

CRITTENDEN COUNTY HIGH SCHOOL COUNCIL BY LAWS

ARTICLE I. PURPOSE

The purpose of the Crittenden County High School Council is to address the academic, social and emotional needs of our students in order to set school policy that will enhance student achievement and help each student meet the goals established by the school council, consistent with the local Board of Education and state law. The school council will assess, monitor, and evaluate the policies and programs of Crittenden County High School.

ARTICLE II. MISSION AND GOVERNANCE

The mission of Crittenden County High School's Council is to set school policies that will improve instruction, enhance student performance, and promote community involvement.

All activities and decisions of the Council shall be governed by by-laws and policies set by the council. The council will adhere to all policies of the Crittenden County Board of Education and laws and regulations of the Commonwealth of Kentucky unless specific approval for waiver of these policies, laws and regulations is granted.

ARTICLE III. MEMBERSHIP

A. COMPOSITION OF COUNCIL

1. The school council shall consist of the principal, three teacher members, and two parent members. *(Required by KRS 160.345)*
2. If the school reaches eight (8) percent or more minority student enrollment on October 1 of the preceding year and there is no minority elected in the initial elections, a special election shall be conducted by the principal to elect a minority parent to serve on the school council *(Required by KRS 160.345)* **no sooner than ten (10) and no later than twenty (20) calendar days following the elections to elect a minority parent. The election shall be conducted using the same procedures as the election of the two other parent council members.**
3. In the event a special election is needed; the teachers shall elect a minority teacher from the school's staff at a meeting called by the Principal within seven (7) days following the initial election of parent and teacher council members. If there are no minority teachers on staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school. *(Required by KRS 160.345)*

4. If there is a minority teacher on staff and he/she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher. *(Required by KRS 160.345)*
5. Although there is no provision in *KRS 160.345* for additional school council members, the school council does not wish to exclude any constituency in the school from participation in all council meetings. Therefore, the Student Council *may* designate a student council representative and support staff of the school (office, cafeteria, custodians, instructional assistants) *may* conduct an election for a support staff representative to attend all council meetings as ex officio members.

B. REQUIREMENTS FOR MEMBERSHIP

1. **All Members:** No one may serve on the school council who has a legal conflict of interest as designated by *KRS 45A.340* except the salary paid to district employees.
2. **Member Training:** Members elected for the first time must attend six (6) hours of training from an endorsed trainer no later than 30 days after the beginning of the service year for which they are to serve. Members who have served on the Council for at least one year must complete at least three (3) hours of training from an endorsed training provider each year no later than 120 days after the beginning of the service year for which they are to serve. *(Required by KRS 160.345)*
3. **Teacher Members:** Teacher council members must possess certification required for their position as a basis for employment in Kentucky public schools. Teacher council members must be assigned to the school for which they were elected to serve. Itinerant teachers, counselors and media specialists may nominate, serve, and vote in our school. Principals or assistant principals may not serve as teacher council members. *(Required by KRS 160.345)*
4. **Parent Members:** Parent council members must be the parent, step parent or foster parent of a child who is pre-registered to attend the school during the term of office they are seeking. Legal guardians may serve as parent members if the pre-registered child lives with them. Parent council members may not be the father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law of someone employed at your school or at the district office. *(Required by KRS 160.345)*
5. **Terms of Office:** Each council member shall be elected for a one-year term and shall be eligible to serve an unlimited number of terms. The term shall begin on July 1 and end on June 30 of the following year. All council members shall be elected annually with the exception of the principal who automatically serves annually. Between the date of the elections and July 1, members-elect are expected to attend all council meetings

C. ELECTIONS

1. **Teacher Members:** Teachers conduct their own elections as per *KRS 160.345*.

