

West Jessamine High School

Site-Based Council By-Laws and Policies

Revised September 2015

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WJHS MISSION STATEMENT

“West Jessamine High School is committed to empowering all students with the skills needed to be effective citizens, to compete in a global society, and to internalize a personal code of ethics and sense of integrity. Through quality instruction and collaboration with parents, educators, and community members, we will motivate and equip all students to achieve College, Career, and Life Readiness.”

West Jessamine High School Site Base Decision Making Council By-Laws and Policies

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Mission Statement

West Jessamine High School is committed to empowering all students with the skills needed to be effective citizens, to compete in a global society, and to internalize a personal code of ethics and sense of integrity. Through quality instruction and collaboration with parents, educators, and community members, we will motivate and equip all students to achieve College, Career, and Life Readiness.

Belief Statement

At West High we intend that all students graduate College Ready, Career Ready, or both! Not only does this mean that we want students to earn qualifying ACT/COMPASS/KYOTE scores and complete a four-course career pathway, but we also strive to educate the “whole person” by assuring that the following occurs on our campus:

- Academic programs are rigorous and relevant, use a variety of instructional methods and programs to meet student needs, produce evidence of high quality learning, make optimal use of classroom time as a valued resource, and prepare students for successful transitions through authentic, interdisciplinary learning opportunities.
- Our learning environment is inviting, physically safe, orderly, clean, and state of the art
- There is a caring and cooperative community in which all individuals are treated with dignity and respect, student diversity is valued, and learning is both an individual and group endeavor shared by all members of the school community.
- Teachers and students are encouraged to take academic risks, to try something new, and to learn from their mistakes.
- Our school leadership team facilitates a clear vision and fosters a mutually supportive environment in which personal initiative, continuous growth in individuals, open communication, and professionalism are the norm for all West High students.

West Jessamine Fight Song

Wave the flag for Jessamine County
Shout out loud and strong.
We have got that fighting spirit
That's why we sing this song.
We will always hold our heads high,
And do our best to win
Wave the flag for Jessamine County
And the Colts will win again.

West Jessamine High School

Site Base Decision Making Council

By-Laws and Policies

Council Bylaws

I. Purpose

School-based decision making (SBDM) is a shared process, in order to create most of the policies and plans for instruction at WJHS. It gives teachers, principals, and parents the power to determine the direction of West Jessamine High. It exists to **improve student learning** by letting the people closest to students make educational decisions.

II. Membership

A. The council shall be composed of six voting members to include two parents, three teachers, the principal, and one non-voting student, who will be the senior class president or his/her designee from within the student government.

III. Elections

- A. Election of parent members to the council shall be a plurality of the voting of qualified parents of students enrolled in the school. By state law the principal may not participate in the parent election of the council. In March of each year, the Council shall appoint a parent to serve as the chairperson to oversee the parent elections and a teacher to supervise teacher election, and the election process shall be subject to approval by SBDM. “A parent representative on the school council shall not be 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**. Relative shall mean father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law. Parent council members shall not be District employees to ensure independent parental input to the council.”
- B. Election of teacher members shall be a majority vote of all their peers employed by the district and assigned to West Jessamine High School. Teachers may nominate themselves or another teacher. A teacher as defined in House Bill 940 “is a person for whom certification is required as a basis of employment in the public schools of the state with the exception of principals, assistant principals, and head teachers.”
- C. Terms of voting council 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 spring on a date set by parent/teacher election chairpersons.
- D. Teachers and parents are eligible for re-election.
- E. Council vacancies shall be filled at a special called election and shall follow guidelines set forth in this policy. A vacancy is created when a teacher is no longer assigned to the school, a parent no longer has a child enrolled in the school, a member has chosen to resign, or a member has missed three (3) meetings of the council without council approval.

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IV. Removal of Members

- A. According to KRS 156.132, the chief state school officer 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.
- B. A member can be removed if he or she has missed three (3) meetings of the council without council approval

V. Meetings

The council shall establish meeting dates and times at the first meeting in July. The length of the meeting may be extended by decision of the council. All meetings of the council are open to the public and subject to the open meetings law, (KRS 61.805). Notice of meetings will be made public.

A quorum of the council shall be four (4) voting members, one (1) of which shall be a parent representative.

A written agenda shall be prepared and copies made available to the public at all council meetings. The agenda of the council shall provide the opportunity for interested persons to address the council. Persons wishing to address the council should limit their presentation to five (5) minutes per individual with a maximum of 3 speakers per agenda item.

- A. Any parent, teacher, administrator, board member, staff member, student or community resident may address the council by requesting a place on the meeting agenda by contacting the principal two business days prior to the meeting
- B. The council will then consider the issue and, when appropriate, appoint a committee to study and make recommendations on submitted issues and concerns.
- C. Actions taken by the council will be published in the meeting minutes
- D. The council will not consider items from anonymous sources.

VI. Special Meetings

If the council needs to meet between regular meetings, or if the regular meeting is rescheduled, the chairperson or a majority of school council members may call a special meeting. The following steps must be completed by the chairperson when a special meeting is called:

- A. Written Notice: The chairperson shall prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for each meeting. Only items on the agenda may be discussed.
- B. Delivery of Notice: The chairperson shall arrange for written notice to be delivered to each council member and to any media organization that has requested notice of council meetings. The written notice must be delivered at least 24 hours prior to the time of the meeting.
- C. Posting of Notice: The notice for the special meeting shall be posted on the school's website at least 24 hours prior to the meeting.

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VII. Closed Sessions

- A. A closed session can be called for the following:
 - 1. Proposed or pending litigation by or against the Council allowed by KRS 61.810 (1) (c).
 - 2. Selection of a new principal or other staff member allowed by KRS 61 810(l) (f)
- B. In open session the chair or other person needs to announce:
 - 1. Business involving a topic that the law allows to be discussed in closed session.
 - 2. The general nature of the business that needs to be discussed.
 - 3. The specific section of the law that allows the session to be closed.
- C. A motion is made to go into closed session and the motion must be seconded.
- D. During the closed session the council can only discuss the business stated in the announcement. No decision can be made in closed session. After full discussion, the Council must return to open session and make any official decision on the matter.

