



**Calloway County  
High School**

**2020-2021**

**SBDM Policy Manual**

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## **AUTHORITY OF THE COUNCIL AND THE PRINCIPAL**

### Authority of the Principal

The principal shall serve as the school's primary administrator and instructional leader and shall have authority over management functions not chosen by the council. The principal shall be responsible for implementing policies set by the council and shall be responsible to the superintendent or his/her designee. The principal shall be responsible for supervising the work of committees appointed by the council. The principal has the authority to form committees in areas of management functions not chosen by the council.

The principal has the ultimate responsibility for overseeing the budget and hiring faculty and staff.

### Authority of the Council

The Council, pursuant to state law, is a policy making body. Reference KRS 160.345

The Council shall have the authority to set and monitor school policies which shall provide an environment to enhance the students' achievement and help the school meet the goals established by the Kentucky Education Reform Act of 1990.

Out of a legally called council meeting, no council member other than the principal has decision-making or administrative authority. The council shall have the authority to form the number and types of committees needed to carry out the policies set by the council.

# ELECTION OF SCHOOL COUNCIL MEMBERS

Amended July 10, 2019

## Composition of Council

The school council at Calloway County High School shall consist of three teachers, two parents, and the principal provided state requirements for minority representation are met.

## Eligibility

All certified employees assigned to the school as full or part-time are eligible to serve on the council. Parents who have a child enrolled in the school during the year are eligible to serve on the council if they are not employees of the district and they do not have a relative working in the school.

## Teacher Selection Process

All teachers assigned to the school have an opportunity to participate in the selection of teacher representatives. A nomination form will be disseminated to all teachers by March 15.

An election committee comprised of the principal and two teachers selected by the faculty shall be formed bi-annually. The committee shall be responsible for:

- (1) disseminating nomination forms
- (2) processing and reporting results of nominations for election to council
- (3) disseminating election ballots
- (4) counting votes and reporting the results to the faculty and superintendent

The principal shall facilitate selection of teacher members to the committee and shall call all committee meetings.

Teachers may nominate themselves or another teacher. Nominations shall be made in writing and submitted to the election committee consisting of the Principal and two elected teacher representatives no later than April 1. The election committee shall prepare a ballot containing the names of all qualified teachers nominated. The chairman of the election committee selected by the three members of the election committee shall chair the meeting to elect teacher members to the council. Balloting will continue until three teachers are elected. Election shall be by majority vote of all teachers assigned to the school. (Board policy 02.421)

The principal shall call a faculty meeting for the purpose of selecting council members for the following school year. A teacher may vote by absentee ballot. The election shall be completed in April. All voting will be by secret ballot. Balloting shall continue until each teacher council member is selected by a majority of the faculty. Once a teacher receives a majority vote, he/she is elected. The number of votes cast in run-off elections will correspond to the number of vacancies to be filled.

## Parent Selection Process

Parents of students assigned to a school shall organize the election to select parent council members. They may request the Principal to provide administrative assistance required to conduct the election.

The president of the parent-teacher organization shall organize and oversee the election of parent council members. If the school does not have a parent-teacher organization, then parents shall set the date and time for parents to elect parent council members and shall provide notice of the election to parents.

A parent council member shall be a parent, stepparent, or foster parent of a student to be enrolled in the school during the parent's term of council service. Parent shall also mean a person who has legal custody of a

student pursuant to a court order and with whom the student resides. A parent council member shall not be an employee or the relative of an employee of the school in which that parent serves, nor shall the parent representative be an employee or a relative of an employee in the District administrative offices. A parent representative shall not be a local Board member or Board member's spouse. Relative shall mean father, mother, brother, sister, husband, wife, son, and daughter.

#### Minority Representation

If the council formed under the elections described above does not have a minority member, and the school has eight percent (8%) or greater enrollment of minority students, the Principal shall be responsible for carrying out the following:

1. The Principal shall organize a special election no sooner than ten (10) and no later than twenty (20) calendar days following the elections described above to elect a minority parent to the council by ballot. The Principal shall notify all parents of the date, time, and location of the election. The notice shall call for nominations of minority parents for the ballot. The election shall be conducted using the same procedures as the election of the two (2) other parent members of the council.
2. The Principal shall call a meeting of all teachers in the building within seven (7) days following the initial election of parent and teacher council members. The teachers shall select one (1) minority teacher to serve as a teacher member on the council.

If there are no minority teachers who are members of the faculty, an additional teacher member shall be elected by a majority of all teachers. Procedures for election of the teacher representative shall be the same as the procedures for election of the other three (3) teacher members of the council.

~~For the purpose of school-based decision making, "minority" shall mean American Indian, Alaskan native, African-American, Hispanic (including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin), Pacific Islander, or other ethnic group under represented in the school.~~

~~When minority student enrollment at Calloway County High School reaches or exceeds eight percent (8%) of the total student population, at least one of the school council members shall be a minority parent, teacher, or principal as per KRS 160.345. Enrollment in the school on the preceding October 1 shall be used to determine the percent of minority students.~~

~~Under these circumstances, if a council is formed without a minority representative then one or two shall be elected to the council by the following method:~~

- ~~(1) — The principal shall within five working days from the election organize an election to elect a minority parent and a minority teacher to the council.~~
- ~~(2) — Hold the election for minority representatives within ten working days from the date of the election of other council members.~~
- ~~(3) — The principal shall inform all parents of minority students enrolled in Calloway County High School of the election purpose, time, date, and location.~~
- ~~(4) — The principal shall inform minority teachers of the election process, time, date, and location.~~
- ~~(5) — The principal shall call for nominations and prepare a ballot for both minority parents and teachers.~~
- ~~(6) — The principal shall facilitate the meetings held for the purpose of electing minority representatives to the school council.~~
- ~~(7) — The principal shall report the results of the election to parents, faculty, and community.~~

~~If there are no minority teachers who are members of the faculty, an additional teacher member shall be elected by a majority of all teachers. Term limitations shall not apply for a minority teacher who is the only minority on the faculty.~~

#### Terms

Council members are elected for one-year terms with each service year beginning July 1 and ending June 30.

