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| Policy Number |
| S-7-a-i |

SCHOOL COUNCIL POLICY

Scott County School District

Scott County High School

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| POLICY TOPIC DESCRIPTION |
| COMMITTEES |

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| POLICY STATEMENT |
| <p>NAMES AND JURISDICTION OF STANDING COMMITTEES</p> <p>There will be five SBDM standing committees with the following names and jurisdiction:</p> <p>Planning and PD Committee</p> <ul style="list-style-type: none"> • Review and revise the SBDM policies on Improvement Planning and Technology Use. Draft revisions for council approval/adoption if necessary. • Involving as many stakeholder ideas and opinions as possible, coordinate school needs assessments including necessary surveys and other data collection. • Coordinate the development and implementation of the School Improvement Plan including working with component teams and overseeing the development and implementation of the Professional Development Plan. • Ensure that the council is kept informed through Implementation and Impact Checks on the Plan. • Recommend plans for the best use of technology based on needs assessments. • Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice. • Additional roles/charges as assigned by the council. <p>Budget Committee</p> <ul style="list-style-type: none"> • Review and revise the SBDM policies on Budget and Spending and Program Appraisal. Draft revisions for council approval/adoption if necessary. • Develop, recommend, and monitor the annual budget and allocation of resources according to identified needs of the school. • Recommend budget adjustments. • Ensure that the council is kept informed with monthly budget reports. • Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice. • Additional roles/charges as assigned by the council. |

Assessment Committee

- Review and revise the SBDM policies on Alignment with State Standards, Enhancing Student Achievement, Student Assignment, and Classroom Assessment. Draft revisions for council approval/adoption if necessary.
- Organize the KCCT and AYP data analysis every fall including reports to the Council.
- Recommend school priority needs based on test analysis data.
- Develop the state testing prep and reward plan each year.
- Recommend assignment of student procedures.
- Recommend classroom assessment ideas based on new research
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

School Culture & Resources Committee

- Review and revise the SBDM policies on Discipline, Classroom Management and Safety Plan, Extracurricular Programs, School Space Use, Instructional and Non-Instructional Staff Time Assignment. Draft revisions for council approval/adoption if necessary.
- Recommend discipline, classroom management, and safety changes based on annual needs assessments and data gathering.
- Recommend extra curricular program changes and ideas.
- Recommend use of school space ideas.
- Recommend parental involvement activities and strategies.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council

Curriculum & Instruction Committee

- Review and revise the SBDM policies on Curriculum, College-Level Courses, Writing, Instructional Practices, Homework, and School Day and Week Schedule. Draft revisions for council approval/adoption if necessary.
- Analyze curriculum alignment with the state standards and recommend changes.
- Recommend changes to the college-level/advanced courses program/policy and the writing program/policy when appropriate.
- Research and recommend instructional best practice ideas and innovations.
- Research homework best practices and recommend changes.
- Develop master schedule plan ideas to recommend to the principal.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council

NOTE: The SBDM Council will be responsible for reviewing and revising (if necessary) its Bylaws and three policies: the Committee Policy, the Consultation Policy, and the Principal Selection Policy.

STANDING COMMITTEE COMPOSITION AND MEMBERSHIP SELECTION

All members of the faculty will serve on at least one standing committee. SBDM teacher reps are exempt but may serve on a standing committee by choice. Each standing committee will have representation from all departments. Committees will also make every effort to include at least one parent and to provide reasonable representation of the ethnic diversity of our community.

Beginning in March, the following steps will be taken to recruit members for next year's committees:

MARCH

1. The principal (or principal's designee) will invite all parents in writing to sign up for committees via a Newsletter or attachment to report card, letter home to parents, etc.
2. Description of committees will be shared with parents as described above.
3. Council and committee members will individually and actively seek out parents and other interested community members who are representative of the diversity of our community and encourage their active participation on school council committees.

APRIL

4. The principal (or principal's designee) will place committee sign-up sheets in a designated place that is convenient to staff and parents. These sign up sheets will include the name of each committee, the name of the current chair and a brief description of each committee's jurisdiction as outlined in the first section of this policy. Parents and community members may also sign up by telephone or letter. The person who takes the message or opens the letter will add the parent name to the sign-up sheet.

MAY

5. The council will appoint committee members using the sign-up sheets as a basis. The council may need to assign some people to committees that are not their first choice to give each committee adequate and balanced membership.
6. The principal will notify committee members of their appointments.

