

Temple Hill Elementary School

School Based Decision Making Council

*Operational
Policies and Bylaws*



"Where all students achieve success"

Temple Hill Elementary School
School Based Decision Making Council By-Laws

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ARTICLE I. PURPOSE

The purpose of the Temple Hill Elementary School Council is to address the academic, social and emotional 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 Temple Hill Elementary School.

ARTICLE II. MISSION

Our mission as the faculty, staff and parents of Temple Hill Elementary School is to enable and assist each student to achieve success as productive citizens in a changing society. Educators, students, families and the community will work in partnership to provide quality instruction and a positive learning climate. We accept this responsibility and will achieve it by teaching all students in a manner that will enable them to achieve proficiency on mandated tests, regardless of socio-economic status, gender, race, or previous academic performance.

ARTICLE in. 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, a special election shall be conducted by the principal to elect a minority parent to serve on the school council.
3. In the event a special election is needed, a minority teacher from the school's staff shall be elected by the teachers. If there are no minority teachers on staff at the school, 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 legal conflict of interest as designated by KRS 45A.340 except the salary paid to district employees. New members (those with less than one year of service) must complete six (6) hours of training from a Kentucky Department of Education endorsed trainer. Experienced members (those with more than one year of service) must complete three (3) hours of training from a Kentucky Department of Education endorsed training provider each year.
2. Teacher Members: Teacher council members must possess certification required for their position as a basis for employment in Kentucky public school. Itinerant teachers may nominate, serve, and vote in our school. Principals or assistant principals may not serve as teacher council members.
3. Parent Members: Parent council members must be the parent, stepparent or foster parent of a child who is pre-registered to attend the school during the term of office they are seeking. Legal guardians may serve as parent members if the pre-registered child lives with them. Parent council members may not be the father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in law of

someone employed by the school.

C. ELECTIONS

1. Parent Members: Parents conduct their own elections as per KRS 160.345. Annual elections shall be conducted by the school's PTA for the purpose of electing two parent council members. The president of the PTA shall notify the principal in writing of the two parents elected within 24 hours of the final vote.

Teacher Members: Teachers conduct their own elections as per KRS160.345. Annual elections shall be conducted for the purpose of electing three teacher council members. Teacher members must be elected by a simple majority (more than one half) of the number of teachers assigned to the school. The process that teachers may use to elect their representatives should address the following areas:

- Nomination
 - Preparation of Ballot
 - Elections
 - Absentee Ballots
 - Procedures after First Round Ballots
3. **Term Limits:** No term limits shall be imposed on school council members who are nominated and elected to consecutive one-year or two-year terms (parents are elected for two-year terms and rotate). No teacher who is presently serving on the council can be involuntarily transferred.

D. REMOVAL OF MEMBERS

1. According to KRS 156.132, the chief state school officer 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 chief state school officer pursuant to KRS 156.132.

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 be 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 may attend council meetings.

ARTICLE IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. ELECTION OF OFFICERS

- Officers shall include Chair, which is the principal, and Vice Chair, who is appointed by the principal and serves in the absence of the principal.
- A recorder is appointed by the council to keep minutes and maintain records of council proceedings.

B. CHAIR

- The principal shall be the chairperson of the school council.
Duties of the chair include:
 - Conducting school council meetings
 - Compiling and distributing the agenda for council meetings
 - Serving as official custodian of council records
 - Stating when a consensus is present for the record
 - Coordinating standing and ad hoc committees
 - Carrying out any additional responsibilities as stated in these by-laws
 - Maintaining a file of all pertinent correspondence addressed to the school council (these records may only be discarded after having been brought to two council meetings)
 - Consulting with council members regarding vacancies. If council members are not available for meetings in the summer, consultation may be made by phone or conference calls when available.
 - Other duties as described in these by-laws

C. COUNCIL MEMBERS

Duties of council members include:

- Knowing and adhering to the mission, philosophy, and goals of Temple Hill Elementary School
- Attending all council meetings, both regular and special
- Encouraging and requesting opinions from their constituencies
- Supporting, promoting, and communicating council decisions
- Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council

- Working with the SBDM Council and district personnel to fill principal vacancy, following required selection training as specified by law
- Examining student assessment results from required state testing to address needed areas for improvement (required annually by January).

ARTICLE V. COMMITTEES

A. PURPOSE

1. Standing and ad hoc (advisory) committees are established to gain input from all stakeholders including certified and classified staff parents, students, and community member. 1. 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 (advisory) committees are formed and dissolved by the school council as needed.
2. Standing committees can be dissolved only through the process of amending by-laws.

