

Horse Branch Elementary School SBDM Council Policies



Revised and Approved August 21, 2018

Horse Branch Elementary SBDM Policies

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Policy 1.0: Alignment with State Standards *Adopted July 2014*

Alignment with state standards, technology utilization, and program appraisal:

Horse Branch Elementary shall organize all instructional and other activity to be aligned with standard established in state laws and regulations, and in a manner that is consistent with Ohio County Board of Education policy. Horse Branch Elementary shall utilize technology in a manner that is consistent with Ohio County Board of Education policy. Horse Branch Elementary shall appraise all programs in a manner that is consistent with Ohio County Board of Education policy. Programs shall be appraised upon request of the Horse Branch Elementary School Council by assigning the program appraisal to the appropriate committee for completion and recommendation to the council.

Policy 2.0: Committees *Adopted July 2014*

Appointment of Committees:

Standing and ad hoc committees are formed and dissolved by the Horse Branch Elementary School Council as needed.

Membership and Election of Chair:

Principal may appoint a chairperson and vice chairperson for each committee as needed.

Decision Making:

All committee decisions shall be made by consensus. Records shall be maintained and kept on file. Committees shall abide by the open meeting and open records mandates as per Council by-laws. In the event that consensus is not possible, a majority of the committee may decide that the issue shall be decided by majority vote.

Duties:

The Council shall carry out their task by coordinating, overseeing and delineating the specific charges and time frame for the following standing and ad hoc committees.

1. Ad Hoc
2. Behavior Management (Standing)
3. Technology (Standing)
4. Student Recognition (Standing)
5. Parent Involvement (Standing)
6. Testing (Standing)

Committees will present to the council annually and may consist of:

- Teachers
- Staff Members
- Parents
- Students
- Community Members

Policy 2.1: Ad Hoc *Adopted July 2014*

Ad Hoc Committees will be created as needed and will follow Policy 2.0.

Policy 2.2: Behavior Management *Adopted July 2014*

The Behavior Management Committee will follow Policy 2.0 and will be assigned the task of selection, utilization and evaluation of a school-wide behavior management plan. This committee will be responsible for the following:

- 1) Hallway behavior plan
- 2) Lunchroom behavior plan
- 3) School-wide behavior plan

Policy 2.3: Technology *Adopted July 2014*

The Technology Committee will follow Policy 2.0 and will be assigned the task of selection, utilization and evaluation of school technology. This committee will be responsible for the following:

- 1) Keeping a running inventory of all school technology equipment and software.
- 2) Assessing equipment and software needs.
- 3) Providing assistance to teachers in securing and utilizing appropriate software.
- 4) Making timely recommendations to the council for consideration of technology needs.

Policy 2.4: Student Recognition *Amended August 2018*

The Student Recognition Committee will follow Policy 2.0 and will be assigned the task of planning, preparing, and the publication of student recognition. This committee will be responsible for the following events:

- 1) Nine-week Awards
- 2) Leader of the Month
- 3) Ad Hoc

Policy 2.5: Parent involvement *Adopted July 2014*

The Parent Involvement Committee will follow Policy 2.0 and will be assigned the task of planning, preparing, and the publication of parent involvement activities.

Policy 2.6: Testing *Adopted July 2014*

The Testing Committee will follow Policy 2.0 and will be assigned the task of planning, preparing, and the publication of the following:

- 1) KPREP Awards
- 2) Scrimmages
- 3) Ad Hoc

Policy 3.0: Consultation *Adopted July 2014*

Horse Branch Elementary will adhere to consultation procedures in a manner that is consistent with Ohio County Board of Education policy.

Policy 3.1: Consultation Principal Vacancy *Adopted July 2014*

A vacancy is created in the position of principal by the resignation, removal, transfer, retirement, or death of the current principal. When a vacancy exists in the position of school principal, the school council shall obtain training in recruitment and interviewing techniques from a trainer of their choice. The school council shall convene a special meeting for the purpose of receiving training. This shall be completed prior to beginning the selection process. Trainers shall be noted in the council minutes along with the dates and the times of the trainings. When a vacancy exists in the position of school principal, the council shall select a new principal from a list of applicants recommended by the superintendent. The superintendent may provide names of additional applicants upon request when qualified applicants are available. The school council shall meet in closed session to review applications and references Council shall discuss criteria and draft questions in open session. Date(s) shall be selected for interviews at a time when complete council can be present. Vice chair of school council will contact applicants to schedule interviews. Interviews shall be conducted in closed session.

