

School Council By-Laws

South Warren High School

ARTICLE I. PURPOSE

The school council shall have the responsibility to set school policy consistent with district board policy which shall provide an environment to enhance the students' achievement and help the school meet the goals established by KRS 158.645 and 158.6451. The principal shall be the primary administrator and the instructional leader of the school, and with the assistance of the total school staff shall administer the policies established by the school council and the local board.

ARTICLE II. MISSION

The mission of the South Warren High School Council is to set school policy and make decisions that will provide an environment to improve student achievement.

ARTICLE III. MEMBERSHIP

A. COMPOSITION

1. The school council shall consist of the principal, three teacher members, and two parent members. The principal shall serve as the chairperson.
2. If the school's total minority enrollment reaches 8 percent or more minority students enrolled as of the preceding October 1, and there was no minority elected in the initial elections, a special election shall be conducted by the principal to elect a minority parent to serve on the school council.
3. In the event a special election is needed, the teachers shall elect a minority teacher from the school's staff. If there are no minority teachers on staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school.
4. If there is a minority teacher on staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher.
5. Although there is no provision in KRS 160.345 for additional school council members, the School council does not wish to exclude any constituency in the school from participation in all council meetings. Therefore, the Student Council may designate a student council representative, and the support staff of the school (office, cafeteria, custodians, instructional assistants) may conduct an election for a support staff representative to attend all council meetings as a non-voting member.
6. South Warren High School council membership shall be as follows:
 - Principal (chairperson)
 - 3 teachers
 - 2 parents

B. REQUIREMENTS FOR MEMBERSHIP

1. All Members: No one may serve on the school council who has a business interest in the school as designated by KRS 45A.340. New members (those with less than one year of service) must complete six (6) hours of training from a Kentucky Department of Education endorsed trainer. Experienced members (those with more than one year of service) must complete three (3) hours of training from a Kentucky Department of Education endorsed training provider each year, or can meet their training requirement by participating in the new council member training for 3 hours. In the event the council must select a principal, the council is required by law to obtain training in the recruitment and interviewing prior to beginning the principal selection process.
 - New council members will receive the required training.
 - Experienced council members will choose the type of training needed, or can be trained for 3 hours with new council members.
 - The council will prepare a written request for training, and the board will fund required training as needed.
2. Teacher Members: Teacher council members must possess certification required for their position as a basis for employment in Kentucky public schools. Itinerant teachers may nominate, serve, and vote in our school. Counselors may serve as teacher council members. Principals or assistant principals may not serve as teacher council members, nor vote in teacher elections.
3. Parent Members: The legal definition of parent (KRS 160.345 I.e.) allows biological parents, stepparents, foster parents, or persons who have court ordered legal custody to be nominated or to vote. According to the law, parents who are nominated or who wish to vote must have a child "pre registered to attend" the school for next year. If a child is in Grade 8 this year and will attend our school next year, the parents of that child would be eligible to be nominated, or vote in the election for next year's school council. Parents of 12th graders who are exiting our school may nominate but cannot vote for candidates.

Parent council members cannot be employed in or be related to someone who is employed in the school or in the district administrative offices. An Attorney General's Opinion [OAG 90-102] says that "relative" as used in this section should have the same definition found in KRS 160.180 and KRS 160.380 that applies to school boards. This means that a parent who is a "father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law" of someone who works at the school or in the district administrative offices could not be a parent council member. Parent members cannot be a board member or a board member's spouse, nor can they have a business interest in the school.

C. ELECTIONS

SWHS follows election procedures as suggested by the Kentucky Association of School Councils

1. Parent Members: Parents conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May by the school's largest parent organization that is formed for the purpose of electing two parent council members. Parent elections may be by plurality vote (two parents with the highest number of votes) unless the parent organization requires a majority vote. A representative of the parent organization shall notify the principal in writing of the two parents elected within 24 hours of the final vote, and shall deliver all election materials to the principal the next business day after the election.
2. Teacher Members: Teachers conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May for the purpose of electing three teacher council members. Teacher members must be elected by a simple majority (one half plus one) of the number of teachers assigned to the school. The process that teachers may use to elect their representatives should address the following areas:
 - Nomination
 - Preparation of Ballot
 - Elections

- Absentee Ballots
 - Procedures after First Round Ballots
 - Delivery of election materials to the principal the next business day after the election
3. Term Limits: School council members can serve an unlimited number of terms as long as they continue to meet the eligibility requirements.

