

# **Bryan Station High School**

## **SBDM Policies**

## Bryan Station High School Policies

01.00	School Schedule
02.00	School Space Use
03.00	Staff Time Assignment
04.00	Enhancing Achievement
05.00	State Standards, Technology, and Program Appraisal
06.00	Curriculum
07.00	Discipline and Class Room Management
08.00	Extracurricular Programs
09.00	Advanced Placement AP Policy
10.00	Consultation on Filling Vacancies
11.00	Student Assignment
12.00	Instructional Practices
13.00	Committees Participation
14.00	Principal Selection
15.00	Final Exam Policy
16.00	Audio-Video Policy
17.00	Portfolio Policy



### **01.00-School Schedule**

The school day shall be divided into four 90 minute periods with a five minute passing time between classes.

### **02.00 - School Space Use**

The principal shall determine the use of school space during the day in consultation with the department chairs.

### **03.00 - Staff Time Assignment**

The principal shall consult with the department chairs concerning the assignment of all instructional staff time.

The principal shall assign each staff member's time in a manner that:

1. Supports implementation of our School Improvement Plan.
2. Is consistent with that person's district job classification and state certification (if any).
3. Provide planning time each day (teachers).

### **04.00 - Enhancing Achievement**

1. To ensure continuous enrichment and achievement, the principal, academic dean, curriculum committee, department chairs and SBDM council shall conduct ongoing analysis of whether each of our programs is contributing adequately to helping all our students meet state standards.

### **05.00 - State Standards, Technology and Program Appraisal**

To ensure the implementation of State Standards, the Curriculum & Instructional Committee shall conduct a yearly review of all courses offered at Bryan Station for adherence to POS and core content and recommend changes to SBDM Council as needed.

To determine use of technology, the Technology Committee shall each year recommend appropriate technological approaches to address each priority need in the development of the School Improvement Plan.

To appraise the quality of our programs, the council at the end of each year shall review the observed results of each Comprehensive School Improvement Plan component. In addition, the review of test scores each year will help us to identify priority needs for future attention.

### **06.00 - Curriculum**

The curriculum will follow the POS and the Kentucky Core Content.

By April 1 of each year, each department shall develop a tentative list of the Core Content items to be covered in each course that will be offered in the next two years.

By May 1, the Curriculum and Instruction Committee shall review those tentative lists and identify all Core Content items not covered in any course.

By end of school, the principal shall convene a meeting of department chairs which will decide which courses will be responsible for items not covered in the tentative lists.

If the department chairs' meeting cannot reach consensus on some items, the principal shall report to the council on each item and shall recommend steps to find an acceptable solution. The principal shall continue to report to the council on items not addressed at each meeting until a full solution has been reached.

The POS Core Content shall be available to parents through the school.

### **07.00 - Discipline and Classroom Management**

Administrators and teachers shall abide by procedures in the Fayette County Public Schools Statement of Rights and Responsibilities and Student Code of Conduct and Bryan Station Student handbook.

Students and parents/guardians shall abide by procedures in the Fayette County Public School Statement of Rights and Responsibilities and Student Code of Conduct.

Teachers are required to submit a copy of their classroom rules and management plan to their department chairs and administrators.

Classroom rules shall also be posted in each classroom.

Upon entry into the classroom students will be given a statement outlining classroom rules and procedures to share with parents/guardians.

### **08.00 - Extracurricular Programs**

The principal shall ensure that male and female students have a wide range of opportunities to participate in extracurricular activities, including athletics, musical and dramatic performances and service opportunities. Each activity shall have a district qualified sponsor or coach, who shall be present throughout the activities.

Activities shall be evaluated through the needs assessment process for updating our School Improvement Plan and Title IX requirements.

Student eligibility shall be determined by the following: Student Code of Conduct, and policies set forth by state regulated organizations ie (KHSAA)

## **09.00 – Advanced Placement AP Policy**

### Curriculum and Availability

Each year, we will offer our students college level courses in at least four of the following six areas:

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

Those courses will be offered as Advanced Placement classes at our school, or through the Kentucky Virtual High School, or through arrangements with other educational institutions. They will be accessible to all students who have a reasonable chance of being successful in the class.

