keep voting until three (3) members are chosen for the council.
 8. After the election of the first three (3), the fourth nominee with the most votes will become the alternate, in the case of filling a vacancy because of a resignation or removal of a council member.
 9. The principal shall forward the results of the election to the Superintendent and the Board of Education.

2. Parent Members

- a. Elections of parent members shall be conducted no later than March 31.
- b. Nomination/Verification Committee - The parent/teacher organization president will appoint a nomination/verification committee of a minimum of three members. This committee will receive parent nominations to school council, will verify qualification, of nominees, and will prepare the ballots for the election.
- c. Voting Procedure - Executive Council of Goodridge PTA will determine voting procedure. Parent council members must be elected for two year terms. The law does not require a majority for election of parent member. Parents must be elected by the parents of students enrolled in the school. Parent council members elected for one year terms may serve unlimited number of additional terms on the council, if re-elected. After election of the first two, the third nominee with the most votes will become the alternate, in the case of filling a vacancy because of resignation or removal of a council member.

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3. Minority Representation – Should the enrollment of minority students reach 8% or more, as determined by the enrollment on the preceding October 1, and the council does not have a minority member, the principal, in a timely manner shall be responsible for carrying out the following:
 1. Organizing a special election to elect an additional member. The principal shall call for nominations and shall notify the parents of the minority parent to the council by ballot.
 2. Allowing the minority teachers in the building to select one of their number to serve as a teacher member of the council. If there are no minority teachers who are members of the faculty, an additional teacher member shall be elected by a majority of all teachers. Term limitations shall not apply for a minority teacher member who is the only minority on the faculty.

SECTION D. Statement of Ethics

The responsibilities of the council and these acknowledgements require each council member to maintain standards of exemplary professional behavior. Each council member and the council as a whole will be observed and appraised by the faculty, students, and community. In the interest of the school and each student served by the school, the council subscribes to the following statements of ethical standards. Members of the council shall:

1. Make the well-being of students the fundamental value in all decision making actions.
2. Fulfill responsibilities with honesty and integrity.
3. Obey local, state, and national laws.
4. Abide by policies set by the council.
5. Demonstrate a willingness to work as a team.'
6. Demonstrate a willingness to compromise in the interest of the welfare of the students.
7. Show support of the decisions made by the council.
8. Avoid sharing information that is considered confidential by the council.
9. Represent his/her constituency group as accurately as possible.
10. Demonstrate commitment to the work of the council and to the school.
11. Avoid using positions for personal gain through political, social, religious, economic, or other influence.
12. Demonstrate respect for all people regardless of race, national origin, sex, religion, and political affiliations.

SECTION E. Standards

Attendance – Members of the council shall attend all council meetings, unless the absence is excused.

Conflict of Interest – No member shall enter into any business dealing that creates a conflict of interest under KRS Chapter 45A and any member who discovers the existence of such a conflict of interest is subject to removal. KRS160.345(2A)

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Teacher Departure – A teacher member who ceases to be assigned to the school before his/her term is completed is no longer eligible to serve on the council.

Student Departure – A parent member whose child ceases to attend the school before his/her term is completed is no longer eligible to serve the remainder of the term.

Improper Meeting – No combination of four members of the council shall meet to plan or make council decisions without following the procedures for scheduling a meeting of full council listed in Article V, Open Meeting Law KRS61.805-61.850.

Council Member Deportment – council members who attend council or committee meetings under the influence of alcohol or illegal substances are subject to removal. Council members who use profane or abusive language during council or committee meetings are subject to removal.

Criminal Conduct – Any member of the council who is convicted of a criminal misdemeanor or a felony during his/her term of office is subject to removal.

Professional Development – Newly elected council members entering school based decision making will participate in concentrated training on School Based Decision Making during the months of April-June. New council members are required to attend all council meetings during this transitional period.

SECTION F. Removal of Members

Each council member is expected to attend all council meetings and to abide by the Code of Ethics of the council and School Board policies. Council members may be removed from office for the following reasons:

1. Violation of the council's Code of Ethics.
2. Violation of the council's Standard of Conduct.
3. Violation of the Boone County Board of Education policies.
4. Demonstrating an unwillingness to work collaboratively with the council and the school.

Removal is by the following procedures:

1. A motion shall be made by a member of the council to request an executive session to discuss the removal of a member.
2. If the motion is seconded and approved, the council will go into executive session. The meeting will continue in executive session. The actions that justify removal and the standards of conduct violated by those actions will be identified. /the member whose removal has been moved shall be given a chance to explain why removal is not justified.
3. Council will come out of executive session and a motion will be made to schedule a removal hearing. If the motion is not seconded, no further action shall be taken on this motion.

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4. If a motion is seconded, the chairperson will schedule a hearing. The chairperson will give written notice of date, time, and place of the hearing to the member who is to be removed. This letter will detail the reasons for removal and removal procedures.
5. The council shall conduct a special meeting held in executive session. The chair or vice-chair will preside over the hearing.
6. The member whose removal has been moved shall be permitted to present any type of defense he/she desires. Other persons can address the issue but must be sequestered from the remainder of the hearing if chairperson or council deem necessary. The person whose removal is being considered will be allowed to speak last. Thereafter, the regular meeting will be opened and the council shall vote on whether removal is justified. If there are four votes for removal, the member shall be removed. If there are fewer than four votes for removal, the motion shall fail. This provision for voting is an exception to the use of consensus called for in Article IV, Section G.

SECTION G. Terms of Office

Terms of office for teacher and parent members of the School Based Council shall be for two (2) years and shall begin July 1 and end on June 30 the biennium.

Members- elect are required to attend all council meetings.

SECTION H. Method for Vacancies on the Council

If a member of the council resigns or is removed from office, a replacement shall be selected by special election held not more than one month after the vacancy occurs, using the procedure stated in Section C. The person elected in the special election shall serve until July 1 and be eligible for re-election to a full term.

ARTICLE III OFFICERS OF THE COUNCIL

SECTION A. Chair

The principal shall be the chair of the first council meeting of the term. At the first regular scheduled meeting, the chair will be decided by a vote of council. If the chair is other than the principal, then an alternative model will be filed with the State Board. Ref. OAG 93-52

SECTION B. Custodian of Records

The principal shall also be the official custodian of council records. All council records shall be maintained in a council notebook. Records include minutes, correspondence addressed to council, all council reports, and documentation. The chairperson will be the one who updates and maintains the council notebook.

SECTION C. Vice-Chair

A vice-chair shall be elected by the council from among its members at its first meeting each year. The vice-chair shall preside at any council meeting that the chair does not attend.

SECTION D. Secretary

A secretary shall be selected by the council at its first meeting each year and shall perform the duties specified in Article VII of KRS61.085 to 61.850. The secretary shall be employed by the Board of Education.

ARTICLE IV

FUNCTIONS

SECTION A. Required Functions

The council shall:

1. Increase student performance. Majority of issues brought to Council will focus on improving student achievement.
2. Determine, within the parameters of the total available funds, the number of persons to be employed in each job classification at the school.
3. Determine which textbooks shall be used at the school.
4. Determine which instructional materials shall be used at the school.
5. Determine what student support services shall be provided at the school.
6. Select a new principal for the school, when that position becomes vacant, from a list of applicants submitted by the superintendent or from additional names supplied by the superintendent at the council's request.
7. Consult with the principal before the principal selects persons to be hired to fill other positions at the school. The principal shall consider the discussion and any specified recommendations, but shall make the final selection him/herself. Either the principal alone or the committee by consensus may ask the superintendent to provide additional names for consideration for any vacancy.
8. Adopt policies to be implemented by the principal. Policies will be developed to address issues of immediate need in the following areas:
 - a. Determination of curriculum, including needs assessment and curriculum development.
 - b. Assignment of all instructional and non-instructional staff time.
 - c. Assignment of students to classes and programs within the school.
 - d. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar, as established by the local board.
 - e. Determination of use of school space during the school day.
 - f. Planning and resolution of issues regarding instructional practices.
 - g. Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor, and principal.
 - h. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision.

