

Warren East High School



School-Based Decision Making Council Bylaws and Policies

Adopted November 20, 2017
Reviewed 2019-2020 School Year
Last Revised on August 17, 2020

School Council By-Laws

Warren East High School

Article I. MISSION

The Warren East High School Based Decision Making Council shall exist to provide fair and equitable leadership and direction in the making of policies that will meet the unique needs of students and community served by Warren East High School.

Article II. MEMBERSHIP

A. Composition

1. The Council shall be composed of three teachers, two parents, and a principal or an administrator designated by the superintendent on an interim basis.
2. If the school's total minority enrollment reaches eight (8) percent or more as of the preceding October 1st, and there is no minority elected as a teacher or as a parent in the initial election, 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. If only one minority is on staff, that member shall be asked by the principal to serve.
4. If there is a minority teacher on staff and s/he 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 the KRS 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, kitchen, custodians, and instructional assistants) may conduct an election for a support staff representative to attend all council meetings as ex-officio members.

B. Requirements for Membership

1. All Members

- a. No one may serve on the school council who has a business interest in the school or designated by KRS 45A.340.
- b. New members must complete six (6) hours of training from a KDE endorsed trainer.
- c. Experienced members must complete three hours of training from a KDE endorsed trainer.
- d. 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 the principal selection process.

2. Teacher Members

- a. Teacher council member must possess certification required for their positions as a basis for employment in Kentucky public schools. Itinerant teachers may nominate, serve, and vote in their home school. Counselors may serve as a teacher council member. Principals or assistant principals may not serve as a teacher council member, nor vote in teacher elections.

3. Parent Members

- a. The legal definition of parent allows biological parents, step-parents, foster parent, or person who have court-ordered legal custody to be nominated or to vote.
- b. According to the law, parents who are nominated or wish to vote must have a child "pre-registered to attend" the school for the next year.
- c. If a child is in Grade 8 and will attend our school in the following fall, his/her parent would be eligible to be nominated or vote in the election for the next year's school council.
- d. Parents of 12th graders who are exiting our school may nominate but cannot vote for candidates unless they qualify under parts 3B and/or 3C.
- e. Parent council members cannot be employed in or be related to someone who is employed in the school or in the district administrative office.
- f. 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

1. Parent Members
 - a. Parents conduct their own elections.
 - b. Annual elections shall be conducted each May by the school's largest parent organization as of April 1 of that school year.
 - c. Parent elections may be by plurality vote (two with the highest number of votes) unless the parent organization requires a majority vote.
 - d. 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
 - a. Teachers conduct their own elections.
 - b. Annual elections shall be conducted each May for the purpose of electing three (3) teacher council members.
 - c. Teachers must be elected by a simple majority (one-half plus one) of the number of teachers assigned to the school.
 - d. The process that teachers may use to elect their representative should address the following areas:
 - (1) Nomination
 - (2) Preparation of Ballot
 - (3) Elections
 - (4) Absentee Ballots
 - (5) Procedures after the first-round ballots
 - (6) Delivery of election materials to the principal the next business day after the election
3. Term Limits
 - a. School council members can serve an unlimited number of one-year 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 included in the minutes of the board and given to the member of the school council.

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 less than one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until July 1st, and shall be eligible for re-election.

F. Terms of Office

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

Article III. OFFICERS OF THE COUNCIL

A. Chair

The principal shall be the chair of the council. He or she shall have all the responsibilities specified in these by-laws, be responsible for maintaining a file of all correspondence addressed to the council, and follow the records retention law.

B. Vice-Chair

A vice-chair shall be elected by the Council from among its members at its first meeting each year. The vice-chair shall preside at any Council meeting in the absence of the principal.

C. Secretary

The Chair and Council will consult annually on naming a council secretary who will attend meetings to record the proceedings and actions of the council. The secretary does not attend closed sessions of SBDM.

1. The SBDM secretary will prepare and submit the minutes to the principal, will forward to the superintendent or his/her designee after approval by council, and file in the school office as public record. The SBDM secretary shall post the minutes on the school website.
 2. The council secretary shall compile minutes in a notebook for each school year to be kept on permanent file.
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Article IV. FUNCTIONS

The council shall:

1. Determine, within the parameters of the total available funds, the number of persons to be employed in each job classification at the school.
2. Determine which instructional materials shall be used at the school.
3. Determine what student support services shall be provided at the school.
4. Select a new principal for the school, when that position becomes vacant from a list of applicants submitted by the superintendent.
5. Consult with the principal about vacancies.
6. Adopt policies to be implemented by the principal in the following areas:
 - a. Determination of curriculum, including needs assessment and curriculum development.
 - b. Assignment of all instructional and non-instructional staff time.
 - c. Assignment of students to classes and programs within the school.
 - d. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board.
 - e. Determination of use of school space during the school day.
 - f. Planning and resolution of issues regarding instructional practices.
 - g. Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor, and principal.
 - h. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision.
 - i. Procedures for determining alignment with state standards, technology utilization, and program appraisal. Council policy on this issue must be consistent with district policy.
 - j. Other issues necessary to provide an environment to enhance students' achievement and meet the goals established by KRS 158.645 and 6451. If the council makes a policy that fits this area but not any of the areas listed in the items a-h above, that policy must be consistent with district board policy.
7. Determine the professional development offerings to be paid for out of the council's allocation.
8. Adopt a policy on committees.
9. Adopt a school improvement plan that meets the requirements set in the board policy.
10. Exercise any other powers granted to it by the local board of education.

