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References (School Board Policies and Statutes)

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SBDM COUNCIL POLICY

School District: Fort Thomas

School: Highlands High School

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Function: Selection of a Principal When There is a Vacancy

Topics	Statement
a. Criteria	Once the superintendent has verified the vacancy, the council shall develop a set of criteria for selection of a principal and communicate, in writing, the criteria to the superintendent to be used in the screening process. The council shall get input from teachers, staff, and parents into development of the criteria by the most convenient method(s). The criteria shall be kept confidential.
b. Plan	<p>When the council learns that the school needs to hire a new principal, the council will:</p> <ol style="list-style-type: none"> 1) Meet with the superintendent, or designee (who will replace the principal as chair of the council) and review the Best Practices for Principal Selection document available on the Kentucky Association of School Councils website. 2) Select a trainer of their choice to deliver training in recruitment and interviewing techniques. The council designee will arrange for this training on a date agreed upon by the council and call a special meeting of the council for this purpose with "Principal Selection Training" as the agenda. 3) Distribute copies of this policy to all members before the scheduled training and send a copy to the trainer who will be providing the selection training. 4) The council shall develop a written plan for the screening process and timeline for the selection process.
c. Selection	<ol style="list-style-type: none"> 1) All applicants for the vacant principal's job shall be given to the full council. 2) The superintendent or his/her designee shall replace the outgoing principal and serve as chairperson for the school council during the selection process. 3) The superintendent or his/her designee shall be a voting member of the council during the principal selection process. 4) The principal shall be selected by the full council, including the superintendent or his/her designee.

Adopted: _____ Signature: _____

References (School Board Policies and Statutes)

<p>d. Council Responsibilities</p>	<p>In addition to developing a timeline for selecting a new principal, the council is responsible for:</p> <ol style="list-style-type: none"> 1) Reviewing written information on each candidate (i.e., resume, application, and written responses to questions relating to the principalship). 2) Selecting candidates to be interviewed. 3) Prior to interviews, council will agree on a set of common and limited questions to be used during the interview. 4) Developing a rating system based on criteria. 5) Interviewing candidates. 6) Rating each candidate interviewed using the established rating system in council's plan. 7) Selecting the candidate to serve as principal by majority vote in an open session. 8) Communicating in writing to the superintendent the candidate selected by the council.
<p>e. Responsibility of Facilitator</p>	<p>The facilitator selected from and by the council will help manage the selection process and be responsible for:</p> <ol style="list-style-type: none"> 1) Forming and disseminating an agenda for each interview 2) Facilitating discussion and decision making at all council meetings. 3) Getting all materials used in the selection procedures processed for the council. 4) Monitoring implementation of the plan for selecting a new principal. 5) Making arrangements for facilities. 6) Communicating with candidates. 7) Communicating with the superintendent or his/her designee. 8) Keeping the faculty informed with regard to the status of the selection process.
<p>f. Confidentiality</p>	<p>Information about the merits and discussion of each candidate shall not be shared outside of the council. Executive session provisions of the open meeting law shall be used as appropriate to maintain confidentiality.</p>
<p>g. Eligibility</p>	<p>Any principal who has been removed from the position shall not be considered as a candidate for any principal's job in that district.</p>
<p>h. Policy Evaluation</p>	<p>We will evaluate the effectiveness of this policy through our School Improvement Planning Process.</p>

Adopted: _____ Signature: _____

SBDM COUNCIL POLICY

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2 Function: Assistance to Principal in Selection of School Personnel

Topics	Statement
a. Vacancy	The principal shall inform the superintendent of any resignation of school employee assigned to his/her school. The superintendent shall be the one to declare the position as vacant.
b. Criteria	To carry out the consultative duties of the council, the principal and associate department chair shall establish a hiring committee to recommend the most qualified candidate for any certified vacancy.
c. Interview	The principal and department chair or supervisor will interview candidates for all vacancies. The principal shall serve on all ad hoc committees formed to interview candidates. The principal may at his/her discretion conduct additional interviews independent of the ad hoc committee.
d. Selection	Although the principal shall be responsible for making the final choice for filling all vacancies, it is the desire of the council that the department chairs should ultimately be comfortable with anyone hired in their departments.
e. Consultation	The SBDM council shall be apprised of all recommendations of the principal to the superintendent. Council shall also provide input regarding qualities the committees should seek in the hiring of teachers and staff.
f. Reporting	The principal shall report his/her choice of an employee to the superintendent in writing.