D. REMOVAL OF MEMBERS

1. According to KRS 156.132, the commissioner of education may recommend removal of a school council member whom he has reason to believe is guilty of immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance.
2. A member of a school council may be removed from the council for cause, after an opportunity for hearing before the local board, by a vote of 4/5 of the membership of the board of education after the recommendation of the commissioner of education pursuant to KRS 156.132. Written notices setting out the charges for removal shall be spread on the minutes of the board and given to the member of the school council. KRS 160.347

E. FILLING VACANCIES

If a member of the council resigns or is removed from office, another member shall be elected in a special election held not more than one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until July 1, and be eligible for re-election.

F. TERMS OF OFFICE

The terms of parent and teacher members shall begin on July 1 and end on June 30. Between the date of the elections and July 1, members-elect are expected to attend all council meetings.

ARTICLE IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS

A. ELECTION OF OFFICERS

1. Officers shall include Chair, Vice Chair, and Secretary.
2. The vice chair of the school council shall be elected each July from and by current SBDM members, and shall serve for one year. Re-election is permitted. Any member of the council is eligible to run for vice chair.
3. Except for the office of secretary, if a vice chair resigns his or her position, the council shall conduct a vote at that meeting to fill the position with another council member.
4. A motion to seek an alternative model allowing a council member other than the principal to serve as chair may be made by any council member at any regular meeting. A majority vote of the full council is required before an alternative model can be sought by the school council. A faculty vote must then be conducted, and the motion must pass by 2/3 in order to proceed with the model.

B. CHAIR

The principal shall be the chairperson of the school council. Duties of the chair include:

1. Conducting school council meetings
2. Organizing and maintaining council records (maintaining minutes of meetings and forwarding a copy to the superintendent after approval of the minutes by the council)
3. Stating when a consensus is present for the record.
4. Coordinating standing and ad hoc committees and monitoring committee progress
5. Carrying out any additional responsibilities as stated in these by-laws
6. Maintaining a file of all correspondence addressed to the school council (these records may only be discarded after having been brought to two council meetings)
7. Other duties as described in these by-laws

C. VICE-CHAIR

Duties of the vice-chair shall include:

1. Presiding over council meetings in the absence of the chair
2. Calling a special meeting of the council in the event a principal vacancy occurs
3. Conducting meetings necessary for the principal hiring process to take place

D. SECRETARY

A council secretary shall be appointed by the principal to keep minutes of all council meetings and to maintain council records.

E. COUNCIL MEMBERS

Duties of council members include:

1. Knowing and adhering to the mission, philosophy, and goals of South Warren High School.
2. Attending all council meetings, both regular and special
3. Encouraging and requesting opinions from their constituencies
4. Supporting, promoting, and communicating council decisions
5. Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council

ARTICLE V. COMMITTEES

A. PURPOSE

1. Standing and ad hoc committees are established to gain input from all stakeholders including certified and classified staff parents, students, and community members.
2. Standing and ad hoc committees shall serve as a council resource for gathering data and information and making recommendations to the school council.

B. APPOINTMENT OF COMMITTEES

1. Standing and ad hoc committees are formed and dissolved by the school council as needed.
2. Standing committees can be dissolved only through the process of amending by-laws.

C. MEMBERSHIP & ELECTION OF CHAIR

1. All certified staff may participate in the shared decision making process at South Warren High School by serving on committees in their areas of interest.
2. Each committee may consist of representatives from the faculty, support staff, parents, and students.
3. Committee membership is open to all interested persons, including school district staff, students, parents and community residents.
4. Committee membership will be determined by posting sign up sheets in the school and community no later than May 1, and notifying teachers and parents in writing of their committee appointment by July 1. Teachers or parents who volunteer to serve on a particular committee through the sign-up process below may be considered appointed to the committee.
5. Committee membership shall be limited to 15 persons, at the discretion of the school council.
6. Committees shall elect a chairperson from their membership no later than September 1 who shall serve for a term of no longer than one year, and who is eligible to seek re-election.
7. SBDM shall determine committees.

D. DECISION MAKING

Committee decisions shall be made by consensus. In the event that consensus is not possible, a majority of the committee may decide that an issue shall be decided by majority vote.

E. DUTIES

1. Committees shall carry out tasks assigned to them by the school council.
2. Committees may decide to bring issues of concern or interest to the school council.
3. Committees may research issues, gather school-wide input, or prepare first and revised drafts of school council policies.
4. Committee chairs or their designees will report at each regular council meeting, or as requested by the school council.
5. Committee chairs shall provide the council secretary with written minutes of their meetings no later than 10 days after the meeting occurred.

