

**Holmes High School
SBDM Regular Meeting
Tentative Minutes: October 29, 2013**

Meeting called to order at 4:00 pm

SBDM Members

Dennis Maines – Chairperson
Alan Haire – Teacher Representative
Angie Turnick – Teacher Representative
Ashley Lorenz – Teacher Representative
Melissa Howard – Parent Representative
Vicki Sullivan – Parent Representative
Alvin Garrison – Central Office Support
Bill Grein – Central Office Support
Davana Herron, Secretary

Agenda

1. Roll Call
2. Approval of the September 26, 2013 meeting minutes
3. Additions to the Agenda
4. Public Input
5. Student Achievement and Instructional Update
 - Test Scores
 - PLAN Results
6. Writing Policy Second Reading – Ms. Turnick
7. Dress Code Policy Revision – Second Reading – Mr. Maines
8. Emergency Procedures Policy and Procedures – First Reading – Mr. Maines
9. Advanced Programs Discussion – Mr. Garrison
10. Budget Update
11. Enrollment
12. Adjournment

1. Roll Call

Present – Dennis Maines, Alan Haire, Angie Turnick, Ashley Lorenz, Melissa Howard, Vicki Sullivan, Alvin Garrison

Absent: Bill Grein

Others Attending: Davana Herron – Secretary, Dan Johnson

2. Approval of the September 26, 2013 meeting minutes: Motion to approve by Member Lorenz. 2nd by Member Haire. Minutes approved by consensus.
3. Additions to the Agenda
 - Good news- Mr. Maines reported positive band results for this season. The Academic Team is having a very successful year.

Ms. Lorenz reported that Close the Deal went very well and was very positive for the school. Career Day was also a successful event for us. Program Assessment went very well. We received some of our highest scores ever. Practical Living/Career Studies had a proficient rating for program review.

4. Public Input- No public input
5. Student Achievement and Instructional Update
 - Test Scores- Kentucky Association of School Councils (KASC) produces series of charts that outline our testing results.
 - PLAN Results- Mr. Maines shared a comparison for the last five years but it does not include the most current data.
6. Writing Policy Second Reading – Ms. Turnick – Ms. Turnick explained that some staff have approached her with questions regarding the policy. Some of the questions Ms. Turnick has received are procedural in nature. Ms. Turnick stated that we are aware we need to make this process better and we are working on that. Mr. Maines will meet with Ms. Turnick to discuss writing training dates for December. Mr. Maines will make some changes to this policy prior to the second read. Mr. Maines has requested for CTE/Career Standards to be presented at the next meeting to ensure all departments are addressing career readiness through their curriculum.

Holmes High School

SBDM Council Policy

Writing Policy Required

Schoolwide Writing Program

To ensure that students are provided multiple opportunities to develop complex communication skills teachers will

1. Have lesson plans that reflect explicit teaching of the Kentucky Common Core Standards for Writing.
2. Link writing instruction to reading instruction across all content areas, analyzing print and non-print materials to serve as guides for students writing.
3. Include appropriate writing in every unit of study as a natural outcome of the content being studied.
4. Require all students will keep evidence of working writing folders on SKYDRIVE showing evidence of technology use, a variety of purposes and forms, as well as descriptive feedback based upon the standards.
5. Participate in professional development opportunities in the area of writing.
6. Maintain working writing portfolios. Teachers are required to contribute the expected number of portfolio entries to a students' portfolio during the school year.

