

**SBDM  
Council  
Policy  
Manual  
SY2020**



**WEST IRVINE  
INTERMEDIATE  
SCHOOL**

A publication for School Based Decision-Making  
Councils.

## SBDM Policy Manual

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# **By-laws Information**

OPERATIONAL PROCEDURES

## **SBDM POLICY MANUAL**

### **West Irvine Intermediate School**

#### **Site Based Decision Making Council Bylaws**

#### **Article I- Purpose**

The purpose of the West Irvine Intermediate School's Bylaws is to provide the school council with a set of operational guidelines with which to function effectively.

#### **Article II- Mission**

The mission of the West Irvine Intermediate School Council is to set school policy and make decisions that will provide an environment to improve student achievement and will support and enable teachers to have greater impact the educational process.

#### **Article III- Membership**

##### **A. Composition**

1. The school council shall consist of the principal, three teacher members and two parent members.
2. If the school reaches eight percent or more minority student enrollment, and there is no minority parent to serve on the school council, there will be a special PTO election.
3. In the event a special election is needed, the teachers shall elect a minority teacher from the school's staff. If there are no minority teachers on staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school.
4. If there is a minority teacher on staff, and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher.

##### **B. Requirements for Membership**

1. Teacher Representatives include all staff members assigned to the school that are "certified" (have a certificate issued by the Kentucky Education Professional Standards Board). Itinerant teachers may nominate, serve and vote in our school. The Library/Media Specialist and School Counselor may serve as teacher council members. Principals or assistant principals may not serve as teacher council members nor vote in teacher elections.
2. Parent representative include any parent (the legal definition of parent -KRS 160.345 1.c-includes biological parents, stepparents, foster parents or persons who have court-ordered legal custody) who has a child that enrolled during the term of service on the school council. Parents that are nominated for a parent representative and/or wish to vote in the school council election must have a child "preregistered to attend" West Irvine Intermediate School for the next school year. Parent council members cannot be employed or be related to someone employed at West Irvine Intermediate School or in the Estill County School District Board of Education Office.

3. Anyone that has a business interest in the school may not serve on the school council as designated by KRS 45A.340.

4. All school council representatives are required to complete annual training. New members must complete six hours of training and experienced member (those with more than one year of service) must complete three hours of training from a Kentucky Department of Education-endorsed training provider each year. In the event the council must select a principal, the council is required by law to obtain training in recruitment and interviewing prior to beginning the principal selection process.

Members who are elected to fill a vacant position in the middle of the year will complete the required training no more than thirty (30) days after they are elected. A person endorsed by the Kentucky Department of Education must provide this training.

By October 31, the principal will ensure that names, addresses, and the training completed of each council member are reported to the District Point of Contact.

#### 5. Background Check for Parent Representatives

KRS 160.380(10) requires that parent school council representatives must submit to a criminal fingerprint background check by the Kentucky State Police and the Federal Bureau of Investigation. The results of the background check are sent to the school district superintendent.

#### 6. Your Duty Under the Law, and Managing Public Records

All council members will sign a form saying they have received and read the two documents: *Your Duty Under the Law*, and *Managing Public Records*.

### **C. Elections**

1. Teacher Representatives conduct their own elections and set forth the procedures to do so.

During a meeting that is within one month of the school year ending, teachers will set forth guidelines to hold the annual election for teacher SBDM members.

2. Parent Representatives conduct their own elections.

### **D. Filling Vacancies**

In the case of a vacancy on the council the principal will notify the appropriate group (Parent or Teacher).

### **E. Terms of Office**

The parent representatives will serve a one-year term and teacher representatives will serve a two-year term all term shall begin July 1<sup>st</sup> and end on June 30<sup>th</sup> of the following year.

### **F. Removal of Members**

A member who violates the standards of conduct and does not submit a written letter of resignation to the council could be reprimanded or removed in one of the following ways:

## COMMISSIONER'S RECOMMENDATION

The Commissioner of Education can recommend removal for immorality, misconduct in office, incompetence, and willful neglect of duty or nonfeasance. The local board of education then holds a hearing into the charges to decide whether removal is warranted.

## OFFICE OF EDUCATION ACCOUNTABILITY

The Office of Education Accountability (OEA) can investigate claims of intentional interference with school-based decision-making. If the OEA cannot resolve the issue, it is forwarded to the Kentucky Board of Education, which holds a hearing to determine whether the charges are valid. The first time the Kentucky Board finds a person guilty of such interference; the person will receive a reprimand. The second time, the person can be removed from office.

## **Article IV- Duties and Officers of Council Members**

### **A. Chair**

The principal shall be the chairperson of the school council. Duties of the chair include:

- conducting school council meetings
- compiling and distributing the agenda for council meetings
- serving as official custodian of council records
- stating when a consensus is present for the record
- coordinating standing and ad hoc committees
- carrying out any additional responsibilities as stated in these bylaws
- other duties as described in these bylaws

### **B. Vice Chair**

1. The school council may elect a Vice Chair in July . The Vice Chair term will be one year. If the vice chair position becomes vacant the council shall conduct a vote to fill the position with another council members at the next meeting.

2. If there is a Vice Chair, the Vice Chair will preside over meetings in the event the Chairperson/Principal designates. He/she to, or the Chair/Principal is unable to serve as Chairperson.

### **C. Secretary**

The principal shall serve or appoint someone to serve as secretary and keep minutes of all council meetings.

## **Article V- Schedule of Meetings**

### **A. Regular Meetings**

1. The West Irvine Intermediate School SBDM Council shall have regular called meetings monthly. The Council will set the day and time of the meeting at the July meeting of the council.
2. The principal shall notify the local paper of the regular meeting schedule in August. A notice of meetings will be posted at the school at least 24 hours before the meeting.
3. An agenda will be posted with the date, time, location and items on the agenda 24 hours prior to the meeting. Teachers will be provided a copy of the agenda when it is posted by hand or email. Any stakeholder may request an item be added to the agenda if submitted to the principal for consideration two weeks prior to the meeting date.

### **B. Special Called Meetings**

1. The Principal or a majority of the school council members may call a special called meeting
2. A special called meeting must have 24-hour notice.
3. The principal will notify the council members of a special called meeting at least 24 hours prior to the meeting. Notification may be by hand, email, fax, text, or phone.
4. Only the items on the agenda may be discussed/acted on during a special called meeting

### **C. Open Meetings**

The meetings of the council shall be open to the public and all interested persons may attend. Members may attend via video conference.

## **Article VI- Conduct/Operation of Meetings**

### **A. Quorum**

1. A quorum must be present for a council to meet. No school council business shall be discussed or conducted unless a quorum is present.
2. A quorum shall consist of the Chairperson/Principal (unless the Chairperson designates the Vice Chair to conduct the meeting) and 3 members of the council with at least one member of each group (Teacher and Parent) represented. Members may participate in meetings via technology.

