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# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
<input checked="" type="checkbox"/> By-Laws (Council Operational Policies) <input type="checkbox"/> Function (School Operation Policies)	CO * 02 * 91

<u>POLICY TOPIC DESCRIPTION</u>
Budgets

<u>POLICY STATEMENT</u>
<p>Per pupil school allocation monies are to be budgeted to departments and categories by the SBDM Council.</p> <ol style="list-style-type: none"> <li>1. On March 1, the budget process is to be initiated by central office.</li> <li>2. Before June 1, the SBDM Council will determine the high school budget needs, after hearing recommendations from the teachers and staff of TCHS.</li> <li>3. If additional monies are warranted, the principal, at the designation of the SBDM Council, will request funds from the Board.</li> <li>4. The finalized tentative budget for the next year shall be approved by June 30.</li> </ol>

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Sept. 9, 1991  
 DATE REVISED: Oct. 17, 1994  
 DATE REVIEWED: Nov. 21, 1994  
 DATE REVIEWED: Nov. 25, 1996  
 DATE REVIEWED: Aug. 17, 1998  
 DATE REVIEWED: Feb. 14, 2000

DATE REVIEWED: Aug. 8, 2001  
 DATE REVIEWED: Sept. 9, 2004  
 DATE REVIEWED: Aug. 13, 2007  
 DATE REVIEWED: Sept.21, 2009  
 DATE REVIEWED: Nov. 7, 2011  
 DATE REVIEWED: Dec. 11, 2013

DATE REVISED: June 29, 2016  
 DATE REVIEWED: March 7, 2017  
 DATE REVIEWED: Jan. 15, 2019  
 DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL

## SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
<input checked="" type="checkbox"/> By-Laws (Council Operational Policies) <input type="checkbox"/> Function (School Operation Policies)	CO * 03 * 91

<u>POLICY TOPIC DESCRIPTION</u>
SBDM Council Meetings

<u>POLICY STATEMENT</u>
<p>SBDM Council shall set the council meeting dates of the first meeting of each new council year.</p> <p>Public comment on policies shall be heard at SBDM Council meetings, with the requirement of 24-hour prior notification to the scheduled meeting to enable the persons and/or delegations to be put on the agenda. Individual persons and up to three delegation spokespersons will <u>be limited to 5 minutes</u> of speaking time each.</p>

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Sept.9, 1991  
 DATE REVISED: Sept. 19, 1994  
 DATE REVIEWED: Nov. 21, 1994  
 DATE REVIEWED: July 10, 1995  
 DATE REVISED: Nov. 25, 1996  
 DATE REVIEWED: Aug. 17, 1998  
 DATE REVIEWED: Feb. 14, 2000  
 DATE REVISED: Aug. 8, 2001

DATE REVISED: Jul. 15, 2002  
 DATE REVISED: Sept. 9, 2004  
 DATE REVISED: Jan. 10, 2005  
 DATE REVISED: June 20, 2007  
 DATE REVISED: July 17, 2007  
 DATE REVISED: Aug. 13, 2007  
 DATE REVIEWED: Sept.  
 21,2009

DATE REVIEWED: Nov. 7, 2011  
 DATE REVISED: Dec. 11, 2013  
 DATE REVIEWED: Jun. 29, 2016  
 DATE REVIEWED: March 7, 2017  
 DATE REVIEWED: Jan. 15, 2019  
 DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
<input checked="" type="checkbox"/> By-Laws (Council Operational Policies) <input type="checkbox"/> Function (School Operation Policies)	CO * 04 * 92

<u>POLICY TOPIC DESCRIPTION</u>
Monthly Balance Reports

<u>POLICY STATEMENT</u>
The principal shall provide the SBDM Council with monthly SBDM balance reports. All High School Activity Fund Accounts will be available upon request.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Feb.10,1992  
 DATE REVISED: Nov. 21, 1994  
 DATE REVIEWED: Jan. 16, 1995  
 DATE REVIEWED: Nov. 25, 1996  
 DATE REVIEWED: Aug. 17, 1998  
 DATE REVIEWED: Feb. 14, 2000

DATE REVIEWED: AUG. 8, 2001  
 DATE REVIEWED: Sept. 9, 2004  
 DATE REVISED: Aug. 13, 2007  
 DATE REVISED: Sept. 21, 2009  
 DATE REVIEWED: Nov. 7, 2011  
 DATE REVIEWED: Nov. 13, 2013

DATE REVIEWED: Jun 29, 2016  
 DATE REVIEWED: March 7, 2017  
 DATE REVIEWED: Jan. 15, 2019  
 DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
<input checked="" type="checkbox"/> By-Laws (Council Operational Policies) <input type="checkbox"/> Function (School Operation Policies)	CO * 05 * 93

<u>POLICY TOPIC DESCRIPTION</u>
Assessment

<u>POLICY STATEMENT</u>
<p>The principal shall prepare a review and analysis of the previous year's testing results and shall offer suggestions for any changes needed in the testing procedures for any state designated tests, or other testing. The review and analysis shall be completed and presented at the designated SBDM Council meeting. Reports on yearly progress will be prepared.</p>

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Feb.22, 1993  
 DATE REVIEWED: Aug. 16, 1993  
 DATE REVISED: Nov. 21, 1994  
 DATE REVIEWED: Jan. 16, 1995  
 DATE REVISED: Nov. 25, 1996  
 DATE REVISED: Aug. 17, 1998

DATE REVIEWED: Feb. 14, 2000  
 DATE REVISED: Aug. 8, 2001  
 DATE REVIEWED: Sept. 9, 2004  
 DATE REVISED: Aug. 13, 2007  
 DATE REVIEWED: Sept.21, 2009  
 DATE REVISED: Nov. 7, 2011

DATE REVISED: Dec. 11, 2013  
 DATE REVIEWED: Jun 29, 2016  
 DATE REVIEWED: March 7, 2017  
 DATE REVIEWED: Jan. 15, 2019  
 DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
<input checked="" type="checkbox"/> By-Laws (Council Operational Policies) <input type="checkbox"/> Function (School Operation Policies)	CO * 06 * 95

<u>POLICY TOPIC DESCRIPTION</u>
<p>SBDM School Committees</p> <p>Statement:</p> <p>SBDM Committees shall serve in an advisory capacity, with all recommendations going to the Council for approval and/or action.</p>

