

LOCUST GROVE ELEMENTARY COUNCIL POLICY

CODE OF ETHICS

1001

TOPICS

STATEMENT

a. Code of Ethics
(defined)

The Code of Ethics will be a statement of professional standards that the Locust Grove Elementary School Council will follow as it makes decisions affecting the children served by the school. The Code will reflect the values and the commitments of the Locust Grove Elementary School Council.

b. Review

The Locust Grove Elementary School Council will review the Code at the first meeting of each year. Revisions shall be made as needed.

c. Commitment

The Locust Grove Elementary School Council members will demonstrate their commitment to the Code by affixing their signatures to a copy of it which will remain with the official minutes of the Committee's actions.

e. Decision Making

Adopted-Locust Grove Elementary School Council –November 12, 2008
Reviewed-Locust Grove Elementary School Council-May 17, 2010
Reviewed-Locust Grove Elementary School Council-November 18, 2010

LOCUST GROVE ELEMENTARY COUNCIL POLICY

OPERATING COMMITTEE MEETINGS

1002

TOPICS

STATEMENT

a. Types

Council members shall attend three (3) types of meetings:

- (1) Regular meetings are held on a set day of the month and at a set time of day,
- (2) Special meetings are scheduled as they are needed between regularly scheduled meetings,
- (3) Training meetings are designed for Council members to acquire knowledge and/or develop skills.

Special meetings may be called by the Principal at his/her discretion or upon request of a majority of the Council members. Time, place and purpose of the meeting shall be stated.

b. Schedule of Meetings

The Locust Grove Elementary School Council shall annually establish a schedule of meetings for the coming year at the first regularly scheduled meeting.

c. Agenda

Each regular and special Council meeting shall operate by an agenda. The agenda shall be formed by the chairperson with items provided by the members as needed. The agenda will be posted on the Locust Grove website and families will receive an automated phone message indicating that the agenda is available for viewing. The agenda shall be approved by the Locust Grove Elementary School Council at the beginning of the meeting. Other items may be added to the agenda with the approval from the Council. The agenda for regular meetings shall be written and disseminated to the Locust Grove

Elementary School Council members at least three days (72 hours) prior to the meeting. Staff shall be informed of special meetings by the most convenient method.

d. Chairperson

The Principal shall serve as chairperson at all meetings. The Locust Grove Elementary School Council shall not meet in the absence of the Principal. The responsibilities for the Principal as chairperson shall not be delegated to any other member of the Locust Grove Elementary School Council or any other person.

e. Decision Making

The method of making decisions and adopting policies shall be by consensus. An effort shall be made to thoroughly discuss all possible alternatives,

provide each member ample opportunity to be heard, and make a final decision that can be supported by the group. If a Locust Grove Elementary Council member feels a conflict of interest in a proposed action of the Council, that member may remove him or herself from the discussion and the decision making process.

In the event consensus cannot be reached the procedures outlined in SBDM Policy 1009 will take effect.

- f. Quorum Four (4) members of the Council shall constitute a quorum including at least one teacher, one parent and the Principal for the transaction of business.
- g. Minutes Minutes of all regular and special Council meetings shall be recorded in writing and kept on file in the Principal's office. Minutes shall be stored in a minute book. Minutes shall be posted on the Locust Grove webpage and families will receive an automated phone message indicating the minutes are ready for viewing. A copy of all minutes shall be provided to the district superintendent. Minutes of the previous meeting shall be reviewed and approved by the Council at the beginning of each meeting. Copies of the minutes may be provided to the public at a rate of \$.25 per page.
- h. Recording Secretary The Principal shall serve as the recording secretary for the Council. The Principal shall be responsible for:
1. Recording all minutes of the meeting
 2. Processing minutes
 3. Processing and disseminating meeting agendas
 4. Disseminating summary reports
- i. Summary Reports A summary of the actions taken by the Council shall be reported to all staff and PTA officers within three working days.
- j. Input from Non-Council Members Those who are in attendance at any Council meeting shall be provided an opportunity to discuss issues under consideration by the Council by the following procedures:
1. A sign in sheet will be provided. Those wishing to speak must sign in and state the topic under discussion they wish to address.
 2. Each speaker will be limited to 2 – 5 minutes as determined by the chairperson. All speakers shall speak from the area of the room designated by the chairperson at the time the Council takes up the issue.
 3. All who address the Council and observe the meeting shall not be permitted to disrupt the meeting by:

- a. Speaking out of turn. Input is welcome only during Open Expression, unless an individual is called on by the Chair.
- b. Being disrespectful to the Council and others
- c. Making statements about individuals
4. Input/reactions must be germane to the topic and must be within the authority of the Council to address.
5. The chairperson shall explain the procedures and rules for addressing the Council at the appropriate time during the meeting.