F. MEETINGS

1. Each committee shall choose the time, place, agenda, and schedule for their meetings.
2. Committees must comply with all provisions of the Open Meetings and Open Records laws.
3. Committees will follow the record keeping procedures used by the school council. All committee meeting minutes should be forwarded to the principal within 3 days of the committee meeting, and the principal will maintain records of the minutes.

ARTICLE VI. SCHEDULE OF MEETINGS

A. REGULAR MEETINGS

1. The regular monthly meeting of South Warren High School Council shall be determined by the council at the first meeting.
2. The principal shall provide local news media of the council's regular meeting schedule for the year in July, and provide notification of the council's meeting time at least one week in advance of each regular meeting.
3. The principal shall notify teachers two school days in advance of each council meeting to include the time, place and agenda items.
4. The principal shall notify the public by notice posted in the school foyer at least three days in advance of the meeting.

B. SPECIAL MEETINGS

Special meetings may be called as long as proper 24 hour notice is given. Special meetings may only address issues for which the meeting was called. No other agenda items may be discussed at special called meetings.

ARTICLE VII. CONDUCT OF MEETINGS

A. QUORUM

A quorum of the school council shall be the chairperson, at least one parent, and two teachers. In the absence of the chairperson, the vice chairperson would be non-voting and not count toward quorum. No council business shall be discussed or conducted unless a quorum of council members is present in person.

B. ATTENDANCE AT MEETINGS

Council meetings are open to the public and all interested persons can attend, except for those portions that are conducted as closed session.

C. CLOSED SESSIONS

Definition: A closed session is a portion of a regular or special meeting of the council during which the council members meet in private. The council may meet in closed session for the following reasons: to discuss proposed or pending litigation by or against a council member [KRS 61.810(1)(c)]; or to discuss candidates for a principal vacancy or conduct consultation in filling other vacancies [KRS 61.810(1)(f)].

Before a closed session can be conducted, the following steps must be taken:

1. **Announcement: Contents.** An announcement of the general nature of the subject to be discussed and the specific section of the law that allows the conduct of the closed session must be announced in the open meeting and recorded in council minutes.
2. **Motion.** The motion to go into closed session must be made, passed by a majority of council members present, and recorded in council minutes.
3. **Closed Session.** During the closed session, only the business stated in the announcement can be discussed, and no action may be taken. No minutes are to be taken in closed session. If the council secretary is not a council member, the secretary shall not enter the closed session. Details discussed in closed session shall not be discussed outside the closed session.
4. **Decision.** After full discussion of the issue in closed session, the council must return to open session where it may take any official action on the matter. Any actions taken must be recorded in council minutes.

D. MATERIALS PRESENT AT COUNCIL MEETINGS

1. The chairperson shall bring:
 - The folder containing all items submitted for inclusion on the agenda.
 - The folder containing all correspondence addressed to the council that he has received.
 - Monthly financial report from the central office.
 - Lists of applicants for vacant positions
 - Updated SBDM Technical Assistance Materials from the KDE web page
2. The council secretary shall bring the binder that he or she uses to maintain copies of the council's , by.-laws, policies, annual budget, monthly spending reports, and minutes.
3. All council members shall bring their binders containing copies of the council's by-laws, policies, and school plan.

E. AGENDA

1. Anyone submitting items for inclusion on the agenda to the chairperson / principal must do so in writing at least four school days prior to a regularly scheduled council meeting. The principal shall maintain a complete file of these items and will distribute the agenda to council members at least two days prior to a regularly scheduled council meeting.
2. The chairperson shall prepare an agenda for each council meeting, including items submitted in writing for inclusion by the public, staff, parents, other council members and other items he or she believes should be on the agenda. The chairperson may declare an item received as not within school council authority.
3. Each agenda shall include, but is not limited to, the following items: Item 1: Setting of the final agenda for the current meeting.
Item 2: Review and approval of previous meeting minutes.
Item 3: An opportunity during the course of the meeting for school or community persons to address the school council.
Item 4: Committees shall have the opportunity to report to the School Council Item 5: Financial Reports
4. At a special called meeting, only the items listed on the notice of meeting can be discussed and no new items can be introduced for discussion or inclusion on the agenda.

F. DISCUSSION OF AGENDA ITEMS

1. The school council shall discuss each agenda item before a decision is made. Each council member shall be given an opportunity to express his or her opinion on the item.
2. Other persons attending the meeting may be recognized by the chairperson and may address the council as the chair calls upon them to speak. If a significant number of persons wishes to contribute to the discussion on a particular item, the chair may require a sign-in sheet, and set limits on the number of persons who will speak to the issue, and a time limit for each.
3. Any agenda item may be referred to a standing or ad hoc committee for further study as deemed necessary by the council.

