

Rodburn Elementary School Council Policies

Operational Procedures

Topics	Statements
Code of Ethics	Code of ethics for a school council is a set of professional standards for council members to follow as they work as a team, making decisions affecting the school, and more specifically the students served by the school.
Development	A code of ethics shall be adopted by the first school council at Rodburn Elementary School and shall be reviewed annually by each council thereafter and amended as needed. A written code of ethics shall be included in the school policies.
Commitment	Each council member shall read and show by his/her signature a commitment to the code of ethics.

**Statement of Ethics
For
Rodburn Elementary School Council**

Members of the Rodburn Elementary School Council, while representing teachers, parents, and school administrators, have the educational welfare of the students served by the school as its highest priority. We acknowledge that the school belongs to the public it serves and that our responsibilities as a council member requires gathering and giving accurate information and making decisions that will be in the best interest of the students.

We further acknowledge that we can best meet our responsibilities when we work as a team, show respect for one another, show honesty, and demonstrate a commitment to the school and to our responsibilities.

Refraining from discussing information that can be detrimental to a person or a group is a behavioral standard by which the council will abide.

The responsibilities of the council and these acknowledgements require each council member to maintain standards of exemplary professional behavior. Each council member and the council as a whole will be appraised by the faculty, students, and community. In the interest of the school and each student served by the school, the council subscribes to the following statements of ethical standards.

Members of the council shall:

- Make the well-being of students the fundamental value in all decision making actions.
- Fulfill responsibilities with honesty and integrity.
- Abide by policies set by the council.
- Demonstrate a willingness to work as a team.
- Show support of decisions made by the council.
- Avoid sharing information that is considered confidential by the council.
- Represent his/her constituency group as accurately as possible.
- Demonstrate commitment to the work of the council and to the school.
- Avoid using positions for personal gain through political, social, religious, economic, or other influence.
- Demonstrate respect for all people regardless of race, national origin, sex, religion, and political affiliations.

Signed this _____ day of _____, 201_____

Rodburn Elementary School Council Member

Rodburn Elementary School Council Policies

Principal Authorization

Topic	Statement
Principal Authorization	The principal is hereby authorized to continue on the current course, and act upon any measure requiring such action until policy is formed by the school council.

Rodburn Elementary School Council Policies

Class Size

Topic	Statement
Class Size	Class enrollment shall not exceed the SACS guidelines for primary and the intermediate grades. (Unless required by reduction in staff mandated by Central Office due to budget cuts) 24 – Primary (Average of) 28 – 4 th Grade 29 – 5 th Grade

Rodburn Elementary School Council Policies

Professional Development

Topic	Statement
Professional Development	Professional development shall mean the training opportunities provided to certified and classified staff in order to meet their professional needs and to address the needs of the school.
Standing Committee	The Professional Development Committee shall consist of at least one counselor, two teachers (one primary & one intermediate) and the principal.
Responsibilities of	The committee shall coordinate the needs of the staff and professional training available on a year-to-year basis. The chairperson shall attend any district level meetings concerning Professional Development. The Professional Development Committee is also responsible for assuring staff participates in a set number of professional development days as required by board policy. The Professional Development Committee shall be responsible for maintaining a budget consistent with district policy.
Procedures	Procedures to follow in establishing professional development activities are: <ol style="list-style-type: none">1. Collect all data relevant to the functioning of the school as it relates to staff development.2. Determine areas of focus through a variety of assessment methods and resources.3. Explore possible sources for training on the state, district, or school level.4. Schedule school staff for their required number of professional development days.5. The Professional Development Committee shall determine the use of unspent money in the budget.

Rodburn Elementary School Council Policies

Authority to Spend

Topic	Statement
Authority to Spend	The principal or his/her designee shall have the authority to purchase materials for the school according to the budget.

Rodburn Elementary School Council Policies

Principal Selection

Topic	Statement
Principal Selection	<p>When a vacancy exists in the position of school Principal, the outgoing Principal shall not serve on the Council during the Principal selection process. The Superintendent/designee shall serve as the Chair of the Council for the purpose of the hiring process and shall have voting rights during the selection process. The Council shall have access to the applications of all persons certified for the position. The Principal shall be elected on a majority vote of the membership of the Council.</p> <p>No Principal who has been previously removed from a position in the District for cause may be considered for appointment as Principal.</p> <p>When a Principal vacancy occurs and the school has an index score in the lowest one-third (1/3) of all schools below the assistance line and a completed scholastic audit finds a lack of effectiveness of the Principal and the Council, the Superintendent shall appoint a Principal after consulting with the Council.</p> <p>The Council shall undergo training, with a trainer of its choice, in recruitment and interviewing techniques prior to carrying out the process of selecting a new Principal. The Board encourages the Council to follow one (1) or more of the following practices when arranging for this training:</p> <ol style="list-style-type: none">1. Selection of a trainer approved by the Kentucky Association of School Councils (KASC);2. Selection of a trainer certified by the Kentucky Department of Education (KDE); and or3. Requiring the trainer selected to emphasize recruiting and interviewing techniques that reflect model standards developed by KASC.

