**SOUTHGATE PUBLIC SCHOOL**

**SITE BASED DECISION MAKING COUNCIL POLICIES**

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’ achievement and help the school meet the goals established by KRS 158.645 and 158.6451.” Furthermore, the same statute lists several areas in which school councils are required to have an adopted policy. These include:

Policy No.

1. Curriculum – KRS 160.345(2)(i) 1.000
2. Staff time assignment – KRS 160.345(2)(i) 2.000
3. Student assignment – KRS 160.345(2)(i) 3.000
4. School schedule – KRS 160.345(2)(i) 4.000
5. School space use – KRS 160.345(2)(i) 5.000
6. Instructional practices – KRS 160.345(2)(i) 6.000
   * Homework Policy 6.001
   * Classroom Parties during the School Day 6.002
   * Valedictorian Policy 6.003
   * Salutatorian Policy 6.004
   * Most Outstanding Student Policy 6.005
   * School-wide Grading Scale Policy 6.006
   * Primary School Schedule Policy 6.007
7. Discipline and classroom management – KRS 160.345(2)(i) 7.000
8. Extracurricular programs – KRS 160.345(2)(i) 8.000
   * Eligibility Policy 8.001
9. State standards, technology utilization, and program appraisal – KRS 160.345(2)(i) 9.000
10. Consultation in filling vacancies – KRS 160.345(2)(i) 10 10.000
11. Selecting a Principal – KRS 160.345 (2) (h) 11.000
12. Committee participation – KRS 160.345(2)(c) 2 12.000
13. Wellness Policy for K-5 Schools – KRS 160.345 (11) 13.000

In addition to the areas where school councils are required to have adopted policies, the same law creates areas where school councils must make decisions. Implied with the charge to make the decision is the responsibility to establish policy on how that decision will be made. These areas include:

      14. Determine the number of persons to be employed in each job class – KRS 160.345(2)(f) 14.000

15. Determine textbooks for the school – KRS 160.345(2)(g) 15.000

16. Determine instructional materials for the school – KRS 160.345(2)(g) 16.000

17. Determine student support services for the school – KRS 160.345(2)(g) 17.000

18. Set the budget for school instructional funds (Section 6) – KRS 160.345(2)(g) 18.000

19. Completion of data analysis and school improvement planning – KRS 160.345(2)(j) 19.000

20. Planning professional development – KRS 160.345(8) 20.000

21. Additional responsibility granted from the local board – KRS 160.345(4) 21.000

**Policy No. 1.000**

**Date Adopted: July 26, 2005**

**Curriculum:**

The chairperson of the Curriculum Committee shall, by (May 1), report to the school council a recommendation from the Curriculum Committee that includes a curriculum that is aligned with state standards for the school. The curriculum shall become effective immediately upon approval by the school council. The Curriculum Committee is charged with bringing any subsequent amendments to the adopted curriculum to the council for consideration and possible approval. All issues related to the curriculum of the school shall be referred to the Curriculum Committee for discussion that leads to a recommendation on the issue to the school council for consideration and possible adoption. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

**Policy No. 2.000**

**Date Adopted: July 26, 2005**

**Staff time assignment:**

By (June 1) of each year, the principal shall prepare a school staff time assignment plan for the following school year, and shall present the plan to the school council for consultation on the plan. A follow up plan that reflects amendments to the original plan shall be prepared by the principal and submitted to the school council for approval by (August 1). Discussion of the plan shall include school wide priorities and concerns only and will not include discussion of individual staff persons.

All vacant positions, whether existing or new, shall be posted on the bulletin board in the teacher workroom within one working day of the vacancy being declared so that existing teachers shall be informed of this circumstance. Teachers shall have 3 working days from the date of the posting in the faculty lounge to inform the principal, in writing, of their request to be considered for reassignment to the vacant position. The reassignment of existing staff is at the discretion of the principal. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

**Policy No. 3.000**

**Date Adopted: July 26, 2005**

**Student assignment:**

The principal shall prepare a student assignment plan and present the plan to the school council for approval by (June 1). Additions or amendments to the student assignment plan shall be reported to the school council by (July 1). Additions or amendments to the student assignment plan shall be reported at each subsequent school council meeting for the month in which one occurs. If the school council has not approved a student assignment plan by (August 1), the principal’s plan shall be implemented as if approved by the council.

