

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

**January 13, 2025
3:30 pm**

Members:

Spencer Tatum, Principal & Chair
Ekambaram Elumalai, Teacher Representative
Kendra Rowland, Teacher Representative
Andrew Ashford, Teacher Representative
Todd Davis, Parent Representative
Jessica Sanders, Parent Representative
Mike Floro, Council Secretary

Opening Business

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

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- Proposed new courses for 2025-26
- Instructional Practices policy 2nd reading
- School Space policy 2nd reading
- Schedule of School Day policy 2nd reading
- Student Assignment policy 2nd reading
- Staff Time Assignment policy 1st reading
- Advanced Placement and Other College Courses policy 1st reading
- Principal Selection policy 1st reading
- Program Appraisal policy 1st reading
- Technology Use policy 1st reading
- Department Grading policy review
- Academic Honors policy review
- Extra Curricular Programs policy review
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

***Mercer County Senior High
SBDM Council
Regular Monthly Meeting
December 16, 2024 - Draft Minutes***

The meeting was called to order by Spencer Tatum at 3:32 p.m. in the conference room #111. The following members of the council were in attendance:

Present : Spencer Tatum, Principal Kendra Rowland, Teacher Andrew Ashford, Teacher Jessica Sanders, Parent Mike Floro, SBDM Secretary	Absent: Ekambarum Elumalai, Teacher Todd Davis, Parent
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Agenda Approval

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

Minutes Approval

November Minutes were reviewed by the council.

Motion to accept: A. Ashford, second by K. Rowland
Motion was approved by consensus.

Good News Report

- Alexandria Edwards was chosen as the December “Teacher of the Month” by the student body.
- Julianna Young was named the “Superior Titan” for the month of December.
- The National Honor Society’s Dance Blue fundraiser is underway and the silent auction raised a little over \$3,000.
- The Drama department had a successful showing with their fall play “The Play That Goes Wrong”.
- Landon Howard was selected to participate in the Kentucky All-State Choir for the second year in a row and will now go on to perform at the Kentucky Music Educators Association conference in Louisville in February.
- The choir held their winter concert on December 6th along with a Piano Showcase prior to the concert.
- Mr. Booher took all the students that scored all Proficient and Distinguished on last year’s KSA tests to Asuka on December 3rd.
- The Beta Club held their induction ceremony on December 6th with 104 students being inducted.
- “Meet the Titans” was held on November 21st for our winter athletic teams and the basketball court was officially named “Chris Souder Court”.
- Titan football players were chosen to the All-District team. First team members were Braidin Baughman, Gage Bennett, Cameron Bottoms, Ashton Drakeford, JJ Goodman, Cornelius Mapp, Gavinn Rodriguez, Jayden Sailor, Cohen Sanford, Jacob Sanford, and Landon Yates. Honorable mention went to Daniel Butler, Sam Horn, Westin Irvin, and Elijah Norton.

Monthly Reports

Behavior:

- PBIS data and charts were presented (see SBDM packet). Data shows 312 total referrals through 12/10/24.
 - Major / Minor Breakdown
 - 144 Majors
 - 168 Minors
 - Grade Breakdown
 - 9th grade - 138 referrals
 - 10th grade - 73 referrals
 - 11th grade - 63 referrals
 - 12th grade - 38 referrals

Academic:

- End of Semester Exam Schedule will take place this week on Wed 12/18, Thur 12/19, and Fri 12/20.
- Junior optional ACT was given on Saturday 12/14/24. We had 74 Juniors sign up to take this test with 6 more signing up to take it in February due to basketball. Out of the 74 Juniors signed up to take the test, we only had 3 not show up. These 3 student accounts were charged a \$79 fee per the google form signup for not showing up and agreeing to take it.
- CERT testing was moved back one week when we return from Christmas Break. The 2 new test dates will be 12/14 and 12/15. Students will continue to take this out of their core classes.

Budget:

- Section 6 - \$23,351.00
- District Activity Accounts - \$355,411.00
- Student Activity Accounts - \$44,343.00

Staffing Update:

- MCSHS currently has 1 classified position open - Family Resource

Old Business

None

New Business

- Mr. Tatum presented council with an overview of the Comprehensive School Improvement Plan. He discussed the 7 required HS goals that make up this plan. He reported that all components of this plan are complete with the exception of a PD portion that is not due until April.

Policy Updates

Planning Policy - *2nd Reading*

- No Changes
 - Motion to accept: J. Sanders, seconded by A. Ashford*
 - Motion was approved by consensus

Curriculum Policy - *2nd Reading*

- No Changes

Motion to accept: K. Rowland, seconded by A. Ashford

Motion was approved by consensus

Discipline and Classroom Management Policy - *2nd Reading*

- No Changes

Motion to accept: J. Sanders, seconded by K. Rowland

Motion was approved by consensus

Instructional Practices Policy - *1st Reading*

- #4 was added to this policy with 2 bullet points below #4.

Motion to accept: J. Sanders, seconded by A. Ashford

Motion was approved by consensus

School Space Policy - *1st Reading*

- No Changes

Motion to accept: J. Sanders, seconded by K. Rowland

Motion was approved by consensus

Schedule of the School Day Policy - *1st Reading*

- No Changes

Motion to accept: A. Ashford, seconded by K. Rowland

Motion was approved by consensus

Student Assignment Policy - *1st Reading*

- No Changes

Motion to accept: A. Ashford, seconded by K. Rowland

Motion was approved by consensus

Staff Time Assignment Policy - *Policy Review*

- No Changes

Advanced Placement and Other College Courses Policy - *Policy Review*

- No Changes

Principal Selection Policy - *Policy Review*

- No Changes

Program Appraisal Policy - *Policy Review*

- No Changes

Technology Use Policy - *Policy Review*

- No Changes

Upcoming dates/events:

Dec. 16	SBDM 3:30 pm
Dec. 17	Board Meeting 5:30 pm
Dec. 18	Semester Exams (3rd, 6th)
Dec. 19	Semester Exams (2nd, 5th)
Dec. 20	Semester Exams (1st, 4th)
Dec. 20	Early Release Day 12:45 pm
Dec. 23-Jan. 6	Christmas Break
Jan. 6	Staff Workday
Jan. 7	1st day of Spring semester
Jan. 8	Blood Drive
Jan. 13	Fastbridge Winter Screener
Jan. 13	SBDM 3:30 pm
Jan. 13	FAFSA Night 6:00 pm
Jan. 14	CERT Test (Math, Reading)
Jan. 15	CERT Test (Language, Science)
Jan. 15	MTSS meetings 3:00 pm
Jan. 20	Martin Luther King Jr. Day - NO SCHOOL
Jan. 22	Club Day
Jan. 22	Leadership Team meeting 3:00 pm
Jan. 29	Department meetings 3:00 pm
Feb. 1	Winter Homecoming Dance 8:00 - 11:00 pm
Feb. 5	Staff meeting 3:00 pm
Feb. 8	ACT
Feb. 10	SBDM 3:30 pm
Feb. 17	President's Day - NO SCHOOL
Feb. 19	Club Day
Feb. 19	Leadership Team meeting 3:00 pm
Feb. 26	Department meetings 3:00 pm
Mar. 5	Staff meeting 3:00 pm
Mar. 7	Dr. Seuss - Reading Day @ MCES
Mar. 11	ACT - 11th grade
Mar. 12	MTSS meetings 3:00 pm

Mar. 14	PD Flex Day
Mar. 17-21	EOP Testing window
Mar. 17	Career Fair 8:30 am
Mar. 17	SBDM 3:30 pm
Mar. 19	Club Day
Mar. 24-28	EOP Testing window
Mar. 24	Leadership Team meeting 3:00 pm
Mar. 26	Department meetings 3:00 pm
Mar. 31 - Apr. 4	Spring Break
Apr. 5	ACT

Public Comments

None

The next regular monthly meeting will be Monday January 13th at 3:30 p.m in the conference room #111. The SBDM council was adjourned at 4:01 p.m. The motion was made by A. Ashford and seconded by J. Sanders. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

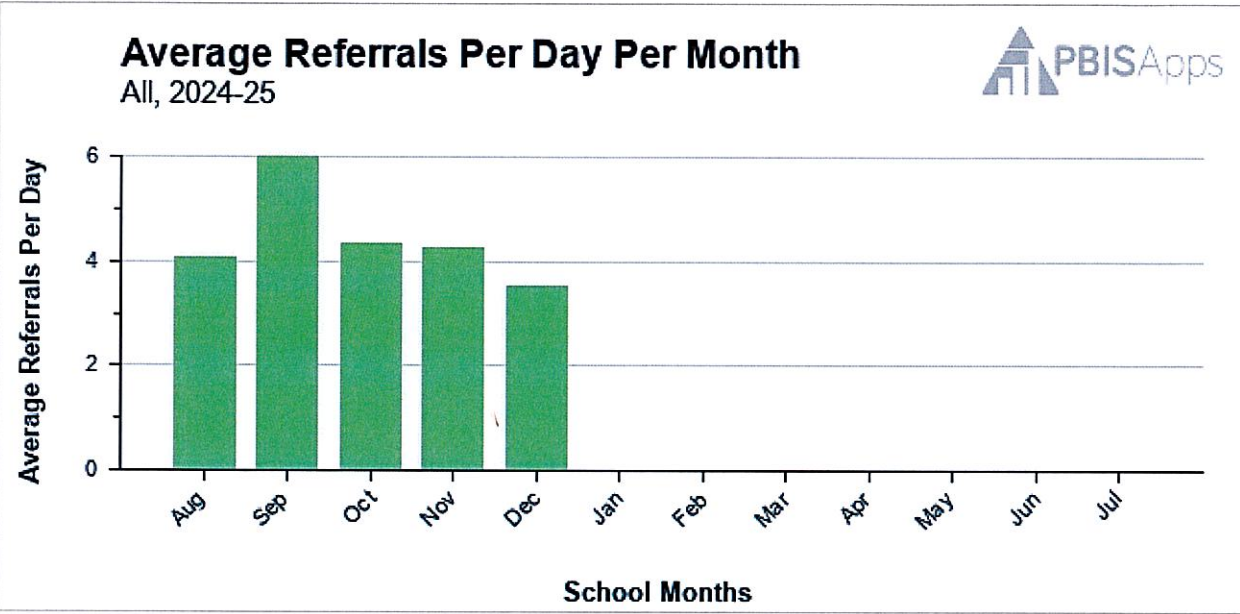
Good News Report – December 16, 2024

- The following students were selected to the 2025 Bluegrass All-Region Band:
Aiden Mathews, Brylee Murphy, Kara Gabhart, Taylor Curtsinger, Will Dean, Tabitha Grant, Daphne Mullins, Brayden Sears, and JC Hernandez Perez
- Winter athletics are fully underway for our boys basketball, girls basketball, archery, winter guard, wrestling, indoor track, dance team, and cheerleading.