The council shall not:

1. Recommend the transfer or dismissal of any member of the school staff.
 2. Violate federal or state law or regulation.
 3. Take any action that risks the health or safety of students, staff, or others.
 4. Take any actions that expose the council or the district to unreasonable risk of legal liability.
 5. Authorize any purchase that exceeds the financial resources available.
 6. Take any action that violates contractual obligations already made by the district or the council to personnel and other providers of goods and services.
 7. Exceed the functions in the above-listed section.
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Article V. MEETINGS

A. Regular Meetings

1. The WEHS SBDM Council shall meet monthly.
2. Council meetings shall be open to the public and must comply with the requirements of the open meetings laws.
3. Regular meetings may be canceled by the chairperson upon consulting with individual members. Notice of the cancellation shall be provided to the media in a timely manner. Notice of regular meetings shall comply with open meeting law.
4. The council shall make decisions by consensus. In cases where consensus can't be reached, a roll call vote will be requested.
5. Decisions shall be made only in the convened quorum of the council which shall be a majority.

B. Special Meetings

1. A special meeting of the council may be called by the chairperson or by the majority of the council.
2. Any special meeting of the council must comply with the requirements of the open meeting laws.
3. Special meetings shall be held in accordance with KRS61.823.

C. Special work for the July meeting of each council term:

At its first meeting each year, the Council shall:

1. Review these By-Laws beginning in July and continuing through the school year.
2. Select a Vice-Chair and Secretary.
3. Set a regular meeting schedule for the year.
4. Discuss training needs of members.
5. Verify that all members have copies of the following documents:
 - a. Council By-laws and Policies

- b. Council budgets for current and past two years.
 - c. Spending reports for this year and the last two years, shall be available upon request.
 - d. Our most recent State required assessment report and any other recent Intervention assessment results.
 - e. School's current improvement plan.
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Article VI. CONDUCT OF MEETINGS

A. Quorum

Decisions shall be made only in the convened quorum of the council, which shall be a majority of the members.

B. Closed Session

Definition: A closed session is a portion of a regular or special meeting of the council during which the members meet in private. The council may meet in closed session for the following reasons:

1. To discuss proposed or pending litigation by or against a council member.
2. To conduct consultation in filling principal or other personnel vacancies.
3. To discuss the school's emergency plan.

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

1. **Announcement Contents:** An announcement must be made in open session. The announcement must state that the council needs to discuss business involving a topic that the law allows to be discussed in closed session. The announcement must state the general nature of business that needs to be discussed in closed session and identify the specific section of the law that allows the session to be closed.
2. **Motion:** A motion must be made and passed by a majority of members present to go into closed session to discuss that business.
3. **Closed Session:** During the closed session, only the business stated in the announcement can be discussed, and no final decision can be made. After full discussion, the council must return to open meeting and make any official decision needed on the matter, and the decision must be recorded in the minutes of the open session.
 - a. **61.810(c)** Discussions of proposed or pending litigation against or on behalf of the public agency
 - b. **61.810(f)** Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member, or student without restricting that employee's, member's, or student's right to a public

hearing if requested. This exception shall not be interpreted to permit discussion of general personnel matters in secret

- c. **61.810(g)** Discussions between a public agency and a representative of a business entity and discussions concerning a specific proposal, if open discussions would jeopardize the siting, retention, expansion, or upgrading of the business
 - d. **61.810(k)** Meetings which federal or state law specifically require to be conducted in privacy
 - e. **61.810(m)** That portion of a meeting devoted to a discussion of a specific public record exempted from disclosure under KRS 61.878(1)(m)
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 the council minutes.

C. Agenda

The final agenda will be prepared and posted a minimum of 24 hours prior to the meeting.

D. Discussion of Agenda Items

The Council shall conduct its meetings from an agenda, which shall be furnished to all persons in attendance.

E. Open Comment

Each regular meeting agenda shall provide an opportunity for interested groups or individuals to address the council. Those wishing to address the council should sign on forms provided, stating their names, the group(s) represented, and the nature of their business. Presentations on behalf of a group shall be given by one representative. All presentations shall be limited to five minutes. The council may respond or take under advisement all issues brought before the council.

F. Consensus Decisions

Decisions shall be reached by consensus.

G. Failure to Reach Consensus

If a consensus is not possible, the chairperson shall conduct a roll call vote.

