

Rockfield Elementary

SBDM Policies and Bylaws

Article I

Purpose:

In order to be compliant with KRS 160.345, the statute on school-based decision making, requires school councils to have policies adopted that will “provide an environment to enhance the students’ achievements and help the school meet the goals established by KRS 158.645 and 158.6451.”

Mission Statement:

“Igniting Minds, Fueling Futures. Creating the Leaders of Tomorrow.”

School Motto:

“Learning Today,
Leading Tomorrow.”

Article II

Membership:

A. Composition of Council:

The school council at Rockfield Elementary shall consist of three (3) teachers, two (2) parents, and the principal. If the student enrollment reaches 8% or more of minority students, then the council shall consist of at least one minority member.

B. Eligibility

Teacher positions are open to any full or part-time employee for whom certification is required as a basis of employment with the exception of the principal, assistant principal, and head teacher.

A parent council member shall be a parent or legal guardian of a kindergarten through sixth grade student to be enrolled during the parent's term of council service. A parent representative on the council shall not be an employee or relative of an employee of the school in which that parent serves, nor shall the parent representative be an employee or a relative of an employee in the district administrative offices. A parent representative shall not be a board member or a board member's spouse. Relative shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law, or daughter-in-law. An employee is any person eligible to receive compensation from the Board of Education for work. No member of the council shall participate in any decision in which he or she has a conflict of interest under **KRS 45A**.

C. Terms

Terms of school council members shall be for 1 year and shall begin on July 1 and end on June 30 of the following year.

Annual elections for the following year's terms shall be held during the preceding April. Teacher and parent members shall be elected during the month of April. Teacher and parent members are eligible for reelection.

D. Elections

Teachers

All teachers assigned to the school have an opportunity to participate in the annual election of teacher representatives to the council. Teachers may nominate themselves or another teacher. The names of those teachers whom accept the nomination will appear in alphabetical order on the ballot by last name. Voting will be done on the set date. Any teacher unable to attend may cast an absentee ballot. The absentee ballot will only be counted on the first round of votes. Three teachers are to be elected to the council and therefore legitimate ballots must have three teachers selected on the first round of voting. Nominees collecting a majority of votes will be elected.

Whenever a teacher has been elected his/her name will be eliminated from subsequent ballots. Teachers will then vote for the number of seats available from the remaining candidates. Again a legitimate ballot will contain the equal number of teacher(s) selected and the remaining seat(s). (If there are 2 seats available then two teachers must be selected on the ballot. If less or more than the ballot will be discarded.) In the event in any round of elections no teacher has a majority then the teacher receiving the least votes will be removed from the ballots. The process will continue until all three teacher representative seats are filled.

Three (3) teachers shall count the ballots and announce the results at the conclusion of the meeting.

Parents

The PTO conducts this election by rules established by that organization **(KRS 160.345(2)(b)1)**.

E. Council Training

School Council members elected for the first time shall complete a minimum of six (6) clock hours of training in the process of school-based decision making, no later than thirty (30) days after the beginning of the service year for which they were elected to serve. School council members who have served on a school council at least one (1) year shall complete a minimum of three (3) clock hours of training in the process of school-based decision making no later than on hundred twenty (120) days after the beginning of the service year for which they are elected to serve. By November 1 of each year, the principal through the local superintendent shall forward to the Dept. of Education the names and addresses of each council member and verify that the required training has been completed. School council training required under this subsection shall be conducted by trainers endorsed by the Dept. of Education. School council members elected to fill a vacancy shall complete the training within thirty (30) days of their election.

F. Vacancies

In the event of a vacancy, the principal shall notify respective groups, establish timelines, and facilitate elections according to Section D and KRS 160.345(2)(b)1.