Adopted: _____ Signature: _____

References (School Board Policies and Statutes)

SBDM COUNCIL POLICY

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Operational Procedure:

3 Function: Determination of Which Instructional Materials Will Be Provided in the School.

Topics	Statement
a. Instructional materials (defined)	Instructional materials shall mean all core materials adopted for math, language arts, science, social studies, reading, and the humanities and used by teachers to deliver instruction.
b. Committee	Each department shall assist with developing policy for this function. The department shall make recommendations and report to the council. The department chair shall be responsible for: <ol style="list-style-type: none">1. Communicating with teachers to determine instructional material needs.2. Developing a financial plan based on the appropriations made available to the school and based on items chosen by the teachers.3. Determination of instructional materials' connection to curriculum.
c. Timeline	The department chair shall communicate with teachers by March 1 each year and submit a department budget and list of instructional materials for school-wide programs to the council by the April SBDM meeting.
d. Budget	Funds appropriated for instructional materials shall be budgeted for school-wide materials and teacher-specific materials and shall be supported by a line item budget. The items shall be specific to their teaching and must be used in the classroom as an integral part of the lessons taught by the teacher. Department chairs shall be held accountable for the expenditures and shall draw on the instructional material account maintained in the principal's office. Funds for instructional materials will include those appropriated by the Board of Education and other sources. The council shall approve the budget for instructional materials and the list of instructional materials for school-wide programs. The principal or his/her designee shall be responsible for ordering, receiving, and paying for instructional materials.

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References (School Board Policies and Statutes)

e. Textbooks	The department shall study textbook samples and make recommendations to the council based on curriculum alignment and national standards regardless of the amount used for non-textbook items.
f. Monitoring	The principal shall report the status of instructional materials funds to the council as part of the budget reporting process.

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References (School Board Policies and Statutes)

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4 Function: Determination of Student Support Services

Topics	Statement
a. Student Support Services (defined)	<p>Student support services are services provided by the school that address the needs of students that are not being addressed by curricular or extracurricular activities. At Highlands High School, student support shall include, but not be limited to:</p> <ol style="list-style-type: none">1. Counseling services2. Extended School Service3. School nurse services
b. Committee	<p>Ad hoc committees may be formed to assist with student support services. The committee shall be responsible for:</p> <ol style="list-style-type: none">1. Assessing the needs of students2. Developing a plan for providing student support services.3. Assessing the status of the program.4. Monitoring specific student service activities5. Evaluating the effectiveness of the program. <p>Planning, monitoring, and evaluating the school's extended school services shall also be the responsibility of the student support committee. The student services committee shall develop an action plan and timeline to be approved by the council.</p>
c. Report	<p>The SBDM council shall review the ad hoc committee recommendations.</p>

Adopted: _____ Signature: _____

References (School Board Policies and Statutes)

SBDM COUNCIL POLICY

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5 Function: Annual Planning Committee

Topics	Statement
a. Annual School Improvement Plan (defined)	A plan-of-action for the year beginning July 1 and ending June 30 with a description of what the school will accomplish during the year focusing on the management functions for which the school council has set as priorities for policy setting. SBDM will follow School Improvement Plan process as outlined in Board Policy.
b. Standing Committee	The chairs of the following committees shall compile their reports: <ol style="list-style-type: none"> 1. Curriculum Committee 2. Climate / Communications Committee
c. Needs Assessment	The committee shall identify the most pressing needs of the school as related to student needs and educational productivity factors set by the state. The assessment shall be conducted informally or formally by the committee with input from faculty, staff, and parents. Results of any needs assessments shall be reported to the council.
d. Plan Format	The annual plan shall be driven by goals and reports of each committee.
e. Approval	The annual plan shall be approved by the school council.
f. Completion Date	The annual plan shall be disseminated and adopted by the council at its June meeting.
g. Reporting	A copy of the annual plan shall be provided to the superintendent, and each teacher.
h. Monitoring	The council is responsible for adopting and monitoring the plan.