VIII. Duties of Council Members

- A. The function of the school council is to create policies and make decisions that impact student learning.
- B. It is the duty of the school council to make decisions in the best interest of all students. No decision may promote the needs or interests of one student at the expense of another.
- C. In making a decision, the council is obligated to consider the benefit to students; the impact on other programs in the school; the cost in money and time for implementation; its value in term of furthering the goals of the school, district or state; the desires and concerns of those who must implement and/or who are responsible for the policy or program decision.
- D. While council members are expected to be advocates of the interest they represent, their primary purpose is to provide quality input, insure that benefits and consequences of decisions can be predicted, and to create policies, set goals and make decisions in the best interest of all students.
- E. It is the responsibility of the council to make decisions that are compatible with the schools philosophy, sound educational practice, and board of education policies.
- F. Other duties shall include:
 - 1. The formation of ad-hoc committees to study issues and make recommendations
 - 2. Service in ad-hoc committees as needed and appropriate
 - 3. To attend council meetings and communicate, support and promote council decisions
 - 4. To encourage and request data and opinions from all constituents
 - 5. To incorporate committee recommendations into council meetings
 - 6. Conduct meetings (see meetings)
 - 7. Provide systematic methods for gathering feedback

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IX. Duties of Officers/Council Members

- A. The council will have a chairperson and a vice-chairperson. Only the principal may hold the office of chairperson. Any other voting council member may hold the position of vice-chairperson. The vice-chairperson will be selected by consensus at the first scheduled meeting in July. The chairperson will serve so long as he/she is principal. The vice-chairperson will serve until the end of his/her current term as council member.
- B. The principal shall be the chairperson of the council and shall be responsible for securing minutes that record the council's actions. Minutes shall be approved by the council, kept in a permanent file, and open to public inspection. Copies shall be appropriately posted and distributed. A copy of the minutes of each council meeting shall be forwarded by the principal to the superintendent who shall keep the board informed of council actions.
- C. The vice-chairperson shall exercise all functions of the chairperson in his/her absence and assist the chairperson as needed.
- D. In the event of the vacancy of the chair, the interim principal will become acting chair until the council selects a new principal. In the event the interim principal is an applicant for the position of principal he/she will not be able to be present at council meetings during the hiring process. If the vice-chair position becomes vacant, a replacement will be selected by consensus of the council.

X. Committees

A system of standing and ad hoc committees will be developed to provide maximum input from teachers, support staff, parents, and students on issues relative to SBDM. Standing committees will include, but not be limited to, Budget, Safety/Building and Grounds, Technology, Curriculum and Planning. Ad hoc committees will be created on an as needed basis.

New standing committee membership will be established at the beginning of the new school year or when charges have been given to the committee. The standing committee membership term will end with the end of the school year.

XI. Decision Making

- A. The SBDM council shall adopt by-laws which provide an environment that enhances student achievement and helps the school meet goals established by law and board policy and which support the district's mission.
- B. All by-laws adopted by the SBDM council shall comply with board policies, including but not limited to, those prohibiting discrimination based on age, race, sex, color, religion, national origin, political affiliation, marital status, or handicap.
- C. The school council shall attempt to make all decisions by consensus. In the event consensus cannot be reached on an issue, it shall take at least two council members present at an official meeting to request that a vote be taken to decide the issue at hand. It will take a simple majority of those council members present at an official meeting to decide the issue.
- D. If the council wishes to take action contrary to an existing by-law, it may suspend the by-law for a specified issue, for a specified purpose, and for a specified period of time

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only in the following manner: by consensus of no less than the chair and four (4) voting members.

- E. Proposal for by-law or for the amendment or repeal of an existing by-law shall be distributed to all members prior to the regular meeting at which tentative approval may be granted upon the first reading. If there are no objections or concerns over the tentative proposal, it may be adopted or amended upon the first reading with no need for a second reading. If there are objections or concerns over the tentative proposal a second reading will be required at the next regular meeting.
- F. The council may make exceptions to the above requirements when, in the opinion of the council, the immediate adoption of the by-law, amendment or repeal of the by-law is imperative. The council may adopt, amend, or repeal a by-law by no less than the chair and four (4) voting members and for which written notice has been given.
- G. Unless otherwise specified, a by-law or an amendment shall take effect on the date of its adoption and shall supersede the by-law previously adopted by the council on that subject. Unless otherwise specified, the repeal of a by-law shall take effect on the date of the action by the council.
- H. Actions of the council will be reviewed on appeal based on whether the council action was arbitrary, violated district policy, exceed the authority of the council or was otherwise unlawful under state or federal law. Prior to being appealed to the superintendent, the action being considered must first be presented in writing to the council for reconsideration. Issues for council consideration shall be delivered to the principal who shall bring the matter before the council at its next meeting. The principal shall present a written response to the aggrieved within ten (10) school days after the council meeting. If the council's decision is not acceptable to the aggrieved, then an appeal may be submitted in writing to the superintendent. The appeal must be received by the superintendent within ten (10) school days after the response from the building principal. (See Appeals Process, Jessamine County Code of Conduct, Step 2, et al.) If the party is not satisfied with the council's decision, the party should continue through the appeals process outlined in the Jessamine County Code of Conduct.

XII. Responsibilities of Council

- A. Areas of responsibility as stated in House Bill No. 940 which may be considered by the council include:
 - 1. Staffing to include number and type.
 - 2. Planning and monitoring student support services.
 - 3. Work in consultation with the principal to fill staff vacancies.
 - 4. Selection of a new principal in the event of a vacancy in that position.
 - 5. Developing and monitoring the school budget.
 - 6. Administering and reporting student testing programs.
 - 7. Planning and conducting school developmental activities.
 - 8. Coordinating parent, citizen and community involvement in the school.

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- B. The school council shall adopt a policy to be implemented by the principal in the following areas: Curriculum, Instructional Practice, Assignment of students and use of space, master school schedule, assignment of staff time, how the principal will consult with council when there are vacancies, discipline and classroom management as part of school safety plan, extracurricular programs and participation policies, alignment with state standards, use of technology, program evaluation, wellness, writing program, committees needed and how they operate, access to college level courses, enhancing student achievement, instruction and instructional materials including textbooks, staff positions, annual review of school assessment and program data to be used in school planning, school budget, selection of principal, targets for closing achievement gaps, program review analysis, CSIP.

