

SBDM COUNCIL POLICIES

**CUMBERLAND
ELEMENTARY SCHOOL**

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CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

CURRICULUM POLICY

The curriculum of Cumberland Elementary School is developed to meet Kentucky's Core Content, Program of Studies, Performance Level Descriptors, and the Standards set by the Harlan County School District. Changes in the curriculum reflect needs identified by the School Improvement Plan.

The School Improvement Plan defines goals for curriculum, assessment, instruction and supports professional development, school/community relations, leadership, and organization in accordance to the Standards and Indicators for School Improvement.

Date of 1st Reading: April 14, 2005

Date of 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

INSTRUCTIONAL PRACTICES POLICY

The instructional practices of Cumberland Elementary School are developed to meet Kentucky's Common Core, Program of Studies, Performance Level Descriptors, and Standards set by the Harlan County School District. Teachers will implement and model scientifically research based instructional strategies.

Teachers will use instructional strategies and activities that consistently and intentionally address the learning needs, various learning styles, and multiple intelligences of students.

Teachers will continually plan and adjust instruction to meet the changing needs of a diverse student population in order to improve student academic performance.

Teachers will design lessons that require all students to use higher-order thinking skills (Blooms), problem solving, inquiry learning, and assessments will mimic KPREP assessments.

Instructional practices will be evidenced by:

- Extended School Services referrals
- Teacher lesson plans
- Student work
- Formal/informal observations
- District Walk-Through
- Teacher anecdotal records
- TPGES observation data

Date of 1st Reading: April 14, 2005

Date of 2nd Reading: May 12, 2005

Date of Amended 1st Reading: June 26, 2014

Date of Amended 2nd Reading: June 27, 2014

Date Adopted: May 12, 2005 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

ASSESSMENT POLICY

Teachers will give meaningful feedback to students on their performances.

Teachers will use multiple assessments in the classrooms that will include (but not limited to):

- Open-response questions
- On-demand writing
- Performance tasks
- Learning logs
- Tests (multiple choice, on-demand, open-response)

Teachers will report student assessments using:

- Anecdotal records
- Report cards
- Teacher observations
- Student work
- Student feedback/reflections

State mandated tests (CATS) includes the CTBS and KCCT (3rd and 6th) and the CATS (4th, 5th, 7th, and 8th).

Alternate portfolios will be utilized according to individualized education plans (IEP).

Cumberland Elementary School will follow the grade scale guidelines as described below:

A	94-100
B	87-93
C	76-86
D	70-75
F	0-69

Date of 1st Reading: April 14, 2005

Date of 2nd Reading: May 12, 2005

Date of Amended 1st Reading: February 5, 2008

Date of Amended 2nd Reading: May 8, 2008

Date of Amended 1st Reading: June 12, 2008

Date of Amended 2nd Reading: June 13, 2008

Date Adopted: May 12, 2005 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

WRITING PORTFOLIO POLICY

All students shall prepare and keep a working writing portfolio folder that contains developmentally appropriate writing samples that may be used as portfolio entries.

The working portfolio entries will be based on board policy and require teacher conferencing.

At all accountability grades, students will complete writing portfolio entries as required by the Kentucky Department of Education. At non-accountability grades students will keep a working portfolio and complete minimum pieces based on the District requirements that will require teacher conferencing. During the portfolio development process, students may type, use word-processing, or complete handwritten entries for their portfolios and writing folders.

All core content teachers (mathematics, science, social studies, reading, arts and humanities, practical living/vocational studies) must show evidence of teaching the writing process (prewriting, drafting, conferencing, revision, editing). Teachers shall also assist students in choosing content area readings that represent the writing that students will include in a portfolio. Documentation shall include lesson plans and evidence of student work in the working folders and writing portfolios.

Homeroom teachers will pass working portfolio folders internally from exiting Kindergarten through eighth grade. The guidance counselor will collect working portfolio folders and pass them to the ninth grade teachers.

The Harlan County Board of Education will provide the following programs in order for this plan to be implemented and successful:

- All teachers at all grade levels will be trained in the writing process and portfolio development. These trainings will be conducted by the Board of Education Writing Consultant, Cluster Leaders, and Building Teachers.
- All teachers will have a writing program that explains the developmental processes involved in effectively teaching the different forms of writing required for the Kentucky Writing Portfolio.

Date of 1st Reading: October 21, 2003

Date of 2nd Reading: November 14, 2003

Date of Amended 1st Reading: April 14, 2005

Date of Amended 2nd Reading: May 12, 2005

Date Absolved: June 26, 2014

Date Adopted: May 12, 2005

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

STUDENT CLASS ASSIGNMENT POLICY

Student assignments shall be made before the first week of school and posted on the outside bulletin board.

Criteria to be used in preparing assignments will be academic performance, student behavior, instructional needs, class size, and other extenuating circumstances.

Previous teachers of students will classify students according to the above listed criteria.

Placement of students will be determined by draw. (Previous teachers will provide input to next year's teachers on extenuating circumstances that could alter student placement.)

Parents who wish to seek a change in their child's assignment shall fill out a School Assignment Change form. This form will be given to the principal for consideration. Students may not be transferred from a class except under extreme circumstances. Transferring students should only be done after thorough consideration of the child. The final decision will be made by the principal.

Students who are returning for the fifth year in the primary block will receive new class assignment by the principal.

If any student's class assignment/schedule needs to be changed at any time due to extenuating circumstances, the principal has the authority to make the necessary change(s).

