

Harlan County High School

SBDM Council Meeting Minutes

Date: September 8 2016 Time: 3:15 pm Location: HCHS Media Center

Regular Meeting

I. Call Meeting to Order:

Principal Burkhart called the meeting to order at 3:20 pm.

II. Roll Call:

Ms. Alred, Mr. Branson, Mr. Henson, Mrs. Mackowiak, Mr. Pace, and Principal Burkhart.

Ms. Alred, Mrs. Mackowiak, Mr. Pace, and Principal Burkhart are present. Mr. Branson and Mr. Henson are absent. Quorum is present to proceed with the agenda.

III. Approval of Agenda:

- Motion to approve the agenda was made by Mr. Pace. Mrs. Mackowiak seconded. Consensus was reached.

IV. Approval of Minutes:

Approve minutes for August 11 2016 meeting.

- Motion to approve the minutes for August 11 2016 meeting was made by Mr. Pace. Mrs. Mackowiak seconded. Consensus was reached.

V. Hear Individuals/Delegations:

None present.

VI. SBDM Council Policy Review/Update:

No policies were presented for review.

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VII. ARI School Culture Report:

No member of the Student Senate is present,

VIII. Finance Report:

Each Council member received a copy of the current Finance Report.

IX. Principal's Report/Good News:

Principal Burkhart told the Council that the first few weeks of school have went well. All Fall Sports are having good seasons.

X. New Business:

1. Council will review HCHS Student Handbook modifications addressing After School Detention.

Council received a copy of all modifications addressing After School Detention listed in the current Student Handbook. The modifications will be sent to All Harlan County High School Teachers and Counselors. Mr. Pace will also post the modifications on the school's website. The printer will be advised of the modifications and they will be included in next year's Student Handbook.

**The modifications:**

Student Handbook Changes/Modifications

1. After School Detention (ASD) is listed as a disciplinary tool but is no longer available. It is suggested to change this to Morning School Detention (MSD) with edits being made to the following pages: 28, 38, 39, 40 (tardy policies will change as a whole), 44, 49, and 50.

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2. HCHS Electronics Policy – Page 31: Some feel that the use of earbuds before school, during breakfast & lunch and possibly in the hallway is not an issue and could be allowed. It is also nearly impossible to keep the students off of their phones during the lunch period.

Current: Students are not permitted to carry electronic devices: such as headsets, CD players, game devices, lasers, non-band instruments, laptops, ipods, etc., during the school day. Cell phones may be kept in possession by the student but should not be used except before and after school. If such items are used during the school day, they will be taken to the office until a parent/guardian comes to school.

Suggestion: Students will be permitted to use earbuds (with their phone, ipod, etc.) before school, during breakfast & lunch and between classes only. Other electronic devices such as headsets, CD players, game devices, lasers, non-band instruments, laptops, etc. are not permitted during the school day. Cell phones may be kept in possession by the student but shall not be used during class time. If prohibited items are used during the school day and/or during class, they will be taken to the office until a parent/guardian comes to school.

3. Tardy to Class Policy – Page 40: The tardy to class policy in the student handbook is incorrect. It was modified on October 22, 2013 and is noted in the Site Based Decision Making council Meeting Minutes for that day. The new policy was made available to the staff and posted on bulletin boards on all floors for students to become familiar with. It was not changed in the student handbook however.

Current: The following actions will be taken for students who are tardy:

1<sup>st</sup> and 2<sup>nd</sup> tardy: Student will receive a warning

3<sup>rd</sup> tardy: Morning Detention and parent contacted by administrator (floor Principal)

4<sup>th</sup> tardy: ½ day ISS

5<sup>th</sup> and 6<sup>th</sup> tardy: 1 day ISS for each offense

7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> tardy: 2 days ISS for each offense

10 or more tardies: Student will be referred to **ISS for an extended period of time at the discretion of the Principal.** (change to current/original)

4. Tardy to School Policy – Page 40:

Suggestion:

1<sup>st</sup> and 2<sup>nd</sup> tardy: Student will receive a warning

3<sup>rd</sup> tardy: Morning Detention and parent contacted by administrator (floor Principal)

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4<sup>th</sup> tardy: ½ day ISS

5<sup>th</sup> and 6<sup>th</sup> tardy: 1 day ISS for each offense plus loss of driving privileges for a minimum of one week

7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> tardy: 1 day of ISS for each offense plus loss of driving privileges for the remainder of that tri-mester or 2 days of ISS per offense if no driving privilege is involved.

10<sup>th</sup> +: Student will be referred to ISS for an extended period of time at the discretion of the Principal.

5. Skipping School/Class OR Leaving the Campus without Permission – Page 42: Suggestions:

Skipping Class, School/Campus, Bus OR Leaving the Campus without Permission (paragraphs 1-3 are ok)

Class:

1<sup>st</sup> Offense: 1 Morning Detention and parent contacted by administrator (floor Principal)

2<sup>nd</sup> Offense: ½ Day ISS

3<sup>rd</sup> Offense: 1 Day ISS

4<sup>th</sup> Offense: 2 Days ISS

5<sup>th</sup> Offense: 3 Days ISS

6<sup>th</sup> Offense: 5 Days ISS

7<sup>th</sup> Offense: 10 Days ISS

8<sup>th</sup> +: A parent-Administrator meeting will be held with possible court action taken.

Note: As an example, if a student skips 3 class periods, they will be subjected to the 3<sup>rd</sup> Offense punishment.

School/Campus, Bus OR Leaving the Campus without Permission:

1<sup>st</sup> Offense: 3 Days ISS and parent contacted by administrator

2<sup>nd</sup> Offense: 5 Days ISS

3<sup>rd</sup> Offense: 10 Days ISS

4<sup>th</sup> +: A parent-Administrator meeting will be held with possible court action taken.

