Directions for Use ☐ Use this checklist to inventory your policy manual and to assign policy work to committees. ☐ Give committees a written charge, including a copy of your current policy, the sample policy from KASC and this inventory. ☐ Give committees copies of any documents that you think pertain to their work.

NOTE: Policies called for in this inventory are either **legally-required**, action-required, or best practice. Action-required policies are areas where the council must act so it is best to have a policy in place to guide actions. Those considered best practice mean they involve SBDM responsibilities for which the

law does not require a policy but having them in place ensures these issues are handled in consistent and legal way.

POLICIES		Have (check if yes)	Revise or Write (Circle One)	Committee Assignment
	•			
Advanced Courses (Secondary schools) policy must include: □ procedures for recruitment and assignment of students			R W	
Alignment with State Standards			R W	
Committees (if you have committees) policy must includ facilitating involvement of interested people including classified employees and parents number of committees Consultation policy must include procedures to assist the meetings timelines	 □ jurisdiction of committees □ composition of committees □ process for membership selection 		R W	COUNCIL
□ interviews Curriculum			R W	
Discipline & Classroom Management & Safety policy must include:			1, ,,	
□ responsibilities of principal	□ responsibilities of parent		R W	
□ responsibilities of teacher□ responsibilities of counselor	responsibilities of studentreference to being part of the school safety plan			
Emergency Plan (EMP) policy must include procedures	for:			

$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	□ involvement of law enforcement		
□ access control measures for	□ emergency response drills and lockdown drill within		
building/classroom	the first 30 days of each school year and during January		
Enhancing Student Achievement	candary	R W	
Extracurricular Programs policy must include procedur			
□ evaluation of programs	□ academic qualifications for student participation	R W	
□ supervision of programs	□ attendance requirements for student participation		
	_	•	
Instructional & Non-Instructional Staff Time Assignm	R W		
Instructional Practices		R W	
Parent and Family Engagement (Legally required for	Title I schools) must include:		
□ a School-Parent Compact as part of the policy developed by the school and parents which outlines how		R W	
parents, the entire school staff, and students will share responsibility for improved academic achievement.			
Program Appraisal		R W	
School Day & Week Schedule		R W	
School Space Use		R W	
Student Assignment		R W	
Technology Use		R W	
Wellness (Legally required for K-5 schools) must be alig	ned with the district policy and include plans for:		
☐ moderate to vigorous physical each day	□ adopting an assessment tool to determine each child's	l _{R W} l	
encouraging healthy choices	level of physical activity on an annual basis	l VV	
Writing policy must address the writing program and sh	all incorporate:		
a variety of language resources	□ technological tools	R W	
□ multiple opportunities to develop complex			
communication skills for a variety of purposes			
	RECOMMENDED ACTION-REQUIRED POLICIES		
Budget policies should address:		R W	

□ Procedures and Timelines						
☐ Legally-required Spending Decisions:	☐ Textbooks/Instructional Resources					
☐ Activity Funds	☐ Instructional Materials					
□ Number of Employees	☐ Professional Development/Learning (may be					
☐ Student Support Services	separate policy)					
Primary Policy (For schools with K-3)			R W			
Principal Selection			R W	COUNCIL		
School Improvement Planning			R W			
RECOMMENDED BEST-PRACTICE POLICIES						
Classroom Assessment			R W			
Parent and Family Engagement (Best practice for non-Title I schools)			R W			
Wellness (Best practice for secondary schools) policy must be aligned with the District Wellness Policy			R W			

NOTE: Schools may have additional policies that were included in the review. As you examine those in the review, please consider whether they should be:

- **EMBEDDED** in one of the legally required or best practice policies as a new section or as part of an existing section
- **REVISED** if keeping the policy separate is the best decision
- **DISCARDED** if outdated or irrelevant to SBDM work (**NOTE** deletion should be by consensus or vote and recorded in minutes)