

TCHS SBDM POLICIES

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COUNCIL OPERATIONAL POLICIES

Budgets		
Council Operational Policy	CO-02-91	
POLICY STATEMENT		
Per pupil school allocation monies are to be budgeted to departments and categories by the SBDM Council. ● On March 1, the budget process is to be initiated by the central office. ● Before June 1, the SBDM Council will determine the high school budget needs, after hearing recommendations from the teachers and staff of TCHS. ● If additional monies are warranted, the principal, at the designation of the SBDM Council, will request funds from the Board. ● The finalized tentative budget for the next year shall be approved by June 30.		
DATE ADOPTED: Sept. 9, 1991 DATE REVISED: Oct. 17, 1994 DATE REVIEWED: Nov. 21, 1994 DATE REVIEWED: Nov. 25, 1996 DATE REVIEWED: Aug. 17, 1998 DATE REVIEWED: Feb. 14, 2000 DATE REVIEWED: Aug. 8, 2001 DATE REVIEWED: Sept. 9, 2004	DATE REVIEWED: Aug. 13, 2007 DATE REVIEWED: Sept.21, 2009 DATE REVIEWED: Nov. 7, 2011 DATE REVIEWED: Dec. 11, 2013 DATE REVISED: June 29, 2016 DATE REVIEWED: March 7, 2017 DATE REVIEWED: Jan. 15, 2019 DATE REVIEWED: Oct. 14, 2020	DATE REVIEWED: Dec. 1, 2021

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SBDM Council Meetings

Council Operational Policy

CO-03-91

POLICY STATEMENT

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

DATE ADOPTED: Sept. 9, 1991
DATE REVISED: Sept. 19, 199
DATE REVIEWED: Nov. 21, 1994
DATE REVIEWED: July 10, 1995
DATE REVISED: Nov. 25, 1996
DATE REVIEWED: Aug. 17, 1998
DATE REVIEWED: Feb. 14, 2000
DATE REVISED: Aug. 8, 2001

DATE REVISED: Jul. 15, 2002
DATE REVISED: Sept. 9, 2004
DATE REVISED: Jan. 10, 2005
DATE REVISED: June, 20, 2007
DATE REVISED: July 17, 2007
DATE REVISED: Aug. 13, 2007
DATE REVIEWED: Sept, 21, 2009
DATE REVIEWED: Nov. 7, 2011

DATE REVISED: Dec. 11, 2013
DATE REVIEWED: June 29, 2016
DATE REVIEWED March 7, 2017
DATE REVIEWED: Jan. 15, 2019
DATE REVIEWED: Oct. 14, 2020
DATE REVIEWED: Dec. 1, 2021

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Monthly Balance Reports		
Council Operational Policy		CO-04-92
POLICY STATEMENT		
The principal shall provide the SBDM Council with monthly SBDM balance reports. All High School Activity Fund Accounts will be available upon request.		
DATE ADOPTED: Feb.10,1992 DATE REVISED: Nov. 21, 1994 DATE REVIEWED: Jan. 16, 1995 DATE REVIEWED: Nov. 25, 1996 DATE REVIEWED: Aug. 17, 1998 DATE REVIEWED: Feb. 14, 2000 DATE REVIEWED: AUG. 8, 2001 DATE REVIEWED: Sept. 9, 2004	DATE REVISED: Aug. 13, 2007 DATE REVISED: Sept. 21, 2009 DATE REVIEWED: Nov. 7, 2011 DATE REVIEWED: Nov. 13, 2013 DATE REVIEWED: Jun 29, 2016 DATE REVIEWED: March 7, 2017 DATE REVIEWED: Jan. 15, 2019 DATE REVIEWED: Oct. 14, 2020	DATE REVIEWED: Dec. 1, 2021