Teacher Expected Contributions		
Portfolio Entry	Purpose	# of Entries Required
Content Area Writing: This must be a publishable piece that is written for an outside audience and demonstrates evidence of the writing process.	English: Narrative Social Studies: Argumentative Advocacy: Reflective Science: Descriptive Math: Informative Elective Courses: argumentative, informative, or descriptive	1

Evidence of Student Writing Opportunities	
Teachers are also expected to contribute the indicated types and numbers of the writing below to the student portfolio:	
Type of Writing	# of entries
Writing to Learn- any writing students do to enhance learning (sample pages from ICN, notes, entrance slips, and exit slips).	2
Writing-to-Demonstrate-Learning- Included in this category are essays, sample pages from ICN, constructed response questions, etc.	2
On-Demand- On-demand is done in one setting (constructed response, writing samples with no revision).	1
Research Project- This includes naturally occurring research based on content as well as the traditional research paper. This would include lab reports, market research, statistical reports with analysis, etc.	1
Technology: 21st century digital tools used during drafting and or publishing- This includes radio and TV scripts, speeches, power points, pod casts, video projects, web page designs, DVDs, etc.	1

Administrators and instructional coaches will work with teachers in order to stay apprised of students' writing efforts, strengths and weaknesses.

Students are responsible for maintaining and updating their portfolio.

Student portfolios will be reviewed twice a year by each student's advocacy teacher. Students will be provided with feedback after each review.

PORTFOLIO REVIEW

Student portfolios will be reviewed once during each semester by the student's advocacy teacher. Advocacy teachers will provide students with feedback after each review.

First Reading 9-26-13

Second Reading

Second reading tabled due to the need to answer some of the questions brought to the table.

7. Dress Code Policy Revision – Second Reading – Mr. Maines

Holmes High School

SBDM Council Policy

**Dress Code Policy
HHS Best Practice Policy**

In order to maintain an environment that provides for the care, welfare, safety, and security of all members of the school community, and to reduce distractions in the classroom, students will be required to follow certain guidelines for clothing. Certain items will be prohibited because of safety concerns or because they distract from the educational process. The administration reserves the right to determine whether or not a garment is appropriate for school.

The outer layer of clothing determines the dress code. For example, you are in violation of dress code if you wear a mini skirt over leggings, since the skirt is the outer layer of clothing.

Shirts/Dresses

- Must cover at least three inches from the neck to the shoulders.
- The stomach, back, and cleavage must be appropriately covered. Shirts and upper body garments must come to the waist.
- Shirts/blouses that are considered provocative or a distraction are also in violation of the dress code expectations.
- Must be free of logos that include profanity, crudity, sexual references, gang symbols, or references to drugs or alcohol

Pants/Shorts/Skirts

- Must be worn at the waist and must cover anything worn underneath them. It is not permissible to wear spandex tights under shorts or skirts that are not the required length in an attempt to compensate for the short length of the skirt or shorts.
- Must be free of accessories, such as chains, that have the potential to cause bodily harm.
- Skirts and shorts must come to the top of the knee.
- Hooded sweatshirts are permitted, but the hood must be down at all times.

Prohibited Items

- Hats, doo-rags, beanies/winter sock hats or other full head coverings are not to be worn in the building and must be kept in lockers during the day. If a student is found to be in violation, the head covering will be confiscated and returned to the student at the end of the week.
- Spandex shorts or pants, leggings, tights or any garment designed to be provocative or a distraction.
- Trench coats are to be kept in lockers during the school day. Lightweight jackets, warm up jackets, or similar garments may be worn as a single layer over a shirt.
- Face/Body painting that is, considered by administration, a distraction to the educational process. Exceptions to this may be made by administration to support a spirit day or school sanctioned event.

DATE OF FIRST READING – 9-26-13

DATE OF SECOND READING –

Ms. Turnick also received some feedback on the dress code policy. After discussion by SBDM council it was suggested by Mr. Garrison to research other districts and review their dress code policies with an emphasis on what is enforceable. Mr. Maines stated that the dress code policy will be revisited based on suggestions by SBDM council and the reading of this policy will be tabled to the next meeting.