G. DECISION MAKING PROCESS

1. The school council shall use Parliamentary Procedure in accordance to Robert's Rules of Order.
2. All business and decisions of the school council will relate to the school's mission and purpose to improve the instruction program and/or further the goals in the school's goals.

3. All decisions and policies officially adopted by the South Warren High School Council will be reported to the Warren County Board of Education and superintendent through submission of approved council minutes to the SBDM district coordinator.
4. The school council must have a quorum (2 faculty representatives and 1 parent representative) to meet and will strive to reach consensus. If consensus is not reached the 1st time then the council will proceed to vote. Any bylaw change must attain a 2/3 vote and have two readings while other actions will require only a majority vote.
5. The school council will follow these guidelines when conducting a meeting: '
 - A. Agenda item is introduced by chairperson.
 - B. When applicable, a presenter may discuss information on the item.
 - C. A motion is made by a council member and properly 2nd by another council member.
 - D. Council members will then discuss the item.
 - E. After discussion is complete or previous question has been called, the chair will seek consensus. If consensus is not attained then the council will proceed to vote.
 - F. In the event of a tie, the chairperson will break the tie. The only time the chair is permitted to vote is when there is a tie. Decisions made by a tied vote can be brought up at a future meeting when all council members are present.
6. Anyone who wishes to address the council must request the chair to place him or her on the agenda one-week prior to the meeting date. For special called meetings, public comments may occur without notice.
 - A. Any news reported during the Instructional Spotlight is for informational purposes only. While the council may discuss the news, an action cannot be taken by the council on the news.
 - B. Anyone addressing the council will be limited to 3 minutes.
 - C. Only when a presenter has provided information for an item, the council may ask the presenter further questions while the council is discussing that item. The presenter must be asked by a council member first before addressing the council.

H. ALTERNATIVE TO CONSENSUS

When a third suggestion of consensus fails, the council may, by majority vote, to determine to:

1. Vote to send the issue back to a committee.
2. Form an ad hoc committee to study the issue further (the motion on this vote shall include a regular meeting date when the council will hear from the committee), or
3. Decide the issue by majority of the council
4. A tie vote results in no action taken.

ARTICLE VIII. MINUTES AND OTHER COUNCIL RECORDS

A. MINUTES KEPT AND APPROVED

1. Minutes shall be kept by the designee at each council/committee meeting.
2. The minutes shall reflect an accurate record of actions and votes taken at a council meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.
3. If the action taken was the adoption of a policy, the entire text of the policy shall be attached to the copy of the minutes kept on file in the library for public inspection and filed in the council's policy manual.
4. The minutes of the school council shall not be official until they are reviewed and approved by the council. The minutes shall be open to public inspection immediately after they are approved.
5. A preliminary copy of the minutes for all council meetings will be available within 72 hours of the adjournment of the meeting.
6. The principal will forward an official copy of the minutes to the superintendent and SBDM District Coordinator, and keep an official copy on file in the school.

7. A copy of the official minutes will be available upon request and posted on the school's website.
8. Minutes of the school council will be kept in accordance with Warren County Public Schools retention of records schedule.

B. COUNCIL RECORDS AVAILABLE FOR PUBLIC INSPECTION

The following are official documents that must be kept on file for public inspection in the office:

1. School Council Minutes and Agendas
2. Committee Minutes and Agendas
3. Improvement Plan (including Targets for Gap Reduction)
4. School Council Policies and By-Laws
5. School Council Budget Documents not in the School Plan
6. School Council and Committee Membership Lists
7. Official correspondence

ARTICLE IX. APPEALS

BOARD POLICY

A copy of the local board of education's approved process for Appeals of Council Decisions is attached in Appendix B.

ARTICLE X. AMENDMENTS

A. AMENDMENTS TO COUNCIL BY-LAWS

These by-laws may be amended after a first and second reading at two consecutive council meetings by majority vote of the school council.

B. AMENDMENTS TO COUNCIL POLICIES

Policy will be reviewed at least annually, or more often if needed. The council may amend policy following the decision making process outlined in this document.

APPENDIX

- A. Election procedures
- B. Appeals of Council Decisions
- C. Writing Policy
- D. Club Proposal Policy

APPENDIX A

Election of School Council Members Procedures

Election of Teacher Members

Teachers assigned to a school shall organize the election to select teacher council members. Teachers may request the Principal to provide administrative assistance in preparing for the election.