This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

**Policy No. 4.000**

**Date Adopted: July 26, 2005**

**School schedule:**

The principal shall develop a proposed school schedule by (April 1), and shall present this schedule at the (April) meeting to the council for approval. If the school council does not approve this schedule, it will be sent back to the principal for revision and presented to the school council at subsequent meetings until approved. If the school council has not approved a schedule by (July 1), the principal shall develop and implement a schedule. It shall be the responsibility of the principal to ensure that interruptions during instructional time do not occur unless there is an emergency situation in the school as provided in the School Safety Plan. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

**Policy No. 5.000**

**Date Adopted: July 26, 2005**

**School Space Use:**

By April 1, the principal shall prepare a school space use plan and present the plan to the school council for approval. The school council may amend the plan prior to approval. The principal shall implement the plan subsequent to the approval of the school council. If the school council has not approved a plan prior to (June 1), the principal shall develop and implement a school space use plan. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

**Policy No. 6.000**

**Date Adopted: July 26, 2005**

**Instructional Practices:**

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. Best practice instructional strategies that are selected by teachers must be included in lesson plans and monitored by the principal. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

**Policy No. 6.001**

**Date Adopted: August 23, 2005**

**Homework**

Practice work and drill periods have been scheduled in the existing school day. It is sometimes beneficial to the students to practice extra work that must be done. We request that all parents help the child by striving to get this work finished at the prescribed time.

In some cases carefully planned homework may be helpful or desirable to students who have missed school. This would allow that student a better opportunity to catch up.

***Philosophy***

The staff of Southgate Independent School believes that homework is a valuable aid in helping students make the most of their learning experience in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility, and helping students develop positive study habits.

***General Homework Guidelines:***

1. Homework assignments must support our school’s continuous progress curriculum.
2. Homework should follow the suggested time ranges listed below:

Primary – may range between fifteen and thirty minutes per day.

Fourth grade and eighth grade may range between forty-five and sixty minutes per day.

Times listed above reflect the total of homework assignments from all teachers that a student may have. Times listed above may vary based upon the individual students. If an individual child is experiencing lengthy evenings of homework, the parent should contact the child’s teachers to discuss their concerns. Time spent on extended projects should be based on the total number of days provided to complete the project.

1. Every effort will be made not to assign homework on designated school holidays (with the exception of long-term assignments and incomplete class work.)
2. Directions will be explained in class when homework is assigned.
3. Assignments may vary by group or individual to account for differences in learning styles or rates.
4. Homework shall never be given as a whole class punishment and “no homework” will not be used as a whole class reward.
5. Completed homework assignments will be reviewed by the teacher in a timely fashion.
6. Homework during excused absences may be made up in a timely fashion. A 24-hour notice is expected when requesting homework or make-up assignments due to absences or anticipated absences. Due to unanticipated needs of the class and changes that may occur in lesson plans, teachers may not always be able to provide accurate assignments in advance of an absence.
7. Students have the following responsibilities in regards to homework:

* Write down assignments (where appropriate)
* Be sure all assignments are clear and ask questions when they are not
* Set aside a regular time to study
* Find a quiet, well-lit place to study

1. Parents have the following responsibilities in regards to homework:

* Set a regular study time each day with a definite beginning and ending time
* Establish a study area away form household distractions with good light and space for studying
* Make sure the child has the materials they need to do assignments
* Help the student work to find the answers rather than doing the work just to get it done
* Help the child organize school materials, study notes, assignments, books, and etc.
* Be supportive and give assistance when students get frustrated or discouraged with particularly difficult assignments
* Contact the teachers to discuss concerns about the child’s progress.

1. Each grade will provide more grade level specific information and policies at the opening of each new school year.
2. At the teachers’ discretion, late assignments may be penalized.

***Non-completion of homework:***

Non-completion homework is a violation of classroom and school rules. Failure to complete and punctually return homework will result in consequences. Non-completion of homework may result in the child being assigned to complete their homework during recess, detention, Saturday school, or the loss of the opportunity to participate in special events such as extra-curricular activities and field trips.

When a child chronically does not complete homework, the teacher will contact the parent, in a timely manner, to inform them of the circumstances and request their assistance. A student who continues to engage in this type of action may be subject to disciplinary action including detention, Saturday school, or suspension

**Policy No. 6.002**

**Date Adopted: September 27, 2005**

**Classroom Parties during the School Day**

School Holiday parties will be limited to 2 parties a year in the middle school, grades 5-8 and 3 parties a year in the elementary school, grades K-4. These parties will be limited to 45 minutes or less.

Middle school birthdays will be recognized by and celebrated with the principal each month.

**Policy No. 6.003**

**Date Adopted: April 25, 2006**

**Revised: October 24, 2013**

**Selection of Valedictorian:**

The valedictorian of the graduating class shall be the student having the highest GPA on a 4 point scale with a minimum GPA of 3.7. To determine the GPA the principal or designee will calculate the weighted average of the core content classes with a weight of one (1), the special classes with a weight of one-half (0.5) and electives with a weight of one-fourth (0.25) over the 5th – 8th grade years. If no student has a GPA equal to or greater than the minimum GPA of 3.7, then no student will be recognized as valedictorian. Students must be enrolled prior to the end of the 1st grading period to be eligible for this distinction.