Article VII. MINUTES AND OTHER COUNCIL RECORDS

A. Minutes to be Kept and Approved

1. The secretary shall keep minutes of each council meeting and post them to the school's website.
2. The minutes shall state accurately each council decision taken.
3. If the decision was to adopt a written statement of policy or written statement of some other decision, the entire text of the statement shall be attached to the minutes.
4. The minutes shall be reviewed and approved by the council at its next meeting and posted to the school's website.
5. Immediately after the meeting at which they are reviewed and approved, any member of the public is entitled to inspect them.
6. Copies of any policy, budget, by-law, amendment, or other document to be approved by the Council shall be included in the packet sent to members a minimum of 24 hours prior to scheduled meetings.
7. The secretary shall send copies of this document to each member.
8. Additional copies will be available upon request.
9. The council shall review, revise, and approve the copy of the minutes at its next meeting.
10. Starting immediately after the meeting at which they are reviewed and approved, any member of the public is entitled to inspect them.

B. Council Records Available for Public Inspection

1. School Council Minutes and Agendas
 2. Committee Minutes and Agendas
 3. Improvement Plan (including targets for Gap reduction)
 4. School Council By-Laws and Policies
 5. School Council Budget Documents not in the school plan
 6. School Council and Committee Membership Lists
 7. Official correspondence
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Article VIII. AMENDMENTS

A. Amendments to Council By-Laws

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

B. Amendments to the Council Policies

- a. Policies will be reviewed at least annually or more often if needed. The council may amend a policy following the decision-making process outlined above.

Each year copies of amended by-laws, policies, or procedures will be shared with faculty and staff as well as sent to the district superintendent or his or her designee and posted on the school’s website.

Article IX. APPEALS

A copy of the Board of Education’s approved process for Appeals of Council Decisions is available at the district’s Central Office.

Warren East High School

School Council Policies

Revised and Approved June 26, 2020

1.0 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 to be identified in the Comprehensive School Improvement Plan.

2.0 STUDENT ASSIGNMENT

The Guidance Counselors, along with curriculum coordinator and Interventionist, shall develop a master schedule and assign all students to classes. The Guidance Counselors shall be responsible for: (1) Reviewing student needs and interests; (2) Developing a schedule for each student's individual needs; (3) Maintaining teacher-pupil ratio of 1:31 as stated in existing WEHS policy and consistent with Warren County Schools Board Policies and state laws.

The Principal shall make recommendations to the Council for approval of the master schedule prior to the opening of school. Any changes will be presented by the Principal for approval by the Council.

3.0 DUAL CREDIT/ADVANCED PLACEMENT

Advanced Placement Classes

All students at Warren East High School will be given information, encouraged to enroll, and have an opportunity to take advantage of advanced placement courses.

Guidance will develop and enact a plan that ensures that all students and parents, upon entering WEHS, will know the courses offered, suggested grade level, prerequisites, and class expectations for AP classes. The plan will include information on AP tests: the benefits of taking the tests, the possible outcomes (depending on scores), procedures for registering for tests and the plan for students that qualify for free testing. All students in AP classes will be strongly encouraged by the classroom teachers to take the AP tests. All students enrolled in AP classes at WEHS must have a contract signed by the student and his/her parents; failure to do so will result in removal from class. The AP contract will be adhered to.

AP Benchmarks: There will be specific criteria that will qualify a student to take AP courses.

Dual Credit Classes

All students at Warren East High School will be given information, will be encouraged to enroll, and will be given the opportunity to take advantage of dual credit courses.

The Guidance Office will develop and enact a plan that ensures that all students and parents, upon entering Warren East High School, will know the courses offered, suggested grade level, prerequisites and class expectations. The plan will include the benefits of taking dual credit courses and procedures for registering for classes. All students enrolled in dual credit courses at WEHS must have a contract signed by the student and his/her parents. Failure to do so will result in removal from class. The dual credit contract will be adhered to.

Dual Credit Benchmarks: There will be specific criteria that will qualify a student to take dual credit courses.

Students are permitted to check out early/check in late one class period per semester for a 3-hour on-line course.

4.0 CURRICULUM

The School-Based Decision Making Council in consultation with all stakeholders shall adopt a curriculum that aligns with the state standards and is appropriate for all 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.

5.0 DISCIPLINE AND CLASSROOM MANAGEMENT

The faculty and staff of Warren East High School, with the guidance of the school PBIS Team (made up of faculty, staff, and parents), comprise a plan based on PBIS standards to implement discipline and classroom management techniques and consequences based upon the district discipline matrix.

A copy of the student handbook is available on the school website; a hardcopy is available upon request.

All WEHS teachers and staff shall follow the guidelines set forth in the Council approved plan. The Principal shall oversee and ensure that the plan is being followed.

Each teacher will post his/her “specific class expectations” in the classroom, as well as publish them in the class syllabus. WEHS will publish expectations for the dining hall, hallway, and assemblies.

