

***Mercer County Senior High School
School Based Decision Making Council
Meeting Agenda***

**April 18, 2022
4:00 pm**

Members:

Spencer Tatum, Principal & Chair
Ekambaram Elumalai, Teacher Representative
Kendra Rowland, Teacher Representative
Christina Emmanuel, Teacher Representative
Jo Luthe, Parent Representative
Julie Peavler, Parent Representative
Mike Floro, Council Secretary

Opening Business

- Welcome
- Agenda Approval
- March Minutes
- Good News Report

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- Scheduling update
- Job postings update
- MCSH acronym - PBIS
- SBDM Budget 2022-23
- SBDM elections
- Schedule of School Day Policy (2nd Reading)
- Student Assignment Policy review
- Staff Time Assignment Policy review
- Advanced Placement/Dual Credit Courses Policy review
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

***Mercer County Senior High
SBDM Council
Regular Monthly Meeting
March 21, 2022 – Draft Minutes***

The meeting was called to order by Mr. Tatum at 4:01 p.m. in the media center. The following members of the council were in attendance:

Present : Spencer Tatum, Principal Christina Emmanuel, Teacher Kendra Rowland, Teacher Ekambaram Elumalai, Teacher Jo Luthe, Parent Julie Peavler Mike Floro, SBDM Secretary	Absent:
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Agenda Approval

Motion to accept: K. Rowland, second by J. Luthe
Motion was approved by consensus.

Minutes Approval

February minutes were reviewed by the council.

Motion to accept: K. Rowland, second by J. Peavler
Motion was approved by consensus.

Good News Report

- Sara Dunn was chosen as the high school “Superior Titan” and was recognized at the February Board meeting.
- Madelyn Goodlett was chosen as the high school “Superior Titan” and was recognized at the March Board meeting.
- Jaicy Todd placed 3rd in the state in the Jim Claypool Conservation Essay contest.
- Sadie Peavler won the Harrodsburg Rotary speech contest and will advance to the next level of competition.
- Future Problem Solving team (Nathan Simpson, Veronica Schroeder, Lauren Hayslett, and Nathaniel Vittitoe) placed 3rd in the Region 11 Governor’s Cup competition.
- Nicholas Walden was selected to perform in the 2022 edition of the Jazz All-Stars of Central Kentucky.
- Nathaniel Vittitoe was selected as a National Merit Finalist.
- MCSHS Concert Band scored a Distinguished at the KMEA Concert Festival.
- Timberlynn Yeast scored her 2000th point in girls basketball.
- Girls basketball team won the 46th District basketball tournament and were the 12th Region runners-up.
- Lindsay Jessie, Teigh Yeast, and Timberlynn Yeast were named to the 46th District All-Tournament team.

- Lindsay Jessie, Teigh Yeast, and Timberlynn Yeast were named to the 12th Region All-Tournament team.
- Timberlynn Yeast was named to the 12th Region All-Region first team.
- Timberlynn Yeast won the Kentucky Rise Up Player of the Year.
- Boys basketball team was the 46th District runner-up and advanced to the 12th Region tournament.
- Seth Caton and Trevor Ellis were named to the 46th District All-Tournament team.
- Trevor Ellis was named to the 12th Region All-Tournament team.
- Aaron Caton, Sam Baughman, and Brayden Dunn were named to the 12th Region boys basketball All-Academic team.
- Jai Maria Piazza won gold in the 60 meter hurdles and the 400 meter at the Indoor State Track state championships.
- Matthew Mays won gold in the long jump and Triple Jump at the Indoor State Track state championships.
- Spring sports (baseball, softball, bass fishing, tennis, and track) are all underway.
- Regional Art winners are as follows:
Kaleb Mitchell - Best of Show 2D
Sarah Bufundo - Fiber Arts

Monthly Reports

Behavior: Swiss data was discussed. There were 588 total referrals for the school year through 3/18/22. 87 of these referrals were from “tardy” which was the highest category next to 68 referrals from “minor tardy”.

Academic:

- The Junior class ACT test was given on March 8th. There were 157 of 159 students present to take the test. The remaining absent students will take it on 3/22 in a makeup session. Scores should be back in 4-6 weeks.
- MCSHS finals will be given on May 23rd through May 27.
- 3rd CERT test will be given on April 18th and April 19th.

Budget:

Section 6 - \$46,217.45
District Activity Accounts - \$408,355.95
Student Activity Accounts - \$42,713.75

Old Business

None

New Business

- A scheduling update was given by Mr. Tatum. Counselors will meet with students over the next week to start the scheduling process. Juniors will schedule first, followed by Sophomores and then Freshman.

- Mr. Tatum announced that he will meet with departments by the end of next week and let teachers know what courses they will be teaching for the 22-23 SY.
- Graduation for MCSHS has been set for Saturday May 28th @ 2:00 PM in the HS gym. No tickets will be sold and there is no limit on the number of attendees any student can bring.
- The last day of school is Friday May 27th.
- Project Graduation is set for Saturday May 28th at Malibu Jacks in Lexington.
- Staffing allocation was discussed and presented to council. (see SBDM packet)
- School Fees were discussed and voted on. (see SBDM packet)
 - No Changes

Motion to accept: J. Peavler, second by Dr. Eka
- The MERCER acronym was discussed and recommended by the PBIS MTSS team to be changed to MCSH. The shortened acronym was voted on by staff to determine what each letter would represent. M - Motivated, C - Competitive, S - Successful, H - Hard Working.
 - No Changes

Motion to accept: K. Rowland, second by C. Emmanuel
- Academic Honors was discussed. Mr. Tatum went over BOE recommendations to bring back valedictorian and salutatorian. He also went over the recommended changes for moving toward “weighted” honors classes (see SBDM packet)
 - No Changes

Motion to accept: J. Luthe, seconded by J. Peavler
- Council asked a question about if students are allowed to “double up” on core classes. Mr. Tatum said he would check with our counseling office and get back to council on the matter at the next regular scheduled meeting.