School Summary

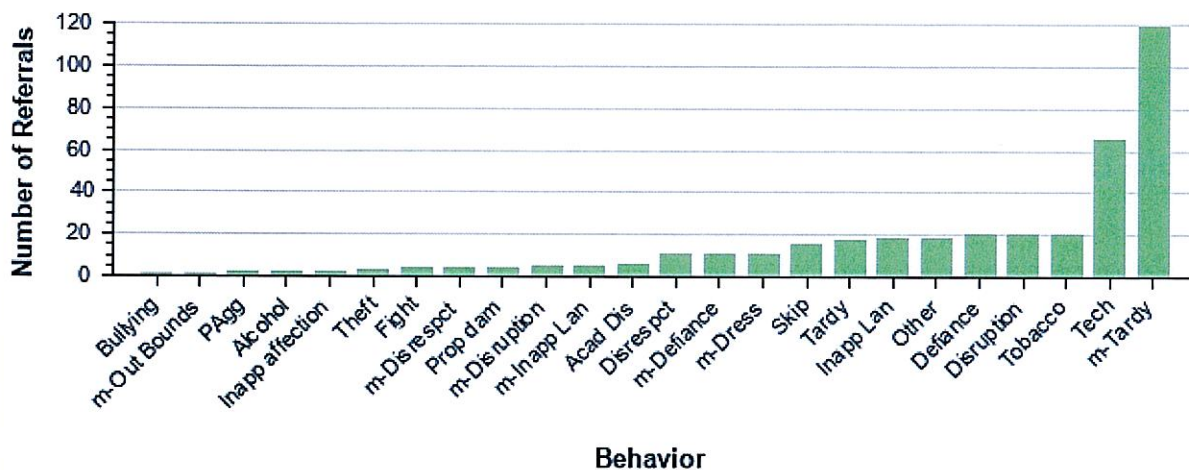
Outcome: All Referrals



Data Table				
Year	Month	Days Count	Referral Count	Referrals/School Day
2024	August	17	69	4.06
2024	September	20	120	6.00
2024	October	18	78	4.33
2024	November	15	64	4.27
2024	December	15	53	3.53
2025	January	18	0	0.00
2025	February	19	0	0.00
2025	March	19	0	0.00
2025	April	18	0	0.00
2025	May	12	0	0.00
2025	June	0	0	0.00
2025	July	0	0	0.00
Totals:		171	384	1.85