Teacher may nominate themselves or another teacher. A written ballot containing the names of all qualified teachers nominated shall be prepared and kept on file with other council records. Teachers shall elect a chairperson to oversee the meeting to elect teacher members to the council. Balloting will continue until three (3) teachers are elected. Teacher members must be employees of the District and currently assigned to the school where they are elected as council member. For the purpose of electing teacher council members, a Principal or Assistant Principal may not vote or serve as a teacher council member. Election shall be by majority vote of all teachers assigned to the school.

Itinerant teachers may vote at all schools to which they are assigned and may serve on the council of any of those schools.

Teachers elected to a council shall not be involuntarily transferred during their term of office.

Election of Parent Members

Parents of students assigned to a school shall organize the election to select parent council members. They may request the Principal to provide administrative assistance required to conduct the election.

The president of the parent-teacher organization shall organize and oversee the election of parent council members. If the school does not have a parent-teacher organization, then the parents shall set the date and time for parents to elect parent council members and shall provide notice of the election to parents.

A parent council member shall be a parent, step-parent, or foster parent of a student to be re-enrolled in the school during the parent's term of council service. Parent shall also mean a person who has legal custody of a student pursuant to a court order and with whom the student resides. A parent council member shall not be an employee or the relative of an employee of the school in which that parent serves, nor shall the parent representative be an employee or a relative of an employee in the District administrative offices. A parent representative shall not be a local Board member or Board member's spouse. Relative shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law.

A parent council member shall submit to a state and national fingerprint-supported criminal history background as required by KRS 160.380. 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 District of a report documenting a record of a sex crime or criminal offense against a victim who is a minor as defined by KRS 17.500 or as a violent offender as defined in KRS 17.165.

Minority Representatives

If the council formed under the elections described above does not have a minority member, and the school has eight percent (8%) or greater enrollment of minority students, the Principal shall be responsible for carrying out the following:

1. The Principal shall organize a special election no sooner than ten(10) and no later than twenty (20) calendar days following the elections described above to elect a minority parent to the council by ballot. The Principal shall notify all parents of the date, time, and location of the election. The notice shall call for nominations of minority parents for the ballot. The election shall be conducted, using the same procedures as the election of the two (2) other parent members of the council.
2. The Principal shall call a meeting of all teachers in the building within seven (7) days following the initial election of parent and teacher council members. The teachers shall select one (1) minority teacher to serve as a teacher member on the council.
3. If there are no minority teachers who are members of the faculty, an additional teacher member shall be elected by a majority of all teachers. Procedures for election of the teacher representative shall be the same as the procedures for election of the other three (3) teacher members of the council.

Terms

Terms of school council members shall be for one (1) year and shall begin on July 1 and end on June 30 of the following year. A school council, once elected, may adopt a policy setting different terms of office for parent and teacher members subsequently elected. Term limitations shall not apply for a minority teacher member who is the only minority on faculty. Annual elections for the following year's terms should be held no later than the preceding April, but the specific date shall be set by the council.

Council Elections for New or Consolidated Schools

Council members shall not have a conflict of interest pursuant to KRS Chapter 45 A, except e salary paid to District employees.

Removal of Council Members

On recommendation of the Commissioner of Education and pursuant to statutory requirements, the Board may remove a council member for cause by a vote of four-fifths (4/s) of the Board's membership.

Vacancies

Council vacancies shall be filled at a special called election and shall follow the guidelines set forth in this policy.

APPENDIX B

Appeal of Decisions

Eligibility Process

Any resident of the District or a parent, student or employee of the school may appeal council decisions. Appealing a decision made by a school council shall include the following procedure:

1. An appeal must be filed within ten (10) working days following a council decision.
2. An appeal on a decision made by a school council must first be reviewed by the school council, which shall make a timely response to the appealing party.
3. If the matter is not satisfactorily resolved by the council, the appeal may then be submitted in writing to the Superintendent
4. If, within ten (10) calendar days, the matter is not satisfactorily resolved by the Superintendent, the appealing party may, within twenty (20) calendar days, appeal to the Board. The Board shall afford the affected parties an opportunity to be heard within thirty (30) calendar days of the appeal to the Board. •
5. The Board shall issue a final written decision on the appeal with its rationale no later than sixty (60) calendar days from the date of the presentation to the Board.
6. At any point in the process the Board may direct a review and report on the issues, but shall not extend its decision beyond sixty (60) calendar days from the date of the presentation to the Board without the agreement of the affected parties.