Rodburn Elementary School Council Policies

Budget

Topic	Statement
Budget	The school council allocation amounts shall be given to the school council members and the Planning Committee for review when the allocation is received by the principal. The principal shall make a presentation on the new allocation to the Planning Committee and the school council in March or at the next regular meeting after the allocation arrives. The school budget shall be developed by the Planning Committee and presented to the school council.

Rodburn Elementary School Council Policies

Staff Time Assignment: Scheduling of Classified Time

Topic	Statement
Scheduling of Classified Time	
Purpose	To formally establish scheduling procedures for classified staff time.
Procedure	Scheduling of classified staff time will be at the discretion of the school principal.

Rodburn Elementary School Council Policies

Staff Time Assignment: Scheduling of Certified Time

Topic	Statement
Scheduling of Certified Time	Administration, at the school level, will develop a tentative schedule by the beginning of each school year. This schedule will be presented to the teachers for review. The principal will be responsible for working out any existing scheduling conflicts.

Rodburn Elementary School Council Policies

Student Transfers (within the building)

Topic	Statement
Student Transfers (within the building)	Transferring a student from one classroom to another, once the school year has begun, will be at the principal's discretion.

Rodburn Elementary School Council Policies

School Schedule

Topic	Statement
Purpose	To formally establish the length of the school day and week.
Schedule of School Week	School will be in session Monday through Friday based on the calendar established by the Rowan County Board of Education.
Schedule of the School Day	<p>School will be in session from 8:00 am till 3:00 pm for students, unless amended by the Rowan County Board of Education.</p> <p>School will be in session from 8:00 am till 3:30 pm for certified staff, unless amended by the Rowan County Board of Education or the principal.</p> <p>Classified staff will work 7.5 hours a day unless amended by the Rowan County Board of Education. Beginning and ending hours will be determined by the principal.</p>

Rodburn Elementary School Council Policies
Selection of Instructional Materials and Textbooks

Topic	Statement
Selection	Administration and faculty shall prepare a list of recommendations for textbooks and instructional materials purchased from textbook funds, subject to school council review and approval.

Rodburn Elementary School Council Policies

Technology Utilization

Topic	Statement
Technology	The council's technology use policy shall adhere to the Rowan County Student Discipline Code Book for that particular school year in regards to Section II: Acceptable Use Policy, Procedures, and Guidelines. (See attachment).

Rodburn Elementary School Council Policies

Student Reduction Due to Over-Capsize Limits

Topic	Statement
Student Reduction	<p>In the event of students needing to be asked to leave Rodburn due to exceeding cap-size limits, the following would be observed:</p> <ol style="list-style-type: none"><li data-bbox="586 646 1094 678">1. Volunteers would be asked for first,<li data-bbox="586 684 1377 758">2. Then, the last students to move to Rodburn (unless other siblings are also at Rodburn,<li data-bbox="586 764 1401 837">3. Then, out-of-county students (unless other siblings are also at Rodburn),<li data-bbox="586 844 1360 917">4. Finally, out-of-district students (unless other siblings are also at Rodburn).

Rodburn Elementary School Council Policies

Consultation

Topic	Statement
Consultation in regard to hiring / filling vacancies	<p>After taking into account stipulations in regard to transfer procedures and all other Rowan County Board of Education policy regulations and appropriate practices and procedures, the following will apply:</p> <p>The principal will be responsible for calling references, setting up interviews, and preparing interview questions. The hiring quorum will interview for both classified and certified positions.</p> <p>After consultation with the hiring quorum, the principal will make the final hiring decision.</p>

Rodburn Elementary School Council Policies

Discipline

Topic	Statement
Discipline	<p>The council's discipline policy shall adhere to the Rowan County Student Discipline Code Book for that particular school year. Level 1 conduct shall be addressed by each teacher per classroom rules, routines and procedures.</p> <p>(See attachment or refer to the Rowan County Student Discipline Code Book via online or obtained from the school).</p>