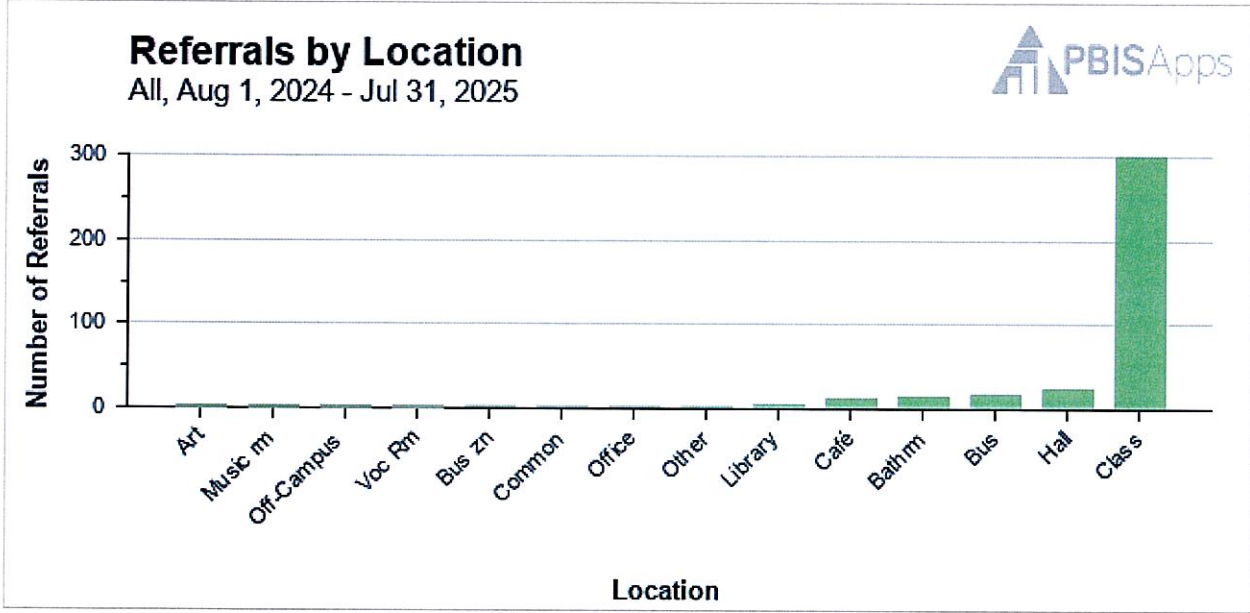
Referrals by Behavior

All, Aug 1, 2024 - Jul 31, 2025

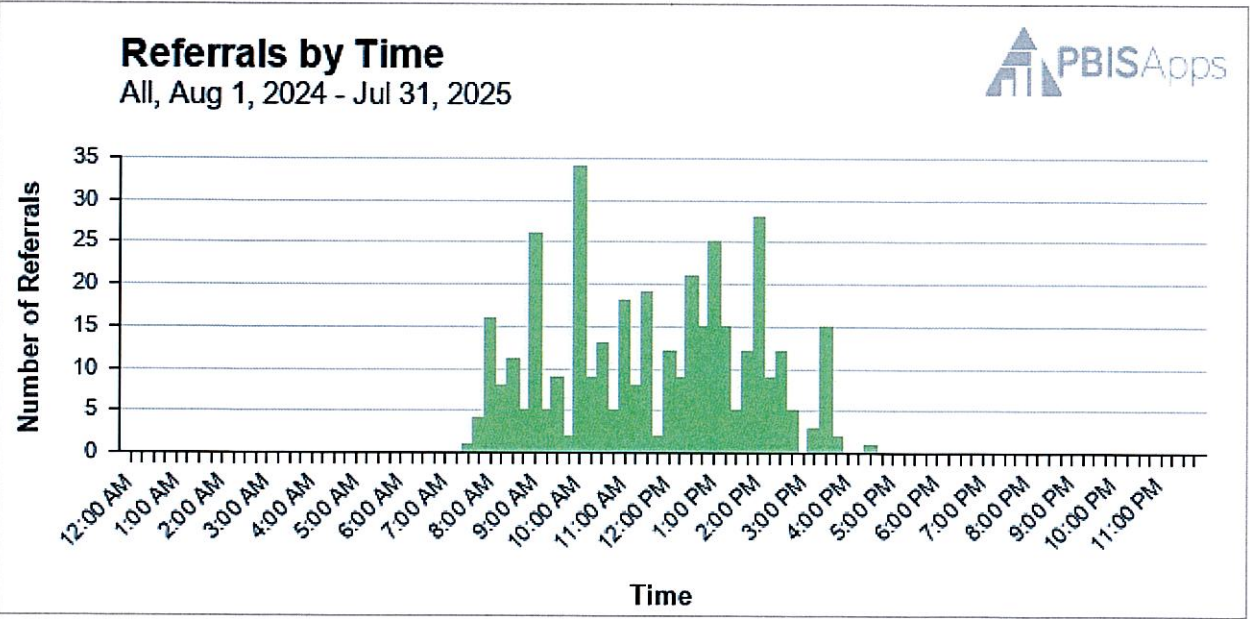


Data Table

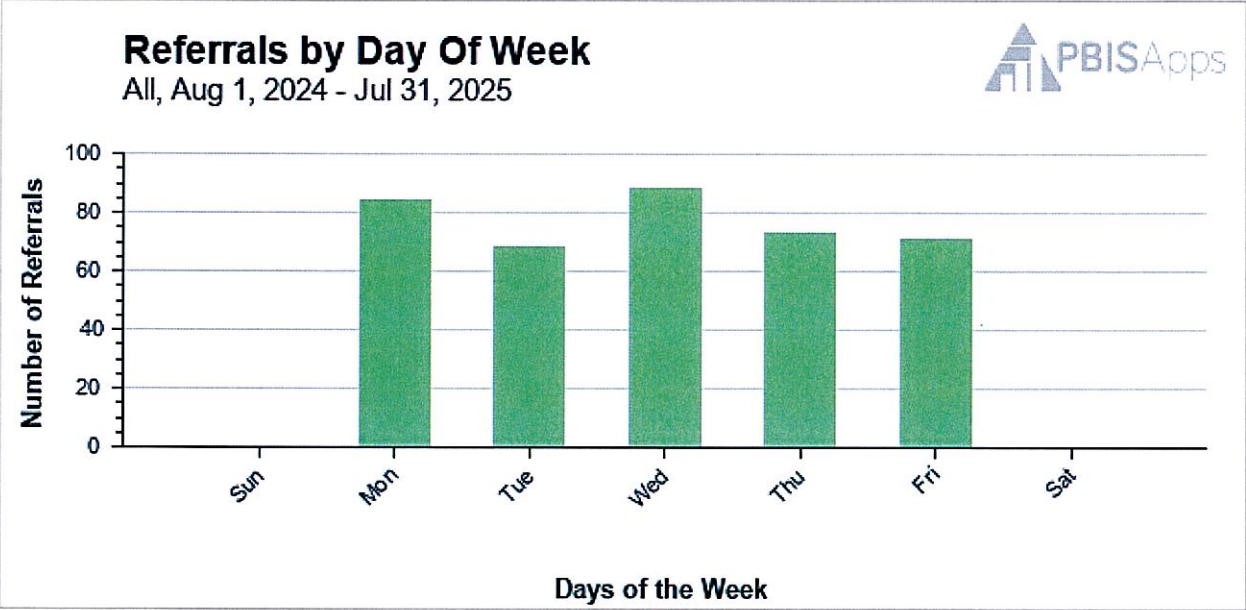
Behavior	Frequency	Proportion	Additional Frequency
Bullying	1	0.26%	0
Staff-managed (minor) - Inappropriate Location/Out of Bounds Area	1	0.26%	0
Physical Aggression	2	0.52%	0
Use/Possession of Alcohol	2	0.52%	0
Inappropriate Display of Affection	2	0.52%	0
Theft	3	0.78%	0
Fighting	4	1.04%	0
Staff-managed (minor) - Disrespect	4	1.04%	0
Property Damage/Vandalism	4	1.04%	0
Staff-managed (minor) - Disruption	5	1.30%	0
Staff-managed (minor) - Inappropriate Language	5	1.30%	0
Academic Dishonesty	6	1.56%	0
Disrespect	11	2.86%	0
Staff-managed (minor) - Defiance/Insubordination/Non-compliance	11	2.86%	0
Staff-managed (minor) - Dress Code Violation	11	2.86%	0
Skip Class	15	3.91%	0
Tardy	17	4.43%	0
Abusive Language/Inappropriate Language/Profanity	18	4.69%	0
Other Behavior	18	4.69%	0
Defiance/Insubordination/Non-Compliance	20	5.21%	0
Disruption	20	5.21%	0
Use/Possession of Tobacco/Nicotine	20	5.21%	0
Technology Violation	65	16.93%	0
Staff-managed (minor) - Tardy	119	30.99%	0
Totals:	384	100%	0