C. MEMBERSHIP & ELECTION OF CHAIR

1. All certified staff members participate in the shared decision making process at Temple Hill Elementary School by serving on committees.
2. Each committee shall consist of representatives from the & faculty and staff, and parents."
3. Committee membership is open to interested persons.
4. Committees shall elect a chairperson from their membership no later than September 1 who shall serve for a term of one year. Consecutive terms are allowed.

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 school council policies.
4. Committee chairs or their designees will report twice annually (fall and spring) at a regular council meeting, or as requested by the school council.
5. Committee chairs shall provide the council recorder/chair 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.

G. STANDING COMMITTEES

1. Standing committees for Temple Hill Elementary School shall include but not be limited to: Curriculum, Budget, Professional Development, Scheduling, Assessment, Consolidated Planning, School Climate, Technology, and Facilities.
2. Continued need for standing committees will be reviewed and confirmed by the school council each August at the regularly scheduled meeting.

ARTICLE VI. SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

1. The regular monthly meeting of the Temple Hill Elementary School Council shall be the third Monday of the month (it may be changed if council members agree—all changes are to be publicized). Council meetings shall be open to the public. Meetings will begin at 5:00 p.m. and end at 7:00 p.m. Meetings shall not exceed 120 minutes. If all items on the agenda have not been adequately discussed after 120 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. This regular meeting time is set annually by the council. The regular monthly meetings will normally be held at the school with the exception of the summer, end-of-year meeting in June.
2. The principal or designee (recorder) shall provide local news media of the council's regular meeting schedule for the

year in July, and provide notification of the council's meeting time in advance of each regular 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 of the school council members may call a special meeting. Only the items listed for special called meetings may be discussed.

ARTICLE VII. CONDUCT OF MEETINGS

A. QUORUM

A quorum of the school council shall be a majority (more than one-half) of the council members. No council business shall be discussed or conducted unless a quorum of council members is present. A quorum must be present, with at least one teacher, one parent, and a chairperson present.

B. ATTENDANCE AT MEETINGS

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

Definition: A closed session is a portion of a regular or special meeting of the council during which the council members meet in private. The council may meet in closed session for the following reasons: to discuss proposed or pending litigation by or against a council member [KRS 6L810(1)(c)] or to discuss candidates for a principal vacancy or conduct consultation in filling other vacancies [KRS 61.810(1)(f)].

Before a closed session can be conducted, the following steps must be taken:

1. **Announcement: Contents.** An announcement of the general nature of the subject to be discussed and the specific section of the law that allows the conduct of the closed session must be announced in the open meeting and recorded in council minutes.
2. **Motion.** The motion to go into closed session must be made, passed by a majority of council members present, and recorded in council minutes.

3. Closed Session. During the closed session, only the business stated in the announcement can be discussed, and no action may be taken. No minutes are to be taken in closed session. If the council recorder is not a council member, the recorder shall not enter the closed session. Details discussed in closed session shall not be discussed outside the closed session.
4. 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

1. The chairperson shall bring:
 - The folder containing all items submitted for inclusion on the agenda.
 - The folder containing all pertinent correspondence addressed to the council that he or she has received. The council recorder shall bring the binder that he or she uses to maintain copies of the council's by-laws, policies, annual budget, monthly reports, and minutes.
2. All council members shall bring their binders containing copies of the council's by-laws, policies, and school plan.

E. AGENDA

1. Any interested party may submit items for inclusion on the agenda to the chairperson/principal in writing on the standard form provided by the Thursday prior to a regularly scheduled council meeting. The principal shall maintain a complete file of these items.
2. The chairperson shall prepare an agenda for each regular council meeting, including items submitted in writing for inclusion by the public, staff, parents, other council members and other items he or she believes should be on the agenda. The chairperson may declare an item received as not within school council authority.
3. Each agenda shall include the following items:
 - Item 1: Finalizing the agenda for the current meeting.
 - Item 2: Review and approval of previous meeting minutes.
 - Item 3: An opportunity during the course of the meeting for school or community persons to address the school council.
 - Item 4: Other items submitted.
4. The preliminary agenda shall be posted in the school. 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. The agenda shall be approved by motion and vote of the council. 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 by the school council before a decision is made. Each council member shall be given an opportunity to express his or her opinion on the item.
2. Other persons attending the meeting may be recognized by the chairperson and may address the council as the chair calls upon them to speak. If a significant number of persons wishes to contribute to the discussion on a particular item, the chair may set limits on the number of persons who will speak to the issue, and a time limit for each.
3. Any agenda item may be referred to a standing or ad hoc committee for further study as deemed necessary by 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.
2. All business and decisions of the school council will relate to the schools mission and purpose to improve the instructional program and/or further the goals in the school's transformation plan,
3. No proposed policy may be approved by the school council at me same meeting at which it was initially proposed for study.
4. All decisions and policies officially adopted by the Temple Hill School Council will be reported to the board of education and superintendent through submission of approved council minutes to the SBDM district coordinator.
5. The school council will make decisions by consensus except as otherwise designated in the by-laws using the following guidelines:

- A motion and a second are made.
- After discussion of an item, the chair or any member may state the consensus of the group in one or two sentences.
- The chair will ask whether any member disagrees with that statement.
- If all members agree, the decision will be recorded as a unanimous decision in the council minutes.
- If a member disagrees, the discussion will continue until a suggestion of consensus is made that draws no disagreement, or until the third suggestion of consensus fails.