6.0 EXTRA-CURRICULAR PROGRAMS

All extra-curricular programs/activities shall be consistently conducted with equal opportunity requirements and the Warren County Public Schools Athletic Guidelines and KHSAA policies.

Any teacher who wishes to sponsor or begin a new ‘extra-curricular’ club or group will request in writing for council approval between the months of July and September.

For overnight activities, the student to chaperone ratio will not exceed 10 to 1. Additionally, at least one chaperone of each gender will be required on overnight trips that involve students of both genders.

Chaperones must be medically trained. If volunteers are used as chaperones, (all trips), they must be designated to supervise students by the Principal or designee and undergo the required records check.

If an out-of-state trip is taken, a nurse from the district must accompany the trip unless the parent of the student with a medical issue agrees to be a chaperone.

Note: The 10 to 1 ratio applies only to overnight trips. A volunteer is defined as “Any person who does not receive compensation for assisting in school or District programs.”

Students are required to have signed district permission forms to attend a trip.

6.1 NEW CLUBS

Any person or persons wanting to establish a new club or organization at WEHS may do so using the following procedure:

1. A sponsor for the organization must be secured first. This person must be a certified employee of the Warren County School District.
2. Sponsor and students must write a preliminary set of by-laws to present to the Principal, who upon approval will submit to the SBDM Council, which includes purpose, officers, elections, dues, etc.
3. The club must have an educational value and be tied to the core content in order to be formed, and this must be stated in the preliminary by-laws.

4. Sponsors—Bring the new club proposal to SBDM.
5. The SBDM council will be presented with, in writing, the purpose of the club and who is eligible for club membership and then vote on the club.

6.2 FIELD TRIPS

‘Field Trip’ Defined: A field trip is defined as any activity sponsored by a class, content area, club, or grade level which takes place during school hours and lasts longer than one class period. These activities may be in school or out of school and/or extend past school hours. This policy does not include any competition involved in a KHSAA sanctioned sport or Jobs for America’s Graduates (JAG).

Field Trip Sponsor’s Responsibility:

- 1) Submit a field trip request to the principal for approval. The principal will consider, but is not limited to, the following criteria when approving any field trip:
 - a) The educational value of the field trip.
 - b) The timing of the field trip with respect to the school calendar.
 - c) The number of field trips scheduled for the same week as the requested field trip.
- 2) Secure funding for the field trip.
- 3) Secure a bus for the field trip, if needed, at least three weeks prior to the trip by submitting a bus request. If the bus must be cancelled, it must be cancelled ASAP or the sponsoring group may be responsible for the cost of the bus.
- 4) Newly signed permission and medical forms (*if required by the board*) must be given to the assistant principal and/or school nurse two weeks prior to the field trip. Forms must be signed by the parent or guardian of the student. It is highly suggested that a statement be included on the permission form that if a student is deemed ineligible to attend the field trip that the student will still be responsible for the cost of the field trip. Refunds of monies paid will not be given.
- 5) An **alphabetized master list of students** attending the field trip along with any alternate students must be posted on the “Who’s Out of Class” page on the Warren East High School Living Calendar two weeks prior to the field trip. No students may be added to this list once it is posted. Students who are participating in a team competition will need to be indicated on the roster.
- 6) After attendance has been taken on the day of the field trip, a list of students attending will be given to the attendance secretary and to the bus driver (if applicable).
- 7) Failure to follow any of the instructions above or any policy of the Warren County Board of Education will result in the cancellation of the field trip. Any exceptions to the above timeline are at the discretion of the building principal.

Classroom Teacher Responsibility:

Classroom teachers should make sure that students' grades are an accurate reflection of student progress at the time of any grade check.

Student Field Trip Eligibility:

Attending a field trip is a privilege. This means it is the responsibility of the student to make sure he or she is eligible to attend. Student eligibility to attend field trips will be based on grades, discipline and attendance. Eligibility checks will be performed five school days prior to the field trip and the results are final at the end of that day. Warren East High School is not responsible for any cost incurred by a student if he or she is ruled ineligible to attend the field trip.

Academic Standing for Field Trips:

Student field trip eligibility is based on current quarter grades. During the first 10 school days of a new quarter, eligibility will be based on the previous quarter's grades. Students who are failing any class may not attend a field trip. Any exceptions are at the principal's discretion. For in-school activities, it is the classroom teacher's discretion whether a student may attend during their class if they are failing that class. In the case of field trips that are co-curricular team competitions, students who are members of a competing team may be failing no more than two classes and still be eligible to attend.

Discipline Requirements for Field Trips:

Students who have been suspended or assigned ASP forfeit the privilege of participating in any field trips for the remainder of the quarter and the following quarter. Any exceptions are at the principal's discretion.

Attendance Requirements for Field Trips:

Students who are truant will be ineligible for any field trip.