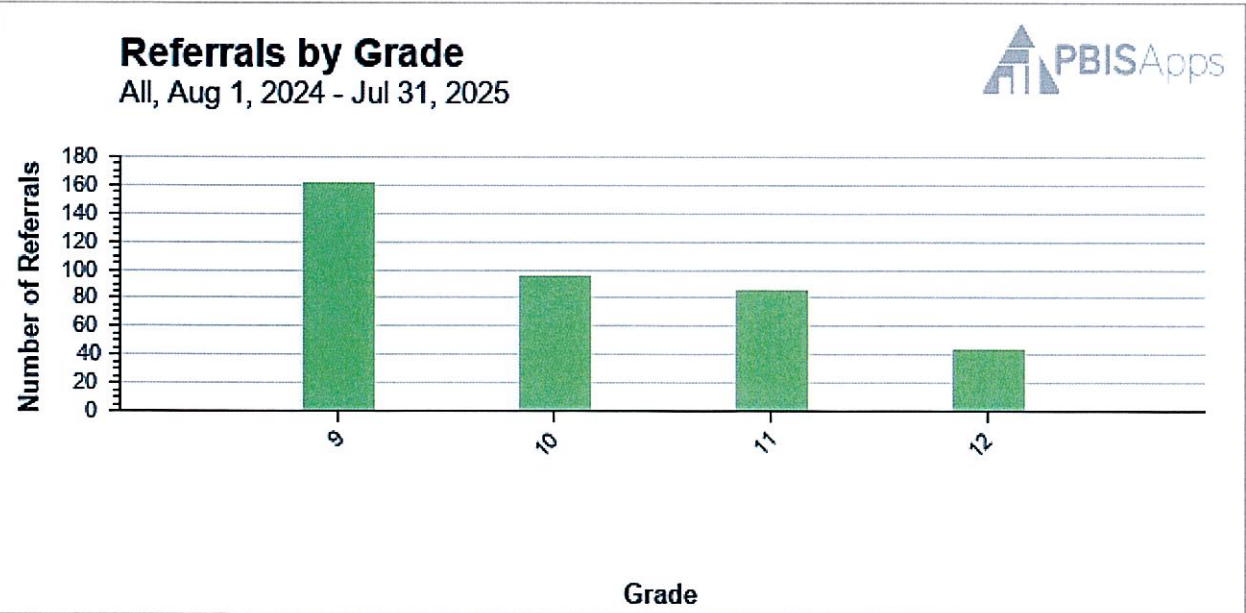
Data Table		
Location	Frequency	Proportion
Art Room	1	0.26%
Music Room	1	0.26%
Off-Campus	1	0.26%
Vocational Room	1	0.26%
Bus Loading Zone	2	0.52%
Commons/Common Area	2	0.52%
Office	3	0.78%
Other/Unknown Location	3	0.78%
Library	4	1.04%
Cafeteria	11	2.86%
Bathroom/Restroom	14	3.65%
Bus	18	4.69%
Hallway/Breezeway	24	6.25%
Classroom	299	77.86%
Totals:	384	100%



2120448152	8	3.96%
2120494874	8	3.96%
2120494937	8	3.96%
2120227097	9	4.46%
2121259528	11	5.45%
2120133230	16	7.92%
Totals:	202	100%



Day	Frequency	Proportion
Sunday	0	0.00%
Monday	84	21.88%
Tuesday	68	17.71%
Wednesday	88	22.92%
Thursday	73	19.01%
Friday	71	18.49%
Saturday	0	0.00%
Totals:	384	100%



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	161	41.93%
10	95	24.74%
11	85	22.14%
12	43	11.20%
Post 12	0	0.00%
Totals:	384	100%

Section 6 Accounts	2024-25	Balance as of January 8, 2025
Other Certified	250	100.00
Certified Substitute Salary	1,250	690
Classified Other Pay		
Classified Overtime Salary		
Classified Substitute Salary		
Employer FICA Contribution		
Employer Medicare Contribution	50	39
KTRS Employer Contribution	75	53
CERS Employer Contribution		24
KSBA Unemployment Insurance	25	19
Registration Fees	2,000	-1,733.00
Security Services	500	500.00
Other Professional Services	500	-260.00
Copier Rental	15,000	-94.00
Postage & PO Box Rental	3,000	-92.00
Telephone	1,500	-559
Travel	2,000	727
General Supplies	50,000.00	7,533.00
Food Non Instructional Non Food Service		
Food Instructional Non Food Service		-2,030.00
Library Books (Library)	3,500	1,682.00
Supplementary Books/Study Guides		-2,092.00
Computer Related Supplies	3,000	1,092
Health Supplies		-350
Dues & Fees	2,500	115.00
Other Miscellaneous	15,384	13,721
Other Repairs and Maintenance		
General Supplies (School supplies)	17,747	2,947.00
General Supplies (Custodial)	17,747	-267.00
TOTAL	136,028.00	21,765.00

<i>District Activity Accounts @ Central Office</i>	<i>Balance as of January 8, 2025</i>
Blood Center Scholarship	1,635.00
Destitute Senior	312.00
Class of 2027	4,294.00
General Fund	23,004.00
Ag Shop	587.00
AP Exam	228.00
Art	1,414.00
Band	3,105.00
Chorus	52.00
Drama	5,459.00
English	7
Class of 2028	4,105.00
Field Trips	2000
Foreign Language	579
Horticulture	30,049.00
Library Book Fair	587.00
Class of 2025	6,348.00
Yearbook	2,360.00
Pictures	1,284.00
Senior Trip	55
Special Education	313
Summer School	11,380.00
Technology	4,980
Class of 2026	3,854.00
Textbooks	2,850.00
College Tech Educational	1,153.00
Staff Fund	2,167.00
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	4,735.00
General Athletics	79,391.00
Archery	2,445.00
Baseball	-8.00
Boys Basketball	509.00
Girls Basketball	900.00
Cheerleading	4,107.00
Cross Country	1,071.00
Dance	2,512.00
Football	2,970.00
Football Bowl Game	47,852.00
Football Supplemental	10,796.00
Golf	2,702.00
Boys Soccer	527.00
Girls Soccer	2,541.00
Softball	1,830.00
Boys Tennis	4,316.00
Girls Tennis	3,853.00
Track	2,475.00
Volleyball	1,057.00
Bass Fishing	2,052.00
Heart of the Bluegrass	10,112.00
Athletics Supplemental	5,621.00
Gate Receipts	53,242.00
Wrestling	374.00
Athletic Training	468.00
TOTAL	365,326.00

<i>Student Activity Accounts @ Central Office</i>	<i>Balance as of January 8, 2025</i>
Thirst Club	24
Y-Club	-2,087.00
Fellowship of Christian Athletes	998
Unity Club	206
FCCLA	5,321.00
Engineering Club	684
Educator Rising	247
National Honor Society	5,583
Spanish Club	766.00
Student Council	1796
Key Club	65
Envirothon Team	75
Book Club	215
Beta Scholarship	170
Academic Team	371
Band	0.00
Project Graduation	7,435.00
DECA Club	1,865.00
Board Game Club	328.00
Field Trips	91.00
Beta Club	399.00
FFA	17,307.00
School Store	202
Student Vending	674.00
Pep Club	599
Weightlifting	1334
Chess Club	836
<i>TOTAL</i>	45,514.00

INSTRUCTIONAL PRACTICES POLICY

Instructional practices used in the classroom will be based on quality research and evidence. Any resolution of issues would be resolved with the criteria of this policy.

