

HIGHLAND MIDDLE SCHOOL
SBDM COUNCIL BYLAWS & POLICIES
TABLE OF CONTENTS

Bylaws

Policy 1	Enhancing Student Achievement
Policy 2	Equity and Diversity
Policy 3	Parent Involvement
Policy 4	Student and Family Support Services
Policy 5	Health and Wellness
Policy 100	Curriculum
Policy 105	Writing and Communication Skills
Policy 110	Classroom Assessment
Policy 111	Homework
Policy 200	Assignment of Instructional and Non-Instructional Staff Time
Policy 300	Assignment of Students to Classes and Programs
Policy 400	School Schedule
Policy 500	School Space
Policy 600	Instructional Practices
Policy 601	Protection of Instructional Time
Policy 700	Discipline
Policy 701	Bullying Prevention
Policy 702	Emergency Plan
Policy 800	Extracurricular Programs
Policy 900	Alignment with State Standards and Program Appraisal
Policy 901	Improvement Planning
Policy 902	Technology Use
Policy 1000	Committee Structure
Policy 1100	Consultation for Hiring Other than the Principal
Policy 1101	Principal Selection
Policy 1200	Budget

HIGHLAND MIDDLE SCHOOL SCHOOL-BASED DECISION MAKING COUNCIL BYLAWS

I. PURPOSE

The Highland Middle School Site-Based Decision Making (SBDM) Council shall have the responsibility to set school policy, in the areas specified in the law, which shall provide an environment to enhance student achievement.

II. COUNCIL MEMBERS

A. Composition

The Highland Middle School SBDM Council shall be made up of six (6) teachers, four (4) parents, the principal, and one assistant principal at least one of whom is a minority. Each Council member shall be elected by his/her constituent group. The principal shall serve as chairperson.

B. Eligibility

Notwithstanding KRS 160.345, the parent representatives on the Council may not be employees of that school or the district administrative office or relatives of an employee of that school or relatives of a district central office employee. A local board member or their spouse may not be a parent representative; however, a parent representative on the Council may be an employee of another school.

Teacher means any person for whom certification is required as a basis of employment in the public school of the state with the exception of principals, assistant principals, and head teachers.

Parent means a parent, stepparent, foster parent of a student, or a person who has legal custody of a student pursuant to a court order and with whom the student resides.

C. Terms

1. The terms of office for all SBDM Council members shall begin on September 1 and shall end on August 31 or upon graduation of their child.
2. Teacher and parent members shall be elected for two-year terms (or any part thereof) with a maximum of two consecutive terms, excluding members of the administration.
3. If an elected parent or teacher member is unable to fulfill his/her term of office, a special election will be held to elect a candidate to fulfill the remainder of that term.

4. If an elected parent or teacher announces, before the beginning of his/her second year in office, that he/she will not be able to fulfill his/her term, then a special election will be held in the Fall to fill that vacancy for the following year.
5. The SBDM Council chairperson shall maintain election information for a minimum of three years.

III. SELECTION PROCESS

A. Teachers

All full-time and part-time teachers assigned to the school may participate in the selection process. An official nomination form will be distributed to all teachers by the third week of school. Each teacher may nominate up to six (6) candidates, including him or herself.

B. Parents

The president of the PTSA shall call a general meeting of the parent association no later than thirty days after the first day of school for the purpose of announcing nominating and balloting procedures for parent representatives of the Highland Middle School SBDM Council. The election shall be by secret ballot. All parents of Highland students are eligible to nominate and vote for Council members. The PTSA Board shall determine the nominating balloting procedures.

KRS 160.380(10) requires SBDM parent members to submit to a state and national fingerprint-supported criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation (FBI). A parent member may serve prior to the receipt of the criminal history background check report but shall be removed from the council on receipt by the school district of a report documenting a record of a sex crime or criminal offense against a victim who is a minor as defined in KRS 17.500 or of a violent offense as defined in KRS 17.165, and no further procedures shall be required.

C. Filling Vacancies

If a teacher or parent vacancy on the Council occurs, the vacancy shall be filled by a special election.

IV. Meetings

A. Regular Meeting

The regular meetings of the School Council shall be held monthly. Times and dates will be determined by the Council. Meetings will be scheduled for ninety (90) minutes, but can be extended by a majority vote by the Council for a specified amount of time.

B. Special Meetings

In the event a special meeting is needed, the principal or a majority of the other members may call a meeting. Whoever calls the meeting must make sure all members are notified at least twenty-four (24) hours in advance and must follow open meeting requirements.

C. Canceling a Meeting

A regular Council meeting may be canceled by the chairperson or a majority of the Council. In case school is called off, the Council will not meet and the meeting will be rescheduled at a later date.

D. Open Meetings

All SBDM Council meetings shall be open to the public. The SBDM Council may go into closed session from the open meeting under the following circumstances: to discuss proposed or pending litigation by or against the SBDM Council and to discuss candidates for vacancies. Additionally, KRS 61.878 (1) (m) exempts from Open Records “those records the disclosure of which would have a reasonable likelihood of threatening the public safety by exposing a vulnerability in preventing, protecting against, mitigating, or responding to a terrorist act.” This would include the review of the school’s emergency plan. The Council must reconvene in open session to make a decision on an issue.