G. Minority Membership Representation

School councils in schools having 8 percent or more minority students enrolled, as determined on the enrollment preceding Oct. 1, shall have at least one minority member. If the council formed under the paragraph (a) of this subsection does not have a minority member, the principal, in a timely manner, shall be responsible for carrying out the following:

- a. Organizing a special election to elect an additional member. The principal shall call for nominations and shall notify the parents of the students of the date, time, and location of the election to elect a minority parent to the council ballot and
- b. Allowing the teachers in the building to select one minority teacher to serve as a teacher member on the council. If there is no minority teachers who are members of the faculty, an additional teacher member shall be elected by a majority of all teachers. Term limitations shall not apply for a minority teacher member who is the only minority on the faculty.

H. Standards of Conduct

Each council member is expected to attend all council meetings except in case of illness or family obligations and to abide by Board policies. Elected council members may be removed from office for the following reasons:

- 1) Missing 3 consecutive council meetings.
- 2) Willful violation of Kentucky Revised Statutes, Board Policy, or council policy.
- 3) Demonstrating unwillingness to work collaboratively with the council and the school.
- 4) Any member of the council convicted of a misdemeanor or felony while in office shall resign.

I. Council Member Removal

A member who violates the standards of conduct and does not submit a written resignation to the council could be reprimanded or removed. There are two ways that could happen:

- 1) The Commissioner of Education can recommend removal for immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance, and then the local board of education holds a hearing into the charges to decide whether removal is warranted.
- 2) The Office of Education Accountability can investigate claims of intentional interference with school-based decision-making. If 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 III

Officers of the Council

A. Chairperson

The principal shall serve as chairperson. In the absence of the principal, the Vice-Chairperson shall conduct the meeting.

B. Vice-Chairperson

A Vice-Chairperson shall be elected from the faculty members of the Council by majority vote of Council Members during the first regular meeting.

C. Custodian of Records

The principal shall be the official custodian of council records
The council records shall be filed in the school office and subject to
KRS 61.870 open records law.

D. Secretary

The council shall elect a qualified person to serve as recording secretary during its first council meeting who shall be responsible for:

- 1) Recording in writing all minutes of meetings
- 2) Processing minutes

The council secretary in conjunction with the school secretary shall be responsible for typing and disseminating meeting minutes to all council members and forwarding minutes to the Superintendent.

Additional copies shall be made available to faculty and parents.

Article IV

Functions

A. Policy Responsibilities

The Council shall set policy on:

1. Determination of curriculum, including needs assessment and curriculum development
2. Assignment of all instructional and non-instructional staff time
3. Assignment of students to classes and programs within the school
4. Determination of the schedule of the school day and week subject to the beginning and ending times of the school day and school calendar year as established by the Board of Education
5. Determination of use of school space during the day
6. Planning and resolution issues regarding instructional practices
7. Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor, and principal.
8. Selection of extracurricular programs and policies relating to student participation based on academic qualifications, attendance requirements, programs evaluation and supervision.
9. Procedures for determining alignment with state standards, technology utilization, and program appraisal. Council policy on this issue must be consistent with board policy.
10. Procedures to assist the council with consultation in the selection of personnel by the principal, including but not limited to, meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members are not available for consultation.
11. Facilitation of participation of interested persons, including, but not limited to classified employees and parents shall include the number of committees, their function, composition, and process for membership selection.
12. Other issues to provide an environment to enhance students' achievement and to meet the goals set by KRS158.645 and 6451. If the council makes a policy that fits this area but not any of these listed in 1-11 above that policy must be consistent with board policy.

B. Other Responsibilities

The Council shall also:

1. Determine the number of persons to be employed in each job classification at the school.
2. Determine which textbooks shall be used at the school.
3. Determine which instructional materials shall be used at the school.
4. Determine which student support services shall be provided in the school.
5. Determine the professional development to be paid for out of the school's allocation.
6. Adopt a school improvement plan.
7. Determine the organization of our ungraded primary program.
8. Select a new principal for the school.
9. Consult with the principal before he or she selects persons to fill other school vacancies.
- 10. Each school council shall annually review assessment data and adopt a plan to improve students' performance relating to state and federal standards.***
11. Carry out any other responsibilities assigned to the council by board policy or state law.