<u>POLICY STATEMENT</u>
<p>Ad hoc committees shall be established as needed by the school council. School committees may be composed of teachers, parents, students, and classified staff. Community representatives and others may be added as needed.</p> <p>Ad Hoc Committees will be given charges by the Council, as well as reporting deadlines. Committee recommendations are to be given to the SBDM Council at Council meetings.</p> <p>All school council committees established under this policy are public agencies and are subject to Kentucky's Open Meetings/Open Records statutes.</p> <p>When a school council charges a committee to work on a particular challenge or task, the school council may want to use a standard format to organize the information for the committee to ensure completion of the challenge or task.</p> <p>Possible inclusions in the charge: the name of the committee, the topic, the date of the charge, what work is needed, the timeline for completion, any special considerations or issues, and the contact person on the council.</p>

SIGNATURE: \_\_\_\_\_

Council Chairperson

DATE ADOPTED: Jan.16, 1995  
DATE REVIEWED: Nov. 20, 1994  
DATE REVIEWED: July 10, 1995  
DATE REVIEWED: Nov. 25, 1996  
DATE REVIEWED: Aug. 17, 1998  
DATE REVIEWED: Feb. 14, 2000  
DATE REVISED: Oct. 21, 2002

DATE REVIEWED: Sept. 9, 2004  
DATE REVIEWED: Aug. 13, 2007  
DATE REVISED: Sept. 21, 2009  
DATE REVISED: Jan. 18, 2011  
DATE REVISED: Nov. 7, 2011  
DATE REVIEWED: Nov. 13, 2013  
DATE REVIEWED: Jun 29, 2016

DATE REVIEWED: March 7, 2017  
DATE REVISED: March 19, 2019  
DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL

## SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 03 * 92
<input checked="" type="checkbox"/> Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Assignment of Students to Classes or School Schedule

<u>POLICY STATEMENT</u>
<p>Without SBDM Council approval, no teacher shall teach more than 3 classes per day and have ratios greater than 30:1 or 90 students per day.</p> <p>Guidance counselors, working in collaboration with teachers, building administrators, students, and guardians, shall prepare schedules for students to their classes each school year.</p> <p>Criteria to be used by the teachers, guidance counselors, and the principal in making student assignments shall include:</p> <ul style="list-style-type: none"><li>● Academic performance of the student</li><li>● Learning style of the student</li><li>● Instructional needs of the student</li><li>● Class size</li><li>● School schedule</li><li>● Individual Learning Plans</li><li>● Gifted and talented identification</li><li>● Assessments measuring academic performance</li></ul> <p>The principal shall ensure that schedules are available to students within the week prior to the start of school. Parents who wish to seek a change in their child's schedule shall confer with the principal (or designee) who shall have the authority to make the changes.</p>

SIGNATURE: \_\_\_\_\_  
Council Chairperson



DATE ADOPTED: Apr.13, 1992  
DATE REVIEWED: Nov. 21, 1994  
DATE REVIEWED: Nov. 25, 1996  
DATE REVIEWED: Aug. 17, 1998  
DATE REVISED: Feb. 14, 2000  
DATE REVIEWED: Aug. 8, 2001

DATE REVIEWED: Sept. 9, 2004  
DATE REVISED: Aug. 13, 2007  
DATE REVIEWED: Sept.21, 2009  
DATE REVIEWED: Nov. 7, 2011  
DATE REVISED: Dec. 12, 2013  
DATE REVISED: June 29, 2016

DATE REVISED: March 21, 2017  
DATE REVISED: March 19, 2019  
DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 11 * 94
<input checked="" type="checkbox"/> Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Overnight Trips with Students

<u>POLICY STATEMENT</u>
All school sponsored overnight trips with students are to have one chaperon, minimal age 21 and approved by the principal or his/her designee, for every twelve students. Co-ed trips will have co-ed sponsors.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Jan. 3, 1994  
 DATE REVIEWED: Jan. 16, 1995  
 DATE REVIEWED: Nov. 25, 1996  
 DATE REVIEWED: Aug. 17, 1998  
 DATE REVIEWED: Feb. 14, 2000  
 DATE REVIEWED: Aug. 8, 2001

DATE REVIEWED: Sept. 9, 2004  
 DATE REVIEWED: Aug. 13, 2007  
 DATE REVIEWED: Sept.21, 2009  
 DATE REVIEWED: Nov. 7, 2011  
 DATE REVISED: Dec. 11, 2013  
 DATE REVIEWED: Feb. 27, 2015

DATE REVISED: Feb. 21, 2017  
 DATE REVIEWED: Jan. 15, 2019  
 DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 15 * 95
<input checked="" type="checkbox"/> Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Progress Reports/Report Cards

<u>POLICY STATEMENT</u>
Progress Reports or report cards will be issued every 4 1/2 weeks.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Jan. 16, 1995  
DATE REVISED: Nov. 25, 1996  
DATE REVISED: Aug. 17, 1998  
DATE REVISED: Feb. 14, 2000  
DATE REVIEWED: Aug. 8, 2001

DATE REVIEWED: Sept. 9, 2004  
DATE REVIEWED: Aug. 13, 2007  
DATE REVISED: Sept.21, 2009  
DATE REVIEWED: Nov. 7, 2011  
DATE REVIEWED: Nov. 13, 2013

DATE REVIEWED: Jun 29, 2016  
DATE REVIEWED: March 7, 2017  
DATE REVIEWED: Jan. 15, 2019  
DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 20 * 95
<input checked="" type="checkbox"/> Function (School Operation Policies)	

**POLICY TOPIC DESCRIPTION**

Assignment of all instructional staff time.

**POLICY STATEMENT**

The assignment of all instructional staff time shall be made by the Principal and approved by the SBDM Council. Achievement of school council goals, effective management, and teacher input shall be the basis for assignments of staff time. Certified staff assignments shall be published annually by July 15 of each year. Changes of published assignments after this date must be approved by the SBDM Council.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: March 6, 1995  
 DATE REVIEWED: Nov. 25, 1996  
 DATE REVIEWED: Aug. 17, 1998  
 DATE REVIEWED: Feb. 14, 2000  
 DATE REVIEWED: Aug. 8, 2001

DATE REVIEWED: Sept. 9, 2004  
 DATE REVIEWED: Aug. 13, 2007  
 DATE REVIEWED: Sept.21, 2009  
 DATE REVIEWED: Nov. 7, 2011  
 DATE REVISED: Jan. 8, 2014

DATE REVIEWED: Jun 29, 2016  
 DATE REVIEWED: March 7, 2017  
 DATE REVISED: March 19, 2019  
 DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 21 * 95
<input checked="" type="checkbox"/> Function (School Operation Policies)	

**POLICY TOPIC DESCRIPTION**

Determination of the schedule of the school day and week.