Rodburn Elementary School Council Policies

School Procedures and Routines

Topic	Statement
Playground Procedures	<p data-bbox="841 558 1117 590"><u>PLAYGROUND RULES</u></p> <p data-bbox="537 636 662 667"><u>GENERAL</u></p> <ul data-bbox="586 678 1349 867" style="list-style-type: none">• Always use the walkway when going to the playground. (return the same way)• No throwing wood chips• No pushing while waiting in line• Use the equipment safely and have fun <p data-bbox="537 915 651 947"><u>SWINGS</u></p> <ul data-bbox="586 957 1049 1062" style="list-style-type: none">• Must be sitting on the swings• No jumping from the swings• No pushing others in the swings <p data-bbox="537 1115 618 1146"><u>SLIDE</u></p> <ul data-bbox="586 1157 1016 1262" style="list-style-type: none">• One person on slide at a time• No climbing on the slide• No sliding head first <p data-bbox="537 1314 756 1346"><u>FITNESS CENTER</u></p> <ul data-bbox="586 1356 1195 1461" style="list-style-type: none">• No jumping from any part• No hanging upside down from monkey bars• No sitting on monkey bars <p data-bbox="537 1514 732 1545"><u>EAGLES PERCH</u></p> <ul data-bbox="586 1556 1000 1587" style="list-style-type: none">• No jumping from equipment <p data-bbox="537 1640 708 1671"><u>BLUE TRUCK</u></p> <ul data-bbox="586 1682 984 1713" style="list-style-type: none">• No jumping from the truck <p data-bbox="537 1766 805 1797"><u>4-WAY SPRING SAW</u></p> <ul data-bbox="586 1808 1073 1934" style="list-style-type: none">• No jumping from seat• No standing on seat• 1 per seat• No one allowed on middle section

Dinamo

- Only 5 or 6 at a time
- Spin from outside only
- Take turns-10 spins only
- Only spin persons, if asked

PLAY STRUCTURE

- No jumping from structure

2-WAY CAMEL HUMP CLIMBER

- No standing on climber
- No jumping from climber

GEODESIC DOME CLIMBER

- Off limits to kindergarten

TALL MONKEY BARS

- Off limits to kindergarten

Topic	Statement
Cafeteria Procedures for Breakfast and Lunch	<ol style="list-style-type: none">1. Limit number of students per long table 8 or 7 per side. (14 per table).2. Students will not be allowed to whisper to each other until seated, except to talk to cooks inside the lunch line and to type in their lunch numbers to the computer attendant.3. All students should pause at the point in the lunch line to let students pass in front of them who are on their way to empty their plates or on their return trip.4. Aides will be designated to supervise the lunch line until students are seated; aides/teachers will supervise designated tables.5. Students will clean up their own area (paper, wrappers, and food) before dumping their trays.6. No more than one side of the long tables will dump trays at a time.7. Students will stack trays neatly in the cafeteria window and return to their seats.8. Students will begin a line next to the exit door and wait for their teacher to pick them up.

9. Students will be given two warning reminder cards per lunch and breakfast periods before a discipline notice red card is given. Punishment will be left up to teacher discretion. In case of a misbehavior which endangers others, students will be given a discipline notice (yellow slip) immediately—without the two warnings. The student may be removed from the cafeteria or placed at an isolated table.
10. Breakfast will end promptly at 7:50am each morning.
 - Breakfast is exempt from rules 7 & 8. After students empty their trays, they are then to go to the gymnasium. Kindergarten students should remain in the cafeteria.

Topic	Statement
Cafeteria Rules (Breakfast & Lunch)	<ol style="list-style-type: none"> 1. Students will whisper (to speak in a very low voice; a voice that cannot be heard above others) while they are eating lunch. Students will not be allowed to whisper to each other until seated, except to talk to the cooks inside the lunch line and to tell their lunch numbers to the computer attendant. 2. Students will raise their hands to be recognized by an adult. 3. Students will walk at all times. 4. Students will keep hands, feet, and objects to themselves. 5. Students will clean up their own area (papers, wrappers, food). 6. Students will sit on their bottoms with both feet under the table. 7. Students will always use good manners. 8. Students will remain in their seats unless given permission to leave them.