### **B. Attendance of Meetings**

Council meetings will be open to the public unless the council goes into closed session under the provisions of the Open Meetings Law. SBDM council members may attend meetings via video conference.

### **C. Closed/Executive Sessions**

1. The SBDM council may go into executive session for the following reasons:
  - To discuss proposed or pending litigation
  - To discuss candidates for personnel vacancies and/or consultation in filling the vacancies.
2. To enter into executive session a motion must be stated for the reason, with a second and a council vote.
3. No action may be taken in executive/closed session. After discussion the council will return to open session to take any action. Any action taken will be recorded in the council minutes.
4. Details discussed in executive/closed session shall not be discussed outside the closed session.
5. We will not use video conference for closed session discussions.

#### **D. Agenda**

1. The Principal shall prepare and distribute the agenda to all council members at least 24 hours prior to the meeting for a regular called meeting and 1 day for a special called meeting.
2. Any member of the school community may ask for an item to be placed on the agenda for a regular called meeting. This must be done in writing and given to the principal no less than 5 days prior to the meeting.
3. The council members may vote to add items to a regular called meeting.
4. The SBDM council shall discuss each agenda item before any action/decision is made. Each council member shall be given an opportunity to express his/her opinion. Other persons attending the meeting may be recognized by the chairperson and may address the council when recognized.
5. For public comment the Chair/Council may require a sign-in sheet, set limits on the number of people who will speak on an issue from the agenda and a time limit of 2 minutes per person. The council may vote to waive the time limit.

#### **E. Decision Making Process**

1. Every effort will be made to reach consensus.
2. Upon 3 attempts to reach consensus the council may:
  - Vote to table the item until the next meeting
  - Vote to send the item back to committee or form an ad hoc committee to further explore the item
  - Have a vote on the item that requires a majority of the council members at the meeting to take any action
3. All proposed policies will require two (2) readings. Decisions on non-policy items may be made at the meeting if they are discussed and on the agenda.

### **Article VII- Minutes and other Council Records**

#### **A. Minutes**

1. The principal or his/her designee shall keep records of the meeting.
2. The minutes will reflect an accurate record of actions and votes taken.
3. The principal or his/her designee will distribute a draft copy of the minutes to the council at least three (3) days prior to a regular called meeting.
4. The principal will store the official/approved copies of the minutes in the office.

#### **B. Council Records Available for Public Inspection.**

1. The council minutes, agendas, policies, and bylaws will be kept on file and available for public inspection.
2. Request for council records must be made in writing to the principal in accordance with the Open Records Law. There may be a charge for copying of records.
3. The council bylaws will be posted on the school website.



## **Article VIII- Committees**

### **Ad Hoc Committees**

- West Irvine Intermediate School will utilize Ad Hoc committees as needed.
- The need for committees will be determined by the SBDM council and/or the principal.
- Committees will meet “as needed”- to complete the charge/ task assigned by the council/principal
- Committees will be formed and dissolved by the school council/ principal when they have completed their charge
- Committees will follow the guidelines set forth by the council/ principal/ policy
- Membership to a committee will be appointed and/or through volunteers

## **Article IX- Decision Making**

### **BYLAWS AMENDMENT**

The council may amend these bylaws as needed. All motions to amend the bylaws of the council will be submitted in writing. No decision on a motion to amend the bylaws will be made until after the topic has been on the agenda for two meetings and has had two readings.

### **APPEALS OF COUNCIL DECISIONS**

The Estill County District Board of Education has established a process of appeals of council decisions.

# **School Based Decision Making**

LEGALLY REQUIRED POLICIES - #1000

## SBDM POLICY MANUAL

### SBDM Legally Required Policy Index - #1000

POLICY #	SUBJECT OF THE POLICY	ADOPTED	REVISED/ Reviewed
<b>SBDM Legally Required Policies - #1000</b>		DATE	DATE
1001	Alignment With State Standards	11/15/16	
1002	Assignment of Students to Advanced Placement Courses	11/15/16	
1003	Assignment of Instructional Staff to Advanced Placement Courses	11/15/16	
1004	Committee Structure Policy	11/15/16	
1005	Consultation for Hiring Other Than the Principal	11/15/16	
1006	Curriculum	11/15/16	
1007	Discipline	11/15/16	
1008	Emergency Plan	11/15/16	5/17/18
1009	Enhancing Student Achievement	11/15/16	
1010	Extracurricular Programs	11/15/16	
1011	Instructional Practices	11/15/16	
1012	Program Appraisal	11/15/16	
1013	Parental Involvement (Title 1)	11/15/16	
1014	School Schedule	11/15/16	3/22/19
1015	School Space	11/15/16	3/22/19
1016	Assignment of Instructional and Non-Instructional Staff Time	11/15/16	1/22/18
1017	Assignment of Students to Classes and Programs Within the School	11/15/16	2/19/19
1018	Technology Use	11/15/16	
1019	Wellness - Elementary	11/15/16	5/15/18
1020	Writing	1/15/16	12/18/18

**SBDM POLICY MANUAL**

SBDM Legally Required Policies

**Policy - # 1001**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Alignment with State Standards

**POLICY STATEMENT:**

Under the direction of the Leadership Team at West Irvine Intermediate School, the planning process will ensure:

- Sustained analyses of whether each of the programs is contributing adequately to helping all students meet state standards by reviewing the Unbridled Learning: College/Career Readiness for All Accountability System results and other formative assessment results.
- Systematic work to improve those programs in order to meet state standards for all students within the timetable set by the Kentucky Board of Education.
- Ongoing monitoring and evaluation of the implementation and impact of the programs.
- That continual improvements and revisions are made to program strategies based on the regular monitoring and evaluation of their effectiveness.

This process will be implemented and reviewed to reflect alignment of state standards through needs assessment and progress monitoring checks of the school's Comprehensive School Improvement Plan.

**Date Adopted:** November 15, 2016 \_\_\_\_\_

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** *Charlotte Irvin* \_\_\_\_\_

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Legally Required Policies

**Policy - #1002**

**NON –APPLICABLE**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Assignment of Students to Advanced Placement Courses

**POLICY STATEMENT:**

**STUDENT ASSIGNMENT AND RECRUITMENT**

We will encourage all students to prepare for and take one or more college-level courses. We will do that in the following ways:

- Counselors will advise students and parents of these options when they prepare and revise their ILP and encourage each student to take appropriate preparatory courses.
- Teachers will encourage all students to take challenging courses each term.
- In September and January, the principal will report to the council on enrollment in these courses by total numbers, gender, ethnicity, participation in the free and reduced lunch program, and disability status.
- Based on that data, the council may amend its Comprehensive School Improvement Plan to add additional steps to ensure equitable participation in future terms.

