

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

LOCUST GROVE ELEMENTARY COUNCIL POLICY

Review of Challenged Instructional Material

2001

TOPICS

STATEMENT

a. Request for Review

The review of instructional material including textbooks, supplemental materials, and library books on the basis of citizen concerns will be conducted in response to a properly filed request. Forms for such requests will be made available from the Principal's office. The request shall include a statement of desired action regarding the material.

Challenged materials may not necessarily be pulled during Council review of the complaint.

b. Review

The Principal shall establish an ad-hoc review committee within one week of receipt of the proper forms. The committee shall be composed of the Principal, the professional media specialist, two certified staff members whose subject areas are affected, and one parent.

The following steps shall be taken by the Review Committee:

1. Read or examine the materials in question.
2. Conduct a check of the acceptance of the materials in the education profession and/or professional reviewing media. Obtain written rationale for the selection of the material from the affected certified staff member.
3. The committee shall meet to make a value judgment concerning the materials as a whole and not parts taken out of context.
4. File its written decision with the Principal and send a copy to the members of the Locust Grove Elementary School Council.

Upon completion of the review process, the Principal shall then inform the complainant in writing of the committee's decision within ten (10) school days.

c. Appeal

Within ten (10) school days after the complainant has been informed of the Review Committee's decision, the complainant may appeal the decision in writing to the Locust Grove Elementary School Council.

Upon receipt of the appeal, the School Council will review the challenged material, the challenge request form, the

decision of the Review Committee, and any pertinent information relating to the material at its next regularly scheduled meeting. The School Council may arrive at its decision at this meeting or delay the decision to collect additional information, until the following meeting. The School Council shall notify the complainant of its decision no later than five (5) school days following its decision.

d. Appeal to the Board

The decision of the Locust Grove Elementary School Council may be appealed to the Superintendent and the Oldham County Board of Education (OCBE) pursuant to OCBE Policy 1070.14. In the event of an appeal the Council will forward all information related to the challenge to the Superintendent and the Board of Education.

LOCUST GROVE ELEMENTARY

REQUEST FOR REVIEW OF TEXTBOOKS AND RELATED MATERIALS

Type of Material: Books _____ Textbooks _____ Supplemental Materials _____

Other: _____

Author (if known): _____

Title: _____

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____

E-Mail _____

Complainant represents:

Himself or Herself _____

Organization/Group _____

The following questions are to be answered **after** the complainant has read, viewed, or listened to the material in its **entirety**. If sufficient space is not provided, attach additional sheets. Please sign your name to each additional attachment.

1. Did you review all of the material in its entirety? _____

2. What do you believe is the main idea or theme of this material?

3. What do you find objectionable in the material?

4. What do you feel might be the result of the exposure of this material?

5. For what age group would you recommend this material?

Signature _____ Date _____

LOCUST GROVE ELEMENTARY COUNCIL POLICY

SCHOOL BUDGET

3001

TOPICS

STATEMENT

a. Budgeting Process

A school budget shall be prepared annually based on the allocation from the Board. All instructional funds received from the Board shall be included in the budget. Expenditures for the school year shall be prepared on forms approved by the Superintendent. These funds shall include by category:

1. Instructional materials
2. Textbooks
3. Professional Development
4. Technology
5. SBDM Allocations

Prior to the end of the school year, the PLC Coordinators, with input from their teams, will be involved in the development of the upcoming budget.

b. Council

The Principal, with the assistance of the PLC Coordinators and the Media Specialist, shall submit and recommend a draft budget within the allocation level approved by the Board for the Council's consideration by the date established by the District of the preceding year.

c. Expenditures

Expenditures of funds allocated to the school shall be pursuant to all fiscal policies of the Board. Funds may be moved from one activity account to another only with approval of the Principal. Expenditures shall not exceed appropriations. The Council will determine and approve the amount of money allocated to each teacher. The Principal shall approve each expenditure.

d. Audit

Accounting for funds shall be pursuant to all fiscal and audit policies of the Board. The audit shall be reported to the Council.

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 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

- | | |
|---|--|
| 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

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

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

LOCUST GROVE ELEMENTARY COUNCIL POLICY

SELECTION OF A PRINCIPAL WHEN A
VACANCY EXISTS

5001

TOPIC

STATEMENT

- a. Criteria
- Once the vacancy has been verified by the Superintendent, the Council shall develop a set of criteria for selection of a Principal and communicate in writing the criteria to the Superintendent. The Council shall get input from the teachers, staff, and parents into development of the criteria.
- b. Acting Principal
- In the event that the Principal's position is vacated prior to the selection of a successor, the Superintendent shall appoint an acting Principal until the new Principal is chosen. Should the acting Principal be on the list of nominees submitted by the Superintendent for consideration by the council, the Council shall appoint a temporary chairperson to serve during the actual Principal selection process. The acting Principal shall serve as the chairperson for any other matters considered by the Council until the new Principal is selected.
- c. Interview
- The Council shall be responsible for interviewing each candidate submitted by the Superintendent and for reviewing all written information on each candidate provided by the Superintendent.
- d. Plan
- The Council shall develop a written plan for selecting a Principal and shall disseminate the plan to the staff and the Executive Board of the parent organization. The plan shall include selection criteria and a time line.
- e. Selection
- The Council shall select a Principal from a slate of candidates provided by the Superintendent. The Council reserves the right to request additional candidates from the Superintendent.
- f. Reporting
- The Council shall report its choice of Principal to the Superintendent in writing.