XIII. Training for Council

HB 205: Requires first-term school council members to receive six (6) hours of approved training in the process of school-based decision making, and this is to include training of the authority, duties, responsibilities of council members. School council members who have served on a school council at least one year are required to complete three (3) hours of approved training in the process of school-based decision making.

XIV. Council Records

- A. The written agenda shall be prepared and copies made available to the public at all council meetings.
- B. At all meetings, minutes will be taken by a secretary. Approved minutes will be compiled in a notebook kept in the principal's office. Within 24 hours following approval of the minutes, a copy will be sent to all faculty and staff using the schools' e-mail technology. A copy will be posted on the WJHS website. A copy will be sent to the board of education. Announcement of the next two meetings will be included in the closing statement of the minutes.

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(1) Curriculum Policies

1.1 Course Design

Revised June 2015

Every course taught at West Jessamine High School will be designed around Kentucky Core Academic Standards Elective courses that are not assessed by KPREP will be designed around a recognized collection of standards or developed on the school level that must be approved by SBDM prior to its addition to the course offerings. All classes including collaborative and resource will provide equal access to recognized content standards for all students.

All elements of recognized standards shall be taught and tested in a way that allows for analysis of individual student ability and instructional strategies.

A. Teachers shall be required to create, submit, and post online syllabi for all courses taught each academic year.

B. Syllabi shall include the following:

1. Grading policies including assessment expectations
2. Reading material lists including content based upon the following:
 - Crude or coarse language
 - Sexual situations or content
 - Violence
3. Procedure for requesting an alternate reading assignment
4. Procedure make-up of missed assignments/assessments
5. Student behavioral expectations
6. The best way to contact the teacher

1.2 Grading Policy

Revised June 2015

The following Standards Based Grading scale will be used in all non-college courses at West Jessamine High School

5- 100, 4- 92, 3- 83, 2- 72, 1-40, 0- Did not do assignment

5- Student shows total mastery of this skill and other taught skills (100% in gradebook)

4- Student shows mastery of the currently taught standard (92% in the gradebook)

3- Student shows some understanding of the standard (83% in the gradebook)

2- Student shows little understanding of the standard (72% in the gradebook)

1- Student shows minimal to no understanding of the standard (40% in the gradebook)

0- Did not do assignment (0% in the gradebook)

Teachers are required to update Infinite Campus weekly for any grades given that week. If no grades are given for a particular week, no update on Infinite Campus is needed.

Teachers are expected to contact the guardians of any student who has an F in their class.

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Semester courses will award 1 full credit at the end of the semester based on cumulative grading. No ½ credits will be awarded for semester courses. Year-long courses will award ½ credit per semester. Year-long AP courses will award 2 credits at the end of term 4. No partial credits will be awarded for AP courses. The principal has the right to make case by case exceptions to the policy.

Students will earn first semester credit for failed courses if the average of the first and second semester is a passing grade. The converse would not apply. If a student passes first semester but fails the second, the lost half credit for second semester will not be recovered in this manner.

- 1.3 Weighting of Accelerated and AP Courses** *Revised June 2015*
The GPA is based on a 4.0 scale. AP Courses are given an additional weighting of 1.0.

- 1.4 WJHS Writing Policy** *Revised June 2015*
The academic writing experience for students at WJHS will foster multiple opportunities for students at every grade level, in various content areas as specified in the yearly plan, to utilize writing and communication skills as integral components of content study. This means that:

- A. Writing and communication endeavors will offer meaningful, challenging writing experiences for a variety of purposes, including but not limited to:
 - 1. Argumentative writing such as writing to defend a position or support a hypothesis based upon evidence.
 - 2. Informative writing and communication that presents content information to the reader or audience.
 - 3. Narrative writing such as writing to entertain the reader through the use of real or imagined characters.
 - 4. Writing to demonstrate content knowledge across all disciplines.
- B. Students and teachers will:
 - 1. Use multiple language resources, including the use of technology tools, to communicate information to an audience both orally and in written form about “real world” issues.
 - 2. Research and analyze a variety of print and electronic media.
 - 3. Engage in higher order thinking processes through evaluating, organizing, and communicating information in various formats.

- 1.5 Media Policy** *Revised June 2015*

A. Video Philosophy

We believe that the primary use of audio-visual materials at West Jessamine High School is to support and enhance instruction. All audio-visual materials should be of the highest quality and used only under the appropriate legal guidelines. The content of all materials should be appropriate for the developmental level of the students and sensitive to the moral structure of the community.

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B. Audio Visual Use

a. Instructional Use:

The use of audio visual materials as a valuable tool in instruction is encouraged. Electronic media can effectively be incorporated into instruction and enhance learning. When electronic media is used for instruction, the purpose and objectives should be reflected in the teacher's lesson plans. Under the "Educational Exemption," copyrighted entertainment movies may be shown in a school without copyright permission only if all criteria are met:

1. A teacher or instructor is present.
2. The viewing takes place in a classroom setting with only the enrolled students attending.
3. The media is used as an essential part of the current curriculum being taught. (The instructor should be able to show how the use of the media contributes to the overall course study and syllabus.)
4. Media used must conform to federal copyright law.

b. Non-Instructional Use

Media owned by the school, rented from commercial outlets or owned privately by staff or students may be used in the classroom for non-instructional use only when a performance license has been obtained for its use. This media may not be used for entertainment, filler, motivation, or reward without appropriate license. Video games must be issued a rating of E by the Entertainment Software Rating Board (ESRB) system. Teachers may use appropriately licensed media for non-instructional use one time during each grading period.

c. Performance Licenses

The school administration and staff will make a recommendation to the school council relative to the purchase of any performance licenses during the annual budgeting process.

d. Ratings

Fictional movies or movie documentaries presented for any purpose or duration must be issued a rating by the Motion Picture Association of America and their presentation to students must meet SBDM approved procedures and must adhere to the following guidelines:

1. Videos rated G and PG are acceptable for viewing by all students.
2. Videos rated PG-13 may be viewed in high school classrooms but require written parental notification and parental option.
3. On rare occasions, videos rated R may be used in high school classrooms with written permission from the principal, written parental permission, and parental option.
4. At no time shall a movie rated NC-17 be viewed by any student.