New council members shall meet with the council from their election to June 30 as the council members elect. During this time, they can help the council plan for the next school year and can participate in training sessions. They are not eligible to participate in the decision-making process.

#### Filling Vacancies

In the event a vacancy occurs, the vacancy shall be filled by the respective group in the same way as in the original election. The principal shall inform the respective group of the vacancy and help set a time line for completion of the election.

# OPERATION OF COUNCIL MEETINGS

Amended July 10, 2019

## Types of Meetings

Council members shall attend three types of meetings:

- (1) Regular – meetings held on a set day of the month and at a set time of day.
- (2) Special – meetings scheduled as they are needed between regular scheduled meetings.
- (3) Training/Planning – meetings designed for council members to acquire knowledge and/or develop skills and develop plans for improving the school not completed within the committee system.

## Schedule of Regular Meetings

The Calloway County High School Council shall set a regular monthly meeting time that will be adhered to for that school year. Regular meetings may be canceled by the chairperson with approval from a majority of the council.

## Special Meetings

Special council meetings may be called by the chairperson or a majority of the council. Time, place, and purpose shall be announced at the time the meeting is called.

## Agenda

Each regular and special council meeting shall operate by an agenda. The agenda shall be formed by the chairperson with items provided by council members and other interested parties. All business transacted by the council shall be by agenda only. The agenda shall be approved by the council at the beginning of the meeting. Other items may be added to the agenda at the meeting with approval from the council. The agenda for regular meetings shall be written and disseminated at least forty-eight hours prior to the meeting. The agenda for a regular meeting will be disseminated to all teachers and placed on the school's SBDM webpage. Teachers and parents shall be informed of special meetings by the most convenient method.

## Chairperson

The Principal shall serve as chairperson at all meetings. In the absence of the principal, the vice-chair shall serve as chairperson for the meeting with consultation of administration when possible.

## Vice-Chair

A vice-chair will be selected to serve as chairman during the chairman's absence.

## Decision

The primary method of making decisions shall be by consensus. An effort shall be made to thoroughly discuss all possible alternatives, provide everyone ample opportunity to be heard, and make a final choice that can be supported by the group. In the event consensus cannot be reached, a delay in making the decision shall be used as one alternative to help reach consensus.

In the event a decision is necessary, and the council determines majority rule is an acceptable process to make the decision, then majority rule will be followed. Decisions by majority rule require a simple majority of the members present. A tie vote will result in no action taken by the council. A minimum of three members must call for a vote for majority rule to be applied.

### Quorum

Two-thirds of the members of the council must be present for the council to make official decisions with at least one teacher and one parent present.

### Minutes

Minutes of all the council's regular and special meetings shall be recorded in writing and kept on file in the SBDM conference room. Minutes shall also be approved by the council and stored in a minute book. A copy of all minutes shall be provided to the superintendent as a means of keeping him informed.

### Open Meetings

All council meetings shall be open to the public except when personnel, legal issues affecting the council, or rights to privacy issues are under consideration. Under one or more of these conditions a council may go into executive session. All decisions made by the council shall be in an open public meeting. The council shall abide by the state's open meetings law (KRS 61.810).

### Recording Secretary

The council shall provide a qualified person to serve as recording secretary who shall be responsible for:

- (1) Recording in writing all minutes of meetings.
- (2) Informing the teachers and press.
- (3) Processing minutes.
- (4) Processing and disseminating meeting agendas.
- (5) Processing and disseminating summary reports.
- (6) Filing minutes in the minute book.

### Summary Report

Summary of the actions taken by the council ~~shall be reported to all teachers and the superintendent.~~ The ~~report~~ shall be placed on the school's SBDM webpage (disseminated) within five working days from the date of the meeting and sent to the superintendent.

### Input from Non-Council Members

Those who are in attendance at the council meetings shall be provided an opportunity to discuss issues under consideration by the council by the following procedures.

- (1) A sign-in sheet will be provided for interested parties to indicate their interest in speaking on an issue.
- (2) As each topic is discussed, the chairperson will call on speakers in the order they signed the sign-in sheet. The chair reserves the right to restrict prolonged presentations, but adequate input will be allowed before the council makes a decision.
- (3) Input/Reaction must be germane to the topic and must be within the authority of the council.
- (4) After persons have spoken from the sign-in sheet, the chairperson will permit others to speak to the item under discussion provided their remarks are germane to the topic.
- (5) ***Each regular monthly meeting will include the agenda item Open Forum.***



## **COMMITTEE SYSTEM**

### Committees

Committees shall be formed to aid the council. Committees shall report to the council and council shall have final authority. The number, type, and representation shall be determined by the council. Teachers shall be appointed to committees based upon order of preference for committee service as determined by a survey. The council may name classified staff, students, parents, and community members to committees as needed.