V. QUORUM

In order for the Council to conduct business, a quorum must be present. A majority of the Council members (more than half), including at least one parent and an administrator, must be present to constitute a quorum.

VI. AGENDA

A. Each regular and special Council meeting shall operate by an agenda.

B. Adding to the Agenda

1. Council members may add items to any regular meeting agenda by contacting the chairperson at least four working days in advance. Special called meeting agendas may not have additions.

2. Task force committees, teachers, and parents who are not on the Council may recommend items for the agenda by submitting the request in writing to a Council member detailing the issue or concern to be addressed. With the Council member's approval, the Council member will then submit the written request to the Chairperson. The person making the recommendation may address the Council regarding the item.
3. Agenda items may be added at the meeting with Council approval.
4. SBDM Council training will take place outside of regular meetings.
5. Copies of the agenda will be available to all interested parties in the school office three days in advance of the meeting.
6. The agendas are to be distributed to Council Members in advance of Council meetings and shall include summaries of all Task Force recommendations discussed by the Council.
7. The agenda will be provided publicly during the meeting.

VII. DECISION MAKING

The primary method of decision making for the Council shall be consensus. Decision-making by consensus concerns the general agreement of the Council and the process of getting to such an agreement.

If consensus cannot be reached, a fact-finding committee comprised of any interested volunteers within the Council will be appointed to investigate the issue and report back to the Council within a specific amount of time (maximum two months). If consensus cannot be reached at this point, a decision may be made by a majority vote with at least one parent and one teacher voting in the affirmative.

VIII. MINUTES

When recording the minutes of Council, consideration should be given to the following:

- The school name.
- Identification of type of meeting (regularly scheduled or special called meeting).
- Date of the meeting, names of Council members present, and names of guests present.
- Record the presence of quorum.
- Adoption or correction of the minutes of previous meeting.
- Sign-in list of speakers, their topics, and any handouts provided.
- Time the meeting began and ended.
- Summary of all major points made in discussions.

- Names of people who presented committee reports and summaries of the reports.
- Attachments of documents relevant to Council discussions or actions.
- Record of all decisions that are made by the Council.
- Record of each motion that is made and the results of that motion.
- Agenda items for next meeting.
- Follow-up summary – who agreed to do what before the next meeting.

IX. INPUT FROM NON-COUNCIL MEMBERS

Those who are in attendance at the Council meetings shall be provided an opportunity to discuss issues under consideration by the Council by the following procedures:

- A. Input will be allowed before the Council makes its decision.
- B. A person who has recommended an item on the agenda shall be given the opportunity to speak first on the issue.
- C. A sign-in sheet will be provided for parties interested in addressing the Council, not to exceed twenty (20) per meeting and will be attached to the minutes.
- D. As each topic is discussed, the chairperson will call on speakers in the order they signed the sign-in sheet. Each speaker is limited to three (3) minutes.
- E. Speakers, addressing an issue not on the agenda, will be given an opportunity to speak at the beginning of the meeting.

X. RESPONSIBILITIES OF CHAIRPERSON

- A. Announce and distribute meeting notices.
- B. Prepare and distribute the agendas.
- C. Conduct the meetings.
- D. Implement the actions of the Council.
- E. Forward a copy of the meeting minutes and attendance sheet to Superintendent/Designee upon approval.
- F. Maintain an open, permanent file of the committees.
- G. Receive and review minutes of the committees.
- H. The Council may select a Council member to assume the responsibilities of the chairperson in the chairperson's absence.

XI. RESPONSIBILITIES OF THE COUNCIL MEMBERS

- A. Attend all regular and special meetings of the Council. Each Council member is expected to play an active role in the Council. The Council may remove and replace, in accordance with Section III, members who have been absent from three (3) consecutive, regularly-scheduled meetings.
- B. Consider the needs of all students when making policy decisions and how this decision affects student achievement.
- C. Communicate with constituents to collect data and opinions for decision making.
- D. Communicate summary of issues and actions taken to constituents by various means.
- E. Be willing to call upon an expert to provide information if such information would provide assistance to understanding, discussing and resolving a particular policy issue

XII. POLICY DEVELOPMENT

The Council has the responsibility of enhancing student achievement by creating policies within the parameter of KRS.160.345.

- A. Policies shall be developed by the Council or committees established by the Council.
- B. All policies shall require at least two (2) readings before they are adopted, amended, or rescinded.
- C. No policy shall be adopted by the Council at the meeting in which the policy is introduced.
- D. Highland will operate within JCBE and JCTA contracts.

XIII. APPEALING A COUNCIL DECISION

- A. Any resident of the district or a parent, student, or employee of the school may appeal council decisions through the process established by Jefferson County Board of Education (JCBE) policy 02.42411 (Appeal of Decisions [SBDM]). For a person to appeal a decision of the Council he/she must first submit a request in writing to the Chairperson. The request shall include information about the issue.
- B. The Council shall schedule a hearing within thirty (30) days from the date of request using the district's appeal board format.