All students may take our college-level courses if they have the skills they need to be ready for that work. They may establish that they have that level of skill by any one of the following means:

- Completing prerequisite courses listed in the Student Handbook.
- Taking and passing the examinations for those prerequisite courses.
- Receiving permission of the teacher.

If necessary an application process can be put into effect to ensure placement of all students. Applications will be reviewed by the Principal and content teacher for qualifications for the course.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Arvin

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Legally Required Policies

**Policy - #1003**

**NON –APPLICABLE**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Assignment of Instructional Staff to Advanced Placement Courses

**POLICY STATEMENT:**

The language below, if enacted and implemented, will comply with the new requirements for Advanced Placement or other college-level courses. Senate Bill 74 created those requirements, which are now listed in KRS 160.348 and 704 KAR 3:510.

**CURRICULUM AND AVAILABILITY**

Each year, we will offer our students college-level courses in at least two of the following 6 areas:

- English
- Science
- Mathematics
- Social studies
- Foreign language
- The Arts

Those courses will be offered as Advanced Placement or Dual Credit classes at our school or through arrangements with nearby colleges or universities.

If the course is designated as an Advanced Placement course, it must:

- Be identified as an advanced placement course by the College Board.
- Include the content as described in the College Board overview, description, and recommended course syllabus for the appropriate course.
- Be aligned with Kentucky’s educational standards.
- Prepare a student to take and be successful on the appropriate advanced placement examination administered by the College Board.

Be taught by staff with appropriate content certification and professional development preparation to teach the advanced placement course

**Date Adopted:** November 15, 2018

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Arvin

(SBDM Council Chairperson)

## SBDM POLICY MANUAL

### SBDM Legally Required Policies

#### Policy - #1004

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Committee Structure Policy

**POLICY STATEMENT:**

The SBDM Council at West Irvine Intermediate School may use standing committees to encourage expanded participation in the school decision-making and recommendation processes. All stakeholders, when applicable and grade appropriate are encouraged to participate. At times, the Council may form ad hoc committees for specific purposes. The following standing committees have been established along with areas of responsibility:

**SBDM COMMITTEE PROCESS**

- Standing and ad hoc committees are formed and dissolved by the Council as needed. The Council will determine the necessary standing committees and responsibilities of these committees each year at its first meeting (July).
- Committee membership will be obtained by appointment or volunteering. The Council will review to determine if additional representation is needed and/or to approve this list by August 31 of the calendar year. Once approved, committee volunteers will be notified of their first meeting by the principal.
- Each committee shall elect a chairperson by majority vote at its first meeting. The term of the chairperson will be one year, and the chairperson may be reelected. The committee chairperson/designee must report (both orally and in writing) to the Council as requested by the Council.
- Each committee shall determine the frequency and agenda of meetings. Written minutes of each committee meeting will be kept as an open, permanent record of the activities of each assigned committee. These minutes will be forwarded to the Council and will become a part of the required documentation of the Council adhering to KY Open Record laws.
- Committees have the responsibility to carry out tasks assigned to them by the Council. Committees may research issues, gather school-wide input, or prepare drafts for the Council.
- Decisions of the Council-assigned committees shall be made by consensus. In the event consensus cannot be reached, a majority vote will be used to decide the issue.

**EVALUTION:** Annually, the school council shall review the participation, purpose and effectiveness of the standing committee(s). The school council will complete any revisions to the committee policy based on findings from the annual review.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Arvin

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

**SBDM Legally Required Policies**

**Policy - #1005**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Consultation for Hiring Other Than the Principal

**POLICY STATEMENT:**

After the SBDM Council has determined that a vacancy exists within the school for a Certified or Classified position, the principal shall inform the superintendent and the council of the vacancy. The superintendent will provide a list of qualified applicants for each vacant position. The principal may form an interview committee. This committee will shall consist of the principal and may consist representatives from the SBDM Council and other stakeholders.

The principal will be responsible for the following:

- Establish the criteria for hire, interview questions and interview process
- Review of applications and any support materials
- Determining which applicants to interview based on the established criteria. (The principal will contact applicant(s) to be interviewed by the committee.)
- On completion of interview process the principal will create a recommendation for the Council.

The Council, after receiving the recommendation, shall determine its top candidate and present this as a recommendation to the principal for consideration. After consideration is given to the SBDM Council recommendation, the principal shall make the final selection and submit this to the superintendent as required by KRS 160.345 (2) (h).

When school is not in session or in the event that council members are deemed not available for consultation (via contact by written or technology-based communication) the principal shall move forward with the hiring process with available SBDM Council members.

On completeion of the selection process all selection materials will be retained and maintained by the principal for 5 years.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Irvin

(SBDM Council Chairperson)



**SBDM POLICY MANUAL**

SBDM Legally Required Policies

**Policy - #1006**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Curriculum

**POLICY STATEMENT:**

The SBDM Council shall adopt the curriculum of the Estill County School District Board of Education as the curriculum that shall be implemented at the school. This curriculum is aligned with state standards and is appropriate for our instructional needs. Subsequent amendments to the curriculum by the Estill County School District Board of Education shall become effective immediately, upon approval by the board.

The SBDM Council will choose and adopt the curriculum for the school after seeking teacher input

**The curriculum shall:**

- Include all core subject areas as well opportunities in Visual & Performing Arts ,Practical Living /Career Studies, Health and Physical Education ,Global Competency/World Language and Technology.
- Aligned with the Kentucky Core Academic Standards.
- Allow all students equal access to all aspects of the curriculum
- Be review annually and revised as needed by appropriate professionals

**Implementation and monitoring roles and responsibilities:**

- The principal shall be responsible for ensuring the implementation the curriculum.
- The teachers shall be responsible for implementing the curriculum with fidelity.
- The SBDM Council shall be responsible for continous monitoring using checkpoints, program review workplans throughout the year to ensure that all aspects of the curriculm policy is being implemented.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Arvin

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Legally Required Policies

**Policy - #1007**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Discipline

**POLICY STATEMENT:**

The SBDM Council, when implementing discipline and classroom-management techniques, shall adhere to the rights and responsibilities of students as found in the ECPS Student Discipline Code of Acceptable Behavior (including an individual school supplement) and in the School Safety Plan. The purpose of these documents is to provide students with a safe, secure, and positive learning environment.

The SBDM Council adopts and implements policies including discipline that aligns with the Board approved District Code of Conduct.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Arvin

(SBDM Council Chairperson)

## SBDM POLICY MANUAL

### SBDM Legally Required Policies

#### Policy - #1008

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Adoption of Emergency Management Plan Policy

**POLICY STATEMENT:** The goal of the West Irvine Intermediate School SBDM Council is to ensure that our students and staff are as safe as possible at all times. In conjunction with KRS 160.345.(2)(i) and KRS 158.162 the SBDM Council will adopt and implement a School Emergency Management Plan Policy.