### Agenda

All committees shall operate by an agenda. The agenda shall be formed by the chairperson with input from committee members. The agenda shall be disseminated to committee members at least twenty-four hours prior to the meeting.

### Schedule

The committee shall determine the meeting time and place.

### Chairperson

The chairperson shall be selected by the council.

### Resources

Professional, technical, and financial resources needed by committees to perform their tasks must be approved by the council within the means available to the council. Requests for resources shall be made in writing to the council.

### Tasks

The council shall determine in written policies the responsibilities of each committee and shall develop and charge the committees with all major tasks and provide a general timeline for completion of those tasks.

### Term

Committees shall serve until tasks are completed according to the designated timeline set by the school council. Committees shall serve for a maximum of one year beginning July 1 and ending June 30. All committee members may serve an unlimited number of consecutive one-year terms.

### Quorum

Two-thirds of the members of the committee must be present for the committee to make a decision.

### Open Meetings

All committee meetings shall be open to the public and subject to the Open Meetings Law (KRS 61.810).

### Reporting

The committee shall report to the council as indicated in the timeline including any applicable recommendations. The chairman of the committee, or his/her designee, shall present the final report at a council meeting. The final report shall also be submitted in written form to the council.

## **COUNCIL CODE OF ETHICS**

### Definition

Code of ethics for a school council is a set of professional standards for council members to follow as they work as a team, as they make decisions affecting the school, and more specifically the students served by the school.

### Development

A code of ethics shall be adopted by the school council at Calloway County High School and shall be reviewed annually by each council thereafter and amended as needed. A written code of ethics shall be included in the school council policy handbook.

### Commitment

Each council member shall read and show by his/her signature a commitment to the professional standards set by the code of ethics. Signing the code of ethics is not mandatory.

### Signature

Council members shall be given the freedom to sign the code of ethics. No council member shall be coerced into signing the code of ethics beyond his/her will or discriminated against if choosing not to sign the code of ethics.

## **STATEMENT OF ETHICS FOR THE CALLOWAY COUNTY HIGH SCHOOL COUNCIL**

Members of the Calloway County High School Council, while representing teachers, parents, and school administrators, have the educational welfare of the students served by the school as its highest priority. We acknowledge that the school belongs to the public it serves and that our responsibilities as council members require gathering and giving accurate information and making decisions that will be in the best interest of the students. We further acknowledge that we can best meet our responsibilities when we work as a team, show respect for one another, show honesty, and demonstrate a commitment to the school and to our responsibilities.

Refraining from discussing information that can be detrimental to a person or a group is a behavioral standard by which the council will abide.

The responsibilities of the council and these acknowledgements require each council member to maintain standards of exemplary professional behavior. Each council member and the council as a whole will be observed and appraised by the faculty, student, and community. In the interest of the school and each student served by the school, the council subscribes to the following statements of ethical standards.

Members of the council shall:

- Make the well being of students the fundamental value in all decision-making actions.
- Fulfill responsibilities with honesty and integrity.
- Abide by policies set by the council.
- Demonstrate a willingness to work as a team.
- Demonstrate a willingness to compromise in the interest of the welfare of students.
- Show support of decisions made by the council.
- Avoid sharing information that is considered confidential by the council.
- Represent his/her constituency group as accurately as possible.
- Demonstrate commitment to the work of the council and to the school.
- Avoid using positions for personal gain through political, social, religious, economic, or other influences.
- Demonstrate respect for all people regardless of race, national origin, sex, religion, or political affiliations.

I agree to abide by these standards.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **APPEALS PROCESS**

### Request

For a person(s) to appeal a decision of the council or file grievance, he/she within ten working days must first request in writing an opportunity to be heard and shall include information about the grievance issue.

### Schedule

A council shall schedule a hearing within thirty working days from the date the request is received. The person appealing shall be informed of the hearing by registered letter.

### Hearing

The person appealing may be represented by legal counsel and may call witnesses as long as the testimony is germane to the issue. The council may also be represented by legal counsel and may also call witnesses. The complainant shall be provided the option of a closed or open hearing.

### Decision

The council shall consider the merits of the complaint, make a decision, and respond in writing to the complaint.

### Report

A copy of the written grievance or appeal, and a reply by the council, shall be provided to the superintendent.

## **Addition to Appeals Policy Amended July 10, 2019**

### **Appeal of academic grade**

If a student (or parent on the student's behalf) wishes to appeal a final course grade received by the student, the appeal shall be made in writing to the teacher who assigned the grade.

If the situation is not resolved between the student/parent and the teacher within ten ~~twenty-five~~ working ~~calendar~~ days of the issuance of the report card indicating the final course grade, the student/parent shall then appeal in writing to the principal.

An appeal regarding an academic grade shall be made to the principal within twenty ~~thirty~~ working ~~calendar~~ days of the issuance of the report card indicating the final course grade.

Upon receipt of the appeal, the principal shall have ten working days to respond to the appeal of an academic grade.

An appeal of an academic grade will not be considered if it is not received within these specified time limits.

## **FISCAL MANAGEMENT**

### Budgeting Process

All funds expended by the school shall be included in an annual budget. This applies to funds from all sources. School activity funds receipts and expenditures may be managed and accounted for in a budget separate from funds appropriated to the school from the Board of Education or from federal sources. (All funds may be included in one budget.) The school shall use the budget format provided by the superintendent.

### School Activity Fund

School activity fund budget is a budget for all funds generated by school-sponsored activities and services.