H. ALTERNATIVE TO CONSENSUS

When a third suggestion of consensus fails, the council may by majority vote determine to:

- vote to send the issue back to a committee
- form an ad hoc (advisory) committee to study the issue further (the motion on this vote shall include a regular meeting date when the council will hear from the committee), or decide the issue by majority vote 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 library 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 meetings will be provided to certified and classified staff in written form
6. A copy of the minutes will be sent to parent council members prior to the next meeting for their review, and after they become official for then-records.
7. The principal or designee (recorder) will forward an official

copy of the minutes to the superintendent and SBDM District Coordinator.

8. A copy of the official minutes will be posted on the bulletin board in the foyer by the recorder, following review by the principal.

B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION

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

- School Council Minutes
- Committee Minutes
- School Consolidated Plan
- School Council Policies and By-Laws
- School Council Budget Documents not in the School Plan
- School Council and Committee Membership Lists

C. REQUESTS FOR COUNCIL RECORDS

1. Requests for council records must be made in writing to the principal. Requests must include specific documents and dates.
2. The fee for copying of council records shall be 10 cents per copy unless the request is for the School Consolidated Plan document.
3. The fee for a copy of the School Consolidated Plan document shall be the school's cost for one copy, as per printing records.
4. The requested records must be provided to the person making the request within three business days.
5. The school council recorder shall make or provide copies of requested documents at the principal or chairperson's request.
6. School council records will be available for inspection during the hours the school's office is open (7:30 a.m. - 3:00 p.m.)
7. The custodian 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.

ARTICLE PL APPEALS

For a person(s) to appeal a decision of the council or file a grievance

he/she must first request in writing an opportunity to be heard and shall include information about the grievance issue. Appeals shall be conducted in accordance with the Barren County School Board Policy.

ARTICLE X. AMENDMENTS

A. AMENDMENTS TO COUNCIL BY-LAWS

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

B. COMPLIANCE WITH BARREN COUNTY SCHOOL BOARD POLICY

All Temple Hill SBDM Council policies and by-laws amendments shall be in accordance with Barren County School Board Policy.

Temple Hill Elementary School

School-Based Decision Making Policies



The Temple Hill School-Based Decision-Making Council presents these policies for the establishment of programs which will benefit all the students of Temple Hill Elementary School and work to enhance student achievement.

In accordance with KRS 160.345, the statute on school-based decision-making, the Temple Hill School-Based Decision Making Council shall have policies adopted that will "provide an environment to enhance the students' achievement and help the school meet the goals established by KRS 158.645 and 158.6451." Furthermore, the same statute lists several areas in which school councils are required to have an adopted policy. These include:

1. Curriculum - KRS 160.345(2)(i) 1
2. Staff time assignment - KRS 160.345(2)(i) 2
3. Student assignment - KRS 160.345(2)(i) 3
4. School schedule - KRS 160.345(2)(i) 4
5. School space use - KRS 160.345(2)(i) 5
6. Instructional practices - KRS 160.345(2)(i) 6
7. Discipline and classroom management KRS 160.345(2)(i) 7
8. Extracurricular programs - KRS 160.345(2)(i) 8
9. State standards, technology utilization, and program appraisal - KRS 160.345(2)(i) 9
10. Consultation in filling vacancies - KRS 160.345(2)(i) 10
11. Committee participation - KRS 160.345(2)(c) 2

In addition to the areas where school councils are required to have adopted policies, the same law creates areas where school councils must make decisions. Implied with the charge to make the decision is the authority, and the responsibility, to establish policy on how that decision will be made. These areas include:

1. Determine the number of persons to be employed in each job class – KRS 160.345(2)(f)
2. Determine textbooks for the school - KRS 160.345(2)(g)
3. Determine instructional materials for the school - KRS 160.345(2)(g)
4. Determine student support services for the school - KRS 160.345(2)(g)
5. Set the school instructional budget - KRS 160.345(2)(g)
6. Completion of data analysis and school improvement planning - KRS 160.345(2)(j)
7. Planning professional development - KRS 160.345(8)
8. Completion of additional responsibility granted from the local board - KRS 160.345(4)

Curriculum:

The Temple Hill School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

Curriculum Policy

Statutory Authority - KRS 160.345 (2)(i) 1

The school council shall adopt the curriculum of the Barren County Board of Education as the curriculum that shall be implemented at the school. It is our opinion that this curriculum is aligned with state standards and is appropriate for our instructional needs. Subsequent amendments to the curriculum by the Barren County Board of Education shall become effective immediately upon approval by the Board.