- a. Nomination:** Candidates shall be nominated for the office of teacher member on an official nomination form that has been approved by the principal. All nominations must be made in writing on the approved form five at least (5) workdays before the announced election day. Teachers may nominate themselves or others. Each nominee must sign the form to approve their nomination. The form should include a statement that, if elected, the nominee agrees to serve and acknowledges he/she meets eligibility requirements.
- b. Preparation of Ballot:** The principal or designee shall prepare the ballot containing the names of all nominated teachers who are willing and eligible to serve.
- c. Election:** Election of teacher members shall be held by April 30th and the Principal shall set the time and date. All teachers shall convene in a room to be designated by the principal. The principal shall oversee the meeting and the teachers shall choose a teacher to chair the election meeting. The principal shall appoint two other teachers to assist the chair with the counting of votes in the presence of the faculty. Each teacher shall be given a ballot and shall vote for three (3) names. The ballots shall then be collected and counted in the presence of the teachers. Any person on the ballot receiving a majority vote of teachers present (excluding the principal and assistant principal, but including itinerate teachers, media specialist and guidance counselors at CCHS) shall serve as a council member in the coming year. If three people do not receive a majority on the first ballot, the voting continues until all three seats are filled.
- d. Procedure if Fewer Than Three Candidates Receive a Majority:** If only one or two candidates receive a majority of votes on the initial balloting, the voting will continue on the remaining nominees until a majority is reached. If there are more than enough candidates to fill the remaining seats, the candidate receiving the least number of votes shall be removed from the ballot. As a person receives a majority of votes, he/she becomes a council member and the voting continues until all three positions are filled by majority vote.
- e. Absentee Ballots:** Absentee ballots shall be given to those teachers who request permission from the principal to be absent from the meeting to elect council members or has a pre-arranged extended duty away from school. If a teacher votes absentee, he/she may vote for three (3) candidates from the ballot and it will be counted ONLY in the FIRST round of balloting. If a teacher is absent from school on the day of the election for reasons other than stated above, his/her vote cannot be taken.

- 2. Parent Members:** Parents conduct their own elections as per KRS 160.345.
- a. Nominations:** In coordination with the Principal and in the absence of the PTSO, the president of the largest parent organization in the school shall organize and oversee the election of parent members. Candidates shall be nominated for the office of parent member on an official nomination form that has been approved by the principal. All nominations must be made in writing on the approved form at least five (5) workdays before the announced election day to be held by May 31st. The form shall be signed by the nominee indicating, if elected, he/she is willing to serve and meets eligibility requirements.

 - b. Notice of the Parent Election:** The notice shall be widely publicized and state that any parent who has a child enrolled and/or pre-registered in Crittenden County High School for the upcoming school year may run for a seat on the school council and vote to elect the parent council members. The date of the meeting shall be set in cooperation with the president of the PTSO or largest active parent group who will chair and organize the elections. Voters are not required to be members of the PTSO/other organization. The election shall be held after normal working hours at a time and place convenient for parents to attend. The principal shall provide notice of this election to parents by notifying the local news media of the date, time, and place of the vote in a manner that gives sufficient time for the media to provide notification to the community.

 - c. Preparation of the Ballot:** The principal shall coordinate with the president of the PTSO or largest active parent group the preparation of the parent ballot and ensure that each nominee has signed the nomination form, is eligible to serve, and has turned the nomination forms in at least five (5) days prior to the election.

 - d. Election:** Election of parent members shall be held by May 31st and the principal shall coordinate the time and date of the election with the president of the PTSO or the largest active parent organization who will conduct the election proceedings. The election of two (2) parent members shall be determined by the nominees who receive the largest number of votes (plurality) from the qualified parents who are present at the meeting. Two representatives of the PTSO or largest parent organization shall count ballots. The PTSO/other president shall give the ballots to the principal within two (2) working days. The principal will notify the Council and faculty within 5 days of the election results.
- 3. Term Limits:** No term limits shall be imposed on school council members who are nominated and elected to consecutive one-year terms. *(Required by KRS 160.345).*
- 4. Terms of Office:** A school council, once elected, may adopt a policy setting different terms of office for parent and teacher members subsequently elected. *(KRS 160.345 Section 2 (b) (1)).*