- C. The parties may be represented by legal counsel at the hearing.
- D. The Council shall consider the merits of the complaint, make a decision and respond in writing to the complainant within ten (10) school days of the hearing.
- E. A copy of the appeal and the response shall become a part of the official minutes of the Council.

XIV. COUNCIL TASK FORCES

The Council may appoint task forces to encourage expanded participation in the decision-making process.

XV. BY-LAWS and POLICY REVIEW

- A. The Council members shall review the bylaws and policies at the beginning of their terms.
- B. The amendment of bylaws and policies shall follow the procedures as outlined in bylaw XII Policy Development.

XVI. EVALUATION

The Council shall evaluate the bylaws, policies, and its own effectiveness annually and make revisions or improvements as necessary.

First Reading: September 14, 2016
Second Reading & Adoption: October 12, 2016
Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 2

Policy Subject: Equity and Diversity

Policy Statement

To ensure that all of our students receive rigorous, equitable, and research-based educational experiences, opportunities, and outcomes, we will ensure that each and every student:

- Is able to achieve at high academic levels
- Feels safe, welcome, and valued at our school
- Receives a full, fair share of the opportunities our school has to offer
- Knows and honors the achievements of his or her ethnicity, cultural identity, perspectives, and tradition
- Knows and honors the achievements of other cultural traditions he or she may encounter in our community and later in life
- Respects and understands that different life experiences lead to different perspectives
- Allows/Encourages equal access to all programs.

We commit ourselves to annual reflection on how well we are fulfilling this commitment, including review of the following data disaggregated by gender, ethnicity, socioeconomic status, and disability:

- Student academic performance
- Student participation in our academic and extracurricular programs
- Student disciplinary referrals
- Family involvement in school activities
- Feedback from students, parents, staff, and community leaders on their perception of our performance in this area
- Efforts to establish a diverse staff, reflective of the student population
- Attendance.

Based on what we learn from that reflection, we will develop and implement the plans needed to address any area of growth to fulfill the commitment made above. We will combine this work with our Comprehensive School Improvement Plan (CSIP) process and ensure that our staff members are caring and culturally responsive. Additionally, the school's Comprehensive School Survey results will be used to gauge actual student perception and facilitate our decision making.

First Reading: February 8, 2017

Second Reading & Adoption: March 1, 2017

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 3

Policy Subject: Parent Involvement

Policy Statement

We believe that parents/guardians are an integral and critical partner in the educational process. To promote the involvement of parents in their child's education, school staff will provide parents with timely information about school programs and activities, be available to meet with parents to discuss their child's progress and concerns, and provide ways for parents to be involved in the school (Parent Teacher Student Association membership; Open House, orientation, and school programs and activities; volunteering; chaperoning field trips; and serving on the *Youth Service Center* advisory council and the SBDM Council).

Parents/Guardians have the right and responsibility to communicate with staff concerning their child's progress, to access their child's permanent records, to support and encourage their child's school achievement and attendance, and to meet all requirements for entry into school.

To complete the effective home-school partnership, Highland Middle School will provide:

- An annual meeting where parents will meet their child's teacher and be notified of their rights and responsibilities under Title I to be involved in their child's education. A new-student orientation/Open House will also be scheduled.
- A variety of informational meetings throughout the year to assist parents in understanding federal and state academic standards and required assessments as well as training in how they can assist their child in being successful in challenging coursework.
- A varied schedule of times for meetings and activities to accommodate the needs of parents.
- Two formal parent-teacher conferences and additional information and ongoing communications regarding student progress and achievement.
- A school-parent compact, designed with parents and school staff that outlines how parents, students, and staff have a shared responsibility for the student's education.
- Meetings and informational sessions for parents whose children are in key transitional points.
- Several opportunities for parent/guardian involvement.

Every effort will be made to communicate with parents in a format and language that is familiar to the parents and easily understood by them. Parents and community members are always welcome at Highland Middle School.

First Reading: February 8, 2017

Second Reading & Adoption: March 1, 2017

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

**HIGHLAND MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY**

Policy Number: 4

Policy Subject: Student and Family Support Services

Policy Statement

The Council is committed to providing support services to our students and families to ensure the best possible learning environment for student success. The administration and staff will work collaboratively to ensure the best utilization of support services available through the counselors, Exceptional Child Education program, Extended School Services program and the Youth Services Center.

First Reading: February 8, 2017

Second Reading & Adoption: March 1, 2017

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 5

Policy Subject: Health and Wellness

Policy Statement

At Highland Middle School, we believe in educating the whole child. The purpose of the wellness policy is to ensure that all students are provided a healthy environment that promotes wellness to aid student learning, success and overall well-being.

At Highland Middle School, students will receive instruction to promote making healthy choices to be implemented through the following:

Goals for nutrition education

- The practical living/health education Kentucky Academic Standards (KAS) will be taught across disciplines and throughout the school environment.
- Foods and practices in the school environment will be consistent with nutrition education.
- The school will regularly provide opportunities for all students to become health-literate by practicing nutrition education skills that establish, promote, and support health-enhancing choices

Goals for physical education/physical activity

- All students shall participate in a KAS-based physical education (PE) class.
- School uses a Comprehensive School Physical Activity Program (CSAP) to increase physical activity opportunities through the school environment.
- Highland Middle's Physical Education Program will provide the learner with successful experiences that enhance the development of a positive self-concept, skills with which to expand one's confidence, assertiveness, independence, self-control and the ability to accept one's strengths and limitations.
- Students will identify and develop specific activity skills that lead to successful participation in recreational and social lifetime activities while being given the opportunity to develop appropriate social behaviors and relationships through a variety of experiences.