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References (School Board Policies and Statutes)

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6 Function: Staffing the School

Topics	Statement
a. School Staff (defined)	School staff, for the purpose of determining the number of personnel by job classification, shall mean all certified and classified employees assigned to Highlands High School over which the principal has supervisory responsibilities and who are working in school level operated programs and/or services.
b. Standing Committee	The council shall be responsible for developing an annual plan for staffing the school. Specifically, the council shall be responsible for: <ol style="list-style-type: none">1. Assessing the staffing needs of the school.2. Confirming the budgeting parameters for staffing the school.3. Developing a rationale for staffing which includes:<ol style="list-style-type: none">a. Requirements for graduationb. Mandates of by Program of Studiesc. Minimum-maximum class sizes for optimal educational experience.

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References (School Board Policies and Statutes)

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7 Function: Develop and Implement Professional Development Plans

Topics	Statement
a. Professional Development (defined)	Professional development is defined as experiences provided to the faculty and staff to prepare them to fulfill their responsibilities and to maintain a focus on the needs and interests of children. Professional development includes both the four (4) days provided by the state and other time provided by the local board of education and/or council.
b. Standing Committee	<p>A standing committee consisting of department chairs will be formed to:</p> <ol style="list-style-type: none"> 1. Assess the professional development needs of faculty and staff. 2. Develop a plan for professional development. 3. Manage professional development activities including scheduling, facilities, consultative assistance, and refreshments. 4. Evaluate the program and report the results. <p>The standing committee shall communicate with other committees, recommend, and report to the council.</p>
c. Needs Assessment	The standing committee shall conduct an annual needs assessment to determine priorities for the professional development program. The results shall be reported to the council and to the faculty.
d. Plan of Action	<p>The standing committee shall develop a plan for professional development which shall include:</p> <ol style="list-style-type: none"> 1. A summary of needs 2. Goals for professional growth 3. Expected outcomes (objectives). 4. Training activities. 5. Timeline. <p>Cost projections.</p>
e. Training Time	The plan may have a time frame of up to three (3) years, but must be approved annually by the council by the March meeting.
f. Sources of Training	The council, with assistance from the committee, may contract with

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References (School Board Policies and Statutes)

	individual consultants, participate in district-wide training, use the services of the professional development consortium serving the school district, or participate jointly with one or more schools inside or outside of the district.
g. Evaluation	The committee shall review the evaluations of the participants in each training.
h. Attendance Reporting	A committee shall maintain a record of attendance for each session. If it is a full day session, there should be an a.m. and p.m. record. Attendance shall be reported to the office of Supervisor of Instruction.
i. Budget	<p>The committee shall develop an annual budget for professional development and shall monitor the use of funds.</p> <p>The budget must be approved annually by the council. A variety of sources of funds may be used but expenditures shall not exceed the amount budgeted for professional development.</p>
j. Reporting	<p>The council shall submit the following reports to the superintendent, or his/her designee, as they are completed:</p> <ol style="list-style-type: none"> 1. Professional development plan 2. Evaluation report(s) 3. Budget 4. Attendance

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References (School Board Policies and Statutes)

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Function: College Level Courses

Topics	Statement
a. Dual Credit	<p>Dual credit is awarded when a high school and a postsecondary institution give credit to a high school student for the same course. The objective of dual credit courses is to offer high school students an opportunity to take affordable, high-quality college courses. Through cooperative agreements with established colleges or universities, students may enroll in a dual credit course that generally transfers to most colleges and universities. For purposes of grade point average, dual credit classes taken simultaneously as an AP course will be factored as an AP course as long as students sit for the AP exam. The established college or university will assess students a reduced tuition payable each semester. Questions about dual credit may be addressed to the Assistant Superintendent of Teaching and Learning.</p>
b. College Courses	<p>Any academically accelerated student at Highlands High School who plans to enroll in a college or university after completing the current school year but is unable to complete the required state and local board requirements for graduation as described in Board Policy 08.32 shall be eligible for placement in a senior status. This placement is contingent upon the parent or guardian of the academically accelerated student making a written request for senior placement to the high school principal. Also, the letter must contain a statement indicating that the student plans to enroll in a college or university at the beginning of the next school year.</p> <p>The academically accelerated student who is unable to complete the requirements for graduation shall not be ranked in the senior class for purposes of determining the Valedictorian and Salutatorian (eight semester transcript). However, such a student shall be ranked according to currently accumulated credits for purposes of completing appropriate documents that are sent to colleges and universities and that request student rank.</p> <p>An academically accelerated student is one who is taking or has taken course work, which is normally taken at a higher grade level. Identification of students for purposes is acceleration is determined by</p>

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References (School Board Policies and Statutes)

but not limited to:

1. Scores earned by students on the following components of the American College Test (ACT) and / or the Scholastic Aptitude Test (SAT) administered in conjunction with the Talent Identification Program:
2. Scores earned by students on the :
 - PLAN/ACT Explore
 - Iowa Test of Basic Skills
3. Teacher recommendations
4. Grade point average
5. prior participation, if any, in a program for academically gifted students
6. Parental input

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References (School Board Policies and Statutes)

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9 Function: Extracurricular Programs

Topics	Statement
a. Eligibility Requirements	<p>In order for students at Highlands High School to participate in any extracurricular activity (including, but not limited to, drama, football, basketball, musical productions, cheerleading, track), they must meet all of the following eligibility requirements:</p> <ol style="list-style-type: none"> 1. Students must be making normal progress toward graduation. This is interpreted as having five (5) credits at the end of the freshman year, ten (10) credits at the end of the sophomore year, and fifteen (15) credits at the end of the junior. 2. To participate in extracurricular activities during the first semester, a student could not have failed more than one subject (1 credit for high school) during the immediate preceding school year. 3. To participate in extracurricular activities during the second semester, a student could not have failed more than one subject during the immediate preceding semester. <p>To remain eligible for participation in extracurricular activities, a student cannot be failing more than one subject at any time. If a student is found to be failing more than one subject, he or she will not be permitted to participate in any way in any activities for at least one week. At the end of that time the student's eligibility will be re-checked and his or her eligibility determined at that time.</p>
b. Senior Eligibility Requirements	<p>To participate in graduation, seniors must have met all academic requirements and be in good standing in terms of making payment for any fee or fine owed.</p>
c. Criteria for Programs	<p>All extra curricular activities at HHS must contribute to the KY Learning Goals of helping the student become a self sufficient individual and responsible member of a group. Each group must have a suitable sponsor who meets applicable requirements set by law.</p>

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References (School Board Policies and Statutes)

In order to become a formally recognized program, there must be a curriculum or service connection and may not involve controversial issues in accordance with Board of Education Policy 8.1313. Also, to be eligible to be a recognized program, it may not create the potential for educational disruption.

Any proposed program must go through a probation period of one school calendar year prior to becoming a school recognized extra curricular program.

d. Policy Evaluation

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

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References (School Board Policies and Statutes)

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10 Function: Curriculum

Topics	Statement
a. Responsibility	Determination of curriculum, including needs assessment and curriculum development Based on needs assessment analysis, the school council, in alignment with local school board policy (02.4241) and state standards, shall plan and implement a course of studies designed to meet the needs of students.

Adopted: _____ Signature: _____

References (School Board Policies and Statutes)

SBDM COUNCIL POLICY

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11 Function: Student Assignment

Topics	Statement
	Assignment of students to classes and programs within the school
a. Responsibility	The principal shall approve students' assignments to classes and programs upon the recommendations of instructional staff and parents.
b. Process	Course Selection Decisions Each student will confer individually with his/her counselor regarding the choice of subjects for each year. Once the student has made a decision and this decision is approved and signed by the parents, that decision on the part of the student is final; no schedule changes will be made except in special circumstances and with approval from the principal.

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References (School Board Policies and Statutes)

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12 Function: School Day and Week Schedule

Topics	Statement
a. Responsibilities	<p>Determination of the Schedule of the School Day and Week</p> <ol style="list-style-type: none">1. The principal shall be ultimately responsible for development of the schedule of the school day and week. 2. For purposes of restructuring, the school based council shall establish an ad hoc committee, based on needs assessment, to have input in the determination of the schedule of the school day and week. 3. This ad hoc committee shall make recommendations to the council.

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References (School Board Policies and Statutes)

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13 Function: School Space Use

Topics	Statement
a. Responsibility	<p>Determination of Use of School Space During the School Day</p> <ol style="list-style-type: none">1. The principal shall have the responsibility for making the decisions for determination of the use of school space during the school day. 2. The school based council and / or standing space committee may be consulted throughout the school year by the principal to assist in developing guidelines and to offer suggestions in this area.

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References (School Board Policies and Statutes)

SBDM COUNCIL POLICY

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14 Function: Discipline, Classroom Management and School Safety

Topics	Statement
a. Standing Committee	Selection and Implementation of Discipline and Classroom Management Techniques A standing committee shall be formed to assist the principal and assistant principal with the selection and implementation of discipline and classroom management techniques.
b. Responsibilities	1. The principal and assistant principal will monitor the current discipline committee and shall update , as needed, the discipline sections of the student handbook.