The school council shall adopt an Emergency Management Plan (EMP) that will include procedures for fire, severe weather, earthquake, and building and campus lockdown as required by law. The EMP shall set forth steps to prevent, mitigate, prepare for, respond to and recover from emergencies. First responders, for the purpose of this policy, include local fire personnel, local, county and /or state police personnel, and emergency medical personnel. The district coordinator for the EMPs will arrange the work with the first responders.

#### CONTENTS OF PLAN

The EMP shall include procedures required by this policy and address the following:

- Establishment of primary and secondary evacuation routes which shall be posted in each room by each doorway used for evacuation
- Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which shall be posted in each room
- Practices for students to follow in an earthquake, fire, and severe weather
- Development and adherence to access control measures for each school building
- Procedures for lockdown of the building and campus; local law enforcement shall be invited to assist in establishing lockdown procedures

Policy development, review and revision will include using the resources from the Kentucky Center for School Safety and local board of education policy.

#### DISTRIBUTION OF THE PLAN

Following adoption and after any revisions, the EMP and diagrams of the facilities shall be provided to local first responders. Annually, the principal is responsible for working with the district office to ensure that local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points. Documentation of this distribution to first responders will be reported to the school council by the last day of school maintained in the principal's office, and a copy will be sent to the district office.

Due to the need to maintain student and staff safety and security, the EMP and diagram of the facility does not have to be and shall not be disclosed in response to any Open Records request per the Kentucky Open Meetings Law. The EMP may be disclosed to necessary school personnel, local first responders, and to other persons with the permission of the principal.

## TRAINING AND DRILLS

Prior to the first instructional day of school, the principal (or designee) shall discuss the EMP with all school staff. Staff members will receive an outline of the plan which includes their responsibilities during emergency situations. Documentation of completion will be in accordance with any district procedures and may include the time and date of the discussion and staff member signatures. This documentation will be kept on file at the school with a copy sent to the district office according to the district office if required.

The school shall conduct emergency response drills including the minimum below within the first thirty (30) instructional days of each school year AND during the month of January:

- one (1) severe weather drill
- one (1) earthquake drill
- one (1) building lockdown drill
- one (1) fire drill (Fire drills will be conducted in accordance with administrative regulations of the Department of Housing, Buildings and Construction.)

All drills shall follow, at a minimum, all local school board policies. Whenever possible, first responders shall be given notice of possible drills and invited to observe. The Principal is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the district office for any remedial action needed.

## ANNUAL REVIEW OF EMP

At the end of each school year, the EMP shall be reviewed by the school council and first responders and revised as needed.

## POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process. The emergency management plan will include procedures for fire, severe weather, earthquakes and building lockdown as specified in Kentucky statutes and regulations.

### Management of Plan/Review Procedures:

- The school will implement the Crisis Management Plan using the manual provided by the District.
- Annually, the principal is responsible for working with the central office to ensure that all local first responders have a current diagram of the school that notes primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points. Completion of the plan will be reported to the council and documentation maintained in the principal's office. A comprehensive diagram of the school showing evacuation routes will be posted at each classroom/doorway prior to the first day of school.
- At the end of each school year, the emergency procedures are to be review by the school council (or designated school council committee with a report to the school council) and first responders and revised as needed.

**Staff Training:**

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

**Weather/Natural Disaster/Fire Procedures**

- Within the first thirty (30) instructional days of the school year and in February, March and April the school will conduct one (1) severe weather drill (tornado).
- Within the first thirty (30) instructional days of the school year and in January the school will conduct an Earthquake drill.
- Fire drills will be conducted in accordance with timelines, procedures and requirements outlines in the DHBC regulations (2 in the first weeks of school and 1 each month thereafter).
- Whenever possible, first responders shall be given notice of possible drills and invited to observe.
- The principal is responsible for ensuring implementation of these drills and reporting completion and problems noted during the drills to the school council and to the district central office for any remedial action needed.

**Man Made Disaster Procedures:**

- Within the first thirty (30) instructional days of the school year and in January the school will conduct a Lockdown drill.
- Local law enforcement shall be invited to assist in evaluating lockdown procedures.
- Within the first thirty (30) instructional days of the school year and in January the school will conduct a Bomb Threat drill

**Access Control Procedures:**

- All exterior doors must remain locked at all times.
- All visitors must enter through the posted front entrance.
- The principal is responsible to ensure that trained personnel monitor the entrance at all times.
- All visitors must report to the front office and wear a visitor badge on the outermost garment during the entire visit
- The office must keep an accurate log of each visitor, the date and time of the visit, the purpose of the visit and with whom they visited.
- During class changes, teachers must walk their students to class/stand by their classroom door and monitor hallways.

- The principal is responsible for ensuring classroom access in the event of a substitute teacher.
- The school will follow all other district policies and procedures concerning emergencies.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** 10/19/18; 11/11/19

**Signature:** *Charlotte Irwin*

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Legally Required Policies

**Policy - #1009**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Enhancing Student Achievement

**POLICY STATEMENT:**

SBDM Councils promote shared leadership among those who are closest to students. Council members include parents, teachers, and administrators of the local school. The SBDM Council at West Irvine Intermediate School then has the responsibility through KRS 160.345 2(c)(1) to set school policy consistent with Estill County School District Board of Education policy, which shall provide an environment to enhance the students' achievement and help the school meet the goals established by KRS 158.645 and 158.6451.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** January 13, 2020

**Signature:** *Charlotte Arvin*

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Legally Required Policies

**Policy - #1010**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Extracurricular Programs

**POLICY STATEMENT:**

Extracurricular programs shall be selected based on the following criteria:

- The program complements the academic achievement of students.
- The program encourages students to develop self-confidence, self-esteem, and leadership skills.
- The program provides opportunities for students to participate in activities that encourage physical fitness, visual and performing arts, cooperation, and team building with adults and peers.
- The program provides the opportunity for students to interact socially in a positive manner with students within our school, other schools, and other districts.
- The program follows the participation guidelines as specified by the West Irvine Intermediate School Activities/Athletics rules and regulations.
- The program adheres to all district policies and KHSAA guidelines regarding student retentions.