8. Emergency Procedures Policy and Procedures – First Reading – Mr. Maines

Holmes High School SBDM Council Policy

<h3>Emergency Plan Required Policy</h3>
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The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to develop and document efforts to prevent, mitigate, prepare for, respond to and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan, which must be adopted by the council and implemented, will include, but not be limited to:

- Establishment of primary and secondary evacuation routes which must be posted in each room by each doorway used for evacuation;
- Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room;
- Practices for students to follow in an earthquake;
- Development and adherence to access control measures for each school building, which may include (but not be limited to):
 - Controlling access to exterior doors during the day
 - Controlling front door access electronically or with a greeter
 - Controlling access to individual classrooms

- Requiring visitor check-in with identification and purpose provided, and
- Display of visitor's badge on outer clothing; and
- Practices for students to follow in in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction.
- Procedures for lockdown of the campus

Local law enforcement shall be invited to assist in establishing lockdown procedures. Following adoption, the emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local, county and/or state police personnel, and emergency medical personnel. Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records requests. Prior to the first instructional day of school, the principal, or designee, will present and review all emergency procedures with all staff. Documentation including the time and date of the review will be kept on file at the school with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review. Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and one building lockdown. Fire drills will be conducted in accordance with timelines, procedures and requirements outlined in the DHBC regulations. Whenever possible, first responders shall be given notice of possible drills and invited to observe. The principal is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed. At the end of each school year, the emergency procedures are to be reviewed by the school council (or designated school council committee with report to the school council) and first responders and revised as needed. Annually, the principal is responsible for working with the central office to ensure that all local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points. Completion will be reported to the council and documentation maintained in the principal's office. A comprehensive diagram of the school showing primary and secondary evacuation routes will be posted at each school doorway prior to the first instructional day of school. Identified severe weather safe zones which have been identified and reviewed by the local fire marshal or fire chief will be posted at each school doorway prior to the first instructional day of school. Possible access control methods that may be included in council policies as desired, are outlined below:

- All exterior doors must remain locked at all times.
- All visitors must enter through the posted front entrance.
- The front entrance must remain secure with electronic access only.
- All visitors must use the "buzzer" and be recognized prior to gaining access to the reception area
- The principal is responsible to ensure that trained personnel monitor the front entrance at all times. At no time during the school day are students allowed to monitor the front entrance or the reception area.
- All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a school-specific badge on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office.
- The office must keep an accurate log of each visitor, the date and time of the visit, the purpose of the visit, and with whom they visited.
- During class changes, teachers must stand by their classroom door and monitor hallways.

DATE OF FIRST READING – 10-29-13

DATE OF SECOND READING –

Mr. Maines included the packet for SBDM members a copy of our HHS Safety and Crisis Management Plan, HHS Emergency Quick Reference Guide, Staff

Handbook Lockdown Policy #31, Staff Handbook Policy on Fire, Civil Defense and Severe Weather Drills #30 and sample policies on Emergency Management Plan (EMP) and Policy. Presented to SBDM council for a first reading is the Emergency Plan. Mr. Maines explains that this is a policy required by the state. Mr. Maines states that we will have in every classroom an evacuation plan for each procedure. Motion to approve by Member Haire. 2nd by Member Lorenz to approve as first reading.

9. Advanced Programs Discussion – Mr. Garrison

Mr. Garrison stated that this was the time to get a feel from the council regarding their thoughts on the future of the IB program. Mr. Garrison said he would like for SBDM council members to get input from other teachers on their feeling of the program moving forward. Mr. Garrison stated he would like for council to discuss this and be ready to have meetings with the public by January.

10. Budget Update – Mr. Maines explained that due to an increase in enrollment there has been an increase in the Section 6 budget allocation. The increased enrollment amounts to an adjustment of \$10,314. There is roughly \$50,000 left in the budget allocation for this school year.

11. Enrollment – The current enrollment is 871 students.

12. Adjournment – Motion to adjourn by Member Haire. 2nd by Member Howard. Meeting adjourned at 5:47 pm.

Next meeting scheduled is for November 19, 2013 at 4:00 pm.