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Assessment		
Council Operational Policy		CO-05-93
POLICY STATEMENT		
The principal shall prepare a review and analysis of the previous year's testing results and shall offer suggestions for any changes needed in the testing procedures for any state designated tests, or other testing. The review and analysis shall be completed and presented at the designated SBDM Council meeting. Reports on yearly progress will be prepared.		
DATE ADOPTED: Feb.22, 1993 DATE REVIEWED: Aug. 16, 1993 DATE REVISED: Nov. 21, 1994 DATE REVIEWED: Jan. 16, 1995 DATE REVISED: Nov. 25, 1996 DATE REVISED: Aug. 17, 1998 DATE REVIEWED: Feb. 14, 2000 DATE REVISED: Aug. 8, 2001	DATE REVIEWED: Sept. 9, 2004 DATE REVISED: Aug. 13, 2007 DATE REVIEWED: Sept.21, 2009 DATE REVISED: Nov. 7, 2011 DATE REVISED: Dec. 11, 2013 DATE REVIEWED: Jun 29, 2016 DATE REVIEWED: March 7, 2017 DATE REVIEWED: Jan. 15, 2019	DATE REVIEWED: Oct. 14, 2020 DATE REVIEWED: Dec. 1, 2021

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SBDM School Committees

Council Operational Policy

CO-06-95

POLICY STATEMENT

SBDM Committees shall serve in an advisory capacity, with all recommendations going to the Council for approval and/or action.

Ad hoc committees shall be established as needed by the school council. School committees may be composed of teachers, parents, students, and classified staff. Community representatives and others may be added as needed.

Ad Hoc Committees will be given charges by the Council, as well as reporting deadlines. Committee recommendations are to be given to the SBDM Council at Council meetings.

All school council committees established under this policy are public agencies and are subject to Kentucky's Open Meetings/Open Records statutes.

When a school council charges a committee to work on a particular challenge or task, the school council may want to use a standard format to organize the information for the committee to ensure completion of the challenge or task.

Possible inclusions in the charge: the name of the committee, the topic, the date of the charge, what work is needed, the timeline for completion, any special considerations or issues, and the contact person on the council.

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

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

DATE REVIEWED: March 7, 2017
DATE REVISED: March 19, 2019
DATE REVIEWED: Oct. 14, 2020
DATE REVIEWED: Dec. 1, 2021

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SCHOOL OPERATIONAL POLICIES

Assignment Of Students To Classes Or School Schedule		
School Operational Policy		SO-03-92
POLICY STATEMENT		
Without SBDM Council approval, no teacher shall teach more than 3 classes per day and have ratios greater than 35:1 or 105 students per day. Guidance counselors, working in collaboration with teachers, building administrators, students, and guardians, shall prepare schedules for students to their classes each school year. Criteria to be used by the teachers, guidance counselors, and the principal in making student assignments shall include: • Academic performance of the student • Learning style of the student • Instructional needs of the student • Class size • School schedule • Individual Learning Plans • Gifted and talented identification • Assessments measuring academic performance The principal shall ensure that schedules are available to students within the week prior to the start of school. Parents who wish to seek a change in their child's schedule shall confer with the principal (or designee) who shall have the authority to make the changes.		
DATE ADOPTED: Apr.13, 1992 DATE REVIEWED: Nov. 21, 1994 DATE REVIEWED: Nov. 25, 1996 DATE REVIEWED: Aug. 17, 1998 DATE REVISED: Feb. 14, 2000 DATE REVIEWED: Aug. 8, 2001 DATE REVIEWED: Sept. 9, 2004 DATE REVISED: Aug. 13, 2007	DATE REVIEWED: Sept.21, 2009 DATE REVIEWED: Nov. 7, 2011 DATE REVISED: Dec. 12, 2013 DATE REVISED: June 29, 2016 DATE REVISED: March 21, 2017 DATE REVISED: March 19, 2019 DATE REVIEWED: Oct. 14, 2020 DATE REVIEWED: Dec. 1, 2021	DATE REVIEWED: Dec, 11, 2024

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Overnight Trips With Students		
School Operational Policy		SO-11-94
POLICY STATEMENT		
All school sponsored overnight trips with students are to have one chaperone, minimal age 21 and approved by the principal or his/her designee, for every twelve students. Co-ed trips will have co-ed sponsors.		
DATE ADOPTED: Jan. 3, 1994 DATE REVIEWED: Jan. 16, 1995 DATE REVIEWED: Nov. 25, 1996 DATE REVIEWED: Aug. 17, 1998 DATE REVIEWED: Feb. 14, 2000 DATE REVIEWED: Aug. 8, 2001 DATE REVIEWED: Sept. 9, 2004 DATE REVIEWED: Aug. 13, 2007	DATE REVIEWED: Sept.21, 2009 DATE REVIEWED: Nov. 7, 2011 DATE REVISED: Dec. 11, 2013 DATE REVIEWED: Feb. 27, 2015 DATE REVISED: Feb. 21, 2017 DATE REVIEWED: Jan. 15, 2019 DATE REVIEWED: Oct. 14, 2020 DATE REVIEWED: Dec. 1, 2021	DATE REVIEWED: Dec, 11, 2024