D. REMOVAL OF MEMBERS

1. According to *KRS 156.132*, the Commissioner of Education may recommend removal of a school council member whom he has reason to believe is guilty of immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance.
2. A member of a school council may be removed from the council for cause after an opportunity for a hearing before the local board, by a vote of 4/5 of the membership of the Board of Education after the recommendation of the Commissioner of Education, pursuant to *KRS 156.132*. Written notices setting out the charges for removal shall be included in the minutes of the board and given to the school council member. (*KRS 160.347*)

E. FILLING VACANCIES

A vacancy occurs when a teacher is no longer assigned to the school, has been removed from office, or resigns. A special election shall be held not more than one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until July 1, and be eligible for re-election. Parent council vacancies shall be filled in a special election held by the president of the PTO or largest active parent organization in the school following the procedures stated above.

ARTICLE IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. ELECTION OF OFFICERS

- Officers shall include Chair, Vice-Chair, and Secretary.
- The vice-chair of the school council shall be elected each July by council members and shall serve for one year. Re-election is permitted.
- If a vice-chair resigns his or her position, the council shall conduct a vote at that meeting to fill the position with another council member.

B. DUTIES OF OFFICERS

1. CHAIRPERSON

The principal shall be the chairperson of the school council (*Required by KRS 160.345*). Duties of the chair include:

- Conducts school council meetings
- Compiles and distributes the agenda for council meetings
- Serves as official custodian of council records
- States when a consensus is present for the record
- Coordinates standing and ad hoc committees

- Maintains a file of all correspondence addressed to the school council (these records may only be discarded after having been brought to two council meetings)
- Maintains a council binder that contains all policies, by-laws, meeting minutes and agendas, budget and committee information.
- Other duties and/or additional responsibilities as described in these by-laws

2. VICE-CHAIR

- Presides over council meetings in the absence of the chairperson
- Calls a special meeting of the council in the event a principal vacancy occurs
- Conducts meetings necessary for the principal hiring process to take place

3. SECRETARY

A council secretary shall be appointed by the principal to keep minutes of all council meetings and to maintain council records.

C. DUTIES OF COUNCIL MEMBERS

- Knowing and adhering to the mission, philosophy, and goals of CCHS
- Attending all council meetings, both regular and special called
- Encouraging and requesting opinions from their constituencies
- Supporting, promoting, and communicating council decisions
- Keeping student achievement the main focus of all council activities

D. CODE OF ETHICS

Each council member shall read and show by his/her approval a commitment to the code of ethics:

- a. **As a member of the Crittenden County High School's Council, representing the faculty/staff, parents, students and interested parties involved with CCHS, I recognize:**
 - That I have been entrusted with responsibility to assist in establishing building policies reflecting the needs of the school.
 - That student achievement and the welfare of the total program and all persons involved is the primary focus of the council.
 - That council decisions will be made in an open forum and by consensus. (Voting shall be used only as a last resort, as determined when three (3) members of the council call for a vote.)
 - That I may make policies in compliance with local board policies in existence (unless otherwise authorized to make policies contrary to local policy) and state law.
 - That I must conduct myself in an orderly manner and respect the rights and authority of others affected by the council.
 - That I must safeguard the confidentiality of discussions/comments and information that are the result of a closed session meeting.

- That the legal authority of the council is derived from the state legislature which delegates control of the schools to the local council who works jointly in implementing mandatory laws and accepts or rejects the provisions of permissive law.
- b. **Therefore, I shall:**
- Devote time, thought, and study to the duties and responsibilities of school council membership.
 - Contribute to the establishment of policies related to the management functions selected by the council.
 - Seek input from all interested parties through the committee process.
 - Base all my decisions upon the available research, data and information in each situation to do what is best for students.
 - Abide by and uphold the decisions of the council.
 - Remember that I have no authority except in legally convened meetings of the council and shall conduct myself accordingly.
 - Refrain from using my authority for the private benefit of any person or organization.
 - Accept the fact that the primary duties of the council are limited to the mandatory functions by law and the permissive functions selected by the council.