Date of 1st Reading: March 20, 2001

Date of 2nd Reading: April 17, 2001

Date of Amended 1st Reading: April 14, 2005

Date of Amended 2nd Reading: May 12, 2005

Date of Amended 1st Reading: June 26, 2014

Date of Amended 2nd Reading: June 27, 2014

Date Adopted: May 12, 2005 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

STUDENT ACCOUNTABILITY POLICY

Academically...in all classes WE WILL:

- Accept nothing below a (2) on Open Response questions (NCLB areas).

Consequences:

- The student will be given the opportunity to **(in class or as homework)**, do the question over. The **"do-over"** must be *turned in the next day*. Re-score the "do-over" and *give the student extra credit*. If a student got a (2) or better and wants to improve their grade on the "do-over," they can as well.
 - The student will attend an **after-school "do over" session (ESS)** as designated by the teacher to have the student do it over.
 - **If they do not attend ESS, the student will be assigned to p.m. detention** to do the question over. The assigning teacher and the detention teacher will need to communicate with each other on this.
 - If the student does not attend ESS, the assigning teacher will document and discuss this with the student's parent/guardian.

Date of 1st Reading: April 14, 2005

Date of 2nd Reading: May 12, 2005

Date Absolved: June 26, 2014

Date Adopted: May 12, 2005

Chair Signature: _____

**CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL**

STUDENT ACHIEVEMENT POLICY

All policies and decisions made by the SBDM Council, faculty and staff at Cumberland Elementary School will be based on enhancing student achievement.

Enhancement will be accomplished through:

- Developing and implementing curriculum that is rigorous, intentional, and aligned with state and local standards.
- The use of multiple evaluations and assessment strategies in order to continuously monitor and modify instruction to meet student needs and support proficient work.
- Engaging all students by using effective, varied, and research-based practices.
- The school's functioning as an effective learning community and supporting a climate conducive to performance excellence.
- The school's working with families and community groups to remove barriers to learning in an effort to meet the intellectual, social, career, and developmental needs of students.
- The school's providing research-based, results driven professional development opportunities for all staff and the implementation of performance evaluation procedures in order to improve teaching and learning.
- The school's instructional decisions focusing on support for teaching and learning, organizational direction, high performance expectations, creating a learning culture, and developing leadership capacity.
- The school being organized to maximize the use of all available resources to support high student and staff performance.
- The school developing, implementing, and evaluating a comprehensive school improvement plan that communicates a clear purpose, direction, and action plan focused on teaching and learning.

Date of 1st Reading: April 14, 2005

Date of 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

HOMEWORK POLICY

Definition:

Homework is defined as assignments to be completed outside the classroom to (1) reinforce class instruction, (2) increase understanding and retention, (3) transfer and extend classroom instruction, (4) prepare for class discussion, and (5) provide curriculum enrichment opportunities. Academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives.

Time Guide:

Grade level guidelines for volume of homework are as follows based on average student competency.

Early Primary	10-30 minutes
Upper Primary	30-90 minutes
4th-8th	20-25 minutes per class

Communication of Homework Policy:

A course syllabus shall be sent home at the beginning of each grading period, including not limited to the following areas.

- a. Purposes of the homework as identified in this policy.
- b. Amount of homework assigned as identified in this policy.
- c. Consequences for not completing homework.
- d. Parental involvement in homework as identified in this policy.

Evaluation of Homework:

- a. The teacher shall evaluate and return homework assignments to students within one week.
- b. The teacher shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.
- c. Students may be given extra homework assignments for extra credit at teacher's discretion.
- d. Homework grades should accurately reflect level of performance.
- e. Parent Portal is updated weekly: Assignments / grades should be entered into infinite campus within one week after assignments.

Date of 1st Reading: April 14, 2005

Date of 2nd Reading: May 12, 2005

Date of 1st Reading: June 26, 2014

Date of 2nd Reading: June 27, 2014

Date Adopted: May 12, 2005 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

DISCIPLINE & CLASSROOM MANAGEMENT POLICY

The faculty and Principal shall implement the Harlan County School District Code of Acceptable Student Behavior and Discipline. Copies of the Code of Conduct Book for Harlan County Schools and the Cumberland Elementary School Discipline Policy shall be distributed by the end of the first month of school to all staff and parents.

The School Discipline Committee will review the District Code of Acceptable Student Behavior and Discipline to determine if the school needs additional discipline and classroom management measures. The committee will recommend additional discipline and classroom management measures to the school site-based council for approval. The committee will recommend additional measures consistent with district and board policy, and in compliance with existing state, federal statutes and regulations.

A copy of the Cumberland Elementary School's Discipline Handbook is sent home with each student and kept in the school office for review.

In addition, we have adopted the following school-wide rules.

- Students will maintain low voice level in the hallway.
- Students will walk facing forward on the right side of the hallway.
- No touch rule, students keep all body parts to themselves.
- Students must have a hall pass to visit any other area of the building other than the present classroom. The hall pass must be visible at all times.
- All cell phones are to be turned off at all times while on school property during the instructional day. Any student who violates this policy will be given one warning. A second offense will result in confiscation of the phone. A parent or guardian must personally come to the office and pick up the phone.
- All electronic toys, devices, and equipment that are not used for educational purposes should remain in pocket, purse, backpack, or locker and turned off during the instructional school day. This includes ipods, MP3 players, video games or players, video or tape recorders, cameras, and etc. School will not be responsible if lost, damaged, or stolen.
- School does not have school-wide rule on regulation of chewing gum. It is at the discretion of each classroom teacher. Regulation of chewing gum is at the discretion of classroom teacher.

* Faculty will handle minor discipline incidents. If an incident is moderate to severe and requires assistance of an administrator, a faculty member will complete a discipline report and send it with the student to the office. Discipline report/documentation should reflect that the instructor has made several attempts to resolve the situation himself/herself unless the infraction requires administrative assistance.