A plan for measuring implementation

- Highland Middle School is implementing the district-level wellness policy via a school-level wellness policy that is reviewed annually, and strategies for school wellness are included in the Comprehensive School Improvement Plan (CSIP) and aligned with the Practical Living Program Review.

- Per KRS 160.345, the school council will annually evaluate the student physical activity environment, including the amount of time and types of physical activity provided in Highland Middle School.

First Reading: March 22, 2017

Second Reading & Adoption: April 12, 2017

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 105

Policy Subject: Writing and Communication Skills

Policy Statement

Student writing is an essential skill in all subjects. The quality and complexity of student writing will be progressive through each grade level. Student writing will be developed across all content areas in the following ways:

- Language Arts teachers will teach narrative (real or imagined), informational/explanatory and argument writing and provide On-Demand writing experiences.
- All teachers will use *writing to learn* and *writing to demonstrate learning* to develop student written expression (for example, students may demonstrate writing through open response questions, journaling, response to reflective questions, projects, presentations and lab reports).

The following responsibilities outline the role of the principal, administration, teachers and students in supporting the school writing policy. The principal will communicate and monitor implementation of the responsibilities. The SBDM school council will review this policy annually.

Administration Responsibilities:

- Identify a knowledgeable Language Arts teacher as department chair.
- Support department chair in his or her role to implement this writing policy by communicating information, deadlines, and requirements with stakeholders.
- Provide time and resources for scoring writing pieces that will be kept in a folder for each student.
- Ensure that all teachers are adequately trained to score writing pieces with the use of the Kentucky Writing Scoring Rubric.
- Ensure that all teachers are familiar with the Kentucky Writing Scoring Rubric early in the school year.
- Ensure that the Kentucky Writing Scoring Rubric is used consistently throughout all grade levels for scoring every writing piece.
- Ensure that all teachers are aware of the writing expectations for 6th, 7th, and 8th grade students.
- Oversee the collection and movement of student writing folders.
- Provide professional development and resources to help support and improve writing within the school.

Teacher Responsibilities:

- Incorporate *writing to learn* and *writing to demonstrate learning* regularly in instruction in all classrooms.
- Model the thinking process of writing by using their own writing pieces, exemplary pieces, and providing effective instruction for students to construct writing pieces independent of the teacher.
- Teach the skills of writing for the purpose of completing On-Demand pieces.
- On-Demand Forms that must be included are: letter, article and speech.
- Provide regular opportunities for students to practice on demand writing in ALL grades.
- Provide opportunities for students to publish written work both within and outside of school.
- Instruct writing along with reading to ensure that students are analyzing the reading for how to write that same genre.
- Model and practice with students how to complete extended response questions (1 per six weeks).
- Collaborate with other content area teachers with writing expectations and for scoring pieces.
- Provide students the opportunity to access technology for a variety of mediums to be used to further writing skills with the use of research, additional information, to build upon computer skills, and to complete published pieces and presentations.
- Guide students in the development of the writing process, to develop authentic and publishable pieces.
- Participate and attend professional development for best practices for teaching reading and writing.
- Introduce and implement the continuum of skill development for IB framework.

Student Responsibilities:

- Apply criteria of Kentucky Writing Scoring Rubric.
- Adhere to the IB Academic Honesty Policy
- Complete grade-level writing requirements.
- Use authentic, real-world experiences to write in each of the genres.
- Complete On-Demand pieces.

First Reading: March 22, 2017

Second Reading & Adoption: April 12, 2017

Council Reviewed Without Revision:

Signature: _____

(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 110

Policy Subject: Classroom Assessment

Policy Statement

The Instructional Leadership Team (ILT) and Professional Learning Communities (PLCs) shall establish and maintain a balanced, comprehensive school assessment system that effectively uses multiple (a) formative (assessment **for** learning), (b) common/benchmark/interim and (c) summative (assessment **of** learning) assessments to continuously inform teaching and improve learning for **every** student. Assessments shall be aligned with state and district curriculum standards and have clearly defined learning targets and learning progressions for each instructional unit.

Both teachers and students are associated with assessment practices. Teachers shall collaboratively design and use assessments to demonstrate mastery of key concepts and skills, to track and communicate student progress, and to provide students additional learning opportunities toward mastery and proficiency. Students shall be routinely engaged in monitoring their own progress and using descriptive feedback to adjust their own learning.

The principal and ILT shall recommend to the SBDM Council ongoing professional development (PD) to increase the assessment literacy of all instructional staff. Teachers shall administer schoolwide assessments according to the recommended assessment calendar (to be modified each year in accordance with district and state expectations). Required documentation of performance shall be based on multiple assessments of student learning as outlined in the *JCPS Student Progression, Promotion, and Grading* handbook. Assessment practices shall also be consistent with the Kentucky Core Academic Standards (KCAS).