Discipline & Classroom Management Policy (2nd Reading)

- The MERCER acronym will have to be changed for the 22-23 SY if it passes the 2nd reading at the special called meeting on 3/25.
- Motion to accept:* K. Rowland, second by J. Luthe

Instructional Practice Policy (2nd Reading)

- No Changes
- Motion to accept:* J. Peavler, second by K. Rowland

School Space Policy (2nd Reading)

- No Changes
- Motion to accept:* K. Rowland, second by Dr. Eka

Schedule of the School Day Policy (1st Reading)

- No Changes
- Motion to accept:* K. Rowland, second by J. Luthe

Upcoming dates/events:

Mar 23	Club Day
Mar 25	Titan Singers Spring Concert 7:00
Apr 2	ACT
Apr 4-8	Spring Break
Apr 18	SBDM - 4:00
April 18-19	CERT Testing
Apr 20	Blood Drive
Apr 20	Club Day
Apr 21	Board Meeting - 5:30
May 14	Prom - 8:00
May 20	Senior Trip @ Holiday World
May 22	Baccalaureate
May 23-25	Senior Finals
May 25-27	Freshman, Sophomore, and Junior Finals
May 25	Underclassman Awards
May 26	Senior Awards
May 26	Senior Picnic
May 28	Graduation
May 28	Project Graduation @ Malibu Jacks

The list was reviewed and Mr. Tatum will continue to share dates with the staff weekly.

Public Comments

None

The next regular monthly meeting will be April 18th at 4:00 p.m. The SBDM council was adjourned at 5:23 p.m. The motion was made by Dr. Eka and seconded by J. Peavler. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – April 18, 2022

- Kallise Gammon, Luke Whitenack, Collin Warren, Luke Coleman, and Elijah Profit were chosen as Class of 2023 Governor's Scholars.
- The following FFA members qualified for the state competition:
 - Emily Chunglo - Extemporaneous Superior 1st
 - Addison Riley - Floral Impromptu Superior 1st
 - Chase Flach - Goat Impromptu Superior 1st
 - Alexis Jones - Swine Impromptu Superior 1st
- Kam Maddox and Ian Spillane advanced to the KHSAA State Archery competition
- Annie Pendygraft signed to play soccer at Midway University
- Jonah Lewis signed to play soccer at Union College
- Timberlynn Yeast was named to the Lexington Herald-Leader All-State 2nd Team
- Timberlynn Yeast was named the Advocate-Messenger All-Area "Player of the Year" and 1st Team All-Area
- Teigh Yeast and Lindsay Jessie were named to the Advocate-Messenger All-Area 2nd Team. Anna Drakeford was named Honorable Mention
- Seth Caton and Trevor Ellis were named Honorable Mention to the Advocate-Messenger All-Area Team.
- The Drama department will be presenting "Shrek" on April 29, 30 and May 1 to the public in the high school auditorium.



