

## **Policy 212 – County and School Improvement**

### **Revised policy effective upon passage**

*1<sup>st</sup> reading*      July 11, 2019

*2<sup>nd</sup> reading*

*3<sup>rd</sup> reading*

**Statutory authority**      West Virginia Code 18-2E-5, 18-5-13 and West Virginia Board of Education Policies 2322, 2510

### **Administrative Guidelines**

(none)

The Board of Education supports the concept of county and school improvement as established by the West Virginia Board of Education and will seek to create and/or maintain effective schools as defined by WV Code and West Virginia Board of Education policies.

### **COUNTY IMPROVEMENT**

- A. The Board shall develop a School System Strategic Plan and revise, pursuant to WV Code 18-2E-5 and applicable West Virginia ~~State~~ Board of Education policy, the plan on an annual basis.

The School System Strategic Plan must contain procedures and activities to strengthen the County education program in order to increase student achievement and positively impact student outcomes. The plan addresses the following elements:

1. core beliefs and mission;
2. improvement goals;
3. a plan that includes action steps and professional learning;
4. a system for monitoring and supporting the implementation and effectiveness of the plan; and
5. an evaluation process.

- B. The Board shall have a County School System Leadership Team that is responsible for supporting the continuous improvement of all county schools and for identifying targeted support and assistance to the schools falling below acceptable performance. The County School System Leadership Team members are appointed by the Superintendent, comprised of school and District staff and may include such individuals as distinguished teachers, distinguished principals, special education professionals, Title I professionals, West Virginia Department of Education professionals, curriculum and instruction professionals, technology integration specialist and/or data analysis professionals.

The County School System Leadership Team shall have the following responsibilities:

1. review all facets of the District and schools' operations, including 1) comprehensive analysis of student performance data, 2) evaluation of school and classroom learning conditions as defined in West Virginia Board of Education policy 2322, and 3) school and District operational management efficiency;

2. make recommendations for District-wide improvement priorities and school-specific support and targeted assistance, including assistance for schools falling below acceptable standards of performance, and improving student performance;
3. collaboratively develop the School System Strategic Plan;
4. continuously monitor the implementation of the School System Strategic plan; and
5. make additional recommendations concerning assistance needed by the individual school or areas considered as District priorities.

## SCHOOL IMPROVEMENT

- A. Every school shall develop and implement its School Strategic Plan and annually submit to the West Virginia Office of Education Performance Audits a checklist indicating compliance with the high quality standards and performance measures and specific plans to meet standards and performance measures not met.

The Plan outlines strategies and processes the school will implement to improve student performance and address student needs. The Plan adheres to the following criteria:

1. Prepared through a collaborative process by a school leadership team facilitated by the principal. The leadership team includes members who have the expertise to examine school-wide and classroom practices, analyze student performance data, and determine effective improvement strategies. The team incorporates information from various stakeholders and other school committees and teams and may include representatives from the LSIC, the curriculum team, the technology team, professional learning communities, and parent/community organizations;
2. Addresses at a minimum those areas in the West Virginia Department of Education online strategic plan: 1) core beliefs and mission, 2) improvement goals, 3) a work plan that includes action steps and professional learning 4) a system for monitoring and supporting the implementation and effectiveness of activities and 5) an evaluation process. The School Strategic Plan may include additional areas as established by the local board of education;
3. Predicated on the establishment of high expectations for performance of all students and staff in the school;
4. Aligned with the School System Strategic Plan;
5. Revised annually as indicated by changes in student performance data and/or other information such as monitoring reports, accreditation results, or changes in school conditions; and
6. Presented to the Board as part of the annual meeting between the LSIC and the Board of Education.

- B. The School Leadership Team shall have the following responsibilities:

1. analyze student performance data appropriate to the programmatic level of the school to determine trends and priorities for improvement. This data may include local, state and national summative and formative achievement data including growth data, attendance data, student grades, early warning indicators, graduation rates, wellness information, discipline trends, postsecondary enrollment and preparation data, vocational/technical data, and dropout rates;
2. review all facets of the school's operation, including school and classroom learning conditions and operational/management efficiencies. This includes those areas specified in West Virginia State Board of Education policy 2322 which determine a school's accreditation status: school climate and culture, school leadership practices, student support systems, family and community connections, continuous improvement processes, educator growth and development, standards-based curriculum, standards-based assessment practices, student-centered customized learning; developmentally appropriate, engaging, and meaningful instruction; safe and productive classroom environment: school facilities; personnel; safety; technology; information system; finance; transportation and other administrative practices;
3. review agency monitoring reports relevant to school improvement priorities such as Title I monitoring results, special education monitoring results, technology integration issues, and any other reports the improvement team finds helpful to inform deliberation and decision-making;