### General Fund

General fund consists of all funds not included in the school activities fund budget (i.e., instructional materials, professional development, staffing, operation and maintenance, and technology).

In the event the council chooses to manage its total budget, all funds from the Board of Education and federal sources, except for exemptions described in Board policy, shall be included in the general fund.

### Areas of Management

The Calloway County High School Council shall manage these areas of the budget: Staff Development, Instructional Materials, Technology, and Student Support Services.

### Monitoring

A monthly report on all budgets/funds shall be provided the council by the principal showing as a minimum the amount budgeted, amount spent, and balance by line item. Section VI funds should be utilized by a date specified by the Council. The report(s) shall be approved by the council.

### Budget Changes

Funds may be moved from one line item to another within budgets with monthly reports to the council. Expenditures shall not exceed appropriations.

### Annual Report

An annual financial report shall be made by the principal to the council and to the superintendent. This report shall be approved by the council before it is submitted to the superintendent.

## **SELECTION OF A PRINCIPAL WHEN THERE IS A VACANCY**

### Chairperson

Per KRS 160.345 section 2(h), 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.

### Selection

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. The council shall receive training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal.

### Criteria

The Council shall hold an open meeting to gather input from stakeholders (parents, staff, students, and community) for principal candidate criteria. The Council will meet and establish the procedures they will follow for the process and develop interview questions based on criteria.

### Interview

The Council will decide which applicants best meet established criteria and select applicants to interview. After interviews, the council will select a candidate by majority vote.

### Reporting

The Council will announce the selection of the new principal to the school staff and community.

## **CONSULTATION POLICY**

### Vacancy

The principal shall inform the superintendent of any resignation of a school employee assigned to his/her school. The superintendent shall be the one to declare the position as vacant.

### Criteria

Once a certified position has been identified as vacant, either by resignation or new position, the principal shall develop a set of selection criteria with input from the council and department where the vacancy exists. This same procedure shall apply to non-teaching staff such as a counselor, assistant principal, and librarian.

### Consultation

Consultation with the SBDM Council regarding the selection of personnel by the principal must be conducted at a council meeting (either regular meeting or special meeting) and must be documented in the minutes of the meeting.

The principal shall inform the council of any vacancy on the staff.

The principal shall contact references submitted by the applicants for the position; the principal will contact references for those that he/she deems to be the top (3 - 5) candidates if there are multiple applicants for the position. The principal shall report on these contacts when consultation takes place.

Written applications shall be available for the council to review prior to the council meeting where consultation is to take place; applications shall also be available for review by the council members at the meeting.

### Interview

The principal shall conduct interviews. Council members shall be informed of scheduled interviews, and interviews shall be open to any council member if he/she desires to attend. If no council members choose to attend, the principal may conduct interviews with no council members present. Department chairs may be invited to interviews to fill vacancies in their departments at the discretion of the principal.

### Selection

The principal shall be responsible for making the final choice for filling all vacancies – both certified and classified.

### Reporting

The principal shall report his/her choice of an employee to the superintendent in writing.

## DETERMINATION OF INSTUCTIONAL MATERIALS TO BE PROVIDED

Amended July 10, 2019

### Definition of Instructional Materials

Instructional materials shall mean all commercial materials, media, and courseware (consumable or permanent) used by teachers to deliver instruction.

### Requests

Each department/teacher shall present requests to the Council. The department chairperson shall be responsible for surveying teachers to determine instructional material needs, identifying a list of materials to be used in the instructional program, and setting up procedures for meeting vendors to discuss materials.

### Timeline

The department chairperson shall survey teachers each year and submit budget requests to the **council by the date requested.**

### Budget

Funds appropriated for instructional materials shall be budgeted for school-wide materials and teacher-specific materials and shall be supported by a line item budget. Funds for instructional funds will include funds appropriated by the Board of Education and other sources.

Each teacher shall be appropriated an amount annually to purchase specific items that will aid him/her in delivering instruction. The items shall be specific to teaching and must be used in the classroom as an integral part of the lessons taught by the teacher. The amount appropriated to each teacher for teacher-specific materials shall be set by the council. Each teacher shall be held accountable for the expenditures and shall draw on his/her account maintained in the office.

The council shall approve the budget for instructional materials and the service plan.

The principal shall be responsible for the oversight of ordering, receiving, and paying for instructional materials.

### Textbooks

Each department/teacher shall study textbook samples and make recommendations for adoptions to the council. Textbook funds shall be a separate line item in the school's general budget.

Each department/teacher shall recommend to the council to what degree textbook funds should be used for instructional materials.



## **DETERMINATION OF STUDENT SUPPORT SERVICES**

The council chooses to use existing support services funded by other sources and utilize available funding for instructional materials.

## **KENTUCKY COMPREHENSIVE SCHOOL IMPROVEMENT PLANNING PROCESS**

### Definition

The Kentucky Comprehensive School Improvement Plan is a plan-of-action with a description of what the school will accomplish with a focus on the management functions performed by the school council.

### Committee

A committee comprised of parents, representatives of extracurricular activities, and a representative of each curriculum area shall be formed to assist with development of an annual transformation plan. The committee will be responsible for:

- (1) Assessing needs
- (2) Getting input from faculty and parents
- (3) Setting priorities
- (4) Developing goals and specific outcomes
- (5) Developing a plan of action with instructional practices/strategies
- (6) Developing a timeline
- (7) Developing a budget
- (8) Monitoring implementation and impact of the plan

### Needs Assessment

The council shall identify the most pressing needs of the school as related to student needs and educational productivity factors set by the state. The assessment shall be conducted informally and formally by the council with input from the faculty, staff, and parent leaders.