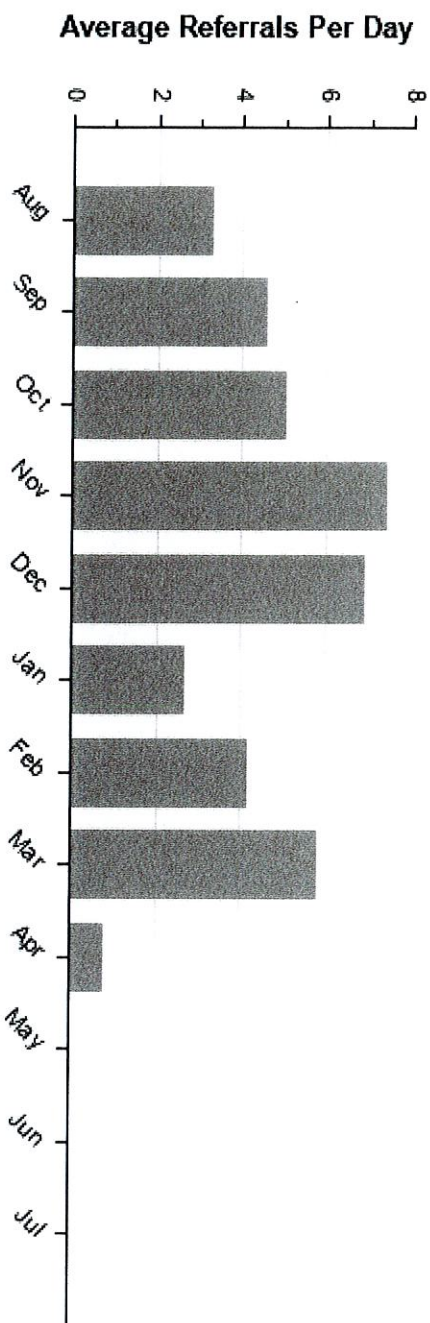
Mercer County Senior High School

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School Summary

2021-22

Outcome: All Referrals

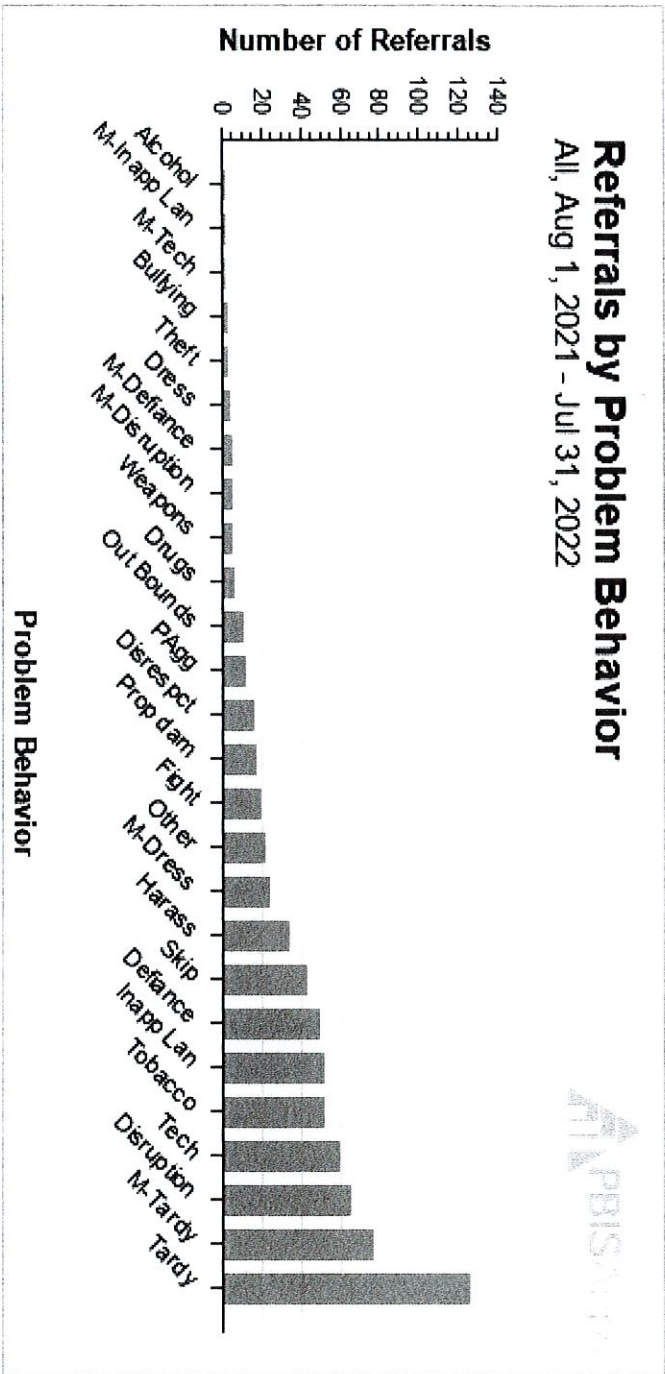


School Months

Data Table

Year	Month	Days Count	Referral Count	ODR/School Day
2021	August	15	49	3.27
2021	September	21	95	4.52
2021	October	13	65	5.00
2021	November	19	140	7.37
2021	December	13	89	6.85
2022	January	16	42	2.63
2022	February	19	78	4.11
2022	March	23	133	5.78
2022	April	16	12	0.75
Totals:		174	703	3.36