The school council shall review the applications and support materials of all candidates submitted by the superintendent. They shall determine which candidates will be considered finalists and shall review background checks of these candidates. From the finalists, the school council will interview at least two candidates. The school council shall select a principal applicant in closed session. In open session, the council shall announce that a decision has been made. The vice chair shall contact the superintendent with the name of the applicant chosen. The superintendent or vice chair shall contact the applicant to offer the position and complete the hiring process. Once the applicant accepts the principal position, the vice chair shall contact school council members to notify that the position has been filled. After the discussion and review, the council shall recommend a candidate to the superintendent. If the council is unable to make a decision by consensus, they may ask the superintendent to submit additional qualified applicants for their considerations. If additional applicants are available, considered and consensus cannot be reached, majority vote will determine the council's recommendation of a candidate to the superintendent to be selected from the total pool of candidates. The council shall follow all KDE and Kentucky School Council criteria concerning principal selection.

Policy 3.2: Consultation Staff Vacancy *Adopted July 2014*

When the position to be filled in the school is other than that of principal, the principal, after consulting with the council, shall fill the position from a list of qualified applicants provided by the superintendent. For the purpose of filling staff vacancies at Horse Branch Elementary, at either a regularly scheduled meeting or a called meeting, the principal shall consult with a quorum of the council concerning the applicants. The council may review applications and shall be permitted to be present during the interview process and participate in rating the candidates. If a council member is participating in the interview process, that council member must be present at all interviews for that position. Council members may ask pre-approved questions during the interview. A staff member with a similar job description may be invited for the consultation process by the principal. Following the consultation process, the principal shall make the final selection and recommendation to the superintendent.

The principal shall retain the authority to transfer and reassign personnel within the building. Furthermore, if a vacancy occurs in a given position or grade level, the principal may reassign current staff members to the vacant position and then, if a vacancy remains, follow the appropriate policy for filling the position that ultimately has become vacant. A vacancy within the school can only be declared after the superintendent has reviewed district-wide staffing to determine if transfers are to be made.

Policy 4.0: Curriculum *Adopted July 2014*

Horse Branch Elementary Council is responsible for the determination of curriculum and instructional practices, including needs assessments, curriculum development, alignment with district and state standards and the resolution of issues regarding instruction practices within the guidelines of the Ohio County Board of Education policy and Horse Branch Elementary School Improvement Plan.

Policy 4.1: Determination of Curriculum *Amended July 2016*

The determination of curriculum will be based upon the individual needs of all students enrolled at Horse Branch Elementary School. The following critical attributes will also be addressed when making this determination:

- 1) Authentic assessment
- 2) Qualitative reporting
- 3) Continuous progress for all children.

Policy 5.0: Discipline & Classroom Management & Safety *Adopted August 2014*

Horse Branch Elementary School Council has assigned the task of selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, and principal to the building principal. The building principal will utilize input from staff and parents to develop school policy that will provide for a safe, secure and positive learning environment.

School-wide Behavior Guidelines, which are written with the input of staff and the Behavior Management Committee will be sent home in the 1st semester. Parent and student signatures are requested.

Policy 6.0: Enhancing Student Achievement *Adopted July 2014*

The council will follow Ohio County Board of Education and KDE guidelines concerning curriculum and academic expectations for each grade level. National Standards will be taught and assessed as required by Kentucky's new Unbridled Learning.

Policy 7.0: Extracurricular Programs *Adopted July 2014*

Horse Branch Elementary council policy shall be consistent with the School Safety Plan. The principal shall prepare a list of extracurricular programs to be implemented in the school for the school council's approval.

Policy 8.0: Instructional Practices *Adopted July 2014*

Horse Branch Elementary School Council is responsible for the implementation of instructional methods. The principal will monitor curriculum and the implementation of instructional practices on a consistent basis.

Policy 8.1: Homework *Adopted July 2014*

When homework is assigned, it will be meaningful and should be able to be completed in a reasonable amount of time. Students who miss school will have the opportunity to complete missed assignments.

Policy 9.0: Instructional & Non-Instructional Staff Time Assignment

Adopted July 2014

The assignment of all instructional and non-instructional staff time shall be made by the building principal. Goals determined by the School Improvement Plan and effective management shall be the basis for assignment of staff time. The principal shall prepare a plan based on the slots for the following school year and shall present the plan to the school council for approval.

Policy 10.0: Parental Involvement *Adopted July 2014*

Parents will follow school and Ohio County Board of Education policy outlining rules, guidelines and regulations of parents and volunteers at Horse Branch Elementary. Volunteers will complete a crime check in accordance with district policy and will attend a confidentiality training as required by the principal.

Policy 11.0: Program Appraisal *Adopted July 2014*

Horse Branch Elementary shall appraise all programs in a manner that is consistent with Ohio County Board of Education policy. The council will determine whether it is appropriate and needed as based on national and/or state standards and the School Improvement Plan.

Policy 12.0: School Day & Week Schedule *Adopted July 2014*

Horse Branch Elementary School Council has assigned the task of determining the schedule of the school day and week to the building principal. A tentative schedule will be submitted to the Council by July of each year. The beginning and ending time of the school day and school calendar year shall be established by the Ohio County Board of Education.