- i. Procedure for determining alignment with state standards, technology utilization, and program appraisal. Council policy on this issue must be consistent with district board policy.

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- j. Other issues necessary to provide an environment to enhance student's achievement and meet the goals established by KRS158.645 and 6451. If the council makes a policy that fits this area but not any of the areas listed in items a-h above, the policy must be consistent with district board policy.
9. Form different types of committees which will operate under the guidance of the council.

SECTION B. Disallowed Activities

The council shall:

1. Recommend the transfer or dismissal of any member of the school staff.
RS160.345(2)(G)
2. Violate federal or state law or regulations.
3. Take any action that risks the health or safety of students, staff, or others.
4. Take any action that exposes the council or the district to unreasonable risk of legal liability.
5. Authorize any purchase that exceeds the financial resources available to it.
6. Take any action that violates contractual obligations already made by the district or the council to personnel and other providers of goods and services.
7. Exceed the functions listed in Section A above.
8. Administrate authority outside of an officially called council meeting. This prohibition shall not apply to the principal.

ARTICLE V. FORMATION OF COMMITTEES

The council determines which committees are to be formed. The committee titles will be posted on the SBDM bulletin board for individuals interested in serving on the committee. The list will be collected at the next regularly scheduled meeting.

For the first committee, the person designated to convene this meeting shall call a meeting within fifteen (15) days after membership is decided by the council. A member of SBDM Council will attend the first meeting to discuss any directives and answer any questions.

At the first meeting, the committee shall:

1. Elect a recording secretary.
2. Elect a chairperson and vice-chairperson.
3. Designate a regular meeting date, time, and place.
4. Discuss the directive(s).

Different types of committees which will operate under the guidance of council:

1. Standing Committee – Each standing committee should consist of at least one parent and two teachers. A council member may serve on the committee. Additional representation will be determined by the council. A standing committee shall be appointed and approved by the council prior to July 1 of the next fiscal year. Additional standing committees shall report to the council in writing. Their actions shall be advisory and not authoritative.
2. Ad Hoc Committees – Ad hoc committees shall be formed to help complete specific tasks. Once the task is completed, the committee shall be abolished. Ad hoc committees shall be formed by the council chairperson, with approval by the council. The size of the committees and representation shall be determined by the council.
3. Chairperson – Standing and ad hoc committees shall elect, by a majority of the members, a chairperson and vice chairperson from its membership.
4. Resources – All resources needed by the committee shall be appropriated by the council.
5. Term – Standing committees shall serve for one year beginning July 1 and ending June 30. Ad hoc committees shall serve until they are abolished, not to exceed one year. All committee members may serve consecutive one year terms. Signup sheets for standing committees for the next school year will be presented and posted at the May PTA meeting and faculty meeting.
6. Decision Making – All committees shall use consensus as the primary method of making recommendations. In the event consensus cannot be reached, majority rule may be

applied. Such recommendations shall be made by a majority of those present. Only committee members are eligible to vote.

7. Quorum – Two-thirds of the active members of the committees must be present for the committee to make a recommendation. (Active members attend 80% of the meetings to have voting power).
8. Open Meetings – All committee meeting shall be open to the public as provided by KRS61.810. Committee meetings shall be announced as to time and place of meeting. Under one or more of the conditions (under KRS61.810) a committee may go into executive session. All decisions made by committees must be in an open meeting.

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9. Minutes – All committees shall record in writing all minutes of their meetings. These minutes shall be kept by a person elected by the committee to serve as the secretary. These minutes shall be disseminated to all committee members and approved at the next meeting of the committee. They shall be made available to the public.
10. Chair Reports – Chair reports shall be listed on each council agenda for the purpose of receiving committee reports. The committee chair or his/her designee shall present the report. All committee recommendations for action by the council shall be presented in writing in advance of the council meeting.
11. Code of Ethics – All committee members shall follow the code of ethics and standard of conduct in Article II, Section D and E.

ARTICLE VI SCHEDULE OF MEETINGS

SECTION A. Types of Meetings

There are four (4) types of meetings:

1. Regular - Meetings held on a set day of the month and at a set time of day.
2. Special - Meetings scheduled as they are needed between regularly scheduled meetings.
3. Executive - KRS61.810
4. Training - Meetings designed for council members to acquire knowledge and /or develop skill.

SECTION B. Regular Meetings

At the first meeting of each council term, the council shall select at least one regular meeting date in each month of the year. The chair shall notify a local newspaper, chosen by the council, at least two weeks in advance of each meeting. Meetings may not exceed two hours unless the council agrees to the extended time. Meetings will be held in the school library, unless it will be determined that another appropriate place is needed. Regular meetings may be cancelled by the chairperson with approval from a majority of the council, or in the event a quorum is not achieved. Regularly scheduled council meetings will automatically be cancelled when the school is closed or classes are dismissed for any reason on the day of a regularly scheduled meeting.

SECTION C. Special Meetings

If the council needs to meet before its next regular meeting, the chair may call a special meeting. A special meeting may also be called by a majority of members of the council. Once the decision is made to call a special meeting, the following steps must be taken:

1. Written Notice – The person or persons calling the meeting must prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for the meeting. No issues not listed on that agenda can legally be discussed at the special meeting.
2. Delivery of Notice – The person or persons calling the meeting must arrange for the notice to be delivered to every council member and to any medial organization that has been asked to be notified of council meetings. The delivery can be made by hand,

facsimile machine, mail, or direct phone contact, but the method must be one that allows the notice to arrive 24 hours before the time set for the meeting.

3. Posting of Notice – The notice must be posted conspicuously at the school, and also at the building where the meeting will be held, if the meeting will not be held at the school. These copies must be posted as soon as possible after the meeting is called, and definitely not less than 24 hours before the meeting will be held.
4. In An Emergency – Twenty-four (24) hour notice is not required. However, if shorter notice is given, the person chairing the meeting must begin the meeting by describing the emergency circumstances and stating why they prevented compliance with Sections 3 and 4 of KRS61.823.

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revised 11/28/12

ARTICLE VII

CONDUCT OF MEETINGS

SECTION A. Quorum

No council decisions can be taken unless four members of council are present, one of which must be a parent member.

SECTION B. Attendance at Meetings

Anyone who wants to attend a council meeting may do so except for those portions conducted as a Closed Executive Session. KRS61.810 (1C)(1F)

SECTION C. Executive

A Closed Executive Session is apportion of a regular or special meeting of the council which the members meet in private. In Executive Session, the council may discuss only an item permitted by law to be discussed in Executive Session KRS61.810 (A-L). Before a closed session can begin, the following steps must be taken:

1. Announcement – An announcement must be made in open session. The announcement must state that the council needs to discuss business involving a topic that the law allows to be discussed in closed session. The announcement must state the general nature of business that needs to be discussed in closed session and identify the specific section of the law that allows the session to be closed.
2. Motion – A motion must be made and passed by a majority of members present to go into closed session to discuss that business.

During the closed session, only the business stated in the announcement can be discussed, and no final decision can be made. After full discussion, the council must return to open meeting and make any official decision needed on the matter, and the decision must be recorded in the minutes of the open session.

SECTION D. Materials to be brought to Council Meetings

1. By the Chairperson – To every council meeting the chairperson shall bring:
 - a. The folder of all items submitted for inclusion on the agenda.
 - b. The folder containing all correspondence addressed to the council that he/she received.
 - c. Any other items pertinent to the meeting.
2. By the Secretary – The secretary shall bring:
 - a. The binder file he/she maintains that holds copies of the council's by-laws, policies, annual budget, monthly spending reports, and minutes.
 - b. Brings and displays Open Chair sign in sheet.