4. use self-study rubrics, surveys, focus groups and other tools and processes, as appropriate, to determine priorities for improvement;
5. determine, through reflection and self-study, the root causes of deficits in student performance and make recommendations for improvement;
6. collaborate with parents, school staff, county staff, and the County School System Leadership Team in the identification of school improvement goals, school improvement plan development, plan implementation, and continuous plan monitoring;
7. make additional recommendations to the County School System Leadership Team concerning additional assistance that is needed by the school or the School Support Team as the school implements the plan; and
8. collaborate with outside entities and other groups that can build capacity to address student learning needs.

C. Schools will be selected to receive technical assistance based upon their status with regard to the performance measures and high quality standards set forth in West Virginia Board of Education policy 2322.

#### *Local School Improvement Council (LSIC)*

The intent of this policy is to facilitate and encourage the involvement of the school community in the operation of the local schools to improve educational quality.

#### Membership

A local school improvement council shall be established at every school consisting of the following:

- A. the principal, who serves as an ex officio member of the council and is entitled to vote
  - B. three (3) teachers elected by the faculty senate of the school
  - C. ~~one (1) bus operator who transports students enrolled at the school and one (1) school service person, each elected by the school service personnel employed at the school~~ two service personnel elected by the service personnel employed at the school, one of which must be a bus operator who transports students enrolled at the school
  - D. three (3) parents, guardian(s), or custodian(s) of students enrolled at the school who are not employed at the school in any capacity and who are elected by the parent(s), guardian(s), or custodian(s) members of the school's parents teacher organization
- If there is no parent teacher organization, the parent(s), guardian(s), or custodian(s) members shall be elected by the parent(s), guardian(s), or custodian(s) of students enrolled at school in such manner as may be determined by the principal.
- E. ~~two (2)~~ three (3) at-large members appointed by the principal, at least one (1) of whom resides in the school's attendance area and at least one (1) of whom represents business or industry, neither of whom is eligible for membership under any of the other elected classes of members
  - ~~F. in the case of vocational technical schools, if there is no vocational director, then the principal may appoint no more than two (2) additional representatives, one (1) of whom represents business and one (1) of whom represents industry~~
  - G. in the case of a school with students in grade seven or higher, the student body president or other student in grade seven or higher elected by the student body in those grades

~~Under no circumstances may more than one (1) parent member of the council be then employed at that school in any capacity.~~

#### Election of Members

The principal shall arrange for ~~such elections~~ the election of members to the local school improvement council to be

held prior to September 15th of each school year to elect a council and shall give notice of the elections at least one (1) week prior to the elections being held. To the extent practicable, all elections to select council members shall be held within the same week.

#### Term of Office

Parent(s), guardian(s) or custodian(s), teachers and service personnel elected to the council shall serve a two (2) year term and elections shall be arranged in such a manner that no more than two (2) teachers, no more than two (2) parents, guardian(s) or custodian(s) and no more than one (1) service person are elected in a given year. All other non-ex officio members shall serve one (1) year terms.

#### Vacancies

Council members may only be replaced upon death, resignation, failure to appear at three (3) consecutive meetings of the council for which notice was given, or a change in personal circumstances so that the person is no longer a representative of the class of members from which appointed. In the case of a vacancy in an elected membership position, the chair of the council shall appoint another qualified person to serve the unexpired term of the person being replaced or, in the case of an appointed member of the council, the principal shall appoint a replacement as soon as practicable.

#### Organization Meeting

As soon as practicable after the election of council members, and no later than the first day of October of each school year, the principal shall convene an organizational meeting of the school improvement council. The principal shall notify each member in writing or by electronic means at least ~~two (2)~~ five (5) employment days in advance of the organizational meeting. At this meeting, the principal shall provide each member with the following:

- A. a copy of the current applicable sections of WV Code 18-5A-1 et seq.
- B. any state board rule or regulation promulgated pursuant to the operation of these councils
- C. any information as may be developed by the Department of Education on the operation and powers of local school improvement councils and their important role in improving student and school performance and progress

#### Election of Chair; Term of Office; Vacancy

The council shall elect from its membership a chair and two (2) members to assist the chair in setting the agenda for each council meeting. The chair shall serve a term of one (1) year ~~and a person may not serve as chair for more than two (2) consecutive terms~~. If the chair's position becomes vacant for any reason, the principal shall call a meeting of the council to elect another qualified person to serve the unexpired term. Once elected, the chair is responsible for notifying each member of the school improvement council in writing ~~two (2)~~ five (5) employment days in advance of any council meeting.