ARTICLE V. COMMITTEES

A. PURPOSE

1. Standing and ad hoc committees are established to gain input from all stakeholders including certified and classified staff, parents, students, and community members. *(Required by KRS 160.345)*
2. Standing and ad hoc committees shall serve as a council resource for gathering data and information and making recommendations to the school council.
3. Committee chairs shall maintain minutes and/or summary notes of each meeting that are submitted monthly to the council.
4. Committee chairs and/or members shall report to council as requested.

B. APPOINTMENT OF COMMITTEES

1. Standing and ad hoc committees are formed and dissolved by the school council as needed. *(Required by KRS 160.345)* CCHS standing and ad hoc committees shall be recommended by consensus of the council.
2. Standing committees can be dissolved only through the process of amending by-laws.

C. COMMITTEE MEMBERSHIP & ELECTION OF CHAIR

1. All certified staff members are required to participate in the shared decision making process at Crittenden County High School by serving on a minimum of one council committee.
2. Each committee shall consist of representatives from the certified staff, classified staff, parents, and students.
3. Committee membership is open to interested persons. *(Required by KRS 160.345)*
4. Committee membership will be determined by posting sign-up sheets in the school and no later than the first week of school, and notifying teachers and parents in writing of their committee appointment no later than the second week of school. Committee chairpersons, vice-chairs, and secretaries shall be elected by the committee. Parents and students, who volunteer to serve on a particular committee through the sign-up process below, shall be considered appointed to the committee.
 - Parents/Students: Sign-up sheets will be posted in the school during student registration and/or Open House.
 - Faculty/Staff: Sign-up sheets will be posted in the teacher's lounge during the first three weeks of school.
5. If any committee fails to receive enough faculty representation (at least 3), the principal, may appoint members to the committees. Other committee composition may be allowed if their composition has been outlined under that particular committee's heading.

D. COMMITTEE DECISION MAKING

Committee decisions shall be made by consensus. In the event that consensus is not possible, a majority of the committee may decide that an issue shall be decided by majority vote. All committee decisions/recommendations shall be forwarded to the council.

E. DUTIES

1. Committees shall carry out tasks assigned to them by the school council.
2. Committees shall bring issues of concern or interest to the school council.
3. Committees may research issues, gather school-wide input, or prepare first and revised drafts of school council policies.
4. Committee chairs or their designees will report at each regular council meeting, or as requested by the school council.

5. Committee chairs shall provide the council secretary and principal with written minutes and/or summary notes no later than ten (10) days after the meeting occurred.

F. MEETINGS

1. Each committee chair shall choose the time, place, agenda, and schedule for their meetings. *(Required by KRS 160.345)*
2. Committees must comply with all provisions of the Open Meetings and Open Records laws. *(Required by KRS 160.345)* Committee meetings shall be open to the public except when personal or legal issues affecting the committee, or rights to privacy issues are under consideration. Under one or more of these conditions a committee may go into closed session. All decisions/recommendations made by committees must be in an open public meeting.

G. STANDING COMMITTEES

1. Standing committees for Crittenden County High School shall include: Curriculum, Instruction and Assessment (CIA), Planning & Budget (P&B), Discipline & Communication (KYCID), and Climate & School Spirit (C&S).
2. Continued need for standing committees will be reviewed and confirmed by the school council each August at the regularly scheduled meeting.
3. A list of standing committees, a brief description of their purpose, and a list of each committee's membership shall be contained in Appendix A of this document.

H. AD HOC COMMITTEES

1. Ad Hoc committees shall be formed to help complete specific tasks. Once the task is completed, the committee shall be abolished. Ad hoc committees shall be recommended by the chairperson with consensus of the council.

ARTICLE VI. SCHEDULE OF COUNCIL MEETINGS

A. REGULAR MEETINGS

1. The Crittenden County High School Council shall meet regularly once a month. The monthly meeting of the council shall be the third Monday of every month. Council meetings shall be open to the public. Meetings will begin at 5:30 PM and end no later than 7:00 PM. Meetings shall not exceed 90 minutes. If all items on the agenda have not been adequately discussed after 90 minutes, the council may decide by motion, second and majority vote to extend the length of the meeting, to place the remaining items on the next month's agenda or place the

items on the agenda for a special meeting. The chairperson may cancel a regular meeting with approval from a majority of the council for NO MORE than one month, without the ability to cancel a second month unless a quorum of members is not present.