Basis for Review

The Board will determine whether the issue on appeal falls within the authority granted to the council by KRS 160.345.

Actions that fail within the statutory authority of the council will be reviewed on appeal based on whether the council action raises liability and/or health and safety concerns, exceeds budgetary limitations, conflicts with contractual obligations, or was otherwise unlawful under state or federal law.

Actions that fall within the authority of the Board will be reviewed on appeal based on whether the council action lacks educational merit, is inconsistent with District goals, violated District policy, exceeds the authority of the council, raises liability and/or health and safety concerns, exceeds budgetary limitations, conflicts with contractual obligations, or is otherwise unlawful under state or federal law.

Board Action

When the appeal issue falls within statutory council authority, the Board shall either (1) affirm the council decision or (2) refer the appeal back to the council with documentation of its concerns and suggestions.

When the appeal issue falls within the authority of the Board to decide, the Board shall either (1) uphold the council decision or (2) reverse any council action found to violate any of the review standards

APPENDIX C

South Warren High School Writing Policy

The School-Based Decision Making Council shall:

be responsible for approving and monitoring the school's writing program in accordance with KRS 158.6453(7)(c), KRS 158.345, KRS 158.6451 and the Kentucky Core Academic Standards.

A Literacy Team shall:

- Be organized to analyze and evaluate strengths and needs of the writing program;
- Determine the professional development needs for the program based on that analysis and evaluation and make recommendations to the school administration;
- Work collaboratively to develop the school's writing plan. The writing plan shall be a living document revised annually to address changing program needs and changing student needs; and
- Has the opportunity to report annually to the SBDM council to make recommendations regarding policy.
- Meet annually to ensure there is vertical and horizontal alignment across the grade levels.

Policy Statement:

A school level writing plan shall be developed and address:

- Multiple opportunities for students to develop complex communication skills for purposes of written communication, oral communication, and technological communication.
- The use of digital tools to assist students in being creative and innovative members of a global society.
- Requirements for a student electronic writing portfolio that address multiple forms and purposes of communication.
- The use of an electronic writing portfolio that reflects student choice.

Communication Skills

- Writing will be intentionally scheduled during instructional time.
- Students are provided with instruction, models, and opportunities to practice proficient communication (speaking, listening, and writing) across all content areas as outlined in the Common Core Standards for Reading and Writing.
- Students will use digital tools to enhance communication skills (create, publish, and interact with others) for real-world purposes and audiences and to make global connections.
- Students are provided with specific instruction in language and conventions. Some of this instruction should be presented within the context of student writing.
- Students will be engaged in three categories of writing: (1) Writing to Learn, (2) Writing to Demonstrate Learning, and (3) Writing for Publication

Digital Portfolios

- Students will keep pieces in a digital writing portfolio that represent all three categories of writing: Writing to Learn, Writing to Demonstrate Learning, and Writing for Publication.
- Each student will keep a permanent Digital Writing Folder that follows students from grade-to-grade and school-to-school. The Digital Writing Folder should reflect student interest, student choice, and authentic purposes.

Implementation of Writing Program

- The writing curriculum will be aligned to the Kentucky Core Academic Standards in grades 9-12.
- School administration will work with Literacy Team members to revise the writing policy and provide professional development as needed.

December 2018
1st Reading

January 2019
2nd Reading

APPENDIX D

Club Proposal Policy

- Club proposals will only be accepted at the August and January SBDM meetings.
- All proposed clubs will be required to have a South Warren High School sponsor employed in a certified position.
- Student must present proposal to the SBDM Council and provide a copy of their by-laws.
- All clubs must charge an annual, non-refundable membership fee of \$5 minimum.
- Henceforth, all new clubs must have an instructional or co-curricular focus.
- Clubs that do not meet a minimum of 4 times during the school year will be disbanded.

School Council Policies

South Warren High School

The mission of the South Warren High School Council is to set school policy and make decisions that will provide an environment to improve student achievement.

1.0 CURRICULUM

The school Site Based Council in consultation with all stakeholders shall adopt a curriculum that aligns with the state standards and is appropriate for our instructional needs. The Warren County Board of Education's curriculum policy will be consulted when making these decisions. Any additions, deletions, or changes as identified by the county and school's curriculum/instructional leaders will be brought before the council for approval.

2.0 STUDENT ASSIGNMENT

The Guidance Counselors along with school leadership teams shall develop a master schedule. Counselors and administrators will assign all students to classes. For a detailed description of procedures and course descriptions see the current South Warren High School Registration Information at www.southwarrenhigh.com.