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C. Media Approval

a. Approval Forms

All media must receive the approval of the principal prior to use. Forms will be developed by the administration which will be used to submit requests. These forms shall include the following:

1. Title
2. Use (instruction, incentive)
3. Instructional objectives addressed and connection to current unit of study.
4. Rating
5. Length
6. The procedure for parents to choose an alternate assignment which carries the same academic value of any assignments related to video viewing.

b. Required Previewing

All media must be reviewed in advance of use by appropriate school personnel as required by board policy 08.234. These materials must be deemed appropriate for and within the range of knowledge, understanding, age and maturity of students in accordance with SBDM procedures and board policies.

c. Procedure for Requests

1. Requests should be submitted to the principal prior to viewing. If parental consent is required, one full week will be necessary.
2. Requests will be returned by the principal to the teacher.

D. Scope of Restrictions

All movie, television, and video game content restrictions shall apply before and after school, during the school day, at school-sponsored events, and/or at any time district facilities, technology, or electronic media are used.

Related Board Policies: 03.162/03.262/08.233/08.234/09.42811/09.426

1.6 ILP (Individual Learning Plan) Policy Technical/Implementation Action Plan:

Revised June 2015

Guidance Office Components.

- A. Various reports from the administrator site indicating students' college and occupational interests will be used to notify and recommend students for scholarships, college visits, and meetings with college representatives
- B. The guidance office will use the information listed in the ILP to assist in writing letters of recommendation in lieu of having students complete questionnaires as in years past.

Classroom Teacher Components

- A. Students will complete ILPs through a schedule created by the guidance department
- B. Teachers are responsible for getting all their students on their ILP list to completion, including students who enroll after other students have started working.

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Benchmark dates for completion

- A. The overall goal is for the students to have continual access to their ILP's, and encouraged to access their ILP 2-3 times throughout the school year.
- B. The first session will be scheduled by the ILP Coordinator for all classes at WJHS. Remaining visits will need to be scheduled by each teacher.

Special Education Components

- A. Case managers are assigned as advisors for the students on their case load.
- B. Special Education Teachers will help students in Special Education complete their ILPs both during the scheduled time and outside of class if needed.
 - Note: students 13 years and older who are up for annual review will use their ILP as completed at that point in the year.
- C. Students on alternate portfolio will not be accountable for completing an ILP.

Staff Training Action Plan

Training will be provided for all teachers

Brief training will be given during one of the monthly faculty meetings.

More detailed training may be needed for those teachers need more than the basics.

Professional development will be offered for those who need additional training.

Any updates during the year will be provided through email

Teachers may also sign for webinars provided by Career Cruising

There is a potential for one to four hours of professional development pending evidence of 100% completion for all students in each teacher's third period class.

Parent Involvement Action Plan

ILP Link has been added to the WJHS Guidance Department webpage, and the school webpage.

Opportunities will be planned for parents to view their student's ILP on school grounds.

Possible opportunities: computer access during a well attended sports event or during parent/teacher conferences.

Student Involvement Action Plan

Since we will be using preferences saved to student ILPs to make specific recommendations (e.g. counselor recommendation letters for scholarships and college admission), students will be encouraged to present their true interests and post-secondary plans

Monitoring Action Plan

ILP completion monitored by

- A. Administration Team
- B. School Counselor and ILP coordinator
- C. Teachers
- D. Students and Parents/Guardians

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1.7 Technology Proficiency Policy

Adopted May 2011

Students entering West Jessamine High School who do not meet the Board requirements of technology competence must take and pass the course ‘Computer & Tech Applications/Literacy’ or a similar course that could be substituted for this requirement as documented in individual students’ ILP’s.

Related Board Policy: 08113

1.8 Credit Recovery – Failed Courses

Revised June 2015

Students who fail a course are eligible to make up the course in credit recovery during the next school year or in summer school. Students must successfully complete the required modules of the credit recovery program to receive credit. Students making up credits in this manner will receive a D- (65%) for the course. No student can take an EOC course (Biology, US History, Algebra II, and English II) through a non-traditional method (summer school, computer course, etc) unless the student is a senior in need of the course to graduate during summer school. Any student who has a legitimate need to take an EOC course in a non-traditional method can have this policy excused with permission of an administrator and counselor.

1.9 Independent Study Policy

Revised June 2015

Administration, Faculty, and Staff at West Jessamine High School believe that the process of learning is best accomplished in the classroom setting. In some limited circumstances, it may be necessary for students to have an alternative to the classroom setting in order to gain credit for courses. Students who earn credits through the following accepted alternate means will receive credit as follows:

A. Computer Course

1. Available at any time during the year
2. Enroll with the WJHS school counselor
3. Both required courses and electives are available, unless there is a state-mandated End of Course Assessment for that course. In that case, students must take the course with a classroom teacher to ensure content and skills performance proficiency.
4. In addition to computer course requirements, students must meet all course requirements for the WJHS Writing Plan as determined by each department.
5. For all AP courses taken through computer course, students must complete the final exam taken by students who take the class with a teacher. This final exam will be given by a member of the West Jessamine High School faculty and the student must receive a C or higher on the final exam in order to receive AP credit and AP designation on their transcripts.

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6. Credit and grade earned will be recorded on the student transcript as follows:
 - a. For courses where students can take the computer course as an extra class, the credit and grade earned will be recorded on the student transcript and counted in the GPA.
 - b. For all AP and accelerated courses taken through computer courses, the student will receive AP weighting and designation on his/her transcript upon taking the WJHS course Final Exam and receiving a grade of C or higher.
 - c. Students can choose to enroll in the alternative credit course, (available first to seniors) after failing a course. There are limited electives available. Credit and grade earned will be recorded on the student transcript as a 65% and counted in the GPA and quality points for class rank.
7. A fee may be charged for a student's computer course.

B. Independent Study

1. All Independent Study classes will align as closely as possible to a similar course in the Kentucky Course Code.
2. Independent Study courses will be supervised by a teacher, accredited within the department of the course of study, on staff at West Jessamine High School.
3. All Independent Study Courses will have a final project, exam, and/or culminating activity that will be graded by the supervising teacher or be completed through the computer program.
4. All Independent Study Courses will receive the same weighting as a regular course and will be awarded a final grade based upon the standard West Jessamine High School grading scale.
5. Unless specified otherwise, Independent Study courses will last one semester and will be awarded one credit.
6. Any student who desires to complete an Independent Study course must complete an appropriate application to do so. Approval of all parties on the application form is required prior to beginning the course.
7. Students are responsible for any cost to take the course (i.e. cost of a computer license fee). Students identified as eligible for free or reduced lunch will receive a discounted rate according to that eligibility.
8. On-line courses may require additional assignments outside of that required by the program and these must be noted on the approval form.
9. Appeals for denial of approval for an independent study course by a party noted on approval form will be heard by the WJHS Administrative Team and/or the SBDM Council.