### Plan Format

The plan, reviewed annually, shall be driven by the goal of increasing student achievement as measured by state mandated testing. Each objective shall be justified by needs statements with actions to be taken, persons responsible for actions, a time line, and cost projections. The plan shall encompass all management functions selected by the council.

### Completion Date

The Comprehensive School Improvement Plan shall be completed and submitted to the council by the December Council Meeting. The committee chairperson will report to the council at the December meeting.

### Approval

The Comprehensive School Improvement Plan shall be approved by the school council but only after teachers and parents have had an opportunity to react to it.

### Reporting

A copy of the Comprehensive School Improvement Plan shall be provided to the superintendent, and high school faculty & staff, copies placed on file in the school media center.

### Monitoring

The council is responsible for designing and monitoring the plan under the leadership of the principal or his designee.

## **DETERMINATION OF NUMBER TO BE EMPLOYED IN EACH JOB CLASSIFICATION**

### Definition of School Staff

School staff, for the purpose of determining the number of personnel by job classification, shall mean all certified and classified employees assigned to Calloway County High School.

### Implementation

The Principal shall develop the School Council Allocation Worksheet on position assignments subject to review of the council.

## **DEVELOPMENT AND IMPLEMENTATION OF PROFESSIONAL DEVELOPMENT PLANS**

### Definition

Professional development is defined as experiences provided to the faculty and staff to prepare them to fulfill their responsibilities and to maintain a focus on the needs and interests of children. Professional development includes both the four days provided by the state and other time provided by the local board of education.

### Committee

Professional Development activities are designed and implemented for the district by Central Office Personnel assigned to work with the district wide Comprehensive School Improvement Plan Committee.

### Needs Assessment

Professional development needs assessment is derived from the needs assessment conducted by the school's Comprehensive School Improvement Plan committee.

## **DETERMINATION OF CURRICULUM**

### Definition of Curriculum

Curriculum shall be defined as all experiences provided by the school which are designed to help students develop academically, socially, and physically. Curriculum includes both what is taught and how it is organized for delivery.

### Committee

A curriculum committee shall be formed and shall be responsible for:

- (1) Aligning the Calloway County High School Curriculum with the current Program of Studies and Core Content.
- (2) Monitoring the implementation of the curriculum to make sure, the planned curriculum and the action curriculum are consistent and that students are being taught what the state will be assessing.
- (3) Evaluating the effectiveness of the curriculum.
- (4) Designing, monitoring, and evaluating authentic assessment techniques used by the teachers.
- (5) Setting priorities for improving the curriculum.

Further, the committee shall help assure the curriculum at Calloway County High School meets state and local Board standards. The curriculum committee shall be expanded to assure representation from each department. The committee shall report to the school council. The curriculum committee shall interface with the technology committee.

### Standards

The council, with assistance from the curriculum committee, shall set standards for an effective curriculum at Calloway County High School. Such standards shall be reviewed annually for appropriateness. All standards shall be consistent with state, local Board of Education, and Southern Association standards.

### Critical Analysis

The council shall, with assistance from the curriculum committee, annually analyze the curriculum against the standards set forth in the Calloway County High School Comprehensive School Improvement Plan.

### Dissemination of Information

Each staff member who attends workshops or training sessions is encouraged to disseminate information to applicable colleagues.

### Curriculum Framework

The state's curriculum framework shall be analyzed by the curriculum committee and shall be used as a guide to design the curriculum down to day-to-day instruction in the classroom.

### Curriculum Priorities

Priorities for the curriculum shall include:

- (1) Teaching academic skills.
- (2) Teaching critical thinking skills.
- (3) Teaching social skills (team member).
- (4) Teaching students how to be self-sufficient.

In addition, integrating the curriculum will allow all students to make connections between experiences and knowledge.

## **POLICY FOR ADVANCED PLACEMENT TEACHER CERTIFICATION**

**Enacted August 11, 2004**

In accordance with 704 KAR 3:510, Advanced Placement teachers shall be certified in the appropriate content area. Holding a major in the content area of focus is not a requirement for teachers to teach Advanced Placement courses.

**DETERMINATION OF CREDITS FOR SECONDARY STUDENTS  
WHO ARE TRANSFERRING FROM “HOME SCHOOL”  
TO CALLOWAY COUNTY HIGH SCHOOL**

**Enacted November 16, 1999**

Previous credit earned by a student in a non-accredited secondary school shall be awarded by one of the two following methods.

- Upon presentation of a portfolio of work for a pre-requisite course and approval of portfolio by the department chair or his/her designee, the student may enroll in a course that is sequential in nature (has a pre-requisite, i.e. English I is a pre-requisite to English II). If the student has maintained a minimum of a C average at the end of the twelfth week of school, then he will be awarded credit for the pre-requisite course.
- To receive credit for a course that does not have a pre-requisite, the student would have to pass a final examination for that course. The final examination must be of similar nature and content as that given to students enrolled in the course and must be graded on a comparable basis.

All credit for previous work shall be recorded on the student’s Calloway County High School transcript as a “pass”, thereby not affecting the student’s GPA.

## **DETERMINATION OF THE SCHEDULE OF THE SCHOOL DAY AND WEEK**

### Definition of Scheduling

Scheduling shall mean the development of a master plan for using time within the school day set by the state and Board of Education and the use of time over a span of one week, one grading period, and/or one semester.