**POLICY STATEMENT**

The council will develop a schedule with time to meet goals and requirements of the curriculum. The schedule will utilize time of school day and calendar year as established by the local board to meet needs and interest of students, curriculum, extra-curricular activities and school programs.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Mar. 6, 1995  
 DATE REVIEWED: Nov. 25, 1996  
 DATE REVIEWED: Aug. 17, 1998  
 DATE REVIEWED: Feb. 14, 2000  
 DATE REVIEWED: Aug. 8, 2001  
 DATE REVIEWED: Sept. 9, 2004

DATE REVISED: Aug. 13, 2007  
 DATE REVIEWED: Sept.21, 2009  
 DATE REVISED: Nov. 7, 2011  
 DATE REVIEWED: Dec. 11, 2013  
 DATE REVIEWED: Jun 29, 2016  
 DATE REVIEWED: March 7, 2017

DATE REVIEWED: Feb.19, 2019  
 DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 23 * 95
<input checked="" type="checkbox"/> Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Personnel Decisions - Principal Hiring

<u>POLICY STATEMENT</u>
<p>The superintendent, or the superintendent's designee, shall serve as the chair of the council for the purpose of the hiring process and shall have voting rights during the selection process. The outgoing principal shall not serve on the council during the principal selection process. The council shall have access to the applications of all persons certified for the position. The principal shall be elected on a majority vote of the membership of the council. No principal who has been previously removed from a position in the district for cause may be considered for appointment as principal. The school council shall receive training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal. The council shall select the trainer to deliver the training. This policy compiles with KRS160.245(2)(h).</p>

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Mar. 6, 1995  
 DATE REVIEWED: Nov. 25, 1996  
 DATE REVIEWED: Aug. 17, 1998  
 DATE REVIEWED: Feb. 14, 2000  
 DATE REVIEWED: Sep. 20, 2001

DATE REVIEWED: Sept. 9, 2004  
 DATE REVIEWED: Aug. 13, 2007  
 DATE REVIEWED: Sept. 21, 2009  
 DATE REVIEWED: Nov. 7, 2011  
 DATE REVISED: Jun 29, 2016

DATE REVIEWED: March 7, 2017  
 DATE REVIEWED: Jan. 15, 2019  
 DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 24 * 95
<input checked="" type="checkbox"/> Function (School Operation Policies)	

**POLICY TOPIC DESCRIPTION**

Determination of the use of school space during the school day.

**POLICY STATEMENT**

The principal shall present to the council for approval a plan for the use of school space during the school day by the August council meeting of each year. Assignment of school space shall be made based upon a criterion that considers class size, program space need, accessibility for the disabled/handicapped, supervision of students, safety and overall effective school management.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Mar. 6, 1995  
 DATE REVISED: Nov. 25, 1996  
 DATE REVIEWED: Aug. 17, 1998  
 DATE REVIEWED: Feb. 14, 2000  
 DATE REVISED: Sep. 20, 2001

DATE REVIEWED: Sept. 9, 2004  
 DATE REVIEWED: Aug. 13, 2007  
 DATE REVIEWED: Sept.21, 2009  
 DATE REVIEWED: Nov. 7, 2011  
 DATE REVIEWED: Dec. 11, 2013

DATE REVIEWED: Jun 29, 2016  
 DATE REVIEWED: March 7, 2017  
 DATE REVIEWED: Feb.19, 2019  
 DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 26 * 95
<input checked="" type="checkbox"/> Function (School Operation Policies)	

**POLICY TOPIC DESCRIPTION**

Selection of extra-curricular programs and determination of policies related to student participation.

**POLICY STATEMENT**

The principal and instructional staff shall be responsible for the selection of extra-curricular programs and the determination of policies related to the programs. The school council shall approve or disapprove of the selection of extra-curricular programs and the determination of policies relating to them.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Mar. 6, 1995  
 DATE REVIEWED: Nov. 25, 1996  
 DATE REVIEWED: Aug. 17, 1998  
 DATE REVIEWED: Feb. 14, 2000  
 DATE REVIEWED: Sep. 20, 2001

DATE REVIEWED: Sept. 9, 2004  
 DATE REVIEWED: Aug. 13, 2007  
 DATE REVIEWED: Sept.21, 2009  
 DATE REVISED: Nov. 7, 2011  
 DATE REVIEWED: Dec. 11, 2013

DATE REVIEWED: Jun 29, 2016  
 DATE REVIEWED: March 7, 2017  
 DATE REVIEWED: Jan. 15, 2019  
 DATE REVIEWED: Feb.19, 2019  
 DATE REVIEWED: Oct. 14, 2020



# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<p><b><u>COUNCIL POLICY TYPE (CHECK ONE)</u></b></p> <p>By-Laws (Council Operational Policies)</p> <p><input checked="" type="checkbox"/> Function (School Operation Policies)</p>	<p><b><u>POLICY NUMBER</u></b></p> <p><u>SO * 28 * 95</u></p>
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<p><b><u>POLICY TOPIC DESCRIPTION</u></b></p> <p>School Budget and Administration - Professional Development</p>
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<p><b><u>POLICY STATEMENT</u></b></p> <p>The principal shall prepare a recommendation for a professional development plan, subject to school council review and approval. These recommendations shall be developed in coordination with school and district initiatives, in order to maximize professional development opportunities.</p>
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SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Mar. 6, 1995  
 DATE REVIEWED: Nov. 25, 1996  
 DATE REVISED: Aug. 17, 1998  
 DATE REVIEWED: Feb. 14, 2000  
 DATE REVIEWED: Sep. 20, 2001

DATE REVIEWED: Sept. 9, 2004  
 DATE REVISED: Aug. 13, 2007  
 DATE REVISED: Sept.21, 2009  
 DATE REVIEWED: Nov. 7, 2011  
 DATE REVIEWED: Dec. 11, 2013

DATE REVISED: Aug 19, 2016  
 DATE REVISED: April 16, 2019  
 DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 29 * 95
<input checked="" type="checkbox"/> Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
School Improvement Plan

<u>POLICY STATEMENT</u>
The School Improvement Plan shall be revised each year. This plan shall be submitted to the school council for review and approval.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Mar. 6, 1995  
 DATE REVIEWED: Nov. 25, 1996  
 DATE REVISED: Aug. 17, 1998  
 DATE REVISED: Feb. 14, 2000  
 DATE REVIEWED: Sep. 20, 2001

DATE REVISED: Sept. 9, 2004  
 DATE REVISED: Aug. 13, 2007  
 DATE REVISED: Oct. 19, 2009  
 DATE REVISED: Nov. 7, 2011  
 DATE REVISED: Jan. 8, 2014

DATE REVIEWED: Jun 29, 2016  
 DATE REVIEWED: March 7, 2017  
 DATE REVISED: April 16, 2019  
 DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 30 * 95
X Function (School Operation Policies)	

**POLICY TOPIC DESCRIPTION**

Determination of curriculum, including needs assessment and curriculum development.