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-February 3, 2011

LOCUST GROVE ELEMENTARY COUNCIL POLICY

ASSISTANCE TO THE PRINCIPAL IN SELECTION OF
SCHOOL PERSONNEL

5002

TOPIC

STATEMENT

- a. Vacancy
- The Principal shall inform the Superintendent (or designee) of employee resignations and openings. Current staff of Locust Grove shall have the opportunity to request reassignment at Locust Grove that relates to the vacancy. Upon such time that all in house movement has occurred, the Superintendent or designee shall be the one to declare the position as vacant.
- b. Candidates/Interview
- The Superintendent or designee shall provide a slate of candidates for each certified and classified position. The Principal, Assistant Principal and/or Counselor shall review the applications and determine a pool of applicants that shall be provided to an ad hoc interview committee. The Principal shall participate on the ad hoc committee in lieu of a separate interview with the candidate.
- c. Selection
- The final selection for recommendation of employment shall be the responsibility of the Principal upon conferring with the Council. Such information shall be provided to the Superintendent.

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-February 3, 2011

LOCUST GROVE ELEMENTARY COUNCIL POLICY

ASSIGNMENT OF STUDENTS TO CLASSES

9002

TOPIC

STATEMENT

a. Student Assignment

Student assignment shall be defined as placement of students based on specific needs.

b. Development of Class Lists

The development of class lists shall begin during the spring and shall include the following social/emotional and data driven activities:

- Regular Education and Special Education teachers shall complete data cards that include pertinent social, emotional and educational information.
- The Principal, and Counselor shall review a variety of data.
- Parents shall have the opportunity to provide input regarding the type of environment in which their child functions best.

The Principal, and Counselor shall review the data and begin to formulate class lists that are heterogeneous in nature. Notification of class assignment shall occur no earlier than August 1st via a letter from the Principal. Policy 9002 shall be included in the letter.

c. New Students

As new students enroll, the Principal, and Counselor shall be responsible for student assignment utilizing enrollment information and student records. Class balance and the needs of the student shall be taken into account.

d. Confidentiality

Student assignment information shall be held in confidence by all school personnel under the "Family Education Rights and Privacy Act."

e. Requests

Requests for specific teachers will not be considered. Requests to have a child removed from a class will not be accepted until 30 days after the start of school following procedures stated below:

- The parent shall be required to confer with the teacher prior to requesting the change

- The teacher shall submit in writing a conference summary which indicates the reasons for the request to the Principal, or Counselor
- In the event that the matter is not resolving itself following the conference, the parent shall contact the Principal, or Counselor who will conduct a conference with the parent and the teacher to discuss the situation.
- If the problem still cannot be resolved, the Principal shall determine an alternative placement.

The Principal shall maintain the authority to determine alternative placement in situations where it is in the best interest of the teacher.

f. Students with Disabilities

Nothing contained herein shall conflict with the rights of and obligations to students with identified disabilities. The Admissions and Release Committee (ARC) shall make all placement decisions regarding such students. To the extent any requirements under this policy result in a conflict with the Individuals with Disabilities Education Act (IDEA), the IDEA shall govern.

Adopted-Locust Grove Elementary School Council-February 6, 2009
Revised- Locust Grove Elementary School Council-January 11, 2010
Reviewed-Locust Grove Elementary School Council-May 17, 2010
Reviewed-Locust Grove Elementary School Council-February 3, 2011

LOCUST GROVE ELEMENTARY COUNCIL POLICY

DETERMINATION OF STUDENT SUPPORT SERVICES

9003

TOPIC

STATEMENT

a. Student Support Services

Student Support Services shall be provided by the school to students who fall within the assessment identified GAP and to students requiring additional support.

b. Standing Committee

The standing committee shall consist of members of the PLC Coordinators and the Student Support Services committee.

c. Procedures

The faculty, staff and Council shall analyze assessment results annually in an effort to identify areas of weakness and strength.

This analysis shall be provided to the PLC Coordinators who shall develop and/or revise a Comprehensive School Improvement Plan (CSIP), which addresses the areas of concern. The CSIP shall be presented to the Council for approval and forwarded to the Superintendent and Oldham County Board of Education for approval.

