

Greenwood High School
Site Based Decision Making Council
By-Laws & Policies

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ARTICLE I

Purpose

Mission Statement: The faculty and staff of Greenwood High School accepts the responsibility of guiding all students toward reaching their highest level of academic performance while fostering positive social and emotional growth and attitudes.

ARTICLE II

Membership

A. Composition of Council

The school council at Greenwood High School shall consist of three (3) teachers, two (2) parents and the principal. If the student enrollment reaches 8% or more of minority students, then the council shall consist of at least one (1) minority member. The membership of the council may only be increased proportionately.

B. Eligibility

Teacher positions are open to any full or part time school employee for whom certification is required as a basis of employment with the exception of the principal, assistant principal and head teacher.

A parent council member shall be a parent or legal guardian of a ninth through twelfth grade student to be enrolled in the school during the parent's term of council service. A parent representative on the council shall not be an employee or a 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 a board member spouse. Relative shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law. An employee is any person eligible to receive compensation from the Board of Education for work. No member of the council shall participate in any decision in which he or she has a conflict of interest under KRS 45A.

C. Terms

SBDM Council Faculty Members will serve a two-year term.

Beginning in the 2019-20 school year. Elections will be held in the spring of 2019. Three members are to be elected from the faculty members.

Year 1:

The two (2) faculty members receiving the highest number of votes will serve on the committee for two years (2019-20, 2020-21).

The one (1) faculty member receiving the next highest number of votes will serve on the committee for one year (2019-20).

Year 2:

One faculty member will be elected to serve a two-year term (2021-22).

Each year following, the faculty will be electing one OR two faculty representatives, who will then be serving a two-year term.

Terms of parent members shall be for one (1) year and shall begin on July 1 and end on June 30 of the following year.

Annual elections for the following year's terms shall be held during the preceding April or May on a date set by the council. Teacher members shall be elected during the month of April or May. Parent members shall be elected during the month of April or May.

Teacher and parent members are eligible for reelection.

D. Elections

Teachers

All teachers assigned to the school shall have an opportunity to participate in the annual election of teacher representatives. Teachers may nominate themselves or another teacher. Nominations shall be made in writing to the principal no less than five (5) days before the election.

The principal or his/her designee shall prepare the list of candidates shall distribute them to the faculty. The election shall be completed during the month of April or May.

All candidates elected to a seat on the school council shall receive a majority constituency vote. The "majority constituency" is defined as the majority of the present faculty assigned to the school full time or part-time personnel whose assignment has designated that this is their home school.

To ensure the integrity of the term "majority constituency vote" Balloting shall consist of one (1) vote for each unfilled council seat and no candidate may receive more than one (1) vote per ballot.

The balloting process shall continue until all eligible council Seats are filled.

If a round of balloting occurs where no council seat has been filled, then the nominee with the lowest vote total on that round of balloting shall be eliminated from succeeding ballots. This balloting process shall continue until all eligible council seats are filled.

Two (2) teachers selected by the faculty shall count the ballots and announce the results at the conclusion of the meeting. The principal shall forward results of the vote to the Superintendent and the Board.

Parents

The PTSO conducts this election by rules established by that organization (KRS 160.345(2)(b)1.)

E. Council Training

School council members elected for the first time shall complete a minimum of six (6) clock hours of training in the process of school based decision making, no later than thirty (30) days after the beginning of the service year for which they are elected to serve. School council members who have served on a school council at least one (1) year shall complete a minimum of three (3) clock hours of training in the process of school based decision making no later than one hundred twenty (120) days after the beginning of the service year for which they are elected to serve. By November 1 of each year, the principal through the local superintendent shall forward to the Department of Education the names and addresses of each council member and verify that the required training has been completed. School council training required under this subsection shall be conducted by trainers endorsed by the Department of Education, and school council members shall complete the required training no later than thirty (30) days after the beginning of the service year for which they are elected to serve. School council members elected to fill a vacancy shall complete the applicable training within thirty (30) days of their election.

F. Vacancies

In the event of a vacancy, the principal will notify respective Groups, establish time lines, and facilitate elections according to Section D and KRS 160.345(2)(b)1.