Date of 1st Reading: March 20, 2001
Date of 1st Reading Again: July 10, 2001
Date of 2nd Reading August 9, 2001
Date of Amended 1st Reading: April 14, 2005
Date of Amended 2nd Reading: May 12, 2005
Date of Amended 1st Reading: January 10, 2008
Date of Amended 2nd Reading: February 5, 2008
Date of Amended 1st Reading: December 10, 2009
Date of Amended 2nd Reading: January 21, 2010
Date of 1st Reading: June 26, 2014
Date of 2nd Reading: June 27, 2014

Date Adopted: February 5, 2008 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

**ALIGNMENT WITH STATE STANDARDS, TECHNOLOGY UTILIZATION,
PROGRAM APPRAISAL POLICY**

The school shall organize all instructional and other activity to be aligned with state standards established in state laws and regulations, and in a manner that is consistent with local school board policy.

All programs at the school must contribute to increased student performance as measured by the state assessment system.

Upon request of the school council, the principal or his/her designee shall report to the school council on the degree to which a designated program contributes to increased student performance.

Teachers will incorporate technology as an integral part of instruction. Technology will be readily available and accessible to all students to improve instruction in the following variety of ways:

- Student Technology Programs
- Internet access for research
- Digital Cameras
- Scanners
- Power Point
- E-mail

Teachers will receive professional development as required by state, district, or Cumberland Elementary School. Teachers will be required to sign the Acceptable Use Policy form provided by the district. Students and parents will also be required to sign this form.

Teachers will be responsible for using technology standards developed by state/district in their instruction.

Date of 1st Reading: March 20, 2001

Date of 2nd Reading: April 17, 2001

Date of Amended 1st Reading: July 2, 2002

Date of Amended 2nd Reading: August 6, 2002

Date of Amended 1st Reading: April 14, 2005

Date of Amended 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

COMMITTEE PARTICIPATION POLICY

Cumberland Elementary School shall function through three standing committees:

Academic Performance
Learning Environment
Efficiency

Membership may include parents or guardians of Cumberland Elementary School students, teachers, non-certified personnel, and community representatives.

Teachers shall be offered the opportunity to volunteer to serve on a committee via sign-up form in the office. The form shall be posted for a period of one week. If there are no volunteers, the principal shall assign personnel to those positions. Parents may also volunteer to serve on a committee. Community members shall be invited to participate by the chairperson of the Council or committee.

Ad hoc committees can be formed by SBDM Council, Principal, or one of the three standing committees. Ad hoc committees shall be convened with proper notification at the discretion of the respective chairperson at a time most convenient to most members.

No recommendation from a committee shall be submitted to the Council without at least a majority of those present at a properly convened meeting having approved the recommendation.

Chairpersons of committees shall have, with the chairperson of the Council approval, permission to formulate sub-committees. Sub-committees shall be appointed as needed and involve as many people as necessary.

Date of 1st Reading: April 14, 2005
Date of 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

IMPROVEMENT PLAN POLICY

The SBDM Council will ensure that the School Improvement Plan is based on the school's mission, belief statements, and the Standards and Indicators for School Improvement. The school's mission and belief statements in their actions to improve student academic performance will guide them. Council will regularly review disaggregated student data in order to focus their actions on improving student achievement and closing gaps.

DISAGGREGATED DATA

Information on disaggregated data for diverse populations will be presented to the school staff annually and recommendations will be made to incorporate data in the school's improvement plan.

The leadership will create a positive, supportive learning environment for teachers to focus on students. The building will be maintained and provide a safe and equitable learning environment for students. Maintenance reports will be made according to Harlan County Board of Education Policy.

School culture assessments will be conducted bi-annually to evaluate the areas of academic performance, learning environments, and efficiency. Faculty will review the survey and recommend needs to the Council to be addressed.

Date of 1st Reading: April 14, 2005

Date of 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

SELECTION OF TEXTBOOKS AND/OR INSTRUCTIONAL MATERIAL POLICY

INSTRUCTIONAL MATERIALS

Instructional material means all commercial material, media, and courseware (consumable or permanent) used by teachers to deliver instruction. The school allocates resources (fiscal, human, physical, time) equitably to support the mission and belief statements and to encourage high student performance.

COMMITTEE

The appropriate subject area component and its members will form the textbook committee (ad hoc) for each year. Committee responsibilities:

- Acquiring textbooks and/or instructional materials utilizing allocations provided to the school by the State of Kentucky and the district.
- Surveying the teachers to determine their instructional material needs and preference.
- Studying textbooks/instructional materials samples and identifying and selecting materials, samples, and identifying and selecting a list of textbooks and instructional materials to be used in the instructional program.
- Developing a plan, based on the appropriations made available to the school for texts and instructional materials that specifies the utilization of the funds over the adoption cycle.
- Submit a written recommendation for utilization of the textbook allocation to SBDM for approval.

BUDGET

Appropriations for textbooks and instructional materials are set by the Board of Education. The budget developed by the committee must not exceed the appropriations. The council approves the budget and the selection of materials.

PROCUREMENT

The principal and designated school staff is responsible for ordering, receiving, and approving payment for the textbooks and instructional materials.

Date of 1st Reading: April 14, 2005

Date of 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

PROFESSIONAL DEVELOPMENT POLICY

Professional development includes opportunities to develop skills to ensure that an equitable and quality education is provided to all students. Personnel will participate in professional development that will update their content knowledge and professional practices.

Adequate fiscal resources are provided to support professional growth, using state professional development allocations and other state or federal funding sources. Professional development allocations will be based on the identified needs in the School Improvement Plan.