**Participation:**

**Evaluation:** The SBDM Council will annually evaluate all extracurricular programs for effectiveness, student participation and equity.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Irvin

(SBDM Council Chairperson)



## SBDM POLICY MANUAL

### SBDM Legally Required Policies

#### Policy - #1011

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Instructional Practices

**POLICY STATEMENT:**

The Instructional Staff at West Irvine Intermediate School shall consistently use instructional practices (methods and techniques used in the delivery of the curriculum) that are tailored to meet the unique instructional needs of all students at West Irvine Intermediate School. The principal, with input from teachers, shall recommend to the SBDM Council instructional design and implementation practices that are based on state and district curriculum standards and that are consistent with West Irvine Intermediate School teaching competencies and core practices for a great classroom. These practices should:

- Be inquiry-based
- Require critical thinking
- Involve differentiated instruction
- Be data-driven
- Focus on conceptual development
- Provide students with authentic and challenging tasks
- Require problem solving
- Promote collaboration and social competence
- Be caring and culturally responsive
- Promote civic engagement

The SBDM Council shall be responsible for reviewing recommendations for school-wide instructional practices and determining if the recommendations will enhance student achievement. The SBDM Council shall provide final approval of the recommended instructional practices and shall regularly review and/or update this Instructional Practices policy based on the emerging needs of the school.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** 11/11/19

**Signature:** *Charlotte Arvin*

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Legally Required Policies

**Policy - #1012**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Program Appraisal

**POLICY STATEMENT:**

Under the direction of the Leadership Team at West Irvine Intermediate School, the planning process will ensure:

- Sustained analysis of whether each of the programs is contributing adequately to helping all students meet state standards by reviewing Unbridled Learning: College/Career Readiness for All Accountability System results and other formative assessment results.
- Systematic work to improve those programs in order to meet state standards for all students within the timetable set by the Kentucky Board of Education.
- Ongoing monitoring and evaluation of the implementation and impact of programs.
- That continual improvements and revisions are made to program strategies based on the regular monitoring and evaluation of their effectiveness.

This process will be implemented and reviewed to reflect alignment of state standards through needs assessment and progress monitoring of the Comprehensive School Improvement Plan.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Arvin

(SBDM Council Chairperson)

## SBDM POLICY MANUAL

### SBDM Legally Required Policies

#### Policy - #1013

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Parent Involvement (Title I)

**POLICY STATEMENT:** LEGALLY REQUIRED FOR TITLE I SCHOOLS AND BEST PRACTICE  
FOR NON-TITLE I SCHOOLS

#### DEFINITION OF PARENT

The legal definition of a “parent” is a parent, stepparent, or foster parent of a student or a person who has legal custody of a student pursuant to a court order and with whom the student resides.

For the purposes of this policy we will use the term “parent” to encompass all diverse family situations.

#### COMMITMENTS

We commit to:

1. Sharing clear information about each student’s progress with parents.
2. Offering practical suggestions to parents on how they can support student learning at home and providing activities designed to successfully engage families in their children’s learning, as appropriate.
3. Making representative parents and community members full partners in our decision-making
4. Facilitating the involvement of our military families, parents with limited English proficiency, parents with disabilities, and parents of migratory children
5. Seeking and supporting adult volunteers to work with and inspire our students, as well as making every effort when legally appropriate to accommodate the involvement of adults other than parents who are already involved in a student’s life

We will honor these commitments through a school-parent compact. During an annual meeting with parents, we will review the compact with parents, ask for input and then revise, if necessary, the compact.

#### SCHOOL-PARENT COMPACT

Our students’ parents, families, extended families, students themselves, as well as our local community are all considered partners who share responsibilities for high student academic achievement. Following are the responsibilities for the school, the parents, and the students:

## **SCHOOL RESPONSIBILITIES**

West Irvine Intermediate will:

1. Provide high-quality curriculum and instruction in an effective, supportive, and safe learning environment that enables the students to meet Kentucky's academic standards.
2. Make available on regular basis information on our programs and the content students will learn each year.
- ~~3. Assign homework in accordance with our Homework Policy.~~
4. Send home information on student progress on a regular basis. Specifically we will provide formal reports ~~three~~ *four* times per year.
5. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement. Opportunities (where appropriate) will be provided for the student to participate actively in sharing information on his or her progress with his or her parents during these conferences.
6. Provide parents reasonable access to staff. The email addresses and telephone extensions of their child's teachers will be provided to parents to promote communication. Staff will always be available to parents by appointment for face-to-face conferences.
7. Send home newsletters at least four times a year that include information on ways families can help students learn. The first newsletter will contain a copy of this policy.
8. Support an active Parent Teacher Organization
9. Provides a variety of opportunities, *shared in quarterly newsletters*, for parents and family involvement in school activities including but not limited to:
  - Preparing materials, mailings, refreshments, and other items needed for family and community involvement
  - Open House.
  - Family Learning Nights.
  - Parent/Teacher Conferences.
  - Serving on one of our decision-making committees.
  - *Information about how to read KPREP Data and use it to help students improve.*
  - Joining our parent teacher organization and participating in its efforts to strengthen our school.
  - Volunteering along with other concerned members of our community in other areas as needed.
10. Ensure that all adult volunteers working in our school and with our students are subject to board policy and state law regarding criminal record checks, as applicable.
11. The Family Resource/Youth Service Center will share responsibility for student achievement by:
  - Surveying families at least once a year to learn what services and activities would most help them support their children as learners.
  - Offering a well-planned, well-publicized menu of activities and programs to meet those needs.

## **PARENT RESPONSIBILITIES**

Parents are asked to:

1. Monitor attendance.
2. Become familiar with and support the school and individual classrooms' homework policies and show interest with questions about and comments on the schoolwork their children bring home.
- ~~3. Make sure homework is completed.~~
4. Assist their child with time management.
5. Participate, as appropriate, in decisions relating to their child's education.

6. Stay in close communication with teachers and the school about their child's education by promptly reading all notices and surveys from the school or the school district and responding if necessary.
7. To the extent possible, volunteer, serve on the school council or a committee, attend School-Based Decision-Making Council meetings, and comment on draft policies and plans as they are made available.

**STUDENT RESPONSIBILITIES**

With support from parents, students are asked to:

***Intermediate:***

1. Attend school as regularly as possible.
2. Follow the school and classroom behavior standards.
3. Bring necessary learning materials to school and to class.
4. Give parents or the adult who is responsible for them, all notices and information received from the school.

**PRIMARY**

- ~~1. Attend school as regularly as possible.~~
- ~~2. Follow the school and classroom behavior standards.~~

**POLICY EVALUATION**

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Irvin

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Legally Required Policies

**Policy - #1014**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** School Schedule

**POLICY STATEMENT:**

Prior to the start of the new school year, the administrative staff will develop the master schedule for the school based on the needs of the students and instructional programs within the school. The number of classes, rotation of classes, intervention opportunities, coordination of a lunch schedule, and provision of equitable planning time for all teachers shall be factors in developing the schedule.

The principal may change the schedule if the needs of the school change (e.g. enrollment or addition of special programs).

**Protection of Instructional Time:** Each teacher shall begin each period on time and engage students throughout the class period.

**Professional Learning Communities:** All teachers will participate in Professional Learning Communities (PLC) during their allotted planning time scheduled by school leadership.