2022	May	19	0	0.00
2022	June	0	0	0.00
2022	July	0	0	0.00
Totals:		174	703	3.36

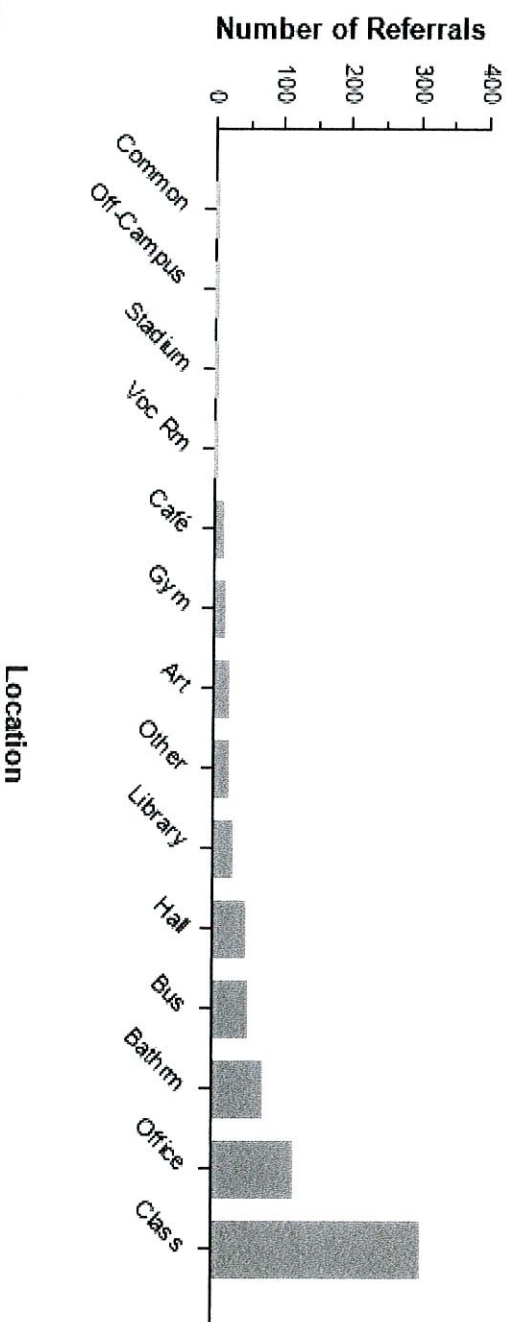


Data Table			
Problem Behavior	Frequency	Proportion	Additional Frequency
Use/Possession of Alcohol	1	0.14%	0
Minor - Inappropriate Language	1	0.14%	0
Minor - Technology Violation	1	0.14%	0
Bullying	2	0.28%	0
Forgery/Theft/Plagiarism	2	0.28%	0
Dress Code Violation	3	0.43%	0
Minor - Defiance/Insubordination/Non-compliance	4	0.57%	0
Minor - Disruption	5	0.71%	0
Use/Possession of Weapons	5	0.71%	0
Use/Possession of Drugs	6	0.85%	0
Inappropriate Location/Out of Bounds Area	10	1.42%	0
Totals:	703	100%	0

Physical Aggression	11	1.56%	0
Disrespect	16	2.28%	0
Property Damage/Vandalism	17	2.42%	0
Fighting	19	2.70%	0
Other Behavior	21	2.99%	0
Minor - Dress Code Violation	23	3.27%	0
Harassment	34	4.84%	0
Skip class	43	6.12%	0
Defiance/Insubordination/Non-Compliance	49	6.97%	0
Abusive Language/Inappropriate Language/Profanity	52	7.40%	0
Use/Possession of Tobacco	52	7.40%	0
Technology Violation	59	8.39%	0
Disruption	65	9.25%	0
Minor - Tardy	76	10.81%	0
Tardy	126	17.92%	0
Totals:	703	100%	0

Referrals by Location

All, Aug 1, 2021 - Jul 31, 2022



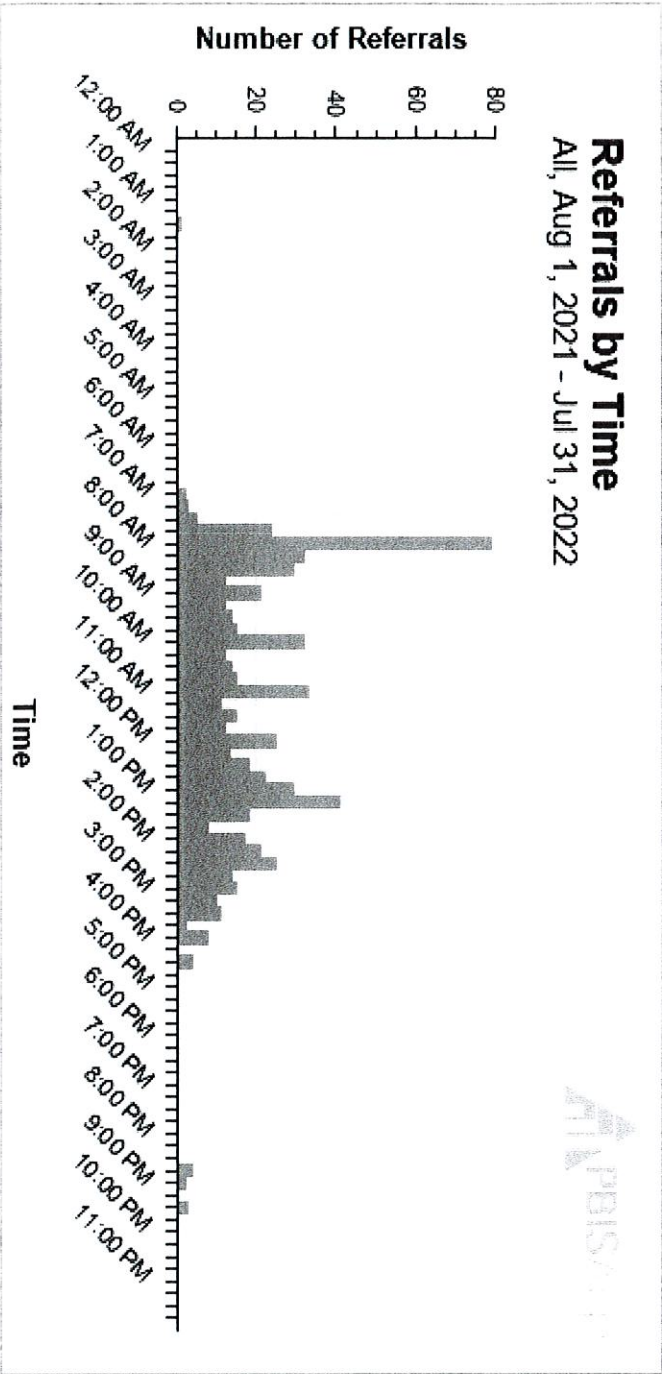
Data Table

Totals:

703

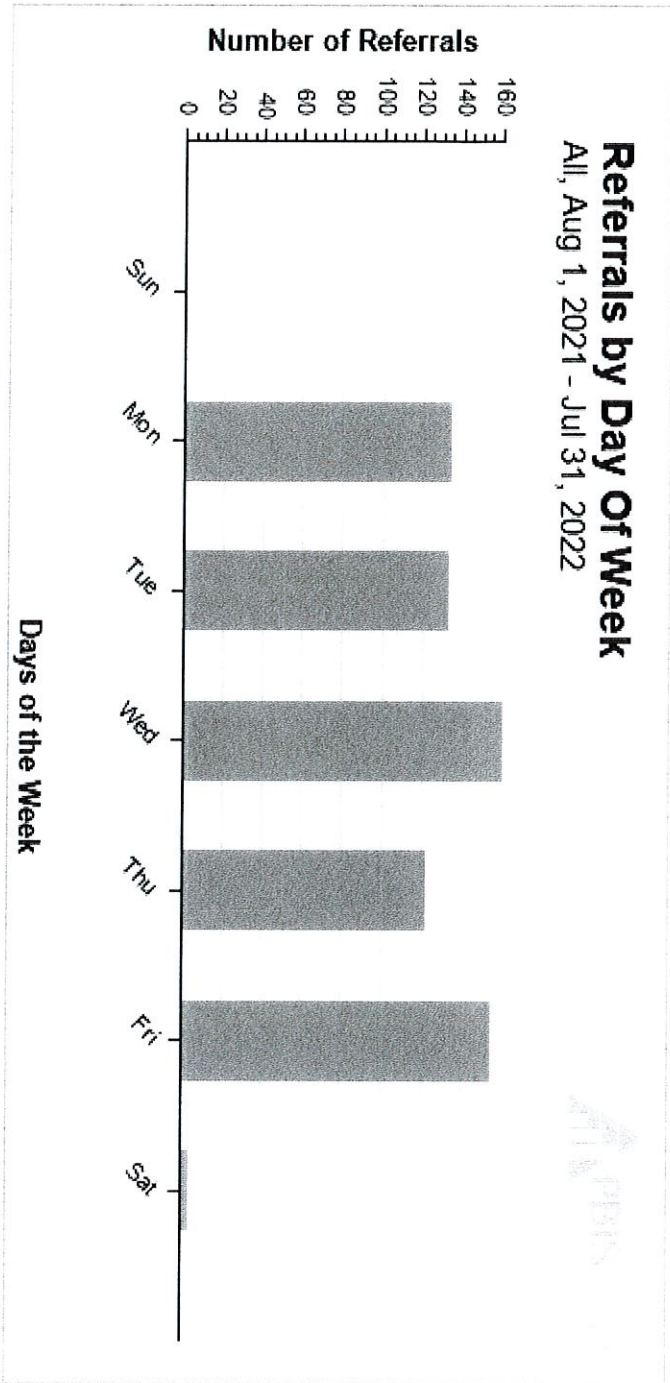
100%

Location	Frequency	Proportion
Commons/Common Area	1	0.14%
Off-Campus	1	0.14%
Stadium	1	0.14%
Vocational Room	1	0.14%
Cafeteria	12	1.71%
Gym	17	2.42%
Art Room	23	3.27%
Other Location	24	3.41%
Library	30	4.27%
Hallway/Breezeway	47	6.69%
Bus	50	7.11%
Bathroom/Restroom	73	10.38%
Office	120	17.07%
Classroom	303	43.10%
Totals:	703	100%



Data Table	
Totals:	703 100%

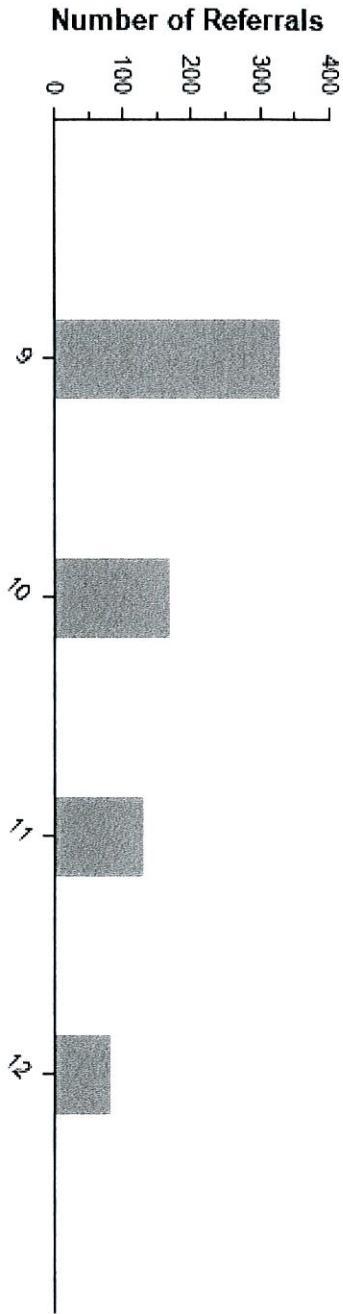
2120216813	9	1.69%
1962325682	10	1.88%
2120016572	11	2.07%
1962386064	11	2.07%
2120125063	12	2.26%
2120356089	13	2.44%
2120189957	17	3.20%
Totals:	532	100%



Day	Frequency	Proportion
Sunday	0	0.00%
Monday	133	18.92%
Tuesday	132	18.78%
Wednesday	160	22.76%
Thursday	121	17.21%
Friday	154	21.91%
Saturday	3	0.43%
Totals:	703	100%

Referrals by Grade

All, Aug 1, 2021 - Jul 31, 2022



Grade

Data Table

Grade	Frequency	Proportion
Pre K-A	0	0.00%
Pre K-B	0	0.00%
Pre K	0	0.00%
K	0	0.00%
1	0	0.00%
2	0	0.00%
3	0	0.00%
4	0	0.00%
5	0	0.00%
6	0	0.00%
7	0	0.00%
8	0	0.00%
9	326	46.37%
10	167	23.76%
11	129	18.35%
12	81	11.52%
Totals:	703	100%