**Policy No. 6.004**

**Date Adopted: April 25, 2006**

**Revised October 24, 2013**

**Selection of Salutatorian:**

The salutatorian of the graduating class shall be the student having the second highest GPA on a 4 point scale with a minimum GPA of 3.7. To determine the GPA the principal or designee will calculate the weighted average of the core content classes with a weight of one (1), the special classes with a weight of one-half (0.5) and electives with a weight of one-fourth (0.25) over the 5th – 8th grade years. If no student has a GPA equal to or greater than the minimum GPA of 3.7, then no student will be recognized as salutatorian. Students must be enrolled prior to the end of the 1st grading period to be eligible for this distinction.

**Policy No. 6.005**

**Date Adopted: April 25, 2006**

**Revised: October 24. 2013**

**Selection of Most Outstanding Student:**

The most outstanding student of the graduating class shall be selected with the following criteria in mind: academic achievement, leadership, extracurricular activities, character, citizenship, and attendance.

Academic Achievement – Student must have a minimum cumulative (5th – 8th) GPA of 3.0 to be eligible.

To determine the GPA the principal or designee will calculate the weighted average of the core content classes with a weight of one (1), special classes with a weight of one-half (0.5) and electives with a weight of one-fourth (0.25) over the 5th – 8th grade years.

Attendance – Student has demonstrated outstanding attendance throughout the middle school (5th – 8th) grade years.

To determine level of participation, student must have less than (3) unexcused absences/tardies per year throughout the 5th – 8th grade years and his/her overall attendance percentage is 96% or better beginning with attendance data from the 2005-2006 school year. By 2008-2009, attendance data will be cumulative and will include 5th – 8th grade years while at Southgate Public School.

Extra-curricular – Student participates in activities such as: basketball, cheerleading, cross-country, oratorical participant, academic team, news crew and band.

To determine level of participation, students will receive 1 point for each activity per year that they successfully complete the season for that particular activity/sport while at Southgate Public School.

Leadership - Demonstrates the ability to guide classmates in a positive manner, serves on student council, etc.

To determine level of leadership, students will receive 1 point for each activity that they participate in per year (5th – 8th) while at Southgate Public School.

Character – Student demonstrates character traits (caring, citizenship, honesty, respect, responsibility, trustworthiness, etc.) to both classmates and adults, volunteers time to assist school/parents in after-school programs/activities, helps keep school grounds clean, etc.

To determine, teachers will nominate two students from the 8th grade class that meet the above criteria. Students receiving two or more nominations will be placed on a ballot and teachers will vote for one candidate. Each vote that the candidates receive will be worth one point. The points will be entered into the formula used in the selection process.

The student receiving the highest point total will be selected as the Most Outstanding Student.

**Policy No. 6.006**

**Date Adopted: April 25, 2006**

**Revised: October 24, 2013**

All teachers assigning letter grades (3rd – 8th) shall follow the district-wide grading scale included in the Student Handbook for the current school year.

**Policy No. 6.007**

**Date Adopted: April 25, 2006**

**Primary School Schedule Policy:**

To establish consistency in the frequency in which core content subjects are taught across the primary grades and to assist with moving students up and down across the primary grades, classroom teachers shall create a schedule that allows sufficient time for each core content area to be taught on a daily basis. This schedule shall be approved by the principal.

**Policy No. 7.000**

**Date Adopted: July 26, 2005**

**Discipline and Classroom Management:**

The faculty and principal shall implement the local school district code of acceptable student behavior and discipline. Copies of the local district code shall be distributed to all staff prior to the beginning of each school year, and to all parents upon enrollment of their child each year using the Student Handbook. The school council shall automatically adopt any subsequent amendments to the code by the local board of education. This school council policy shall also be consistent with the School Safety Plan and the applicable indicators from the Standards and Indicators for Schools Improvement.

**Policy No. 8.000**

**Date Adopted: July 26, 2005**

**Extracurricular Programs:**

By July 1 of each year, an officer of the Pride organization shall be placed on the school council agenda to present a request for continuation and/or creation of extracurricular programs sponsored by the parent organization. Upon presentation to the council, officer of the parent organization shall include student participation criteria, to be consistent with the standards of the state or national sponsoring organization and state and federal statutes and regulations. Implementation of the programs and use of the student participation standards shall be subject to the approval of the school council.

By July 1 of each year, the principal shall prepare a list of school sponsored programs to be implemented in the school, for the school council’s approval. Additional extracurricular programs to be implemented shall be presented by the principal to the council for approval prior to their implementation.

The principal shall determine student participation standards, to be consistent with any criteria set by the state or national sponsor of the program, and consistent with state and federal statutes and regulations.

This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

**Policy No. 8.001**

**Date Adopted: August 23, 2005**

**Revised: February 27, 2007**

**Extra Curricular Eligibility Policy**

**Academics:**

All students that participate in extra curricular activities will have their academic progress checked weekly by the principal. Reports will be checked on the first school day of the week, and coaches will be notified that day of any students that are ineligible. Students who are ineligible will also be notified. Reports will only be run one time per week. Any student found to be ineligible is ineligible until the next weekly check of the eligibility list. Ineligible students are not permitted to attend any practices, or dress for games. Instead they should be working to correct any failing grades they may have. Any student who is ineligible for 5 cycles during the same sport/season will be removed from the team.