Professional development offered will be based on the needs in the School Improvement Plan and in coordination with district coordinator per KRS 160.345 (8). An annual survey of professional development needs of the staff will be conducted in order to provide input to the School Improvement Plan. Principal and teachers will work together utilizing individual growth plans to make recommendations for professional development they feel will enhance the improvement of the curriculum and/or teacher's knowledge. Amendments will be made to the School Improvement Plan as necessary.

Paraprofessionals (instructional assistants, aides, etc.) will annually develop a professional development plan with the assistance of the school leadership.

Date of 1st Reading: April 14, 2005

Date of 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

BUDGET POLICY

BUDGETING PROCESS

The responsibility of the budgeting process will lie with the Efficiency Committee. They may choose to establish an ad hoc committee. The school/district leadership will allow resources (fiscal, human, physical time) to support the mission and belief statements to support student learning. The allocated budget will support the learning goals. Leadership retains managerial responsibility.

The school budget is prepared annually based on the allocation from the Board of Education. All funds expended by the school are included in the budget (e.g., athletic, professional development, instructional, other supplies and materials, discretionary funds, Computers for Education, salaries, etc.). The budget includes a complete financial forecast of anticipated receipts and expenditures for the school year. The budget is prepared on a form approved by the Superintendent.

COUNCIL

The principal, with the assistance of the Committee, submits and recommends to the council by May 15th a draft budget within the allocation level approved by the Board of Education based on the previous year's expenses. The School Improvement Plan will be one of the factors in developing the budget. After receipt of the final allocation of funding from the Board of Education the Committee will again meet to review and make any additions/deletions/ changes in the draft budget. The principal recommends approval of the final annual school budget by the Council on or before August 1st, or no later than three weeks after receipt of notice of final allocation of funding from the Board of Education.

EXPENDITURES

Expenditure of the funds allocated to Cumberland Elementary School is pursuant to all fiscal policies of the Board of Education. Appropriate forms will be filled out for expenditures and the principal will approve all expenditures. Expenditures must not exceed appropriations. Teachers are encouraged to seek grants.

Expenditures of the discretionary funds are to support the mission and belief statements of the school/district. They will relate directly to an identified school need or meet the operational procedures established for fund distribution.

REPORTS

Council will receive monthly reports for review at their council meeting. Any discrepancies will be noted, checked on by the principal, and reported in the next SBDM meeting.

ACCOUNTING PROCEDURES

Accounting for funds is accomplished pursuant to all fiscal and audit policies of the Board of Education. The audit is reported to the Council.

Date of 1st Reading: April 14, 2005

Date of 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

JOB CLASSIFICATION DETERMINATION /STAFF TIME ASSIGNMENT POLICY

During the month of March, the principal and the council will determine the number of persons in each job classification based on the district staffing plan and identified student needs.

The principal is authorized to administer policy and make assignments as to individual staff members. Decision to assignment of specific teachers to particular students and classes are based on factors including performance and effectiveness.

Date of 1st Reading: April 14, 2005

Date of 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

SCHOOL STAFF ASSIGNMENT POLICY

By August 1st of each school year, the principal shall prepare a school staff assignment plan for the school year. This plan shall be presented to the school council for consultation.

All vacant positions, whether existing or new, shall be posted on the inside bulletin board within three (3) working days of the vacancy. Teachers shall have five (5) working days from the date of the posting to inform the principal, in writing, of their request to be considered for the vacant position. The reassignment of existing staff is at the discretion of the principal.

The plan presented by the principal shall consider any/all of the following criteria (when possible) in the assignment of existing staff:

- Request of the staff member for the assignment.
- Teaching experience related to the assignment.
- Individualized teacher evaluations.
- Specialized training that the staff member has completed related to the assignment.

Date of 1st Reading: March 20, 2001

Date of 2nd Reading: April 17, 2001

Date of Amended 1st Reading: July 2, 2002

Date of Amended 2nd Reading: August 6, 2002

Date of Amended 1st Reading: April 14, 2005

Date of Amended 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

SCHOOL SPACE POLICY

By the August SBDM meeting, the principal shall present to the council for approval a plan for the use of space during the school day. Assignment of school space shall be made based on federal, state, and district regulations which shall include but not be limited to criteria that considers class size, program space need, accessibility for the handicapped, supervision of students, safety, and overall effective school management. The use of school space and facilities after school hours shall be in compliance with board policies.

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 council has not approved the plan by the August meeting, the principal shall develop and implement a school space use plan.

If the assignment of school space needs to change after September 1st, the principal will call a special-called meeting to inform council of needed changes. Amendments will then be made to the original plan.

Date of 1st Reading: March 20, 2001
Date of 2nd Reading: April 17, 2001
Date of Amended 1st Reading: July 2, 2002
Date of Amended 2nd Reading: August 6, 2002
Date of Amended 1st Reading: April 14, 2005
Date of Amended 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

SCHOOL SCHEDULE POLICY

The principal shall develop a proposed school schedule by August and shall present it to the council at the August meeting. If the council does not approve the schedule, it will be sent back to the principal for revision until approved. If the council does not approve a schedule by September 1st, the principal shall develop and implement the schedule.

Date of 1st Reading: March 20, 2001
Date of 2nd Reading: April 17, 2001
Date of Amended 1st Reading: July 2, 2002
Date of Amended 2nd Reading: August 6, 2002
Date of Amended 1st Reading: April 14, 2005
Date of Amended 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

STUDENT, FAMILY, COMMUNITY SUPPORT PROGRAMS / SERVICES POLICY

All students have access to a common academic core. Parents/guardians will be welcomed in the school and will be contacted for their assistance for field trips (with appropriate background checks), speakers, etc.