The three characteristics guide the following work:

- council, administration, and department planning of specific expectations
- teacher/staff planning and implementation of instructional practices
- discussions of issues regarding instructional practices

1. Positive Learning Culture

- an environment of respect and rapport; teacher-student and student-student
- belief in the ability of every student to learn and achieve
- dedication to the learning opportunities and support needed for each student to learn
- staff are provided with continuing education (professional development) opportunities to facilitate best instructional practices

2. Understanding of the Science of Learning

- recognition and response to individual needs, interests, and cultural heritage
- activities, lessons, and assessments are congruent with the Kentucky Academic Standards
- student understanding of the expectations for learning
- students are actively and intellectually engaged in learning
- teachers and students use questioning and discussion techniques
- monitoring of student learning with formative assessment and self-assessment
- feedback provided to students along with multiple opportunities to learn

3. Communication with Families

- information about the instructional program and ways to be engaged
- information about the child's strengths and areas for growth

4. Implementation of District Policies

- Ensure instructional practices align with district-approved curricula, resources, and guidelines
- Regularly review and adapt instructional methods to comply with updates to district policies and initiatives

Approved: _____ Chairperson: _____

SCHOOL SPACE POLICY

CRITERIA FOR ASSIGNING SCHOOL SPACE

The principal will assign the use of school space during the school day in a manner that will:

- take each student's developmental needs into account
- facilitate the implementation of our school improvement plan
- provide needed space to implement successful classes and programs
- maximize staff opportunities for sharing resources, mentoring, and collaboration with teachers and students of similar grade levels, subject areas, or collaborative group

CLASSROOM SPACE ASSIGNMENTS

To assign classroom space, the principal will:

- assign classroom space, in June, based on the criteria in the first section of this policy. The Principal will notify all staff members of their individual assignments and also notify the council of those assignments.

ALTERING CLASSROOM SPACE ASSIGNMENTS

After assigning classroom space, the principal may alter those assignments:

- when necessary to respond to unanticipated enrollment or staffing changes
- when the principal and affected teachers agree that a change is needed
- when the council changes other policies or the school improvement plan and recognizes in the minutes that those changes may require school space changes that cannot be delayed until the next school year.

For non-classroom space, the principal shall make decisions based on the criteria listed above after consulting with staff members who work or will work in any space affected by change.

Approved: _____ Chairperson: _____

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.
- respects state certification requirements and the parameters of district job classifications.
- addresses the supervision of students.

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. 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 from the teacher if applicable.
- Dual Credit courses require a 3.0 GPA
- Some colleges require a 19 on the Math section of the ACT in order to receive college credit
- 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.

AP Final Course Grade Percentage Adjustments

- If a student takes an AP course and scores a 3 on their respective AP Exam, the student's cumulative final course average will be raised by 4 percentage points.
- If a student scores a 4 on the AP exam, their final course average will be raised by 8 percentage points.
- If a student scores a 5 on the AP exam, their final course average will be raised by 12 percentage points.
- No students can receive an altered cumulative average above 100%.

Approved: _____ Chairperson: _____

PRINCIPAL SELECTION POLICY

PREPARATION

When the council learns that the school needs to hire a principal, the council:

- meets with the Superintendent, or designee, (who will serve as chair of the council and have voting rights for the purpose of the hiring process) to review the *Best Practices for Principal Selection* document available on the Kentucky Association of School Councils website. The outgoing principal shall not serve on the council during the principal selection process.
- selects a trainer of their choice to deliver training in recruitment and interviewing techniques the council Chair or Vice-Chair will arrange for this training on a date agreed upon by the council and call a special meeting of the council for this purpose with "Principal Selection Training" on the agenda.
- distributes copies of this policy to all members before the scheduled training and sends a copy to the trainer who will be providing the selection training.
- distributes informational materials regarding Kentucky Open Records and open meetings law and have all members sign a nondisclosure agreement forbidding sharing of information and discussions held in closed session.

SELECTION PROCESS

The council will:

- design and carry out processes to get shareholder input on what traits will make the best leader for this school. Shareholder input will involve, but not be limited to faculty, staff, parents, and students.
- call a special meeting of the council and meet in open session to:
 - discuss the process and timeline for receiving applications, and other steps in the hiring process.
 - develop a set criteria for a strong candidate using the shareholder input plus council members' ideas. These criteria will not discriminate based on race, ethnicity, gender, marriage or family status, religion, political affiliation, disability, or age.
 - use the criteria to write questions that will be asked of all candidates during in-person interviews.
 - decide on other methods to gather information about the candidates. The methods may include, but not limited to: applications and resumes, references, applicant portfolios, open forums, and written responses to hypothetical work-related challenges.
- call a special meeting of the council and meet in closed session to:
 - review all applications and written references and select applicants to interview.
 - determine if information in the written applications and resumes points to any specialized questions that should be asked of a particular applicant and develop those questions if necessary,
- schedule interviews with each applicant.
- conduct each interview in a special called meeting in closed session during which:
 - the same questions will be asked in the same order for every candidate.
 - any specialized or follow-up questions will be asked after the standard questions.
 - a discussion will be held immediately following each interview about how well the applicant meets the criteria.
- after all interviews are completed, hold closed session discussion of the merits of all applicants and work toward consensus on the final selection.
- if the council is not satisfied with any of the candidates, the council should discuss the option of having an interim principal. The interim will be appointed by the superintendent until a suitable applicant is found.
- keep all closed session documents confidential.

SELECTION OF THE NEW PRINCIPAL

After all information is gathered, the council will:

- meet in an open session to vote for the final selection of a new principal. The principal is elected on a majority vote of the council. Record the action in the meetings.
- ask the superintendent to complete the hiring process.
- communicate with shareholders the decision as soon as possible.