**POLICY STATEMENT**

Each department will have the responsibility for reviewing and revising curriculum and units of study for congruency based on National and State standards.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Mar. 6, 1995  
 DATE REVIEWED: Nov. 25, 1996  
 DATE REVISED: Aug. 17, 1998  
 DATE REVIEWED: Feb. 14, 2000  
 DATE REVIEWED: Sep. 20, 2001  
 DATE REVISED: Sept. 9, 2004

DATE REVISED: Aug. 13, 2007  
 DATE REVIEWED: Oct. 19, 2009  
 DATE REVISED: Nov. 7, 2011  
 DATE REVIEWED: Feb. 10, 2014  
 DATE REVIEWED: Jun 29, 2016  
 DATE REVIEWED: Dec 13, 2016

DATE REVISED: March 21, 2017  
 DATE REVIEWED: March 19, 2019  
 DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL

## SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 34 * 95
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Recognition of previous/dual credits

<u>POLICY STATEMENT</u>
<p>TRIGG COUNTY HIGH SCHOOL - RECOGNITION OF PREVIOUS/DUAL CREDITS</p> <p><b><u>SECTION 1.</u></b></p> <p><b>A.</b> Students enrolling with a properly certified transcript from an accredited secondary school shall be placed and awarded credit in accordance with the following standards:</p> <p>GRADE PLACE BEGINNING WITH CLASS OF 2011:</p> <ul style="list-style-type: none"><li>Grade 9 - promotion from 8th grade</li><li>Grade 10 - successful completion of 6 credits</li><li>Grade 11 - successful completion of 13 credits</li><li>Grade 12 - successful completion of 20 credits</li></ul> <p>ACCEPTANCE OF CREDIT:</p> <p>Credit is 1/2 credit per semester per one hour class.</p> <p>Numerical grades are transferred as numerical grades regardless of the previous school's grading scale. One exception: Credit transferred with grade below 70 is accepted with a grade of 70.</p>

Letter grades are transferred as numerical grades using the following standard:

A+...100	B+....89	C+.....79	E/F.....60
A.....95	B.....85	C.....75	
A-.....90	B-.....80	C-.....70	

Pass/Fail grades will not be factored into the student's numeric average.

**SECTION 2.** Students enrolling without a properly certified transcript are not credited with high school credits until such time as the properly certified transcript is received.

**SECTION 3.** Transfer students, from an accredited secondary program, enrolling during the semester will be scheduled in a manner to best correlate with courses from the previous school. Grades in progress from the previous school will be recognized as the grades for the time period during the current semester not enrolled at Trigg County High School. Letter grades will be accepted as numerical grades using the standards stated in Section 1.

**SECTION 4.** REFERENCE: 704 KAR 3:307.

Students enrolling from a non-accredited secondary program without a properly certified transcript will be granted credit toward graduation by passing with a score of 70% or better an examination of similar nature and content to the examination used for other students receiving credit for a particular course within the school district and graded on a comparable basis.

**SECTION 5.** Students enrolling from a non-accredited secondary program and expecting to graduate from Trigg County High School must complete a minimum of one (1) semester during the year of graduation as a full-time student of Trigg County High School.

Previous credit will be accepted as outlined in Section 3.

SIGNATURE: \_\_\_\_\_

Council Chairperson

DATE ADOPTED: Nov. 20, 1995  
DATE REVIEWED: Nov. 25, 1996  
DATE REVISED: Aug. 17, 1998  
DATE REVIEWED: Feb. 14, 2000  
DATE REVISED: Sep. 20, 2001  
DATE REVIEWED: Sept. 9, 2004  
DATE REVISED: Aug. 13, 2007

DATE REVIEWED: Sept.21, 2009  
DATE REVISED: Nov. 7, 2011  
DATE REVIEWED: Mar. 10, 2014  
DATE REVIEWED: Jun 29, 2016  
DATE REVISED: Dec 13, 2016  
DATE REVIEWED: March 7, 2017  
DATE REVISED: April 16, 2019

DATE REVISED: Feb 18, 2020  
DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL

## SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 35 * 95
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Correspondence / Independent Study

<u>POLICY STATEMENT</u>												
<p>Trigg County High School will accept, toward graduation requirements, a maximum number of three (3) credits earned through a university-based correspondence or independent study program.</p> <p>Enrollment in such a correspondence or independent study program must be pre-approved by the principal or counselor. Approval will not be given for more than two (2) courses at any one time.</p> <p>Grades from correspondence or independent study programs are accepted as follows:</p> <p style="margin-left: 40px;">Numerical grades are transferred as numerical grades regardless of correspondence or independent study program grading scale.</p> <p style="margin-left: 40px;">Letter grades are transferred as numerical grades using the following standard:</p> <table style="margin-left: 80px; border: none;"> <tr> <td>A+.....100</td> <td>B+.....89</td> <td>C+.....79</td> <td>E/F.....60</td> </tr> <tr> <td>A.....95</td> <td>B.....85</td> <td>C.....75</td> <td></td> </tr> <tr> <td>A-.....90</td> <td>B-.....80</td> <td>C-.....70</td> <td></td> </tr> </table> <p>Graduating students must have all grades in the guidance office before participating in graduation programs. To avoid problems, graduating students should take final exams for correspondence or independent study no later than the first week of May.</p> <p>All expenses are the responsibility of the student and parent/guardian. Enrollment, purchase</p>	A+.....100	B+.....89	C+.....79	E/F.....60	A.....95	B.....85	C.....75		A-.....90	B-.....80	C-.....70	
A+.....100	B+.....89	C+.....79	E/F.....60									
A.....95	B.....85	C.....75										
A-.....90	B-.....80	C-.....70										

of books, mailing of lessons, requesting exam site and date, and any additional questions about the programs' policies and/or procedures are the direct responsibility of the student and parent/guardian.