### Schedule

The normal school day schedule is from **7:30 A.M. to 3:30 P.M.**

In accordance with Board of Education directives, all certified employees are to fulfill the requirements of an eight-hour workday.

Each department shall meet as needed at a time determined by the department. A written report of each meeting shall be submitted to the principal.

### Criteria

The criteria to be met in scheduling shall include:

- (1) Promoting teacher effectiveness to the fullest.
- (2) Reflecting appropriate use of the six-hour instructional day.
- (3) Providing time for instructional planning.
- (4) Complying with individual contracts and job descriptions.
- (5) Complying with all federal, state, and Board regulations.
- (6) Supporting the school's instructional goals and program and service concepts.

### Monitoring

The council shall monitor the school's schedule and make changes whenever necessary to improve the schedule.



## **SELECTION AND IMPLEMENTATION OF DISCIPLINE AND CLASSROOM MANAGEMENT**

### Definition

Discipline shall be defined as a system for managing student behavior to promote an environment that is free from fear and disorder and for establishing responsibilities for students, parents, and school personnel regarding student behavior.

### Committee

A committee shall be formed to assist the management of this function. The committee shall make recommendations and report to the council. The committee shall be responsible for:

- (1) Assessing present policies and procedures.
- (2) Evaluating current discipline and student behavior management strategies to handle inappropriate student behaviors.
- (3) Developing a set of school rules.
- (4) Researching alternative discipline techniques.
- (5) Updating current procedures.
- (6) Implementing and communicating any new discipline policies and student behavior management procedures.

### Reporting

The discipline committee shall gather data on discipline problems annually and report the results to the council with recommendations for improvements in discipline procedures and classroom management strategies.

**SELECTION OF EXTRACURRICULAR PROGRAMS  
AND  
DETERMINATION OF POLICIES RELATING TO PARTICIPATION**

Definition

Extracurricular programs shall consist of all activities conducted during non-school hours under the auspices of the school, both on and off of the school campus.

Committee

The extracurricular committee shall be an ad hoc committee chaired by the Athletic Director. If a problem arises, he is to assemble a committee which shall include all affected sponsors or coaches, one SBDM parent representative, and one SBDM teacher representative. Notice of the meeting shall be posted seventy-two hours prior to the meeting and shall include the time, location, and topic to be discussed. The recommendation of the committee will then be reported to the SBDM council for approval or disapproval.

## **POLICIES RELATING TO SCHOOL SAFETY**

**Enacted June 29, 1999 amended Aug. 2007 and May 2011 and July 2017**

All bags/containers will be checked upon entering the building. During the school day, only transparent/mesh bags may be used to transport books. Bags/containers may be subject to additional checks during the school day or during school functions. There may also be no wrapped gifts.

Students will be allowed to carry a purse; however, purses may not be used to transport books during school hours. Students who transport books in their purses may have those purses confiscated. All purses and book bags must be stowed safely beneath the student's desk.

Students participating in activities that necessitate their carrying a bag/container will enter the building at one of the two designated entrances where there may be a handheld metal detector; bags/containers will be checked daily. Entrances will be designated. Once inside the building, bags/containers must be carried immediately to an approved designated area until school is dismissed in the afternoon. Students should see an administrator if they are not sure where to place their bag/container. For security reasons, other items such as purses, jackets, lunch bags, pockets, etc. may be searched upon entrance to the facility

## **POLICY FOR INCOMPLETE FINAL GRADES**

**Changed October 16, 2012**

**Changed August 2, 2017**

At the end of the 1st semester, all missing work/exams will become zero(s) and then calculated into the student's final grade as a zero(s). Any excused missing work/exams that fall within the CCSD Attendance Policy for remediation, must either be completed within one week of the beginning of the 2nd semester, or an extension of time may be requested by the parent for completion of those grades. Each parent request will be considered on a case-by-case basis by the school principal.

At the end of the 2nd semester, all missing work/exams will become zero(s) and then calculated into the student's final grade as a zero(s). Any excused missing work/exams that fall within the CCSD Attendance Policy for remediation, must either be completed within one week of the end of the semester, or at administrator discretion may be completed at the beginning of summer school, or an extension of time may be requested by the parent for completion of those grades. Each parent request will be considered on a case-by-case basis by the school principal.

**NOTE: All grades become final with the start of the following school year.**

**POLICY REGARDING  
DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN  
Enacted July 16, 1997**

Students (seniors) will be ranked after the completion of seven semesters (for the purpose of scholarship applications, etc.); this will be a **preliminary** ranking.

Three weeks prior to graduation, grades will be checked again for any students who received a preliminary ranking of 1 (valedictorian) or 2 (salutatorian).

- If the student has maintained that G.P.A., he/she will be recognized at graduation/senior awards night/etc. as a valedictorian or salutatorian of the class.
- If the student has NOT maintained that preliminary G.P.A., he/she may not be recognized as a valedictorian or salutatorian of the class during senior activities.

At the time the preliminary rankings are completed (after seven semesters), students who rank #1 or #2 and their parents are to be informed in writing of their preliminary ranking and the aforementioned policy. Three weeks prior to graduation, the guidance staff will **again** inform, in writing, the parents and students of their status.

**ADDENDUM TO POLICY REGARDING  
DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN  
Enacted February 15, 2000  
Amended July 13, 2016**

The law requires that AP grades be assigned points as follows: A=5, B=4, C=3, D=2, and E=1 for the purpose of KEES scholarship awards. Calloway County High School will make the change required by the state for the purpose of KEES calculations only.