Programs will be developed and implemented that promote contact between teachers and families (e.g. choir, hand bells, sports, etc.).

The school provides programs for families to learn about curricular programs in all subject areas (e.g. open house, Science Fair).

The Extended School Services is designed to support and promote individual student achievement in all subject areas. ESS teachers communicate with classroom teachers regarding student achievement. Staff utilizes ESS instructional time to promote and support student achievement. Students enter and exit ESS as needed.

The Family Resource Youth Service Center will coordinate their programs and activities with the school's schedule. The principal/FRYSC Coordinator will report on the FRYSC activities at Council meeting as needed.

Date of 1st Reading: April 14, 2005
Date of 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

FIELD TRIP AND EXTRA-CURRICULAR ACTIVITIES POLICY

By August 1st of each year, the principal shall present a list of extra-curricular programs to be implemented in the school for the council's approval.

If any additional extra-curricular programs are to be implemented, the principal shall also present them to the school council before implementation for council approval.

The chief extra-curricular sponsor or initiator shall determine student participation standards consistent with criteria set by the state or national sponsors of the programs, consistent with state/federal statutes and regulations, and local board/school policy.

- The school can develop standards of eligibility equal to or harder than conference/district rules if one exists.
- The standards set by the sponsors and the school is to be in written form, submitted to SBDM for approval, and must be signed by the parent or guardian of each participant. If student does not return the signed form by the set deadline, the student will not be allowed to participate.
- All extra-curricular activities or trips coordinated or conducted by the school must be core content/curriculum related.
- Bus requisitions must be turned in for approval by event sponsor 10 days (in the state) or 30 days (out of state) prior to the trip. Out of state trips must be approved by the Harlan County Board of Education.
- There must be at least one chaperone on trip or at the activity. (One chaperone per ten students is recommended.)
- A teacher or chaperone must remain with the students at all times until released back to the parent or guardian.
- Permission must be granted by parent or guardian before taking students away from the school.
- Permission slips must be turned in to trip sponsor the day before the trip. (Exception: Permission slips can be turned in on the day of the trip when attendance is taken only if the student was absent the day before.)

In extenuating circumstances, it shall be at the principal's discretion to determine whether the discipline infractions warrant the implementation of the above policy. (Principal will work with other administrators, teachers, and parents to determine reasonable field trip accommodations based on individual student needs.)

Date of 1st Reading: March 20, 2001
Date of 2nd Reading: April 17, 2001
Date of Amended 1st Reading: July 2, 2002
Date of Amended 2nd Reading: August 6, 2002
Date of Amended 1st Reading: April 14, 2005
Date of Amended 2nd Reading: May 12, 2005
Date of Amended 1st Reading: January 10, 2008
Date of Amended 2nd Reading: February 5, 2008

Date Adopted: February 5, 2008 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

BACKPACK POLICY

- Backpacks must be small enough to fit easily in the school lockers.
- Backpacks must be made to carry by hand or on back.
- Bags on wheels will not be allowed because of school safety issues.

Date of 1st Reading: June 19, 2001
Date of 2nd Reading: July 10, 2001
Date of Amended 1st Reading: July 17, 2003
Date of Amended 2nd Reading: July 21, 2003
Date of 2nd Amended 1st Reading: April 14, 2005
Date of 2nd Amended 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

DRESS CODE POLICY

The school is the place to strive for academic excellence. The staff at Cumberland Elementary is committed to helping all students reach their academic potential, therefore, students are asked to dress in a manner that reflects a respectful attitude toward learning. This dress code is designed to prevent dress and appearance from distracting in any way from the educational process or pose a health or safety hazard to the student or others.

SPECIFIC GUIDELINES ARE NOT INTENDED TO BE INCLUSIVE AND MAY BE PERIODICALLY REVISED.

HEAD GARMENTS:

Students will not wear anything on their head with the exception of barrettes, hair-bows, and ponytail holders unless the principal makes an exception. Sunglasses (unless prescribed by a physician) will not be worn.

CLOTHING:

All upper garments should cover the upper body and cover cleavage (no exposure of undergarments).

Imprinted clothing that is obscene, conveys a double meaning, promotes drugs or drug paraphernalia, violence, alcohol, tobacco, sexual overtures, overt or illegal activities are not permitted in either written or graphic format.

Pants shall conform to the build and stature of the students, shall be worn at the waist, and shall not extend below the heel of the shoe in length.

Shorts must reach to five inches above the kneecap in length (excludes primary). Skirts must be 4 inches above knee unless worn with leggings. The waistband of all lower garments shall be worn at waist level.

Garments which are not acceptable: lounge pants/pajamas (exception: CES/HCHS flannel pants), see-through, fishnet, low cut tops and bottoms, tights or spandex (as outer garments), torn/holes in the torso/hips and thigh area, and imprint on seat of pants.

**Undergarments or cleavage shall not be visible.

FOOTWEAR:

Shoes must be worn at all times. Shoes with cleats, high heels above 1 inch, and shoes with wheels (such as heelys, shoe skates) are not allowed due to safety concerns.

ACCESSORIES:

Jewelry and accessories shall not convey messages that are: crude, vulgar/profane, violent/death-oriented, gang related, sexually suggestive, or promote alcohol, drugs, or tobacco.

Pierced jewelry shall be limited to the ear. Dog collars, tongue rings, wallet chains, chains that connect one part of a body to another or other jewelry/accessories that pose a concern for the safety of themselves, other students, or are disruptive to the educational process shall be prohibited.