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1.12 Internet Safety & Digital Citizenship Policy

Revised June 2015

It shall be the responsibility of all members of the West Jessamine High School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this plan/procedure, the Children’s Internet Protection and the Protecting Children in the 21st Century Act.

All staff at West Jessamine High School and/or designated representatives will provide age-appropriate training for students who use the school’s Internet facilities. The instruction provided will be designed to promote the school’s commitment to:

- A. The standards and acceptable use of Internet services as set forth in the Jessamine County School District Acceptable Use Policy;
- B. Student safety with regard to:
 - 1. Safety on the Internet;
 - 2. Appropriate, responsible behavior while online, on social networking Web sites, and in chat rooms, and
 - 3. Cyberbullying awareness and response.
- C. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”)

Digital Citizenship can be defined as the norms of appropriate, responsible behavior with regard to technology use. There are nine elements typically associated with Digital Citizenship. They are: Digital Access, Digital Commerce, Digital Communication, Digital Literacy, Digital Etiquette, Digital Law, Digital Rights and Responsibilities, Digital Health and Wellness and Digital Security (self-protection).

Internet safety/digital citizenship instruction/training for students attending West Jessamine High School shall consist of, but not be limited to the following:

West Jessamine High School students and teachers shall participate in the Common Sense Media curriculum <http://www.common sense media.org/educators/curriculum> computer lab instruction using the lessons provided for each grade level. Each grade’s lessons shall be covered by a different content area (i.e. – Grade 9 = English 1, Grade 10 = Science, Grade 11 = U.S. History, Grade 12 = English IV)

Following receipt of this training, instructional specific information such as date, location, plans and participation will be documented by the providing school staff member/representative, and students will follow the provisions of the District’s acceptable use policy.

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(2) Instructional Time Policies

2.1 Instruction

Revised June 2015

While curriculum is standard across the school, teachers use their professional judgment to make decisions about the instruction that will best help their individual students to be successful. As teachers make decisions about instruction they will take into consideration the following:

- A. Instruction shall be standards based. Teachers plan instruction around a set of standards and expectations for a level. Instruction is differentiated based on the needs of the students.
- B. Needs of students will be determined through a variety of formal and informal assessments. Teachers should be able to differentiate instruction based on assessment information and their knowledge of the content standards.
- C. Instruction shall be based on research and identified best practices will be outlined for the content area and communicated to staff.
- D. Instruction shall be based on indicators outlined in the Experienced Teacher Standards. (see Experienced Teacher Standards)

2.2 Field Trips

Adopted December 2008

The purpose of a field trip should be the enrichment of the student's education. In this light, all field trips should have clearly defined educational objective connected to the curriculum. All field trips need to be approved by the principal a minimum of two weeks prior to the trip. Once the trip is approved, a bus request must be completed and sent to the bus garage in a timely manner. The request for the field trip must contain the following information:

- A. Date of trip
- B. Destination
- C. Cost
- D. Time of departure and return
- E. Mode of transportation
- F. Classes that will be participating
- G. Parent permission slips
- H. Method of payment for substitute

Teachers must have a signed permission slip for every student going on the trip. Upon approval, teachers must provide a list of prospective students going on the trip to the attendance clerk. On the day of the trip, an updated list must be given to the attendance clerk. Teachers must also notify staff of their plans and students involved a minimum of one week in advance.

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(3) Assignment of Students Policies

3.1 Course Drop/Add Policy

Revised June 2015

Students will have five school days to complete an official request to drop or add a class at the start of each semester. An official request includes completing the school's "Schedule Change Request Form" with all required signatures and submitting the form to guidance before the end of the fifth school day. Requests after that point will not be considered unless they are administrative or teacher requests based upon incorrect level placement or circumstances deemed appropriate based upon administrative recommendation. Courses dropped before the deadlines for schedule changes will not be figured as part of the grade point average. Students who are administratively or voluntarily dropped after the deadline will receive a W/F (withdraw failing) for the course and the failing mark will be calculated in the GPA. Students enrolled in any Advanced Placement (A.P.) course will not be allowed to drop the course, even during the regular five-day drop/add timeframe, without a parent conference that includes the student, a parent/guardian, the A.P. teacher, the student's counselor, and an administrator. No partial credit will be awarded to a student who drops an A.P. course. A contract explaining AP course expectations will be presented to students/parents prior to enrollment.

3.2 Graduation Line-Up Policy

Revised June 2015

Students will line up and be seated in alphabetical order. Recognition of honors will be announced with the graduates' name and by wearing of cords.

3.3 JCTC Driver Policy

Revised June 2015

Drivers will be permitted to drive to JCTC only if they have a first/second or fifth/sixth block classes at JCTC. Otherwise, students will be required to ride the shuttle to JCTC and back to their respective school following their class.

Students who drive first/second and/or fifth/sixth block may not transport students back to WJHS. Disciplinary action as specified in the Code of Conduct will occur for both driver and rider if policy is violated.

Exceptions to this policy will be on a case by case basis with school administration approval.

3.4 Campus Course Policy

Adopted February 2010

Students will not be enrolled in a class offered at JCTC that is also offered at West Jessamine High School unless,

1. The class is the only opportunity that fits the student's schedule and/or
2. The West Jessamine High School class cannot accommodate additional enrollment.

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3.5 AP Calculus BC Performance Based Policy

Adopted February 2010

For students enrolled in AP Calculus AB who choose to take the AP Calculus BC exam, Calculus BC students may receive performance-based credit for the BC course provided that they take a BC prep exam that would be administered by the AB teacher. The AP prep exam would be used as a final exam for the course, and the grade received on the final exam would be the grade for the course. All other WJHS AP policies would apply to the Calculus BC course as stated in the West Jessamine High School Instructional Course Directory/Curriculum Guide.