The SBDM Council shall be responsible for reviewing recommendations for schoolwide assessment practices and determining if the recommendations promote student learning and increase student achievement. The SBDM Council shall provide final approval of the recommended assessment practices. The SBDM Council shall regularly review and/or update this Classroom Assessment Policy based on the emerging needs of students in the school.

First Reading: December 14, 2016

Second Reading & Adoption: January 11, 2017

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

**HIGHLAND MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY**

Policy Number: 111

Policy Subject: Homework

Policy Statement

Students should engage in their own learning beyond the classroom by reviewing notes, reading texts, and completing independent assignments. Specific homework as assigned by the teacher will be used for instructional reinforcement relevant to classroom learning. The amount, type and frequency of homework are determined by the teacher in accordance with the daily learning objectives of each course.

First Reading: February 8, 2017
Second Reading & Adoption: March 1, 2017
Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 200

Policy Subject: Assignment of Instructional and Non-Instructional Staff Time

Policy Statement

Teachers will be surveyed by the administrative staff to determine their interest in teaching assignments. Staff assignments shall follow Jefferson County Board of Education (JCBE) policies and all negotiated contracts. Each year, all staff members will be notified in writing of intended assignments by the last day of school for teachers. Intended assignments may be modified as needed based on changes in student enrollment and programmatic needs; the staff affected will be notified promptly of any changes to their intended assignments.

Extra-duty assignments will be made by the principal on a rotating basis and distributed equally based on the needs of the building.

Staff will supervise hallways between classes and before and after school as students are entering or leaving the instructional classroom each day.

First Reading: October 26, 2016

Second Reading & Adoption: November 16, 2016

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 300

Policy Subject: Assignment of Students to Classes and Programs

Policy Statement

Students will be assigned to classes by the appropriate counselor for each level. The following steps will be used to determine student assignment:

1. Review curriculum changes as specified by the Comprehensive School Improvement Plan (CSIP).
2. Obtain and review student interest and need.
3. Develop a master schedule.
4. Develop individual student schedules.
5. When developing student schedules, consideration must be given to transcript review, needs of students, ECE status, available subjects, class size, postsecondary preparation, program of study, and class size caps (adhering to state guidelines and the Collective Bargaining Agreement).
6. Consideration can also be given to creating a class that generally reflects the diversity of the students in the school as a whole, taking into account the residential addresses and the sexes of the students in the class as a whole (if all other considerations listed above have been met).
7. Students entering school after the initial scheduling will be assigned to classes according to items 5 and 6 above. Final approval will be given by the principal/designee.

In assigning students in accordance with the above considerations, no student shall be assigned to a class or a program solely on the basis of his or her age, color, disability, marital or parental status, national origin, race, sex, sexual orientation, political opinion or affiliation or religion, or any other legally protectable category.

First Reading: October 26, 2016

Second Reading & Adoption: November 16, 2016

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 400

Policy Subject: School Schedule

Policy Statement

The *schedule of the school day* (i.e., the number of periods per school day) will be determined by the Council. Highland will adhere to a seven-period day school schedule; any changes to the schedule of the school day must be approved by SBDM Council.

The administrative staff will develop the *master schedule* (i.e., how many classes are offered and teacher assignments) for the school based on the needs of the students and instructional programs within the school. The number of classes, rotation of classes, coordination of a lunch schedule, and provision of equitable planning time for all teachers shall be factors in developing the master schedule. The principal may change the schedule if the needs of the school change (e.g., changes in enrollment or staffing, addition of special programs, or other factors that affect the master schedule). New elective courses offered at Highland will be approved by the SBDM Council.

The master schedule will provide:

- Equitable instructional time for all students to meet established content standards and to have enrichment and/or remediation opportunities.
- Opportunities for all certified teachers to have at least the minimum contracted planning time.
- Opportunities for staff teams to meet at least twice monthly for common planning, review of student work, and professional development (PD).
- Opportunities for Goal Clarity Coaches to work with teachers during the school day.

First Reading: April 12, 2017

Second Reading & Adoption: May 10, 2017

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 500
Policy Subject: School Space

Policy Statement

The principal will have the responsibility of assigning school space during the school day based on the following criteria:

- Class size
- Program need
- Accessibility for students
- Appropriate supervision of students
- Safety
- Close proximity of instructional teaching teams
- Overall effective school management

First Reading: December 14, 2016
Second Reading & Adoption: January 11, 2017
Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 600

Policy Subject: Instructional Practices

Policy Statement

Highland Middle School instructional staff shall consistently use instructional practices (methods and techniques used to support standards-based instruction) that are tailored to meet the unique instructional needs of all students. The principal, Instructional Leadership Team (ILT), and/or Curriculum Committee shall recommend to the SBDM Council instructional design and implementation practices that are based on state and district curriculum standards and that are consistent with the *Kentucky Framework for Teaching*. These practices include, but are not limited to, the following:

- Inquiry-based instruction
- Critical thinking
- Differentiated instruction
- Data-driven instruction
- Deeper Learning
- Assessment Literacy
- Project-Based Learning, authentic and challenging tasks
- Development of conceptual understanding
- Technology to support standards-based learning
- Problem solving, collaboration, discussion and argumentation
- Caring and culturally responsive teaching
- Promotion of civic engagement and social competence

The recommended instructional practices shall also be consistent with Domain 3 of the *Kentucky Framework for Teaching* and TPGES.