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Progress Reports/Report Cards		
School Operational Policy		SO-15-95
POLICY STATEMENT		
Progress Reports will be issued every 4.5 weeks.		
DATE ADOPTED: Jan. 16, 1995 DATE REVISED: Nov. 25, 1996 DATE REVISED: Aug. 17, 1998 DATE REVISED: Feb. 14, 2000 DATE REVIEWED: Aug. 8, 2001 DATE REVIEWED: Sept. 9, 2004 DATE REVIEWED: Aug. 13, 2007 DATE REVISED: Sept.21, 2009	DATE REVIEWED: Nov. 7, 2011 DATE REVIEWED: Nov. 13, 2013 DATE REVIEWED: Jun 29, 2016 DATE REVIEWED: March 7, 2017 DATE REVIEWED: Jan. 15, 2019 DATE REVIEWED: Oct. 14, 2020 DATE REVIEWED: Dec. 1, 2021 DATE REVIEWED: Dec, 11, 2024	

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Assignment Of All Instructional Staff Time

School Operational Policy

SO-20-95

POLICY STATEMENT

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

DATE ADOPTED: March 6, 1995
DATE REVIEWED: Nov. 25, 1996
DATE REVIEWED: Aug. 17, 1998
DATE REVIEWED: Feb. 14, 2000
DATE REVIEWED: Aug. 8, 2001
DATE REVIEWED: Sept. 9, 2004
DATE REVIEWED: Aug. 13, 2007
DATE REVIEWED: Sept.21, 2009

DATE REVIEWED: Nov. 7, 2011
DATE REVISED: Jan. 8, 2014
DATE REVIEWED: Jun 29, 2016
DATE REVIEWED: March 7, 2017
DATE REVISED: March 19, 2019
DATE REVIEWED: Oct. 14, 2020
DATE REVIEWED: Dec. 1, 2021

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Determination Of The Schedule Of The School Day And Week

School Operational Policy

SO-21-95

POLICY STATEMENT

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

DATE ADOPTED: Mar. 6, 1995
DATE REVIEWED: Nov. 25, 1996
DATE REVIEWED: Aug. 17, 1998
DATE REVIEWED: Feb. 14, 2000
DATE REVIEWED: Aug. 8, 2001
DATE REVIEWED: Sept. 9, 2004
DATE REVISED: Aug. 13, 2007
DATE REVIEWED: Sept.21, 2009

DATE REVISED: Nov. 7, 2011
DATE REVIEWED: Dec. 11, 2013
DATE REVIEWED: Jun 29, 2016
DATE REVIEWED: March 7, 2017
DATE REVIEWED: Feb.19, 2019
DATE REVIEWED: Oct. 14, 2020
DATE REVIEWED: Dec. 1, 2021

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Personnel Decisions - Principal Hiring

School Operational Policy

SO-23-95

POLICY STATEMENT

The superintendent shall fill the vacancy after consultation with the school council.¹

Prior to consultation with the school council, each member shall sign a nondisclosure agreement forbidding the disclosure of information shared and discussions held during consultation.

A person who believes a violation of the nondisclosure agreement has occurred may file a written complaint with the Kentucky Board of Education (KBE). A council member found to have violated the nondisclosure agreement may be subject to removal from the school council by the KBE.

No principal who has been previously removed from a position in the District for cause may be considered for appointment as Principal.

A vacancy is created in the position of Principal by the resignation, removal, transfer retirement or death of the current Principal.

The school council must be consulted by the superintendent prior to filling a principal vacancy that occurs at the school. Once the vacancy has been posted publicly, the superintendent must include on the agenda of the next regular or special called meeting, the following agenda topic: "Consultation with the school council for the principal vacancy."

The superintendent and school council must meet the following timeline for filling the principal vacancy: Prior to consultation with the school council, each member must sign a nondisclosure agreement forbidding the disclosure of information shared and discussions held during consultation.