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

1. Be identified as an advanced placement course by the College Board.
2. Include the content as described in the College Board overview, description, and recommend course syllabus for the appropriate course.
3. Be aligned with Kentucky's Academic Expectations and Kentucky's Program of Studies.
4. Prepare a student to take and be successful on the appropriate advanced placement Examination administered by the College Board.
5. Be taught by staff with appropriate content certification and professional development preparation to teach the advanced placement course.

### Student Assignment and Recruitment

We will encourage all students to prepare for and take one or more college level courses. We will do that in the following ways:

1. Counselors will advise students and parents of these options when they prepare and revise their Individual Learning Plans and encourage each student to take appropriate preparatory courses.
2. Teachers will encourage all students to take challenging courses each term.
3. For the fall and spring semesters, the principal will report to the council on enrollment in these courses by total numbers, gender, ethnicity, participation in the free and reduced lunch program, and disability status.
4. Based on that data, the council may amend its Comprehensive School Improvement Plan to add additional steps to ensure equitable participation in future terms.

All students may take our college level courses if they have the skills they need to be ready for that work. They may establish that they have that level of skill by any one of the following means:

1. Completing prerequisite courses listed in the Student Handbook.
2. Taking and passing the examinations for those prerequisite courses.
3. Receiving permission from the teacher.

### **10.00 - Consultation on Filling Vacancies**

For each vacancy at the school, the principal shall appoint an Ad Hoc Interviewing Committee. The committee membership shall include the principal (chair), and/or an associate principal, at least one SBDM parent, if available, at least one certified SBDM staff member, and reasonable representation of the ethnic diversity of our school when possible. When possible or applicable, the Committee may include the subject area department chair, a subject area teacher and any other available Council members.

After receiving a list of applicants, the principal shall review all applicants and references and shall select applicants to interview. The criteria and interview questions shall be applied equally to all candidates and shall not in any way discriminate based on gender, ethnicity, religion, political affiliation, or any other illegal grounds. The principal shall schedule an interview with each selected applicant.

Each interview shall occur in closed session of the committee, using the interview questions. In the event that no suitable candidates are determined, the Principal may request that additional applicants need to be supplied from the Human Resources office.

After all interviews have been completed, the Ad Hoc Interviewing committee will meet in closed session to discuss how well each applicant meets the criteria. At the next regular council meeting or special called meeting, the council will meet in closed session to receive the committee's report, discuss the applicants, offer comments on the contributions each could make, and provide any additional input requested by the principal. If a quorum of the council fails to attend the meeting called for this purpose, the principal may either call another meeting or declare an emergency and conduct the required discussion with the members who are present at the meeting.

After considering the council's comments, the principal shall select the person he or she believes will contribute most to the success of the school's students and notify the superintendent of his or her choice. The superintendent shall complete the hiring process.

### **11.00 – Student Assignment**

The principal and designee, in cooperation with appropriate school personnel, shall develop a master class schedule that ensures all students have equal access to the school's curriculum. The principal will approve the master schedule prior to implementation.

#### **Duties of Principal/designee**

1. Notify all students of graduation requirements and any changes in requirements.
2. By May 1, notify all students of course offerings through the counseling office.
3. Provide students adequate time to select the courses they wish to take with input from teachers, parents, and other students.
4. Make every effort to assign students to the courses of their choosing given availability of slots and courses needed to fulfill graduation requirements.

## **12.00 – Instructional Practices**

**Teachers** shall consistently use a variety of student-centered and the following research-based instructional strategies while delivering classroom instruction:

1. Identifying similarities and differences
2. Summarizing and note taking
3. Reinforcing effort and providing recognition
4. Homework and practice
5. Nonlinguistic representations
6. Cooperative learning
7. Setting objectives and providing feedback
8. Generating and testing hypotheses
9. Questions, cues, and advance organizers
10. Ongoing Assessment

Teachers shall consistently address various learning styles, multiple intelligences, and brain research. They will also consistently use rigorous and relevant instructional activities, which require all students to use higher-order thinking, problem solving, differentiated instruction, and inquiry learning.