Staff time assignment:

The Temple Hill School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

OAG 93-55 that states clarifies the authority of the school council on staff assignment:

"school councils have authority to set policy regarding the assignment of all instructional and non-instructional staff time and the principal is authorized to administer the policy and to make assignments as to individual staff members."

And:

"Policy matters involve managing the affairs of a business and making decisions that determine the direction that the business or operation shall pursue. Thus, the school council is vested with the broader managerial role of determining policy in the area of staff assignments. The school council's duties do not require that the council determine the specific assignments for all staff members.

Rather, the statute mandates that the principal must implement the staff assignment policy adopted by the council."

And:

"Decisions to assign specific teachers to particular students and classes are based on several factors including the performance and effectiveness of the staff. This information may be contained in the evaluations of the teacher and available to the school principal."

By June 1 of each year, the principal shall prepare an instructional and non-instructional staff assignment plan for the following school year, and shall present the plan to the school council. A follow up plan that reflects amendments to the original plan shall be prepared by the principal and submitted to the school council by August 1. Following the September 15 personnel allocation deadline, final staffing assignments will be submitted to the council.

Student assignment:

The Temple Hill School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

The principal shall prepare a student assignment plan and present the plan to the school council for approval by June 1. Additions or amendments to the student assignment plan shall be reported to the school council by August 1. Additions or amendments to the student assignment plan shall be reported at each subsequent school council meeting for the month in which one occurs. If the school council has not approved a student assignment plan by August 5, the principal's plan shall be implemented as if approved by the council.

Assignments shall be posted in the entrance foyer of the school for public viewing within 3 working days of the Opening Day of school. Parents who wish to seek a change in the assignment of their child shall confer with the principal who shall have the authority to make the switch.

School schedule:

The Temple Hill School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

The Scheduling Committee, working in collaboration with the school principal, shall develop a proposed school schedule by July 1, and shall present this schedule at the July meeting to the council for approval. If the school council does not approve this schedule, it will be sent back to the Scheduling Committee for revision and presented to the school council at subsequent meetings until approved. If the school council has not approved a schedule by August 1, the principal shall develop and implement a schedule.

School Space Use:

The Temple Hill School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

By June 1, the principal shall prepare a school space use plan and present the plan to the school council. The principal shall implement the plan subsequent to the presentation to the council.

Instructional Practices:

The Temple Hill School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

Faculty, in collaboration with the principal, shall select the appropriate instructional practices to be utilized in their classroom, to ensure that the school's curriculum is fully implemented.

Discipline and Classroom Management:
The Temple Hill School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

The faculty and principal shall implement the local school district code of acceptable student behavior and discipline. Copies of the local district code shall be distributed to all staff at the beginning of each school year, and to all parents upon enrollment of their child each year. The school council shall automatically adopt any subsequent amendments to the code by the local board of education. Individual classroom policies will be sent to parents at the discretion of the teacher.

Extracurricular Programs:
The Temple Hill School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

By August 1 of each year, the principal shall prepare a list of extracurricular programs to be implemented in the school, for the school council's approval. Additional extracurricular programs to be implemented shall be presented by the principal to the council for approval prior to their implementation. The chief extracurricular sponsor shall determine student participation standards, to be consistent with any criteria set by the state or national sponsor of the program, and consistent with state and federal statutes and regulations.

Alignment With State Standards, Technology Utilization, and Program Appraisal:
The Temple Hill School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

The school shall organize all instructional and other activities to be aligned with standards established in state laws and regulations, and in a manner that is consistent with local school board policy. The school shall utilize technology in a manner consistent with local school board policy and state laws and regulations. The school shall appraise all programs in a manner that is consistent with local school board policy. Programs shall be appraised upon request of the school council by assigning the program appraisal to the appropriate committee for completion and recommendation to the council.

Consultation:
The Temple Hill School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

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. When a school-based personnel vacancy occurs, and the school council has determined the job classification for the vacancy, the school principal, or any other school council member shall include "Personnel—Vacancy—consultation with the school council" on the agenda of a regular or special meeting of the council. The vacancy shall have occurred when posted with the Department of Education by the superintendent for certified positions, or by timely notification by the superintendent for classified

vacancies.

The principal and school council shall meet the following timeline for filling vacancies:

School council, at either a regular or special meeting, shall determine the job classification for the vacancy. The council may either keep the job classification as it was previously determined, change it to another legal job classification, or agree to another legal expenditure of these personnel funds.