#### Meetings

School improvement councils shall meet at least once every nine (9) weeks or equivalent grading period at the call of the chair or by petition of three-fourths (3/4's) of its members.

A. The school improvement council shall schedule any meeting that involves the issue of student discipline pursuant to section B. below, outside the regularly scheduled working hours of any school employee member of the council.

B. The school improvement council annually shall conduct a at least one meeting to engage parents, students, school employees, business partners, and other interested parties in a positive and interactive dialogue regarding effective discipline policies. ~~The meeting shall afford ample time for the dialogue and comply with any applicable provision of State, Federal or County Board policy, rule or law, as appropriate, regarding student privacy rights.~~ the school's academic performance and standing as determined by measures adopted by the state board. The dialogue shall include

an opportunity for the parents, students, school employees, business partners, and other interested parties to make specific suggestions on how to address issues which are seen to affect the school's academic performance which may include, but not limited to, parent and community involvement, the learning environment, student engagement, attendance, supports for at-risk students, curricular offerings, resources and the capacity for school improvement. The council shall announce any such meeting ten employment days in advance.

~~The local school improvement council shall meet at least annually with the County Board, in accordance with (WV Code 18-5-14). At this annual meeting, the local school improvement council chair, or another member designated by the chair, shall be prepared to address any matters as may be requested by the County Board as specified in the meeting agenda provided to the council and may further provide any other information, comments or suggestions the local school improvement council wishes to bring to the County Board's attention. Anything presented by the LSIC shall be submitted to the County Board in writing. Meetings with the Board shall be as described in Policy 030.~~

#### Awards and Grants

School improvement councils shall be considered for the receipt of school of excellence awards ~~under WV Code 18-5A-3~~ and competitive grant awards ~~under WV Code 18-2-29~~ and may receive and expend such grants for the purposes provided in this policy.

Councils may propose alternatives to the operation of the school in accordance with WV Code 18-5A-3 and may include in the proposal a request for a waiver of rules and policies of the Board and West Virginia Board of Education, state superintendent interpretations, and state law if necessary to implement the proposal.

In any and all matters which may fall within the scope of both the school improvement councils and the school curriculum teams authorized in WV Code 18-5A-5, the school curriculum teams shall have jurisdiction.

#### Promotion of Innovations and Improvements

In order to promote innovations and improvements in the environment for teaching and learning at the school, a school improvement council shall receive cooperation from the school in implementing policies and programs it may adopt to:

- A. encourage the involvement of parent(s), guardian(s) or custodian(s) in their child's educational process and in the school;
- B. encourage businesses to provide time for their employees who are parent(s), guardian(s) or custodian(s) to meet with teachers concerning their child's education;
- C. encourage advice and suggestions from the business community;
- D. encourage school volunteer programs and mentorship programs; and
- E. foster utilization of the school facilities and grounds for public community activities;
- F. Encourage students to adopt safe and healthy lifestyles; and
- G. Communicate to students the common skills and attributes sought by employers in prospective employees.

#### Report to the County-wide Council on Productive and Safe Schools

~~Each local school improvement council annually shall develop and deliver a report to the county-wide council on productive and safe schools. The report shall include:~~

~~—A. Guidelines for the instruction and rehabilitation of students who have been excluded from the classroom, suspended from the school or expelled from the school, the description and recommendation of in-school suspension programs, a description of possible alternative settings, schedules for instruction and alternative education programs and an implementation schedule for such guidelines. The guidelines shall include the following:~~

~~—— 1.a system to provide for effective communication and coordination between school and local emergency services agencies~~

~~—— 2.a preventive discipline program which may include the responsible students program devised by the West Virginia Board of Education as adopted by the County Board pursuant to the provisions of WV Code 18A-5-1(e)~~

~~—— 3.a student involvement program, which may include the peer mediation program or programs devised by the West Virginia Board of Education as adopted by the County Board pursuant to the provisions of WV Code 18A-5-1(e)~~