A student is considered to be ineligible if he/she is failing one (1) core subject (ex. Reading, Language Arts, Science, Social Studies, Math) or two (2) special classes (Art, Physical Education, Practical Living, Music, etc.) will be ineligible for a period of 1 week or until the next weekly check of the eligibility list. A student’s eligibility status throughout the cycles does not depend on which subject they are failing, or whether they are failing a different subject in any of the cycles.

Grades will be cumulative for each grading quarter only, not cumulative for the year.

All students are eligible to participate in any extra-curricular activities for the first week of each grading quarter. This will allow students to attend at least one practice/meeting of the activity and make contact with the sponsor or coach of the activity.

If a “week” of school consists of less than 3 school days due to holidays or snow days, the eligibility status of a student will not change until the next full week, or the next opportunity for at least three school days to be included. This will allow students to accumulate enough grades to assist them in bringing up their grade average.

When a student is ineligible, they will be notified of their status with the following:

1st Ineligibility Letter to Parent

2nd Ineligibility Letter to Parent & Parent/Teacher Conference for further Recommendations

3rd Ineligibility Letter to Parent

4th Ineligibility Letter to Parent

5th Ineligibility Letter to Parent & Removal from athletic team

Teachers will also receive a copy of the eligibility list each week in order that they may make contact with parents and work with the student to improve his/her performance.

**Behavior:**

A student is considered to be ineligible if he/she is suspended (in school suspension or out of school suspension) due to disciplinary action. The student is ineligible to participate in any school sponsored event including but not limited to sports, dances, parties, field trips, etc. The student is not permitted on school property until the school day following the period of suspension.

**Policy No. 9.000**

**Date Adopted: July 26, 2005**

**Alignment With State Standards, Technology Utilization, and Program Appraisal:**

The school shall organize all instructional and other activity to be aligned with standards established in state laws and regulations, and in a manner that is consistent with local school board policy. The school shall utilize technology in a manner consistent with local school board policy and state laws and regulations. The school shall appraise all programs in a manner that is 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 the council. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

**Policy No. 10.000**

**Date Adopted: July 26, 2005**

**Consultation Policy**

The school council shall be consulted by the principal on all certified and classified vacancies that occur at the school.

When a school-based personnel vacancy has been posted the principal shall include "consultation with the school council for the (insert position title) vacancy" on the agenda of a regular or special meeting of the council.

The principal and school council shall meet the following timeline for filling vacancies:

* The principal shall copy and distribute written applications from all candidates on the qualified applicants list to the school council for their review within 15 days of the posted vacancy. The council will set a time to meet and screen applications for the posted vacancies.
* The principal shall conduct a reference check on each candidate selected by the council and report the results of this reference check to the school council at a regular or special meeting of the council within 30 days of the posted vacancy.
* The school council shall consider the principal recommendations and shall provide its advice to the principal on who to select to fill the vacancy in a closed meeting of the council.
* If a quorum of the members of the school council is not available to attend a meeting for the purpose of conducting consultation in the filling of a vacancy, the principal shall call a special meeting and conduct consultation with the council members who can attend. The definition of quorum for the purposes of filling the specified vacancy in a situation when council members cannot all be present shall be: "*one or more members of the school council who are present for the consultation*."

Subsequent to the completion of the steps listed above, the principal shall make a selection of the qualified applicant to fill the vacancy and shall report this selection to the superintendent who will complete the hiring process.

The minutes of the school council for the meeting at which council recommendations occur shall state, "Consultation occurred for the filling of the (insert position title) vacancy."

This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

**Policy No. 11.000**

**Adopted Date: July 26, 2005**

**Principal Selection**

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| When a principal vacancy occurs: | |
| Week 1 | 1. The school council shall obtain training in recruitment and interviewing techniques from a trainer(s) of their choice. The school council shall convene a special meeting for the purpose of receiving training. This shall be completed prior to beginning the selection process. Trainers shall be noted in the council minutes along with the dates and the times of the trainings. |
| Week 2 | 1. The superintendent shall provide the school council with a list of qualified applicants. The school council shall meet in closed session to review applications and references. Council shall discuss criteria and draft questions in open session(s). Date(s) shall be selected for interviews at a time when complete council can be present. Vice chair of school council will contact applicants to schedule interviews. Interviews shall be conducted in closed session. |
| Week 3 | 1. The school council shall meet at the conclusion of all interviews in closed session to discuss each applicant. If more applicants are requested, the vice chair shall contact superintendent. Step 2 will be repeated. 2. The school council shall select a principal applicant in closed session. In open session, the council shall announce that a decision has been made. 3. The vice chair shall contact the superintendent with the name of the applicant chosen. The superintendent shall contact the applicant to offer the position and complete the hiring process. |
| Week 4 | 1. Once the applicant accepts the principal position, the vice chair shall contact school council members to notify that position has been filled. 2. The school council shall follow district policy, working with district human resources to notify other applicants of school council decision. 3. Principal selection shall be announced and candidate introduced at the next regularly scheduled council meeting. The vice chair may call a special meeting for this announcement. |