7.0 INSTRUCTIONAL PRACTICES

The Warren East High School SBDM Council is responsible for planning and implementing instructional practices used in curriculum development and instructional practices including writing policies and credit requirements.

The Instructional staff and Council are responsible for staying versed in new instructional practices in order to provide an environment where all students perform up to their potential and are Transition Ready. Teachers will notify the principal/council in writing of new instructional practices that they wish to use. Principal will meet with department heads to discuss instructional changes.

Teachers will regularly ensure students:

- A. Are actively involved in their own learning.
- B. Use writing as a way to learn.
- C. Have some ownership over what is being learned.
- D. Communicate with peers about what they are learning.
- E. Study subjects in a way that shows applications to real life.
- F. Are able to make connections among content areas.
- G. Are instructed in a way that helps all students learn the Kentucky Common Core State Standards, College Readiness Standards, KOSSA Standards, the Next Generation Science Standards, and the Program of Studies which has been determined for all students to know and be able to do.
- H. Will receive the appropriate and meaningful feedback.
- I. Do hands-on activities.
- J. Use calculators appropriately.
- K. Discuss different ways to solve problems.
- L. Read and write in all content areas.
- M. Do on-demand and constructed response items.
- N. Use technology.

To ensure that the above items are implemented, every teacher **shall**:

1. Use a wide variety of student-centered, culturally responsive instructional strategies to address various learning styles.
2. Use activities where all students use higher-order thinking and problem-solving skills.
3. Assign tasks similar to those used for state assessments.
4. Provide opportunities for students to connect their learning to other topics and subjects and real-life experiences.
5. Use technology for appropriate and varied learning activities and to extend the classroom into the community and the world.
6. Use instructional resources that are developmentally appropriate, culturally diverse, and varied.
7. Provide students with opportunities to evaluate their performance and use the feedback to reflect on and improve classroom practice as needed.

ACADEMIC INFORMATION:

Grading Policy

- A syllabus will be distributed to students at the beginning of each course.
- Teachers will explain the grading system in each class and describe their policies in regard to cheating, homework, and make-up work.

Grading Scale

- The following grading scale will be used in all regular classes:
 - A=90-100
 - B=80-89
 - C=70-79
 - D=60-69
 - F=0-59

Grade Point Average Calculation

- All regular (non-Advanced Placement “AP”) classes are calculated on a 4.0 scale:
 - A=4.0 points
 - B=3.0 points
 - C=2.0 points
 - D=1.0 points
 - F=0 points
- AP classes are calculated on a 5.0 scale to take into account the degree of difficulty of this level of class:
 - A=5.0 points
 - B=4.0 points
 - C=3.0 points
 - D=2.0 points
 - F=0 points
- Both methods of grade point calculation will be used in determining GPA and class rankings.
- If two or more students have all A’s and have taken the same number of weighted classes, those students will be recognized as having the same rank in class.
- Grade point averages are calculated quarterly.

Grade Reporting

- Students and parents can access grades via the parent portal within the Infinite Campus website.
- Official grades are reported every 9 weeks. Each 9-week average is posted to a student’s academic transcript and used for GPA calculation. Final averages are NOT used in GPA calculations.

- Students will personally receive all other midterm grade handouts. Grade reports will be personally given to students for 1st, 2nd, and 3rd quarter. Grade reports for 4th quarter may be picked up at the end of the school year upon the school receiving full payment of any debt incurred by the student during the current or past school year(s).
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8.0 ALIGNMENT WITH STATE STANDARDS, TECHNOLOGY UTILIZATION AND PROGRAM APPRAISAL

Warren East shall organize all instructional and other activities, as well as technology, to be aligned with standards established in state laws and regulations, and in a manner that is consistent with the local school board policy. Warren East shall appraise all programs in a manner that is consistent with the local school board policy. Programs shall be appraised upon request of the school council by assigning the program appraisal to the appropriate ad hoc 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.

9.0 CONSULTATION

As a part of Article IV, in the WEHS By-Laws, one of the required functions of the council is to consult with the principal before the principal selects persons to be hired to fill other positions at the school.

Consultation shall include the following steps:

- A. Principal, the department head, and an assistant principal will review applications of candidates, review references, and set up interviews of candidates for vacant positions. Interviews will be scheduled on a mutually agreed upon time with the department head and the assistant principal.
- B. Principal will establish interviews for the position within the time frame permitted by the District Office and KDE.
- C. Interviewers or Principal may request additional applications for screening.
- D. All interviews will be conducted in a professional manner and interviewers will discuss the merits of each candidate prior to selection.
- E. If a quorum of the members of the school council is not available for the purpose of conducting consultation in the filling of a vacancy, the principal shall
conduct consultation with the council members who can attend.

The principal shall consider the discussion and any specific recommendations, but shall make the final selection him or herself. Either the principal alone or the committee by

consensus may ask the superintendent to provide additional applications for consideration for any vacancy.