~~—— B. The local school improvement council's findings regarding its examination of the following, which also shall be reported to the Superintendent:~~

~~—— 1.disciplinary measures at the school~~

~~—— 2.the fairness and consistency of disciplinary actions at the school~~

~~—— If the council believes that student discipline at the school is not enforced fairly or consistently, it shall transmit that determination in writing, along with supporting information, to the County Superintendent. Within ten (10) days of receiving the report, the Superintendent, or designee, shall respond in writing to the council. The County Board shall retain and file all such correspondence and maintain it for public review.~~

~~—— 3.any report or communication made as required by this policy shall comply with any applicable provision of State, Federal, or County Board policy, rule or law, as appropriate, regarding student privacy rights~~

~~The council may include in its report to the County wide council on productive and safe schools provisions of the State Board of Education policy 4373, student code of conduct, or any expansion of such policy which increases the safety of students in schools in this State and is consistent with the policies and other laws of this State.~~

#### Adoption of Guidelines

Councils may adopt their own guidelines established under this policy. In addition, the councils may adopt all or any part of the guidelines proposed by other local school improvement councils, as developed under this policy, which are not inconsistent with the laws of this State, the policies of West Virginia Board of Education or the policies of the County Board of Education.

#### State Board of Education Assistance and Training

The State Board of Education shall provide assistance to a local school improvement council upon receipt of a reasonable request for that assistance. The State Board also may solicit proposals from other parties or entities to provide orientation training for local school improvement council members and may enter into contracts or agreements for that purpose. Any training for members shall meet the guidelines established by the State Board.

#### Alternatives to Operation of Public Schools; Waivers

~~A local school improvement council may propose alternatives to the operation of the public school which alternatives will meet or exceed the high quality standards established by the State Board, and will increase administrative efficiency, enhance the delivery of instructional programs, promote community involvement in the local school system or improve the educational performance of the school generally.~~

~~The proposal of the council shall set forth the objective or objectives to be accomplished under the proposal, how the accomplishment of such objective or objectives will meet or exceed the standards established by the State Board, the indicators upon which the meeting of such standards should be judged and a projection of any funds to be saved by the proposal and how such funds will be reallocated within the school.~~

~~The alternatives proposed by the council may include matters which require the waiver of policies or rules promulgated by the State or County Board and State Superintendent of interpretations. The request for a waiver must be submitted~~

to the appropriate Board adopting said rule or policy and that Board may approve the waiver.

When a County Board does not act within two (2) months after receiving a request for waiver of a County Board policy or rule or disapproves such a request, the local school improvement council may seek an advisory opinion from the State Board regarding the waiver request. The County Board shall furnish the State Board with copies of all waiver requests together with their response. When a local school improvement council votes to waive a State Superintendent's interpretation. The State Superintendent need only be notified that the local council intends to waive the State Superintendent's interpretation. Notwithstanding any other provisions of the law to the contrary, council is not prohibited from permitting off site classrooms to be developed in conjunction with local businesses if those sites have met the requirements established by the local Board and if sites are located off campus. For an alternative to be proposed, at least two thirds (2/3's) of the members must vote in favor of the alternative. If the alternative to be proposed relates to a waiver of policies or rules promulgated by the State or County Board and State Superintendent interpretations affecting employees, then prior to the proposal of the alternative, a majority of the local affected employee group involved must agree.

A council may also submit a written statement, with supporting reasons, to the legislative oversight commission on education accountability recommending a waiver of a statute or legislative rule, which the commission shall review and determine whether a recommendation should be made to the Legislature to waive such statute or rule.

When a council decides to propose an alternative, it shall forward a copy of the proposal to the State Board and the affected local Board. The State Board shall acknowledge receipt of the proposed alternative, promptly review the proposed alternative in consultation with the County Board or their agents and, in its discretion, approve implementation of the alternative or reply to the council within a reasonable time as to its reasons for not approving the proposed alternative. If the State Board approves a proposed alternative, the State Board shall provide appropriate notice to the local school improvement council and the County Board shall establish a process for evaluation of the operation of the alternative. Approval for the operation of the alternative may be continued or revoked at any time based on the results and findings of the evaluation.

A local school improvement council may propose an alternative to the operation of a school and any required waivers of Board or West Virginia Board of Education policies, state superintendent interpretations, or state law pursuant to WV Code 18-5A-3.