- Once a principal vacancy is determined, the superintendent, along with all members of the current school year SBDM council, must serve as the interview committee. The interview committee must meet in an open meeting within one week of selection to develop a set of criteria for a strong principal candidate and a list of interview questions to be asked of each applicant.
- Once the vacancy has completed at least a 15-day posting requirement, the interview committee must reconvene and review all applications submitted and supporting materials for each applicant and make a final selection of candidates who exhibit the characteristics of a strong candidate. Any applicant that does not meet the criteria will not be considered for an interview. The interview committee must develop an interview schedule so that all committee members are present for each interview. The superintendent or designee must contact the candidates and schedule the interviews.
- During the interviews, each candidate will be asked the developed questions in the same order. Follow-up questions may be asked in response to applicant answers/statements during the interview.
- Upon the conclusion of the interview and within three business days, the members of the interview committee must follow-up with reference checks on candidates of interest.
- The interview committee must reconvene within one week of the final interview to review the candidates, discuss reference checks, and prioritize candidates.
- At the school council's next meeting, whether regular or special called, the council will convene to

closed session permitted by KRS 61.810(1)(f) and will consider the committee's candidate recommendations and provide its thoughts on the candidates to the superintendent.

- At the next regular or special called meeting, the superintendent must report his/her candidate selection to the council.

Emergency Provisions:

If a quorum of the members of the school council is not available for the purpose of conducting consultation in the filling of a vacancy for the purpose of consultation, the principal (or superintendent when filling a principal vacancy) must conduct consultation with the council members who can attend. The timeline may also be amended with school council approval to fill a vacancy during times where continuation of instructional and non-instructional services may be affected and a waiver of the 15-day posting may be requested from KDE. Council members may be consulted virtually through video teleconference by following the procedures outlined in KRS 61.826.

DATE ADOPTED: Mar. 6, 1995
DATE REVIEWED: Nov. 25, 1996
DATE REVIEWED: Aug. 17, 1998
DATE REVIEWED: Feb. 14, 2000
DATE REVIEWED: Sep. 20, 2001
DATE REVIEWED: Sept. 9, 2004
DATE REVIEWED: Aug. 13, 2007
DATE REVIEWED: Sept.21, 2009

DATE REVIEWED: Nov. 7, 2011
DATE REVISED: Jun 29, 2016
DATE REVIEWED: March 7, 2017
DATE REVIEWED: Jan. 15, 2019
DATE REVIEWED: Oct. 14, 2020
DATE REVIEWED: Dec. 1, 2021
DATE REVISED: April 17, 2024

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COUNCIL CHAIRPERSON

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Determination Of The Use Of School Space During The School Day

School Operational Policy

SO-24-95

POLICY STATEMENT

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

DATE ADOPTED: Mar. 6, 1995
DATE REVISED: Nov. 25, 1996
DATE REVIEWED: Aug. 17, 1998
DATE REVIEWED: Feb. 14, 2000
DATE REVISED: Sep. 20, 2001
DATE REVIEWED: Sept. 9, 2004
DATE REVIEWED: Aug. 13, 2007
DATE REVIEWED: Sept.21, 2009

DATE REVIEWED: Nov. 7, 2011
DATE REVIEWED: Dec. 11, 2013
DATE REVIEWED: Jun 29, 2016
DATE REVIEWED: March 7, 2017
DATE REVIEWED: Feb.19, 2019
DATE REVIEWED: Oct. 14, 2020
DATE REVIEWED: Dec. 1, 2021
DATE REVIEWED: Dec. 6, 2023

DATE REVIEWED: Dec. 11. 2024

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Selection Of Extra-Curricular Programs & Policies		
School Operational Policy		SO-26-95
POLICY STATEMENT		
The principal and instructional staff shall be responsible for the selection of extra-curricular programs and the determination of policies related to the programs. The school council shall approve or disapprove of the selection of extra-curricular programs and the determination of policies relating to them.		
DATE ADOPTED: Mar. 6, 1995 DATE REVIEWED: Nov. 25, 1996 DATE REVIEWED: Aug. 17, 1998 DATE REVIEWED: Feb. 14, 2000 DATE REVIEWED: Sep. 20, 2001 DATE REVIEWED: Sept. 9, 2004 DATE REVIEWED: Aug. 13, 2007 DATE REVIEWED: Sept.21, 2009	DATE REVISED: Nov. 7, 2011 DATE REVIEWED: Dec. 11, 2013 DATE REVIEWED: Jun 29, 2016 DATE REVIEWED: March 7, 2017 DATE REVIEWED: Jan. 15, 2019 DATE REVIEWED: Feb.19, 2019 DATE REVIEWED: Oct. 14, 2020 DATE REVIEWED: Dec. 1, 2021	DATE REVIEWED: Dec. 6, 2023 DATE REVIEWED: Dec. 11, 2024