Calloway County High School will

- Continue to determine Valedictorian/Salutatorian with the current 4.0 scale. The weighted GPA that is calculated for KEES will have no effect on the local policy for determining class rank.

## **~~CCHS GRADUATION HONOR POLICY~~**

**~~For Graduating Class 2018~~**

**~~Enacted April 21, 2011~~**

**~~Amended January 15, 2014~~**

**~~Amended July 13, 2016~~**

**~~Amended July 19, 2017~~**

### Valedictorian:

~~Those with a 4.0 GPA **and** who take at least 5 honors/accelerated courses **and** take at least 2 Advanced Placement or Dual Credit or any combination of the two courses **and** meet state ACT benchmarks will be designated as a valedictorian.~~

### Salutarian:

~~Those with the next highest GPA **and** who take at least 5 honors/accelerated courses **and** take at least 2 Advanced Placement or Dual Credit or any combination of the two courses **and** meet state ACT benchmarks will be designated as a salutarian.~~

## **CCHS GRADUATION HONOR POLICY**

**For Graduating Class 2019 and beyond**

**Enacted April 21, 2011**

**Amended January 15, 2014**

**Amended July 13, 2016**

**Amended July 19, 2017**

**Amended July 10, 2019**

### Valedictorian:

Those with a 4.0 GPA **and** who take at least 15 honors/accelerated/dual credit/AP courses and meet state benchmarks on the state required exam will be designated as valedictorian.

### Salutarian:

Those with the next highest GPA **and** who take at least 15 honors/accelerated/dual credit/AP courses **and** meet state benchmarks on the state required exam will be designated as salutarian.

**Any student graduating that is recognized as an Honor Graduate or Distinguished Honor Graduate must have achieved the following:**

For the purposes of determining Honor Graduates, students (seniors) will be ranked after the completion of seven semesters; this will be a **preliminary** ranking.

Three weeks prior to graduation, grades will be checked again for any students who received a preliminary ranking of Honor Graduate or Distinguished Honor Graduate

- If the student has maintained that G.P.A., he/she will be recognized at graduation/senior awards night/etc. as Honor Graduate or Distinguished Honor Graduate.
- If the student has NOT maintained that preliminary G.P.A., he/she may not be recognized as Honor Graduate or Distinguished Honor Graduate of the class during senior activities.

### Honors Graduate

3.33-3.66 GPA, College Readiness or Career Readiness or both distinctions

### Distinguished Honors Graduate

3.67-4.0 GPA, College Readiness or Career Readiness or both distinctions

## **POLICY ON FOREIGN EXCHANGE STUDENTS AND GRADUATION**

**Enacted 3/13/2002**

**Amended September 2012**

**Amended August 5, 2013**

**Amended December 9, 2015**

**Amended July 10, 2019**

- Calloway County High School welcomes students from other cultures into the academic and extracurricular life of its student body. Students who enroll as foreign exchange students shall be expected to take required classes appropriate to the grade level in which they are enrolling. For example, a sophomore from another country would be enrolled in English II, Global Issues, Algebra II (or an appropriate math course), and Biology.
- Upon completion of the academic year in which he/she is enrolled, a “Statement of Credits Completed at Calloway County High School” shall be awarded.
- It shall be the responsibility of the student’s home country to award the high school diploma.
- Any appeals regarding the policy shall be directed to the Calloway County High School Site-Based Decision-Making Council.
- Any further appeals regarding this policy shall be directed to the superintendent.
- The number of foreign exchange students allowed to attend CCHS will be left to the discretion of the CCHS principal.
- Foreign exchange students who are of senior (graduating) status in their home country and have attended CCHS for an entire school year are allowed to participate in graduation ceremonies as well as project graduation activities, pending qualification set forth by SBDM policies concerning attendance and participation.

## **POLICY REGARDING FIELD TRIPS AND STUDENTS BEING PULLED FROM CLASSES**

### **Amended July 10, 2019**

As an incentive for good academics, good behavior, and good attendance, students will be allowed to go on field trips or be pulled from class for activities based on the following criteria. Teachers and club sponsors are responsible for checking this criterion.

The criteria are per semester, per block:

1. The student must be passing 5 out of 6 classes. ~~3 out of 4 classes.~~
2. The student must not have more than 2 unexcused absences in any period ~~block~~ in which they are being pulled out.
3. The student must not have been assigned to in-school more than once in that semester.
4. The student must inform the teacher in advance of the trip/pull-out. This should be done preferably five 3 days prior to the trip. In addition, a list should be provided by the field trip sponsoring teacher in a timely manner.
5. The student must be in good standing of the CCHS Attendance Policy.



