

Student Placement

Rationale

Students will be assigned to classes based on enrollment with heterogeneous groupings protected.

Policy

By the end of May of each year, the principal/counselor/teacher(s) within grade levels (present and upcoming teacher(s) for those students), working in collaboration, shall prepare a list of recommended class groupings for the following school year.

Primary K-2

Parents are welcomed to fill out a form with two teacher preferences for their child's grade level. Forms will be available the last Monday in the month of April in the front office. Those forms need to be turned in to the principal by April 30th. Kindergarten parents will need to turn this form in during kindergarten registration. Parents may not get their first preference due to protection of heterogeneous groupings. It is important to note that teacher placements are subject to change.

Intermediate 3-5

Parents are welcomed to fill out a letter of concern for consideration of placement for those students entering third through fifth grades. Preferences will not be recognized for these grade levels. These letters will be available in the front office beginning on the last Monday of April and must be submitted to the principal by April 30th.

Students shall be assigned based on the following criteria:

- Academic performance of the student
- Developmental needs of the student
- Learning style of the student
- Student behavior

- Instructional needs of the student
- Class size
- School schedule
- Gender balance
- Student interpersonal relationships
- Student relatives
- Age balance

Cap Size:

- Primary: 24 students
- Fourth Grade: 28 students
- Fifth Grade: 29 students

In the event that a homeroom exceeds the maximum enrollment by more than two students for twenty days, a full time instructional assistant will be requested for that homeroom

New students will be placed in the appropriate homeroom with the lowest enrollment at that time and/or the classroom that meets the best interest of the child. If two or more teachers have the same enrollment then the student will be placed on a rotating basis of which teacher received the last student and/or the classroom that meets the best interest of the child.

Transfer of a student from one homeroom to another will occur only when it has been determined to be in the student's best educational interest. An initial conference between the teacher(s) and the parent is the first step in requesting the transfer of a student. Once interventions have been developed and implemented and there are still issues, then the principal, counselor, parents and teachers involved must consult together to determine if a transfer is necessary for the student. The teacher must submit proof of interventions before a change in placement is granted. The principal shall make the final decision.

Student room assignments shall be posted in the entrance foyer of the school for public viewing within two weeks before school begins each year.

Special classes such as Art/Music, Physical Education, and Library classes shall have equitable class size as regular classroom teachers.

Chair: _____

Secretary: _____

SBDM Approved: __April 18, 2016_____

Curriculum Policy

Rationale

All students at Eden Elementary School will be provided a state-of-the-art education through the delivery of a standard based curriculum that is rigorous, intentional and aligned with Kentucky's Program of Studies, Core Content for Assessment, Kentucky Common Core Standards (KCAS) and the Standards and Indicators for School Improvement that will assist students in attaining their highest potential in all curriculum areas including Arts/Humanities and Practical Living.

Policy

Curriculum delivery will be monitored by the principal through lesson plans, units of instruction, student work samples and Program Reviews. Progress data will be reported to the SBDM council every 9 weeks.

The impact of the curriculum on student achievement will be assessed through state K-PREP test results, MAP results, Study Island results STAR reading & math, scrimmage test and the quality of student work.

The school curriculum will address the learning needs of all students, preparing them to be self-sufficient/productive individuals providing them with higher order thinking skills to demonstrate connections to real life situations.

The Program Review Committees as well as ad hock committees formed through SBDM Council shall be formed yearly for the purpose of reviewing/revising all areas of the existing curriculum to ensure that it is rigorous, intentional, and aligned to the state and local standards. The committee, when possible, shall be composed of a teacher member from each grade level. Classified personnel and parent members shall be invited to participate. The principal shall ensure that all committee memberships are filled.

Adopted 12-18-01
Approved 5-19-14

Policy # 1.1
Eden Elementary School

The committee chair/designee shall report progress toward full alignment with state and local standards at the scheduled SBDM meetings. The committee chair will make recommendations to the school council. The school council will approve or deny the recommendation using the council's normal decision-making process as stated in the By-Laws.

All curriculum policies/decisions will be communicated to parents through written communication. (Examples: Student progress reports, newsletters, Phone Messaging System, SBDM bulletin board and providing a copy of adopted policy to be viewed.)

Chair: _____

Secretary: _____

SBDM Approved: May 19, 2014

Staff Time Assignment

Rationale

The assignment of all instructional and non-instructional staff time shall be made at the discretion of the principal. The principal can consult with the council regarding the assignment of all the instructional and non-instructional staff. Achievement of school council goals and the effective management shall be the basis for all the assignments of staff time. In house staff time assignments shall be published annually by July 30th of each year.

Definition

A **certified/classified** vacancy is defined as a position that is created by retirement, resignation, termination, non-renewal, transfer, or death of a certified/classified staff member or a new position created in the school.

A **re-assignment** is defined as a move within the school from one teaching assignment to another due to an increase or decrease in enrollment at any grade level or an instructional need as determined by the principal.