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(4) School Day Policies

4.1 Criteria For Developing School Schedule

Revised June 2015

Our schedule will:

- A. Reflect our mission and belief statements.
- B. Give all students access to all classes, avoiding conflicting schedules of specialized classes and preventing any exclusion related to cultural background, physical abilities, socio-economic status, and intellectual status based upon master schedule course availability.
- C. Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.
- D. Facilitate appropriate decisions to give particular students expanded time and support for successful performance (such as independent study, additional time to work on a project or assignment, or other appropriate methods for the situation).
- E. Support our Curriculum Policy, our Instructional Practices Policy, our equity and diversity commitments, and the Goals and Strategies in our School Improvement Plan.
- F. Allow teachers shared time to collaborate and plan on a regular basis.
- G. Facilitate teacher opportunities to switch teaching assignments to capitalize on different teachers' in-depth knowledge of specific topics.
- H. Facilitate teacher opportunities to adjust the length of class periods when needed to provide the best instruction.
- I. Promote reasonable and appropriate enrollments for all classes and appropriate numbers of pupils each teacher works with in the course of a day.
- J. Respect the beginning and ending times of the school day and school calendar year as established by the Board of Education.

4.2 School Day for Teachers

Adopted December 2008

Teachers are to be in their rooms with lights on at 20 minutes before the start of the first period and may leave the building for the day 20 minutes after the last period ends. This expectation applies to all staff, including those teachers with first and last period planning.

4.3 Staff Assignments

Adopted December 2008

Each spring, the staff will be surveyed through the TEL teams for input in the staff assignments for the following year. At that time staff can request reassignments if interested. Given needs of different student groups within the school, staff input, and the staffing allotment, the principal will make assignment decisions.

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(5) School Space Policies

5.1 Use of Space During the School Day

Adopted December 2008

The principal shall be responsible for recommending the use of school space, based upon criteria that considers class size, program space needs, physical accessibility, supervision of students, safety, and overall effective school management.

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(6) Resolution of Academic Issues

6.1 Grade Change Policy

Adopted December 2008

In the event a student or parent does not agree with a grade given in a course, the student/parent should take the following steps to resolve the issue. It should be noted that this process does not exclude the possibility of the student/parent from conferring with the Principal, Superintendent, or Board of Education if they feel it is necessary. Use of the proper order of appeal, in most instances, will speed up the process.

Step One

The student/parent should contact the teacher to review the problem. The request for a meeting should be made within fifteen (15) working days to review the problem. The student/parent should be prepared with a basis for the complaint. If either party feels the need, a neutral third party could witness and/or mediate the meeting.

Step Two

If the student/parent is not satisfied with the results of the decision in Step One, they shall have ten (10) working days to file a written appeal to the Principal. The written appeal should indicate that the student/parent wishes to file a formal grievance in accordance with the policies of the Jessamine County Board of Education along with the reason(s) for the appeal. The Principal and two teacher representatives, chosen from the School Based Council will form a Review Panel to consider the appeal in a meeting with the student/parent and teacher. The Review Panel will consider the following items as grounds for a change of grade: mathematical error, illegal practice, not following the syllabus or Individual Education Plan, or the grade was determined in a capricious or arbitrary way.

The decision of the Review Panel will be made in writing within ten (10) working days from the meeting. The written response shall also be filed in a master file maintained in the Superintendent's office. The panel will make its decision by consensus. Any extenuating circumstances not covered above will be decided by the Principal.

Step Three

If the student/parent is not satisfied with the decision of the Review Panel, they should follow Step Two (2) in the appeal procedures printed in the Code of Conduct. The appeal process described in the code of conduct should be followed if the student/parent wishes to continue the appeal.

West Jessamine High School Site Base Decision Making Council By-Laws and Policies

6.2 Home School Transfer Policy

Adopted September 2011

Non-accredited non-public and home schooling ([704 KAR 3:307](#)).

“For the purposes of this administrative regulation, a “nonaccredited secondary school” is a school enrolling students for secondary school instruction when that school is not recognized as accredited, or voluntarily complying with accreditation standards, by one (1) of the fifty (50) state departments of education or one (1) of the seven (7) independent regional accrediting associations. A “nonaccredited secondary school” in Kentucky shall be any private school not certified pursuant to KRS 156.160(3).”

- A. We cannot accept transfer credits from non-accredited home school programs
- B. Students have the following options in order to earn credits taken in a home school
 1. Take our final exams; passing the final will award a passing grade (P) for the course and will not be counted in the GPA and class rank.
 2. Earn at least a C in a higher level course “when the courses are sequential in nature”. A Passing grade (P) will be awarded for the course but will not be counted in GPA or class rank.
 3. Repeat the course at WJHS for credit and the grade earned. The grade will count in the GPA and class rank.
 4. Repeat the course through correspondence. Credit and grade will be awarded and counted in the GPA and class rank up to eight courses. Counselors can provide some options for correspondence. (See Student Handbook concerning Correspondence Courses).

6.3 Review of Instructional Material

Adopted September 2013

The review of instructional materials, including textbooks, supplementary materials, and library books, on the basis of citizen concerns will be conducted in response to a properly filed written request under procedures developed by the Superintendent. Once the principal receives a written concern, he/she shall notify the Superintendent and within five working days establish an ad hoc curriculum review committee comprised of a school administrator, two teachers, and two parents.

Within fifteen working days, the curriculum review committee shall evaluate the challenged material in terms of the original criteria for selection.

The review committee shall present in writing its findings to the SBDM Council. The SBDM Council will make the determination whether the material in question shall be retained. The Principal shall respond to the persons submitting the complaint and to the Superintendent in writing. The response shall state the disposition of the complaint, the SBDM Council’s decision based upon the committee’s findings, and explain the district’s appeal procedure.

West Jessamine High School Site Base Decision Making Council By-Laws and Policies

6.4 Transcript Evaluation Policy

Adopted May 2013

Transcripts for students who transfer into West Jessamine High School from an accredited high school that awards credits differently than our credit awarding system will be evaluated on a case by case basis. If students received additional credits for core and elective classes in another setting than what would typically be awarded for currently enrolled students in our school, when the student's transcript is evaluated by our Guidance Department types of credit and credit totals will be revised and recalculated based upon Kentucky and Jessamine County graduation requirements. After this process has been completed, students and parents/guardians shall receive a copy of the student's West High transcript and an explanation of how each transfer credit was posted on the transcript. Parents/guardians may address any concerns following the posting of transfer credits to the Principal or Curriculum Resource Administrator. Grade point averages will be calculated after evaluations and credits have been posted to the West Jessamine High School transcript. GPA will be calculated based on quality points. For a complete list of course type and associated quality point equivalents, students/parents/guardians may refer to our yearly Curriculum Guide and/or Student Handbook.