10.0 SCHOOL SCHEDULE

The Warren East High School SBDM Council is responsible for the determination of the schedule of the school day, week, and seat time subject to the beginning and ending times of the school day and school calendar as established by the Warren County Board of Education.

The Council may propose changes in the type of schedule adopted by Warren East and an ad hoc committee established to look at a variety of schedule structures. Any proposed permanent changes to the structure of the class schedules will be shared with faculty/staff for discussion. The Council will make the final decision.

11.0 SCHOOL SPACE

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 Improvement.

12.0 ATHLETES AND PARTICIPATION

Any Warren East High School student taking part in an athletic activity should be prepared to commit to the schedule of that activity.

Student-Athletes planning to participate in an athletic event, whether practice or competition, need to be in attendance for at least $\frac{1}{2}$ of the school day of that event. Those not meeting this requirement will not be allowed to participate in that day's event. A $\frac{1}{2}$ day is considered to be 3 class periods. Any student seeking exemption from this policy may submit a valid excuse, in writing, to either the principal or the athletic director. The request must be submitted prior to participation in that day's event.

Student-athletes must comply with all legal, district, and school policies and procedures regarding participation, including an annually completed and signed WEHS Athletic Code of Conduct document for each sport a student participates in. Codes of Conduct will be held on file by the WEHS Athletic Director or his or her designee.

13.0 APEX

Any Warren East High School student wishing to take a course not currently offered by the school will be given the opportunity to enroll in that course through the APEX program.

APEX may be utilized for students who are in need of credit recovery. Those students who are in need of credit recovery will make up the following amount of units based on their final averages:

- Final Grade of 55-59—Student completes 1 unit of APEX
 - Final Grade of 50-54—Student completes 2 units of APEX
 - Final Grade of 45-49—Student completes 3 units of APEX
 - Final Grade of 40-44—Student completes 4 units of APEX
 - Final Grade of 0-39—Student completes 5 units of APEX
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14.0 PHYSICAL FOR ATHLETIC PARTICIPATION POLICY

In the below mentioned KHSAA Bylaw, Warren East High School's definition of "trying for a place," will be: Any student who attends any off-season workouts (open field, open gym, conditioning, Winter Program, or any voluntary workouts) will have a physical on file with the coach and Athletic Director. This physical will be completely and correctly filled out with a doctor's signature, parent permission, and student insurance.

KHSAA BYLAW 2. PHYSICAL EXAMINATION, PARENTAL CONSENT AND INSURANCE

Sec.1) Physical Examination and Parental Consent Requirements

The Superintendent or Principal shall have each student who is trying for a place as a participant on an athletic team or cheerleading squad present a physician's certificate signed by a physician, physician's assistant, advanced registered nurse practitioner, or chiropractor if performed in the scope of practice (as defined in KRS Chapter 312) which shall state that he or she is physically fit to participate without undue risk. The parent's consent for the child's participation and acknowledgement of receipt of the eligibility rules as promulgated by the Association and Kentucky Board of Education.

Consequences:

Any coach who **does not** follow this physical policy will be subject to the following consequences.

- 1st offense – written reprimand to be placed in permanent file followed by growth plan
- 2nd offense – Coach will be suspended for one week
- 3rd offense – Coach will be suspended for the year and will be subject to board of education penalties as well.

15.0 WRITING PROGRAM

The School-Based Decision Making Council shall be responsible for approving and monitoring the school's writing program.

The Writing Policy at WEHS will offer opportunities for students to demonstrate complex writing and communication skills (reading, composition) may include, but not be limited to, the following:

- A. All teachers, regardless of content taught, must use various forms of writing including but not limited to: short writings to demonstrate learning, essay writing to demonstrate knowledge, and short answer forms to demonstrate understanding.
- B. Students will use research-based writing to express career and college-related interests.
- C. All teachers, regardless of content taught, will use small group learning opportunities to create oral presentations within the classroom and broader, school-based audiences.
- D. Large group learning opportunities in complex communication will be used to assist with listening, audience-based learning skills.
- E. All teachers regardless of content taught will have student create multimedia projects (Prezi, Movie-maker, Blogster, PowerPoint, etc.) to communicate ideas for publication.
- F. All teachers will offer opportunities for self-assessment writing to reflect within the classroom setting feedback for peers and teachers.
- G. The utilization of technology to store and share writing within ethical standards of media practice.

Evidence of writing will be placed in the individual student Google accounts.

16.0 COMMITTEES

Standing Committees

A Standing Committee is an established Committee that has a recurring advisory role to the SBDM. Standing Committees are established at the behest of the SBDM and will continue its role until dissolved by the SBDM. A Standing Committee's jurisdiction will be set by the SBDM, as well as its composition and member selection process. It is *recommended* that there be at least one parent member on each Standing Committee; other parties such as administrators and possibly students (in a non-voting capacity) would provide valuable insight on each Committee and are invited to have representation on each Standing Committee. All Committees are considered to be Standing Committees unless specifically designated otherwise.