Upon completion of the assessment analysis and approval of the CSIP, the Student Support Services committee is then responsible for:

- Developing detailed service plans, i.e. ESS, that are directly related to the CSIP
- Monitoring the activities via teacher input
- Evaluating the effectiveness of the activities via in-house assessments
- Developing a plan for monitoring of service plan success

d. Time Line

Analysis of assessment data shall occur by October 31st. Revisions to the Comprehensive Plan shall be completed and presented to the Council for approval prior to submission to the Superintendent.

e. Review

Review of the program effectiveness shall be on-going with adjustments made periodically during the next assessment analysis cycle and performance of the children identified in the achievement gap sub categories.

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

Reviewed and Revised-Locust Grove Elementary School Council-February 3, 2011

TOPIC	STATEMENT
a. Objective	The primary purpose of giving homework is to provide practice and/or review of skills taught in the class. On occasion, a homework assignment is given to enrich or to extend the classroom presentation. In this case, the assignment will be an application of skills learned and/or a culmination of a unit. Homework is also given to assist in the establishment of independent work habits and assumption of personal responsibility by the pupil. Teachers will not assign homework based on skills that have not been taught in the classroom.
b. Criteria/Procedures	Individual homework is often assigned to reflect a child's ability level and/or skill needs. All work is to be done carefully and neatly.

After homework has been completed, it is recommended that the parent and child review the work together. It is through this process that the parent can be kept abreast of the curriculum, and have an ongoing evaluation of the child's progress.

Homework missed due to an unexcused absence will be made up at the discretion of the teacher. Homework missed due to an excused absence will be completed.

Homework will be assessed or graded and returned in a timely manner.

- In Early Primary, homework will be given that is a review and practice of skills taught and that addresses the needs of the individual child for up to 2.5 hours per week, including reading.
- In Upper Primary, homework will be given that assesses a child's growth in a particular skill area and that addresses the needs of the individual child up to 3.5 hours per week including reading.
- In Intermediate levels, homework will be given on a regular basis up to 5 hours per week including reading. Homework completion will be assessed on the report card.

If a child "never" has homework, the parent is encouraged to check with the teacher. Call 222-3521 and the teacher will return the call at a non-teaching time to discuss the situation.

LOCUST GROVE ELEMENTARY COUNCIL POLICY

SCHOOL DISCIPLINE PLAN

9028

TOPIC

STATEMENT

- a. Purpose The purpose of the Locust Grove Elementary School Discipline Plan is to foster in each child the ability to be self-disciplined. Our goal is to create an atmosphere conducive to learning, creativity, and character growth. We believe adults, teachers, and parents have the obligation to teach students to be responsible citizens of a school community.
- b. Commitment The faculty and staff at Locust Grove Elementary School will work to help each child internalize the rules so he/she can experience the feeling of pride and belonging that comes from acting responsibly.
- c. Goals Locust Grove Elementary School strives to develop:
- ❖ Respect for adults, peers, property and self
 - ❖ A spirit of cooperation between home and school
 - ❖ A comfortable, safe, and happy environment for learning
- d. Discipline Plan The Council will approve a School Discipline Plan, consistent with the Oldham County Board of Education policies and the "Code of Acceptable Behavior and Discipline," that will be disseminated to the student's staff, and parents through the student and staff handbooks.
- e. Review The Locust Grove Elementary School council shall charge the Student Support Services committee with an annual review of the Discipline Plan. Revisions shall be made as needed in order for the plan to effectively serve the school.
- f. Duty to Implement The staff will be responsible for implementing the policies and practices in place. Determination of final consequences falls under the discretion of the Principal and may include the loss of school privileges, which may include but not limited to field trips, extra-curricular activities, field day, fifth grade promotion, and/or the fifth grade trip.

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

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

Reviewed-Locust Grove Elementary School Council-February 3, 2011

LOCUST GROVE ELEMENTARY COUNCIL POLICY

WALKER AND BIKE/SCOOTER POLICY

9029

TOPIC

STATEMENT

a. Purpose

The purpose of the Locust Grove Elementary School Walker and Bike/Scooter Policy is to maintain an orderly and safe arrival and dismissal for every child that attends Locust Grove.

b. Procedures

Walkers and bike/scooter riders are not permitted in the bus zone prior to 7:40 a.m.

All students are required to wear helmets while riding bikes or scooters on school property.

At dismissal walkers and bike/scooter riders will be held until approximately 2:33 p.m. or until all buses have left the grounds at which time Locust Grove staff will escort them to the neighborhood gate. If parents arrive to escort their children they will be held until approximately 2:33 p.m. and then released.

No student is permitted to leave school grounds in the afternoon unless they are escorted by a staff member or parent, guardian or another approved adult.

c. Inclement Weather

Inclement weather is defined as rain, lightning, snow and/or temperatures below 30 degrees.

In the event that inclement weather arises no child will be permitted to walk or ride their bike/scooter home. Parents are required to secure bus or car transportation. Parents will be contacted 1 hour prior to dismissal if inclement weather has been determined.

Walking and riding bike/scooter in the afternoon will be prohibited between January 1 and February 28.

d. Violations

Any student or parent who violates the policy as stated is at risk of having the walking/riding privilege revoked.