

LOCUST GROVE ELEMENTARY COUNCIL POLICY

DETERMINATION OF CURRICULUM

4036

TOPICS

STATEMENT

a. Curriculum (defined)

Curriculum shall be defined as all experiences provided by the school which are designed to help children develop academically, socially, emotionally, and physically. Curriculum is what is taught and is based on the state, national and/or district standards.

b. Standing Committee

The Curriculum committee shall be formed, consisting of a teacher from each team and one parent. The committee will be responsible for:

1. On-going review of the aligned curriculum for accuracy as determined by school level and state assessment analysis.
2. Monitoring the implementation of the curriculum to assure that students are being taught what will be assessed.
3. Evaluating the effectiveness of the curriculum.
4. Setting priorities for improving the curriculum as determined by school level and state assessment analysis.
5. The committee shall help assure the curriculum at Locust Grove meets the national standards.

The committee shall report to the Locust Grove Elementary School Council as needed.

c. Analysis

The Curriculum committee will utilize ongoing analysis of student products, state and local assessment results to assist in assuring the appropriateness of the curriculum.

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

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

Reviewed and Revised-Locust Grove Elementary School Council-January 27, 2011

LOCUST GROVE ELEMENTARY COUNCIL POLICY

WRITING AND COMMUNICATIONS PROGRAM POLICY

4037

TOPICS

STATEMENT

a. Development

The Locust Grove SBDM Council shall be responsible for approving and monitoring the school's writing program in accordance with KRS 158.6453, the Kentucky Core Academic Standards, and the Oldham County Schools writing program.

The Locust Grove Council adopts the Oldham County Writing Plan which establishes procedures to:

- Analyze and evaluate strengths and needs of the writing program;
- Determine the professional development needs for the program based on the analysis and evaluation and make recommendations to the school's administration;
- Work collaboratively with the district to revise the Oldham County Schools writing plan as needed to address changing program and changing student needs; and
- Develop recommendations regarding writing instruction as part of the annual writing program review.

b. Communication Skills

The school's writing and communication program shall be developed and implemented as a component of the school's literacy program.

The writing and communication program shall:

- Provide regular, developmentally-appropriate opportunities for students to use **writing to learn, writing to demonstrate learning, and writing for publication** across the curriculum;
- Be organized to address a variety of audiences and purposes and shall represent the growth and interests of students over time;
- Provide opportunities for publication in the larger 21st century literacy context (e.g., writing and delivering a speech, use of multi-media within writing samples, electronic/digital publications); and
- Shall be horizontally and vertically aligned ensuring student mastery of core academic standards.

c. Teacher/
Administrator
Responsibilities

Teachers, with the support of the administration, will provide purposeful and meaningful literacy and writing instruction and utilize 21st century technologies to support the teaching of communication and writing standards.

The teachers and the principal will ensure that students are actively engaged in using communication skills regularly in every class,

across all grades and content areas. Teachers across the curriculum shall:

- Use writing to help students self-assess and reflect upon their progress and growth in writing and communication;
- Utilize multiple forms of assessment as appropriate for the learning goals (e.g., formative assessment during the writing process; summative assessment after publication; student self-assessment as reflection);
- Evaluate writing based upon the criteria for effective writing identified in the current Kentucky standards (e.g., focus, audience, organization). A variety of rubrics based on the criteria (e.g., teacher-made, student-made, the Kentucky Analytical Scoring Guide) shall be utilized appropriately to evaluate student writing; and
- Provide students regular feedback (e.g., conferencing, descriptive feedback, electronic comments, rubrics) about their writing throughout the writing process. (e.g., prewriting through publication).

d. Student Responsibilities Students shall write and use communication skills regularly in all classes using 21st century technologies to support their learning. Students will:

- Collect their writing and communications utilizing multiple methods of storage (e.g., paper, portfolios, electronic storage) as appropriate;
- Ensure that their work is their own, avoiding plagiarism
- Complete grade level showcase portfolio/writing collection requirements

e. Showcase Portfolio/Writing Collection The school shall organize a process to review student portfolios/writing collections regularly to determine recommendations for instructional planning.

Student showcase portfolios/writing collections will consist of drafts, completed pieces, conferencing notes, and the three types of writing. The analysis of this writing shall be used to inform classroom and whole school instructional strengths and areas of need. The students' showcase portfolios/writing collections will follow them from grade to grade and school to school and shall be reviewed regularly and used during instruction. At regular intervals indicated within the writing plan, students shall submit their best work for review.