Ad Hoc Committees

Due to the nature of their business, AD Hoc Committees have a limited scope, a specific duration and meeting criteria. AD Hoc committees are formed on a need basis by the SBDM. Similar to Standing Committees, the jurisdiction, composition and member selection process will be determined by the SBDM when it becomes necessary to convene an AD Hoc Committee. If an ad hoc Committee needs to complete its work quickly, the SBDM may appoint members to the Committee immediately or designate a person to do so. Appointed members will have the option to decline.

First Committee Meeting

At the first meeting any standing or ad hoc committee, the committee will:

- Elect a Secretary.
- Elect a Chairperson.
- Designate a regular meeting schedule with dates, times, and place.
- Read Committee roles and responsibilities and any extra SBDM directives and outline a timeline of goals/activities for the coming school.
- Must follow the open records act.

After the meeting, the Committee Chair will report all these decisions to the Council Chair by submitting a copy of the committee minutes to the SBDM.

17.0 SAFETY

Warren East High School administration along with parents, teachers, and other staff members will collaboratively develop the school's emergency management plan to develop and document efforts to prevent, prepare for, and respond to emergencies.

The plan will include, but not limited to:

1. Primary and Secondary evacuation routes, which will be posted in every room.
2. Safe weather zones that have been reviewed by fire marshal/fire chief, which will be posted in every room.
3. Practices for students to follow in an earthquake.
4. Development of control measures for the school building, which may include:
 - a. Controlling access to exterior doors during the day.
 - b. Controlling front door access electronically or with a greeter.
 - c. Controlling access to individual rooms.
 - d. Requiring visitor check-in with ID and purpose provided.
 - e. Display of visitor badge on outer clothing.
5. Fire drills that are consistent with administrative regulations of the Department of Housing, Buildings, and Construction.

6. Procedures for lockdown of the building and campus. Local law enforcement shall be invited to assist in establishing lockdown procedures.

Warren East High School will follow the aforementioned guidelines established by House Bill 354 to develop a School Emergency Plan. The School Council will review the policy annually in closed session. The principal will review this plan each year with the faculty prior to students entering the building for the first day of school.

18.0 ATHLETIC LETTERING

The head coach shall recommend the members of his/her team who have met the requirements to earn an athletic letter. These recommendations shall be approved by the Athletic Director. The head coach shall provide the Athletic Director with documentation to verify the award of an athletic letter for every student athlete who meets the qualifications set forth in this recommendation from the head coach. Student athletes who meet the recommendations of this policy shall be awarded a letter for their recognition. Subsequent awards shall be recognized with the presentation of a bar for their jacket.

Requirements to earn an Athletic Letter

1. **Varsity Status**—A student athlete shall qualify for an athletic letter on the basis of his/her participation in a sport at the varsity level.
 2. **Attendance**—A student athlete shall attend all practices and games associated with his/her sport. Student athletes will be permitted two (2) excused absences per season approved by the head coach PRIOR to the absence. The student athlete must complete the season as a team member in good standing.
 3. **Sportsmanship**—A student athlete represents Warren East High School and the Warren East community and shall conduct him/herself in such a manner that s/he is a positive representation of Warren East High School at all times. Failure to display appropriate sportsmanship at all times shall disqualify a student athlete from consideration for the award of an athletic letter.
 4. **Training Rules**—A student athlete shall adhere to all school and sport training rules at all times.
 5. **Participation**—A student athlete will participate in a minimum of 40% of all opportunities to compete at the varsity level measured by the rules of that sport (ie. Quarters, matches, games or meets).
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19.0 COACHING STAFF

It will be the policy, within the athletic department, that all sports will have a coaching staff member of the same sex, of said sport. Female only sports will have at least one female member on the coaching staff while male sports will have at least one male member on the coaching staff at all times.

If the head coach is unable to find someone to fill the position the administration may appoint someone in order to ensure the safety and supervision of the student athletes.

20.0 HONORING CONTRIBUTORS TO WARREN EAST HIGH SCHOOL

Persons or organizations wishing to honor a past supporter of WEHS, who meet the criteria, must follow the procedures set by this policy.

One or more criteria must be met:

- Person began the program.
- Sport will/would be identified with the honoree.
- Person was instrumental in moving the program to high achievement.
- Person displayed “highest” ideals as a participant/coach/sponsor.
- Person had an integral role in developing Warren East High School and its programs.

Procedures:

All nominations will be submitted to Warren East High School SBDM Council in writing.

The nominations will include:

- Name of individual
- Rationale for the ‘honor’ including supporting documents.
- Dates of service to Warren East High School.
- Other pertinent information concerning the request.

The Warren East High School SBDM Council will consider the request. The Council may verify information submitted, ask for additional information, and/or request further documentation pertaining to the request. The Warren East High School SBDM Council will either deny or approve the request. The requests that the Council approve will be forwarded to the Warren County Board of Education for their approval. The Warren County Board of Education is the final authority on allowing the requests.