West Jessamine High School Site Base Decision Making Council By-Laws and Policies

(7) Discipline Policies

7.1 Dress Code

Revised June 2015

No clothing with obscene or suggestive words, phrases, and/or images will be allowed. Words, phrases, and/or images on clothing may not defame any gender, religion, nationality or age. Clothing may not advertise any alcohol, drug, or drug paraphernalia. No drug-related words, phrases, and/or images are allowed. Additionally, the following items are considered inappropriate:

- A. Head coverings in classrooms.
- B. Clothing which exposes underwear or body parts, including but not limited to bare midriffs, low rider pants, strapless tops, halter tops, open back shirts, muscle shirts, or basketball jerseys. No see-through or mesh shirts, tops, dresses, slacks or shorts may be worn unless worn over other clothing.
- C. Accessories that can be used as a weapon (chains, dog collars, spikes).
- D. Pants or shorts that are considered sagging. All pants must be worn at the waistline.
- E. Clothing that creates a classroom distraction and/or promotes or suggests lewd, profane, vulgar, racist or violent themes.
- F. Pants or shorts that have holes or slits above the lower thigh.
- G. Pajama bottoms/tops or bedroom slippers or house shoes.
- H. Shorts, dresses, and skirts that are immodest and/or shorter in length than the lower thigh (extended fingertips).
- I. Sunglasses are not allowed to be worn at school.

Note: Administrative discretion will apply to these rules.

Individual teachers or staff will ask students to change or cover up objectionable clothing. If this is not possible, parents will be called to bring in appropriate clothing or the student will be sent home to change. If students need to leave school to obtain clothing in compliance with the dress code, they must follow the regular sign-out procedure. Repeated failure to comply with teacher or staff requests will result in a disciplinary referral.

7.2 WJHS Student Conduct Regulations

Revised June 2015

All students are expected to follow the discipline policies approved by the Jessamine County Board of Education as outlined in the student code of conduct. We want our students to work and learn in a comfortable environment with fair and appropriate limitations focused on safety and maximum educational opportunity for every student.

Students who exhibit misconduct are subject to a variety of discipline consequences based on the severity of the offense. It is important to note that discipline policies are in effect during the time students are on campus for instructional or extra-curricular events and at any activity that is related to our school that takes place off campus.

West Jessamine High School Site Base Decision Making Council By-Laws and Policies

Administrators will assign consequences using the following options:

- A. Warning
- B. Detention
- C. Community service
- D. In-School Suspension (ISS)
- E. Off-Campus Suspension (OCS)
- F. Out of School Suspension (OSS)
- G. Recommendation for PACT program (Positive Alternative Choices for Teens)
- H. Recommendation for administrative hearing
- I. Recommendation for expulsion

Warning: At the administrator's discretion, a warning may be given and will be documented in the student's discipline file.

Detention: Detention will be held before school from 8:25-8:45. Failure to report to detention will result in consequences outlined in the WJHS student code of conduct.

Community service: Students will be assigned a period of after school work assignments in conjunction with the school custodial staff. Jobs will range from sweeping or mopping to window cleaning or general trash clean up. Community service will be assigned in conjunction with parents to insure proper transportation home.

In-School suspension: Students placed in ISS will report to the assigned room on the day of assignment. Students assigned to ISS should bring assignments from each of their classes to complete while in ISS. Students assigned to ISS will eat lunch separately from the rest of the student body. Parents will be notified of this assignment.

Off-campus suspension: OCS is an alternative to out of school suspension. Students assigned to OCS should bring assignments from each of their classes to complete while in OCS. Students placed in OCS report to West High and then are transported to the Providence School for the entire school day. Under no circumstances may students drive to OCS. Students will be placed in isolated work areas and will complete assignments under the management of the OCS monitor. Students will return to West High at the end of the school day to catch their bus, ride, or to drive home. Parents will be notified of this assignment.

WARNING: Students not reporting appropriately on their day of assignment or those who have behavior problems while in attendance in OCS will receive additional disciplinary consequences.

Out of school suspension: OSS is the most serious level of consequence and will be assigned for major violations, including but not limited to, fighting, aggressive misbehavior towards a school employee, drug or alcohol violations, threatening, bullying, or hazing of any kind. Students with excessive OSS assignments are subject to an administrative hearing or a recommendation for expulsion.

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Recommendation for PACT program: PACT is a behavior program which places students in a small classroom setting for an initial 10 day period (or longer as determined by administration) during which behavior goals and strategies are reinforced, and completion of assignments is emphasized. Students are then placed back in the regular classroom with continued behavior monitoring.

Recommendation for administrative hearing: An administrative hearing is convened when a student has reached the limit of tolerable discipline interventions. The administrative hearing will be chaired by a District Office representative and will include:

- the administrator making the recommendation
- the student and his/her parents
- the JCBOE Director of Pupil Personnel
- the Superintendent or designee

Possible outcomes include, but are not limited to, a recommendation for an alternative placement, removal to home services, behavior contracts, or a recommendation that a student be placed before the School Board for expulsion.

Recommendation for expulsion: In serious cases, students may be directly recommended to the School Board for expulsion. Any situation where student or staff safety is put at risk will result in a recommendation from West High that the offending student be expelled. At its discretion, the School Board may expel a student for up to one calendar year.

All administrative decisions are subject to appeal as outlined in the Jessamine Code of Conduct.

7.3 WJHS Discipline Policies and Administrative Actions: Offenses and Guidelines for Consequences *Revised June 2015*

Students may be referred to the office by teachers, administrators, or any other West High staff members. Administrators will communicate with the students concerning the referral and students will be afforded the opportunity to:

- A. admit or deny the charge leveled in the referral.
- B. tell their side of the story.
- C. identify and call witnesses to support their position.
- D. speak to parents by phone.

Administrators will then make decisions and provide consequences based on the WJHS student code of conduct. Administrators retain the right to alter consequences as outlined in the WJHS student code of conduct.