Rodburn Elementary School Council Policies

Lunchtime/Snack Policy

Topic	Statement
Lunchtime / Snack Policy	<p>Students in grades 1-5 will be allowed to buy only one snack each day for lunch. Only unopened snacks will be allowed to be taken from the cafeteria. Frozen snacks must be consumed while in the cafeteria.</p> <p>No soft drinks are allowed to be brought to school for lunch. For safety reasons, no glass containers will be allowed in the lunchroom.</p> <p>Kindergarten students will only be allowed to purchase snacks on Friday, the last day of the week before a break, or on special occasions.</p> <p>This policy will be sent home at the beginning of each year to parents.</p>

Rodburn Elementary School Council Policies
Toys/Cards/Games/Electronic Devices at School

Topic	Statement
Toys/Cards/Games/Electronic Devices at School	Toys/cards will not be allowed out during early or late duty time as well as recess. Games/electronic devices are not allowed out during early, duty times or recess. The teacher on duty will enforce this rule. Rodburn Elementary is not responsible for loss, theft or damage of devices brought on school property.

Rodburn Elementary School Council Policies

Student Promotion and Retention

Topic	Statement
Promotion/Retention	<p>In making decisions of grade placement, the classroom teacher, RTI specialists, counselor and the principal will focus on reading skills as those skills are demonstrated in the reading of Literature and in all subjects for information. Retention will be recommended when repeated work observations, teacher assessments and standardized test(s) show that the student is functioning at least two grade levels below because of reading deficiencies. The committee listed in this policy will convene for input to discuss all data available. The parent(s) will meet with this committee and review the data prior to the final decision.</p> <p>The above policy is clarified by the following statements:</p> <ol style="list-style-type: none">1. The full scale of all elementary work including social –emotional behaviors are considered in making decisions of promotion or retention.2. The RTI specialists will maintain a file for Tiered students. This file will document strategies for improvements and parental contacts (or attempts to contact parents). The teacher will be responsible for parent contact logs. Teachers will be responsible for collecting evidence for supporting retention.3. The parent will be contacted when a student receives an F or U at the end of each quarter. This will be a written notification. Parent conference time will be scheduled.4. In February, the counselor will notify, via registered mail, parents of students in danger of retention.5. The principal will make final decisions regarding retention/promotion.

Rodburn Elementary School Council Policies

Percentage of Council Members Required to be Present to Conduct Interviews

Topic	Statement
Percentage of Council Members Required to be Present to Conduct Interviews	In order to conduct interviews, a quorum must be present, with at least 1 parent, 1 teacher, and 1 administrator.

Rodburn Elementary School Council Policies

Hiring Quorum

Alternative for when membership cannot be formed from the complete SBDM Council

Topic	Statement
Hiring Quorum	<p>Hiring quorum consists of (1) administrator, (2) teachers, (1) parent.</p> <p>All council members who are available will be included in the interviewing process before this procedure will take place. Committees will convene to address these vacancies.</p> <p>The committee interviewing for certified staff must be made up of an administrator, two teachers from the particular area of the vacancy (if available), and a parent pulled from other existing SACS committees.</p> <p>The committee interviewing for classified staff must be made up of an administrator, two teachers, and a parent from an existing SACS committee, with the option of including one or two staff members from that job classification, if the committee so chooses.</p>

Rodburn Elementary School Council Policies

Achievement: Improving Test Scores

Topic	Statement
Achievement – Test Scores	The Comprehensive School Improvement Plan will be used as a basis for decision making regarding ways to improve test scores. In addition to what's stipulated in the plan, once new scores are received each year, the council will allow the faculty to review the test scores and make suggestions prior to the council's decisions.

Rodburn Elementary School Council Policies

Lost Library Materials and Textbooks

Topic	Statement
Lost Library Materials and Textbooks	<p>Whomever the lost library materials and/or textbooks is issued to, (including teachers, staff, and students), will be responsible for returning these items. Items not returned will need to be replaced or paid for by that individual. School funds may not be used to pay for these items.</p> <p>This policy will be sent home at the beginning of each new year to all parents.</p>

Rodburn Elementary School Council Policies

Homework

Topic	Statement
Purpose	The policy on assignment of homework to students has been developed to establish responsibilities and guidelines for standards for the assignment, evaluation, and monitoring of homework assignments.
Scope	This policy is intended to guide teachers for all students at Rodburn Elementary School. It does not apply to students receiving homebound instruction or whose instructional programs are governed by individualized education plans when those plans exclude the prospect of homework.
Definition	Homework is defined as assignments to be completed outside the classroom to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities.
Commitment	<p>The Rodburn Elementary faculty and staff believe that a quality education is the absolute right of every child. Homework is an important part of our school program. Homework is assigned with a purpose in mind. The purpose shall vary based upon developmentally appropriate practices. Homework is important because it:</p> <ul style="list-style-type: none">• Reinforces materials studied in class• Teaches students responsibility• May be used as an evaluation tool• Allows parent awareness of student progress and the kinds of work being done at school. <p>It should be recognized that not all homework needs to take the form of written assignments. Some homework, especially in the</p>

primary grades, should involve students in reading to their parents and vice versa or in taking part in cultural and creative activities.