Trigg County High School will, upon request, provide information, serve as a final exam testing site, and accept credit for completed courses.

All credits earned from correspondence/independent study courses must be received in the guidance office by opening day with students, each semester,, and by the date set for senior grades to be turned in to the guidance office in order for students to be eligible for promotion, substitution for a scheduled class, and/or participation in graduation activities.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Nov. 20, 1995  
DATE REVISED: Sept. 16, 1996  
DATE REVISED: Nov. 25, 1996  
DATE REVISED: Aug. 17, 1998  
DATE REVIEWED: Feb. 14, 2000  
DATE REVIEWED: Sep. 20, 2001

DATE REVIEWED: Oct, 21, 2001  
DATE REVIEWED: Sept. 9, 2004  
DATE REVIEWED: Aug. 13, 2007  
DATE REVIEWED: Sep. 21, 2009  
DATE REVISED: Nov. 7, 2011  
DATE REVISED: Feb. 10, 2014

DATE REVIEWED: Jun 29, 2016  
DATE REVISED: April 18, 2017  
DATE REVISED: April 16, 2019  
DATE REVISED: Feb 18, 2020  
DATE REVIEWED: Oct. 14, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 41 * 96
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Promotion / Retention

<u>POLICY STATEMENT</u>
<p>Retention is based upon the cumulative credits earned by a student at the end of their fourth year of high school. The number of credits required for athletic participation in KHSAA sanctioned sports is as follows:</p> <p style="margin-left: 40px;">Grade 10 (Sophomore) - 6 credits Grade 11 (Junior)- - - 13 credits Grade 12 (Senior)- - - 20 credits</p> <p>Participation in senior activities is at the Principal's or designee's discretion. Fifth year students are ineligible for election as senior superlatives and/or class officers.</p>

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Nov.25, 1996  
DATE REVISED: Aug. 17, 1998  
DATE REVISED: Feb. 14, 2000  
DATE REVISED: Oct. 15, 2001  
DATE REVISED: Sept. 9, 2004  
DATE REVISED: Aug. 13, 2007

DATE REVIEWED: Sept. 21, 2009  
DATE REVISED: Nov. 7, 2011  
DATE REVISED: May. 12, 2014  
DATE REVISED: June 9, 2015  
DATE REVIEWED: Jun 29, 2016  
DATE REVIEWED March 21,

2017  
DATE REVIEWED: March 19,  
2019  
DATE REVIEWED: Nov. 11, 2020



# TRIGG COUNTY HIGH SCHOOL

## SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 43 * 96
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Culture Exchange Students

<u>POLICY STATEMENT</u>
<p>Trigg County High School will accept exchange students processed through a recognized exchange program or through the INS (Immigration and Naturalization Service) for one school year.</p> <p>Maximum number of exchange students to be accepted for any one school year will be no more than five (5).</p> <p>Exchange students will be required to have classes in United States History and English (with American Literature recommended) during the one year of attendance.</p> <p>Exchange students will be eligible for athletics following the Kentucky High School Athletics Association guidelines.</p> <p>Exchange students will be allowed to earn a diploma by meeting all minimum graduation requirements as established by the state of KY and the local board of education.</p> <p>Exchange students, who qualify for graduation, will not be ranked with the graduating class and will not be eligible for honor graduate recognition.</p>

SIGNATURE: \_\_\_\_\_

Council Chairperson

DATE ADOPTED: Nov. 25, 1996  
DATE REVISED: Aug. 17, 1998  
DATE REVISED: Apr. 19, 1999  
DATE REVIEWED: Feb. 14, 2000  
DATE REVIEWED: Sept. 9, 2004  
DATE REVIEWED: Oct. 15, 2001

DATE REVIEWED: Aug. 13, 2007  
DATE REVIEWED: Sept. 21, 2009  
DATE REVIEWED: Nov. 7, 2011  
DATE REVIEWED: June 19, 2014  
DATE REVIEWED: Jun 29, 2016  
DATE REVIEWED: March 21,

2017  
DATE REVISED: June 13, 2019  
DATE REVIEWED: Nov. 11, 2020

# TRIGG COUNTY HIGH SCHOOL SCHOOL COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	<u>SO * 45 * 98</u>
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Consultation in the selection of personnel by principal. Pursuant to HB 321 effective for two years of the biennium and Notwithstanding KRS 160.345

<u>POLICY STATEMENT</u>
<p>Consultation shall occur during regular/special council meetings with a quorum present. The body shall go into executive session to discuss individual staff vacancies and applicants. The council charges the principal to conduct interviews and make reference checks. The principal shall provide the council opportunity to review applications and sit in on interviews at will. The council should be informed verbally of the results of the employee interview and reference checks. Any reference checks made by phone shall be conducted from a list of predetermined questions. The principal shall seek the council's advice in good faith, but that advice shall not be binding in making his/her employment recommendations to the Superintendent.</p>

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Jul. 27, 1998  
DATE REVIEWED: Aug 17, 1998  
DATE REVIEWED: Feb. 14, 2000

DATE REVIEWED: Oct. 15, 2001  
DATE REVIEWED: Sept. 9, 2004  
DATE REVIEWED: Aug. 13, 2007

DATE REVIEWED: Sept.21, 2009  
DATE REVIEWED: Nov. 7, 2011  
DATE REVIEWED: June 19, 2014

DATE REVIEWED: Jun 29, 2016  
DATE REVISED: June 13, 2019

DATE REVIEWED: Nov. 11, 2020

# TRIGG COUNTY HIGH SCHOOL

## SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 53 * 04
<input checked="" type="checkbox"/> Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Fundraising

<u>POLICY STATEMENT</u>
Clubs and classes will be permitted to have one in-school fundraiser per semester, unless otherwise approved by the building principal or his/her designee. All fundraising projects by classes or clubs, including solicitation of pledges or donations will be approved by the principal and scheduled with the high school secretary. Also, the type of fundraiser must be listed on the schedule. Students selling or soliciting funds will have documentation from the fundraiser and the sponsor's name.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: Jul.8, 2004  
DATE REVIEWED: Sept. 9, 2004  
DATE REVIEWED: Aug. 13, 2007  
DATE REVIEWED: Sept.21, 2009