The SBDM Council shall be responsible for reviewing recommendations for school-wide instructional practices and determining if the recommendations will enhance student achievement. The SBDM Council shall provide final approval of the recommended instructional practices. The SBDM Council shall regularly review and/or update this Instructional Practices policy based on emerging needs of the school.

First Reading: October 26, 2016

Second Reading & Adoption: November 16, 2016

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: **601**

Policy Subject: **Protection of Instructional Time**

Policy Statement

Interruptions of class time must be kept to a minimum to ensure that every student will be actively engaged in learning activities throughout the school day. Instructional time will be protected by the following:

- Broadcast messages will be limited.
- Only emergency calls from outside the school will be sent to classrooms.
- Internal phone calls (i.e., from the Front Office, Counseling Office, AP Office, Youth Services Center, or Attendance Office) will be kept to a minimum and will be respectful of the protection of instructional time.
- Videos will be used for instructional purposes only and will support rigorous learning objectives of the course.
- The *Student Handbook* and the *Teacher Handbook* will detail practices and procedures for reducing behavior problems in the classroom and across the school.
- The *Student Handbook* and the *Teacher Handbook* will detail procedures for field trips.

First Reading: February 8, 2017

Second Reading & Adoption: March 1, 2017

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 700

Policy Subject: Discipline

Policy Statement

The SBDM Council shall adhere to the rights and responsibilities of students as found in the JCPS *Student Support and Behavior Intervention Handbook* and in the school safety plan. The purpose of these documents is to provide students with a safe, secure, and positive learning environment.

First Reading: October 12, 2016

Second Reading & Adoption: November 16, 2016

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 701

Policy Subject: Bullying Prevention

Policy Statement

At Highland Middle School, we believe that all students have a right to a safe and healthy school environment. KRS 158.148 defines bullying as “any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at school-sponsored event; or
2. That disrupts the education process.

This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process.” Highland Middle School has an obligation to promote mutual respect, tolerance, and acceptance. Highland Middle School will not tolerate behavior that infringes on the safety of any student.

At Highland Middle School, students will be educated by staff in all grade levels to help them identify and respond to the dangers of bullying. There are five types of bullying recognized in this policy.

- **Relational bullying**, sometimes referred to as “social” or “psychological” bullying. This takes the form of disrupting another student’s peer relationships through gossiping, whispering and spreading rumors. It also includes turning your back on them, giving them the silent treatment, leaving them out.
- **Cyber-bullying**, sometimes referred to as social bullying, is often indirect; students communicate negative representations of the target to third parties, often through social network sites, instant messaging, texting, chat rooms, posting on web pages or blogs.
- **Verbal bullying**, such as threatening, taunting, intimidating, insulting, sarcasm, teasing, ridiculing, making faces, rolling eyes and other gestures.
- **Physical bullying**, includes both the person (such as hitting, pushing, shoving, kicking, pinching, holding a person down) and/or their possessions (through extorting money, stealing or causing damage to possessions).
- **Sexual bullying**, sometimes referred to as sexual harassment, which includes unwanted sexual attention and comments, gender-demeaning remarks and jokes, using sexually offensive names, circulating pornography, touching the private parts of another student’s body, molestation, assault, and rape.

Reporting Procedures shall include:

- Telling a teacher or another adult at school. Complete a written statement and submit to a counselor or assistant principal.
- Witness statements may be completed in writing by other students.

- A Counselor or designee will review and investigate the report from the student and/or reporting adult to verify illegal acts. Student reports that are found to have been intentionally filed under false pretenses or in retaliation will be subject to disciplinary action.
- A staff member will report immediately to the school administration when he/she witnesses or becomes aware of conduct that may be bullying or retaliation.

Progressive Discipline Process

Level One Intervention: Involve school administration in order to correct behavior by stressing seriousness of behavior and keeping the student in the classroom. Parent will be notified.

Interventions will typically involve conference with student, parent/guardian conference, office time-out, cooling-off period, peer mediation (if appropriate), referral to student support staff, or detention. Attempt to include parent and student(s) in constructive plan/behavior contract should be made. Staff should use these responses in a graduated fashion.

Level Two Intervention: Involve school administration in order to correct behavior by stressing seriousness of behavior while keeping student in school. Parent will be notified. Interventions will typically involve short-term time in Positive Action Center (PAC), time-out, or in-school suspension. Attempt to include parent and students(s) in constructive plan/behavior contract should be made. Staff should use these responses in a graduated fashion.

Level Three Intervention: Involve short-term removal of student from school environment because of severity of behavior (short-term out-of-school suspension ranging from one to three days). Attempt to include parent and student(s) in constructive plan/behavior contract should be made. Staff should use these responses in a graduated fashion.