1. Upon adoption of this policy by the Rodburn Elementary School Council, copies shall be distributed to all students and their parents.
2. It is the policy of Rodburn Elementary School that teachers will assign homework as students are capable of completing assignments.
3. The appropriate ranges of hours per week of homework to be assigned are as follows:
 - Primary: 1.5 – 2.5 hours a week
 - Intermediate: 2.5 – 3.5 hours per week
 - These hours are based on an average expectation from the classroom teacher. Some students may require additional time to complete assignments, while some students may complete assignments in less time.
4. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the individual student.
5. Assigned homework will reinforce instruction accomplished in class; it will not introduce new or unfamiliar concepts or skills.
6. Homework will be accomplished outside class time, not during the instructional period.
7. The burden that homework places on a student will be considered when assignments are made and in making homework assignments, consideration should be given to school events and other subject area requirements.
8. The principal of RES shall ensure that the homework policy is distributed to and understood by all teachers, parents, and students.
9. Teachers shall evaluate and return homework assignments to students in a timely manner.
10. Teachers shall inform students and parents of inadequacies in homework assignments. Less than 80% of assignments completed during a one week period would constitute an inadequacy.
11. Teachers shall decide the degree to which homework effects the determination of a student's grade.
12. Teachers shall provide clear, concise directions for the completion of homework assignments.

Parental Support

Student Responsibilities

Parents are urged to actively involve themselves with their children's school work. Homework assignments offer an opportunity for valuable interaction between parent and child in support of learning. Parents can help in the following ways.

1. Showing interest in the schoolwork their children bring home.
2. Providing a suitable place to study, free from disturbances.
3. Supplying needed materials for completing homework.
4. Offering to clarify instructions and answer questions.
5. Checking to see that work is complete.
6. Encouraging their children to do their best work and praising a job well done.
7. Assisting in use of time and monitoring the amount and type of television programming their children watch.
8. Staying in close communication with teachers. Be aware of what your children are learning, what their assignments are, and how they are doing. Make a point of visiting the school and talking with the teachers. If you can't visit, schedule a phone call.
9. Rewarding their children in appropriate ways for completed work.
10. Allowing students to complete their own assignments.

Students are responsible for completing their homework and, with support from their parents, may want to follow some of the following practical suggestions:

- Keep track of assignments and due dates, ask questions and select necessary books and supplies before leaving school.
- Keep homework in the same place at home each day and take books and materials directly to this study area.
- Plan the best time to complete work.
- Complete homework so that it is neat and legible.

Rodburn Elementary School Council Policies

School Space

Topic	Statement
School Space	Decisions regarding school space during the school day will be made at the principal's discretion. This would include assignment of teachers to particular classrooms, areas designated as storage and janitorial, office space, areas to be used for teaching purposes, areas assigned for in-school suspension, areas for students to wait before and after school, etc.

Rodburn Elementary School Council Policies

Instructional Practices

Topic	Statement
Instructional Practices / Comprehensive School Improvement Plan	The Rodburn Elementary administration and teachers shall develop the Comprehensive School Improvement Plan by November 30th of each year. Implementation and Impact checks (I & I checks) shall be completed and reported to SBDM in the month of May. SBDM shall review the CSIP in August of each school year.