**Policy No. 12.000**

**Date Adopted: July 26, 2005**

**12. Committee Participation**

1. The school council shall review and consider but not be limited to the following committees:

Curriculum and Instruction

Assessment and Planning

Budget

Professional Development

Staffing and Hiring

Governance

Technology

School Climate

1. Upon formation of the standing committees the following shall apply.
   1. All interested persons shall be assigned membership to one of the standing committees.
   2. The principal, by May 1 of each year, shall post a list of standing committees in the school office. The principal shall, by May 1, distribute memoranda to teachers and parents inviting volunteers for appointment to the standing committees for the following August 1 to June 30. Persons may volunteer for specific committee appointment by signing the appropriate list posted in the office, or by contacting the school secretary to request appointment to a committee.
   3. The principal shall present unaltered committee sign-up sheets to the school council by no later than July 1, and the school council shall approve committee membership by no later than August 1. The school council shall attempt to assign all parents and teachers to committees they request, but the council reserves the right to approve all final assignments. Assignments will be posted in the school office by no later than 48 hours subsequent to the council approval of the final assignments.
   4. Each standing committee will have no less than 3 or more than 10 members. The principal shall be assigned as a member of all committees for which he/she volunteers.
   5. Each committee shall assemble no later than Sept 1 to elect a chairperson and establish their regular monthly meeting date. The meeting date will be reported to the principal by the chair within 48 hours of the initial assembly so that the principal may compile a report of all regular meeting dates and report this schedule of meeting dates to the superintendent, faculty, parents, and local media requesting this notification. The schedule of meeting dates will be posted on the school council bulletin board in the foyer of the school.
   6. Each standing committee will establish its own frequency of meetings, date of meetings, and agenda.
2. The school council may establish ad hoc committees to accept specific assignments at the discretion of the school council. Ad hoc committee formation shall be subject to the requirements listed in paragraphs 4 and 6 of this policy. All other requirements for an ad hoc committee shall be established in the jurisdiction statement specifically created by the council for the ad hoc committee upon its creation.

This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

**Policy No. 13.000**

**Date Adopted: June 27, 2006**

**WELLNESS POLICY FOR:**

**SOUTHGATE PUBLIC SCHOOL**

**Setting Nutrition Education Goals**

Administrators, staff, and extracurricular groups shall ensure that all school activities, including classroom practices and incentives, are consistent with the sound nutrition practices taught in the classroom and implemented in the school meal programs.  
  
School personnel shall practice consistency of nutrition messages throughout the curriculum and   
environment.

**Setting Physical Activity Goals**

All pupils in grades K-4 shall participate in the physical education program at a minimum of one time each week for the entire school year. All pupils in grades 5 – 8 shall participate in the physical education program not less than two times each week for a semester. The minimum time devoted to such programs shall be at least 90 minutes in each calendar week, exclusive of any time that may be required for dressing and showering.

The physical education classes shall have a teacher/student ratio comparable with those of other classes within the school.

The physical education teacher shall follow national and state standards such as those contained within the Kentucky Core Content for physical education class.

The physical education teacher shall meet all state certification requirements and shall receive professional development for teaching physical education annually.

All pupils in grades K-8 shall receive a daily recess for up to 30 minutes per day prior to lunch if time allows. Recess shall be supervised by the classroom teacher. No student shall be denied recess as punishment for classroom/school behavior or for academic deficiencies such as non-completion of schoolwork.

**Establishing Nutrition Standards for All Foods Available on School Campus during the School**

KRS 158.854(1) requires the Kentucky Board of Education to promulgate an administrative regulation to specify the minimum nutritional standards for all foods and beverages that are sold outside the National School Breakfast and National School Lunch programs, whether in vending machines, school stores, canteens, or a la carte cafeteria sales. KRS 158.854(1) requires that the administrative regulation address serving size, sugar, and fat content of the foods and beverages. This administrative regulation establishes the minimum nutritional standards for food and beverages available on the school campus during the school day and establishes reporting requirements for local school districts for nutrition and physical activity.

Section 1. Beverages. During the period of time beginning thirty (30) minutes after the last lunch period until the end of the last instructional period, a beverage offered for sale through a vending machine, school store, canteen, or fundraiser on school property shall:

(1) Be a:

(a) Fluid unflavored or flavored milk that is no more than one (1) percent milk fat;

(b) Plain or flavored, noncaloric, noncarbonated water;

(c) 100% fruit or vegetable juice or any combination of both totaling 100%; or

(d) Any other beverage that contains no more than ten (10) grams of sugar per serving, except this limit shall not apply to 100% fruit or vegetable juice or any combination of both equaling 100%; and

(2)(a) Except as provided in paragraph (b) of this subsection, not exceed a volume size of seventeen (17) ounces, except for plain or flavored, noncaloric, noncarbonated water; or

(b) For sales to middle school or high school students (grade six (6) through twelve (12)), the volume size of a beverage shall not exceed twenty (20) ounces.