Policy 13.0: School Space Use *Adopted July 2014*

Horse Branch Elementary School Council has assigned the task of determining the use of school space to the building principal. This assignment shall be made based upon a criteria that considers class size, school programs, accessibility for the disabled, supervision of students, and overall effective school management.

Policy 14.0: Student Assignment *Adopted July 2014*

Horse Branch Elementary School Council has assigned the task of assignment of students to classes and programs within the school to the building principal.

Policy 15.0: Technology Use *Adopted July 2014*

Horse Branch Elementary School Council is responsible for the selection, utilization and evaluation of technology equipment and programs for the school. Fair Use contracts shall be on file. The Technology Committee shall follow Ohio County Board of Education guidelines and make timely recommendations to the school council.

Policy 16.0: Wellness & Nutrition Policy *Revised July 2016*

The staff and faculty at Horse Branch Elementary shall promote moderate to vigorous physical activity and shall include a minimum of 150 minutes of physical activity per week. Physical activity shall be part of the instructional day and shall include the following:

- Each student shall participate in Physical Education at least once a week for 50 minutes.
- Each teacher shall provide instruction using the Take 10 program, or something

similar, in the classroom every day when inclement weather keeps the students indoors all day, OR shall provide some other form of organized physical activity daily for 20 minutes, which may include taking students outside for recess.

- Horse Branch Elementary shall assess students' level of physical activity each year by taking part in fitness tests and assess the following five activities: Sit-Ups, Push-Ups, Shuttle Run, Endurance Run/Walk, and the Sit & Reach.

Horse Branch Elementary shall encourage healthy choices among students:

- Our school, including our food service in the cafeteria, shall implement the federal and state regulations for foods served.
- Classroom teachers will teach nutrition based on the federal recommendations.
- Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.
- Our school prohibits the sale of beverages during the instructional day that are not 100% fruit or vegetable juice or water, and promotes food items that meet the suggested federal nutritional value of healthy snacks.

Policy 17.0: Writing Policy *Adopted July 2014*

Horse Branch Elementary will meet students' needs and develop potential for effective writing and communication skills for a variety of purposes and audiences through instruction, mini lessons, models, and opportunity to explore and practice writing across genres and content areas. Students will learn to use writing as a tool to unlock success in academics, career demands, and as a life skill.

Administration will provide professional development and resources to help support and improve writing within the school. Administration will monitor lesson plans and standards checklists and will complete walkthroughs/classroom observations to assess instructional behaviors that build writing skills, teach writing as process, promote writing and sharing writing, and provide opportunity for teacher/peer conferencing and self evaluation. Administration will assess working folders with the writing committee, looking for evidence of student choice, writing that developed from content studied in various classes, and dated drafts with written, formative feedback from teachers.

A more detailed, grade-level specific plan is outlined in the school Writing Plan, and a program review is completed of school-wide writing instruction annually.

Policy 18.0: Budget *Adopted July 2014*

The school council allocation amounts shall be given to the school council members when the allocation is received by the principal. The principal shall make a presentation on the new tentative allocation to the school council.

The Council shall use the following criteria in developing its recommendation:

- 1) Needs identified in the SIP
- 2) Other special requests

3) Slots assigned to us by Central Office

The budget will be approved by the council by May 1st of each year. During the year, changes in the budget can be recommended to the council by the principal for their consideration.

Additionally, the school activity funds shall be allocated at the discretion of the principal except where such single, non-routine expenditures shall exceed one thousand (\$1000.00) dollars. These items shall be presented at a council meeting for council action.

Monthly reports on the status of both the activity account and the regular school budget will be submitted to the council.

Policy 19.0: Attendance (Copied from district policy) *Adopted July 2014*

Illness of Student

Notes from home will be accepted for illness up to six (6) days/ After six (6) days absence, verified by parent's statements, the parent/guardian will be required to furnish the school with a doctor's statement verifying the student's illness, funeral home note, or order of courts note.

Notification of Parent

Parents are notified on the 2nd unexcused absence, 4th unexcused absence, and the 6th unexcused absence. The Director of Pupil Personnel shall be notified as deemed appropriate.

Appeals Committee

Parents/guardians shall have the right to appeal the Principal's decision to the school-based Attendance Committee. This committee will be composed of the Principal, Teacher, and Homeroom Teacher of the student involved. The committee's function is to review individual cases in order to determine if there are extenuating circumstances that would cause a student to be absent. The committee will determine if the absences are excused or unexcused. Parents/guardians also have the right to appeal a decision of the school-based committee to the Administrative Attendance Committee, consisting of the Director of Pupil Personnel and two (2) other staff member designated by the Superintendent.