Rodburn Elementary School Council Policies

Student Assignment

Topic	Statement
Grades K-5 Placement Policy	It shall be the policy of Rodburn Elementary School to ensure all students currently and all new students enrolling in RES are placed in a well balanced classroom and are provided with the best possible environment for children to learn and succeed.
Placement Criteria for Achieving a Balanced Classroom	<p>The student make-up of a classroom plays a very important role in the overall dynamics and success of that particular group of students. Educational research supports this as well. Therefore, the following placement criteria will be considered when assigning students to classrooms:</p> <ol style="list-style-type: none">1. A balance of students based upon<ol style="list-style-type: none">A. Academic Performance (at , above, and below grade level)B. GenderC. RaceD. Behavior (very talkative, active, work habits, attitude, physically aggressive)E. Special Needs2. Parent/Teacher/Student Conflicts3. State guidelines for classroom cap sizes
Parent Requests for a Classroom Teacher	Rodburn Elementary School employs only qualified teachers. We believe you will find each teacher willing to work with your family to provide appropriately challenging and equitable opportunities for your child to learn. However, RES does give parents the opportunity to make teacher requests. These parent requests will be granted as long as there is no conflict with the above placement criteria.
Placement Procedures	At the end of each school year, homeroom teachers will categorize their students in regard to the categories listed above. level and assign them to a classroom roster. Next, the completed rosters will be given to the principal. At this time, parent requests will be

Parent Request
Procedures

considered. These requests will be honored when possible without compromising the placement criteria for a balanced classroom. The following criteria must be met before a parent request for a particular classroom teacher will be considered. There will be no exceptions and failing to meet one or more criteria nullifies the request:

1. Parent requests must be made in writing on the official form. This form may be picked up in the school office.
2. Parent requests must state specific educational concerns for why a particular teacher will benefit their child. (The following examples would NOT be valid educational concerns: (a) I want my child to be in Mrs. _____ class because her friend is going to be in that room. (b) All of my other children had Mrs. _____, so I want _____ to have her too. (c) I want _____ to be in Mrs. _____ room – no valid reason given.
3. Parent requests must be mailed to the school and arrive between the dates of May 1 through May 15 only. Any letters received before May 1 or after May 15 will not be accepted.
4. Parent requests will be considered on a first come, first served basis according to the postmark.
5. When a first choice for a teacher interferes with the placement criteria, the second choice requested will be considered.
6. The principal's decision will be final.

All parent requests will be kept confidential and reviewed only by the principal.

Changes in Class
Assignment

Periodically, it may be necessary to change a student's class assignment after the start of school. Changes such as this are taken very seriously, and there must be very strong supporting evidence of the benefit to the student in order for a change to take place. Before a student will be moved, the principal shall consult with the parent, the current teacher, and the possible reassignment teacher. The assistant principal, counselor, and/or special education teacher may also be consulted. These consultations shall determine how best to meet the educational needs of the student.

New Enrollees

The principal shall assign students enrolling after the close of a school year and during the school year to the age-appropriate teacher having the fewest number of students while taking into consideration the placement criteria. When teachers have the same number of students, the placement criteria will determine the assignment.

Rodburn Elementary School Council Policies Curriculum

Topic	Statement
Curriculum	<p>All students shall be exposed to Kentucky’s Program of Studies, Core Content, and the district curriculum maps for the grade they are currently in unless otherwise documented in their IEP (Individual Education Plan). Teachers will document when each standard was taught through their weekly lesson plan. A report will be submitted at the request of the Council each school year to monitor what students are learning in each classroom.</p> <p>The curriculum at Rodburn Elementary is designed to achieve the student capacities established by KRS 158.645 and the school goals established by KRS 158.6451. The curriculum shall comply with all applicable state and federal statutes and regulations.</p>

Rodburn Elementary School Council Policies

Placement of Children of Faculty and Staff

Topic	Statement
Placement of Children of Faculty and Staff	The children of Rodburn faculty and staff will have classroom placement priority over in-district students even if the faculty or staff member lives out-of-district.