LOCUST GROVE ELEMENTARY COUNCIL POLICY

ANNUAL COMPREHENSIVE SCHOOL IMPROVEMENT PLAN

4045

TOPICS

STATEMENT

a. Annual
Comprehensive School
Improvement Plan

A plan for comprehensive school improvement will be developed that identifies achievement gaps, targets and timelines for improvement for the year. The plan will be based on analysis of state assessment results and student products.

b. Standing Committee

The PLC Coordinators shall be used to assist with development of the annual Comprehensive School Improvement Plan (CSIP). The PLC committee will form the basis of the CSIP committee along with one parent and the Library Media Specialist and will be responsible for:

1. Reviewing assessment analysis results
2. Getting input from staff and parents
3. Developing goals and specific outcomes
4. Developing plans of action
5. Developing a timeline
6. Monitoring the plans
7. Reporting to the Council

c. Plan Format

The CSIP plan will follow the format established by the state and district.

d. Approval

The CSIP will be completed and posted by the due date established by the district, shared with all stakeholders, reviewed and approved by the Council.

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

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

Reviewed and Revised-Locust Grove Elementary School Council-January 27, 2011

LOCUST GROVE ELEMENTARY COUNCIL POLICY

DEVELOP AND IMPLEMENT PROFESSIONAL
DEVELOPMENT PLAN

4075.03

TOPICS

STATEMENT

a. Professional Development
(defined)

Professional Development (PD) is defined as experiences provided to the faculty and staff to prepare them to fulfill their responsibilities and to maintain a focus on the needs and interests of children. PD includes both the four (4) days provided by the state and other time provided by the local Board of Education and/or Council. All PD activities will be:

1. Directly related to the Comprehensive Improvement Plan (CIP), which is based on assessment and NCLB outcomes.
2. Professional Growth Plan which is developed annually and based on assessment and NCLB outcomes.

b. Standing Committee

The Instructional Practices Committee shall be formed consisting of a teacher from each team and one parent. The committee will be responsible for:

1. Developing a PD plan which consists of activities that directly relate to the CSIP.
2. Establishing a budget utilizing the allocated PD funds.

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

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

Reviewed and Revised-Locust Grove Elementary School Council-January 27, 2011

LOCUST GROVE ELEMENTARY COUNCIL POLICY

DETERMINATION OF WHICH INSTRUCTIONAL
MATERIALS WILL BE PROVIDED IN THE SCHOOL

4080

TOPIC

STATEMENT

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| a. Instructional Materials
(defined) | Classroom instructional materials shall mean all commercial materials, media, and courseware (consumable or permanent) used by staff to deliver instruction. |
| b. Committee | The Curriculum Committee shall be formed consisting of a teacher from each team and one parent to assist with the management of this function. The committee shall make recommendations and report to the Council. The Council will adopt a budget which will not exceed the allocated amount. |
| c. Budget | Funds appropriated for instructional material shall be budgeted by the Board of Education and approved by the Council for school-wide materials. The budget developed by the committee shall not exceed the appropriations. The Council shall approve the Purchase Plan. |
| d. Consultation | The Council shall consult with the school Library Media Specialist on purchases of instructional materials, information technology, and equipment (KRS 160.345 (2)(g)) |
| e. Procurement | Any funds allocated to the teacher will be managed by the teacher. The Principal and his/her staff shall be responsible for ordering, receiving and approving payment. |

Adopted-Locust Grove Elementary School Council-February 9, 2009

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

Reviewed and Revised-Locust Grove Elementary School Council-January 27, 2011

LOCUST GROVE ELEMENTARY COUNCIL POLICY

PLANNING AND RESOLUTION OF ISSUES
REGARDING INSTRUCTIONAL PRACTICES

4080.07

TOPIC

STATEMENT

a. Instructional Practices
(defined)

Instructional Practices are techniques, specific and general, used by teachers to teach awareness, knowledge and skill, monitor students while they learn and assess, and report their progress. Instruction is how students are taught.

b. Committee

The Instructional Practices committee will be formed consisting of a teacher from each team and one parent and will be responsible for:

1. Staying abreast of current state-of-the-art instructional practices.
2. Assessing the needs of teachers utilizing surveys, PLC requests, etc.
3. Identifying priorities for implementing instructional practices.
1. Developing Best Practices as needed.
5. Implementation of Best Practices
6. Reporting to the school Council as needed the effectiveness of the Best Practices.