3.0 SCHOOL SPACE AND USE

Annually, the principal shall prepare a school space plan for the school day and present the plan to the school council. The principal shall implement the plan subsequent to the presentation to the council. The school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

4.0 DISCIPLINE AND CLASSROOM MANAGEMENT

The faculty and principal shall use the Warren County Schools student handbook for acceptable student behavior and discipline in the development of the South Warren High School Student Handbook. The Council and the PBIS committee may review disciplinary procedures at any time and may decide to change or appoint committees to study any discipline issues.

5.0 ALIGNMENT WITH STATE STANDARDS, TECHNOLOGY UTILIZATION AND PROGRAM APPRAISAL:

The school shall organize all instructional and other activities to be aligned with standards established in state laws and regulations, and in a manner that is consistent with local school board policy. The school shall utilize technology in the manner consistent with local school board policy. The school shall appraise all programs in a manner that is consistent with local school board policy. Programs shall be appraised upon request of the school council by assigning the program appraisal to the appropriate committee for completion and recommendation to the council. The school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools Improvement.

6.0 COMMITTEES

6.01 The Council may appoint ad hoc committees as _necessary throughout the year.

7.0 ASSIGNMENT OF INSTRUCTION AND NON-INSTRUCTIONAL STAFF TIME

The principal will recommend positions for staffing to the Council for approval. This will be based on allocation from the Board and needs identified in the Comprehensive School Improvement Plan.

8.0 SCHEDULING

The school calendar will be determined by the Warren County Board of Education. The school day schedule will be made by the building principal, after input from faculty and staff, and shall be presented to the Council for approval each year.

9.0 INSTRUCTIONAL PRACTICES

The Council should work in partnership with district initiatives to provide the opportunity for teachers to use creativity and best practices in regard to instruction. It shall remain the authority of the Council to review and resolve any and all instructional practices being used at South Warren High School.

10.0 EXTRA-CURRICULAR PROGRAMS

10.01 The South Warren Council shall approve all extra-curricular and co-curricular activities offered at the school each year. This list shall be prepared by the building principal for approval at a council meeting. This list will be part of the South Warren High School website. Additional programs to be implemented shall be presented by the principal to the council for approval prior to their implementation. All students are eligible for participation in any extra-curricular or co-curricular activity providing membership requirements are met (grade requirements for Beta Club, field trips, athletic eligibility as per KHSAA rules, etc.) and discipline as determined by the faculty and/or administration.

10.02 All booster groups must submit to the Warren County Board of Education, through the principal, a financial statement and a list of officers by June 30th each year for the upcoming school year. In the event that officers are not elected until the start of the school year, a financial report shall be submitted and the officer's names submitted upon completion of the election/selection. The principal shall forward this to the Superintendent of schools.

10.03 Procedure for adding extracurricular programs can be found in Appendix D.

11.0 CONSULTATION

11.01 Vacancies will be posted as required by law.

11.02 For classified positions, the principal or his/her designee shall conduct interview, review references, consult with council, and then make a recommendation to the Superintendent as required.

11.03 For certified positions, the principal or his/her designee will conduct interviews, review applications and references, consult with council, and then make a recommendation to the Superintendent as required. The principal may, when necessary, include members of the administrative team or departments during the interview process for input.

11.04 All final recommendations for classified and certified staff will be made by the building principal.

11.05 In the case of the assistant principal, counselor, and curriculum coordinator, these positions will be interviewed by a team appointed by the building principal. This team will consist of the building principal, an assistant principal, one counselor, and two teachers. Hiring will be only after proper consultation with the school's Council. The final recommendations will be made by the principal.

11.06 Best practice is to have a quorum of the members of the school council present for the purpose of conducting consultation in the filling of a vacancy. However, the principal may call a special meeting and conduct consultation with available Council members. The principal or their designee must be available for consultation.

12.0 CURRICULUM AND AVAILABILITY

Each year, South Warren High School shall offer students college level courses in at least four of the following six areas.

1. English
2. Science
3. Mathematics
4. Social Studies
5. Foreign Language
6. The Arts

These courses may be offered as Advanced Placement courses or Dual Credit courses at our school. Courses may be taken through APEX, KET or with arrangements with nearby colleges or universities.

If the course is designated as an Advanced Placement course, it must:

1. Be identified as an Advanced Placement course by the College Board.
2. Include the content as described in the College Board overview, description, and recommended course syllabus for the appropriate course.
3. Be aligned with Kentucky's Academic Expectations and Kentucky's Program of Studies. 17

4. Prepare a student to take and be successful on the appropriate advanced placement examination administered by the college board.
5. Be taught by staff with appropriate content certifications and professional development preparation to teach the advanced placement course.