Section 2. Food. During the period beginning thirty (30) minutes after the last lunch period until the end of the last instructional period, a food item offered for sale through a vending machine, school store, canteen, or fundraiser on school property shall meet the following standards:

(1) Calories from fat shall not exceed thirty (30) percent, excluding reduced fat (two (2) percent milk-fat or less), cheese, nuts, seeds, and nut butters.

(a) This shall be determined by dividing the calories from total fat by the total calories and multiplying by 100.

(b) If the calories from fat are not available, the grams of fat shall be multiplied by nine (9) to equal calories from fat;

(2) Calories from saturated fat shall not exceed ten (10) percent.

(a) This shall be determined by dividing the calories from saturated fat by the total calories and multiplying by 100.

(b) If calories from saturated fat are not available, the grams of saturated fat shall be multiplied by nine (9) to equal calories from saturated fat;

(3) Calories from sugar shall not exceed thirty-two (32) percent by weight.

(a) This shall be determined by dividing the grams of sugar by the gram weight of the product and multiplying by 100. This shall include both naturally-occurring and added sugars.

(b) The grams of sugar shall not exceed fourteen (14) grams.

(c) The limit established in this subsection shall not apply to fresh, frozen, canned or dried fruits and vegetables;

(4)(a) Chips, cereals, crackers, baked goods, and other snack items shall not contain more than 300 milligrams of sodium per serving.

(b) Pastas, meats, and soups shall not contain more than 450 milligrams of sodium per serving.

(c) Pizza, sandwiches, and main dishes shall not contain more than 600 milligrams of sodium per serving;

(5) The portion or pack size for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, or jerky shall not exceed two (2) ounces;

(6) The portion or pack size for cookies shall not exceed one (1) ounce;

(7) The portion or pack size for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, or other bakery-type items shall not exceed two (2) ounces;

(8) The portion or pack size for nonfrozen yogurt shall not exceed eight (8) ounces; and

(9) The portion or pack size for frozen dessert items, including low-fat or fat free ice cream, frozen fruit juice bars, or frozen real fruit items, shall not exceed four (4) ounces.

Section 3. A la carte Items. A food or beverage item offered for sale as an la carte item on the cafeteria line during the serving of breakfast or lunch shall meet the following standards:

(1) A beverage shall meet the standards established in Section 1 of this administrative regulation; and

(2) A food item shall meet the standards established in Section 2 of this administrative regulation, except schools may offer for a la carte sale any item that is creditable under the School Breakfast or National School Lunch Program meal patterns as set forth in 7 C.F.R. 220.8 and 210.10, respectively.

The portion sizes shall follow the recommendations contained within the NSBP and NSLP.

All food offered to students for the purpose of classroom parties, celebrations, or rewards shall be in compliance with the nutritional standards found in 702 KAR 6:090.

Administrators, staff, and extracurricular groups shall ensure that all school activities, including classroom practices and incentives, are consistent with the sound nutrition practices taught in the classroom and implemented in the school meal programs.

School staff shall use food as a reward for student accomplishment sparingly, and at the elementary level only after 2:00 p.m. during the school day. The withholding of food as punishment for students is prohibited. For example, restricting a child’s selection of flavored milk due to misbehavior in the classroom

Elementary classrooms may allow one nutritious snack per day under the teacher’s supervision. The snack may be in the morning or afternoon but may not be at the same time as the regular meal periods for that class. The snack may be provided by the school food service, the teacher, parents or other groups. The snack must comply with the requirements found in 702 KAR 6:090. This policy does not restrict what parents may provide for their own child’s lunch or snacks. Parents may provide FMNV or candy items for their own child’s consumption, but they may not provide restricted items to other children at school.

School Nurses - This policy does not apply to school nurses using FMNVs or candy during the course of providing health care to individual students.

Special Needs Students – This policy does not apply to special needs students whose Individualized Education Program (IEP) plan indicates the use of an FMNV or candy for behavior modification (or other suitable need).

Foods for Instructional Purposes – Foods integrated as a vital part of the instructional program are allowed at any time. Examples include edible manipulatives such as a square of cheese to teach fractions, a nutrition food experience, food production in family and consumer science units, and food science units.