Retention

After twenty (20) absences (excused or unexcused), the student's attendance will become a factor for retention.

Policy 20.0: School Dance Policy *Adopted July 2014*

Dances held at Horse Branch Elementary are for students currently attending Horse Branch Elementary. Other children allowed in the dances are those attending Ohio County Schools who have been specifically assigned to volunteer for community volunteer hours.

Policy 21.0: Emergency Plan Policy *Amended August 2018*

Statutory Authority – KRS 160.345 (2) (i) 9 and KRS 158.162

The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to develop and document efforts to prevent, mitigate, prepare for, respond to, and recover from emergencies. The Emergency Management Plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan, which must be adopted by the council and implemented, will include but not be limited to:

- Establishment of primary and secondary evacuation routes which must be posted in each room by each doorway used for evacuation;
- Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room;
- Practices for students to follow in an earthquake;
- Development and adherence to access control measures for each school building, which may include (but not be limited to):
 - Controlling access to exterior door during the day.
 - Controlling front door access electronically or with a greeter.
 - Controlling access to individual classrooms.
 - Requiring visitor check-in with identification and purpose provided.
 - Display of visitor's badge on outer clothing.
- Practices for students to follow in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings, and Construction;
- Procedures for lockdown of the campus.
 - Local law enforcement shall be invited to assist in establishing lockdown procedures.

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

Prior to the first instructional day of school, the principal, or designee, will present and review all emergency procedures with all staff. Documentation including the time and date of the review will be kept on file at the school with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member and the date and time of the review.

Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and

one (1) building lockdown. Fire drills will be conducted in accordance with timelines, procedures, and requirements outlined in the DHBC regulations. Whenever possible, first responders shall be given notice of possible drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed.

At the end of each school year, the emergency procedures are to be reviewed by the school council (or designated school council committee with report to the school council) and first responders and revised as needed.

Annually, the principal is responsible for working with the central office to ensure that all local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones, and notations of the exterior and front entrance access points. Completion will be reported to the council and documentation maintained in the principal's office.

A comprehensive diagram of the school showing primary and secondary evacuation routes will be posted at each school doorway prior to the first instructional day of school. Identified severe weather safe zones which have been identified and reviewed by the local fire marshal or fire chief will be posted at each school doorway prior to the first instructional day of school.

Control methods are outlined below:

- All exterior doors must remain locked from 7:00 a.m. to 3:30 p.m. daily.
- All visitors must enter through the posted front entrance.
- The front entrance must remain secure with electronic access only.
- All visitors must use the buzzer system and be recognized prior to gaining access to the reception area.
- The principal is responsible to ensure that trained personnel monitor the front entrance at all times. At no time during the school day are students allowed to monitor the front entrance or the reception area.
- All visitors must report to the front office, state the purpose of the visit, be prepared to provide photo identification, and wear a badge on their outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office.
- The office must keep an accurate log of each visitor, the date and time of the visit, the purpose of the visit, and with whom they visited.
- During classroom changes, teachers must stand by their classroom door and monitor hallways.
- The principal is responsible for ensuring classroom access in the event of a substitute teacher.

Policy 22.0: Double Promotion Policy *Amended August 2018*

Before a student is double promoted from one grade to another at the elementary school level, the following process is to be pursued by the school personnel and/or parents:

- A. A recommendation for considering double promotion must be presented by the student's parents and/or teacher(s) to the school principal, which takes into consideration the following factors:
 1. Achievement - The following criteria must be met:
 - A. Reading: Must score >9 Grade Equivalency on i-Ready Reading Assessment at least three consecutive testing windows.
 - B. Math: Must score >9 Grade Equivalency on i-Ready Math Assessment at least three consecutive testing windows.
 - C. Writing: Must exhibit distinguished writing capabilities as determined by a team of teachers designated by the principal.
 - D. State Assessments: Must score Distinguished in all areas that were assessed on the most recent state assessment.
 - E. Gifted/Talented Program: Must qualify for the Gifted/Talented Program in General Intellect.
 2. Physical/Emotional Maturity
 3. Age
 4. Behavior
 5. Attendance
 6. Effort
 7. Attitude
 8. Recommendation of classroom teacher(s)
- B. All available alternatives at the school will be considered prior to double promotion and could include:
 1. Individualized instruction
 2. Flexible grouping
 3. Enrichment programs
 4. Gifted programs
- C. The classroom teachers and principal will meet to assure that the promotion of the student is the best alternative for the student.
- D. If double promotion is felt to be educationally appropriate for the student, a conference involving the parents and school personnel listed above (Section C) must be held.
- E. A Double Promotion Form will be completed at this conference, signed by all parties involved, and inserted into the student's cumulative folder.
- F. Following the conference and after conferring with all parties involved, the principal will make the final decision regarding placement of the student.