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SECTION E. Agenda

Each regular and special council meeting shall operate by an agenda. The agenda for the following regular meeting will be formed by the Council prior to adjournment of each meeting. The agenda items shall be germane to the authority of the council. Staff and parents who are not on council may recommend in writing items for the agenda prior to its publication. A person recommending an item must be present at the meeting for it to be discussed. Agenda items shall be submitted to the chair five days before the scheduled meeting. The written agenda for regular meetings shall be published and distributed three days prior to the meeting. The preliminary agenda shall be posted in the staff lounge and parent bulletin board. Copies of the agenda will be available in the school office for concerned parents and community members. At the discretion of the chairperson, copies may also be sent to the local newspaper. Council members may ask that items be added to the agenda if there is a consensus. If these addendums are not addressed, they will be added to the next scheduled meeting's agenda. The basic format for the agenda will be:

1. Call to order.
2. Reading and approval of the minutes of the previous meeting.
3. Additions to and approval of agenda.
4. Committee reports.
5. Old business.
6. New business.
7. Open Chair/Public comment.
8. Agenda for next meeting.
9. Adjournment.

SECTION F. Discussion of Agenda Items

Each item on the agenda shall be fully discussed by the council before any decisions are made.

SECTION G. Consensus

Council shall operate by the consensus procedure. After discussion of each issue, the chair or any member of the council may suggest the presence of consensus. The person making the suggestion

shall explain in one or more sentences what he/she thinks the consensus is. The chair shall then ask whether any member has any significant disagreement with that statement. If no one does, the decision shall be deemed made. If any member disagrees, the discussion shall continue until a suggestion of consensus is made that draws no disagreement or until a third suggestion of consensus fails. If after a third suggestion of consensus fails, the council may choose to vote on the issue. Four members of the council must vote affirmative in order for an issue to be considered passed.

SECTION H. Open Chair

Those who are in attendance at the council meeting shall be provided an opportunity to discuss issues under consideration by the council using the following procedures:

1. A sign-in sheet will be provided by the secretary for interested parties to indicate their interest in speaking on an issue.
2. The chairperson will call on speakers in the order they signed the sign-in sheet. Each speaker will be limited to five minutes.

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3. Input/reactions must be germane to the topic and must be within the authority of the council.
4. With consensus of council members, an item on the agenda may be opened up to the audience for discussion. The chairperson shall be responsible for monitoring the time and focus of the speaker's remarks.

ARTICLE VIII. MINUTES TO BE KEPT AND APPROVED

SECTION A. Minutes to be Kept and Approved

The secretary shall keep minutes of each council meeting. The minutes shall state accurately each council decision taken. If the decision was to adopt a written statement of policy or a written statement of some other decision, the entire text of that statement shall be attached to the minutes. The minutes shall be reviewed and approved by the council at its next meeting. Immediately after the meeting at which minutes are reviewed and approved, any member of the public is entitled to inspect the minutes.

SECTION B. Distribution of Council Documents

The secretary shall make at least five copies of the council's by-laws, policies, annual budget, monthly spending reports, and minutes. Those copies shall be sent distributed as follows:

1. One shall be given to the principal.
2. One shall be sent to the district superintendent.
3. One shall be kept available in a binder in the school office where it can be reviewed by all interested persons at any time that the office is open.
4. One shall be placed in a binder in the school library.
5. One shall be kept in a binder in the possession of the secretary and that binder shall be brought to each council meeting.

SECTION C. Other Council Records

If anyone asks to see council records that are not in the binder, the principal, as official records custodian, shall make them available within three business days after the request unless the records are subject to a specific exception of the Open Records Law.

SECTION D. Fee to Reproduce Records

Single copies of school records will be provided free of charge. Fees for multiple copies will reflect the actual cost of producing the copies.

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reviewed 11/28/12

ARTICLE IX. POLICY FORMATION

SECTION A. Definition

A policy is a principal, plan or course of action.

SECTION B. Council Governance

All activities and decisions of the council shall be governed by policies set by the council. Policies shall include both operational procedures and management functions chosen by the council. All policies set by the council shall be consistent with state statutes and applicable board policies, including, but not limited to those prohibiting discrimination based on age, sex, religion, national origin, political affiliation, marital status or handicap.

SECTION C. Adoption

All policies shall require two readings before they are adopted. In an emergency situation, the second reading may be waived and policy may be adopted at the meeting at which it was introduced. Such adoption shall be made by council approval according to the decision making methods set forth in Operating Council Meetings.

SECTION D. Policy Manual

The council shall maintain a policy manual and shall make it available to staff, the public, and the superintendent.

SECTION E. Review

The council shall annually review all policies. Revisions shall be made as needed in order to more effectively serve the school.

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reviewed 11/28/12

ARTICLE X.

AMENDMENTS TO BY-LAWS

All decisions on amendments to the by-laws shall be governed by Article VII, Section G, Consensus Decisions. All motions to amend the by-laws of the council shall be submitted in writing. No decision on a motion to amend the by-laws shall be made until after the topic has been read twice in council meetings.

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ARTICLE XI.

APPEALS PROCESS

SECTION A. Definition

An appeal is the act of filing a formal written grievance against any policy or decision that violates contractual agreement between BCEA and Boone County Board of Education or exceeds the authority of the council or is otherwise unlawful under state or federal law.

SECTION B. Request

Any resident of the school's enrollment district, parent, student or employee of the school may appeal decisions of the Site-Based Decision Making Council (SBDM). For a person to appeal a decision of the council or file a grievance, he/she must first request in writing an opportunity to be heard and shall include information about the grievance issue.

SECTION C. Schedule

The written appeal shall be delivered to the chair who shall bring the matter before the SBDM council at its next meeting, or schedule a hearing date prior to the next scheduled meeting. A hearing so scheduled shall comply with the requirements of the Open Meeting Law for special called meetings. The person(s) appealing shall be informed of the meeting/hearing by letter.

SECTION D. Hearing

The person(s) appealing may be represented by legal counsel and may call witnesses as long as the testimony is germane to the issue. The SBDM council may also be represented by legal counsel and may call witnesses.

SECTION E. Decision

The SBDM council shall consider the merits of the complaint, make a decision, and respond in writing to the appellant. Final resolution shall be achieved within thirty (30) calendar days of receipt of appeal.

SECTION F. Report

A copy of the reply and appeal shall be provided to the superintendent.

**Chester Goodridge
Elementary School**

SBDM

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Function 20. 1/13/14	Dress Code.....page 32	reviewed
Function 21. 1/13/14	Service Learning.....page 33	reviewed
Function 22. 1/13/14	Response to Intervention.....page 34	revised
Function 23. 1/13/14	Common Units Assessment.....page 35	reviewed
Function 24. 1/13/14	Bullying.....page 36	reviewed

CHESTER GOODRIDGE ELEMENTARY POLICY

revised 2/27/13

1. FUNCTION SELECTION OF A PRINCIPAL WHEN THERE IS A VACANCY

SECTION A. Vacancy Defined

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

SECTION B. Criteria/Plan

Once the vacancy has been verified by the superintendent and communicated to the council, the Principal Selection Committee will be established and trained. This committee will consist of the site-based council members and superintendent (or superintendent designee). The outgoing Principal shall not serve on the council during Principal selection. The Principal Selection Committee shall develop interview questions and a matching scoring guide for rating each candidate.

SECTION C. Screening

The Principal Selection Committee shall screen the candidates from the slate of candidates approved by the superintendent, using the criteria and scoring guide. The council reserves the right to request additional candidates from the superintendent when state qualified applicants are available.

SECTION E. Interview and Selection

The Principal Selection Committee shall be responsible for interviewing and rating the candidates submitted by the superintendent that meet their criteria. Newly elected council members will also be invited to observe the interviews. Then, by process of consensus, the committee will send a recommendation to the superintendent. The Principal Selection Committee shall reserve the right to observe each candidate in his/her present position.