G. Minority Membership Representation

School councils in schools having eight percent (8%) or more minority students enrolled as determined by the enrollment on the preceding October 1, shall have at least one (1) minority member. If the council formed under paragraph (a) of this subsection does not have a minority member, the principal, in a timely manner, shall be responsible for carrying out the following:

- 1) Organizing a special election to elect an additional member. The principal shall call for nominations and shall notify the parents of the students of the date, time, and location of the election to elect a minority parent to the council by ballot; and
- 2) Allowing the teachers in the building to select one (1) minority teacher to serve as a teacher member on the council. 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. Term limitations shall not apply for a minority teacher member who is the only minority on faculty.

H. Standards of Conduct

Each council member is expected to attend all council meetings except in case of illness or family obligations and to abide by Board policies. Elected council members may be removed from office for the following reasons:

- 1) Missing three (3) consecutive council meetings.
- 2) Willful violation of Kentucky Revised Statutes, Board policy, or council policy.
- 3) Demonstrating unwillingness to work collaboratively with the school council and the school.

4) Any member of the council convicted of a misdemeanor or felony while in office shall resign.

I. Council Member Removal

A member who violates the standards of conduct and does not submit a written resignation to the council could be reprimanded or removed. There are two ways that could happen:

- 1) The Commissioner of Education can recommend removal for immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance, and then the local board of education holds a hearing into the charges to decide whether removal is warranted.
- 2) The Office of Education Accountability can investigate claims of intentional interference with school-based decision making. If OEA cannot resolve the issue, it is forwarded to the Kentucky Board of Education, which holds a hearing to determine whether the charges are valid. The first time the Kentucky Board finds a person guilty of such interference, the person will receive a reprimand. The second time, the person can be removed from office.

ARTICLE III

Officers of the Council

A. Chairperson

The principal shall serve as chairperson. In the absence of the principal, the Vice-Chairperson will conduct the meeting.

B. Vice Chairperson

A Vice-Chairperson shall be elected from the members of the Council by majority vote of Council Members during the first regular meeting.

C. Custodian of Records

The principal shall be the official custodian of council records. The council records shall be filed in the school office and subject to KRS 61.870 open records law.

D. Secretary

The council shall select a qualified person to serve as recording secretary during its first council meeting who shall be responsible for:

- 1) Recording in writing all minutes of meetings.
- 2) Processing minutes.

The council secretary in conjunction with the school's secretary shall be responsible for typing and disseminating meeting minutes to all council members and forwarding minutes to the Superintendent.

Additional copies shall be made available to faculty, PTSO officers and parents.

ARTICLE IV

Functions

A. Policy Responsibilities

The council shall set policy on:

- 1) Determination of curriculum, including needs assessment and curriculum development.
- 2) Assignment of all instructional and non-instructional staff time.
- 3) Assignment of students to classes and programs within the school.
- 4) 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.
- 5) Determination of use of school space during the school day.
- 6) Planning and resolution of issues regarding instructional practices.
- 7) Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor and principal.
- 8) Selection of extracurricular programs and policies relating to student participation based on academic qualifications, attendance requirements, programs evaluation and supervision.
- 9) Procedures for determining alignment with state standards, technology utilization, and program appraisal. Council policy on this issue must be consistent with board policy.
- 10) Procedures to assist the council with consultation in the selection of personnel by the principal, including but not limited to, meetings, timelines, interviews, review of written applications and review of references. Procedures shall address situations in which members of the council are not available for consultation.

- 11) Facilitating participation of interested persons, including but not limited to, classified employees and parents and shall include the number of committees their jurisdiction, composition and the process for membership selection.
- 12) Other issues to provide an environment to enhance students' achievement and to meet the goals set by KRS 158.645 and 6451. If the council makes a policy that fits this area but not any of the areas listed in 1-11 above, that policy must be consistent with board policy.

B. Other Responsibilities

The council shall also:

- 1) Determine the number of persons to be employed in each job classification at the school.
- 2) Determine which textbooks shall be used at the school.
- 3) Determine which instructional materials shall be used at the school.
- 4) Determine what student support services shall be provided in the school.
- 5) Determine the professional development to be paid for out of the council's allocation.
- 6) Adopt a school improvement plan that meets the requirement set in board policy.
- 7) Select a new principal for the school.
- 8) Consult with the principal before he or she selects persons to fill other school vacancies.
- 9) Each school council shall annually review CATS data on its students' performance and adopt a plan to ensure that each student makes progress toward Kentucky's Learner Goals.
- 10) Carry out any other responsibilities assigned to the council by board policy or state law.