DRESS CODE INFRACTIONS:

Students coming to school in clothing that is not within the dress codes will be given the opportunity to call parents to bring an item that is within the dress code or item may be provided by the Family Resource Center if available. After two offenses, the principal will take appropriate disciplinary action.

Date of 1st Reading: June 19, 2001
Date of 2nd Reading: July 10, 2001
Date of Amended 1st Reading: April 14, 2005
Date of Amended 2nd - 1st Reading: May 12, 2005
Date of Amended 2nd Reading: May 25, 2005
Date of Amended 1st Reading: January 10, 2008
Date of Amended 2nd Reading: February 5, 2008
Date of Amended 1st Reading: August 13, 2009
Date of Amended 1st Reading: August 26, 2009
Date of Amended 1st Reading: August 31, 2009
Date of Amended 1st Reading: September 10, 2009
Date of 1st Reading: June 26, 2014
Date of 2nd Reading: June 27, 2014

Date Adopted: February 5, 2008 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING

CONSULTATION POLICY

The school council shall be consulted prior to the principal's selection of personnel to fill all non-principal school-based vacancies that occur at the school. Consultations shall be documented in the minutes of the meeting.

The principal may conduct a reference check on candidates and report the results of this reference check to the school council at a regular or a special-called meeting of the council. The school council may choose to interview and review applications or they may choose to review the applications and waive the interview process. The council will follow district time-lines for filling all vacancies.

After consulting with council members, the principal will then make a selection of the qualified applicant to fill the vacancy, and shall report this selection to the superintendent's office. The minutes of the school council for the meeting shall state, "Consultation occurred for the filling of the _____ vacancy."

EMERGENCY PROVISION

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 definition of quorum for the purposes of filling specified vacancy shall be "one or more members of the school council who are present or can be reached by phone for the consultation."

Date of 1st Reading: March 20, 2001
Date of 2nd Reading: April 17, 2001
Date of Amended 1st Reading: April 14, 2005
Date of Amended 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

PRINCIPAL SELECTION POLICY

ACTING ADMINISTRATOR

In the event that the principal's position is vacated prior to the selection of a successor, the Superintendent appoints an interim administrator to serve until the new principal is chosen. If the interim administrator is on the list of candidates sent by the superintendent for consideration by the council, the council appoints from their membership a temporary chairperson to serve during the principal selection process. The interim administrator should not participate in principal selection.

CANDIDATE INTERVIEW

The council is responsible for reviewing all written information on each candidate provided by the superintendent. The council is also responsible for conducting interviews of any candidate it selects from the list provided by the superintendent.

TIMELINE

The council develops a written plan for selecting a principal and disseminates the plan to teachers and leaders of the PTA. The plan includes selection criteria and a planned timeline.

SELECTION

The council selects a principal from the list of candidates. Candidate selection is communicated in writing to the superintendent.

Date of 1st Reading:

Date of 2nd Reading:

Date of Amended 1st Reading: April 14, 2005

Date of Amended 2nd Reading: May 12, 2005

Date Adopted: May 12, 2005

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

WELLNESS POLICY

In compliance with KRS 160.345 (11) the following policy will be implemented.

All students in grades K-8th grade will participate in moderate to vigorous physical activities, as follows:

- All K-8th grade students will participate in a physical education class at least one time per week.
- Each student in grades K-5th shall engage in at least 15 minutes of planned moderate to vigorous physical activity each day (on days that physical education class is not offered and weather permits). With input from teachers and the rest of the staff, the principal shall work out how this activity will be handled. The arrangement must fit within the limits of our building and staffing and be compatible with our school improvement plan.
- All 6-8th grade students will have the opportunity to participate in 15 minutes of outside physical activities, if weather permits.
- Teachers shall make all reasonable efforts to avoid periods of more than forty minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active.
- Students shall not be deprived of **all** physical activity as a consequence for behavior or academic performance.
- Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.

CES shall assess student's level of physical activity at least once a year. The assessment will be developed by the physical education teacher and approved by council. Documentation that assessment has been completed will be provided to the principal and sent home with the student.

CES shall encourage healthy choices among students using the following methods:

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

Date of 1st Reading: January 12, 2006

Date of 2nd Reading: March 22, 2006

Date of Amended 1st Reading: January 10, 2008

Date of Amended 2nd Reading: February 5, 2008

Date Adopted: February 5, 2008

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

TARDY POLICY

Students who arrive at school after 7:45 AM are considered tardy and must be signed in by a parent/guardian.

When a student accumulates **3 unexcused tardies**, then **he/she will have to attend After School Detention Hall** on the day of the 3rd tardy. The parent/guardian will be notified by phone on the day the student is to attend for that afternoon. If unable to reach someone, a note will be sent home informing the parent/guardian, and the student will be required to attend After School Detention Hall the next day. **After School Detention Hall will be held Monday through Friday.**

After School Detention Hall will be held in the Library at Cumberland Elementary School and will be supervised by a school staff member. Students will not be allowed to check out early during this time, or they will accumulate another tardy for the day. Rules will be enforced while the students are in after school detention hall.

After School Detention Hall will begin at 2:45 PM and end at 3:45 PM. If a student comes to After School Detention Hall and does not abide by the rules, or refuses to do the work (not homework) that is assigned to them, then they will be given another day of After School Detention Hall. If the student fails to serve his/her time in After School Detention Hall, then other action can and will be taken by the administration. **It will be the responsibility of the parent/guardian to pick up the student at the end of the 60 minute period.**

If the student is not picked up or we are unable to reach someone for transportation, we will have no choice but to contact Social Services.

