

## SBDM Policies

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## SCHOOL COUNCIL POLICY FORMAT

District: Kenton County Schools

School: Dixie Heights High School

**Policy Number:** 1.1

**Policy Category:** Committee

**Policy Title:** Standing Committees

**Policy Statement:**

Standing committees are chosen from CSIP and Needs Assessment for school improvement. SBDM will determine the number of committees based on need. Committee members shall serve for one year. Committees shall be chaired by an administrator (or designee) and will seek representation from Administration, Counselors, teachers, students and parents. Committees shall meet regularly as needed and provide report to SBDM at regularly scheduled meeting. The committee recommendations shall be advisory.

**Policy Date Adopted:** 9/10/18

**Chairperson Signature:** [Signature]

**Vice Chairperson Signature:** [Signature]

**Policy Reviewed on:** \_\_\_\_\_



## SCHOOL COUNCIL POLICY FORMAT

District: Kenton County Schools

School: Dixie Heights High School

**Policy Number:** 1.2

**Policy Category:** Committees

**Policy Title:** Consultation

**Policy Statement:**

For each vacancy at Dixie Heights High School:

- Dixie Heights High School does not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds.
- The principal will screen the applications, review applications, review references and will establish a timeline for the interviews. There are two types of interviewing committees. The principal will decide which type of committee is best suited for the situation.
  1. *Council as the Interviewing Committee:*
    - a. *Council members will be the interviewing committee and this will occur in a council meeting (special or regular)*
    - b. *The principal may add teachers and/or staff to the interviewing committee who can contribute to the interviewing process*
    - c. *Consultation will take place after the last interview for a vacant position*
  2. *Appointed Interviewing Committee*
    - a. *The principal will appoint an interviewing committee*
    - b. *Consultation will take place at a council meeting (special or regular)*
- If a quorum of the council fails to attend the meetings related to interviewing/consultation:
  1. The principal will declare an emergency
  2. The council will continue with the interviewing process
  3. The principal will consult with the council members present, so the hiring process can continue
- The interview committee meeting or the consultation meeting, if not part of the regular meeting, will be considered special meetings and all rules concerning special meetings will need to be followed.

Dixie Heights High School  
SBDM Policy Document



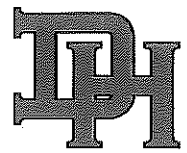
- After all interviews are complete, the council and added teachers/staff will meet in closed session to discuss how well each applicant meets the criteria, to provide input to the principal on the contributions each candidate could make and to provide any additional input requested by the principal.
- After considering the input from the closed session meetings, the principal will make the final selection of the person he or she believes will contribute most to the success of the school and notify the superintendent of his or her choice. The decision made by the principal is binding on the superintendent who will complete the hiring process.

**Policy Date Adopted:** 2/9/15

**Chairperson Signature:** Karen Henricks (The Jester)

**Vice Chairperson Signature:** [Signature]

**Policy Reviewed on:** \_\_\_\_\_



SCHOOL COUNCIL POLICY

**District:** Kenton County Schools      **School:** Dixie Heights High School

**Policy Number:** 1.3

**Policy Category:** Committees

**Policy Title:** Council Meetings

**Policy Statement:**

The Dixie Heights High School SBDM will hold its regular meetings once a month on a day or time designated by the council for the school year. The meetings will be held at Dixie Heights in a designated location on the agenda for the meeting. These monthly meeting dates will be publicly posted at the beginning of the school year.

**Policy Date Adopted:** 2/4/19

**Chairperson Signature:** [Handwritten Signature]

**Vice Chairperson Signature:** [Handwritten Signature]

**Policy Reviewed on:** \_\_\_\_\_



SCHOOL COUNCIL POLICY

**District:** Kenton County Schools      **School:** Dixie Heights High School

**Policy Number:** 1.4

**Policy Category:** Committees

**Policy Title:** Enhancing Student Achievement

**Policy Statement:**

In order to carry out our school's mission and to accomplish Kentucky Learning Goals, we will:

- 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 Comprehensive School Improvement Plan(CSIP) 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 CSIP
- We will evaluate the effectiveness of this policy through our CSIP Planning Process.

**Policy Date Adopted:** 9-11-17

**Chairperson Signature:** Karen Hendrix [Signature]

**Vice Chairperson Signature:** [Signature]

**Policy Reviewed on:** \_\_\_\_\_