The principal shall make appropriate arrangements for these courses to be offered.

South Warren High School will encourage students to prepare for and take one or more college level courses. This may be done in the following ways:

1. Teachers may conference with students about AP Courses and Dual Credit courses prior to recommending them.
2. Teachers will approve AP registration.
3. Counselors and staff members will advise students of Advanced Placement & Dual Credit options.

All students may take our college level courses if they have the skills they need to be ready for that work. They may establish that they have the skills in one of the following ways.

1. Completing prerequisite courses listed in the Student Registration Information.
2. Taking and passing the examinations for those prerequisite courses.
3. Receiving recommendation from a teacher
4. Review of the student's test scores by staff members.

Dual Credit Policy

All students at South Warren High School will be given information on and have an opportunity to enroll in dual credit courses. As a part of the registration process, students and parent/guardians will have access to potential courses, suggested grade level and prerequisites for dual credit courses. Students will receive procedures for applying, registering, and paying for dual credit courses. It is recommended that students enrolling in dual credit courses meet the following criteria:

- 3.0 cumulative grade point average
- Fewer than 3 unexcused absences.
- Be in good standing with few to no behavior events.

Students taking courses that meet during the school day (between 7:30-2:30) on the campus of a post-secondary institution are permitted release time of two consecutive blocks to accommodate travel time.

Students are required each semester to be enrolled in a minimum of one block course that meets daily (face-to-face) and SWORD/Homeroom. Students may be allowed to miss SWORD/Homeroom with Principal approval.

For seniors, a maximum of two blocks per semester will be scheduled for online courses. For juniors, a maximum of one block per semester will be scheduled for online courses.

Students taking dual credit courses with release time are not eligible to be student assistants in the same semester. Release time is defined as having the opportunity to leave early or come in late.

Foreign Exchange Students Policy

Foreign exchange students shall attend for only one (1) school year for the purpose of gaining language and cultural experiences. Grade level placement of students shall be determined by the Principal.

Foreign exchange students will be allowed to enroll only during the first five (5) school days of each semester. The student must submit to the receiving school thirty (30) calendar days before enrollment, all required paperwork and a videotape of the student using conversational English to show the English speaking skills of the student. The school will determine if the student's English speaking skills meet the enrollment requirements. These conditions and requirements may be modified in exceptional circumstances as determined by the building principal of the receiving school.

The Principal and/or his/her designee will determine the student's schedule. Students will be expected to follow the school's rules of conduct and will follow the same disciplinary code as all students.

Homework

- Homework contributes toward building responsibility, self discipline and lifelong learning habits. It is the intention of SWHS staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning targets. As appropriate, homework grades are modified based on students' individual needs (i.e. 504, **IEP, PSP**).
- The main purposes generally associated with homework are one or more of the following:
 - o Give students a chance to review and practice.
 - o Prepare students for the next day's lesson.
 - o Help students develop time management, study, and organizational skills.
 - o Allow for more in-depth exploration of topics and resources than is possible during class time.
- The homework policy for each course will be provided by the teacher of that subject in the class syllabus.
 - o Each teacher will determine the frequency and value of each homework assignment.
 - o Students are expected to complete all assignments deemed necessary by the teacher in a timely manner.
 - o Homework can be in different formats utilizing a variety of platforms.
 - o Homework will be appropriate to the level of the course and allow students to practice demonstrating mastery of the content.

PRINCIPAL SELECTION

In the event the principalship of South Warren High School becomes vacant, the Vice-Chair of the Council shall act as the Chair of the council during the selection process for a new principal. The Council shall receive training and determine the following:

1. Timelines for Principal selection
2. Criteria for Principal selection
3. Questions to be used for interviewing the Principal candidates.

13.0 ENHANCING STUDENT ACHIEVEMENT

The Council's main focus shall be enhancing student achievement by implementing established Council policies, correlating the Standards and Indicators for School Improvement/ Comprehensive School Improvement Plan documents into their decision making, and conducting regular needs assessment activities to continuously identify causes and contributing factors of needed areas of growth.

14.0 ATHLETIC PARTICIPATION

The Council will review and approve plans and by-laws for athletic participation. These by-laws shall be developed and presented by the South Warren High School Athletic Director.

15.0 EMERGENCY PLAN

The Council will review and approve the Emergency Plan annually.

17.0 WRITING PLAN

The Writing plan will be reviewed and approved annually. See Appendix C