DATE REVIEWED: Nov. 7, 2011  
DATE REVISED: June 19, 2014  
DATE REVIEWED: Jun 29, 2016  
DATE REVISED: April 18, 2017

DATE REVIEWED: Jan. 15, 2019  
DATE REVIEWED: Nov. 11, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	<u>SO * 56 *07</u>
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
AP Enrollment/Advanced Classes

<u>POLICY STATEMENT</u>
AP classes/Advanced classes (enrollment/requirements) will be based on open enrollment.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: June 20, 2007  
DATE REVIEWED: Aug. 13, 2007  
DATE REVISED: Dec. 10, 2007  
DATE REVIEWED: Sept.21, 2009  
DATE REVISED: April 26, 2010

DATE REVIEWED: Nov. 7, 2011  
DATE REVIEWED: June 19, 2014  
DATE REVIEWED: Jun 29, 2016  
DATE REVIEWED: Jan. 15, 2019  
DATE REVIEWED: Nov. 11, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	<u>SO * 57 *07</u>
<input checked="" type="checkbox"/> Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Field Trips during Finals or Mid-Terms

<u>POLICY STATEMENT</u>
<p>There will be no field trips/athletic events during the days that final or mid-term exams will be given. The exception will be if the KHSAA (Kentucky High School Athletic Association) schedules a district, regional, or state tournament that coincides with these test dates. Special permission may be granted by the school principal.</p>

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: June 20, 2007  
 DATE REVIEWED: Aug. 13, 2007  
 DATE REVIEWED: Sept.21, 2009  
 DATE REVIEWED: Nov. 7, 2011

DATE REVIEWED: June 19, 2014  
 DATE REVIEWED: Jun 29, 2016  
 DATE REVISED: June 13, 2019  
 DATE REVIEWED: Nov. 11, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	<u>SO * 60 *07</u>
<input checked="" type="checkbox"/> Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Class Change

<u>POLICY STATEMENT</u>
After nine weeks of enrollment, a student may not change his/her schedule without formal approval of the principal or their designee.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: June 20, 2007  
 DATE REVIEWED: Aug. 13, 2007  
 DATE REVIEWED: Sept.21, 2009  
 DATE REVIEWED: Nov. 7, 2011

DATE REVISED: June 19, 2014  
 DATE REVIEWED: Jun 29, 2016  
 DATE REVISED: June 13, 2019  
 DATE REVIEWED: Nov. 11, 2020

# TRIGG COUNTY HIGH SCHOOL

## SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 61 *07
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Co-Op/Internships

<u>POLICY STATEMENT</u>
<p>Students who wish to be considered for a Co-Op/internship experience must meet the following requirements:</p> <ul style="list-style-type: none"> <li>● Students must work in a job related to their career major.</li> <li>● Students should understand that a Co-Op/internship experience is a high school class, just like English, Math and Science and that it is a privilege to be allowed to leave school to go to work – not to go home. When a student leaves school to participate in a Co-Op/internship experience, they must report to their approved place of work; failure to do so is considered “skipping” per the Trigg County Schools Code of Conduct and carries disciplinary consequences.</li> <li>● Students’ requests for a Co-Op/internship with a relative will be considered on a case by case basis.</li> <li>● Students must have all necessary paperwork on file (including a copy of the student’s driver’s license and insurance) with their Coordinator/Teacher before they are allowed to Co-op/intern.</li> <li>● Students will not be placed in a business where there is only one person working; students must be supervised at all times.</li> <li>● The student must turn in a “weekly time and activity sheet” each week to the Coordinator/Teacher. Additionally, students must develop and maintain an Employability Folder on file at the high school.</li> <li>● Students must sign in or out with the attendance clerk each day.</li> </ul>



- The student must call the Coordinator/Teacher and the employing partner every time they will not be able to work.
- *There will only be 5 allowable absences. This includes field trips, vacations, family matters, car problems, etc.*
- Students must dress appropriate for their Co-Op/internship experience. If they are in an office, they must dress in business casual or whatever their employer specifies. If they are in a factory, they must adhere to the same dress code as the other employees. Inappropriate dress may result in removal from the Co-Op/internship experience. As always, the dress code in the student handbook must be followed for every student.

Any violations to the above guidelines will result in the student being removed from the Co-Op/internship experience and placed in online courses for the rest of the school year. The violation may result in the student receiving a failing grade for the Co-Op/internship placement.

The following criteria are to be agreed upon by the student/trainee and an internship partner:

- a) The training is for the benefit of the trainees or students;
- b) The trainees or students do not displace regular employees, but work under their close observation;
- c) The partner that provides the training derives no immediate advantage from the activities of the trainees or students and on occasion his operations may actually be impeded;
- d) The trainees or students are not entitled to a job at the conclusion of the training period;
- e) The partner and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training; and
- f) The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a career and technology center.

SIGNATURE: \_\_\_\_\_  
 Council Chairperson

DATE ADOPTED: June 20, 2007  
 DATE REVIEWED: Aug. 13, 2007  
 DATE REVISED: Dec. 10, 2007  
 DATE REVIEWED: Sept.21, 2009

DATE REVIEWED: Nov. 7, 2011  
 DATE REVIEWED: June 19, 2014  
 DATE REVIEWED: Jun 29, 2016  
 DATE REVISED: August 22, 2017

DATE REVISED: June 13, 2019  
 DATE REVIEWED: Nov. 11, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 65 *11
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Determination of a Writing Program [KRS 158.6453(19)]

<u>POLICY STATEMENT</u>
<p><b>Purpose:</b> The Determination of a Writing Program Policy at Trigg County High School ensures that all students in all classes will use writing as a way to learn.</p> <p>Trigg County High School believes that writing is a necessary communication skill for students and that writing should be authentically taught and practiced in all curricular areas.</p> <p><b>Criteria:</b> All students shall be provided multiple opportunities to develop communication skills through writing and shall be allowed student choice and exploration. To ensure this all teachers will:</p> <ul style="list-style-type: none"> <li>· Ensure curriculum is vertically and horizontally aligned to the Kentucky Academic Standards.</li> <li>· Engage students in three categories of writing: writing to learn, writing to demonstrate learning, and writing for publication.</li> <li>· Incorporate a variety of genres including literary, argumentative, informational, and practical/workplace materials across all content areas.</li> <li>· Intentionally schedule time within the instructional day for writing instruction and experiences.</li> <li>· Provide opportunity on a regular basis for authentic and meaningful writing to include the following:               <ul style="list-style-type: none"> <li>○ Writing for a variety of purposes and audiences.</li> <li>○ Writing to reveal ownership and independent thinking.</li> <li>○ Writing in which students draw on individual experiences.</li> </ul> </li> <li>· Experience the writing process at all grade levels: planning, drafting, revising, editing, publishing, and reflecting upon writing.</li> </ul>

- Experience writing in both on-demand and writing over time situations.
- Read and analyze a variety of print and non-print materials including persuasive literary, informational, and practical/workplace materials.
- Learn about and use appropriate resources for writing.
- Apply appropriate writing skills to oral communication.
- Teach and expect students to use higher-order thinking skills.
- Provide consistent and timely feedback throughout the writing process to guide and improve students' writing skills.
- Provide opportunities for students to demonstrate, through strands of literacy, an understanding of cultural differences and work effectively with people from a range of social and cultural backgrounds to build on and articulate ideas.