The principal shall conduct a reference check on each candidate being considered for the vacancy.

The principal shall interview the qualified applicants or form an interview committee to interview the qualified applicants for the vacancy.

The principal or the interview committee chair shall report the recommendation of the interview committee to the school council at a regular or special meeting of the council. The school council shall consider the recommendation and shall provide its advice to the principal on the recommendation by the principal or interview committee.

If a quorum of the members of the school council is not available to attend a meeting for the purpose of conducting consultation in the filling of a vacancy, consultation may be made by telephone, e-mail, or another mode of communication which is deemed appropriate by the current council. This process is to only be used minimally and in situations where it is not feasible to meet with the entire council.

Subsequent to the completion of the six steps listed above, the principal shall make a selection of the qualified applicant to fill the vacancy, and shall report this selection to the superintendent who will complete the hiring process. The minutes of the school council for the meeting at which Step 6 occurs shall state, "Consultation occurred for the filling of the _____ vacancy."

Once the superintendent has verified a principal vacancy, the council shall develop a set of criteria for selection of a principal and communicate in writing those criteria to the superintendent. The council shall obtain input from teachers, staff and parents into development of the criteria. The council shall develop a written plan and tentative timeline for selecting a principal and shall disseminate the plan to teachers and leaders of the parent organization. The plan shall include a description of selection criteria.

Selection

The council shall select a principal from among those persons or applicants recommended by the superintendent. The council can request additional applicants from the superintendent. In the event a person is selected to fill the vacancy, the council chairperson will contact the applicant. After the Superintendent has completed the hiring process, the chairperson will arrange

for notification of faculty and parents.

When a vacancy in the school principalship occurs, the school council shall receive training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal. The council shall select the trainer to deliver the training.

Committees:

The Temple Hill School Council policy in this area shall be consistent with the applicable sections of the Standards and Indicators for School Improvement.

A. The school council shall establish committees that address each of the following areas:

Curriculum and Instruction
Assessment
Budget
Professional Development
Staffing
Consolidated Planning
Technology
School Climate

B. All interested persons shall be assigned membership to one of the standing committees.

C. The principal, by August 1 of each year, shall post a list of standing committees in the school office. The principal shall, by August 15, distribute memoranda to teachers and parents inviting volunteers for appointment to the standing committees for the school year. Persons may volunteer for specific committee appointment by signing the appropriate list posted in the office, or by contacting the school secretary to request appointment to a committee.

D. The principal shall present committee appointments to the school council by no later than the regular September SBDM Council meeting.

E. Each standing committee will have no less than five members. Each committee shall have at least one parent and one teacher member. The principal shall be assigned as a member of all committees for which he/she volunteers.

F. Each committee shall assemble as deemed necessary and the first meeting shall occur no later than October 1 to elect a chairperson and establish meeting dates. The meeting date will be reported to the principal by the chair within 48 hours of the initial assembly so that the principal may compile a report of all regular meeting dates and report this schedule of meeting dates to the superintendent, faculty, parents, and local media requesting this notification. The schedule of meeting dates will be posted in the school in a conspicuous place by October 15.

G. Each standing committee will establish its own frequency of meetings, date of meetings, and agenda. The council may request specific dates and items for consideration from each standing committee.

H. The school council may establish ad hoc committees to accept specific assignments at the discretion of the school council. Ad hoc committee formation shall be subject to the requirements listed in this policy. All other requirements for an ad hoc committee shall be established in the jurisdiction statement specifically created by the council for the ad hoc committee upon its creation.

Jurisdiction for the standing committees shall be as follows:

Curriculum and Instruction

Assess the status of the school's curriculum and instruction, research and discuss appropriate curriculum and instruction issues, make recommendations for consideration to the school council on issues related to curriculum and instruction, complete assignments from the council related to curriculum and instruction.

Assessment and Consolidated Planning:

Assess the needs of the school and develop a school improvement plan to address the identified needs, research and discuss the school's needs assessment and objectives to address needs, make recommendations for consideration to the school council on issues related to assessment and school improvement planning, complete assignments from the council related to assessment and planning.

Budget:

Develop a budget, that includes all funds allocated to the school council, and make a recommendation to the school council to fund priorities of the council as listed in the school consolidated plan, include in the budget a recommendation for expenditures for purchasing instructional materials and supplies, and complete any additional assignments from the council.

Professional Development:

Assist the principal in implementation of the professional development included in the school consolidated plan, review for approval any professional development budget requests from staff beyond that which is included in the school consolidated plan, complete any additional assignments from the council.