Level Four Intervention: Involve removal of student from the school environment because of severity of the behavior (long-term out-of-school suspension ranging from six to ten days). This may involve the placement of the student in a safe environment that provides additional structure to address behavior. These interventions focus on monitoring the safety of the school community and ending self-destructive and dangerous behavior. Attempt to include parent and student(s) in constructive plan/behavior contract should be made. Staff should use these responses in a graduated fashion.

Retaliation Prohibited

Employees and other students may not retaliate against a student because he or she reports bullying or assists or participates in an investigation proceeding or hearing regarding the violation. The principal or designee shall take measures needed to protect students from such retaliation.

First Reading: October 26, 2016

Second Reading & Adoption: November 16, 2016

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 702

Policy Subject: Emergency Plan

Policy Statement

Pursuant to KRS 160.345(2)(i)9 and KRS 158.162, the principal will—in consultation with parents, teachers, other school staff, and local first responders— collaboratively develop the school’s emergency management plan as a way to develop and document efforts to prevent, mitigate, prepare for, respond to and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations.

First Reading: October 12, 2016

Second Reading & Adoption: November 16, 2016

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

**HIGHLAND MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY**

Policy Number: 800

Policy Subject: Extracurricular Programs

Policy Statement:

Extracurricular programs shall be selected based on the following criteria:

- The program complements the academic achievement of students.
- The program encourages students to develop self-confidence, self-esteem, and leadership skills.
- The program provides opportunities for students to participate in activities that encourage physical fitness, cooperation, or team building with adults and peers.
- The program provides the opportunity for students to interact socially in a positive manner with students within our school, other schools, and other districts.
- The program follows the participation guidelines as specified by JCPS Activities/Athletics rules and regulations.

First Reading: October 26, 2016

Second Reading & Adoption: November 16, 2016

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 901

Policy Subject: Improvement Planning

Policy Statement

Each year, the Instructional Leadership Team (ILT), in collaboration with the faculty, shall work with the district planning coordinator and the principal/designee to conduct a needs assessment and to create, implement, and monitor the Comprehensive School Improvement Plan (CSIP). Component managers and the ILT will collaborate to adhere to timelines set in statutes for data analysis and plans to close the achievement gaps in their school. The principal/designee will be responsible for communication with the district staff, the Council, and other stakeholders throughout the planning process to ensure that the plan is appropriate and will accomplish the school's mission. The principal will update the SBDM Council and all relevant stakeholders regularly as to the progress of the school plan through Implementation and Impact Checks.

The Council will be provided a written draft of the school improvement plan each year for Council approval. Component managers and the ILT will follow the district policy on planning to ensure that all timelines are met and that the plan is developed in accordance with district guidelines for planning set in board policy and state law.

The principal will be responsible for inviting parents, teachers, and the community to a Council meeting to share and discuss the draft CSIP for the coming school year. After hearing the discussion and comments, the council is responsible for approving the CSIP each year.

First Reading: November 16, 2016
Second Reading & Adoption: December 14, 2016
Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 902

Policy Subject: Technology Utilization

Policy Statement:

Technology use in the twenty-first century has become a vital component of all aspects of life. For students to be contributing citizens, they must receive an education that incorporates technology into all aspects of learning. Highland Middle School will provide students with technology skills instruction and opportunities to apply the skills to their work in core content subjects. Highland Middle School will create competent digital citizens by providing integrated Internet safety and digital citizenship instruction to all students.

All seventh-grade students at the middle school level will take the *21st Century Skills Assessment*, which is aligned with the *International Society for Technology in Education Standards for Students*.

All teachers at Highland Middle School will incorporate technology into instruction by creating Digital Learning Environments as described in the *Effective Learning Environments Observation Tool* (eleot™), 2016.

Teachers will:

- Encourage students to use digital tools/technology to gather, evaluate, and/or use information for learning.
- Encourage students to use digital tools/technology to conduct research, solve problems, and/or create original works for learning.
- Encourage students to use digital tools/technology to communicate and work collaboratively for learning.

Within the constraints of the budget, the Council will ensure that the technology infrastructure is modern and fully functional and that it meets the teaching, learning, and operational needs of all stakeholders. School personnel will develop and administer needs assessments and use the resulting data to develop and implement a technology plan to continuously improve technology services and infrastructure. The principal will implement this process to address technology use and barriers, and the resulting plan will be monitored by the Council.

First Reading: October 26, 2016

Second Reading & Adoption: November 16, 2016

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 1000

Policy Subject: Committee Structure

Policy Statement

The SBDM Council at Highland Middle School will use standing committees to encourage expanded participation in the decision-making process. At times, ad hoc committees may be formed by the Council for specific purposes. Standing SBDM Council committees are aligned with the *Standards and Indicators in School Improvement (SISI)* document. The following standing committees have been established along with areas of responsibility:

- **Academic Performance: Instructional Leadership Team**
 - Comprehensive School Improvement Plan (CSIP)
 - Implementation and Impact Checks
 - Program Reviews: Writing, Arts & Humanities, Practical Living & Career Studies
 - Extended School Services (ESS) Planning and Development
 - Professional Development (PD)
 - Technology
 - Academic Content Areas
- **Learning Environment**
 - Parent Involvement
 - Attendance
 - Student Supports
 - Student Council
 - Behavior Management
- **Efficiency**
 - Budget
 - Scheduling
 - Textbooks
 - School Resources

SBDM Council-Assigned Committee Process

- The Council shall encourage the following committee composition: faculty, classified staff, parents, minority representation, and representatives of the school community.
- Standing and ad hoc committees are formed and dissolved by the Council as needed. The Council will determine the needed standing committees and responsibilities of these committees. The principal will notify stakeholders of committee opportunities as they arise.
- Each committee may elect a chairperson by majority vote at its first meeting. The term of the chairperson will be for the duration of the committee. The committee

chairperson/designee must report (both orally and in writing) to the Council as requested by the Council.