Policy

After receiving notification of funds that are available for the school from the local board the principal shall prepare a school staffing assignment plan by July 1 for the upcoming school year. The principal shall present the plan to the school council for consultation. The plans presented by the principal shall use the following criteria whenever possible in the assignment/re-assignment of existing certified staff:

- Specialized training that the staff member has completed that is related to the assignment.
- Request of the staff member for the new assignment.
- Teaching experience related to the assignment.
- Individual Teacher Evaluations.
- Seniority
- Instructional needs of the school

Criteria for assignment/re-assignment of existing classified staff:

- Training
- Experience
- Past Evaluations (If possible!)
- Recommendations
- Instructional needs of the school

The school council will consult with the principal and make recommendations, within the parameters of the total available funds, the number of persons to be employed in each job classification at the school. The principal will consult with the council on making personnel decisions on filling vacancies. The council shall not have the authority to recommend transfers and dismissals.

All vacant positions, whether existing or new shall within one working day of being declared a vacancy by the superintendent be posted on the SBDM bulletin board, teachers sign-in sheet or the faculty lounge. Teachers shall have five working days from the date of posting to inform the principal of their request to be considered for re-assignment for the vacant position. The principal shall consult with the SBDM Council but the re-assignment of the existing staff is at the discretion of the principal.

Chair: _____

Secretary: _____ SBDM Approved: May 19, 2014

School Space

Rationale

To create a procedure to assign the use of space that is in the best interest of our students. Classrooms are vacated by either a teacher switching positions or retirement. A system needs to be in place to ensure that student interest comes before any other reason.

Policy

By the August Council Meeting, the principal shall prepare a school space plan for the upcoming school year and present the plan to the school council for approval. The school council may amend the plan prior to approval. The following criteria shall be used to develop the plan:

- Teachers will be assigned based on location of rooms and grade they teach. (Primary/Intermediate Wing).
- Teachers will be assigned a room that is in close proximity to the rest of the grade level.
- If a vacancy occurs in one of these rooms, a senior teacher of that grade/family may choose to move to that room if they desire.
- A new teacher will get the vacant room that is still open.
- Art/Music & PE teacher will be given sufficient space

Also, assignment of school space shall be made based upon criteria that considers:

- Class size
- Program space needs (Art/Music & PE)
- Accessibility for the disabled
- Supervision of students
- Safety and overall effective school management

The principal shall implement the plan subsequent to the approval of school council. If the school council has not approved a plan prior to school beginning, the principal shall develop and implement a school space use plan.

Approved 5-19-14

Eden Elementary School

Chair: _____

Secretary: _____

SBDM Approval: ___May 19, 2014_____

School Schedule

Rationale

The state of Kentucky mandates that students receive 360 minutes of instruction each day and have instruction 175 days per year unless additional days or minutes are also set by the local board of education.

Policy

The Learning Environment Committee, working in collaboration with the school principal, shall develop a proposed school schedule by June 1, and shall present this schedule to the SBDM Council for approval. The school council shall approve or amend the schedule for approval.

If the SBDM Council has not approved a schedule by August 1, the principal shall develop and implement a schedule in time to meet goals and requirements of the curriculum.

The school schedule will utilize time of the school day to meet the need and interest of students' curriculum, extra-curricular activities and school programs.

*All schedules will become an attachment of this policy!

Chair: _____

Secretary: _____

Approved by __May 19, 2014_____

School Day Operating Schedule

Eden Elementary School shall operate on the following schedule:

Daily:

One Hour

Delay:

Two Hour

Delay:

Lunch

Schedule:

Alignment With State Standards, Technology Utilization, and Program Appraisal

Rationale

Eden Elementary School will organize all instructional and other activities to be aligned with state standards established in state laws and regulations, and in the manner that is consistent with local board policy.

Policy

The Academic Performance Committee, by no later than October 1 of each year, shall provide a report to the school council that includes, but not limited to:

- Alignment of the school curriculum including the Arts and Practical Living with state standards.
- Alignment of the school's instructional practices with state recommendations.
- Status of student performance as measured by the state assessment process data analysis of K-PREP.
- Alignment with the Standards and Indicators for School Improvement.
- Implementation and Impact of the current Comprehensive School Improvement Plan (CSIP).
- State Technology Utilization
 - The school shall utilize technology in a manner consistent with local school board policy and state laws and regulations.
- Appraisal of selected school programs upon the direction of the council.
 - The school shall appraise all programs in a manner consistent with local school board policy. Programs shall be appraised upon request of the school council by assigning the program appraisal to the appropriate committee for completion and recommendation to council.

Adopted 12-18-01
Updated 4-23-14

Policy # 1.4
Eden Elementary School

Chair: _____

Secretary: _____

SBDM Approved: _____

Textbook/Related Instructional Materials

Definition

Textbooks and related instructional materials shall mean commercial materials and computer software used by teachers to aid in instruction.