Adopted: _____ Signature: _____

References (School Board Policies and Statutes)

SBDM COUNCIL POLICY

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Operational Procedure:

15 Function: Procedures for Determining Alignment with State Standards, Technology Utilization and Parent Involvement

Topics	Statement
a. School Improvement Plan Overview	<p>Alignment Needs Assessment</p> <p>Our yearly School Improvement Planning Process will include:</p> <ul style="list-style-type: none">• A review and analysis of state and college testing data to discover the extent to which our students are meeting state standards.• A review of the climate and culture of the school by analysis of data received by student, teacher and parent survey with additional input from the principal and vice principal.• A review of the KY grade given to HHS, noting areas that need improvement. Upon review of the information and data, the reviewing committees will make recommendations to improve in areas of need and incorporate these recommendations into the School Improvement Plan. <p>The Assistant Superintendent for Teaching and Learning will be consulted for curricular and assessment changes.</p> <p>HHS will implement this process to address our alignment with state standards and the resulting plan will be monitored by the council through ongoing implementation and impact checks.</p> <p>HHS will utilize technology in a manner consistent with policies established by the Fort Thomas Board of Education and state laws and regulations.</p>

Adopted: _____ Signature: _____

References (School Board Policies and Statutes)

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16 Function: Committees

Topics	Statement
a. Committees	All certified employees are to serve on at least one committee each school year. The committee membership should take into consideration expertise and interest to the greatest degree possible and membership shall be overseen by the principal and department chair.
b. Standing Committees	Each of the following committees shall be a standing committee. Standing committees will meet at least once annually to develop school improvement plan recommendations and/or assist in the formation of school policy as well as the allocation of resources. <ul style="list-style-type: none"> a. Budget b. Communication c. Curriculum d. Discipline e. School Space
c. Ad Hoc Committees	Other standing committees may be created by the Council as needed. The Council may establish Ad Hoc Committees for special tasks. Ad Hoc Committees shall be terminated by the council when the assigned task is completed and may be terminated at any time the Council determines that there is no further need for them.
d. Sub-Committees	Sub-Committees may be appointed by each committee as needed and will involve as many people as necessary. No person will serve on more than two standing committees and two sub-committees.
e. Membership	To the greatest extent possible, parents and students will be included in the committee process. All faculty and parents present at the meeting will have a vote.
f. Election of Chairperson	The chairperson may be a member of council or designated by the principal.
g. Meetings	The committees shall meet at the call of the chairperson or at the call of any three (3) members of the committee. The committee meetings shall be open to all members of the faculty and to all parents. All committee meetings must be posted to the public three (3) days in advance of the meeting. All meetings of a committee shall be conducted in compliance

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References (School Board Policies and Statutes)

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h. Process

with the Kentucky Open Meetings Laws (KRS 61.470-61.840)

(a) Notification of committee recommendations must appear on the proposed SBDM agenda, posted for the faculty and community, at least 5 school days in advance of the next meeting. Once a recommendation from a standing committee is presented to the Council, all faculty, parents and/or students shall have the opportunity to discuss the issue and recommendation at the regular council meeting. Any recommended changes shall be referred to the committee of origin for consideration. The committee of origin will, again, submit the proposal, with any changes, to the Council who will then act upon the proposal.

(b) When a proposal is originated by the Council or by an individual or group outside the committee structure, the Council will assign the proposal to a standing or ad hoc committee for consideration. The process will then be the same as with a proposal originating in of the standing committees.

(c) The Council must place on lthe agenda and consider any recommendation resulting from a majority vote of a standing committee.

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References (School Board Policies and Statutes)

SBDM COUNCIL POLICY

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17 Function: Planning and Resolution of Issues Regarding Instructional Practices

Topics	Statement
a. Instructional Practices	<p>The instructional practices policy at HHS ensures collaboration with the principal and faculty to create an environment where all students are given the opportunity to perform at their highest level. Instructional practices shall include teaching strategies that stretch each individual student and prepares them for future learning. These may include but are not limited to the following:</p> <ul style="list-style-type: none">• Make students accountable for their progress.• Provide technology to enhance the learning process.• Use strategies that require problem solving skills and real world application.• Coordinate interdisciplinary connections to enhance the learning process.
b. Police Evaluation	<p>We will evaluate the effectiveness of this policy through our School Improvement Planning Process.</p>