Section 6 Accounts	2021-22 Budget	Balance as of April 13, 2022
Certified Permanent Salary		
Extended Day		
Extra Service		
Other Certified	700	425.00
Certified Substitute Salary	1,000	576
Classified Regular Salary		
Classified Other Pay		
Classified Substitute Salary		
Employer FICA Contribution		
Employer Medicare Contribution	100	90.04
KTRS Employer Contribution	100	79.03
CERS Employer Contribution		
KSBA Unemployment Insurance	50	45.51
Workshop Consultant	250	250
Education Consultant	1,000	500
Registration Fees	12,000	3,787.00
Conference Registration		
Security Services		
Other Professional Services	1,000	570.00
Copier Rental	18,000	3,750.00
Other Rental	200	200.00
Postage & PO Box Rental	3,000	457.60
Telephone	3,000	1,440
Newspaper Advertising		
Travel	2,500	513
General Supplies	20,000.00	-19,683.99
General Supplies (Library)	500	338.84
Food Non Instructional	500	386.25
Food Instructional Non Food Service	250	250.00
Library Books (Library)	2,000	-49.06
Periodicals (Library)	1,000	-214.50
Supplemental Books/Study Guides		
Textbooks		
Audiovisual Materials (Library)	1,250	596.95
Tests	250	250
Reference Materials	250	-300
Computer Related Supplies	15,000	3,202
Awards	250	250
Health Supplies	1,000	269.66
Equipment Supplies		
Furniture/Fixtures		
Furniture/Fixture supplies		-3,631.01
Other Supplies & Materials		-3975
Tech Related Hardware	500	357.00
Computers (Library)		
Tech Software	500	500.00
Instructional Equipment	500	500
Dues & Fees	1,000	164.96
Graduation Expenses		
Other Miscellaneous	40,372	15,253
Food Instructional Non Food Service		-4,073.49
General Supplies (School supplies)	39,571	8,901.73
Other Repairs and Maintenance	500	440.00
General Supplies (Custodial)	20,000	2,338.33
TOTAL	188,093.09	9,880.61

<i>District Activity Accounts @ Central Office</i>	<i>Balance as of April 13, 2022</i>
Destitute Senior	312.36
Class of 2023	2,758.66
Driver's Education	11,700.00
General Fund	37,526.40
Ag Shop	5,687.87
AP Exam	4,746.36
Art	69.13
Band	2,156.36
Chorus	406.95
Drama	-130.16
English	7.65
Class of 2024	0
Foreign Language	579.21
Horticulture	30,409.99
Library Book Fair	500.44
Class of 2025	767.34
Mercer Foundation Grant	-3,633.00
Yearbook	5,145.83
Pictures	1,790.27
Science	0.00
Senior Trip	160.38
Summer School	9,262.80
Technology	833.88
Class of 2022	3,678.34
Textbooks	16,903.36
College Tech Educational	903.83
Staff Fund	703.01
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	140.35
General Athletics	685.04
Archery	1,391.80
Baseball	858.86
Boys Basketball	3,159.53
Girls Basketball	1,417.27
Cheerleading	1,315.02
Cross Country	1,011.13
Dance	885.97
Football	690.57
Football Bowl Game	15,871.65
Football Capital	1,092.80
Football Supplemental	10,599.91
Golf	3,221.02
Boys Soccer	1,037.57
Girls Soccer	6,367.29
Softball	3,856.25
Boys Tennis	1,605.93
Girls Tennis	2,293.85
Track	1,271.76
Volleyball	46.42
Bass Fishing	4,973.56
Heart of the Bluegrass	2,051.53
Athletics Supplemental	3,968.78
Gate Receipts	98,486.79
Athletics Training	0.00
TOTAL	301,842.91

Student Activity Accounts @ Central Office**Balance as of April 13, 2022**

Thirst Club	24
KYA/KUNA	1196.21
Fellowship of Christian Athletes	924.26
Republican Club	111
Unity Club	206.01
FCCLA	841.70
Engineering Club	674
Future Educators of America	129.81
National Honor Society	790.75
Spanish Club	1,164.95
Student Council	1037.45
Key Club	65.71
Film Club	121.31
Envirothon Team	75.03
Book Club	611.62
Beta Scholarship	170
Band	6,175.00
Project Graduation	-3,956.61
Beta Club	1,262.90
FFA	9,602.91
School Store	202
Student Vending	1,249.08
Pep Club	388.87
Weightlifting	381.34
Chess Club	676.55
TOTAL	24,125.85

2022-23 SECTION 6 & 7 ALLOCATION & BUDGET

The Budget shown below was approved on _____ by the
SBDM Council of Mercer County Senior High School

	2021-22	2022-23
ADA	719.48	690.84
Per Pupil Allocation	\$ 213.33	\$ 190.33
September Adjustment	\$ -	
Section 6 Allocation	\$ 153,487	\$ 131,488
Carryforward	\$ 34,606	\$ -
Total	\$ 188,093	\$ 131,488

FY 22 = Per Pupil Allocation includes \$139.33 for base allocation, plus \$4.50 Admin, \$14.50 Custodial Supplies, \$55.00 Student School Supplies

FY 23 = Per Pupil Allocation includes \$139.33 for base allocation, plus \$16.00 Custodial Supplies, \$35.00 Student School Supplies

PROJECT CODE: 015S

Budget Amount:

REGULAR INSTRUCTION ORG CODE: 0151118

\$96,256

OBJECT CODE	OBJECT CODE DESCRIPTION	2021-22 BUDGET	2022-23 BUDGET
0113	OTHER CERTIFIED	\$700	\$250
0120	CERTIFIED SUBSTITUTE PAY	\$1,000	\$400
0130	CLASSIFIED REGULAR SALARY	\$0	
0131	CLASSIFIED ADDITIONAL PAY	\$0	
0140	CLASSIFIED OVERTIME SALARY	\$0	
0150	CLASSIFIED SUBSTITUTE PAY	\$0	
0221	EMPLOYER FICA CONTRIBUTION	\$0	
0222	EMPLOYER MEDICARE CONTRIBUTION	\$100	\$25
0231	TRS EMPLOYER CONTRIBUTION	\$100	\$25
0232	CERS EMPLOYER CONTRIBUTION	\$0	
0253	KSBA UNEMPLOYMENT INSURANCE	\$50	\$15
0321	WORKSHOP CONSULTANT	\$250	
0335	OTHER PROFESSIONAL CONSULTANT	\$1,000	
0338	REGISTRATION FEES	\$12,000	\$9,000
0349	OTHER PROFESSIONAL SERVICES	\$1,000	
0433	EQUIPMENT REPAIRS & MAINT	\$0	
0444	COPIER RENTAL	\$18,000	\$15,000
0449	OTHER RENTAL	\$200	
0531	POSTAGE	\$3,000	\$2,500
0532	TELEPHONE	\$3,000	\$1,750
0580	TRAVEL	\$2,500	\$2,244
0610	GENERAL SUPPLIES	\$20,000	\$25,000
0610L	GENERAL SUPPLIES LIBRARY	\$500	\$500
0616	FOOD NON INSTR NON FOOD SVC	\$500	\$100
0617	FOOD INSTR NON FOOD SVC	\$250	
0641L	LIBRARY BOOKS	\$2,000	\$2,000
0642L	PERIODICALS & NEWSPAPERS LIBRARY	\$1,000	\$1,000
0643	SUPPLEMENTARY BKS/STUDY GUIDES	\$0	
0644	TEXTBOOKS	\$0	
0645L	AUDIOVISUAL MATERIALS LIBRARY	\$1,250	\$1,250
0646	TESTS	\$250	
0647	REFERENCE MATERIALS	\$250	\$250

0650	COMPUTER RELATED SUPPLIES	\$15,000	\$7,500
0673	FEES/REGISTRATIONS (ACTIVITY)	\$0	
0674	AWARDS	\$250	
0692	HEALTH SUPPLIES	\$1,000	\$1,000
0694	EQUIPMENT SUPPLIES	\$0	
0695	FURNITURE/FIXTURES SUPPLIES	\$0	
0733	FURNITURE & FIXTURES (FIXED ASSETS OVER \$5,000)	\$0	
0734	TECH-RELATED HARDWARE (FIXED ASSETS OVER \$5,000)	\$500	\$500
0735	TECH SOFTWARE (FIXED ASSETS OVER \$5,000)	\$500	\$500
0738	INSTRUCTIONAL EQUIPMENT (FIXED ASSETS OVER \$5,000)	\$500	\$500
0810	DUES & FEES	\$1,000	\$1,000
0894	INSTRUCTIONAL FIELD TRIPS	\$0	
0899	OTHER MISCELLANEOUS	\$40,372	\$15,000
	TOTAL BUDGET FOR INSTRUCTION	\$ 128,022	\$ 87,309

Budget Amount:

STUDENT SUPPLY ORG CODE: 0151918

\$24,179

OBJECT CODE	OBJECT CODE DESCRIPTION	2021-22 BUDGET	2022-23 BUDGET
0610	GENERAL SUPPLIES	\$39,571	\$24,179
0617	FOOD INSTR NON FOOD SVC	\$0	
	TOTAL BUDGET FOR STUDENT SUPPLIES	\$ 39,571	\$ 24,179

Budget Amount:

CUSTODIAL ORG CODE: 0151987

\$11,053

OBJECT CODE	OBJECT CODE DESCRIPTION	2021-22 BUDGET	2022-23 BUDGET
0439	OTHER REPAIRS AND MAINTENANCE	\$500	
0610	GENERAL SUPPLIES	\$20,000	\$20,000
	TOTAL BUDGET FOR STUDENT SUPPLIES	\$ 20,500	\$ 20,000
GRAND TOTAL for BUDGET EXPENDITURES		\$ 188,093	\$ 131,488
REMAINING		\$ (0)	\$ (0)

Budget due to Finance Officer by Friday, April 22, 2022

SCHEDULE OF SCHOOL DAY POLICY

Criteria for Developing the Master Schedule

Our schedule will:

- Give all students access to all classes, avoiding conflicting schedules of specialized classes and preventing any exclusion related to cultural background, physical abilities, socio-economic status, and intellectual status.
- Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.
- Promote efficiency and effectiveness, including protecting instructional time.
- Allow all teachers equitable planning and time to collaborate on a regular basis.
- Provide equitable access to effective teachers for all students, including opportunities for teachers to switch assignments to capitalize on in-depth knowledge of specific subjects.
- Facilitate teacher opportunities to adjust the length of class periods when needed.
- Promote reasonable and appropriate enrollments for all classes and appropriate numbers of students each teacher works with in the course of a day.
- Respect the beginning and ending times of the school day and school calendar year as established by the local board of education.