C. Responsibilities not under Council Authority

The council shall not:

1. Recommend the transfer or dismissal of any member of the school staff.
2. Violate federal or state law or regulations.
3. Take any action that risks the health and safety of students, staff, or others.
4. Take any action that exposes the council or the district to unreasonable risk of legal liability.
5. Authorize any purchase that exceeds the financial resources available to it.
6. Take any action that violates contractual obligations already made by the district or the council or personnel and other providers of goods and services.

Article V

Schedule of Meetings

A. Regular Meetings

The Rockfield Elementary School Council shall meet monthly. The regular monthly meetings will be determined during the first council meeting in July. The regular scheduled meeting dates will be posted.

Regular meetings may be rescheduled due to inclement weather or if circumstances deem necessary.

B. Special Meetings

If the council needs to meet before its next regular meeting, the principal may call a special meeting. A special meeting may be called by a majority of council members. Once the decision is made to call a special meeting, the following steps must be taken:

1. Content of Written Notice:

The person or persons calling the meeting must prepare and sign a written notice that state the time, date, and place of the special meeting. Only the issue on the agenda can legally be discussed at the special meeting.

2. Delivery Notice:

The person calling the meeting must arrange for the notice to be delivered to every council member and to any media organization that asks to be notified of council meetings. The delivery can be made by hand, facsimile machine, or mail. The method must be done that allows for notice to arrive at least 24 hours before the time set for the meeting.

3. Posting of Notice:

The notice must be posted conspicuously at the school, and also at the building where the meeting will be held if the meeting will not be held at the school. These copies must be posted in no less than 24 hours prior to the start of the meeting.

C. Open Meetings

All meetings of the council are open to the public and subject to the open meetings law in KRS61.820 and KRS 61.825.

Article VI

Conduct of Meetings

A. Quorum

In order to make official decisions 3 of the 5 regular council members must be present. The principal does not count as a regular member.

B. Attendance

Council meetings are open to the public. Anyone who wants to attend a council meeting may do so.

C. Closed Session

A closed session is a portion of a regular meeting or special meeting of the council during which the members meet in private. Within the realm of council responsibilities, the allowed subjects at closed meetings are proposed or pending litigation by or against the council, allowed by KRS 61.810(1)[c] or selection of a new principal or consultation on other vacancies allowed by KRS 61.810(1)[f]. Before a closed session the following steps must be taken:

1. Announcement of Contents

The announcement must state that the council needs to discuss business involving a topic that the law allows to be discussed in closed session.

The announcement must state the general nature of business that needs to be discussed in closed session.

“It was moved by _____ and second by _____ that the council move into closed session pursuant to the authority of KRS61.810(1)[c] or KRS 61.810(1)[f] for the purpose of _____.

2. Motion

A motion must be made and passed by a majority of members present to go into closed session to discuss that business. During the closed session, only the business stated in the announcement can be discussed, and no final decision can be made. After full discussion, the council must return to open meeting and make any official decision needed on the matter and the decision must be recorded in the minutes of the open session.

D. Agenda

Meetings shall operate by an agenda. The agenda shall be formed with items provided by the council members. Non-council members may recommend items for the agenda by contacting a council member.

1. Preliminary

Three days prior to the start of each regular meeting the principal shall prepare a preliminary agenda for the council meeting.
The agenda shall be posted and copies sent to all members of the council.

2. Final

Setting the final agenda shall be the first order of business for each council meeting. Other items may be added to the agenda at a regular meeting by action of the council.

3. Agenda items must be within the authority of the council.

E. Agenda Order

1. Set the agenda
2. Approve minutes
3. Items brought before the council
4. Topics for discussion
5. Adjourn

F. Discussion of Agenda

Each item on the agenda shall be fully discussed by the council before any decisions are made.