AUGUST

7. The principal (or principal's designee) will provide an additional, well-publicized opportunity to sign up for committees for both new staff and all parents.
8. The council will make appointments from those additional August sign-ups and set up a timeline for regular committee reports to the council for the coming school year.
9. As soon as possible following the August council meeting, the principal will call a faculty meeting for the purpose of letting all committees hold their first meeting. At that meeting all committees will:
 - Elect a chair. They will also elect or appoint a recorder who will take minutes for this first meeting and all subsequent meetings and a vice-chair who will take over in the absence of the chair.
 - Receive information from the principal about the council timeline for

regular committee reports.

- Set up a meeting schedule for the rest of the year.
- Read and discuss this policy and ask the Chair of the council any questions regarding their role and duties.
- If necessary, discuss the active recruitment of parents and community members to serve on their committee.
- Discuss ongoing and any new charges from the council and develop a plan of action that includes a timeline.
- Discuss the Open Meetings Law.

AD HOC COMMITTEES

As needed, the council may also approve ad hoc committees for the following tasks:

1. Analyze needs assessment for the School Improvement Plan.
2. Draft components for and guide the implementation of the Plan.
3. Select textbooks and materials for specific subjects.
4. Participate in work to fill specific staff vacancies.
5. Address other needs as identified by the council.

For these ad hoc committees, the council will identify the specific topic to be addressed in a written charge.

The principal will invite persons to serve on the ad hoc committee and will also designate a committee member to convene the committee for its first meeting.

Ad hoc committees automatically dissolve at the completion of the assigned task.

OPERATING RULES FOR ALL COMMITTEES

All committees established by the SBDM council are public agencies subject to Kentucky's Open Meetings Law. To comply with that law, each committee will:

1. Establish a regular meeting schedule at its first meeting of each school year and make that schedule available to the public by posting it in a place convenient to the public.
2. Hold meetings that are not on the regular schedule only after following these special meeting procedures:
 - a. The committee chair or a majority of members decide the date, time, place, and agenda.
 - b. Those who make the decision to have the meeting put the date, time, place, and agenda in a written notice, which they will post in a place convenient to the public at least 24 hours before the meeting.
 - c. Notice of a special meeting will be hand-delivered, faxed, e-mail*, or sent by US mail to

all members of the committee early enough so that they will receive it 24 hours before the meeting. The telephone can not be used to deliver these notices.

- d. If any media organization has asked for notice of special meetings, those calling the meeting will hand-deliver, fax, e-mail*, or send by US mail copies of the written notice to the agency requesting the notice so that they will receive it 24 hours before the meeting. The telephone can not be used to deliver these notices.

*To receive e-mail notification, a written request must be on file at the school. This amendment to the Open Meetings Law was passed in the 2008 General Assembly and effective beginning in mid-July 2008.

3. Take minutes of the actions and decisions made by the committee at every meeting.
4. Review the minutes of each meeting at the next meeting and, after making any needed corrections, approve those minutes.
5. Make committee minutes for each meeting available to the council and to any interested party after final approval.
6. Ensure that the principal receives an official copy to be kept with school records as required by Kentucky's Archive rules.

POLICY EVALUATION

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

Date Adopted: 3/12

Date Reviewed or Revised: Council Chairperson's Initials

Date Reviewed or Revised: Council Chairperson's Initials

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| Policy Number |
| S-7-b-i |

SCHOOL COUNCIL POLICY

Scott County School District

Scott County High School

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| POLICY TOPIC DESCRIPTION |
| ENHANCING STUDENT ACHIEVEMENT |

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| POLICY STATEMENT |
| PROCEDURES |
| In order to carry out our school's mission and to accomplish Kentucky's Learning Goals, we will: |
| <ul style="list-style-type: none"> • Develop SBDM policies, which contribute either directly or indirectly to accomplishing this mission. • Develop SBDM policies, which contribute either directly or indirectly to enhancing student achievement by improving teaching and learning at our school for each and every student. • Complete an annual needs assessment including but not limited to analyzing student performance on the state testing. • Annually revise our School Improvement Plan to address identified needs. The council will be responsible for adopting The Plan and conducting Implementation and Impact checks to monitor it. • Budget and hire to support our School Improvement Plan. |
| POLICY EVALUATION |
| We will evaluate the effectiveness of this policy through our School Improvement Planning Process. |

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| Date Adopted: <u> 2001 </u> |
| Date Reviewed or Revised: <u> </u> Council Chairperson's Initials <u> </u> |
| Date Reviewed or Revised: <u> </u> Council Chairperson's Initials <u> </u> |

