

Determination of Curriculum

KRS 160.345 (2) (i) 1

Curriculum (defined)

Curriculum shall be defined as all experiences provided by the school which is designed to help children develop academically, socially, emotionally, and physically. Curriculum includes both what is taught and strategies used in classroom instruction.

Committee

A Standing Committee shall be formed to assist with the management of this function. The committee shall make recommendations and report to the council. The committee shall be responsible for:

- (1) Aligning the Pembroke Elementary School Curriculum with the state's 75 academic expectations and the state's curriculum framework.
- (2) Monitoring the implementation of the curriculum to make sure the planned curriculum and the action curriculum are consistent and that the students are being taught what the state will be assessing.
- (3) Evaluating the effectiveness of the curriculum.
- (4) Designing, monitoring, and evaluating authentic assessment techniques used by teachers.
- (5) Setting priorities for improving the curriculum.

Further, the committee shall help assure the curriculum Pembroke Elementary School meets state and local Board standards. The Curriculum Committee shall include representation from each teaching team. The committee shall report to the school council.

Standards

The council, with assistance from the Curriculum Committee, shall set standards for an effective curriculum at Pembroke Elementary School. Such standards shall be reviewed annually for appropriateness. All standards shall be consistent with state, local Board of Education, and Southern Association standards.

Critical Analysis

The council shall, with assistance from the Curriculum Committee, annually analyze the curriculum against the standards set for the curriculum. A status report shall be disseminated to each teacher, leaders of the PTO, and the superintendent. Critical

analysis shall include data used in the school's annual performance report, interest of students, results of mapping the curriculum, input from the faculty, and other education productivity outcomes.

Strategic Planning

The council, with assistance from the Curriculum Committee, shall develop an annual plan for improving the curriculum. Priorities for the plan shall be supported by the results of the critical analysis. The plan may cover a time span of more than one year. As a minimum, the plan shall include:

- (1) Needs addressed by the plan
- (2) Improvement goals
- (3) Expected outcomes (objectives)
- (4) Actions to be taken
- (5) Timeline
- (6) Person (s) responsible
- (7) Cost projections

Action in the plan shall include monitoring implementation of the plan and the curriculum in general. The curriculum improvement plan shall be included in the school's Comprehensive School Improvement Plan.

Dissemination of Information

Each staff member who attends workshops or training sessions shall disseminate written information and/or report to the Curriculum Committee. The chairperson of the Curriculum Committee shall be responsible for periodically reporting information gathered from the workshops/training sessions.

Curriculum Alignment

The state's curriculum framework, Program of Studies, Core Content, and Curriculum Maps developed and revised annually by faculty and staff at PES shall be used as an instruction in each class.

Curriculum Priorities

Priorities for the curriculum shall include:

- (1) Teaching critical, higher order thinking skills
- (2) Teaching open response questioning strategies
- (3) Teaching social skills (team members)

(4) Teaching students how to be self - sufficient

In addition, integrating the curriculum will allow all students to make connections between experiences and knowledge.

Budget

The Curriculum Committee shall work with the Budget Committee to determine the curriculum budget. The budget, along with the plan for curriculum improvement, shall be presented to the council who shall have final approval.

Assignment of Instructions and Non - Instructional Staff Time

KRS 160.345 (2)(i) 2

Student Arrival - All homeroom teachers at PES shall be in their assigned location by 7:15 for the purpose of student supervision. All certified staff members with no homeroom shall be responsible for student supervision in the cafeteria, hallway, or restroom. If a duty requires a certified employee to come in at 7:05 that employee will be allowed to leave 10 minutes earlier in the afternoon. The principal will develop a supervision schedule to present to the council at the August meeting. If a teacher/staff member is unable to fulfill his/her designed obligations, unless there is an emergency situation. The principal shall be notified if the teacher/staff member is unable to fulfill his/her designed obligations.

Student Dismissal - All homeroom teachers are responsible for student supervision until all students arrive at their designated buses preceding their departure home. One member of each team will supervise car rider dismissal in the afternoons until all students have been picked up.

All vacant positions, whether existing or new, shall be posted in the school office within one working day of the vacancy being declared so the existing teachers shall be informed of the circumstances. Teachers shall have 3 working days to date of the posting in the school office to inform the principal, in writing, of their request to be considered for reassignment to a vacant position. The reassignment of existing staff will be based on the following criteria:

- Specialized training that the staff member has completed that is related to the assignment
- Request of the staff member for the assignment
- Teaching experience related for the assignment
- Seniority within the school district
- Seniority within the school
- Individual Teacher Evaluations

If the vacancy occurs during the summer, the principal shall notify all certified staff members via email. Staff members shall have 3 working days to notify the principal of their interest in the position. All staff assignments are at the discretion of the principal.

Assignment of Students to Classes and Programs

KRS 160.345 (2) (i) 3

Teachers will complete student placement sheets on all students in grades K - 4. Student placement sheets will be completed and turned into the office by May 1st.