Rodburn Elementary School Council Policies

Extracurricular Programs

Topic	Statement
Extracurricular Programs – Student Participation	<p data-bbox="537 569 886 600">CRITERIA FOR PROGRAMS</p> <p data-bbox="537 642 1385 751">The criteria in this policy must be present for an extracurricular program to be added or continued or to institute a new program. The program must:</p> <ol data-bbox="586 800 1403 1413" style="list-style-type: none"><li data-bbox="586 800 1403 989">1. Contribute to the following Kentucky Learning Goals:<ul data-bbox="683 842 1370 989" style="list-style-type: none"><li data-bbox="683 842 1203 873">• Becoming a self-sufficient individual.<li data-bbox="683 879 1370 989">• Becoming responsible members of a family, work group, or community, including demonstrating effectiveness in community service.<li data-bbox="586 1037 1403 1146">2. Generate and maintain student interest as well as attract students currently not involved in extracurricular or service projects.<li data-bbox="586 1194 1403 1304">3. Encourage, enhance, and maintain equity including but not limited to a wide range of opportunities for both male and female students.<li data-bbox="586 1352 1403 1413">4. Attract a suitable adult sponsor and have appropriate adult supervision at all times. <p data-bbox="537 1503 987 1535">PROGRAMS CURRENTLY OFFERED</p> <p data-bbox="537 1577 1414 1686">Listed below are the extracurricular programs we currently provide. Additional programs will be approved and instituted based on their ability to meet the criteria listed in the first section of this policy.</p> <ol data-bbox="634 1734 1235 1881" style="list-style-type: none"><li data-bbox="634 1734 886 1766">1. Academic Team<li data-bbox="634 1772 1065 1803">2. Future Problem-Solving Team<li data-bbox="634 1810 748 1841">3. Choir<li data-bbox="634 1848 846 1879">4. Archery Club<li data-bbox="1024 1734 1235 1766">5. Cheerleading<li data-bbox="1024 1810 1122 1841">6. STLP<li data-bbox="1024 1848 1211 1879">7. Science Club

STUDENT PARTICIPATION

Students will be eligible to participate in extracurricular activities if they:

1. Maintain passing grades.
2. Were in attendance on the day of the activity or on Friday for weekend activities.
3. Comply with rules established by the adult coach or sponsor for the activity.
4. Meet requirements set by appropriate sponsoring or governing organization, or coach.

COACHES AND SPONSORS

Each extracurricular activity will be led by an adult coach or sponsor who meets any applicable requirement(s) set in law, or by sponsoring or governing organizations. The coach or sponsor shall be responsible for personally supervising or ensuring that all students are supervised by an adult while they are participating in the activity, including practice time and travel time where applicable.

The principal will approve assignment of coaches and sponsors from our school's current staff following our policy on assignment of staff time. If it is necessary to consider applicants who do not currently work at our school, our policy on consultation on vacancies will be followed.

Rodburn Elementary School Council Policies

Appeal of a Council Decision or Policy

Topic	Statement
Appeal of a Council Decision or Policy	In the event someone wishes to appeal a council decision or policy, they should first consult with the principal. If it is determined that the appeal actually does fall under the realm of council decision, then the person will be asked to submit in writing, their concerns and reason for appeal to each council member. Each council member should receive this letter seven days prior to the next regularly scheduled council meeting. At that next scheduled council meeting, if appropriate, the appeal will be discussed.

Rodburn Elementary School Council Policies

ESS Guidelines

Topic	Statement
ESS Guidelines	<p>The purpose of Extended School Services in our school is to offer students additional flexibility and learning time needed to meet curriculum goals. The ESS program will function under the following guidelines:</p> <ul style="list-style-type: none">• The School Council will approve the ESS component when they approve the Comprehensive Improvement Plan each year.• Links shall be established between what students' experience in ESS and the regular academic program. These connections shall be made in several ways: (1) regular classroom teachers, parents, and principals refer students to the program and provide information on students' needs; (2) regular classroom teachers collaborate with tutors increasing the programs coordination and continuity with classroom activities; and (3) programs use (but are not limited to) textbooks and materials from the students' regular classes for extended-time tutoring and homework help sessions.• The ESS program shall have a clear focus on using extended time effectively. All ESS staff shall use instructional practices that actively engage students' attention and commitment. These practices may include traditional classroom methods, such as individualized instruction, but shall include a variety of instructional methods that are supported by brain research and best practice and compliment the instruction in the regular classroom.• The principal and/or designee shall be responsible for hiring and supervising staff. The principal or designee shall report to the School Council at the end of the year, the progress of students in the ESS program toward the intended goals.• A professional community trained and informed about ESS shall exist in the school. The principal and/or designee shall provide to all teachers/tutors, orientation to ESS program

goals and objectives, curriculum, and requirements. ESS funds may be made available to provide staff development to increase the ESS tutor's instructional repertoire.