SECTION F. If Consensus Cannot be Reached

When the Principal Selection Committee has narrowed the acceptable applicants to two, should they require additional information for their decision, the committee will conduct a second round of interviews.

SECTION G. Reporting

The Principal Selection Committee shall report its recommendation of principal to the superintendent in writing, and shall be binding on the superintendent who completes the hiring process.

(1)

CHESTER GOODRIDGE ELEMENTARY POLICY

reviewed 2/27/13

2. FUNCTION CONSULTATION FOR HIRING OF FACULTY AND STAFF

The council will appoint an ad hoc screening committee of no more than five and no less than two members. The principal will serve on each ad hoc committee. The council will determine the appropriate committee members, to insure group representation.

The Administrative Staff shall:

1. Screen applications and references submitted.
2. Determine which applicants possess qualifications needed for the positions, and determine final candidates for that position.

The Ad Hoc Committee shall:

1. Meet within fifteen (15) days of their appointment.
2. Review/develop questions to ask candidates and set criteria for a strong candidate for that position.
3. Select applicants to interview and conduct interviews.
4. Request additional applications from the Human Resources department if necessary.

For Consultation the Council shall:

1. Go into closed session.
2. Hear the principal's report of the committee's findings and the merits of the final candidates.
3. Discuss openly the final candidates.

Procedure for when Council is Unavailable:

1. If a quorum is not available or fails to attend the meeting, the principal may call another meeting or declare an emergency and conduct the required discussion with members who are present. The principal may also consult with members by telephone.

The Principal shall:

1. Following the discussion, report his/her selection to the council.
2. Report his/her selection to the superintendent, who will complete the hiring process.

(2)

CHESTER GOODRIDGE ELEMENTARY POLICY

reviewed 2/27/13

3. FUNCTION FORMATION OF COMMITTEES (DEFINED)

All committees will operate within the parameters of State Standards, Program Appraisal, and District Policy.

All members of the faculty will serve on at least one standing committee. Each standing committee will have grade level (or department) representation and include at least 1 member. Committees will also make every effort to include at least one parent and to provide reasonable representation of the ethnic diversity of our community.

Beginning in March, the following steps will be taken to recruit members for next year's committees:

MARCH

1. The principal (or principal's designee) will invite all parents in writing to sign up for committees via a newsletter (or attachment to report card, letter home to parents, etc.).
2. Current committee chairs (or their designees) will describe their committees' work at a meeting

of certified and classified staff called by the principal.

3. Council and committee members will individually and actively seek out parents and other interested community members who are representative of the diversity of our community and encourage their active participation on school council committees.

MAY

4. The principal (or principal's designee) will place committee sign-up sheets in a designated place that is convenient to staff and parents. These sign-up sheets will include a brief description of each committee's jurisdiction as outlined in the first section of this policy.

5. The principal will appoint committee members using the sign-up sheets as a basis. The principal may need to assign some people to committees that are not their first choice to give each committee adequate and balanced membership.

6. The principal will notify committee members of their appointments.

AUGUST

7. The principal (or principal's designee) will provide an additional, well-publicized opportunity to sign up for committees for both new staff and all parents.

8. As soon as possible following the August council meeting, the principal will call a faculty meeting for the purpose of letting all committees hold their first meeting. At that meeting all committees will:

☛ Elect a chair. They will also elect or appoint a recorder who will take minutes for this first meeting

and all subsequent meetings and a vice-chair who will take over in the absence of the chair.

☛ Receive information from the principal about the council timeline for regular committee reports.

☛ Set up a meeting schedule for the rest of the year.

☛ Read and discuss this policy and ask the Chair of the council any questions regarding their role and duties.

☛ If necessary, discuss the active recruitment of parents and community members to serve on their committee.

☛ Discuss ongoing and any new charges from the council and develop a plan of action that includes a timeline.

AD HOC COMMITTEES

As needed, the council may also approve ad hoc committees for the following tasks:

1. Analyze needs assessment for the School Improvement Plan.
2. Draft components for and guide the implementation of the Plan.
3. Select textbooks and materials for specific subjects.
4. Participate in work to fill specific staff vacancies.
5. Address other needs as identified by the council.

For these ad hoc committees, the council will identify the specific topic to be addressed in a written charge.

The principal will invite persons to serve on the ad hoc committee and will also designate a committee member to convene the committee for its first meeting.

Ad hoc committees automatically dissolve at the completion of the assigned task.

OPERATING RULES FOR ALL COMMITTEES

All committees established by the SBDM council are public agencies subject to Kentucky's Open Meetings Law. To comply with that law, each committee will:

1. Establish a regular meeting schedule at its first meeting of each school year and make that schedule available to the public by posting it in a place convenient to the public.
2. Hold meetings that are not on the regular schedule only after following these special meeting procedures.
 - a. Those who make the decision to have the meeting put the date, time, place, and agenda in a written notice, which they will post in a place convenient to the public at least 24 hours before the meeting.
 - b. Notice of a special meeting will be delivered personally by phone, faxed, emailed, or sent by

US mail to all members of the committee early enough so that they will receive it 24 hours before the meeting.

3. If any media organization has asked for notice of special meetings, those calling the meeting will hand-deliver, fax, or send by US mail copies of the written notice to the agency requesting the notice so that they will receive it 24 hours before the meeting. Take minutes of the actions and decisions made by the committee at every meeting.
4. Review the minutes of each meeting at the next meeting and, after making any needed corrections, approve those minutes.
5. Make committee minutes for each meeting available to the council and to any interested party after final approval.
6. Ensure that the principal receives an official copy to be kept with school records as required by Kentucky's Archive rules.

The council determines which committees are to be formed. The committee titles will be posted by SBDM Council bulletin board for individuals interested in serving on the committees. The lists will be collected at the next regular scheduled SBDM meeting and membership will be finalized by attendance at the first committee meeting(s).

For the first committee meeting, the person designated to convene this meeting shall call a meeting within 15 days after the membership is decided by the council. A member of SBDM Council will attend the first meeting to discuss any directives and answer any questions.

At the first meeting the committee shall:

1. Elect a recording secretary.
2. Elect a chairperson and a vice chairperson.
3. Designate a regular meeting date, time, and place.
4. Discuss the directive.

Different types of committees which will operate under the guidance of the council:

- a. Standing Committee – Each standing committee should consist of at least one parent and two teachers. A council member may serve on the committee. Additional representation will be appointed and approved by the council. A standing committee shall be advisory and not authoritative.
- b. Ad Hoc Committees - Ad hoc committees shall be formed to help complete specific tasks. Once the task is completed, the committee shall be abolished. Ad hoc committees shall be formed by the council chairperson with approval by the council. The size of the committees and representation shall be determined by the council.
- c. Chairperson – Standing and Ad Hoc committees shall elect, by majority of members, a chairperson and vice chairperson from its membership.
- d. Resources – All resources needed by committees shall be appropriated by the council.
- e. Term – Standing committees shall serve for one year, beginning September through August. Sign-up sheets for standing committees for the next school year will be presented at the August Back to School Night and faculty meeting. Ad Hoc committee members may serve consecutive one year terms.
- f. Decision Making – All committees shall use consensus as the primary method of making decisions. In the event consensus cannot be reached, majority rule may be applied. Such decisions shall be made by a majority of those present. Committee members are

- eligible to vote on a given issue provided they have attended 80% of the meetings up to that point in time. A tie vote shall constitute no action. Decisions will be left to council.
- g. Quorum – two-thirds of the active members of the committee must be present for the committee to make a decision.
 - h. Open Meeting – All committee meetings shall be open to the public as provided by KRS61.810. Committee meetings shall be announced as to time and place of meeting. Under one or more of the conditions (under KRS61.810) a committee may go into executive session. All decisions made by committees must be in an open meeting.
 - i. Minutes – All committees shall record in writing all minutes of their meetings. These minutes shall be kept by a person elected by the committee to serve as secretary. These minutes shall be disseminated to all committee members and approved at the next meeting of the committee. Then they will be made available to the public.
 - j. Chair Report – Chair reports shall be listed on each council agenda for the purpose of receiving committee reports. The committee chair or his/her designee shall present the report. All committee recommendations for action by the council shall be presented in writing in advance of the council meeting.
 - k. Code of Ethics – All committee members shall follow the code of ethics and standard of conduct in Article II, Section D and E.