KRS 158. SECTION 3. (1) Each district shall appoint a food service director who is responsible for the management and oversight of the food service program in the district, except two (2) or more contiguous districts may form one (1) "school food service area" and a school food service director shall be jointly selected by the participating school superintendents to oversee the school food service area. (2) (a) Any person serving as a school food service director or person otherwise responsible for menu planning in each school district on the effective date of this Act shall be credentialed as a "school food service and nutrition specialist" or certified by a Level 2 certificate issued by the American School Food Service Association within three (3) years after the effective date of this Act. No school district shall be required to have more than one (1) person with a credential or certificate under this section. (b) After the effective date of this Act, a person appointed to serve as school food service director or the person designated for menu planning who does not hold the "school food service and nutrition specialist" credential or the Level 2 certificate issued by the American School Food Service Association shall obtain the appropriate credential within three (3) years of his or her appointment or designation. No school district shall be required to have more than one (1) person with a credential or certificate under this section. (c) Eight (8) clock hours of the required continuing education for maintaining the appropriate credential or certificate under this subsection shall be directly related to applied nutrition and healthy meal planning and preparation. (3) School cafeteria managers shall annually receive at least two (2) hours of continuing education in applied nutrition and healthy meal planning and preparation.

**Setting Goals for Other School-Based Activities Designed to Promote Student Wellness**

Adequate time shall be allowed for student meal consumption. Minimum time allowance (eating time for each student after being served the meal) for student consumption of meals shall be ten minutes for breakfast and twenty minutes for lunch.

Students and staff shall have adequate space to eat meals in pleasant surroundings and shall have adequate time to eat, relax, and socialize. Safe drinking water and convenient access to facilities for hand washing and oral hygiene must be available during all meal periods.

Schools will encourage socializing among students, and between students and adults. Adults will properly supervise dining rooms and serve as role models to students by demonstrating proper conduct and voice level, and by eating with the students.   
  
School personnel shall practice consistency of nutrition messages throughout the curriculum and environment.

Staff Nutrition & Physical Activity Education  
  
With the purposes of:  
• Encouraging all school staff to improve their own personal health and wellness  
• Improving staff morale  
• Creating positive role modeling  
• Building the commitment of staff to promote the health of students  
• Building the commitment of staff to help improve the school nutrition and physical activity environment.

Beginning with the 2006-2007 school year, the school district shall:  
Include as a part of a student health report to parents an annual body mass index percentile by age for each student;  
  
And provide parents with an explanation of the possible health effects of body mass index, nutrition, and physical activity.

**Setting Goals for Measurement and Evaluation**

KRS 158. SECTION 5. (1) Each school food service director shall annually assess school nutrition in the district and issue a written report to parents, the local school board, and school-based decision making councils. The report shall include: (a) An evaluation of compliance with the National School Breakfast and National School Lunch programs; (b) An evaluation of the availability of contracted fast foods or foods sold through commercial vendors; (2) The Kentucky Board of Education shall develop an assessment tool that each school district may use to evaluate its physical activity environment. (3) The evaluation shall be completed annually and released to the public at the time of the release of the nutrition report under subsection (1) of this section.

6-20-709. School lunch menus. (a) In addition to following the dietary guidelines of the National School Lunch Program, each school district shall provide to the school district's school nutrition and physical activity advisory committee: (1) Information on the requirements and standards of the National School Lunch Program; and (2) Menus for the National School Lunch Program and other food sold in the school cafeteria on a quarterly basis. (b) The school nutrition and physical activity advisory committee shall provide recommendations to the school district concerning menus and other foods sold in the school cafeteria. (c) The Child Health Advisory Committee, the Child Nutrition Unit of the Department of Education, and the Department of Health shall provide technical assistance as necessary.

Nutrition Standards. Section 59-10-10. An individual student's fitness status must be reported to his parent or guardian during a student's fifth grade, eighth grade, and high school physical education courses.

Section 5. Local District Nutrition Program Report. (1)(a) A school food service director of the local district shall complete the assessment of the nutrition program required under KRS 158.856 and issue a report for the 2005-2006 school year at least sixty (60) days prior to the public forum required by KRS 158.856(5).

(b) The director may issue the report via posting to the district Web site.

(c) A local district superintendent shall submit a summary of the findings and recommendations of the nutrition report as required by KRS 158.856(6) to the Kentucky Department of Education by May 1, 2006, and by May 1 of each succeeding year.

(2) If the Department of Education completes review of a district’s nutrition program during the school year prior to the deadline established in subsection (1) of this section, the report and recommendations of that review may constitute the district’s annual assessment and report issued in accordance with subsection (1) of this section.

Section 6. Student Physical Activity. (1) A local district superintendent shall evaluate the student physical activity environment, including the amount of time and types of physical activity provided in the elementary schools, as required in KRS 160.345(11) and release the report at least sixty (60) days prior to the public forum required by KRS 158.856(5).

(2) A local district superintendent shall submit the report on physical activity, including a summary of findings and recommendations to the Department of Education by May 1, 2006, and by May 1 of each succeeding year.

(3) The superintendent may release the report via posting to the district Web site.