Adopted –Locust Grove Elementary School Council-November 12, 2008
Reviewed and Revised- Locust Grove Elementary School Council- May 17, 2010
Reviewed and Revised-Locust Grove Elementary School Council-November 16, 2010

LOCUST GROVE ELEMENTARY COUNCIL POLICY

POLICY DEVELOPMENT AND REVIEW

1003

<u>TOPIC</u>	<u>STATEMENT</u>
a. Council Governance	All activities and decisions of the Locust Grove Elementary School Council shall be governed by the policies set by the Council. Policies shall include both operational procedures and management functions chosen by the Locust Grove Elementary Council. All policies set by the Council shall be consistent with state statutes and district board policies.
b. Adoption	No policy shall be adopted by the Locust Grove Elementary Council at the meeting in which the policy is introduced. All policies shall be reviewed by the district superintendent before they are adopted. Policies adopted shall include: <ol style="list-style-type: none">1. Operational- Policies that guide the election of Council members and the operations of the Council.2. Management- Policies that describe how the Council sets and monitors policies governing each mandatory and permissive function.3. Programmatic- Policies adopted by the Council that address specific programs and provide specific plans (i.e. budget, CP, PD).
c. Policy Manual	The Locust Grove Elementary School Council shall maintain a policy manual and shall make it available to staff, the public and the superintendent.
d. Policy Areas	The outgoing Locust Grove Elementary School Council shall recommend policy goals and action areas for consideration by the newly elected Council . The newly elected Locust Grove Elementary School Council shall review these recommendations at the 2 nd regularly scheduled meeting.
e. Review	The Locust Grove Elementary School Council shall annually review policies. Revisions shall be made as needed in order to more effectively serve our school.

Adopted-Locust Grove Elementary School Council-November 12, 2008

Reviewed-Locust Grove Elementary School Council-May 17, 2010

Reviewed and Revised-Locust Grove Elementary School Council-November 16, 2010

LOCUST GROVE ELEMENTARY COUNCIL POLICY

COMMITTEE SYSTEM

1004

TOPICS

STATEMENTS

a. Standing Committees (defined)

A standing committee may be formed for each permissive function performed by the Locust Grove Elementary School Council to serve for one year. Standing committees shall be appointed by the chairperson by March 15 and approved by the Council. Standing committee membership will be identified by May 30th. Every grade level and one parent representative must be represented at each meeting and the same substitute shall not be utilized on a consistent basis. Each Chair must provide an agenda at the start of every meeting and minutes will be forwarded to the Principal. Standing committees shall report to the Council. Their actions shall be advisory and not binding on the Council. Standing committees shall consist of the following committees by title:

A. Consolidated Planning

B. Instructional Practices

C. Curriculum

D. Assessment

E. Student Support Services

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 chairperson. The size of the committee and representation shall be determined by the Chair with approval from the Locust Grove Elementary School Council. All committees shall operate by agenda. The agenda shall be disseminated to committee members at least 12 hours before the meeting.

c. Chairperson

Standing and Ad-hoc committees shall select a chairperson and recorder from its membership by September 30th.

d. Term

Standing committees shall serve for one year beginning July 1 and ending June 30. Ad-hoc committees shall serve until they are abolished, a period of time not to exceed one year.

e. Decision Making

All committees shall use consensus as the primary

method of making decisions. The committee shall ensure it obtains input from areas effected before a decision is reached. In the event consensus cannot be reached, the committee shall report to the Locust Grove Elementary School Council the reasons.

f. Quorum

Sixty (60%) percent of the members of the committee must be present for the committee to make a decision.

g. Minutes

Minutes of each committee meeting shall be recorded in writing and approved by the committee and placed in a minute book. This book shall be stored in the administrative office and made available to the public upon request. Brief summary minutes of each meeting will be submitted to the Locust Grove Elementary School Council.