POLICY EVALUATION

This policy will be evaluated by the council and revisions recommended as needed.

Approved: _____ Chairperson: _____

PROGRAM APPRAISAL POLICY

PROGRAM APPRAISAL NEEDS ASSESSMENT

Our improvement planning process will include:

- an analysis of our Kentucky Summative Assessment (KSA) data and other school data as necessary to discover the extent to which our students are meeting state standards.
- systematic work to discover and correct the causes of barriers to high performance by all students and the movement of students toward our goals.
- a complete and clear data-based improvement plan that sets goals and addresses causes to help move our students closer to state standards.
- ongoing monitoring and evaluation of the implementation and impact of our improvement plan.

We will implement this process, including appraisal of the effectiveness of all our programs, through our needs assessments and our implementation and impact checks.

PROGRAM APPRAISAL RESPONSIBILITY

The Leadership Team will be responsible for program appraisal and will make recommendations concerning program changes/revisions to the council.

POLICY EVALUATION

This policy will be evaluated by the Leadership Team in the fall of every new school year. Recommendations (if any) for revisions will be presented in writing to the council for consideration and adoption. Recommendations should be made as soon as possible in the school year but no later than the January council meeting.

Approved: _____ Chairperson: _____

TECHNOLOGY USE POLICY

TECHNOLOGY USE NEEDS ASSESSMENT

Our improvement planning process will include:

- an analysis of our state assessment data and other school data as necessary to discover the extent to which our students are meeting state standards.
- systematic work to discover and correct the causes of barriers to high performance by all students and the movement of students toward our goals.
- a complete and clear data-based improvement plan that sets goals and addresses causes to help move our students closer to state standards according to the timetable established by the Kentucky Board of Education.
- ongoing monitoring and evaluation of the implementation and impact of our improvement plan.

We will implement this process, including a review of technology use and barriers to use, through our needs assessments and our implementation and impact checks.

CRITERIA AND GUIDELINES

In order to help prepare students for life in a digital world, students will:

- be taught ethical practices, appropriate etiquette, and online safety.
- be taught to use critical evaluation of Internet sites used for research and study.
- use technology for authentic purposes.
- use real-world tools as often as possible.
- master the Kentucky Academic Standards for Technology.

ELECTRONIC DEVICES

Students will adhere to all school and district rules and policies regarding the use of any and all electronic devices at school. Specific details about using electronic devices, as well as consequences for misuse, can be found in the Parent/Student and Teacher's Handbooks.

ACCEPTABLE USE

When students enter grades 9 through 12 for the first time in high school, they will be required to sign and date the Mercer County School District Acceptable Use Policy (Appendix A) in order to have access to school computers. This policy is Attachment D and considered part of this Technology Use Policy approved by the council. This document will be reviewed annually with students at the start of each year during orientation and handbook review.

POLICY EVALUATION

This policy as well as the student Acceptable Use Policy will be evaluated by the Leadership Team in the fall of every new school year. Recommendations (if any) for revisions of either this policy and/or the Acceptable Use Policy will be presented in writing to the council for consideration and adoption. Recommendations should be made as soon as possible in the school year but no later than the January council meeting.

Approved: _____ Chairperson: _____

DEPARTMENT GRADING POLICY

Departments from the core subject areas (English, Math, Science, and Social Studies) will follow a 60/40 weighted grading scale. Summative assignments (tests and quizzes) will account for 60% of the course grade for the semester and formative assignments (homework, bellringers, classwork, exit slips, etc.) will account for 40% of the course grade for the semester.

Departments from elective subject areas (fine arts, physical education, career and technical education, and foreign language) will follow a teacher-determined grading scale within those respective courses. These departments have the flexibility to use a total points system or a weighted points system to account for the course grade for the semester. The grading policy for dual credit classes will vary according to the university/college policies for those courses.

Approved: _____ Chairperson: _____

ACADEMIC HONORS POLICY

VALEDICTORIAN & SALUTATORIAN

Students who have earned at least 50% of their high school credits at Mercer County Senior High School and have been enrolled their entire senior year will be eligible for valedictorian and salutatorian. Based on scholastic achievement in the grades nine (9) through twelve (12), students in the senior class with the highest and second highest weighted numerical grade point average shall be designated respectively as valedictorian and salutatorian. Weighted numerical grade point average will be calculated and ranked as defined by SBDM council policy.

HONOR ROLLS

At the high school level, honor rolls will be published each semester.

Students qualifying for the "All A" Honor Roll shall make no grade lower than an A.

To make the "A and B" Honor Roll, students shall achieve a grade average no lower than a B.

CLASS RANK

Based on a weighted numerical grade point average, class rank will be calculated for all students with the exceptions of foreign exchange students and those students receiving an alternate diploma due to severe disabilities.

ACADEMIC LETTERS

Qualifying students in grades nine through twelve (9-12) shall be awarded an academic letter and, in subsequent years, an academic bar based on the following criteria:

1. Students must have attended the high school for at least one (1) full year.
2. Students shall have earned a grade point average of at least 3.50 from the previous academic year.

OTHER AWARDS

Special achievement awards shall be granted to students at the end of the school year.

RESPONSIBILITY

The Superintendent or the Superintendent's designee shall develop procedures to govern identification and announcement of student honors and award recipients.