Date of 1st Reading: March 27, 2007

Date of 2nd Reading: March 28, 2007

Date Absolved: May 9, 2007

Date Adopted: March 28, 2007

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING

TEXTBOOKS AND EDUCATIONAL MATERIALS POLICY

All K-8 students will be provided curriculum textbooks, workbooks, lab equipment, manipulatives, and educational materials necessary for instruction and assessment. All educational materials paid for and issued by the school are the responsibility of the student. Any of these materials that are lost, damaged, or destroyed is the financial responsibility of the parent or guardian.

This same policy applies to library books, literacy materials, and band instruments supplied by CES.

Consequences:

Students will not be allowed to participate in any extra-curricular trips or events away from the school until any money owed is paid. Students cannot check out any library materials until debt is paid. Teachers requiring A.R. must establish classroom library in order to accommodate students with outstanding debt with school library. Academic accountability can't suffer because of student's inability to pay.

Date of 1st Reading: January 10, 2008

Date of 2nd Reading: February 5, 2008

Date of 1st Reading: June 26, 2014

Date of 2nd Reading: June 27, 2014

Date Adopted: February 5, 2008 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING

ARTS & HUMANITIES POLICY

The Arts & Humanities Curriculum at CES is taught/assessed using Kentucky's Core Content, Program of Studies, Performance Level Descriptors, and Standards set by Harlan County School district.

K-8 students are provided exposure to the curriculum through educational instruction, assessment, and programs sponsored by FRYSC.

Students are given opportunities to attend festivities and events which showcase the arts, drama presented, and performed by local artisans.

All students 5-8 are eligible to participate in the band program.

Technology is available in all classrooms for art research and student interaction.

Arts & Humanities will be integrated in grades K-8. It will be subject specified in grades 3-8 in order to assure a rigorous arts curriculum in music, dance, drama, and visual arts. Curriculum Guides will assure vertical and horizontal alignment.

Arts & Humanities will be integrated with Social Studies grades K-8 according to the KDE Art & Humanities Social Studies Cross-Reference Chart.

CES will follow best practice procedure for Arts & Humanities to Zemelman's Best Practice, 2nd edition. Their use will be monitored using Best Practice checklists.

Each grade level will be offered the opportunity to attend one Arts Education field trip per year.

Date of 1st Reading: January 10, 2008

Date of amended 1st Reading: February 5, 2008

Date of amended 2nd Reading: May 5, 2008

Date Adopted: _____

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING

ATHLETIC POLICY

All students will be given the opportunity to participate in athletic activities in grade 4-8 at Cumberland Elementary School.

No student shall be left unattended at any time. Coaches / assistants must remain with students until all are released to parent / guardian or approved person.

Determination of eligibility for a sport is dependent on academic performance and record of behavior.

Academic Criteria

- Fall sports shall use the last nine weeks grades from the previous school year.
- Winter sports shall use the second nine weeks grades from the current school year.
- Spring sports shall use the second nine weeks grades from the current school year.

Behavior

Any student that exhibits negative behaviors that warrant removal from the educational setting will be ineligible for one game. If the negative behaviors continue then the student may be removed from the team.

Students involved in school sponsored competitive sports will adhere to all Harlan County Athletic Policies/Guidelines and CES policies.

Students will be declared ineligible for try-outs or participation in any other sport until uniforms or equipment are returned or paid for.

Practices

All sports practices / tryouts will be open or closed at the discretion of each coach. Parents / guardians attending open practices must remain at practice site with no interference in practice.

Coach / Volunteer Accountability

Selection / Participation of coaches, sponsors, and volunteers must adhere to District Guidelines & Policies and meet the approval of SBDM Council.

Date of 1st Reading: January 10, 2008

Date tabled: February 5, 2008

Date of 1st Reading: July 26, 2010

Date tabled: July 29, 2010

Date of 1st Reading: June 26, 2014

Date of 2nd Reading: June 27, 2014

Date Adopted: _____ Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING

SBDM TEACHER ELECTION POLICY

Nominations and election of teacher representatives for the new SBDM Council will be conducted in the month of May.

A certified staff member will be designated by the faculty to organize and conduct the election. Nominations will be accepted by the designee for three school days. Names of nominees will be posted at the entrance of the school by 3:00 pm of the third day and remain posted until the election is conducted.

The election process will be done by secret ballot. Votes will be counted by 2 faculty designees chosen by the majority of the faculty. Absentee ballots will be counted in the first round of voting only.

A council representative must obtain the majority vote of the certified staff to serve.

If after two rounds of voting, all representatives are not elected, the nominee with the lowest amount of votes will be dropped from the ballot. (If there are more names than vacancies.)

If after three rounds of voting and all three representatives have not been elected, the voting process will cease and be continued at a later date.

Date of 1st Reading: January 10, 2008

Date of 2nd Reading: February 5, 2008

Date Adopted: February 5, 2008 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING

VISITORS POLICY

Education is the top priority at CES and we highly value our instructional time. Class interruptions will be kept at a minimum. Therefore, visitation by any person during school hours should be approved and scheduled by the instructor. (This includes loitering by school personnel.)

We highly recommend that school visits should occur after instructional time.

- All visitors must report to the office and be given a pass to enter the building.
- Any visitors without a pass will be stopped by any school employee and sent back to the office for a pass.
- Visitors may not visit a teacher's classroom without the teacher's approval.
- Students from other schools may not visit or shadow in classrooms unless sponsored by the school.
- Students of CES employees may not visit classrooms during instructional time. They must report to assigned classes on time and remain in class until designated release time.
- Visitors on tours of the building must be accompanied by a counselor, administrator, or administrator's designee.