Adopted-Locust Grove Elementary School Council-November 12, 2008
Reviewed and Revised- Locust Grove Elementary School Council- May 17, 2010
Reviewed-Locust Grove Elementary School Council-November 16, 2010

LOCUST GROVE ELEMENTARY COUNCIL POLICY

SCHOOL SCHEDULES

1005

TOPICS

STATEMENT

a. Scheduling

Scheduling shall mean the development of a master plan for using time within the school day set by the state and the OCBE and the use of time over the span of one week, one grading period, and/or one semester.

b. Development

The Principal shall be responsible for creating a draft daily/weekly schedule which determines times for activities, lunch, breakfast, duty, labs, and other schedules as assigned by the Locust Grove Elementary School Council. The Professional Learning Community Coordinators (PLC) shall present all proposed schedules or changes to their teams for input.

The draft schedules will be viewed by the Council on or before the last SBDM meeting of the year for initial approval pending enrollment adjustments during the summer. Upon approval, schedules will be provided to all staff members.

The Principal and PLC Coordinators shall be responsible for reviewing and recommending changes to the school schedule to the Council.

c. Criteria

The criteria to be met in scheduling shall include:

1. Promoting teacher effectiveness to the fullest.
2. Reflecting appropriate use of the six-hour instructional day.
3. Complying with individual contracts and job descriptions.
4. Complying with all federal, state, and OCBE regulations.
5. Supporting the school's mission, goals and service concepts.
6. Providing time for instructional planning.

d. Monitoring

The Locust Grove Elementary School Council shall monitor the school's schedule with assistance from the scheduling committee and make changes whenever necessary to improve the schedule.

Adopted-Locust Grove Elementary School Council-November 12, 2008

Reviewed-Locust Grove Elementary School Council-May 17, 2010

Reviewed and Revised-Locust Grove Elementary School Council-November 16, 2010

LOCUST GROVE ELEMENTARY COUNCIL POLICY

ELECTION OF COUNCIL REPRESENTATIVES

1007

TOPICS

STATEMENT

a. Membership

The membership of the Locust Grove Elementary School Council shall consist of the Principal, two parent representatives, and three teacher representatives; one from Primary, one from Intermediate and one from Special Education or Related Arts.

b. Eligibility

Any certified staff member employed at least fifty percent of the work week on an annual basis and who will be assigned to the school the following year, except the Principal, Associate Principal, or Assistant Principal, shall be eligible to serve as a certified member on the Council and to vote in the election of the certified Council member.

Parent members on the Council shall be the parent, guardian, stepparent of a student enrolled at the school the following school year and not be a district employee of the OCBE nor shall the parent representative be a relative of a district employee of the OCBE. A parent representative shall not be a local board member or a board member's spouse. A parent may vote in the election of parent members if they are the legal parent, guardian, stepparent of a student enrolled at the school.

c. Election Process of Certified Staff Members

Written notice shall be provided by the Principal, pursuant to this policy as to the nomination process and eligibility, for election to the School Council. The notice shall state when and where the School council elections will occur. The notice shall be provided at least two weeks prior to the School Council elections. The elections shall be conducted no later than April 30th in the school year proceeding the term for which the election is being conducted. The ballots shall be counted and reported to the Principal by three teachers who are elected by the staff to count the ballots and who are not candidates for election. The Principal shall report the results to the staff and Superintendent.

Nominations for candidacy for a teacher position on the School Council shall require a nomination petition signed by at least three members of the eligible staff. No staff member may sign more than three petitions.

Candidates will be nominated for one of three Council positions.

Balloting for teacher seats on the School Council shall be by secret ballot. Teachers may vote for no more than one candidate for each teacher position being filled by the election. Candidates must receive a majority of the votes to be elected. Tie votes require a new vote. In the event that three candidates do not receive a majority of the votes, any candidate for a position with the highest number of votes with a majority shall be declared elected and a new vote will be conducted to fill the remaining positions. Absentee ballots submitted prior to the elections shall be permitted.

d. Election of Parent Members

The Principal shall provide written notice to the governing board of the PTA of this policy. The election of parent Council members shall be conducted by the PTA no later than April 30th in the year proceeding the term for which the election is being conducted.