C. Functions not Under Council Authority

The council shall not:

- 1) Recommend the transfer or dismissal of any member of the school staff.
- 2) Violate federal or state law or regulations.
- 3) Take any action that risks the health or safety of students, staff or others.
- 4) Take any action that exposes the council or the district to unreasonable risk of legal liability.
- 5) Authorize any purchase that exceeds the financial resources available to it.
- 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.

ARTICLE V

Schedule of Meetings

A. Regular Meetings

The Greenwood High School Council shall establish meetings dates and times at its training session held in the summer. Each meeting will last no longer than two (2) hours and will be held in the school.

Regular meetings may be canceled with the approval from a majority of the council providing proper notice is given.

Regular meetings may be canceled if inclement weather makes it necessary to close school on the day of the meeting. The meeting shall be rescheduled at the discretion of the principal.

B. Special Meetings

If the council needs to meet before its next regular meeting, the principal may call a special meeting. A special meeting may also be called by a majority of members of the council. Once the decision is made to call a special meeting, the following steps must be taken:

1) Content of Written Notice:

The person or persons calling the meeting must prepare and sign a written notice that states the date, time and place of the special meeting and the agenda for the meeting. No issue not listed on that agenda can legally be discussed at the special meeting.

2) Delivery of Notice:

The person or persons calling the meeting must arrange for the notice to be delivered to every council member and to any media organization that has asked to be notified of council meetings. The delivery can be made by hand, facsimile machine, phone or mail but the method must be one that allows the notice to arrive at least 24 hours before the time set for the meeting.

3) Posting of Notice:

The notice must be posted conspicuously at the school, and also at the building where the meeting will be held if the meeting will not be held at the school. These copies must be posted as soon as possible after the meeting is called, and definitely not less than 24 hours before the meeting will be held.

C. Training-Planning Meetings

A training-planning meeting shall be called to provide initial and additional training for the development of decision-making skills providing proper notice is given.

The Board shall provide a budget allocation for training council members. Councils shall designate the training areas and programs for council members within the budget allocation.

D. Open Meeting

All meetings of the council are open to the public and subject to the open meeting law in KRS 61.820 and KRS 61.825.

Meetings shall be held at times convenient to working parents. No council meeting shall be held during the scheduled instructional day. Advance notice of meetings shall be given to the public as required.

ARTICLE VI

Conduct of Meetings

A. Quorum

Two-thirds (2/3) of the members of the council must be present for the council to make official decisions including a parent, teacher and the principal.

B. Attendance

Council meetings shall be open to the public. Anyone who wants to attend a council meeting may do so.

C. Closed

A closed session is a portion of regular or special meetings of the council during which the members meet in private. Within the realm of council responsibilities, the allowed subjects at closed meetings are proposed or pending litigation by or against the council, allowed by KRS 61.810(1)(c), or selection of a new principal or consultation on other vacancies allowed by KRS 61.810(1)(f). Before a closed session can begin the following steps must be taken.

1) Announcement: Contents

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.

“It was moved by _____ and seconded by _____ that the Council go into closed session pursuant to the authority of KRS 61.810(1)(c) or KRS 61.810(1)(f) for the purpose of _____.”

2) Motion:

A motion must be made and passed by a majority of members present to go into closed session to discuss that business. 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 decision must be recorded in the minutes of the open session.

D. Agenda

Meetings shall operate by an agenda. The agenda shall be formed with items provided by council members. Non- council members may recommend items for the agenda by contacting a council member.

- 1) Preliminary:
One week before each regular council meeting, the principal shall prepare a preliminary agenda for the council meeting, including all items that have been submitted.
The preliminary agenda shall be posted and copies shall be delivered to each member of the council.
- 2) Final:
Setting the final agenda shall be the first order of business at each council meeting. Other items may be added to the agenda at a regular meeting by action of the council.
- 3) Agenda items must be within the authority of the council.