The guidance counselor, curriculum specialist, and principal will set up classes. Students will be grouped heterogeneously. Classes will be set up so that the number of males, females, minorities, and students with disabilities are divided evenly in classes.

Each grade level team may exercise the use of flexible grouping strategies in order to meet the individual needs of each student.

Determination of the Schedule of the School Day and Week

KRS 160.345(2) (i) 4

The principal shall develop a proposed school schedule 30 days prior to the first day of school. The principal shall present this schedule to the council for approval. The council can either approve the schedule as presented or make amendments. KRS 160.345 (2) (i) 3

If the council has not approved a schedule by August 1st, the principal shall develop and implement a schedule.

If changes are needed at anytime during the year, the proposed changes shall be reviewed by the council with changes approved as needed.

Determination of Use of School Space

KRS 160.345 (2) (i) 5

The purpose of this policy is to ensure that academic focus is maintained through effective and efficient use of the facilities by students and staff.

The principal shall present the council a plan for the use of school space during the school day by the first council meeting in August each year.

Assignment of school space shall be made based upon criteria that considers:

- Class size
- Program space need
- Accessibility for the disabled
- Supervision of students
- Safety
- Effective school management

Planning and Resolution of Issues Regarding Instructional Practices

KRS 160.345 (2) (i) 6

This policy explains how the council will address instructional practices pursuant to KRS 160.345 (2) (i) 6.

The faculty, in collaboration with the principal, shall select the appropriate instructional practices to be utilized in their classroom, to ensure that the school's curriculum is fully implemented. Persons who wish to have the school council endorse a particular instructional practice to be implemented school-wide shall present the instructional practice to the council, which shall study the benefits of the instructional practice. The council may present a recommendation relative to the proposed instructional practice for consideration and approval.

All teachers shall administer open response question based on the schedule listed below. This open response question along with its rubric shall be turned in with lesson plans.

- Kindergarten - a minimum of one per month
- 1st Grade - a minimum of one per month
- 2nd Grade - a minimum of two per month
- 3rd Grade - a minimum of two per month
- 4th Grade - a minimum of one per week
- 5th Grade - a minimum of one per week
- Specials Teachers - a minimum of one per month with 4th and 5th grade students
- Special Education Teachers - same as above for students in corresponding grades

Selection and Implementation of Discipline and Classroom Management Techniques

KRS 160.345 (2) (i) 7

Discipline (defined)

Discipline shall be defined as a system for managing student behavior to promote an environment conducive to learning and one free from fear, disorder, and responsibility involving students, parents, and school personnel.

Standing Committee

A Standing Committee shall be formed to assist with the management of this function.

The committee shall make recommendations and report to the council.

The committee shall be responsible for:

1. Assessing present policies and procedures
2. Evaluating current discipline strategies to handle inappropriate student behaviors
3. Develop a set of school rules
4. Researching alternative discipline techniques
5. Updating current procedures
6. Implementing and communicating any new discipline policies and procedures

Classroom Management

The committee shall develop a set of standards and appropriate teaching strategies for classroom management. The standards and strategies shall be recommended to the council. Also, the standards and strategies shall be communicated to all teachers and included in the assessment of teacher needs and professional development activities.

Reporting

The Discipline Committee shall gather data on discipline problems annually and report the results to the council with recommendations for improvement in discipline procedures and classroom management strategies.

Consultation Policy
KRS 160.345 (2) (i) 11

Definitions

For purposes of this policy, “vacancy” means a position that did not previously exist but which can now be funded, a position held by an employee who has now left the school, or a position held by an employee who has made a written statement that he or she will leave the school.

Ad Hoc Committee

The Council shall appoint an Ad Hoc Committee of no more than five people, including the principal, at least one parent, one SBDM member, and at least one certified staff member who will work directly with the person to be hired. the Council may also direct the Ad Hoc Committee to look for specific qualifications the Council thinks are needed in the position to be filled.

Work of the Ad Hoc Committee

The Ad Hoc Committee shall:

- Meet for the first time within seven calendar days of its appointment
- Develop a list of questions to be asked to each applicant and a set of criteria for a strong candidate.
- Review all applications and references received from the superintendent.
- Request additional applications from the superintendent if it deems necessary.
- Select applicants to interview and interview them.
- Determine which applicants possess any qualifications that Council has identified and meet the criteria set by the Committee itself for a strong candidate.
- Notify all members of the Council when it is ready to report.
- Appear at the next Council meeting to report in closed session on the merits of the application received.

Council Consultation

The Council shall go into closed session to:

- Hear the Ad Hoc Committee’s report on the merits of the applications received.
- Allow each Council member to offer advice to the principal on the contributions different applicants could make.
- Allow general discussion among Council members about the applicants.

- Provide any additional input requested by the principal.

Selection by Principal

After meeting with the Council, the Principal shall select the person he or she believes will contribute most to the success of the school's students and notify the superintendent of his or her choice. The superintendent shall complete the hiring process.