- Problems with attendance, transportation, staffing, and safety during the ESS program shall be monitored by the principal and/or designee.
- The principal and/or designee shall meet regularly with classroom teachers who have referred students to ESS to discuss each student's achievement and needs. ESS shall not be used solely to help student's complete homework. All teachers should ensure that students leave their classroom prepared to complete their homework independently, in keeping with the school's philosophy that homework is independent practice of skills learned in the classroom. ESS time shall be used to deliver instruction to students who need more time and more intensive instruction to produce proficient work. Examples of proficient work from each teacher that are targeted at specific needs of each student shall be provided to the ESS teacher(s)/ tutor(s), who shall share the information with students and who shall deliver information to students that allow them to achieve proficient work.
- Student progress should be assessed by typical measures of academic achievement. A report on the number of students in ESS who progressed towards or met standards of proficient work should be compiled by the ESS teacher/tutor and regular classroom teacher(s) for each grading period. This should be shared with parents; as well as the ESS coordinator.
- Teachers who refer students for ESS shall complete a referral report listing a description of the academic problems exhibited by the student, listing other intervention strategies attempted prior to the referral, and recommending instructional objectives to be accomplished while the student is enrolled in the ESS program. ESS teachers/tutors shall schedule regular conferences with the referring teachers to discuss strategies to be attempted in the ESS program, to discuss academic progress made by the student, and to consult on the continuation or removal of the student from the ESS program.

Rodburn Elementary School Council Policies

Committees

Topic	Statement
ESTABLISHMENT	<p>The number, responsibilities, and membership of committees will be determined by the Council.</p>
RESPONSIBILITIES	<p>Committees serve as representative bodies. Therefore, a major responsibility of all committee members is to solicit information and suggestions from their constituents, to report to them the committee's findings or suggestions, and to consider constituents' responses before making recommendations.</p> <p>Committee recommendations that affect day-to-day operations but are not directly related to policy decisions will be submitted to the Principal.</p>
MEMBERSHIP	<p>All teachers and classified employees of Rodburn Elementary School, as well as parents or guardians of students enrolled in the school, are eligible for membership on all committees.</p> <p>Standing committees will consist of at least six (6) members.</p> <p>Each committee must include both parents and teachers.</p>

TERMS OF OFFICE

Members of standing committees will serve for one year, beginning July 1 and ending June 30. Members who remain eligible after one year may be asked to serve an additional term.

OFFICERS

Each committee will elect by majority vote a chair and a secretary who will serve for one year or until June 30. Officers who remain on committees for a second year are eligible for reelection. Officers will be voting members.

CONDUCT OF BUSINESS

Committee meetings are subject to the Open Meetings Law. Committees can go into closed session for two reasons: (1) discussions of proposed or pending litigation against or on behalf of the Council or the committee, and (2) discussions that might lead to the appointment of an individual employee. [References: KRS 160.345 (2) (f); KRS 61.180 (1); KDE Program Review No. 93-SMDM-125]

Committee meetings are not considered official unless a majority of the members are present.

Minutes of all committee meetings will be kept in writing. A copy of all approved minutes will be kept on file in the principal's office.

Committees will use consensus as the primary method of making decisions or formulating recommendations. If a committee cannot reach consensus, majority rule will apply. A tie vote constitutes no action.

Recommendations can be forwarded from a committee to the Principal or the Council only when they are made in an official meeting and agreed to by the above procedure.

Rodburn Elementary School Council Policies

Wellness

Topic	Statement
Physical Activity	In order to increase physical movement, students will participate in the morning walk program prior to the beginning of school. The school nurse, along with certified staff will participate and monitor students during the activity.
Healthy Choices	The school nurse, physical education teacher, or guidance counselor will provide monthly informational sessions on healthy choices / behaviors to the entire school during the morning televised program.

Rodburn Elementary School Council Policies

State Standards Alignment

Topic	Statement
State Standards Alignment	District curriculum maps will be implemented into daily instruction that align to state standards for each grade level, K-5. This will be monitored through teacher's weekly lesson plans.

Rodburn Elementary School Council Policies

Program Evaluation

Topic	Statement
Evaluation of Programs	The council shall review student and/or class assessment data to assist in evaluating programs at each grade level. After reviewing the data, the council shall adopt, modify, or revise the programs implemented to address student achievement.

Rodburn Elementary School Council Policies

Protection of Instructional Time

Topic	Statement
Protection of Instructional Time	<p data-bbox="537 701 1401 737">Instructional time will be protected by implementing the following:</p> <p data-bbox="537 779 1382 852">Broadcasted announcements will occur on emergency basis or at the end of the day.</p> <p data-bbox="537 894 1378 968">Students will begin classroom activities immediately upon arrival after attendance is taken.</p> <p data-bbox="537 1010 1401 1125">Telephone calls into the classroom will be limited to emergency use, or during the teacher's planning time. All other times you will be asked to leave a voice message.</p> <p data-bbox="537 1167 1406 1272">If parents need to bring in items for their child, you will be asked to leave them in the office. The teacher will be notified to pick up the item.</p>