Students may earn the Latin academic honor of cum laude, magna cum laude and summa cum laude at graduation. These students will be recognized in the graduation program for these different levels of distinction. Students maintaining a 4.0 or higher cumulative weighted grade point average will receive white stoles to wear at graduation. Students with weighted grade point averages of 3.5 - 3.99 will receive gold cords to wear at graduation. The system of recognizing students at graduation is as follows:

Summa Cum Laude 4.0 or higher

Magna Cum Laude 3.8 - 3.99

Cum Laude 3.5 - 3.79

COURSES WITH WEIGHTED GRADE POINT AVERAGES

The following courses will have weighted grade point averages (Honors courses, Advanced Placement courses, and Dual Credit courses)

English

- Honors English I
- Honors English II
- AP English Language
- AP English Literature

- ENG 101
- ENG 102

Social Studies

- Honors Survey of Social Sciences
- AP Government and Politics
- AP U.S. History
- AP World History
- HIS 102
- HIS 103
- HST 110
- HST 120

Math

- Honors Geometry
- Honors Algebra II
- AP Calculus
- MTH 111
- MTH 112
- MTH 123

Science

- Honors Integrated Science I
- Honors Biology
- AP Chemistry
- AP Environmental Science
- BIO 100
- BIO 111
- BIO 307

Electives

- AP 3 Dimensional Art
- AP 2 Dimensional Art
- AP Drawing
- AP Spanish
- AP Music Theory
- EDF 203
- EDF 219
- EDF 204
- EDC 106
- AGR 182
- AGR 100
- AGR 140
- AGR 160

NOTE: There are many other 100% asynchronous online courses available through ECU that fulfill other general education requirements. Also, there are several BCTC courses taught through the Trailblazer Academy and other courses taught during the school day at the CU-Harrodsburg campus.

MCSHS LETTER GRADE CONVERSION TABLE

Students that transfer into MCSHS and do not have a numerical grade on their transcript will use the following table to be imported onto their transcript to replace a "Letter Grade".

Grade	Conversion
A+	100
A	95

A-	92
B+	89
B	85
B-	82
C+	79
C	75
C-	72
D+	69
D	65
F	64

VALEDICTORIAN & SALUTATORIAN

The student with the highest weighted numerical grade point average will be the valedictorian and the student with the second highest weighted numerical grade point average will be the salutatorian. Both valedictorian and salutatorian will be recognized during high school graduation. The rank will be averaged to the nearest one hundredth of a point. Ties for the highest rank will be recognized as Co-Valedictorians.

To be honored as valedictorian or salutatorian at Mercer County Senior High School, at least 50% of the student's credits must have been earned at Mercer County Senior High School, including being enrolled during the entire senior year. Weighted grades for transfer students will be weighted in our GPA calculations only if the sending school and receiving school weights that grade. Any course taken outside of the normal school day (6 periods) will not be posted to transcript or used for GPA calculations. Any course taken through the approved online school platform must be taken during the school day (6 periods). AP and honors courses added to the curriculum later will be added to the list of weighted courses for the purpose of determining valedictorian and salutatorian.

Approved: _____ Chairperson: _____

EXTRACURRICULAR PROGRAMS POLICY

CRITERIA FOR PROGRAMS

For an extracurricular program to be continued or to institute a new program, the program must:

1. Generate and maintain student interest, as well as attract students not currently involved in extracurricular or service projects.
2. Encourage, enhance, and maintain equity including but not limited to a wide range of opportunities for both male and female students.
3. Have an adult sponsor who meets district requirements and has appropriate adult supervision at all times.

PROGRAMS CURRENTLY OFFERED

Lists of the academic and non-academic extracurricular programs, activities, and clubs that are offered at Mercer County Senior High School are in the Parent/Student handbook.

STUDENT PARTICIPATION

Students will be eligible to participate in extracurricular activities according to the requirements listed below::

1. The same academic guidelines required by the KHSAA will be required of all sports at MCSHS. Currently under a 6 period day schedule, a student must be passing at least 4 of 6 classes. A middle school student participating on the high school team must be passing at least 2/3 of their respective classes. A grade check will be conducted at noon on each Friday. Any athlete not passing 2/3 of their classes will be ineligible for athletic competition from the next Monday through the next Sunday.
2. All athletes, cheerleaders, and participants must maintain a good attendance record and none shall be permitted to participate in any athletic contest or practice unless they are in attendance on the day of the game (if the event is on Saturday or Sunday, the participant must be in attendance on the preceding Friday). Attendance means being counted present for at least half of the day. Appeals will be handled through the Principal.
3. Comply with rules established by the adult coach or sponsor for the activity.
4. Meet requirements set by the appropriate sponsoring or governing organization.

COACHES AND SPONSORS

Each extracurricular activity will be led by an adult coach or sponsor who meets any applicable requirements set in law, is designated in school board policy for non-faculty employees, and by the sponsoring or governing organizations. The coach, sponsor, or other approved personnel will be responsible for personally supervising or ensuring that all students are supervised by an adult while they are participating in an activity, including practice time and travel time where applicable.

The principal/athletics director will assign coaches/sponsors.

Approved: _____ Chairperson: _____

Upcoming Dates

Jan. 13	SBDM 3:30 pm
Jan. 13	FAFSA Night 6:00 pm
Jan. 15	MTSS meetings 3:00 pm
Jan. 20	Martin Luther King Jr. Day - NO SCHOOL
Jan. 21	Fastbridge Winter Screener
Jan. 22	Club Day
Jan. 22	Leadership Team meeting 3:00 pm
Jan. 28	CERT Test (Math, Reading)
Jan. 29	CERT Test (Language, Science)
Jan. 29	Department meetings 3:00 pm
Feb. 1	Winter Homecoming Dance 8:00 - 11:00 pm
Feb. 5	Staff meeting 3:00 pm
Feb. 8	ACT
Feb. 10	SBDM 3:30 pm
Feb. 19	Club Day
Feb. 19	Leadership Team meeting 3:00 pm
Feb. 26	Department meetings 3:00 pm
Mar. 5	Staff meeting 3:00 pm
Mar. 7	Dr. Seuss - Reading Day @ MCES
Mar. 11	ACT - 11th grade
Mar. 12	MTSS meetings 3:00 pm
Mar. 17-21	EOP Testing window
Mar. 17	Career Fair 8:30 am
Mar. 17	SBDM 3:30 pm
Mar. 19	Club Day
Mar. 24-28	EOP Testing window
Mar. 24	Leadership Team meeting 3:00 pm
Mar. 26	Department meetings 3:00 pm
Mar. 31 - Apr. 4	Spring Break
Apr. 5	ACT