2. The regular monthly meetings will be held at the Crittenden County High School Library or teacher workroom.
3. The principal shall notify all council members in writing at least one week in advance of a council meeting. This notice can be hand delivered, mailed or e-mailed. If the notice is e-mailed to members, the members must have given written approval to the principal that e-mail is an acceptable mode of communication for notification of meetings and this approval must be recorded in the minutes of the first council meeting of the new school year.
4. The principal shall provide local news media of the council's regular meeting schedule for the year in July. If requested, the principal will provide them with 24 hour notification of the regular monthly council's meeting time and place.
5. The principal shall notify faculty and staff of council meetings by placing the date, time and location of the meeting on the monthly school calendar and by posting a notice on the school bulletin board at least three days in advance of meeting.

B. SPECIAL CALLED MEETINGS

1. If the council needs to meet between regular meetings, or if the regular meeting is rescheduled, the chairperson or a majority of the school council members may call a special meeting. The following steps must be completed by the chairperson when a special meeting is called:
 - a) Written Notice: The chairperson shall prepare and sign a written notice that states the date, time, and place of the special called meeting and the purpose/agenda for that meeting. Only the items on the agenda may be discussed.
 - b) Delivery of Notice: The chairperson shall arrange for the notice to be delivered to each council member and to the local media. This delivery can be by hand, FAX machine, mail or e-mail but the notice must be received at least 24 hours prior to the time of the special called meeting. If the notice is e-mailed or faxed, there must be written notification on file that approval has been given for the recipient to receive meeting notification by e-mail or fax.
 - c) Posting of Notice: The chairperson shall post the notice for the special meeting on the council bulletin board at least 24 hours prior to the time of the meeting.

ARTICLE VII. CONDUCT OF MEETINGS

A. QUORUM

A quorum of the school council shall be a majority (more than one-half and must include at least one parent member) of the council members. No council business shall be discussed or conducted unless a quorum of council members is present or proper procedure is followed according to council by-laws to address issues when no quorum is present.

B. ATTENDANCE AT MEETINGS

Committees must comply with all provisions of the Open Meetings and Open Records laws. *(Required by KRS 160.345)* Committee meetings shall be open to the public except when personal legal issues affecting the committee or rights to privacy issues are under consideration. Under one or more of these conditions a committee may go into closed session.

C. CLOSED SESSIONS

Definition: A closed session is a portion of a regular or special meeting of the council during which the council members meet in private. The council may meet in closed session for the following reasons: to discuss proposed or pending litigation by or against a council member *(KRS 61.810(1) (C.)*; or to discuss candidates for a principal vacancy or conduct consultation in filling other vacancies *(KRS 61.810(1)(f))*.

Before a closed session can be conducted, the following steps must be taken:

1. **Announcement:** An announcement of the general nature of the subject to be discussed in the closed session and recorded in council minutes.
2. **Motion:** The motion to go into closed session must be made, passed by a majority of council members present, and recorded in council minutes along with the time the council went into closed session.
3. **Closed session:** During the closed session, only the business stated in the announcement can be discussed, and no action may be taken in closed session. No minutes are to be taken in closed session. If the council secretary is not a council member, the secretary shall not enter the closed session. Details discussed in closed session shall not be discussed outside the closed session.
4. **Decision:** After full discussion of the issue in closed session, the council must return to open session where it may take any official action on the matter. The time the council returned to open session should be noted in the minutes. Any actions taken must be recorded in council minutes.

D. MATERIALS PRESENT AT COUNCIL MEETINGS

1. The chairperson shall bring:
 - The folder containing all items submitted for inclusion on the agenda.
 - The folder containing all correspondence addressed to the council that he or she has received.
 - Monthly Munis financial report from the central office.
 - Lists of applicants for vacant positions (*Required by KRS 160.345*)
2. The council secretary shall bring the binders that he or she used to maintain copies of the council's by-laws, policies and minutes.