Scheduling:

Develop and present to the council for consideration a schedule for the school day, including but not limited to extra classes that address additional instruction beyond the regular classroom setting, i.e., Physical Education, Music, etc.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 1.02

CURRICULUM

- 1.1a Curriculum is aligned with Academic Expectations, Core Content, Transformations, and Program of Studies
- 1.1d There is evidence of vertical communication with an intentional focus on key curriculum transition points within grade configurations.
- 2.1b Teachers collaborate in the design of authentic assessment tasks that are aligned with core content subject matter.
- 3.1b SBDM policy requires alignment of instructional strategies to district, state and local goals.
- 8.1e The staff promotes team planning vertically and horizontally across content areas and grades that focuses on the goals, objectives and strategies in the Consolidated Plan.

POLICY STATEMENT

The SBDM Council will approve curriculum maps that are aligned with state standards as addressed in the Program of Studies. Curriculum maps and lesson plans will be reviewed annually for resources, activities and authentic assessments and revised based on the needs assessment. Teachers will collaborate on the design of multiple authentic assessment tasks that are aligned with Core Content. A semi-annual report on feedback from these assessments will be given to the SBDM Council. Curriculum maps are articulated vertically and horizontally. Key curriculum transition points (exiting preschool, primary and sixth grade) will be reviewed annually and revised as needed. Planning time will be provided in which to do this.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 1.03

CURRICULUM

- 1.1b Curriculum standards will be discussed to ensure they are clearly articulated across all grade levels.
- 9.3a The planning team will review plans to be sure they reflect learning research, current local, state and national expectations for student learning.

POLICY STATEMENT

SBDM Council will require that curriculum standards be discussed to ensure they are clearly articulated across all grade levels. Also, they will be reviewed by planning teams to be sure they reflect learning research, current local, state and national expectations for student learning.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 1.04

CURRICULUM

- 1.1f There is a process for systematically monitoring, evaluating and reviewing the curriculum.
- 3.1c Instructional strategies are consistently monitored and aligned with the changing needs of a diverse student population to ensure that various learning approaches and styles are addressed.

POLICY STATEMENT

School personnel will hold meetings each semester to review and evaluate curriculum maps and instructional strategies to ensure that the needs of a diverse student population are addressed through various learning approaches and styles. This data will be reported to the SBDM Council.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 2.01

ASSESSMENT OF INDIVIDUAL STUDENT PROGRESS

- 4. 1g Teachers communicate regularly with families about individual students' progress.
- 4.1i Multiple communication strategies and contexts are used to disseminate information to all stakeholders.
- 5. 1a Families and the community are active partners in the educational process and work together with the school to promote programs and services for all students.

POLICY STATEMENT

The SBDM Council will monitor monthly documentation of contacts made by teachers to individual students' families concerning the students' progress. Such contacts may include, but are not limited to, mid-term and nine-week progress reports, and individual parent notes regarding student progress. The SBDM Council requires that multiple communication strategies and contexts will be used to disseminate information in an effective manner to all stakeholders and will monitor the active partnership of family and community along with the educational process in order to promote programs and services for all students. These may be in the form of newsletters, notes to parents, parent/community involvement programs, committee and council participation, open meetings, and open record files, etc.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 2.11

ADMINISTERING AND REPORTING STUDENT TESTING PROGRAMS

- 2. 1g Implementation of the state-required Assessment and Accountability Program is coordinated by school leadership.
- 9.3c The desired results for student learning are defined.
- 9.4a Perceived strengths and limitations of the school instructional and organizational effectiveness are identified using the collected data.

POLICY STATEMENT

The SBDM Council will monitor the implementation of the state-required assessment program. As a result of this monitoring, perceived strengths and limitations of school instructional and organizational effectiveness will be identified and desired results for student learning will be defined.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 2.12

ADMINISTERING AND REPORTING STUDENT TESTING PROGRAMS

4. 1j There is evidence that student achievement is highly valued and publicly celebrated.

POLICY STATEMENT

The SBDM Council will examine evidence of student achievement. The Consolidated Plan report will reflect progress toward higher achievement and public recognition of those achievements at PTA, pictures in the newspaper, etc.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 3.02

INSTRUCTIONAL PRACTICES—HOMEWORK

3.1h There is evidence that homework is frequent and monitored and tied to instructional practice.

POLICY STATEMENT

The SBDM Council will require that homework be as frequent as deemed necessary to increase student achievement. Teachers will monitor homework to ensure that it is specifically tied to instructional practice.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 3.03

**PLANNING AND RESOLUTION OF ISSUES REGARDING
INSTRUCTIONAL PRACTICE**

- 4.1k The school provides support for the physical, cultural, socioeconomic, and intellectual needs of all students, which reflect a commitment to equity and appreciation of diversity.
- 5.1b Structures are in place to ensure that all students have access to all curriculum.
- 5.1d Students are provided with a variety of opportunities to receive additional assistance to support their learning, beyond the initial classroom instruction.
- 7.1j The SBDM Council has an intentional focus on student academic performance. 8.If The schedule is intentionally aligned with the school's mission and designed to ensure that all staff provide quality instructional time.