3. FUNCTION FORMATION OF COMMITTEES

A. COMPREHENSIVE AND EFFECTIVE PLANNING

The school/district develops, implements, and evaluates a comprehensive school improvement plan that communicates a clear purpose, direction, and action plan focused on teaching and learning.

In brief terms, this committee is charged with the development of the school consolidated plan and monitoring its implementation.

- Committee shall present reports as requested by the council
- A collaborative process is used to develop the school vision, belief statements, mission and goals (including staff members, parents, and community representatives).
- Data is collected, managed, and analyzed in the planning process.
- All planning decisions are based on analyzed data.
- Plans are based on learning research and local, state, and national expectations.
- The unique learning needs of Goodridge students are analyzed.
- The desired results for students' learning are defined.
- Goals and objectives for building instructional and organizational effectiveness are defined.
- Strategies are developed and aligned with the goals and objectives.
- The plan identifies the resources, timelines, and persons responsible for carrying out each strategy.
- The means for evaluating the effectiveness of the consolidated plan are established.
- The plan is implemented as developed.
- The effectiveness of the plan is evaluated.

B. CURRICULUM AND INSTRUCTION

The school develops and implements a curriculum that is rigorous, intentional, and aligned to state and local standards. The school's instructional, program actively engages all students by using effective, varied, and researched-based practices to improve student academic performance.

In brief terms, this committee is charged with addressing "what" we teach and how we deliver instruction, including integrating technology into instruction, managing instructional resources, and homework.

- Committee shall present reports as requested by the council.
- Ensure that unnecessary overlaps and gaps in curriculum are minimized.
- Facilitate vertical communication between grade levels regarding curriculum.
- Ensure that the curriculum provides for connections with continuing education, life and career options.
- Provide a systematic process for monitoring, evaluating, and reviewing curriculum.
- Ensure that the curriculum provides for all students a common core standard, concepts, and skills.
- Instructional strategies and learning activities are aligned with the school curriculum and state assessment.

(5)

- Teachers demonstrate the content knowledge necessary to challenge and motivate students to high levels of learning.
- The use of technology is incorporated in classrooms.
- Teachers have available instructional resources that are sufficient to effectively deliver the curriculum.
- Homework is frequent, monitored, and tied to instructional practice.

C. ASSESSMENT AND PLANNING

The school uses multiple evaluation and assessment strategies to continuously monitor and modify instruction to meet students' needs and support proficient student work.

In brief terms, this committee is charged with addressing how we know if students are learning what we are teaching and at high levels of cognition.

- Committee shall present reports as requested by the council.
- Monitor classroom assessments to ensure they are frequent, rigorous, and aligned with KY Core of Academic Standards.
- Facilitate the collaboration of teachers in the design of authentic assessments aligned with core content subject matter.
- Ensure that students know what is required to be proficient.
- Analyze test scores to identify curriculum gaps.
- Ensure that multiple assessments are specifically designed to provide meaningful feedback on student learning for instructional purposes.
- Ensure that performance standards are clearly communicated and observable in student work.
- Ensure that teachers understand and implement the state required Assessment and Accountability Program.
- Students are prepared adequately to reach proficiency.
- Student work samples are analyzed to revise instruction/curriculum and obtain information on student progress.

D. ORGANIZATIONAL STRUCTURE/RESOURCES

There is evidence that the school is organized to maximize use of all available resources to support high student and staff performances.

In brief terms, this committee is charged with making school budget recommendations (including strand programs), developing guidelines for the master school schedule, developing guidelines for instructional/non-instructional staff assignments, protecting instructional time, and review/recommend/purchase textbooks aligned with KY Core of Academic Standards.

- Committee shall present reports as requested by the council.
- Ensure that the school is organized to maximize use of all available resources to support high student and staff performances (budgeting, resource management, textbooks, and technology).
- Ensure that the master class schedule reflects that all students have access to all of the curriculum.
- Gather evidence showing that staff members make efficient use of instructional time to maximize student learning.
- Staff members have opportunities for vertical and horizontal team planning, focused on goals, objectives, and strategies of the consolidated plan.

- Budget decisions are based on needs identified in the consolidated plan.
- State and federal program resources are allocated and integrated to address student needs identified by the school.

E. LEADERSHIP AND PROFESSIONAL DEVELOPMENT

School instructional decisions focus on support for teaching and learning, organizational direction, high performance expectations, creating a learning culture, and developing leadership capacity. The school provides research based results driven professional development opportunities for staff and implements performance evaluation procedures in order to improve teaching and learning.

In brief terms, this committee is charged with reviewing school leadership/SBDM Council and making recommendations for improvement in addition to, conducting needs assessments, planning, and implementation of our school professional development plan.

- Committee shall present reports as requested by the council.
- Ensure that leadership has developed and sustained a shared vision.
- Leadership decisions are focused on student academic performance and are data-driven and collaborative.
- Ensure that data is disaggregated for use in meeting the needs of a diverse population; data is communicated to school staff and incorporated into the school's consolidated plan.
- All instructional staff members have access to curriculum related materials and the necessary training to use those materials relating to the learning goals of KY public schools.
- Time is protected and allocated to focus on curricular and instructional issues.
- Leadership plans and allocates resources, monitors progress, provides organizational infrastructure, and removes barriers in order to sustain continuous school improvement.
- The organizational policy and resource infrastructure necessary for the implementation and maintenance of a safe and effective learning environment is provided by leadership.
- Leadership provides a process for the development and implementation of council policy.
- The SBDM Council has an intentional focus on academic performance.
- Develop a professional plan that addresses the building of instructional capacity, based on the state goals for student performance, individual growth plans of staff members, and state assessment results.
- Plan professional development activities that directly connect the goals for student learning and the priorities set for the school (based on a comprehensive needs assessment).
- Provide for an on-going, job embedded professional development throughout the school year (activities during faculty meetings, study groups, professional library, etc.).
- School/district instructional decisions focus on support for teaching and learning, organizational direction, high performance expectations, creating a learning culture, and developing leadership capacity.

F. SCHOOL CULTURE

The school functions as an effective learning community and supports a climate conducive to performance excellence.

In brief terms, this committee is charged with addressing safety, discipline/behavioral guidelines, self-esteem, equity, communication with parents, maintaining high expectations of all students and staff assignments.

(7)

- Committee shall present reports as requested by the council.
- Monitor and evaluate discipline plans/programs.
- Monitor and evaluate safety procedures both in and out of the building and develop plans for improvements.
- All students receive instruction in an equitable learning environment (including support for physical, cultural, socioeconomic, and intellectual needs of students) that reflects an appreciation of diversity.
- Monitor communications to ensure that multiple strategies are used for the dissemination of information.
- Collect evidence that student achievement is highly valued and publicly celebrated.
- Leadership creates experiences that foster the belief that all children can learn at high levels in order to motivate staff to produce continuous improvement in student learning.
- Teachers hold high expectations for all students academically and behaviorally, and this is evidenced in their practice.
- Facilitate the teacher acceptance of their professional role in students' success and failure.
- Staff members are assigned to maximize opportunity for all students to have access to the staff's instructional strengths.

G. COMMUNICATIONS AND COMMUNITY INVOLVMENT

The school/district works with families and community groups to remove barriers to learning in an effort to meet the intellectual, social, career, and developmental needs of students.