E. AGENDA

1. Any member may submit items for inclusion on the agenda to the chairperson/principal in writing three (3) work days prior to a regularly scheduled council meeting. The principal shall maintain a complete file of these items.
2. The chairperson shall prepare an agenda for each regular council meeting, including items submitted in writing for inclusion by the public, staff, parents, other council members and other items he or she believes should be on the agenda. The chairperson may declare an item received as not within school council authority. Approval of meeting agendas shall be the first item of business at a council meeting.
3. The agenda shall be posted on the school bulletin board and distributed to all staff members, council members, superintendent, and school or community persons who submitted items in writing for inclusion prior to the meeting.
4. At a special called meeting, only the purpose/agenda items listed on the notice of meeting can be discussed and no new items can be introduced for discussion or inclusion on the agenda.

F. DISCUSSION OF AGENDA ITEMS

1. Each agenda item shall be discussed by the school council before a decision is made. Each council member shall be given an opportunity to express his or her opinion on the item. The primary method of making decisions shall be by consensus. An effort will be made to thoroughly discuss all possible alternatives, provide an opportunity for all to be heard, and make a final decision that can be supported by the group. In the event consensus cannot be reached, a delay in making the decision may be used as one alternative to help reach consensus. In the event a decision is necessary and the

council determines a majority rule is acceptable, the decision shall be made by simple majority rule.

2. Other persons attending the meeting may be recognized by the chairperson to speak. A sign-in sheet will be provided for interested parties to indicate their interest in speaking on an issue. Input must be within the authority of the council. If a significant number of persons wishes to contribute to the discussion on a particular item, the chair may set five (5) minute limits on the speeches and/or limit the number of persons who will speak to the issue.
3. Any agenda item may be referred to a standing or ad hoc committee for further study as deemed necessary by the council.

G. DECISION MAKING PROCESS

1. All business and decisions of the school council will relate to the school's mission and purpose to improve the instructional program and/or further the goals in the school's consolidated plan. *(Required by KRS 160.345)*
2. The primary method of making decisions shall be by consensus. An effort will be made to thoroughly discuss all possible alternatives, provide an opportunity for all to be heard, and make a final decision that can be supported by the group. In the event consensus cannot be reached, a delay in making the decision may be used as one alternative to help reach consensus. In the event a decision is necessary and the council determines a majority rule is acceptable, the decision shall be made by simple majority rule.
3. No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study. All policies must have two readings unless there is a health, safety or legal issue that demands immediate attention.
4. All decisions and policies officially adopted by the Crittenden County High School Council will be reported to the staff and superintendent through submission of approved council minutes.
5. The school council will make decisions by consensus except as otherwise designated in the by-laws using the following guidelines:
 - After discussion of an item, the chair or any member may state the consensus of the group in one or two sentences.

- The chair will ask whether any member disagrees with that statement.
 - If all members agree, the decision will be recorded as a consensus decision in the council minutes.
 - If a member disagrees, the discussion will continue until a suggestion of consensus is made that draws no disagreement, or until the third suggestion of consensus fails. In the event a decision is necessary and the council shall use simple majority rule.
6. Unless otherwise specified by these by-laws, the school council shall use parliamentary procedures as specified by Robert’s Rules of Order.

H. ALTERNATIVE TO CONSENSUS

When a third suggestion of consensus fails, the council may by majority vote determine to:

- Vote to postpone the discussion until the next meeting
- Send the issue back to a committee for further study
- Form an ad hoc committee to study the issue further (the motion on this vote shall include a regular meeting date when the council will hear from the committee), or
- Decide the issue by simple majority vote of the council.