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COUNCIL CHAIRPERSON

School Budget & Administration - Professional Development

School Operational Policy

SO-28-95

POLICY STATEMENT

The principal shall prepare a recommendation for a professional development plan, subject to school council review and approval. These recommendations shall be developed in coordination with school and district initiatives, in order to maximize professional development opportunities.

DATE ADOPTED: Mar. 6, 1995
DATE REVIEWED: Nov. 25, 1996
DATE REVISED: Aug. 17, 1998
DATE REVIEWED: Feb. 14, 2000
DATE REVIEWED: Sep. 20, 2001
DATE REVIEWED: Sept. 9, 2004
DATE REVISED: Aug. 13, 2007
DATE REVISED: Sept.21, 2009

DATE REVIEWED: Nov. 7, 2011
DATE REVIEWED: Dec. 11, 2013
DATE REVISED: Aug 19, 2016
DATE REVISED: April 16, 2019
DATE REVIEWED: Oct. 14, 2020
DATE REVIEWED: Dec. 1, 2021

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School Improvement Plan		
School Operational Policy		SO-29-95
POLICY STATEMENT		
The School Improvement Plan shall be revised each year. This plan shall be submitted to the school council for review and approval.		
DATE ADOPTED: Mar. 6, 1995 DATE REVIEWED: Nov. 25, 1996 DATE REVISED: Aug. 17, 1998 DATE REVISED: Feb. 14, 2000 DATE REVIEWED: Sep. 20, 2001 DATE REVISED: Sept. 9, 2004 DATE REVISED: Aug. 13, 2007 DATE REVISED: Oct. 19, 2009	DATE REVISED: Nov. 7, 2011 DATE REVISED: Jan. 8, 2014 DATE REVIEWED: Jun 29, 2016 DATE REVIEWED: March 7, 2017 DATE REVISED: April 16, 2019 DATE REVIEWED: Oct. 14, 2020 DATE REVIEWED: Dec. 1, 2021	

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Determination of Curriculum		
School Operational Policy		SO-30-95
POLICY STATEMENT		
Each department will have the responsibility for reviewing and revising curriculum and units of study for congruency based on National and State standards, including needs assessment and curriculum development.		
DATE ADOPTED: Mar. 6, 1995 DATE REVIEWED: Nov. 25, 1996 DATE REVISED: Aug. 17, 1998 DATE REVIEWED: Feb. 14, 2000 DATE REVIEWED: Sep. 20, 2001 DATE REVISED: Sept. 9, 2004 DATE REVISED: Aug. 13, 2007 DATE REVIEWED: Oct. 19, 2009	DATE REVISED: Nov. 7, 2011 DATE REVISED: Feb. 10, 2014 DATE REVIEWED: Jun 29, 2016 DATE REVIEWED: Dec 13, 2016 DATE REVISED: March 21, 2017 DATE REVIEWED: March 19, 2019 DATE REVIEWED: Oct. 14, 2020 DATE REVIEWED: Dec. 1, 2021	

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Recognition of Previous Credits & End of Course Test Scores

School Operational Policy

SO-34-95

POLICY STATEMENT

SECTION 1

Students enrolling with a properly certified transcript from an accredited secondary school shall be placed and awarded credit in accordance with the following standards:

GRADE PLACE BEGINNING WITH CLASS OF 2011:

- Grade 9 - promotion from 8th grade
- Grade 10 - successful completion of 6 credits
- Grade 11 - successful completion of 13 credits
- Grade 12 - successful completion of 20 credits

ACCEPTANCE OF CREDIT:

Credit is 1/2 credit per semester per one hour class.

Numerical grades are transferred as numerical grades regardless of the previous school's grading scale.

One exception: Credit transferred with a grade below 70 is accepted with a grade of 70.