Those who are in attendance at the shall be provided an opportunity to discuss issues under the consideration by the council by the following procedure:

1. As each topic is discussed, the chairperson shall call on speakers from the floor. Each speaker will be limited to 5 minutes. Input will be allowed before the council makes a decision. Those wishing to discuss a topic must submit to each council member their desire to address the topic with the council and their rationale to be considered.
2. Input and reaction must be relevant to the topic and must be within the authority of the council.
3. The council may act to terminate the discussion. This shall be done by a majority vote.
4. Items from the floor will be taken under advisement and considered for action.

G. Decision Making

The primary method of making decisions shall be by consensus. An effort shall be made to thoroughly discuss all possible alternatives, provide everyone with the opportunity to be heard, and make a final choice that an be supported by the group. All policies adopted by the council subject to two readings.

In the event a decision is necessary and the council determines majority rule is an acceptable process to make the decision, then the majority rule will be followed. Decisions by majority rule shall require a simple majority of the members present including the principal. A tie vote will result in no action.

No member of the council shall participate in any decision in which he or she has a conflict of interest under KRS 45A.

H. Consultation

The principal shall ask advice or opinion in the selection of personnel with the following criteria have occurred:

1. The Principal may assemble an interview committee to help screen, select, and interview potential candidates to interview.
2. The interview committee and/or principal will contact references of potential candidates in selecting and potential candidates to interview.
3. Upon completing the interviews, the principal or committee will rank the candidates and the principal will present the screened applications, the list of candidates interviewed, and the candidate the principal will recommend to the superintendent for the position.
4. If a candidate decides not to accept the position, the principal may offer the position to the next candidate or move to screen and interview further.

In the event where consultation needs to occur quickly or it isn't reasonable to wait for a suitable date (i.e. due to summer vacations) then phone consultation may occur.

Article VII

Minutes and Other Council Records

A. Minutes Kept and Approved

The secretary shall keep minutes of each council meeting. The minutes shall be reviewed and approved by the council at its next regular meeting. If anyone wishes copies of the minutes the fee shall not exceed the actual cost of reproduction, including the costs of the media and any mechanical processing cost incurred by the public agency, but not including the cost of staff required.

B. Council Documents and Records

The council secretary in conjunction with the school secretary shall make available copies of the council's by-laws, policies, annual budget, monthly spending reports, and minutes.

A copy of all council documents shall be kept in the school office where it can be reviewed by all interested persons anytime the office is open.

The principal, upon request, shall make official council records available in compliance with the Open Records Law. There will be a cost of 10 cents per page.

Article VIII

Fiscal Management

A. Authority

The council shall have prevue of all monies and resources allocated, assigned to, or generated by the school.

The principal shall prepare a budget to be submitted for approval to the council.

The standing committees will perform their assigned duties and present their findings and/or recommendations.

The principal will approve all instructional material purchase orders and present a financial report during each regular meeting.

Article IX

Appeals Process

A. Eligibility

Any resident of the District ,a parent , student, or employee of the school district may appeal council decisions.

B. Process

Council decisions may be appealed following the rules found in board policy number 02.42411.

Article X

Policy Development and Review

A. Policy Development

Council policy shall be developed by the council and/or through its committee system. All policies shall be adopted by the council and are subject to two readings.

B. Policy Review

Council policies may be reviewed annually.

C. Policy Amendment

Upon review, the council may amend policy.

D. Policy Manual

The principal shall maintain a manual of current council policy for staff and public inspection and shall provide each council member a current manual. A copy of the manual and its amendments shall be provided to the Superintendent.

E. Amendments to

All motions to amend the by-laws of the council shall be submitted in writing. No decision on a motion to amend the by-laws shall be made until after the topic has appeared twice in the preliminary agenda for council meetings and the proposed amendment has had two readings during those meetings.