ARTICLE VIII. MINUTES AND OTHER COUNCIL RECORDS

A. COUNCIL MINUTES

1. Minutes of each meeting shall be recorded and kept by the council secretary.
2. The minutes shall reflect an accurate record of actions and votes taken at a council meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.
3. If the action taken was the adoption of a policy, the entire text of the policy shall be attached to the copy of the minutes kept on file in the administrative office and filed in the council’s policy manual.
4. The minutes of the school council shall not be official until they are reviewed and approved by the council.
5. The principal will forward an approved copy of the minutes to the staff, superintendent, and council members.

6. A copy of the official minutes will be posted on the council bulletin board.
7. All council minutes will be kept on file in the administrative office and the library.

B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION

The following are official documents that must be kept on file for public inspection in the administrative office:

- School Council Policies and By-Laws
- School Council Minutes
- School Council and Committee Membership Lists
- Committee Minutes
- CSIP (Comprehensive School Improvement Plan)
- School Council Budget Documents not in the School Plan
- School Council and Committee Membership Lists

C. REQUESTS FOR COUNCIL RECORDS

1. Requests for council records must be made in writing to the principal. Requests must include specific documents and dates.
2. The fee for copying of council records shall be 10 cents per copy unless the request is for the CSIP document.
3. The fee for a copy of the CSIP document shall be the school's cost for one copy, as per printing records.
4. The requested records must be provided to the person making the request within three business days.
5. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.
6. School council records will be available for inspection during the operational hours of the school.
7. The custodian of records for the school shall be the principal, and the principal shall make the final determination regarding which records not listed above are available for inspection and all matters in regards to open records requests not covered in this policy.

ARTICLE IX. APPEALS

Board Policy 02.42411

A. ELIGIBILITY PROCESS

Any resident of the district or a parent, student or employee of the school may appeal council decisions. Appealing a decision made by a school council shall include the following procedure:

1. An appeal must be filed within ten (10) working days following a council decision.
2. An appeal on a decision made by a school council must first be reviewed by the school council, which shall make a timely response to the appealing party.
3. If the matter is not satisfactorily resolved by the council, the appeal may then be submitted in writing to the Superintendent.
4. If, within ten (10) calendar days, the matter is not satisfactorily resolved by the Superintendent, the appealing party may, within twenty (20) calendar days, appeal to the Board. The Board shall afford the affected parties an opportunity to be heard within thirty (30) calendar days of the appeal to the Board.
5. The Board shall issue a final written decision on the appeal with its rationale no later than sixty (60) calendar days from the date of the presentation to the Board.
6. At any point in the process the Board may direct a review and report on the issues, but shall not extend its decision beyond sixty (60) calendar days from the date of the presentation to the Board without the agreement of the affected parties.

B. BASIS FOR REVIEW

The Board will determine whether the issue on appeal falls within the authority granted to the council by *KRS 160.345*.

Actions that fall within the statutory authority of the council will be reviewed on appeal based on whether the council action raises liability and/or health and safety concern, exceeds budgetary limitations, conflicts with contractual obligations, or was otherwise unlawful under state or federal law.

Actions that fall within the authority of the Board will be reviewed on appeal based on whether the council action lacks educational merit, is inconsistent with district goals, violates district policy, exceeds the authority of the council, raises liability and/or health and safety concerns, exceeds budgetary limitations, conflicts with contractual obligations, or is otherwise unlawful under state or federal law.

C. BOARD ACTION

When the appeal issue falls within statutory council authority, the Board shall either (1) affirm the council decision or (2) refer the appeal back to the council with documentation of its concerns and suggestions.

When the appeal issue falls within the authority of the Board to decide, the Board shall either (1) uphold the council decision or (2) reverse any council action found to violate any of the review standards.

ARTICLE X. AMENDMENTS

A. AMENDMENTS TO THE COUNCIL BY-LAWS

These by-laws may be amended after a first and second reading at two consecutive council meetings by majority vote of the school council.