**Evaluation:** The SBDM Council will annually review student achievement data and adjust the Schedule of the Day and Week to meet the priority of students.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** September 9, 2019

**Signature:** *Charlotte Arvin*

(SBDM Council Chairperson)

## SBDM POLICY MANUAL

### SBDM Legally Required Policies

#### Policy - #1015

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** School Space

**POLICY STATEMENT:**

The principal will have the responsibility of assigning school space during the school day based on the following criteria:

- Class size
  - Program needs
  - Accessibility for students
  - Appropriate supervision of students
  - Safety
  - Close proximity of instructional teaching teams
  - Overall effective school management
- Prior to the start of the school year, the principal shall prepare a school space plan and present the plan to the SBDM Council.
  - The principal shall implement the plan upon approval of the Council.
  - The principal shall have the authority to adjust the school use plan if needed to meet the needs of students. Any changes will be reported to the council for approval at the next regularly scheduled meeting.

**Evaluation:** The SBDM Council will annually review course enrollment and behavioral data from class transitions to determine effectiveness of the school space plan.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** March 22, 2019

**Signature:** Charlotte Arvin

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Legally Required Policies

**Policy - #1016**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Assignment of Instructional and Non-Instructional Staff Time

**POLICY STATEMENT:**

The staff time policy ensures that the amount of instructional time (e.g. number of classes taught, professional learning community time) and non –instructional time (e.g., bus duty, hallway duty) for certified and classified instructional staff is equitable and provides maximum learning for all students.

**Assignment of Staff:**

- The principal shall assign certified staff based on student needs and teacher certification and submit to council for approval.
- The principal shall assign classified staff based on student and facility needs and submit to council for approval.
- The principal may make staff assignment changes to meet student and school needs. The council will be notified of any staff assignment changes.

Intended assignments may be modified as needed based on:

- Changes in student enrollment.
- Programmatic needs.
- Changes in enrollment to a particular class or course requiring the abolishment of that class or course.

Extra-duty assignments will be made by the principal on a rotating basis and distributed equally, based on the needs of the building.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** March 22, 1019

**Signature:** *Charlotte Irvin*

(SBDM Council Chairperson)



## **SBDM POLICY MANUAL**

### **SBDM Legally Required Policies**

#### **Policy - #1017**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Assignment of Students to Classes and Programs Within the School

**POLICY STATEMENT:**

The assignment of classes and programs ensures that all students are provided equitable access to all components of the school's curriculum through the classroom process.

**Student Assignments:**

- Prior to the school year, Administrative Team will assign students to classes. The team will take into consideration:
  - Academic performance of the student
  - Student behavior
  - Instructional needs of the students
  - Teacher recommendation
  - Class size
  - Students with IEP will receive customized placement
- The Principal shall have final authority on any student assignments and will make changes as he/she deems necessary.
- In assigning students in accordance with the above considerations, no student shall be assigned to a class or program solely on the basis of his or her race, color, national origin, sex, religious beliefs, or any other legally protectable category.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** February 19, 2019

**Signature:** \_\_\_\_\_  
*Charlotte Irvin*  
(SBDM Council Chairperson)

## SBDM POLICY MANUAL

### SBDM Legally Required Policies

#### Policy - #1018

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Technology Use

**POLICY STATEMENT:** The Procedures for Determining Alignment with State Standards, Technology Utilization and Program Appraisal Policy for Kentucky Elementary School ensures that all students have equitable opportunity to highly effective teaching practices at all levels and with all classes.

For students to be contributing citizens, they must receive an education that incorporates technology into all aspects of learning. Estill Springs Elementary School will provide students with technology skills instruction and opportunities to apply the skills to their work in core content subjects.

All teachers at Estill Springs Elementary School will implement technology as defined by the ECPS Student Discipline Code of Acceptable Behavior & Discipline with Individual School Supplements.

Teachers will:

- Use appropriate technology to design and plan instruction.
- Use available technology to implement instruction that facilitates student learning.
- Integrate student use of available technology into instruction.
- Use available technology to assess and communicate student learning.
- Demonstrate ethical and legal use of technology.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Irvin

(SBDM Council Chairperson)

## **SBDM POLICY MANUAL**

SBDM Legally Required Policies

## **SBDM POLICY MANUAL**

SBDM Legally Required Policies

### **Policy - #1019**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Wellness and Nutrition

**POLICY STATEMENT:**

The West Irvine Intermediate School SBDM Council and faculty feel that a student's physical wellness should be included as part of the curriculum. This includes teaching students to make healthy choices and engaging them in physical activities that will increase their physical well-being.

#### **PHYSICAL ACTIVITY PLAN**

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All students will participate in moderate to vigorous physical activity each day, as follows:

1. Each student will engage in at least 15 minutes of planned ***moderate to vigorous physical activity each day***. With input from the staff, the principal and physical education teacher will work out how this will be implemented. The arrangements must fit within the limits of our building and staffing and be compatible with our School Improvement Plan.
2. Each student will be scheduled to participate in Physical Education class, that includes physical activities or health instruction, a minimum of 45 days per school year.
3. Teachers will make all reasonable efforts to avoid periods of more than 30 minutes when students are physically inactive. When possible, physical activity will be integrated into learning activities. When that is not possible, students will be given periodic breaks during which they are encouraged to stand and move in some form.
4. Appropriate accommodations will be made for students with special needs, as required by law and sound professional judgment.

## HEALTHY CHOICE PLAN

We will encourage healthy choices among students using the following methods:

1. Implementing the nutritional standards required by federal and state laws and regulations, which apply to our food program and to other food and beverages available during the school day.
2. Implementing a practical living curriculum, which addresses the standards for health education, physical education, and consumerism.
3. Integrating all content areas by making connections to health and wellness and by incorporating movement-based activities when possible. (A Coordinated School Health committee will provide assistance on the integration of health education and physical education instruction throughout the school environment.)

## ASSESSMENT TOOL

We will ***assess students' level of physical activity and physical fitness at least once a year*** using the following procedures:

1. The principal or physical education teacher, with collaboration from teachers and parents with wellness expertise, will select an assessment tool. Once the council has adopted a tool, it will remain in use unless the principal or physical education teacher recommends a change.
2. The principal or physical education teacher will develop a schedule for completing the assessment during the last month of school.
3. The principal will report the results of the wellness assessment data to the council annually.
4. The council in coordination with School Health Committee will discuss the results of the report and decide if appropriate wellness goals are included in the School Improvement Plan or if they need to be added or revised.

## POLICY IMPLEMENTATION

***The provisions of this policy will be implemented to comply with provisions required by federal law, state law, and local board policy.*** If any specific requirement above does not fit with those rules, the principal will notify the council so that the policy can be amended to fit.

***The principal will share this policy with the Kentucky Department of Education upon request for this information.***

## POLICY EVALUATION

A Coordinated School Health Committee will collect and analyze data in order to recommend adjustments to the wellness policy.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** May 15, 2018, September 21, 2020

**Signature:** Charlotte Irvin

(SBDM Council Chairperson)

## SBDM Legally Required Policies

### Policy - #1020

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Writing

**POLICY STATEMENT:** West Irvine Intermediate Site Based Decision Making Council believes writing is a purposeful act of thinking and expression that uses language to explore ideas and communicate meaning to others. Therefore, it is the responsibility of the Council to create writing policy which will provide our students with a curriculum which guides them in becoming effective communicators.