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References (School Board Policies and Statutes)

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Function: Parent Involvement

Topics	Statement
a. Definition of a Parent	Parent, step parent, foster parent or a person who has legal custody of student pursuant to a court order and with whom a student resides.
b. Information Sharing with Parents	HHS faculty and staff commit to sharing clear information to parents about each student's progress through the use of a LMS, Learning Management Systems, as well as reasonable access and communication to teachers, counselors and administrators. This will be facilitated by providing email and telephone numbers to all staff. Staff will also be available for face to face contact at the request of the parent. HHS will also provide more general information to all parents by hosting annual class meetings in the fall. The information covered in these meetings will also be available to parents unable to attend on the counselor's web page.
c. Parental Activities	<p>Parents are encouraged to be an active and involved stakeholder in their child's education by the following ways, but not limited to, joining the PTSO, volunteering at the school after completing a criminal background check, monitoring their child's attendance and by following grades, assignments and teachers' comments on the schools LMS.</p> <p>Attention shall be given to reaching parents who are economically disadvantaged, disabled, have limited English proficiency or are of ethnic background.</p>
d. Policy Evaluation	We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

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References (School Board Policies and Statutes)

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Function: District Writing Continuum

Topics	Statement
a. District Writing Continuum	The District Literacy Team has established a writing continuum to be followed by all schools at the elementary, middle and high school levels. The District Writing Continuum provides structure for the K-12 Communications Portfolio by outlining the types of writing experiences students will be exposed to at each grade level.
b. K-12 Communication Portfolio	A K-12 Communication Portfolio will be developed and maintained at each grade level for all students. The Communication Portfolio will be inclusive of both completed pieces of writing and drafts. Student work will be added to the CP at each grade level as outlined by the District Writing Continuum.
c. Scoring, Feedback, Progress Monitoring	<p>Student work will be scored from the 3 rhetorical modes (to inform, to persuade, to narrate) at grades 3, 5, 8, and 12.</p> <ul style="list-style-type: none">• Scoring at grades 3 and 5 will include 3 pieces.• Scoring at grades 8 and 12 will include 4 pieces including at least one piece from a content area other than Language Arts/English.• All scoring will be based on the district approved analytical scoring guide.• All teachers involved in scoring will receive annual training in using the scoring guide.• Feedback on writing performance will be provided to students and parents using holistic scores.• Results of analytical scoring will be used to evaluate the district's writing program and guide professional development.

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References (School Board Policies and Statutes)

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d. Scoring Procedures

- Teachers in grade 3 will score grade 3 portfolios.
- Teachers in grade 5 will score grade 5 portfolios.
- Teachers in grades 6-8 from various content areas will score grade 8 portfolios.
- Teachers in grades 9-12 from various content areas will score grade 12 portfolios.
- Each portfolio will be scored by a minimum of two readers. A third will be used to break ties, if necessary.

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References (School Board Policies and Statutes)

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20 Function: Emergency Procedures Policy

Topics	Statement
Approval:	Each school year, SBDM will be presented with the current emergency management plan. The plan will contain procedures for fire, severe weather, lockdown, earthquake, and extended evacuation. The EMP will be developed in collaboration with FTFD/FTPD each school year.
Monitoring:	In compliance with state law along with district guidelines, SBDM will determine a schedule for drills (see district policy and Senate Bill 8 for specific dates). Feedback from faculty/staff/first responders will be examined after each drill to ensure that the plans adequately and safely meet the needs of all occupants of HHS. Appropriate adjustments will be made when necessary.

Adopted: _____ Signature: _____

References (School Board Policies and Statutes)

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21 Function: Class Designated Weights

Topics	Statement
Approval:	Determination of class designated weights for GPA calculation
Monitoring:	<ol style="list-style-type: none">1. Each year class offerings will be reviewed prior to adding to Course Catalogue. All classes will be assigned weights that will be calculated into a student's grade point average. The following procedures:<ol style="list-style-type: none">a. All courses will be evaluated by departments and assigned a weight (4.0, 4.5 or 5.0).b. Each department chair will meet with administrative team (principal, asst. principal, guidance counselor) to review assigned weights.c. Principal will present class weights to SBDM for approval. 2. Class designated weights will be reviewed annually by departments, school administration and SBDM.

Adopted: _____ Signature: _____

References (School Board Policies and Statutes)