Policies

Standing and Ad Hoc Committees

A. Statement

It shall be the policy of the Rockfield Elementary Council to establish standing and or Ad hoc committees. It shall be the purpose of each committee to research and analyze data. The committee shall present findings and make recommendations to the council on adoption of policy or procedure.

B. Membership

It is the intent of the council that the committees be broad-based. The committee shall involve members of the school's faculty, staff, and parents. Membership of ad hoc may include school and community members. Council members are ex officio members of all committees.

Committee members may be appointed by the principal with the approval of the council in instances where volunteers are unavailable.

C. Responsibility

The council may direct the work of each committee with a charge to focus its efforts on specific topics.

Administrative Procedures

Standing and Ad Hoc/Sub Committees

A. Standing

Standing committees shall:

1. Be representative of the school and community
2. Serve for one year from date of appointment
3. Select a chairperson and a secretary from its membership
4. Determine the frequency of their meetings
5. Determine the agenda for their meetings
6. Be subject to the Open Meetings Law and Open Records Law
7. Submit to the school secretary the time, date, and location of each meeting five working days prior to the meeting
8. Be approved by the council.
9. Keep minutes of each meeting and file them in the school office as part of the council's official records.
10. Make available committee presentations to each council member five days prior to the next scheduled meeting
11. Form ad hoc or sub committees in order to complete the specific tasks.
12. Uses consensus as the primary method of making decisions

B. Ad Hoc/Sub

Ad Hoc/Sub Committees

1. May be formed by the council and/or the chairperson to help complete certain tasks
2. Shall be subject to all the administrative procedures assigned to standing committees
3. Shall be abolished by the council when the tasks for which they were formed are completed.
4. Shall have its members appointed by the council chairperson within a reasonable amount of time after the committee has been formed.

C. Standing Committee

Standing committees will be:

1. Curriculum and Instruction
2. Leadership
3. Culture and Climate

Curriculum and Instruction Committee

The Curriculum and Instruction Committee will annually review and evaluate curriculum based on needs assessments as identified by the school. The curriculum and instruction committee will analyze and evaluate items such as the following:

Assessments (formative and summative)

Teaching strategies

Best Practices

Educational materials

Technology needs

(The above list is not all inclusive)

Leadership Committee

Leadership Committee will evaluate the overall effectiveness of the school functions in order to achieve the mission and vision. This committee will also serve as the RtI committee to ensure students that meet the criteria are provided with the appropriate resources to reach their highest achievement levels.

Culture and Climate Committee

The Culture and Climate Committee will analyze data relevant to the climate and culture of the school. Such data may be survey data, discipline data, and parent and community input. The committee will foster a continuing safe and supportive school environment for students to learn and a place where professionals want to work and spend their career.

Assignment of Instructional and Non-Instructional staff time

After receiving notification of the financial allocation for the school from the board, the principal will recommend for council approval the assignment of instructional and non-instructional staff time.

Assignment of Students to Classes and Programs

The principal shall assign students to classes and programs after consultation with the faculty.

Scheduling

The schedule of the school day and week shall be determined by the needs of the students as directed by the faculty and administration. The school calendar year will be in compliance with the district calendar as established by the Warren County Board of Education.

Utilization of School Space During the School Day

Assignment of school space shall be determined by the principal based upon criteria that considers class size, program space need, accessibility for the disabled, supervision of students, safety and overall effective school management.

When a space change is necessary, affected staff shall be consulted prior to any change occurring.

Instructional Practices

Council policy on instructional practices should reflect broad input, best practices, and innovations of the teaching profession, offer flexibility for teachers and students, and enhance teacher and student performance and creativity. Councils and committees should focus on the school goals and capacities for students and look carefully at how students are required to perform on mandated assessments.

Discipline

Rockfield Elementary believes in providing students with Positive Behavioral Supports. We will monitor our rewards systems and student behavior data in order to ensure behavioral success and further promote their academic success.

Extracurricular Programs

The council shall approve extracurricular programs for Rockfield Elementary. The principal and instructional staff shall develop policies related to those programs and submit them to the council for approval.