POLICY STATEMENT

The SBDM Council will require that all students are provided with a variety of opportunities to receive additional assistance, as needed, to support their educational process above and beyond initial classroom instruction, such as ESS, referral to appropriate programs, etc. These opportunities and the overall school schedule will provide an intentional focus on academic performance and shall be intentionally aligned with the school's mission. All staff will provide an appropriate amount of quality instructional time for all students. In addition the SBDM Council will require that parents be polled to ensure that the school has a commitment to equity and appreciation of diversity across the physical, cultural, socioeconomic, and intellectual areas. Structures will be reviewed to ensure that all students have access to all curriculums.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 3.11

**PROCEDURES FOR DETERMINING ALIGNMENT WITH STATE
STANDARDS, TECHNOLOGY UTILIZATION, AND PROGRAM
APPRAISAL**

3.1e There is evidence that teachers incorporate the use of technology in their classrooms.

POLICY STATEMENT

The SBDM Council will monitor the use of technology in the classrooms with emphasis on the adherence to the teacher technology standards by receiving summary reports annually.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 4.01

DISCIPLINE AND CLASSROOM MANAGEMENT

V.lh The school leadership provides the organizational policy and resource infrastructure necessary for the implementation and maintenance of a safe and effective learning environment.

POLICY STATEMENT

The SBDM Council will monitor the school leadership to ensure that the organizational policy, infrastructure, and resources are in place for the implementation and maintenance of a safe and effective learning environment.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 6.01

PROFESSIONAL DEVELOPMENT

- 6. Ib The school has an intentional plan for building instructional capacity through ongoing professional development.
- 6.If Professional development planning shows a direct connection to an analysis of student achievement data.

POLICY STATEMENT

The SBDM Council will approve an intentional plan for building instructional capacity through on-going professional development in which professional development planning shows a direct connection to an analysis of student achievement data.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): FUNCTION

Policy Number: 8.31

STAFF ASSIGNMENT

- 4. If The school intentionally assigns staff to maximize opportunities for all students to have access to the staffs instructional strengths.
- 7.If Leadership ensures that time is protected and allocated to focus on curricular and instructional issues.
- 8.1c The instructional and non-instructional staff are allocated and organized based upon the learning needs of all students.
- 8.1d There is evidence that the staff makes efficient use of instructional time to maximize student learning.

POLICY STATEMENT

The SBDM Council will monitor the assignment of staff to maximize opportunities for all students to have access to the staffs instructional strengths, which will be allocated and organized, based upon the learning needs of all students. This will be accomplished by a report from the principal. The SBDM Council will require the school leadership (Principal or Assistant Principal) to carefully monitor instructional time in order to ensure that the time is protected and correctly allocated to focus on curricular and instructional issues; ensure that supporting evidence is available in the form of lesson plans, schedules, curriculum maps, etc. and that the staff makes efficient use of instructional time to maximize student learning.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 8.71

SCHOOL BUDGET

- 6.2b Leadership provides the fiscal resources for the appropriate professional growth and development of certified staff based on identified needs.
- V.lg Leadership plans and allocates resources, monitors progress, provides organizational infrastructure, and removes barriers in order to sustain continuous school improvement.
- 8. 1a There is evidence that the school is organized to maximize use of all available resources to support high student and staff performance.
- 8.2a The school provides a clearly defined process (in accordance with the school allocation formula) to provide equitable and consistent use of resources.
- 8.2b The school budget reflects decisions made about discretionary funds and resources are directed by an assessment of need or a required plan, all of which consider supporting appropriate data.
- 9.5b The Consolidated Plan identifies the resources, timelines, and persons responsible for carrying out each activity.

POLICY STATEMENT

The SBDM Council will approve budget reports regarding all fiscal resources and the allocations in regard to professional development that will maximize the use of all available resources to support higher student and staff performance and will reflect the needs of the Consolidated Plan. The principal will report on the school allocation formula to provide equitable and consistent use of resources. Budget decisions are to reflect a needs assessment utilizing appropriate data. The budget will be included in the Consolidated Plan reports to ensure that timelines and responsibilities are met. Reports are to be provided to the SBDM Council to evaluate progress toward removing barriers to learning and the school and district organizational infrastructure.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): FUNCTION

Policy Number: 9.01

SCHOOL IMPROVEMENT—CONSOLIDATED PLANNING

The school initiates discussion in order to eliminate overlaps and close gaps.