## CCHS ATTENDANCE POLICY

Amended August 12, 2015

Amended July 19, 2017

Amended July 10, 2019

*The CCHS Attendance policy is outlined in the student handbook and will be reviewed annually by the SBDM council.*

Each school year, a student will lose privileges to participate in extra-curricular or co-curricular events sponsored by Calloway County High School if his/her attendance results in any of the following:

- ~~more than 5 unexcused absences.~~
- ~~more than 9 unexcused tardies to/from school.~~

Loss of privileges include, but is not limited to the following:

- ~~Participation in the Calloway County Project Graduation~~
- ~~Participation as an athlete in a sporting events and sport activities~~
- ~~Club activities~~
- ~~School dances including Prom/Grand March~~
- ~~Field Trips~~
- ~~Parking privileges~~
- ~~Extra-curricular or co-curricular activities~~

~~Any student who is notified that he/she has accrued more than five unexcused absences and/or more than nine unexcused tardies during the course of the year, may request in writing that his/her attendance be reviewed. Upon receipt of the request, the principal may appoint a three-person review panel. The student shall provide a written explanation of all unexcused absences. Decisions will be made on a case-by-case basis, and shall be final.~~

Each school year provides a unique opportunity for students to learn, become part of the school culture through academics, athletics, clubs, and other extracurricular organizations. Each student is afforded the following privileges associated with attending Calloway County High School such as: participation in Project Graduation, participation in sporting events, participation as a cheerleader, club activities after school, school dances including Prom/Grand March, field trips, and other extra-curricular or co-curricular activities that meet before or after school. The CCHS SBDM Council encourages all students to attend school regularly as student attendance has a tremendous impact on all academic results and successes and plays a vital role in the student's overall success in the high school setting.

Please understand that any penalties and exclusions from extra-curricular or co-curricular activities will be determined by the CCHS SBDM Council and/or designee based on each student's level of truancy. Truancy is defined by the state legislature in KRS 159.150 and is monitored by the school as well as Director of Pupil Personnel. According to KRS 159.150, "Any student who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is a truant. Any student who has been reported as truant two (2) or more times is habitually truant."

## **CCHS FINAL EXAM POLICY**

**Amended September 11, 2013**

**Amended July 19, 2017**

**Amended August 14, 2019**

- ~~1. An assessment of some kind will be given at the end of each nine week grading period.~~
  - ~~2. A comprehensive final exam will be given over the 18 week semester on the days designated by the principal. The semester grade will be calculated by having each nine week average counting 40% and the final exam counting 20%.~~
  - ~~3. A nine weeks course will give a comprehensive exam at the end of the grading period that will count 10—20% of the course grade.~~
  - ~~4. If a course requires a state-mandated end-of-course exam, the end-of-course exam will count as 10% and the classroom final exam count as 10% of the student's final grade. If a semester class does not have an EOC, the final exam will count as 20% of the final grade.~~
- 
1. For semester long classes, a mid-term assessment will be given at the end of each 9-week grading period.
  2. For semester long classes, a comprehensive final exam will be given on the days designated by the principal. The course grade will be calculated by having each 9-week average counting 40% and the final exam counting 20%.
  3. For year-round period classes, a mid-term assessment will be given at the end of each semester grading period.
  4. For year-round period classes, a comprehensive final exam will be given on the days designated by the principal. The course grade will be calculated by having each 9-week average counting 20% and the final exam counting 20%.

## **Policy Concerning Off-Campus Classes**

**Enacted 2012**

**Amended July 19, 2017**

To take campus classes, student must have:

1. Met all hosting institution's requirements.
2. Approval of the guidance/administration office.

## **Policy Concerning Arts & Humanities**

**Enacted January 15, 2014**

According to Calloway County Board of Education Policy 08.1, "each school shall develop their students' ability to: 2. Apply core concepts and principles from mathematics, the sciences, the arts, the humanities, social studies, and practical living studies to situations they will encounter throughout their lives.

The Arts and Humanities Program Review calls for measuring to what extent the school ensures "discipline based arts instruction is a part of the school curriculum and arts concepts are taught throughout the school and across the curriculum."

Given this information, the SBDM Council places emphasis by approving and placing into policy the following:

- **Discipline based arts instruction shall be a part of the school curriculum and arts concepts will be taught throughout the school and across the curriculum.**

## **Graduation Ceremony Cap and Gown Adornment Policy**

**Enacted May 11, 2016**

All awards, sashes, and stoles worn during graduation by participating students must be curricular or co-curricular related to Calloway County High School. No other adornments will be allowed on a student's cap or gown.

## **School Emergency Plan Policy Statement**

**(KRS 160.345(2)(i)9 and KRS 158.162)**

**Date Adopted: November 1, 2017**

**Amended March 7, 2018**

The principal, in consultation with teachers, other school personnel, and local first responders, will 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 limited to:

- Establishment of primary and secondary evacuation routes which must be posted in each room.
- Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room.
- Practices for students to follow in an earthquake.
- Development and adherence to access control measures for the school building, which includes:
  - Controlling access to exterior doors during the day
  - Controlling front door access electronically or with a greeter.
  - Controlling access to individual classrooms
  - Requiring visitors check-in with identification and purpose provided,
  - Display of visitor's badge on outer clothing
- Practices for students to follow in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction.
- Procedures for lockdown of the campus.

Following adoption, the emergency plan and diagrams of the facilities will be provided to the appropriate first responders.

Prior to the first day of instruction of each school year, 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.

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 lock down. Fire drills will be conducted in accordance with timelines, procedures and requirements outlined in DHBC regulations.

Possible access control methods that will be included at Calloway County High School include:

- All exterior doors must be locked at all times.
- All visitors must enter through the posted front entrance.
- The front door must remain secure with electronic access only.
- All visitors must report to the front office, sign in and 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.
- All classroom doors must remain locked during the school day.
- Students and Visitors may randomly have to go through a hand-held metal detector station upon entrance into the school.

### **Statement for Bag Check**

While the admittance of book bags, purses, gym bags, luggage, and/or other storage containers into Calloway County Schools is permissible, the allowance of these items is a privilege granted by the Calloway County Board of Education. As part of our comprehensive school safety plan, students who chose to exercise this privilege will be subject to routine checks before these items are allowed to enter school facilities.