Date of 1st Reading: January 10, 2008

Date of 2nd Reading: February 5, 2008

Date of Amended 1st Reading: June 26, 2014

Date of Amended 2nd Reading: June 27, 2014

Date Adopted: February 5, 2008 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING

STUDENT CHECK OUT POLICY

Upon approval of the Cumberland Elementary School SBDM Council, no student will be allowed to check out of school past 2:00 P.M. Student check out later than 2:00 P.M. causes an additional parking and safety hazard in the front parking area of the Elementary School, and interrupts the final class of the day. Check out will only be allowed in the event of an extreme emergency. Parents will be required to pick up their child before 2:00 P.M. if they have a later appointment.

Date of 1st Reading: December 10, 2009

Date of 2nd Reading: January 21, 2010

Date Adopted: January 21, 2010 Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

WRITING POLICY

Writing Accountability: All content area teachers are required to do writing across the curriculum according to CES Writing Plan.

Component 1: Communication Skills

Cumberland Elementary School's writing program will incorporate a variety of language resources, technological tools, and multiple opportunities for students to develop complex communication skills for a variety of purposes. At all grade levels and content areas, this will be implemented in the following ways:

- Writing will be incorporated throughout all subject areas and should be a natural outcome of classroom activities.
- Students will experience the writing process (prewriting, drafting, revising, editing, publishing, and reflecting).
- Students will have access to a variety of technology tools (computers, document camera, projector, SMART boards, software programs, SMART responders, and Student Writers)
- Students will utilize technology to develop authentic/real world, meaningful writing and independent thinking.
- Students will be provided with instruction and opportunities to practice proficient communication through all aspects of literacy (speaking, listening, writing) for authentic purposes in all subject areas.
- Students will be engaged in three categories of writing: writing to learn, writing to demonstrate learning, and writing for publication.
 - *Writing to learn* activities can include but are not limited to journaling, writer's notebook, note-taking, use of graphic organizers, reading logs, or response journals.
 - *Writing to demonstrate learning* activities can include but are not limited to open response questions, exit slips, book reviews, or projects that involve writing.
 - *Writing for publication* activities include any developmentally appropriate writing project that could actually be presented in the real world, such as letters, editorials, speeches, feature articles, research papers, stories, poems, scripts, personal narratives, memoirs, autobiographies, and personal essays

Component 2: Use of Feedback on Writing and Communications

Cumberland Elementary School recognizes that specific, descriptive feedback is effective in assessing individual students' needs as well as self-assessment, increasing students'

motivation to achieve. Therefore, our writing program will employ feedback on writing and communication in all grade levels in the following ways:

- Provide students with descriptive oral and written feedback regarding their writing and communication skills.
- Provide students with opportunities to use feedback to reflect on their writing/communication and their progress as communicators.
- Provide students will opportunities to self-assess and improve writing based on teacher and peer feedback.
- Communicate to all stakeholders (SBDM members, teachers, students, and parents) the review findings

Component 3: Review/Instructional Use of Portfolios

Cumberland Elementary School, in accordance with state law, requires writing portfolios, consisting of samples of individual student work that represent the interests and growth of the student over time, as a part of its writing program. A writing portfolio will be maintained for each student and follow each student from kindergarten through eighth grade. Writing portfolios will be developed and managed in the following ways:

- Students will participate in writing and communication instruction.
- Students will complete a yearly writing portfolio (hard copy and/or digital) that incorporates all categories of writing (narrative/personal, informative/explanatory, persuasive, and reflective) to demonstrate interests and growth over time.
- Student writing portfolios will be reviewed to collect data on individual student needs, common grade level needs, and school needs in order to guide instruction and monitor student growth.
- Students will choose 3-5 pieces each year to include in their writing portfolio.

Component 4: Implementation of the Writing Program

Cumberland Elementary School values its students and is passionate about ensuring their progress as writers and communicators. In order to establish a community of writers, and in accordance with our mission statement to challenge, educate, and succeed, we will implement and maintain our writing program in the following ways:

- Teachers will align instructional practices based on KY Core Academic Standards.
- School will follow all district and state guidelines for writing reviews/audits of instructional writing portfolios.
- Teachers will receive ongoing job embedded professional development, based on analysis of student work and review/audits, as necessary in order to improve writing instruction.
- Administration will support and guide the writing and communication instruction and process, as well as professional development opportunities.
- The writing policy and action plan will both be living documents adjusted based on student and school instructional needs.

- The effectiveness of this policy will be evaluated through our School Improvement Planning Process and annual writing reviews/audits.

Date of 1st Reading: January 25, 2011

Date of 2nd Reading: March 10, 2011

Date of 1st Reading: June 26, 2014

Date of 2nd Reading: June 27, 2014

Date Adopted: March 10, 20

Chair Signature: _____

CUMBERLAND ELEMENTARY SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL

PEANUT FREE SCHOOL POLICY

Cumberland Elementary School recognizes that peanut/peanut products allergies represent a health and safety hazard, which can have serious life threatening consequences for those who have such allergies. As a school dedicated to some of the youngest members of our community, we understand that many of our students are not old enough to make sound and safe decisions when it comes to what should go in their mouths and are less able to manage their allergies independently. While our faculty and staff do an excellent job of sanitizing, monitoring snacks/lunches brought into the school, there are some children within our school who could have a serious life-threatening allergic reaction from contact with even a microscopic amount of the offending foods. Therefore, Cumberland Elementary School will be a peanut/peanut product free school.

All lunches, snacks, and treats brought into the school will be peanut/peanut product free. The goal of this policy is to promote the wellness and safety of all students and limit any opportunity for any child to be exposed to foods that could harm him/her.

Date of 1st Reading: August 21, 2015
Date of 2nd Reading: August 24, 2015

Date Adopted: August 24, 2015 Chair Signature: _____