E. Agenda Order

The order of the agenda shall be:

- 1) Set the agenda.
- 2) Approve the minutes.
- 3) Topics of Discussion:
 - a. Old Business
 - b. New Business
- 4) Other items that may be brought before the council.
- 5) Implementation and Impact Check once every three months on all components on a rotating basis.
- 6) Adjourn.

F. Discussion of Agenda

Each item on the agenda shall be fully discussed by the council before any decisions are made.

Those who are in attendance at the council meeting shall be provided an opportunity to discuss issues under consideration by the council by the following procedure:

- 1) As each topic is discussed, the chairperson shall call on speakers from the floor. Each speaker will be limited to five (5) minutes. Input will be allowed before the council makes a decision.
- 2) Input and reaction must be relevant to the topic and must be within the authority of the council.
- 3) The council may act to terminate discussion.

- 4) Items from the floor or new business items will be taken under advisement and consideration for action.

G. Decision Making

At a regularly scheduled meeting, motions and resolutions of the council may be adopted by consensus or by majority vote of council members present.

The primary method of making decisions shall be by consensus. An effort shall be made to thoroughly discuss all possible alternatives, provide everyone with the opportunity to be heard and make a final choice that can be supported by the group. All policies shall be adopted by the council subject to two (2) readings.

In the event a decision is necessary and the council determines majority rule is an acceptable process to make the decision, then majority rule will be followed. Decisions by majority rule shall require a simple majority of the members present. A tie vote will result in no action.

No member of the council shall participate in any decision in which he or she has a conflict of interest under KRS 45A.

H. Consultation

The principal shall ask advice or opinion in the selection of Personnel with the council after the following criteria have occurred:

- 1) An interview committee will screen, select and interview potential candidates.
- 2) The interview committee and principal will contact references of potential candidates in selecting the potential candidates to interview.
- 3) Upon completing the interviews, the committee will rank the candidates and the principal will present the screened applications, the list of candidates interviewed and ranking, and the candidate to fill the vacancy to the council.
- 4) If a candidate decides not to accept the position, the principal will offer the position to the next candidate on the list according to the rankings.

If a quorum of three (3) members is not available:

If three members of the council are not available within five (5) calendar days upon completion of the interview process, then the members who are available will make up the quorum. The principal will ask advice or opinion of those council members present to provide the opportunity to fill the vacancy with the best qualified candidate.

When, during the course of the year, it is necessary to hire for open positions such as coaches, sponsors, Department Heads, and other similar positions, or in instances where school is not in regular session, and it would be difficult to convene the council (Fall break, Christmas break, Spring

break, Etc.) the principal may consult with the council on matters of employment through email, conference call, SKYPE, or other similar format.

ARTICLE VII

Minutes and Other Council Records

A. Minutes Kept and Approved

The secretary shall keep minutes of each council meeting.

The minutes shall be reviewed and approved by the council at its next meeting. If anyone wishes copies of the minutes the fee shall not exceed the actual costs of reproduction, including the costs of the media and any mechanical processing cost incurred by the public agency, but not including the cost of staff required.

B. Council Documents and Records

The council secretary in conjunction with the school secretary shall make available copies of the council's by-laws, policies, annual budget, monthly spending reports and minutes.

A copy of all council documents shall be kept in the school office where it can be reviewed by all interested persons at any time that the office is open.

The principal, upon request, shall make official council records available within three (3) business days unless the records are subject to a specific exception of the Open Record Law.

ARTICLE VIII

Fiscal Management

A. Authority

The council shall have prevue of all monies and resources allocated, assigned to, or generated by the school.

The principal shall prepare a budget to be submitted for approval to the school budget committee and council.

The standing committee will perform their assigned duties and present to the council their findings and/or recommendations.

The principal will approve all instructional material purchase orders and present a financial report during each regular meeting.

ARTICLE IX

Appeals Process

A. Eligibility

Any resident of the District or a parent, student or employee of the school may appeal council decisions.

B. Process

Council decisions may be appealed following the rules found in the board policy number 02.42411.

ARTICLE X

Policy Development and Review

A. Policy Development

Council policy shall be developed by council and/or through its committee system. All policies shall be adopted by the council subject to two (2) readings.