**Policy No. 14.000**

**Date Adopted: August 23, 2005**

Determining the Number of Persons to be Employed in Each Job Classification

Each year after the school receives the March 1 allocation from the local board of education the school council will meet in an open meeting to decide the number of persons in each job classification at their school for the following school year. To accomplish this, the principal may bring a recommendation to the school council each year for their consideration or conduct a meeting for the purpose of discussing the staffing recommendations if requested by the council. The council will consider the principal’s recommendation, and discuss options for the school in an open meeting. The council will approve the allocation by consensus.

**Policy No. 15.000**

**Date Adopted: August 23, 2005**

Determining Textbooks for the School (add timelines as needed)

Each year the standing Curriculum and Instruction Committee that is appointed by the council will make a report to the principal and school council at a council meeting in which they recommend which textbooks should be adopted for the current cycle. The council will consider the recommendation, and discuss options for the school. The school council will approve the recommendation by consensus.

**Policy No. 16.000**

**Date Adopted: August 23, 2005**

Determining Instructional Materials for the School (add timelines as needed)

Each year after March 1 the principal shall prepare a draft budget recommendation based on the needs in the council’s school improvement plan and teacher surveys about classroom needs for the coming year. The principal’s recommendation will include information on all funds that are subject to council authority, including general funds and instructional funds. The council will review the recommended budget to ensure that the needs in the school improvement plan have been addressed. The school council will approve the recommendation by consensus.

**Policy No. 17.000**

**Date Adopted: August 23, 2005**

Determining Student Support Services for the School (add timelines as needed)

Each year the principal will appoint an ad hoc committee(s) to review the School Safety Plan, the Extended School Services Program and the School Improvement Plan and prepare a report for the school council about how student support services will be coordinated in the school for the following school year. The committee will use student, parent, teacher and community surveys to help gather information. The committee will bring a report to the school council with recommendations for changes and updates to the programs and plans that are involved with providing student support. The council will consider the committee’s recommendations, and discuss options for the school. The school council will approve the recommendation by consensus.

**Policy No. 18.000**

**Date Adopted: August 23, 2005**

Setting the School’s Budget (add timelines as needed)

Each year after March 1 the principal shall prepare a recommendation for distribution of the council’s allocation for the schools instructional budget and the general fund budget based on the needs in the council’s school improvement plan. The council will review the plan and budget to ensure that the needs in the school improvement plan have been addressed. The school council will approve the principal’s recommendation consensus. The principal will provide monthly reports to the council about the expenditure of funds and remaining balance. (Frequency of budget reports can be decided in council policy.)

**Policy No. 19.000**

**Date Adopted: August 23, 2005**

Completion of Data Analysis and School Improvement Planning (add timelines as needed)

Each year the standing School Improvement Plan committee shall work with the school district planning coordinator to complete data analysis and update the school improvement plan. (If the school has component and school improvement plan managers, they will work under the supervision of the principal.) The committees (and managers) shall adhere to timelines set in statute for data analysis and plans to close the achievement gaps in their school. The principal will update the school council each month as to the progress of the school plan process. The principal will be responsible for communications with the district staff, the council and the committees and their leaders throughout the planning process to ensure that the plan is appropriate and will accomplish the school’s mission.

The School Improvement Committee will give the principal a written draft of the school improvement plan by (March 1) of each year for council approval. The school staff (component managers, school improvement plan managers, planning committee members) will follow the district policy on planning to ensure that all timelines are met and the plan is developed in accordance with district guidelines for planning set in board policy and state law.

The council will convene a special meeting in (April 1) for the purpose of public review, discussion and adoption of the school improvement plan. The principal will be responsible for inviting parents, teachers and the community to share and discuss the draft plan for the coming school year at the special meeting or before the meeting if they want to provide written comments. Written copies will be available for public inspection and there will be time on the agenda for public comment, facilitated by the principal. After hearing the discussion and comments, the council will approve the school improvement plan by consensus.

**Policy No. 20.000**

**Date Adopted: August 23, 2005**

Planning Professional Development

The School Improvement Committee and the principal shall ensure that the professional growth and development needs of staff are included in the needs assessment portion of the planning process, and that appropriate objectives and strategies are included in the school improvement plan to provide for these needs for the coming school year.

Approval of the school improvement plan will also constitute approval of the school professional development offerings for the coming year. Professional development that is not included in the school’s improvement plan will not be approved by the principal unless there is an individual need that is included in the individual’s evaluation and professional growth plan.

**Policy No. 21.000**

**Date Adopted: August 23, 2005**

Additional Authority Granted to the Council by the Board

The school can request additional authority in policy areas not granted to them by KRS 160.345. The request shall be made by the council in writing, through the principal to the superintendent of schools. The superintendent will follow local board policy and procedures for putting the matter on the school board agenda. The principal will represent the council at the school board meeting when the item is discussed, and report back to the council about the outcome at the next regular council meeting. If the board chooses to grant additional authority, the principal will bring a proposed policy for that council meeting for council consideration. The council may approve the policy by consensus.