**A variety of language resources are embedded within writing instruction that allow students to read and analyze a variety of print and non-print materials including:**

- Appropriate resources driven by various instructional purposes with different audiences for the student to consider, such as:
  - Print materials, technology, personal interviews, observations, etc.
  - Multimodal text. Photographs, graphics, web page, multimedia, etc.
- Instructional strategies and models that assist in achieving specific learning objectives including:
  - Differentiated strategies that make instruction accessible to all students.
  - Exemplars to use as models for writing.

**Students will be provided and use technological tools in the writing process to:**

- Evaluate or communicate using critical thinking skills.
- Seek a new or deeper understanding based on inquiry around a topic.
- Demonstrate new understanding through collaborating, creating and making global connections.

**Evaluation:**

The school council shall annually review the effectiveness of the school's writing program. This data shall be included as part of the improvement planning process.

SIGNATURE: \_\_\_\_\_ Council Chairperson

DATE ADOPTED: June 16, 2011  
 DATE REVISED: June 19, 2014  
 DATE REVIEWED: Jun 29, 2016  
 DATE REVISED: March 19, 2019  
 DATE REVIEWED: Nov. 11, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 66 *13
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Emergency Plan

<u>POLICY STATEMENT</u>
<p>STATUTORY AUTHORITY – KRS 160.345(2)(i)9 and KRS 158.162</p> <p>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:</p> <ul style="list-style-type: none"> <li>● Establishment of primary and secondary evacuation routes which must be posted in each room by each doorway used for evacuation;</li> <li>● Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room;</li> <li>● Practices for students to follow in an earthquake;</li> <li>● Development and adherence to access control measures for each school building, which may include (but not be limited to):               <ul style="list-style-type: none"> <li>○ Controlling access to exterior doors during the day</li> <li>○ Controlling front door access electronically or with a greeter</li> </ul> </li> </ul>

- 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.
  - 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.
  - Although classrooms doors may remain open during instructional time, they must remain locked so they can quickly be secured in the event a lock-down is required.
  - During class changes, teachers must stand by their classroom door and monitor hallways.
  - The principal is responsible for ensuring classroom access in the event of a substitute teacher.

SIGNATURE: \_\_\_\_\_  
 Council Chairperson

DATE ADOPTED: October 23, 2013  
 DATE REVIEWED: June 19, 2014  
 DATE REVISED: Aug. 19, 2016  
 DATE REVIEWED: August 22, 2017  
 DATE REVIEWED: Jan. 15, 2019  
 DATE REVIEWED: Nov. 11, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	<u>SO * 67 * 14</u>
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
School Wellness

<u>POLICY STATEMENT</u>
<p><b>Rationale:</b>            The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being.            Trigg County Public Schools is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity.            Therefore it is the goal of this policy that all students at Trigg County High School possess the knowledge and skills necessary to make healthy choices involving nutritious food, physical activity, and risky behaviors. All staff at Trigg County High School are encouraged to model healthful eating and physical activity as a valuable part of daily life.</p> <p><b>Commitment to Nutrition:</b></p> <ul style="list-style-type: none"> <li>● School meals and snacks will the meet the meal patterns and nutrition recommendations of the Federal and State Laws and Regulations and local requirements.</li> <li>● Every effort will be made to provide affordable, healthy, and appealing foods to children in a clean, pleasant setting that minimizes distractions.</li> </ul>

- School Nutrition Personnel will work closely with the parent(s) and/or guardian(s) to make reasonable accommodations for students with disability or other special dietary needs.
- For the security of food and beverages available to students, only authorized personnel will have access to school nutrition facilities.
- School cafeteria managers shall annually receive at least two (2) hours of continuing education in applied nutrition and healthy meal planning and preparation (KY Senate Bill 172)
- Vending machines will not be available to students until 30 minutes after the last lunch period. Vending machines will comply with the guidelines in (702 KAR 006:090).
- Schools will notify parents and students of the availability of the School Breakfast and Lunch Program.
- Drinking water is available to students free of charge at all times during the school day.

**Commitment to Health and Physical Education:**

- School will provide health and physical education for all students as required by Federal and State Laws and Regulations and local requirements.
- Schools will provide a physical and social environment that encourages safe and enjoyable activity for all students, in particular students with chronic health conditions or special needs.
- Provide a comprehensive health and physical education curriculum that is sequential and aligned to the Kentucky Core Academic Standards for practical living.
- Curriculum will provide differentiated learning strategies and activities that ensure all students develop competency and confidence in motor skills.
- Teachers are encouraged to incorporate health and/or physical activity into subject areas and in attempt to ensure physical education curriculum is integrated and includes regular opportunities for cross-disciplinary connections.
- Students will be engaged in moderate to vigorous physical activity at least 50% of physical education class time.
- Physical education requirements are not waived for other activities or classes.
- All teachers who teach health and physical education participate in annual professional development on effective practices for health and physical education.
- Health Education Curriculum will provide learning strategies and activities that ensure students receive instruction in all health education content areas (e.g. family life and human sexuality, alcohol and other drugs, tobacco, nutrition, mental and emotional health, injury and violence prevention, diseases and disorders, physical activity, personal/consumer health, community/environmental health).
- Physical activity will not be used for or withheld as punishment for students.



**Commitment to Implementation:**

- A School Health Committee consisting of a group of individuals representing the school and community will meet 3-4 times a year to assess school wellness efforts.
- School will provide feedback to the district regarding its progress annually.
- The school's wellness goals will be integrated into the overall School Improvement Plan.
- Family members and guardians have the opportunity to provide input to the implementation of wellness policy activities.
- Students have the opportunity to provide input to the implementation of wellness policy activities.