Policy

The Academic Performance Committee shall assist in the selection and recommendation of textbooks and related materials to the school council. The committee shall be composed of a variety of teachers from all grade levels that represent the subject area(s) adopted that year.

Academic Performance Committee's responsibilities will be:

- Secure samples of KDE approved textbooks and/or related instructional materials.
- Establish evaluation criteria.
- Survey teachers of needed materials.
- Set up meetings with company representatives to view and discuss available materials. Ensure review by committee, faculty and other interested parties.
- Identify available materials from as many companies as possible.
- Establish a rationale for purchasing specific textbooks/related instructional materials.
- Finalize purchase plan assuring purchases are within budget allocation.
- Prepare a Textbook Report and see that purchase orders are done to purchase selected materials.
- Submit plan to SBDM Council for approval by the April meeting.
- Submit approved plan to Board of Education for review.
- Principal/designee will order the textbooks/instructional materials.

Timeline The committee shall meet all deadlines required by the Board of Education and by the State Department.

Reporting The committee shall report to the School Based Decision Making Council to approve the report before any deadlines.

Budget The committee shall make decisions based on funds appropriated by the Board of Education and the Kentucky Department of Education for the purchase of textbook materials.

Chair: _____

Secretary: _____

SBDM Approved: _____

Student Support Services

Rationale

Certain support services for students are made available by the Central Office and Board of Education during the school year.

Policy

The council chooses to work with the Central Office and Board of Education on the matter of student support services choosing those extra programs available for the benefit of our students.

Eden Elementary shall provide support services for students as long as funding is available. Such programs may include the following:

Title 1 Teacher	Instructional Assistants
Classroom Teachers	RTI Teachers
Counselors	Librarian
Summer Program	Extended School Services
Technology	Speech
Special Education	Physical Therapist
G.A.T.E.S	Family Resource Center
Occupational Therapist	Visual/Hearing Impaired

The council reserves the right to develop policy and assume policy decisions over student support services at such a time it seems necessary.

Timeline

A learning environment committee appointed by SBDM Council shall meet all deadlines required by the Board of Education and by the State Department.

Reporting

A learning environment committee appointed by SBDM Council shall report to the School Based Decision Making Council to approve the report before any deadlines.

Adopted 12-18-01
Approved 5-19-14

Policy # 2.2
Eden Elementary School

Chair: _____

Secretary: _____

SBDM Approved: May 19, 2014

Budget

Rationale

The Efficiency Committee will be responsible for developing an annual budget based on school needs.

Policy

The Efficiency Committee shall develop a budget consisting of funds appropriated by the Board of Education for a period beginning July 1st and ending June 30th.

The budget will include money for:

- Library
- Field Trips
- Primary
- 4th Grade
- 5th Grade
- writing program
- Title 1
- Special Education
- Music/Arts & Physical Education
- Computer Labs
- Others as needed.

The principal shall administer the use of the general fund money.

The Efficiency Committee shall be responsible for monitoring the budget and reporting to the SBDM council periodically.

The Efficiency Committee shall complete an annual budget for the upcoming school year for approval by the council. The council will forward a copy to the Board of Education.

Budget process will adhere to the following timelines:

- Principal receives budget allocation from local board by May 1st.
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- Teachers shall submit instructional need to the finance/planning committee for the upcoming school year by March 15th

All purchases will follow Kentucky Department of Education and local board purchasing policies.

The Efficiency Committee shall complete an estimated draft of the budget to report to the SBDM Council by the April meeting. A final report will be submitted to the Council for approval at the May meeting.

An annual financial report will be made to the Board of Education by June 30th.

Chair: _____

Secretary: _____

SBDM Approved: _____

Instructional Practices

Rationale

All students at Eden Elementary School shall receive instruction specifically endorsed by the school council.

Policy

The staff in collaboration with the principal, shall select appropriate instructional practices and materials to be utilized in their classrooms, to ensure that the school's curriculum using research based best practices is fully implemented. The Academic Performance Committee shall study the benefits of the instructional practice/materials and make recommendations to the Council for approval.

Teachers will teach core standards and core content in all areas, including the Arts, PE and practical Living, using best practices that are recommended by the Kentucky Department of Education.

A school selected writing program with standards based bulletin boards, five steps (Planning, Drafting, Revision, Editing and Publishing) of the writing process and analysis of student work according to writing standards, will be the writing instructional program at Eden Elementary.

Students in grades K-5 will be taught appropriate methods in answering Short Answer and Extended Response Questions and learn the process of completing On-Demand and Portfolio Writing at the proficient level.

The staff will participate in on-going training to learn appropriate instructional practices to be utilized in their classrooms through Professional Development, both as professional days and embedded.

Teachers will also address student instructional needs based on learning styles.

The principal shall monitor instructional practices to ensure that endorsed instructional practices are being utilized at the school.

Chair: _____

Secretary: _____