**Policy Development Process:** In alignment with this philosophy, the council believes an effective Writing Plan should be implemented to ensure all students are provided with quality instruction which will bridge literacy and writing skills and prepare them to be 21<sup>st</sup> Century Learners.

#### GOAL

Our school strives to provide each student with the writing skills necessary to meet the Kentucky Education system goals:

- *Communication skills necessary to function in a complex and changing civilization;*
- *Sufficient preparation to choose and pursue their life's work intelligently; and*
- *Skills to enable students to compete favorably with students in other states and*

In order to provide a high-quality writing program, every student will have:

#### ***A. Multiple opportunities to develop complex communication skills for a variety of purposes scheduled as part of daily instruction and experiences:***

1. Being taught from a curriculum that is vertically and horizontally aligned to the *Kentucky Academic Standards*.
  2. Engaging in three categories of writing: writing to learn, writing to demonstrate learning, and writing for publication.
  3. Experiencing authentic, meaningful writing at all grade levels, including:
    - a. Writing for a variety of purposes:
      - Opinion (Elementary)/Argumentative (Secondary) to support claims
      - Informative/explanatory texts
      - Narrative to develop real or imagined experiences or events
        - a. Writing for a variety of audiences
        - b. Writing experiences that reveal ownership and independent thinking
        - c. Writing in which students draw on their own experiences, learning, reading, and inquiry to complete writing tasks
4. Experiencing the writing process at all grade levels: planning, drafting, revising, editing, publishing, and reflecting upon writing.
5. Being provided consistent and timely feedback throughout the writing process to guide and improve writing skills.
6. Experiencing writing in both on-demand and writing-over-time situations.
7. Writing as a natural outcome of the content being studied in all curriculum areas.
8. Applying appropriate writing skills to oral communication.

**B. Writing instruction allowing students to read and analyze a variety of print and non-print materials by embedding a variety of language resources as part of daily instruction:**

Appropriate resources for writing (e.g., personal interviews, observations, print materials, and digital sources) driven by different instructional purposes with various audiences for the student to consider.

- Multimodal text, such as artwork (2D and 3D), photographs, electronic text, graphics, illustrations, web images, maps, multimedia
  - Types of text, such as persuasive, literary, informational, and practical/workplace materials
  - Models to serve as exemplars for student writing
- Resources will be used with differentiated strategies to make instruction accessible to all students.

**C. A variety of technological tools used in the writing process that allow students to:**

- Evaluate or communicate using critical thinking skills
- Seek a new or deeper understanding based on inquiry of a topic
- Demonstrate new understanding through collaborating, creating, and making global connections
- Have relevant learning opportunities with community members, postsecondary partners, and businesses.
- Engage in real world and creative communication appropriate for meeting *Kentucky Academic Standards*.

**Assessment and Evaluation:** The Council will review, assess and evaluate this policy annually as described in the EC District/School Writing Plan.

**Policy statement:** it is the SBDM policy at WII to follow the EC school district's writing plan. This plan shall be annually reviewed and revised to align with the District Plan.

**Date Adopted:** December 18, 2018

**Date Reviewed/Revised:** January 13, 2020

**Signature:** Charlotte Arvin  
(SBDM Council Chairperson)

# **School Based Decision Making**

District Policies - #2000

# SBDM POLICY MANUAL

## SBDM Best Practice Policy Index - #2000

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**SBDM POLICY MANUAL**

SBDM Best Practice Policies

**Policy - #2001**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Budget

**POLICY STATEMENT:**

The school budget shall consist of funds appropriated to the school for a period beginning **July 1** and ending **June 30** of the next year. The initial budget of the new year must be approved by the SBDM Council no later than **March 15** of the preceding year. Any adjustments based on allocation changes after the opening of school must be approved by the SBDM Council no later than **September 15** of the new year.

An ad hoc committee may be formed to develop a budget for the school and to complete bimonthly financial reports to the SBDM Council.

If a The Budget Committee is formed, the committee will use the budget instructions and recommendations as provided by the Financial Planning and Management Department. Timelines will adhere to those required by the Financial Planning and Management Department. The principal shall develop a draft budget and recommended to the SBDM Council. The SBDM Council has the responsibility of reviewing, accepting, amending, or rejecting this budget as necessary. The SBDM Council must approve the budget for the school.

The SBDM Council shall be responsible for monitoring the budget. The Budget Committee or principal shall be responsible for reporting the status of the budget to the SBDM Council during the regularly scheduled meetings. The principal may shift funds along line items during the fiscal year, but the budget must balance at all times. All changes in staffing allocations must be approved by the SBDM Council prior to implementation.

The allocations for the upcoming school year shall be provided to the SBDM Council by the principal or Budget Committee within two weeks of receiving these allocations from the Financial Planning and Management Department. The SBDM Council will consider: the needs as identified in the Comprehensive School Improvement Plan (CSIP), the number of staff needed to meet contractual obligations and class size caps, the classroom and operational needs of the school, suggestions taken from the faculty and staff, and other requests.

During the year, the principal may make line-item changes in the budget up to \$500. If the amount exceeds \$500, the SBDM Council will meet and approve it before action is taken. If changes are made, the principal must report these changes to the Budget Committee and SBDM Council at their regularly scheduled meetings so that adjustments can be made to future budget allocations if needed. The Budget Committee must report quarterly to the SBDM Council regarding the status of the budget

A copy of the audit report shall be shared with the SBDM Council at the meeting after it is received.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Arvin

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Best Practice Policies

**Policy - #2002**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Selection of Instructional Materials

**POLICY STATEMENT:**

The SBDM Council, when selecting instructional materials, shall adhere to the procedures outlined in the West Irvine Intermediate School Selection of Instructional Materials (Including Reevaluation/Reconsideration Process) document. The purpose of this document is to determine which textbooks, instructional materials, and student support services shall be provided in the school (per KRS 160.345).

The Efficiency Committee will make a recommendation to the SBDM Council as to which instructional materials should be purchased. The recommendation shall be in compliance with "Section IV: Criteria for Selection of Materials" as outlined in the Selection of Instructional Materials (Including Reevaluation/Reconsideration Process) document.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** *Charlotte Arvin*

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Best Practice Policies

**Policy - #2003**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Professional Development

**POLICY STATEMENT:**

The Leadership team shall ensure that the professional growth and development needs of staff are included in the Needs Assessment portion of the planning process. Additionally, the Leadership team shall ensure that the appropriate objectives and strategies are included in the Comprehensive School Improvement Plan (CSIP) to provide for these needs for the coming school year due in December of each year. Finally, the professional-development (PD) plan should be modified based on student data/performance, staff reflections, and myriad evaluative tools.