B. Policy Review

Council policies may be reviewed annually.

C. Policy Amendment

Upon review, the council may amend policy.

D. Policy Manual

The principal shall maintain a manual of current council policy for staff and public inspection and shall provide each council member a current manual. A copy of the manual and its amendment shall be provided to the Superintendent.

E. Amendments to

All motions to amend the by-laws of the council shall be submitted in writing. No decision on a motion to amend the by-laws shall be made until after the topic has appeared twice in the preliminary agenda for council meetings and the proposed amendment has had two readings during those meetings.

POLICY

Standing and Ad Hoc Committee

A. **Statement**

It shall be the policy of the Greenwood High School Council to establish Standing and/or Ad Hoc committee as needed. It shall be the purpose of each committee shall present findings and make recommendations to the Council on adoption of policy or procedure.

B. **Membership**

It is the intent of the Council that the committees be Broad-based and provide inclusion of the school's faculty, staff and parents.

Membership of ad hoc committee may include school and community members.

Council members are ex officio members of all committees.

Committee members may be appointed by the principal with approval of the Council in instances where volunteers are unavailable.

C. **Responsibility**

The council may direct the work of each committee with a charge to focus its efforts on specific topics.

ADMINISTRATIVE PROCEDURES

Standing and Ad Hoc/Sub Committee

A. **Standing**

Standing Committees shall:

- 1) be representative of the school and community
- 2) serve one year from date of appointment
- 3) select a chairperson and a secretary from its membership
- 4) determine the frequency of their meetings
- 5) determine the agenda for their meetings
- 6) be subject the Open Meetings Law and Open Records Law in KRS 61.820 and KRS 61.825
- 7) submit to the school secretary the time, date and location of each meeting five (5) working days prior to the meeting
- 8) be approved by the Council at its May meeting. The Chairperson shall recommend a list of committee members from a pool of school and parent volunteers
- 9) keep minutes of each meeting and file them in the school office as part of the Council's official records
- 10) make available committee presentations to each Council member five (5) days prior to the next scheduled meeting
- 11) form ad hoc or sub committees in order to complete specific tasks
- 12) use consensus as the primary method of making decisions

B. **Ad Hoc/Sub**

Ad Hoc/Sub committee:

- 1) may be formed by the Council and/or Chairperson to help complete specific tasks
- 2) shall be subject to all the administrative procedure assigned to standing committees
- 3) shall be abolished by the Council when the tasks for which they were formed are completed

- 4) shall have its members appointed by the Council Chairperson within a reasonable amount of time after the committee has been formed

Greenwood High School SBDM School Policies

Curriculum and Instruction Committee

The Curriculum and Instruction Committee will annually review and evaluate curriculum based on needs assessment as identified by the school and in accordance with the Kentucky Education Reform Act.

Assignment of Instructional and Non Instructional Staff Time

After receiving notification of the financial allocation for the school from the Board, the principal shall recommend for Council approval the assignment of instructional and non-instructional staff time.

Assignment of Students to Classes and Programs

The principal shall assign students to classes and programs after consultation with faculty.

Scheduling

The Schedule of the school day and week shall be determined by the needs of the students as directed by the faculty and administration. The school calendar year will be in compliance with the district calendar as established by the Warren County Board of Education.

Utilization of School Space during the School Day

Assignment of school space shall be determined by the principal based upon criteria that considers class size, program space need, and accessibility for the disabled, and supervision of students, safety and overall effective school management.

When a space change is necessary, affected staff shall be consulted prior to any change occurring.

Instructional Practices

Council policy on instructional practices should reflect broad input, best practices and innovations of the teaching profession, offer flexibility for teachers and students, and enhance teacher and student performance and creativity. Councils and committees should focus on the school goals and capacities for students and look carefully at how students are required to perform on the State assessment.

Dual Credit

Students that meet specific requirements at Greenwood High School will be given the opportunity to enroll in dual credit courses. As a part of the registration process, students and parents/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:

1. 3.0 cumulative grade point average for all online courses and college campus courses
2. 2.50-2.99 cumulative grade point average for onsite dual credit courses taught by GHS teachers, unless the college mandates a higher GPA, then the college GPA requirement shall be enforced.
3. Be in good standing with few to no behavior events.