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: May 12, 2014  
DATE REVIEWED: Jun 29, 2016  
DATE REVIEWED: Jan. 15, 2019  
DATE REVIEWED: Nov. 11, 2019  
DATE REVISED: Dec. 9, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY    SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	<u>SO * 68 * 14</u>
<input checked="" type="checkbox"/> Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Gender Equity

<u>POLICY STATEMENT</u>
<p>A Gender Equity Review Committee is to be established to assist in ensuring compliance with Title IX. The committee is to be composed of a District and High School Title XI coordinator, school personnel, student athletes, and a bookkeeper. The Gender Equity Review committee will meet a minimum of three (3) times per year to review/assess Title IX compliance. The committee will be responsible for keeping committee meeting minutes and having those minutes on file for each meeting. The committee will also be responsible for developing a Title IX Compliance Action Plan that will be used for corrective action on any Title IX compliance issues, and include a timetable for corrective action if necessary.</p>

SIGNATURE: \_\_\_\_\_  
Council Chairperson

DATE ADOPTED: June 19, 2014  
 DATE REVIEWED: Jun 29, 2016  
 DATE REVIEWED: Jan. 15, 2019  
 DATE REVIEWED: Nov. 11, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	<u>SO * 70 * 14</u>
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Anytime, Anywhere Online Learning

<u>POLICY STATEMENT</u>
<p>Enrollment in “anytime, anywhere” on-line classes must be pre-approved by the building principal or his/her designee. Students who desire to be enrolled in online coursework beyond the traditional instructional school day or traditional school calendar year, may be granted approval for a maximum of two (2) courses at one time.</p> <p>All expenses as a result of enrollment (internet access, textbooks, devices, etc...) are the responsibility of the student and parent or guardian. Credit for completed courses will require successful completion of all coursework (with an average of 70% or higher) and a mid-term and/or final exam cumulative average of at least 80%. Trigg County High School will serve as a mid-term and/or final exam testing site. All final exams will be proctored in the presence of a TCHS staff member.</p> <p>For promotion purposes, all credits earned from summer enrollments must be completed by July 15<sup>th</sup>. Incomplete coursework or failure to attain a cumulative average of 80% or greater on the courses exams (mid-term and/or final) will require continued enrollment in coursework for credit.</p>

SIGNATURE: \_\_\_\_\_

Council Chairperson

DATE ADOPTED: June 19, 2014

DATE REVIEWED: Jun 29, 2016  
DATE REVIEWED: Jan. 15, 2019  
DATE REVIEWED: Nov. 11, 2020

# TRIGG COUNTY HIGH SCHOOL SBDM COUNCIL POLICY

DISTRICT: TRIGG COUNTY SCHOOL: TRIGG COUNTY HIGH SCHOOL

<u>COUNCIL POLICY TYPE (CHECK ONE)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	SO * 71 * 16
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
TRIGG COUNTY HIGH SCHOOL GRADING POLICY

<u>POLICY STATEMENT</u>
<p>Our grading system uses the following principles to guide how we assess student achievement and communicate progress to families:</p> <ul style="list-style-type: none"><li>• Grades should clearly communicate what students know and are able to do in each class.</li><li>• Mistakes are necessary and productive to learning.</li><li>• Formative work is practice work and will not receive a formal grade.</li><li>• Summative work is a defined checkpoint for understanding where learners show their level of proficiency.</li><li>• Students should have multiple opportunities to show what they know and can do.</li><li>• Regular communication with families about student progress supports deeper learning.</li></ul> <p style="text-align: center;"><b>Grading Language</b></p> <p><b>Standards:</b> Each TCHS course is built around multiple standards. A course standard is a description of skills or concepts that can be achieved during a particular course. They represent the essential things students must know or be able to do in that course.</p> <p><b>Learning Targets:</b> Projects and daily lessons are built around learning targets, which are stepping stones towards meeting course standards.</p> <p><b>Formative Work:</b> The role of formative work (daily work, homework, classroom assignments, etc...) is to practice and develop proficiencies and skills. While <b>formative work does not calculate into the learner's grade</b>, formative work should be completed so that the learner, facilitator, and parent know that learning is progressing. Formative work also provides additional insight to the areas in need of additional support for each learner before summative check points occur.</p>

**Summative Work:** Summative work is a formal checkpoint of understanding where learners show their level of proficiency. Summative work takes many forms including but not limited to quizzes, tests, projects, essays, graded discussions, labs, Socratic seminars, etc. Summative work is primarily based on individual mastery.

### **Grading Procedures**

Summative work that is genuinely attempted may be refined and resubmitted. All formative work relating to a summative assessment must be complete prior to a second attempt.

**Summative assignments in each course total 100% weight of a student's final grade. Formative assignments weigh 0%. Bonus points or extra-credit shall not count as part of a student's final grade.**

The reported grade at the end of a course is the result of that growth over time rather than an averaging of reported grades for each quarter (final grading is cumulative and geared towards mastery throughout the course).

**Late Work:** Because no grade is assigned for formative work, there is no penalty for late submission of formative assignments or assessments. Late work for summative assignments must be approved by an individual teacher. Additionally, the learner will be required to demonstrate readiness and/or complete all formative work they may have missed or failed to complete prior to the late submission of summative work.

**Incomplete:** A grade of incomplete (I) is used when there is insufficient evidence of student work at the time to provide a grade.

**Final Grades:** Once final grades are posted in Infinite Campus (A, B, C, F), they are final. In the event that it can be determined that an error was made by a teacher in the entrance of, or calculation of, a student's grade, the final grade will be opened for review and a change, if needed, may occur.

**Repeated TCHS Coursework:** If a student earns a failing grade in a TCHS course, it may be repeated. If a TCHS course is repeated, grades for each attempt will be entered onto the TCHS transcript and averaged into the overall calculation for a student's g.p.a. Students who earn a passing grade in a TCHS course may not repeat the course for a higher grade.

**Dual Credit Coursework:** Grading policies and procedures related to TCHS student enrollment in dual credit coursework will reflect that of the affiliated Post-Secondary institution. Additionally, students enrolled in Dual Credit coursework will benefit from "weighted units" and have eight (8) numeric points added to the final average in each course for each grading period.

SIGNATURE: \_\_\_\_\_

Council Chairperson

DATE ADOPTED: October 18, 2016

DATE REVISED: September 21, 2017

DATE REVISED: April 16, 2019  
DATE REVIEWED: Nov. 11, 2020