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| Policy Number |
| S-7-c-i |

SCHOOL COUNCIL POLICY

Scott County School District

Scott County High School

| POLICY TOPIC DESCRIPTION |
|---------------------------------|
| IMPROVEMENT PLANNING |

POLICY STATEMENT

Plan Development and revision

Each school year the council will use the planning process recommended by the Kentucky Department of Education as described here, to revise the School Improvement Plan (SIP) using the following five steps:

STEP 1

- The council (or designated committee) will make plans for the analysis of our testing results and any needs assessment activities that need to be scheduled. Work groups will be designated and a timetable for completion and reporting to the council will be developed.
- Designated work groups will conduct needs assessments as necessary on school function and operation using Kentucky's *Standards and Indicators for School Improvement (SIS)* document and the program review findings and report the findings to the council.

STEP 2

- Designated work groups will analyze testing and program review results, including but not limited to information on performance levels of all students tested and students disaggregated by race, gender, disability, and participation in the federal free and reduced price lunch program, and report findings to the council.
- With input from stakeholders, the council will use findings from the various work groups to support continuation of work on existing priority needs (if necessary) and to identify new priority needs (if any).
- The council will identify component team leaders and members.

STEP 3

- Component teams will identify the causes that created the needs using the new data, the Indicators from the SIS, and staff knowledge of school function and operation.
- Component teams will set goals for removing the needs, and measurable objectives that will show that the strategies are being implemented and progress is being made in student performance.
- Component teams will develop strategies for reaching each objective including identifying responsible groups or individuals, developing timetables and identifying needed funding to implement the strategies.
- Component teams will develop a clear and concise written plan to communicate their work using the format designated in board policy (or if the board has not chosen a format, one selected by the council).

STEP 4

- The council will obtain widespread input and feedback on the entire School Improvement Plan from stakeholders (including but not limited to a public meeting) and suggest revisions to the component teams if necessary.
- The council will make funding adjustments to the plan if necessary and communicate

those adjustments to the component teams.

STEP 5

- The council will adopt the final plan and submit it to the district.

Addressing Achievement Gaps

Each year our planning will include revising the SIP to address substantive achievement gaps, using these steps:

1. The council will identify substantive gaps (if any) and work with the superintendent to set targets for reducing each substantive gap including revising (if necessary) our long-term time schedule for eliminating all the substantive gaps.
2. Following the steps in the first section of this policy, the council will revise the SIP, including any revisions to our gap time schedule, to fully support reducing identified substantive gaps.

Implementation and impact of the improvement Plan

To make sure the SIP is on track and making a difference, the council will:

1. Set a schedule during the July council meeting for three Implementation and Impact Checks (I & I Checks) to be carried out during the coming school year and notify those responsible of these dates.
2. Review the data from the Implementation and Impact Checks during regularly scheduled council meetings at which time needed adjustments to keep the SIP on track will be identified and those adjustments will be related to the appropriate component managers by the principal.
3. Stay informed about the SIP progress by receiving information at each regularly scheduled meeting by one of the following means:
 - Full Implementation and Impact Check.
 - Report from one component team on progress.
 - Information on last month, this month, next month's activities for all components.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

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| Policy Number |
| S-7-d-i |

SCHOOL COUNCIL POLICY

Scott County School District

Scott County High School

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|---------------------------------|
| POLICY TOPIC DESCRIPTION |
| PROGRAM APPRAISAL |

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| POLICY STATEMENT |
| <p style="text-align: center;">PROGRAM APPRAISAL NEEDS ASSESSMENT</p> <p>Our yearly School Improvement Planning process will include:</p> <ul style="list-style-type: none"> • An analysis of our state testing data and other school data as necessary to discover the extent to which our students are meeting state standards and our programs are proving effective, including but not limited to our categorical programs. • 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. • A revision of our School Improvement Plan based on our needs assessment data for that year. The Plan will set goals, address causes, and make indicated changes to programs to help move our students to state standards according to the timetable established by the Kentucky Board of Education. <p>We will implement this process to address the effectiveness of all our programs and the resulting Plan will be monitored by the council through ongoing Implementation and Impact checks.</p> <p>POLICY EVALUATION</p> <p>We will evaluate the effectiveness of this policy through our School Improvement Planning Process.</p> |

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| <p>Date Adopted: _____</p> <p>Date Reviewed or Revised: _____ Council Chairperson's Initials _____</p> <p>Date Reviewed or Revised: _____ Council Chairperson's Initials _____</p> |
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