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

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

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

SECTION 2

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

SECTION 3

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

SECTION 4: REFERENCE: 704 KAR 3:307

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

SECTION 5

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

Previous credit will be accepted as outlined in Section 3.

DATE ADOPTED: Nov. 20, 1995
DATE REVIEWED: Nov. 25, 1996
DATE REVISED: Aug. 17, 1998
DATE REVIEWED: Feb. 14, 2000
DATE REVISED: Sep. 20, 2001
DATE REVIEWED: Sept. 9, 2004
DATE REVISED: Aug. 13, 2007
DATE REVIEWED: Sept.21, 2009

DATE REVISED: Nov. 7, 2011
DATE REVIEWED: Mar. 10, 2014
DATE REVIEWED: Jun 29, 2016
DATE REVISED: Dec 13, 2016
DATE REVIEWED: March 7, 2017
DATE REVISED: April 16, 2019
DATE REVISED: Feb 18, 2020
DATE REVIEWED: Oct. 14, 2020

DATE REVIEWED: Dec. 1, 2021

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COUNCIL CHAIRPERSON

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Correspondence / Independent Study

School Operational Policy

SO-35-95

POLICY STATEMENT

Trigg County High School will accept, toward graduation requirements, a maximum number of three (3) credits earned through a university-based correspondence or independent study program.

Enrollment in such a correspondence or independent study program must be pre-approved by the principal or counselor. Approval will not be given for more than two (2) courses at any one time.

Grades from correspondence or independent study programs are accepted as follows:

Numerical grades are transferred as numerical grades regardless of correspondence or independent study program grading scale. Letter grades are transferred as numerical grades using the following standard:

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

Graduating students must have all grades in the guidance office before participating in graduation programs. To avoid problems, graduating students should take final exams for correspondence or independent study no later than the first week of May.

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

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

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

DATE ADOPTED: Nov. 20, 1995
DATE REVISED: Sept. 16, 1996
DATE REVISED: Nov. 25, 1996
DATE REVISED: Aug. 17, 1998
DATE REVIEWED: Feb. 14, 2000
DATE REVIEWED: Sep. 20, 2001
DATE REVIEWED: Oct. 21, 2001
DATE REVIEWED: Sept. 9, 2004

DATE REVIEWED: Aug. 13, 2007
DATE REVIEWED: Sep. 21, 2009
DATE REVISED: Nov. 7, 2011
DATE REVISED: Feb. 10, 2014
DATE REVIEWED: Jun 29, 2016
DATE REVISED: April 18, 2017
DATE REVISED: April 16, 2019
DATE REVISED: Feb 18, 2020

DATE REVIEWED: Oct. 14, 2020
DATE REVIEWED: Dec. 1, 2021

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Promotion / Retention		
School Operational Policy		SO-41-96
POLICY STATEMENT		
Retention is based upon the cumulative credits earned by a student at the end of their fourth year of high school. The number of credits required for athletic participation in KHSAA sanctioned sports is as follows: Grade 10 (Sophomore) - 6 credits Grade 11 (Junior)- - - - -13 credits Grade 12 (Senior)- - - - - 20 credits Participation in senior activities is at the Principal's or designee's discretion. Fifth year students are ineligible for election as senior superlatives and/or class officers.		
DATE ADOPTED: Nov. 25, 1996 DATE REVISED: Aug. 17, 1998 DATE REVISED: Feb. 14, 2000 DATE REVISED: Oct. 15, 2001 DATE REVISED: Sept. 9, 2004 DATE REVISED: Aug. 13, 2007 DATE REVIEWED: Sept. 21, 2009 DATE REVISED: Nov. 7, 2011	DATE REVISED: May. 12, 2014 DATE REVISED: June 9, 2015 DATE REVIEWED: Jun 29, 2016 DATE REVIEWED March 21, 2017 DATE REVIEWED: March 19, 2019 DATE REVIEWED: Nov. 11, 2019 DATE REVIEWED: Dec. 1, 2021	