- Committees have the responsibility to carry out tasks assigned to them by the Council. Committees may research issues, gather school-wide input, or prepare drafts for the Council. Decisions of the Council-assigned committees shall be made by consensus. In the event consensus cannot be reached, a majority vote will be used to decide the issue.
- Each committee shall determine the frequency and agenda of meetings. Written minutes of each committee meeting will be kept as an open, permanent record of the activities of each assigned committee. These minutes will be forwarded to the Council and will become a part of the required documentation of the Council.

First Reading: November 16, 2016
Second Reading & Adoption: December 14, 2016
Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 1100

Policy Subject: Consultation for Hiring Other Than the Principal

Policy Statement

After the principal has determined that a vacancy in a certified or classified position exists within the school, the principal shall inform the superintendent of the vacancy and the district's transfer policies become effective. If the position is not filled through the transfer policy, the superintendent will provide a slate of candidates for each vacant position. An *Interview Committee* shall be formed by the principal. This committee shall consist of interested SBDM Council members and any staff selected by the principal as appropriate for the position being filled. The *Interview Committee* shall review applications and support materials of the candidates in closed session and shall interview the candidates for the position. The *Interview Committee* shall prepare and present a recommendation to the Council. The Council shall determine its top candidate and present this as a recommendation to the principal for consideration. After consideration is given to the SBDM Council's recommendation, the principal shall make the final selection and submit this to the superintendent as required by KRS 160.345 (2) (h).

The definition of *quorum*, during the summer months (when school is not in session) for the purpose of consultation in the hiring of personnel other than the principal, shall be: After prior verbal and written notification of the special meeting (at least 24 hours prior to the meeting) to all SBDM Council members, those who are in attendance shall constitute a quorum.

First Reading: October 12, 2016

Second Reading & Adoption: November 16, 2016

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 1101

Policy Subject: Principal Selection

Policy Statement

Once the superintendent has verified a vacancy, the SBDM Council will form an *Interview Committee*. The *Interview Committee* for principal selection shall consist of the SBDM Council; the chairperson of the council, and composition of the *Interview Committee* beyond the SBDM Council, will be designated in accordance with state law.

The committee will meet and develop a timeline for the selection of a principal and communicate this timeline to stakeholders. The committee may develop a survey to receive input from parents, students, and staff as to the qualities most desired in a principal for Highland Middle School. The committee may then develop a set of focused questions for the principal candidates that reflects the qualities suggested by the students, parents and staff.

The *Interview Committee* shall have access to the applications of all persons certified for the position and eligible by state law. Members of the *Interview Committee* will review the applicants' materials, check references and other background information, and conduct oral interviews. The *Interview Committee* may also request of all candidates a written response to an on-demand prompt, written on site immediately before the oral interviews. All interviews and discussion of candidates will be conducted in closed sessions.

After thorough discussion and review of the candidates, the *Interview Committee* shall make a recommendation of its top choice to the SBDM Council. After consideration has been given to the committee's recommendation, the Council shall have the responsibility of selecting the principal for the school as mandated by KRS 160.345. The principal shall be elected on a majority vote of the membership of the Council. If the Council is unable to make a choice, the Council will ask the superintendent for other available candidates to interview or to appoint an interim principal for a period of no longer than one year.

First Reading: November 16, 2016

Second Reading & Adoption: December 14, 2016

Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)

HIGHLAND MIDDLE SCHOOL SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 1200

Policy Subject: Budget

Policy Statement

The allocations for the upcoming school year shall be provided to the SBDM Council and *Budget Committee*. The *Budget Committee* shall develop a budget to be presented to the SBDM Council within district-approved timelines. The *Budget Committee* will consider the following when developing the budget recommendation for SBDM Council consideration: the needs as identified in the Comprehensive School Improvement Plan (CSIP), the number of staff needed to meet contractual obligations and class size caps, the classroom and operational needs of the school, suggestions taken from the faculty and staff, and other school needs.

The SBDM Council has the responsibility to review this budget, accept it, amend it, or reject it and make appropriate changes. The SBDM Council must give final approval of the budget and this action must be reflected in the minutes of the SBDM Council.

During the year, the principal may make line-item changes to the budget up to \$2000. If the amount exceeds \$2000, the SBDM Council will meet and approve the change. The principal must report regularly to the SBDM Council regarding the status of the budget.

First Reading: December 14, 2016
Second Reading & Adoption: January 11, 2017
Council Reviewed Without Revision:

Signature: _____
(SBDM Council Chairperson)