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(8) Extra Curricular Activities Policies

8.1 Extra Curricular Programs

Revised June 2015

For an extracurricular program to be continued or to institute a new program, the program must:

- A. Contribute to the following Kentucky Learning Goals:
- B. Becoming a self-sufficient individual.
- C. Becoming responsible members of a family, work group, or community, including demonstrating effectiveness in community service.
- D. Generate and maintain student interest as well as attract students currently not involved in extracurricular or service projects.
- E. Encourage, enhance, and maintain equity including but not limited to a wide range of opportunities for both male and female students.
- F. Have a district approved adult sponsor and have appropriate adult supervision at all times.

8.2 Athletic Participation Policy

Revised June 2015

WJHS athletes will follow the district/KHSAA approved athletic policies.

**West Jessamine High School
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(9) Alignment with State Standards

9.1 Alignment Needs Assessment

Adopted December 2008

Our yearly School Improvement Planning process will include:

- A. An analysis of data to discover the extent to which our students are meeting state standards and our programs are aligned with state standards.
- B. Systematic work to discover and correct the causes of and barriers to high performance by all students and the movement of students toward our goals.
- C. A revision of our School Improvement Plan based on our needs assessment data for that year. Our Plan will set Goals and address any indicated alignment issues to help move our students to state standards according to the timetable established by the Kentucky Board of Education.

We will implement this process to address our alignment with state standards and the resulting plan will be monitored by the council through ongoing implementation and impact checks.

West Jessamine High School Site Base Decision Making Council By-Laws and Policies

(10) Consultation Policies

10.1 Process for Hiring Certified and Classified Staff

Revised June 2015

According to KRS 160.345, a certified position must be posted/advertised for 30 days before it can be filled. During that 30 day period, the following process will be used for hiring certified personnel at West Jessamine High School.

Step One

The principal will notify the superintendent designee of an opening in order to post the position. At the next School-Based Council meeting, the Principal will notify the council of the opening and consult council about the position.

Step Two

The principal will then review applications and select candidates to be interviewed.

Step Three

The principal and one SBDM member will interview each candidate. The principal (at his or her discretion) can ask other stake holders to be present during the interview process.

Step Four

Following interviews, the principal will consult with the SBDM council either through a regular meeting, special called meeting where consultation concerning hiring of personnel is on the agenda, or under special circumstances through a conference call where enough members needed for a quorum are available on the call.

Consultation with the Council shall be defined as reporting the recommendation of the interview committee, an opportunity for all members of the SBDM to ask questions about the candidates and the interviewing process, and the announcement of the Principal's recommendation to fill the position.

The entire hiring process shall be completed in a timely manner while adhering to all laws, regulations, and policies.

The hiring process shall not discriminate on the basis of race, color, national origin, religion, creed, marital status, political affiliations, sex or disabling condition in employment, education program, or activities it operates.

**West Jessamine High School
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(11) Committees Policies

11.1 Types of Committees and Length of Service

Revised June 2015

A system of standing and ad hoc committees will be developed to provide maximum input from teachers, parents, community stakeholders, support staff, and students on issues relative to SBDM. Standing committees will include, but not be limited to, Budget, Climate, Rights and Responsibilities, Curriculum, Facilities, Professional Development and Technology.

New committee membership will be established at the beginning of the new school year or when charges have been given to the committee. The committee term will end with the end of the school year.

11.2 Election of Committee Chairs

Revised June 2015

Each committee will elect a chairperson from the committee members. The chairperson should be either an administrator, teacher, parent, or a classified staff member. It will be the chairperson's responsibility to schedule committee meetings, conduct meetings, and report to the council on the committee's progress.

11.3 Committee decision making process

Adopted December 2008

All committees will use consensus for making recommendations to the SBDM Council. If consensus cannot be reached, then a vote may be taken with supporting and dissenting opinions reported.

A quorum of the committee shall be the committee chairperson or his/her designee and the members in attendance at a regularly scheduled meeting.

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(12) Attendance Policy

12.1 Student Attendance

Revised June 2015

All policies regarding student attendance are outlined in the JCBOE and WJHS student handbooks.

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(13) Budget Policies

13.1 Budget and Spending Policy

Adopted December 2008

West Jessamine High School's budget committee has the responsibility of developing the school budget and overseeing its expenditure as the year progresses. The committee is accountable to the SBDM council and staff. The following procedures have been outlined to provide a process to follow as the budget is developed each year.

The budget committee will use the following timeline:

September through March—The chair of the budget committee will call meetings on an as needed basis to review the budget and make changes as necessary. These changes will be based on changes to the school population, review of current expenditures and new needs, and any changes that may cause a need for budget revision.

March --- Teachers/Departments are required to spend their instructional budgets by March 1. Between March 1 and April 1 of each school year, the school must spend any uncommitted money or it will return to the board. Since there is a short turn around on spending the money, decisions need to be determined using the following information:

- A. Look at the comprehensive school improvement plan and identify what is not currently funded.
- B. Determine if any new programs, adoptions, etc. need special one-year funding.
- C. Look at budget allocations for the following year and identify any ways to plan ahead and lower expenses for next year (purchasing paper, yearly expenses that free up money in next year's budget).
- D. Gather teacher input, informally or through the use of a priority list.

When possible, this process will be completed during the month of February and the prioritized list brought to council at the March meeting.

March-May---During the month of March the district provides the council with projected allotments and instructional budgets for the next year. Once these are in place, the budget committee will begin planning by reviewing the comprehensive school improvement plan for the next school year. Once goals and activities are outlined, the committee will identify any activities that could be paid for out of instructional money. This list of funding needs will be used as the committee looks at the needs of the school, school wide programs and departments. All areas need to be taken into consideration when planning the school budget.

The proposed budget will then be submitted to the SBDM council for approval.

West Jessamine High School Site Base Decision Making Council By-Laws and Policies

13.2 Materials/Activities Fee Schedule

Amended June 2015

The student materials/activities fee schedule at WJHS beginning with the 20011-20012 school year is as follows:

JCBOE Instructional Fee	\$40.00
WJHS Instructional Fee	\$20.00 (electives excluded)
WJHS Student ID	\$10.00
	\$70.00 * Total required fees
Activity card (optional)	\$25.00
Parking tag (optional)	\$25.00

*Reduced lunch student fees would be ½; free lunch student fees would be free.