21.0 CHAMPIONSHIP RINGS

Rings will be bought for state champions. This will govern all team sports and individual sports. This will not apply to individuals who win state in an individual event unless approved by administration to do so.

Ex. Rings will be bought for state individual cross country winners, archery winners, etc., but not for individual track event winners, swim event winners, etc. If Warren East High School has the funds available, the school will do everything to pay for them out of athletic/school funds, but we may need to ask for help from a booster club and/or donors. Rings will only be bought for champions, and not runner-ups, unless a vote is requested. Rings will **not** be bought for district titles, region titles, or individual tournament titles. This will be the policy for KHSAA sponsored events only.

22.0 BRING YOUR OWN DEVICE POLICY *(Adopted August 17, 2020)*

Purpose

Warren East High School students are striving to meet 21st century standards in alignment with the ever changing, technological world. We want each of our students to be safe, savvy, and social digital learners. This plan allows for students to use their personally-owned devices (PODs) as an instructional tool during the school day. Students are permitted to bring their personal device to school for instructional use as long as they stay in compliance with the guidelines outlined below and within the WEHS Student Handbook and Warren County Acceptable Use Policy.

Warren East is in compliance with the Children's Internet Protection Act (CIPA) to ensure the safety of our students while using the internet. We utilize a web content filtering solution as well as the Kentucky Department of Education firewall. You may read WCPS' full Acceptable Use Policy, as it is the governing policy that the following policies are taken from, here:

<https://bit.ly/WCPSAUP>.

Allowed Devices:

In order to provide for the best learning experience and protect the security of the school's network, the following devices are the only allowed devices: iPads or iPad minis running iOS 11 or above, Android devices capable of running GSuite apps, cell phones (Apple, Android, or Google OS), as well as Chromebooks and Apple laptops. Chromebooks and Apple laptops are preferred over mobile devices such as cell phones as they are not recommended for a short or long-term remote learning environment. Windows devices are also acceptable but must meet the following criteria:

1. The device must have an antivirus software enabled. (Windows 10 devices have built-in antivirus software.)

2. It must be Windows 8.1 or newer (8.1 and 10 are the only MS OS's still receiving security patches).

Gaming devices are not approved devices.

Lost, Damaged and/or Stolen Devices

Warren East High School and Warren County School are not responsible for any lost, damaged, and/or stolen personal devices. Students are strongly encouraged to use protective coverings for their devices.

Usage Charges

Warren East High School is not responsible for any data charges that your account may accrue while using a device at school. Students are encouraged to utilize our free wireless network instead of any data plan.

Personal devices will be connected to the Warren County Schools filtered network. *Students should not use data services at school.* Warren East High School will not guarantee wireless capabilities on a daily basis due to unforeseen technical issues that may occur.

Teacher Rights/Responsibilities:

Each teacher has the discretion to allow the use of personal devices in the classroom. Warren East High School (all faculty) retains the right to collect, examine, and/or search any device for the following reasons:

- Suspicion of causing technology/network problems such as virus or Trojan.
- Suspicion of a violation of the student code of conduct (inappropriate use, harassment, academic dishonesty, or misrepresentation of information). Students will be required to provide any password to unlock the device. Refusal to do so will result in disciplinary action.

Student Guidelines

Students using personal devices must adhere to the Warren County Student Code of Conduct, Warren County Schools Student Handbook, Warren County Schools Acceptable Use Policy, and the Warren East High School Acceptable Use Policy for Personally-Owned Devices.

Personally Owned Devices will remain on silent or turned off and in the student's possession unless directed otherwise by the teacher. Devices may not be used to cheat on tests, quizzes or assignments. Students may not use devices for making phone calls or texting during instructional time. Students may not use the personal device to record or post images, video or audio of other students, faculty and/or other persons on school grounds. Any device that is not on silent, or becomes a distraction, without permission can be taken by the teacher/staff and turned in to the principal.

Devices may only be used for instructional purposes and the accessing of approved websites, applications, or files. Any use of the device otherwise will be considered a violation of the policy and will warrant disciplinary action.

Students are prohibited from bringing devices on premises that will infect the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized programs. Students are prohibited from any “hacking” type activities.

Printing from personal devices is not permissible at school. All devices must be charged and ready for use prior to school.

Recommended Devices:

- Chromebooks and Apple laptops
- iOS Devices running iOS 11 or higher (iPads, iPods, iPhones)
- Android Devices that can successfully run GSuite apps (Google Classroom, Google Drive, Google Docs, Google Sheets, Google Slides, Google Calendar, Google Meet)
- Windows Devices running Windows 8.1 or newer. Windows devices must also have antivirus software enabled. (Windows 10 has built-in antivirus software.)

Please read the Google [Auto Update Policy](#) relating to Chrome devices.

It is important to note that mobile smart phones and other tablets are not recommended for remote learning.