Process For Developing the Master Schedule:

Annually, the principal, with input from committee members and help, if necessary, from designees, will develop a master schedule for the school day that includes any identified or needed changes. The following procedures will be used:

- Review student performance data, survey data (if available) from students, parents, and staff, and other input from staff on how well instructional time is being used and what changes (if any) are needed.
- Brainstorm current time barriers to implementing needed changes and meeting student needs and ways the schedule might be changed to remove those barriers.
- Discuss advantages and disadvantages of various changes, focusing on the criteria listed in the first section of this policy.
- Consider pertinent data from programs outside the regular classroom — arts, health, vocational studies, etc. — to determine changes needed or extra time needed in these areas.
- Student class requests will be given priority as possible.
- Based on the above work, those involved will consult with the principal and make recommendations concerning schedule changes for the coming school year no later than the end of February.
- By the 1st of April, the principal (and/or designees) will prepare a schedule for the coming school year including changes (if any) and notify the staff.
- No later than June 30th the principal will report as an FYI item to the council on the schedule for the coming year.

Approved: _____ Chairperson: _____

STUDENT ASSIGNMENT POLICY

Students will be assigned courses according to the graduation requirements of the local board and the Kentucky Department of Education. Courses will be assigned to allow students to complete required curriculum in a timeline that is consistent with state assessments. Students will be placed in requested elective courses upon completion of required courses in recommended sequences and in accordance with their career paths.

Schedule Packets will be available for review in the guidance office and will be submitted annually to the School Based Decision Making Council for approval prior to being presented to the local board of education. This packet will include graduation requirements and career pathway information.

A counselor shall ensure that each student's Individual Graduation Plan includes a list of the courses to be taken each term, including amendments made as the student's plans are refined. A counselor shall review each student's plan annually to make sure he/she is on track to complete all graduation requirements by the end of his/her senior year.

Approved: _____ Chairperson: _____

STAFF TIME ASSIGNMENT

The principal (or principal designee) shall assign staff members time in a manner that:

- Fully supports implementation of our student assignment policy.
- Takes into account staff members' requests regarding course assignments.

Assignments Based on Criteria

To complete assignments, the principal or principal's designee shall:

- In April, discuss with current staff members their preference for continuing or changing assignments for the next year.
- In May, assign staff members based on the criteria above.
- In June, notify the Council of how each returning staff member has been assigned.
- In July, notify the new Council of staff assignments.

Altering Assignments

After making assignments, the principal or principal's designee may alter the assignments to respond to unanticipated enrollment, staffing changes or policy changes.

Evaluation

Our CSIP process includes a regular cycle of reviewing data on student performance and data on our alignment with Kentucky's Standards and Indicators for School Improvement. The analysis of this data may determine and impact staff assignments.

Approved: _____ Chairperson: _____

ADVANCED PLACEMENT/DUAL CREDIT COURSES

Curriculum and Availability

Each year, college-level courses will be offered. Currently the following areas offer Advanced Placement or Dual Credit courses:

- | | |
|-------------------|----------------------------|
| 1. English | 5. Family Consumer Science |
| 2. Science | 6. Foreign Language |
| 3. Mathematics | 7. Arts and Humanities |
| 4. Social Studies | 8. Agriculture |

Those courses will be offered as Advanced Placement or Dual Credit classes at Mercer County Senior High School, Trailblazer Academy, or through arrangements with nearby colleges or universities.

Student Assignment and Recruitment

Students will be encouraged to prepare for and take college-level courses in the following ways:

- Counselors will advise students and parents/guardians of these options when they go through the scheduling process each year and encourage each student to take appropriate preparatory courses.
- Teachers will encourage all students to take challenging courses each term.

All students may take college-level courses if they meet the following requirements:

- Completing prerequisite courses listed in the Student Handbook/Course Description Book.
- Receiving permission of the teacher if applicable.
- Dual Credit courses require a 3.0 GPA
- Math Dual Credit courses require a 19 on the Math section of the ACT.
- Students must maintain a grade of C or better in the fall semester to be able to take Dual Credit courses in the spring semester of that academic year.
- If a Dual Credit course is offered at Mercer County Senior High School, students will not be permitted to take the same course off campus.

Approved: _____ Chairperson: _____

Upcoming Dates

Apr. 18	SBDM 4:00 pm
Apr. 18-19	CERT testing
Apr. 20	Blood Drive/Club Day
Apr. 21	Board Meeting 5:30 pm
Apr. 25	Greenhouse Opening
Apr. 26	Drug Prevention assembly 8:15 am
Apr. 28	9th Grade Phone safety workshops
Apr. 29 - May 1	"Shrek" Performances
May 6	Beta/NHS Banquet 6:00 pm
May 12	Spring Band Concert 6:00 pm
May 14	Prom 8:00 pm
May 16	SBDM 4:00 pm
May 19	FFA Banquet 6:30 pm
May 19	Board Meeting 5:30 pm
May 20	Senior Trip - Holiday World
May 22	Baccalaureate 3:00 pm (Carpenter's Christian Church)
May 23-25	Senior Final Exams
May 25	Underclassmen Awards program 8:15 am
May 25-27	Underclassmen Final Exams
May 26	Graduation practice 8:00 am
May 26	Senior Awards program 9:00 am
May 26	Senior Picnic 11:00 am (Anderson-Dean Park)
May 27	Graduation practice 8:00 am
May 27	"Senior Walk" 10:30 am (MCES)
May 28	Graduation 2:00 pm (MCSHS gymnasium)
May 28	Project Graduation 10:30 (Malibu Jack's)
June 6-10	Summer School 8:30 am - 3:00 pm