LOCUST GROVE ELEMENTARY COUNCIL POLICY

WELLNESS POLICY

4085

TOPICS

STATEMENT

a. Wellness

Locust Grove Elementary School shall promote healthy choices determined by the nutritional standards required by the federal and state laws and regulations. All students shall participate in physical activity each day. This policy shall be consistent with the applicable indicators from the Oldham County Exit Standards and Demonstrators and the Locust Grove Elementary School curriculum alignment.

b. Healthy Choices

The school shall implement the same nutritional guidelines that apply to the school food program and to other food and beverages available during the school day. Implementation of instruction from the practical living exit standards and demonstrators shall include health, consumerism, and physical education. The rest of the curriculum shall reflect an integrated concern for wellness, including connections to Science, Social Studies, and other subjects.

The Locust Grove staff will encourage all students to bring healthy snacks. Healthy choice snacks and water will be allowed in all classrooms. Food is not allowed in the classrooms as a reward or party.

c. Physical Fitness

All students shall engage in 20 minutes of daily outdoor physical activity when temperatures are 40 degrees and above and excluding inclement weather. If indoor activity is necessary it must be physical in nature at least a portion of the time, i.e. walking in the hall. Teachers shall direct and actively supervise the regularly scheduled physical activity. The school shall provide space and equipment to make that activity possible. Students shall not be deprived of recess or other physical activity as a consequence for behavior or academic performance unless deemed appropriate by the administration. Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.

d. Physical Education

In addition to the daily physical activity, each student shall participate in physical education class on a regular basis, consistent with the school instructional schedule. Participation in the physical education class does not exempt students from the daily-required planned physical activity.

e. Assessment

The school shall assess students' level of physical activity at least once a year.

f. Best Practices

The following recommendations will be followed as often as possible:

1. Develop a child friendly cafeteria
2. Form Student Advisory Groups
3. Continue with French Fry Initiative, find attractive alternatives
4. Continue "Healthy Choice" initiative, marketing strategies to increase participation
5. Expand "Point of Sale" software use to parents at home
 - a. On-line monitoring
 - b. On-line payment
 - c. E-mail charge notification
 - d. On-line menus at school site
6. Seek Healthier US School Challenge recognition for Elementary Schools w/approximately 70% participation (CA, CR, LA, LI) menu analysis, participation, physical activity in school
7. More variety of fresh vegetables on food line and ala carte
8. Cut back on the sauce (cheese) that is used on vegetables
9. Serve more whole grain breads
10. Intramural sports
11. Establish a minimum amount of student physical activity per week (100 min.)
12. Recess should be structured
13. Fundraisers should be healthy foods only
14. Non-food rewards only
15. Concession stand food-healthy only
16. Post nutritional information in cafeteria
17. Allow a minimum amount of time for lunch
18. Have afterschool programs meet same nutritional requirements

LOCUST GROVE ELEMENTARY COUNCIL POLICY

DRESS CODE

4086

TOPICS

STATEMENT

a. Dress Code

The following dress code will be enforced for all students attend Locust Grove Elementary:

1. Dresses, skirts and shorts shorter than mid thigh length are not permitted
2. Tank tops, spaghetti straps are not permitted
3. Clothing with depictions including but not limited to alcohol, suggestive images, tobacco, violent depictions, drugs and/or profanity are not permitted
4. Backless/strapless shoes are not permitted for students in grades Kindergarten through Third Grade
5. Intermediate students may wear backless shoes, but must bring tennis shoes in order to participate in Physical Education class.
6. Sagging pants and low-rider pants, which result in possible exposure of undergarments and/or stomachs, are not permitted
7. Shoes containing rolling skate wheels are not permitted
8. Hats are worn on designated days only
9. Coats with hoods may not be worn during the school day. Children are encouraged to bring sweaters, jackets and/or sweatshirts to wear in rooms that are too cool

Violations of the dress code will result in one of the following consequences depending on the frequency of the violation:

1. Written notification to the parent/guardian
2. Phone call to the parent/guardian
3. Removal from class until parent/guardian provides appropriate clothing

Staff members have the right to contact the parent/guardian in the event that the dress code has been violated.

Proposed-Locust Grove Elementary School Council-April 19, 2010

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