The **principal or designee** shall check for success in implementing this policy as part of regular classroom observation and evaluations of each teacher. They will also check teacher lesson plans and syllabi for evidence of instructional strategies. They will make recommendations to the council about instructional strategies that may need to be a professional development priority

## **13.00 –Committees Participation**

The school council shall create and assign charges for all committees as needed. All standing and ad hoc committees are established to give opportunity for input from all stakeholders including certified and classified staff, parents, students, and community members. Standing committees for Bryan Station High School will be Curriculum & Instruction, School Culture/Climate, Technology, and Evaluation & Assessment.

### **Membership**

- All certified staff shall participate, classified staff, parents, community members, or students may participate in the shared decision making process at Bryan Station High School by serving on committees.
- Each standing committee shall consist of at least 5 members.

### **Decision Making**

Committee decisions shall be made by consensus. In the event that consensus is not possible, the chair may call for a majority vote.

### **Duties**

- Committees shall carry out tasks assigned to them by the school council.
- Committees may decide to bring issues of concern or interest to the school council.

- Committee chairs or their designees will report as requested by the school council.
- Committee chairs shall provide the council secretary with written minutes of their meetings within five calendar days of the meeting.

### **Meetings**

- Each committee shall choose the time, place, agenda, and schedule for their meetings that promotes parental and community involvement.
- Committees must comply with all provisions of the Open Meeting and Open Records law.

### **14.00- Principal Selection**

1. The school council shall obtain training in recruitment and interviewing techniques from a trainer(s) of their choice. The school council shall convene a special meeting for the purpose of receiving training. This shall be completed prior to beginning the selection process. Trainers shall be noted in the council meetings along with the dates and times of the trainings.
2. The superintendent shall provide the school council with a list of qualified applicants. The school council shall meet in closed session to review applications and references. Council shall discuss criteria and draft questions in open sessions(s). Date(s) shall be selected for interviews at a time when complete council can be present. Vice chair of school council will contact applicants to schedule interviews. Interviews shall be conducted in closed session.
3. The school council shall meet at the conclusion of all interviews in closed session to discuss each applicant. If more applicants are requested, the vice chair shall contact superintendent. Step 2 will be repeated.
4. The school council shall select a principal applicant in closed session. In open session, the council shall announce that a decision has been made.
5. The vice chair shall contact the superintendent with the name of the applicant chosen. The superintendent shall contact the applicant to offer the position and complete the hiring process.
6. Once the applicant accepts the principal position, the vice chair shall contact school council members to notify that position has been filled.
7. The school council shall follow district policy, working with district human resources to notify other applicants of school council decision.
8. Principal selection shall be announced and candidate introduced at the next regularly scheduled council meeting. The vice chair may call a

special meeting for this announcement.

### **15.00-Final Exam Policy**

A comprehensive semester final examination must be given in each course.

Students in Advanced Placement Courses who have either an A or B in the class and have taken the AP exam shall be exempted from the final examination second semester.

### **16.00-Audio-Video Policy**

Television may be viewed as part of a lesson as long as it is part of the systematic instructional activities of the class in which it is being used and does not exceed a reasonable ratio in comparison to other teaching strategies. Viewing of a televised program must be part of the lesson plan's instructional objectives and must be directly related to core content.

As with videos, movies, and DVDS, teachers must be aware of the content of all programs used in classroom instruction prior to student viewing. Once a teacher has selected a program, he or she will submit a Television Viewing Request to his or her department chairperson and/or appropriate principal who will be responsible for ensuring television programs shown in the building are appropriate for the applicable age level.

### **17.00-Portfolio Policy**

The senior portfolio is the culmination of four years of work. The expectation is that the final product be of high quality and that all students earn a minimum score of High Apprentice on their portfolio. If a student earns a lower score on his/ her portfolio, then he/she will receive an incomplete in Senior English. In order to change the grade from an Incomplete to the grade earned, the student will need to complete 6 hours of tutoring with a focus on developing writing skills.

Once all portfolios have been scored, the portfolio cluster leader will provide a list of students who have earned a score less than High Apprentice. The students and parents will be notified of the available tutoring sessions. Once a student completes the 6 hour requirement, the incomplete will be removed and he/she will receive the grade earned.