6. Student Dress Code – Page 43 / Page 14 of Code of Conduct: Suggestions/changes are in **bold**.

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Line 1 – Clothing to include dress, skirts, and skorts must be within three inches of the **top of the** kneecap.

Line 2 – Ok

Line 3 – All shirts or blouses must be **mid-shouldered** and fully cover the torso and back without exposing cleavage or the midriff. **Spaghetti Straps are not permitted.**

Line 4 – Ok

Line 5 – Ok

Line 6 – Ok

Line 7 – Ok

Line 8 – Remove

Line 9 – No clothing with holes or tears above the knee **deemed to be inappropriate due to size will be permitted.**

**Note: there is a question about boys wearing sleeveless or muscle shirts**

7. Tobacco Prohibited – Page 44 (no discipline criteria exists):  
Suggestion:

1<sup>st</sup> Offense: Documented warning by teacher and administrator (floor Principal)

2<sup>nd</sup> Offense: 1 Morning Detention and parent contacted by administrator (floor Principal)

3<sup>rd</sup> Offense: ½ Day ISS

4<sup>th</sup> Offense: 1 Day ISS

5<sup>th</sup> Offense: 2 Days ISS

6<sup>th</sup> Offense: 3 Days ISS

7<sup>th</sup> Offense: 5 Days ISS

8<sup>th</sup> +: A parent-Administrator meeting will be held with possible court action taken.

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8. If morning detention is assigned for any of the above offenses and a student does not attend, they will go to ISS for ½ day.

Morning detention starts no later than 7:35 am and ends on the 2<sup>nd</sup> bell at 7:55 am. It is the student's responsibility to report to detention on time. For example, if a bus arrives at 7:40, they will report to detention the next school day on time even if a parent or guardian has to bring them to school.

- Motion to approve the modifications to the Student Handbook addressing After School Detention was made by Ms. Alred. Mr. Pace seconded. Consensus was reached.
2. Review for approval: Title 1 School Wide Program Allocation for HCHS.
    - Motion to approve the Title 1 School Wide Program Allocations for HCHS was made by Ms. Alred. Mr. Pace seconded. Consensus was reached.

**HCHS SBDM Council approved Title 1 School Wide Program Allowance for HCHS on September 8 2016.**

3. Council will review and complete forms pertaining to Open Records/Meeting Requirements: "Your Duty Under the Law", "Managing Government Records", and "Proof of Receipt". KRS 160.395(2).

Each Council member present signed the Proof of Receipt form. Council members will receive a copy of their signed form. The original forms will be sent to the Central Office for processing.

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### XI. Fundraisers:

1. JROTC requests approval to sell Century Resources items: smoked sausages, chocolate covered candies, trail mix etc. during October, November, and December.

Funds raised will be used for Christmas trip, bulletin board pictures, and Christmas gifts for nursing homes.

2. HCHS Boys Basketball Boosters request approval to sell doughnuts September 20-30 and December 1-15 2016. Funds raised will be used for the Boys Basketball program.
3. HCHS Boys Basketball Boosters request approval to sell Subway Discount Cards beginning in October. Funds raised will be used for the Boys Basketball program.
4. HCHS Girls Basketball Boosters request approval to host a Jr. High Play Day and sell concessions on September 17 or 24 2016. Funds raised will be used for Christmas Tournament expenses, summer camps, equipment, and t-shirts.
5. HCHS Girls Basketball Boosters request approval to sell Pizza Hut Spirit Cards during November 2016. Funds raised will be used for Christmas Tournament expenses, summer camps, equipment, and t-shirts.
6. HCHS Girls Basketball Boosters request approval to host a Shoot-a Thon during November 2016. Funds from donations from sponsors per shot made will used for Christmas Tournament expenses, travel, and summer camps.
7. HCHS Girls Basketball Boosters request approval to participate in Pizza Hut Night in September 2016. Fund raised will be used for Christmas Tournament expenses, equipment, summer camps, and warm up shirts.
8. HCHS Girls Basketball Boosters request approval to sell Little Caesar's Pizza Kits during October 2016. Funds raised will be used for travel, equipment, summer camps, and warm-ups.
9. HCHS Football Boosters request approval to sell car decals/stickers ASAP. Funds raised will be used for the Football team.

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10. HCHS Football Boosters request approval to sell necklaces/charms ASAP. Funds raised will be used for the Football team.

11. HCHS Dance Team requests approval to sell Rada Cutlery during November 2016. Funds raised will be used for competition fees.

- Motion to approve all eleven (11) fundraisers was made by Mr. Pace. Mrs. Mackowiak seconded. Consensus was reached.

XII. Trips:

None

XIII. Personnel:

Council will move to **Closed Session**.

- Motion to move to **Closed Session** was made by Mr. Pace. Ms. Alred seconded. Consensus was reached.

Council moved to **Closed Session** at 3:35 pm. The Secretary left the meeting.

- Motion to return from **Closed Session** was made by Mr. Pace. Mrs. Mackowiak seconded. Consensus was reached.

Council returned from **Closed Session** at 3:45 pm.

Entered into these meeting minutes from **Closed Session**:

After consulting with the Council, Principal Burkhart will make her recommendations to fill vacant positions at HCHS to Superintendent Howard.

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XIV. Addendum:

None.

XV. Next Meeting Date:

The next regular scheduled meeting date is Thursday October 13 2016.

XVI. Adjourn:

- Motion to adjourn was made by Mrs. Mackowiak. Mr. Pace seconded. Consensus was reached.

The meeting was adjourned at 3:50 pm.

Kristie Mackowiak

10-13-16

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Vice Chairperson's Signature

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Date Minutes Approved