- 2. 1d Test scores are used to identify curriculum gaps.
- 6.2a The school provides a clearly defined evaluation process.
- 7.1a Leadership has developed and sustained a shared vision.
- 7. li Leadership provides a process for the development and the implementation of council policy based on anticipated needs.
- 9.1a There is evidence that a collaborative process was used to develop a vision, belief statement, mission and goals that engage the school community as a community of learners.
- 9.2a There is evidence of a planning process that involves collecting, managing, and analyzing data.
- 9.2b Data collected is used for school improvement planning.
- 9.5a Action steps for school improvement are aligned with the school improvement goals and objectives.
- 9.6b The school evaluates the degree to which it achieves the goals and objectives for student learning as set by the Consolidated Plan.
- 9.6c The school evaluates the degree to which it achieves the expected impact in classroom practice and student performance.

POLICY STATEMENT

The SBDM Council will approve a vision, a belief statement, a mission and goals from the leadership of the school with input from the school community. The Council will oversee the implementation of council policy based on anticipated needs. SBDM will be provided with a copy of the planning process that will be used for collecting, managing and analyzing data. The SBDM Council will monitor data collected for school improvement planning, evaluate the degree to which it achieves its goals and objectives for student learning. The SBDM Council will evaluate the Consolidated Plan to see if expected impact in classroom practice and student performance and that action steps are in place for school improvement. The SBDM Council will require the staff to discuss curriculum for the purpose of eliminating overlaps and closing gaps as identified by test scores. The Council will insure that school leadership adheres to the Barren County District Evaluation policy.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): FUNCTION

Policy Number: 9.01

SCHOOL IMPROVEMENT—CONSOLIDATED PLANNING

The school initiates discussion in order to eliminate overlaps and close gaps.

- 2. 1d Test scores are used to identify curriculum gaps.
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- 7. li Leadership provides a process for the development and the implementation of council policy based on anticipated needs.
- 9. 1a There is evidence that a collaborative process was used to develop a vision, belief statement, mission and goals that engage the school community as a community of learners.
- 9.2a There is evidence of a planning process that involves collecting, managing, and analyzing data.
- 9.2b Data collected is used for school improvement planning.
- 9.5a Action steps for school improvement are aligned with the school improvement goals and objectives.
- 9.6b The school evaluates the degree to which it achieves the goals and objectives for student learning as set by the Consolidated Plan.
- 9.6c The school evaluates the degree to which it achieves the expected impact in classroom practice and student performance.

POLICY STATEMENT

The SBDM Council will approve a vision, a belief statement, a mission and goals from the leadership of the school with input from the school community. The Council will oversee the implementation of council policy based on anticipated needs. SBDM will be provided with a copy of the planning process that will be used for collecting, managing and analyzing data. The SBDM Council will monitor data collected for school improvement planning, evaluate the degree to which it achieves its goals and objectives for student learning. The SBDM Council will evaluate the Consolidated Plan to see if expected impact in classroom practice and student performance and that action steps are in place for school improvement. The SBDM Council will require the staff to discuss curriculum for the purpose of eliminating overlaps and closing gaps as identified by test scores. The Council will insure that school leadership adheres to the Barren County District Evaluation policy.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 9.02

CONSOLIDATED PLAN

- 9.5c A means for evaluating the effectiveness of the improvement plan is established.
- 9.6a The Consolidated Plan implemented is developed.

POLICY STATEMENT

The SBDM Council will monitor the implementation of the Consolidated Plan through reports each semester. The effectiveness of the school's Consolidated Plan will be examined by the SBDM Council based on the established goals and objectives for improvement in the plan.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 11.01

MISCELLANEOUS—STAFF INVOLVEMENT

4. 1d Teachers and non-teaching staff are involved in both formal and informal decision making processes regarding teaching and learning.

POLICY STATEMENT

The SBDM Council will ensure that all teachers and appropriate non-teaching staff are involved in both formal and informal decision making through the examination of committee assignments, collaborative planning, and professional development.

**BARREN COUNTY SCHOOLS
SCHOOL-BASED DECISION MAKING
FUNCTIONAL SCHOOL OPERATIONAL POLICIES**

District: Barren

School: Temple Hill

Policy Type (By-Laws or Function): Function

Policy Number: 11.02

MISCELLANEOUS—FAMILY COMMUNICATION

- 4. li Multiple communication strategies and contexts are used to disseminate information to all stakeholders.
- 5.1a Families and the community are active partners in the educational process and work together with the school to promote programs and services for all students.

POLICY STATEMENT

The SBDM Council requires that multiple strategies and contexts will be used to disseminate information in an effective manner to all stakeholders and will monitor the active partnership of family and community along with the educational process in order to promote programs and services for all students. These may be in the form of newsletters, notes to parents, parent/community involvement programs, committee and council participation, open meetings, and open record files, etc.