Procedures

The school shall address procedures for determining alignment with state standards, technology utilization, and program appraisal with KRS 160.345.

Rockfield Elementary Wellness Policy

All students at Rockfield Elementary shall participate in moderate to vigorous physical activity each day, as follows:

- ❑ Each student in P1-P3 shall participate in physical education class twice a week for a total of 50 minutes. Each student in P4-6 grade shall participate in physical education class once a week for a total of 45 minutes.
- ❑ Each student shall have at least 20 minutes a day of supervised locomotor activities, preferably outdoors, during which the school staff shall encourage moderate to vigorous physical activity verbally. The school shall provide

space and equipment to make that activity possible and appealing to students.

- ❑ Teachers shall make all reasonable efforts to avoid periods of more than forty minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active.
- ❑ Students shall not be deprived of supervised outdoor locomotor active time or other physical activity as a consequence for behavior or academic performance.
- ❑ Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.

Rockfield Elementary shall assess students' level of physical activity during the fall and spring semester of each school year. The "Fitness Gram" shall be used as the assessment tool, and the principal shall develop a schedule for completing that assessment.

Rockfield Elementary shall encourage healthy choices among students using the following methods:

- ❑ Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverages available during the school day.
- ❑ Our Practical Living curriculum shall address the full Core Content, including health, consumerism, and physical education.
- ❑ The rest of our curriculum shall reflect an integrated concern for wellness, including connections to Science, Social Studies, and other subjects.

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

The principal shall share this policy with the Kentucky Department of Education when KDE asks for this information.

Rockfield Elementary School

EMERGENCY PLAN POLICY

STATUTORY AUTHORITY – KRS 160.345(2)(i)9 and KRS 158.162

The principal, in consultation with teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to develop and document efforts to prevent, mitigate, prepare for, respond to and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan, which must be adopted by the council and implemented, will include, but not be limited to:

- Establishment of primary and secondary evacuation routes which must be posted in each room by each doorway used for an on campus evacuation;
- Identification of severe weather safe zones that have been reviewed by a local emergency agency, which must be posted in each room;
- Practices for students to follow in an earthquake;
- Development and adherence to access control measures for each school building, which may include (but not be limited to):
 - Controlling access to exterior doors during the day
 - Controlling front door access electronically or with a greeter
 - Controlling access to individual classrooms
 - Requiring visitor check-in with identification and purpose provided, and
 - Display of visitor's badge on outer clothing; and
- Practices for students to follow in in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction.
- Procedures for lockdown of the campus local law enforcement shall be invited to assist in establishing lockdown procedures. Following adoption, the emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local, county and/or state police personnel, and

emergency medical personnel. Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records requests. 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 with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review. Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and one building lockdown. . Fire drills will be conducted in accordance with timelines, procedures and requirements outlined in the DHBC regulations. 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 school council and to the district central office for any remedial action needed.

At the end of each school year, the emergency procedures are to be reviewed by the school council (or designated school council committee with report to the school council) and first responders and revised as needed.

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 the primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points. Completion will be reported to the council and documentation maintained in the principal's office.

A comprehensive diagram of the school showing primary and secondary on campus evacuation routes will be posted at each school doorway prior to the first instructional day of school. Identified severe weather safe zones which have been identified and reviewed by the local fire marshal or fire chief will be posted at each school doorway prior to the first instructional day of school.

Possible access control methods that may be included in council policies as desired, are outlined below:

- All exterior doors must remain locked at all times, with the exception of the front entry doors.
- All visitors must enter through the posted front entrance.
- The principal is responsible to ensure that trained personnel monitor the front entrance at all times. At no time during the school day are students allowed to monitor the front entrance or the reception area.
- All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a school-specific badge on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office.
- 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.
- The principal is responsible for ensuring classroom access in the event of a substitute teacher.

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Signature _____
 Council Chairperson

Date: _____