In brief terms, this committee is charged with addressing parent/community involvement, ESS, Guidance, Special Education, parent and community communications and making recommendations to the SBDM Council.

- Committee shall present reports as requested by the council.
- Ensure that families and the community are active partners with the school and work with district staff to promote programs and services for students.
- The school's ESS program, guidance program, and special education program provide structures that ensure all students have access to all of the curriculum.
- Organizational structures are in place that support instructional practices to reduce barriers to learning.
- Students receive a variety of opportunities to receive additional assistance to support their learning, beyond the initial classroom instruction.
- Review all current communications with parents and the community.
- Seek ways to integrate communications, such as PTA newsletter, SBDM news, and the Goodridge website.
- Revise and streamline our communication efforts to ensure that all stakeholders are informed.

(8)

H. TECHNOLOGY

Facilitate the development of a shared vision for the use of technology; aligned with district and state standards, and communicate to the faculty and students. The principal shall provide the committee with any information available regarding state standards, technology utilization, and program appraisal requirements.

In brief terms, this committee is charged with implementing, evaluating, and updating a comprehensive and equitable plan for maintaining and expanding the school's technological resources and expenditures of KETS/and other funding sources.

- Committee shall present reports as requested by the council.
- Plan is based on current school hardware and software needs.
- Maintain, revise, and update technological inventory.
- Recommendation to Professional Development committee any staff training needs.
- Assist Professional Development committee in scheduling and providing trainers for staff training.

4. FUNCTION

BUDGET

BUDGETING PROCESS – All funds expended by the school shall be included in an annual budget. This applies to funds appropriated for a specific function like instructional materials, as well as total school funds appropriated by the Board of Education. Funds which provide federal programs, programs for students with disabilities, transportation costs, extended school services, utilities, and textbook adoption will not be addressed by the School-Based Decision Making Council budget. The Council shall approve a budget which provides for expenditures within its realm of responsibility.

BUDGET CHANGES – Funds may be moved from one line item to another with approval from the principal. Expenditures shall not exceed appropriations.

AUDIT – An audit shall be done annually by a certified public accountant on all accounts under the jurisdiction of the SBDM Council.

ANNUAL REPORT – An annual financial report shall be made by the principal to the SBDM Council and to the superintendent. The report shall include accounts for which the Council is responsible.

AD HOC COMMITTEE – The principal may establish an Ad Hoc committee for the purpose of making recommendations to the Council.

(10)

CHESTER GOODRIDGE ELEMENTARY POLICY

reviewed 2/27/13

5. FUNCTION

SCHEDULE OF THE SCHOOL DAY WEEK

DUTIES OF THE PRINCIPAL

The schedule of the school day (six and one-half hours) and week will be governed by the practices used by the principal for the school year, subject to the beginning and ending times of the school day and the one hundred and eighty-seven (187) day calendar set by the Board of Education for each year. Beginning time of each school day is 8:55a.m. and the ending time each school day is 3:40p.m.

(11)

CHESTER GOODRIDGE ELEMENTARY POLICY

reviewed 2/27/13

6. FUNCTION

DETERMINATION OF USE OF SCHOOL SPACE

SCHOOL SPACE (defined) – School space shall include all building and grounds occupied by the school and shall include use of buildings and grounds before, during, and after the school day.

RESPONSIBILITIES – The principal shall perform the following responsibilities as determined by the SBDM Council:

- Develop an annual plan for the use of school space.
- Recommend school policies that will govern the use of school space.
- Monitor use of school space.
- Evaluate annually the use of school space

REPORTS – The principal shall submit to the school council for its approval of, the annual plan for the use of school space, recommendations for improving buildings and grounds.

TIME LINE – all reports shall be submitted to the council by the following time line:

- Annual plan for the use of school space shall be presented at the June meeting.
- Recommendations for building and grounds as needed.

(12)

CHESTER GOODRIDGE ELEMENTARY POLICY

revised 11/4/13

7. FUNCTION EXTRACURRICULAR ACTIVITIES

Extracurricular activities are defined as those that occur during and after school; i.e. chorus, basketball, cheerleading, art club, Lego league, etc.

All students are eligible to participate in age appropriate school sponsored activities offered at Goodridge Elementary. Students must maintain a 78% average (C-) with no more than one failing grade, and comply with the homework policy, to try out or to participate in school sponsored extracurricular activities. It is the teacher's responsibility to inform the principal or designee of all students deemed not allowed to participate, twenty-four (24) hours prior to the extracurricular activity.

Students must maintain a healthy, positive attitude and follow school behavior guidelines. If a student is assigned detention or Saturday school, the detention must be served before the student will be allowed to participate in the extracurricular activity.

INTRAMURAL BASKETBALL PROGRAM

The new format of the Intramural Basketball program will consist of an instructional program, consisting of two practices and five games. The program will be an in-house basketball league. There will be two seasons – one for the girls and one for the boys. The teams will consist of all interested 4th and 5th grade students. The teams will be assigned by the coordinator(s).

(13)

CHESTER GOODRIDGE ELEMENTARY POLICY

revised 11/4/13

8. FUNCTION ASSIGNMENT OF STUDENTS TO HOMEROOM CLASSES

A. Definition – Assignment is the placement of a student into a classroom for the following school year or for the present school year if the child is a new student at Goodridge Elementary.

B. Personnel Making Assignment – The homeroom teachers of the students shall make recommendations for assignment for the following school year. The screening committee shall consist of the principal and his/her designees. The screening committee will consider teacher recommendations when making assignments, with confidentiality assured.

The principal or his/her designees shall make the assignment for a new student who enrolls during the school year, or when school is not in session. Classroom dynamics must be considered before placement is finalized.

C. GUIDELINES – Students shall be assigned to a homeroom for the following school year based upon the following guidelines:

- Each homeroom shall be heterogeneous in nature in correlation with the grade's population.
- KY State Department of Education classroom cap sizes, which are:
 - a. Primary homerooms: twenty-four (24) students
 - b. 4th grade homerooms: twenty-eight (28) students
 - c. 5th grade homerooms: twenty-nine (29) students
- Guidelines for promotion and retention of students as established by principal, teachers, counselor, and parents for 4th and 5th grade students
- Exit criteria for the Primary Program as established by the SBDM Council.
- Any additional criteria which the committee deems relevant or necessary, including, but not limited to:
 - a. Psycho-emotional problems
 - b. Due process/special needs students
 - c. Teacher review of class lists

Children shall be placed with a variety of other children throughout their school career to ensure an academic, multi-cultural balance.

In dual age classes, younger students will stay with their homeroom teachers unless requested by their parent or teacher.

D. PROCEDURES FOR MAKING ASSIGNMENTS

School personnel shall use the following procedures for assigning students to a homeroom for the following school year:

- The screening committee shall meet to prepare classroom lists.

(14)

- The current teacher shall fill out an index card on each student in his/her homeroom which contains the following information:
 - a. The student's name.
 - b. The student's date of birth.
 - c. Comments by the teacher.
 - d. The student's academic performance.
 - e. The student's behavior/social skills.
 - f. Special services; if applicable.
- The principal shall approve final assignments.
- Those card shall be given to the new teacher.

(15)

CHESTER GOODRIDGE ELEMENTARY POLICY

revised 11/4/13

9. FUNCTION

**DETERMINATION OF NUMBER OF PERSONS TO BE EMPLOYEED
IN EACH JOB CLASSIFICATION AT THE SCHOOL**

A. **SCHOOL STAFF** – School staff, for the purpose of determining the number of personnel by job classification, shall mean all certified and classified employees assigned to Goodridge Elementary.

B. **RESPONSIBILITIES OF COUNCIL** – After receiving notification of the funds available for the school from the Boone County Board of Education and the superintendent, the school council will determine, within the parameters of the total available school funds, the number of persons to be employed in each job class in the school.