Juniors and seniors taking dual credit classes must be in attendance on Greenwood's campus for at least one block and SWAMP -- unless approved by the principal. To be approved for additional dual credit courses -- grades, test scores, behavior, and attendance. In addition, students can only take two online courses per semester.

Discipline

An Ad Hoc committee may be formed to assist with the selection and implementation of discipline and classroom management techniques to promote an environment conducive to learning.

Extracurricular Programs/Clubs

The school SBDM Council shall approve or disapprove of the selection of extracurricular programs and/or clubs, and the determination of the policies relating to them. Any student(s) or employee(s) of the school district may submit a request to establish a new extracurricular program and/or club to the principal. The following must be completed before submitting the request: (a) a written description of the organization or club stating its name and purpose, (b) a preliminary set of by-laws that includes electing officers, dues membership requirements, etc. must be drafted, (c) a sponsor from the faculty must be secured, (d) the "educational value" of the organization/club should be clearly stated. The principal will then submit the proposal to the SBDM for review and approval. The request shall be submitted prior to the September SBDM Council regularly scheduled meeting.

Procedures

The school shall address procedures for determining alignment with stat standards, technology utilization, and program appraisal with KRS 160.345.

Each student shall be afforded the opportunity to begin each school day with the Pledge of Allegiance to the Flag of the United States, KRS 158.172(S). No student shall be required to participate in the Pledge against his/her parents' wishes. OAG 80-456.

Emergency Plan Policy

The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to develop and document efforts to prevent, mitigate, prepare for, respond to and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan, which must be adopted by the council and implemented, will include, but not be limited to:

- 1) Establishment of primary and secondary evacuation routes which must be posted in each room by each doorway used for evacuation;
- 2) Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room;
- 3) Practices for students to follow in an earthquake, fire, tornado, & other emergency situations.
- 4) Development and adherence to access control measures for each school building, which may include (but not be limited to):
 - a. Controlling access to exterior doors during the day
 - b. Controlling front door access
 - c. Controlling access to individual classrooms
 - d. Requiring visitor check-in with identification and purpose provided
 - e. Display of visitor's badge on outer clothing
- 5) Practices for students to follow in in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction.
- 6) Procedures for lockdown of the campus. Local law enforcement shall be invited to assist in establishing lockdown procedures.

Following adoption, and each year thereafter, the emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local, county and/or state police personnel, and emergency medical personnel. Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records requests.

Prior to the first instructional day of school, the principal, or designee, will present and review all emergency procedures with all staff. Documentation including the time and date of the review will be kept on file at the school with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review.

At the end of each school year, the emergency procedures are to be reviewed by the school council (or designated school council committee with report to the school council) and first responders and revised as needed

Movie and Book Policy

Revised 01/12

This policy will pertain to all books outside of the textbook issued in the classroom and movie shown for instructional purposes.

- A. All movies and books utilized in the classroom setting shall be approved at the beginning of the year by the SBDM council.
 - a. All books and movies shall be submitted to the GHS SBDM council for approval prior to the beginning of the school year.
 - b. If the school council has not had a meeting before the first day of school, then the teacher shall submit the list on the first meeting of the year.
 - c. If the teacher has not turned in a movie or book and wishes to show a movie or read a particular book then the teacher will seek approval from the principal or they can submit to the SBDM council during the school year.

- B. Once a movie or book has been approved by the SBDM or principal, the teacher shall send a letter home to the parent requesting permission for the student to read or view the movie if it is PG-13 or R rated.
 - a. The parent permission form shall include a rating of the movie and a brief description as to why the book/movie is being utilized in the instructional setting. The parent form must also include any items that might be deemed as objectionable in nature.
 - b. The teacher shall retain all parent permission forms once they receive them back from the student/parent.
 - c. When the teacher is ready to show a movie or movie clip they must submit to the principal in writing how that movie or movie clip pertains to the class material being taught at that time.

- C. If the parent objects to the movie or book being utilized in the classroom for their student, then the teacher shall provide an alternative assignment to the student. Under no circumstances is a student to be punished for not reading or viewing a movie if the parent has objected to the book/movie and did not sign the release form.