Approval of the CSIP will also constitute approval of the school PD offerings for the upcoming year. PD that is not included in the CSIP requires principal approval and must address a need that is included in the individual’s evaluation and professional growth plan.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** *Charlotte Arvin*

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Best Practice Policies

**Policy - #2004**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Classroom Assessment

**POLICY STATEMENT:**

The West Irvine Intermediate School Leadership Team shall establish and maintain a balanced, comprehensive school assessment system that effectively uses multiple formative (assessment for learning) and summative (assessment of learning) student assessments to continuously inform teaching and improve learning for every student. Assessments shall be aligned with state and district curriculum standards and have clearly defined learning targets and learning progressions for each instructional unit. Teachers shall collaboratively design and use assessments to demonstrate mastery of key concepts and skills, to track and communicate student progress, and to provide students additional learning opportunities toward mastery and proficiency.

Students shall be routinely engaged in monitoring their own progress and using descriptive feedback to adjust their own learning.

The Leadership team shall recommend to the SBDM Council ongoing professional learning development (PD) to increase assessment literacy of all instructional staff. Teachers at West Irvine Intermediate School shall administer school-wide assessments according to the recommended assessment calendar (to be modified each year in accordance with District and State expectations). Required documentation of performance shall be based on multiple assessments of student learning as outlined in the ECPS Student Discipline Code of Acceptable Behavior with Individual School Supplements.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Arvin

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Best Practice Policies

**Policy - #2005**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Equity and Diversity

**POLICY STATEMENT:**

We commit our school to ensuring that each and every student:

- Is able to achieve at high academic levels.
- Feels safe, welcome, and valued at our school.
- Receives a full, fair share of the opportunities our school has to offer.
- Knows and honors the achievements of his or her cultural tradition.
- Knows and honors the achievements of other cultural traditions he or she may encounter in our community and later in life.

We commit ourselves to annual reflection on how well we are fulfilling this commitment, including review of the following data disaggregated by sex, ethnicity, socioeconomic status, and disability.

- Student performance
- Student participation in our programs
- Student disciplinary referrals
- Family involvement in school activities
- Feedback from students, parents, staff, and community leaders on their perception of our performance in this area.

Based on data from the reflection, the council will develop and vigorously implement the plans needed to correct any failure to fulfill the commitment made above. To the extent possible, we will combine this work with our Comprehensive School Improvement Plan (CSIP) process and ensure that our staff is caring and culturally responsive.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** *Charlotte Arvin*

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Best Practice Policies

**Policy - #2006**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Homework

**POLICY STATEMENT:**

West Irvine Intermediate School believes that homework given on a consistent basis is an effective instructional strategy that enables students to practice what they have learned. Homework helps establish independent study skills and promotes individual

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** *Charlotte Irvin*

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Best Practice Policies

**Policy - #2007**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Improvement Planning

**POLICY STATEMENT:**

The purpose of the SBDM Council is to enhance student achievement. The Comprehensive School Improvement Plan (CSIP) provides focus for the school community in its efforts to enhance student achievement. The principal will be responsible for overseeing the CSIP process and include school support personnel and others identified as needed..

The principal will be responsible for the following:

- Gathering, compiling, and evaluating information related to curriculum, instruction, and assessment to be used in the needs assessment process.
- Developing the CSIP, including identifying goals, objectives, activities, strategies, and funding sources.
- Reporting monthly (both orally and in writing) on the progress of the plan through Implementation and Impact Checks to the SBDM Council and all relevant stakeholders.
- Reviewing assessment data when they become available and recommending changes when needed.

The SBDM Council is responsible for adopting and monitoring the CSIP. In doing so, the Council has responsibility for ensuring that:

- Students' needs are being addressed by reviewing the plan.
- Technology and equity are embedded in the CSIP.
- Funding is appropriately monitored.
- Professional development (PD) is appropriate and properly implemented.
- The Implementation and Impact Checks are being completed.
- The plan is amended or updated based on student needs.

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Arvin

(SBDM Council Chairperson)

## SBDM POLICY MANUAL

### SBDM Best Practice Policies

#### Policy - #2009

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Protection of Instructional Time

**POLICY STATEMENT:**

West Irvine Intermediate School ensures that every student will be actively engaged in instructional activities throughout the school day. It is important that interruptions to the instructional process be kept to a minimum. Implementing the following will protect instructional time:

- Broadcasted messages will occur at within the first 10 minutes of the school day and the final 10 minutes of the school day and on an emergency basis.
- Students will begin classroom activities immediately upon arrival.
- Only emergency or expected calls will be sent to classrooms.
- School schedules will reduce the amount of time students spend transitioning from one classroom to another.
- Scheduled activities that reward or punish student behavior will not be conducted during instructional time unless they are aligned with the curriculum and with instructional policies established by the Council.
- Videos and television broadcasts will be used for instructional purposes only and will support the core content.
- Our School Discipline and Classroom Management Policy, along with the School Safety Plan, will be used for the purpose of reducing behavior problems.

**FIELD TRIPS**

Many opportunities for learning exist outside of the classroom. Field trips are part of the students' instructional day. Therefore, all field trips must be an extension of the curriculum taught in the classroom. For field trips to be approved, the relationship between the curriculum and the field trip must be evidenced in the Request Form completed by the teacher(s). This request must be submitted following appropriate procedures and timelines as outlined in Estill County School District Board of Education Policy These procedures and timelines are reviewed each year with the staff and are included in the Faculty Handbook. Additional chaperones may be needed on field trips to ensure the safety of all students. When parent volunteers chaperone field trips, a background check must be completed or be on file (as required by law for all volunteers).

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Irvin

(SBDM Council Chairperson)



**SBDM POLICY MANUAL**

SBDM Best Practice Policies

**Policy - #2010**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Student and Family Support Services

**POLICY STATEMENT:** ECPS Student Discipline Code with Individual School Supplement

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** *Charlotte Arvin*

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Best Practice Policies

**Policy - #2011**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Dress Code

**POLICY STATEMENT:** ECPS Student Discipline Code with Individual School Supplement

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** *Charlotte Arvin*

(SBDM Council Chairperson)

**SBDM POLICY MANUAL**

SBDM Best Practice Policies

**Policy - #2012**

**SCHOOL:** West Irvine Intermediate School

**SUBJECT OF THE POLICY:** Cell Phones

**POLICY STATEMENT:** ECPS Student Discipline Code with Individual School Supplement

**Date Adopted:** November 15, 2016

**Date Reviewed/Revised:** \_\_\_\_\_

**Signature:** Charlotte Arvin

(SBDM Council Chairperson)

**West Irvine Intermediate School**

**155 Riverview Road**

**Telephone number (606) 723-4800/Fax (606) 723-5350**

Equal Opportunity/Affirmative Action Employer Offering Equal Educational Opportunities