(16)

CHESTER GOODRIDGE ELEMENTARY POLICY

reviewed 11/4/13

10. FUNCTION

ASSIGNMENT OF ALL INSTRUCTIONAL AND NON-INSTRUCTIONAL
STAFF TIME

A. AUTHORIZATION – The assignment of all instructional and non-instructional staff time shall be made by the principal. Achievement of school council goals and effective management shall be the basis for assignments of staff time.

B. NOTIFICATION – All staff time assignments shall be available to council members upon request.

11. FUNCTION CURRICULUM

The chairperson of the Curriculum and Instruction Committee shall by the October council meeting report to the school council meeting report to the school council a recommendation from the Curriculum and Instruction Committee that includes a curriculum that is aligned with state standards and school needs. The curriculum shall become effective immediately upon approval by the school council. The Curriculum and Instruction Committee is responsible for bringing any subsequent amendments to the adopted curriculum to the Council for consideration and approval before any amendments will be implemented. Subcommittees of the Curriculum and Instruction Committee shall be formed by the end of the previous school year for the purpose of reviewing existing curriculum, rewriting curriculum to ensure that it is aligned with state standards. The subcommittees shall include one for each of the following curricular areas:

- Math
- Science
- Social Studies
- Language Arts
- Arts and Humanities
- Practical Living

Each subcommittee will meet separately to assess their curriculum area and meet with the entire committee and submit written recommendations. Those recommendations will be submitted to the SBDM Council by the chairperson/designee of the Curriculum and Instruction Committee.

(18)

CHESTER GOODRIDGE ELEMENTARY POLICY

reviewed 11/4/13

12. FUNCTION

ASSESSMENT

The school shall organize all instructional and other activities to be aligned with state standards established in state laws and regulations, and in a manner that is consistent with local school board policy. The Assessment and Planning Committee, by no later than the October council meeting of each year, shall provide a report to the school council on the status of the school's performance based on analysis of the current state assessment results. Then make recommendations to the council on ways to become more closely aligned to assessment standards, including: status of student performance as measured by the state assessment process, alignment with the Standards and Indicators for School Improvement, implementation and impact check of the current consolidated plan, and appraisal of selected school programs upon the direction of the council. The Assessment and Planning Committee shall make recommendations relative to the items listed above the the time the report is presented to the council, subject to council action.

(19)

CHESTER GOODRIDGE ELEMENTARY POLICY

revised 11/4/13

13. FUNCTION ESS (EXTENDED SCHOOL SERVICES)

The ESS program is based on the concept that each child who is eligible for assistance with individual attention will improve his/her skill, and help him/her to be a success in his/her everyday educational program.

In order to meet our goal of improving the skills of the students, we must determine who will best benefit from the program. In order to determine who has the greatest needs in the ESS program, the following information and data will be collected and analyzed (age appropriate): STAR Reading test, STAR Math test, pre-test of specific skills or areas, teacher referral, and state assessment test, if available.

PRIORITIZING:

- Students who have the greatest need.
- After testing data and teacher referral, parent request will be considered.
- There will be a waiting list and students will be moved in as students are dismissed from the program.

REFERRAL:

- Each classroom teacher will refer students to the ESS program by using data he/she has collected at the beginning of each school year and using accumulative folder information (looking at previous testing information and using previous year's grades, etc.).
- Once a student has entered the ESS program, he/she will be given a pre-test to determine his/her greatest needs. Once a student's needs are determined, the ESS teacher will instruct the child using this pre-test data.
- Once a child reaches the goal determined for meeting his/her educational, progress, he/she will be given a post-test to indicate if removal from the ESS setting is appropriate for the student at that time. If so, the instructing teacher will contact the coordinator of the ESS program, give him/her the testing data, and the coordinator will contact the parent by a documented phone call.

If the child does not seem to have met the educational goal set for him/her, he/she will remain in the program until a post-test indicates he/she has accomplished the goal set for him/her.

Once a child has entered the program, if the student is absent three times without a note to explain why he/she was absent, the child may be removed from the program, after the parents have been contacted.

A child can be removed from the program if they are late pick-ups of ten (10) minutes or more three times.

A child can be removed immediately if pick-up is as late as 30 minutes the first time, unless an emergency has been communicated to the school.

(20)

APPEAL:

If a parent or other interested party (guardian, etc.) does not agree with the decision made by the coordinator, and the instructing teacher, he/she may do the following:

- Contact the school principal and ask for a meeting with the principal (or designee of the principal), the coordinator, and the instructing teacher.
- In order to have all three school personnel at the meeting, the meeting will be set at a time that is convenient for all of them to be present.
- The parent may ask to examine the testing data that determined the student's removal from the program.
- The school personnel and the child's parent (guardian, etc.) will try to reach an agreement as to what is best for the child at this point of his/her educational progress.
- If a child is removed because of not attending the program or being picked up late, the parent may request documentation.
- If an agreement is not reached, the school will write a formal letter to give to the parent and to put in the child's folder, with all pertinent data to indicate why it is best for the child to leave the ESS program at that time.

EMPLOYMENT OF TUTORING TEACHERS:

- Teacher must have teaching certificate.
- Teachers will be considered according to building seniority.

- Teachers will be considered if trained in a specific area before others signing up to tutor

(21)

CHESTER GOODRIDGE ELEMENTARY POLICY

revised 11/4/13

14. FUNCTION CURRICULUM ALIGNMENT

The school council shall review and approve the implementation of an aligned curriculum that is aligned with KY Core Academic Standards and Boone County Board of Education guidelines.

Ad hoc committees for each content strand will be formed and will have the responsibility for reviewing and revising the school curriculum using data analysis compiled by the Site Based Assessment and Planning committee. Subsequent amendments from ad hoc committees will be submitted to the Site Based Curriculum and Instruction committee for review and determination of consistent instructional delivery and curriculum design. The Site Based Curriculum and Instruction committee will then recommend changes to the Site Base Council. The Council will adopt changes to the curriculum based upon recommendations from the Curriculum and Instruction Committee.

PROCEDURE:

- If the committee decides the curriculum is appropriate for the knowledge and skills needed to be taught the following year, the committee will make the recommendation that the school-wide curriculum not be revised.
- If the committee determines there are areas that need to be revised, the committee will make that recommendation to the SBDM Council; along with the changes needed and reasons for the revisions.
- All teachers will follow the Goodridge plan(s) for each content area. Plans will be distributed updated by the ad hoc committees, following council approval.
- The principal will observe lesson plans and instruction of all teachers to ensure that these objectives are included in lessons and taught.
- All teachers will be familiar with and use key vocabulary as indicated in the plans for each content strand.

(22)

CHESTER GOODRIDGE ELEMENTARY POLICY

reviewed 11/4/13

15. FUNCTION

PRIMARY PROGRAM POLICY

Each primary student shall be taught by a collaborative team of teachers to ensure that the child makes continuous progress on the school's curriculum, which encompasses multi-age, multi-ability groupings, basic skills and KY Core of Academic Standards.

Each teaching team shall:

- Use research-based teaching strategies that emphasize best instructional practices for children of this age.
- Assess a child's progress, using various authentic assessment techniques, and maintaining an orderly record of skills mastered and areas needing further work.
- Communication will be ongoing throughout the primary program. Teachers will provide individual consultation with each child's parents through progress reports and individual

conferencing to provide parents with an explanation of the child's academic growth and to make recommendations to help ensure the child's continuous progress.

Teaching teams shall routinely organize their students in a variety of large and small flexible groups for different kinds of learning activities. This may include an arrangement for individual students to work part of the time with students of similar developmental needs. Note: any long-term in groupings or student placement within the primary program shall be made after consultation with the child's parents or guardian(s).