The President of the PTA shall inform all parents of the nomination procedure at least one month prior to the deadline for receipt of nomination forms. Nomination forms shall be submitted to the PTA Executive Board. Nominations for candidacy for a parent position on the School Council shall require a nomination petition signed by at least five eligible parents. No parent may sign more than three petitions. The President shall include the names of all candidates properly nominated on the ballot for the election. The nominee receiving the majority number of votes shall be declared elected. Tie votes require a new vote.

e. Term of Service

Teacher or parent members on the School Council shall serve for a two-year term effective July 1, 2011. Eligible teacher or parent Council members may be re-elected.

f. Vacancies

Teacher or parent vacancies on the Council shall be filled using the election process in this policy. Election for a vacancy shall be held within six weeks of the effective date of the vacancy. The term of office for a teacher or parent elected to fill a vacancy shall be the unexpired term

g. Campaigning

Certified staff candidates may post campaign information in the teacher dining room, and the

Principal shall provide time at a faculty meeting(s) for candidates to orally present their qualifications and motives for Council service to the faculty.

Parent candidates may post campaign information in a parent work area designated by the Principal. Other school campaigning is restricted to a flyer. The PTA may call a special meeting for the purpose of providing time for candidates to orally present their qualifications and motives for Council service to the school PTA members within limits determined by the PTA executive board.

Any campaign literature or material shall be paid for by the candidate other than the monthly PTA newsletter. No school funds may be expended for any expenses related to campaign material for any candidate for the School Council.

Adopted-Locust Grove Elementary School Council-February 6, 2009

Revised-Locust Grove Elementary School Council-March 18, 2009

Reviewed and Revised-Locust Grove Elementary School Council-November 16, 2010

LOCUST GROVE ELEMENTARY COUNCIL POLICY

AUTHORITY OF THE COUNCIL AND PRINCIPAL

1008

TOPICS

STATEMENT

a. Authority of the Principal

The Principal shall serve as the schools' primary administrator and instructional leader and shall have authority over management functions not given by the Council. The Principal shall be responsible for implementing policies set by the Council and shall be responsible to the Superintendent or his/her designee. The Principal shall be responsible for supervising the work of committees appointed by the Council. The Principal has the authority to form committees in areas of management functions not given by the Council.

b. Authority of the Council

The Council, pursuant to state law, is a policy making body. Reference KRS 160.345. The Council shall have the authority to set and monitor school policies, which shall provide an environment to enhance the students' achievement and help the school meet the goals established by the KERA of 1990. Outside of a legally called Council meeting, no member other than the Principal has decision making or administrative authority. The Council shall have the authority to form the number and types of committees needed to carry out the policies set by the Council.

Adopted- Locust Grove Elementary School Council-November 12, 2008

Reviewed-Locust Grove Elementary School Council-May 17, 2010

Reviewed and Revised-Locust Grove Elementary School Council-November 16, 2010

LOCUST GROVE ELEMENTARY COUNCIL POLICY

DECISION MAKING WHEN CONSENSUS IS NOT REACHED

1009

TOPICS

STATEMENT

- | | |
|-------------------------------|---|
| a. Decision Making (defined) | An effort shall be made to thoroughly discuss all possible alternatives, provide each member ample opportunity to be heard, and make a final decision that can be supported by the group. |
| b. Assumed Consensus | In the event that consensus is met each member of the Council will sign-off indicating such. |
| c. Failure to Reach Consensus | <p>If efforts to meet consensus are unproductive after attempts at 3 consecutive meetings the following procedures will occur in order to come to a decision:</p> <ol style="list-style-type: none">1. A member of the Council shall make a motion to vote on the proposed item2. A member of the Council shall second the motion3. The Chair will ask each council member individually for his/her vote4. A majority vote is required |

Adopted- Locust Grove Elementary School Council-November 12, 2008

Reviewed-Locust Grove Elementary School Council-May 17, 2010

Reviewed and Revised-Locust Grove Elementary School Council-November 16, 2010