Crittenden County High School Council By-Laws

1st Reading 8/23/10

1st Reading Amended 10/25/10

Adopted 4/18/11 Chairperson _____

APPENDIX A

STANDING COMMITTEES DUTIES/RESPONSIBILITIES

Curriculum, Instruction & Assessment (CIA) Committee

- Design, monitor and evaluate the curriculum to meet state standards and community needs
- Review/make recommendations for final exam/testing schedules
- Establish curriculum guide and present to the Council for approval
- Analyze curriculum using the school's performance on state mandated assessment items
- Review, monitor and make recommendations to the Council for graduation requirements
- Identify needs/learning gaps based on analysis of assessment and make recommendations to Council
- Textbook planning
- Plan/assist with assessment recognition and kickoff activities
- Develop good faith effort guidelines for assessment
- Develop recommendations for a master schedule in collaboration with department heads, guidance and administration
- Make recommendations for ESS and Summer School Plans
- Review the SBDM policies on Curriculum, Alignment with State Standards, Advanced

Placement/College-Level Courses, Writing, Assessment, Instructional Practices, Technology and Budget and draft revisions for Council approval/adoption if necessary.

- Recommend other changes, ideas, and strategies to assigned policies based on needs assessments, data gathering, and research into best practice
- Carry out additional roles/charges as assigned by the council

Planning & Budget (P & B) Committee

- Based on analysis of student assessment and identified achievement gaps, make recommendations to the Council for strategies to close the gaps
- Develop school's CSIP based on student assessment analysis and needs assessment and present to Council for approval
- Monitor the CSIP through the use of Implementation and Impact Checks and present to the Council
- Develop school's Professional Development Plan based on needs assessment addressed in CSIP and present to Council for approval
- Develop a school budget in collaboration with administration to present to Council for approval
- Make facility and technology use improvement recommendations to the Council
- Review the Council policies on Planning/CSIP, Budget, and Technology
- Recommend other changes, ideas, and strategies to assigned policies based on needs assessment, data gathering, and research into best practice
- Carry out additional roles/charges as assigned by the Council

Discipline & Communication (K Y C I D) Committee

- Recommend plan to improve safety, behavior, and character
- Design, implement and promote school-wide instructional discipline plan (KYCID)
- Collaborate with Climate and School Spirit Committee to develop a plan to improve attendance and reduce tardies and other disciplinary referrals
- Monitor the school's discipline policy, forms, and referral procedures and make recommendations for revisions if needed
- Develop a parent communication plan and promote parental/community relations
- Promote all school activities in the community
- Review student handbook and make recommended revisions to the Council
- Review Council policies on Discipline, Communication, Parental Involvement and Dissemination of Information and recommend revisions for Council's approval/adoption if necessary
- Recommend other changes, ideas, and strategies to assigned policies based on needs assessment, data gathering, and research into best practice
- Carry out additional roles/charges as assigned by the council

Climate & School Spirit (C & S) Committee

- Develop ways to improve school spirit and participation in extra and co-curricular activities
- Develop plan to improve staff morale/faculty spirit
- Collaborate with the Discipline & Communication Committee to design an attendance improvement plan and develop plan to reduce tardies and other disciplinary referrals
- Provide support through teacher appreciation week, Christmas party, etc.
- Plan Academic Banquet
- Recommend needed school support services based on needs assessment
- Conduct school culture audit if needed and report results to Council along with committee recommendations
- Recommend procedures for assignment of student and staff as well as extra and co-curricular programs based on needs assessment/audit

- Review Council policies on School Schedule, Staff Time Assignment, Enhancing Student Achievement, Extracurricular Programs, School Space and Student Assignment and recommend revisions for Council approval/adoption if necessary
- Recommend other changes, ideas, and strategies to assigned policies based on needs assessment, data gathering, and research into best practice
- Carry out additional roles/charges as assigned by the council

****Committees will involve as many stakeholder ideas and opinions as possible and coordinate school needs assessments that include necessary surveys/other data collection.**

****Committees will meet monthly/regularly, meetings will be advertised and all members and the media will be notified in writing at least 24 hours in advance.**

****Committee chairpersons will provide members with a meeting agenda for each meeting.**

****Committee members will select a vice-chair and recording secretary who will record minutes of each meeting and all minutes will be submitted to the Council.**