(23)

CHESTER GOODRIDGE ELEMENTARY POLICY

reviewed 11/4/13

16. FUNCTION

INDIVIDUALS OBSERVING IN THE CLASSROOM

ARRANGEMENTS – An individual wishing to observe in the classroom shall make arrangements at least twenty-four (24) hours in advance through the principal or designee. For classroom visits, the date and time will be coordinated with the classroom teacher by the principal or designee.

VISITOR CHECK-IN – All visitors must sign in at the office prior to the agreed upon observation time. A visitors' badge will be issued and directions given to the location of the student.

CONDITIONS – The class observation shall be limited to one class period, not to exceed sixty (60) minutes. The classroom setting shall not be interrupted by the visitor. During the school year, an

individual shall be limited to two classroom observations. Individuals may be requested to complete a school developed questionnaire pertaining to the observation.

EXCEPTION – Individual cases concerning classroom observations may be taken under consideration by the principal or designee in consultation with the teacher. The principal or designee shall have the latitude to deviate from the above guidelines to allow more frequent visits or to restrict or deny visits at any time he/she perceives the change to be in the best interest of the children, parent or teacher.

(24)

CHESTER GOODRIDGE ELEMENTARY POLICY

reviewed 11/4/13

17. FUNCTION

HOMework POLICY

Homework is defined as a beneficial, reinforcement of a skill, as an independent practice, that has been introduced. This reinforcement increases students' chances of skill mastery. Time for additional projects will be taken into consideration when determining the amount of homework assigned.

Primary 1 students may have an average of ten (10) minutes per day of homework. Primary 2 and Primary 3 students may have an average of thirty (30) minutes per day of homework, not to exceed

three hours per week. Intermediate students, 3rd grade – 5th grade, may have an average of one hour per day of homework, not to exceed five hours per week. It is recommended that no homework be given on the night before a test.

Students can be given detention for not completing three homework assignments in one week, or for consistently not completing class and homework assignments.

A Homework Room will be open daily between 7:45a.m. and 8:30a.m. for students who need a quiet environment to complete assignments. An individual who will be able to answer questions and help students with their work will staff the Homework Room.

(25)

CHESTER GOODRIDGE ELEMENTARY POLICY

reviewed 1/13/14

18. FUNCTION

BEHAVIOR MANAGEMENT

19. FUNCTION WELLNESS POLICY

A. Summary of KRS160.346: Each school council of a school containing grades K-5 shall develop and implement a wellness policy that includes moderate to vigorous physical activity each day and encourages healthy choices among students. The policy may permit physical activity to be considered part of the instructional day, not to exceed thirty (30) minutes per day, or one hundred and fifty (150) minutes per week. Each school council must utilize an existing assessment program developed by KDE or develop and adopt an assessment tool to determine each child's level of physical activity on an annual basis.

B. Guidelines:

- Each student shall, participate in physical education class a minimum of forty-five (45) minutes per week.
- Each student shall have scheduled fifteen (15) minutes of supervised PE II, preferably outdoors, during which the school staff shall encourage moderate physical activity. The school shall provide space and equipment to make such activity possible and appealing to students. During inclement weather, staff shall provide indoor activities (within safety limits) that follow these guidelines.
- Teachers shall make all reasonable efforts to avoid periods of inactivity of more than forty (40) minutes for older students and fifteen (15) –thirty (30) minutes for younger students. When possible, physical activity should be integrated into, learning activities using activities similar to those in the book *Brain Gym*. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active. Teachers are required to include such breaks in their daily/weekly lesson plans.
- Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.

C. Assessment: Our school shall assess students' level of physical activity at least once a school year. After the 2005-2006 school year, the council shall select an assessment tool by the start of each school year, and the principal shall develop a schedule for completing that assessment. The assessment and timeline for completion for the 2005-2006 school year will be determined after the staff and the council review KDE assessment format.

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

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

Upon request from KDE, the principal shall share this policy with the appropriate agency.

20. FUNCTION

DRESS CODE

Students should be dressed appropriately for school and be properly groomed. A properly groomed student is neatly dressed, has clean clothing and a clean body. We ask that all apparel be modest and tasteful. The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body condition which in the judgment of the principal, significantly disrupts the education process or threatens the health or well-being of that student or other students, is prohibited.

The principal shall enforce the dress code in school. Students whose appearance does not conform to these rules will be asked to change clothing to meet this code. Repeated violations may result in suspension from school.

Only walking shorts will be permitted the first twenty (20) days of the school year and the last twenty (20) days of the school year. The principal has the flexibility to permit walking shorts additional days due to special circumstances. The following attire is prohibited, but not limited to:

- See through, mesh clothing
- Tank tops/tube tops
- Boxers or shorts
- Hats/caps (unless on special building designated days)
- Bare midriffs
- Clothing and accessories (jewelry, belt buckles, necklaces, etc.) with obscene, crude or rude pictures or sayings pertaining to drugs, alcohol, tobacco, extreme violence, gangs, or sex
- Hair curlers
- Hair color
- Non-prescription sunglasses
- Flip flops and sandals without heel straps
- Sleep wear
- Swim wear and under garments
- Biking shorts
- Heelys (shoes with wheels that pop in and out)
- Ripped jeans or those that drag the floor
- Clothing that is too tight, too short or too suggestive constituting a risk or distraction to educational process.

21. FUNCTION

SERVICE LEARNING

Service learning is a method of teaching and learning, which connects meaningful community service projects to curricular goals, personal growth, and civic responsibility.

Research has shown that service learning can benefit students in academic, civic, ethical, social, and personal areas. Goodridge Elementary School encourages teachers to implement service learning in their classrooms.

22. FUNCTION

RESPONSE TO INTERVENTION

Goodridge Site-Based Council supports the implementation of RTI for K-5 Reading and 1-5 Math. Data shows that RTI will allow students to achieve their full potential by targeting individual needs.

A. Assessment

- Benchmarking shall be done three times a school year.
- ATM meetings will follow each benchmarking

23. COMMON UNITS ASSESSMENT

Goodridge Site-Based Council supports the Boone County initiative of common units and assessments in grades k-5. Students will benefit from this implementation because it will allow for easier transition to other schools within the district. The assessment will allow teachers to pinpoint strengths and weakness in the delivery of content. The assessments are aligned with the KY Core of Academic Standards.

24. FUNCTION

BULLYING

Goodridge Elementary School believes that a safe and nurturing school environment is necessary to learn and achieve high academic standards. As such, bullying is not tolerated at Goodridge Elementary School. Bullying can be defined as any intentional verbal or physical abuse, social alienation, and intimidation by peers, racial and ethnic harassment, and sexual harassment. Bullying can be done in person or through the use of technology (cyber bullying). "A person is being bullied when he or she is exposed, repeatedly, and over time to negative actions on the part of one or more persons" (Dan Olweus). Bullying adversely affects a student's ability to benefit from educational programs by placing the student in reasonable fear of physical harm or by causing emotional distress. Bullying can have lifelong emotional consequences and its impact affects the entire school climate.

At Goodridge Elementary School, students are expected to demonstrate appropriate behavior and to treat each other with civility and respect. Through guidance, classroom, and school-wide activities, students are made aware of bullying and are taught that bullying is not acceptable. Students are expected to report all bullying incidents to an adult. Problems with bullying can be reported by parents or students to the classroom teacher, school counselors, and/or administrators. All bullying incidents occurring on school property, including buses, or at any school sponsored functions will be investigated and responded to in a prompt manner. Refusing to tolerate bullying is expected of all Goodridge faculty, staff, and volunteers.

25. FUNCTION

STUDENT ACHIEVEMENT NOTIFICATION

All teachers shall be responsible for informing parents of student progress on STAR testing. These test scores will be sent home three times a year (on 1st quarter report cards, 3rd quarter report cards, and 4th quarter report cards).

Scores will either be recorded at the bottom of the report card or on a separate sheet of paper connected to the report card. This will allow teachers adequate time to record scores before report card day. A footnote will be placed at the bottom of the report card denoting that test scores are on the following page.