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Culture Exchange Policy		
School Operational Policy		SO-43-96
POLICY STATEMENT		
Trigg County High School will accept exchange students processed through a recognized exchange program or through the INS (Immigration and Naturalization Service) for one school year. The maximum number of exchange students to be accepted for any one school year will be no more than five (5) or 1% of the enrollment as of May of the current school year. The principal has discretion to accept students for only the fall semester. We will not accept any spring only semester students. Exchange students will be required to have classes in United States History and English (with American Literature recommended) during the one year of attendance. Exchange students will be eligible for athletics following the Kentucky High School Athletics Association guidelines. Exchange students will be allowed to earn a diploma by meeting all minimum graduation requirements as established by the state of KY and the local board of education. Exchange students, who qualify for graduation, will not be ranked with the graduating class and will not be eligible for honor graduate recognition.		
DATE ADOPTED: Nov. 25, 1996 DATE REVISED: Aug. 17, 1998 DATE REVISED: Apr. 19, 1999 DATE REVIEWED: Feb. 14, 2000 DATE REVIEWED: Sept. 9, 2004 DATE REVIEWED: Oct. 15, 2001 DATE REVIEWED: Aug. 13, 2007 DATE REVIEWED: Sept.21, 2009	DATE REVIEWED: Nov. 7, 2011 DATE REVISED: June 19, 2014 DATE REVIEWED: Jun 29, 2016 DATE REVIEWED: March 21,2017 DATE REVISED: June 13, 2019 DATE REVIEWED: Nov. 11, 2019 DATE REVIEWED: Dec. 1, 2021 DATE REVISED: Aug. 2, 2023	

Signature: _____

COUNCIL CHAIRPERSON

Consultation		
School Operational Policy		SO-45-98
POLICY STATEMENT		
Consultation in the selection of personnel by principal. Pursuant to HB 321 effective for two years of the biennium and Notwithstanding KRS 160.345. Consultation shall occur during regular/special council meetings with a quorum present. The body shall go into executive session to discuss individual staff vacancies and applicants. The council charges the principal to conduct interviews and make reference checks. The principal shall provide the council opportunity to review applications and sit in on interviews at will. The council should be informed verbally of the results of the employee interview and reference checks. Any reference checks made by phone shall be conducted from a list of predetermined questions. The principal shall seek the council's advice in good faith, but that advice shall not be binding in making his/her employment recommendations to the Superintendent.		
DATE ADOPTED: Jul. 27, 1998 DATE REVIEWED: Aug 17, 1998 DATE REVIEWED: Feb. 14, 2000 DATE REVIEWED: Oct. 15, 2001 DATE REVIEWED: Sept. 9, 2004 DATE REVIEWED: Aug. 13, 2007 DATE REVIEWED: Sept.21, 2009 DATE REVIEWED: Nov. 7, 2011	DATE REVIEWED: June 19, 2014 DATE REVIEWED: Jun 29, 2016 DATE REVISED: June 13, 2019 DATE REVIEWED: Nov. 11, 2019 DATE REVIEWED: Dec. 1, 2021 DATE REVISED: April 9, 2025	

Signature:

COUNCIL CHAIRPERSON

Fundraising		
School Operational Policy		SO-53-04
POLICY STATEMENT		
Clubs and classes will be permitted to have one in-school fundraiser per semester, unless otherwise approved by the building principal or his/her designee. All fundraising projects by classes or clubs, including solicitation of pledges or donations will be approved by the principal and scheduled with the high school secretary. Also, the type of fundraiser must be listed on the schedule. Students selling or soliciting funds will have documentation from the fundraiser and the sponsor's name.		
DATE ADOPTED: Jul.8, 2004 DATE REVIEWED: Sept. 9, 2004 DATE REVIEWED: Aug. 13, 2007 DATE REVIEWED: Sept.21, 2009 DATE REVIEWED: Nov. 7, 2011 DATE REVISED: June 19, 2014 DATE REVIEWED: Jun 29, 2016 DATE REVISED: April 18, 2017	DATE REVIEWED: Jan. 15, 2019 DATE REVIEWED: Nov. 11, 2019 DATE REVIEWED: Dec. 1, 2021	

Signature: _____

COUNCIL CHAIRPERSON

[TOP](#)

AP Enrollment/Advanced Classes		
School Operational Policy		SO-56-07
POLICY STATEMENT		
AP classes/Advanced classes (enrollment/requirements) will be based on open enrollment.		
DATE ADOPTED: June 20, 2007 DATE REVIEWED: Aug. 13, 2007 DATE REVISED: Dec. 10, 2007 DATE REVIEWED: Sept.21, 2009 DATE REVISED: April 26, 2010 DATE REVIEWED: Nov. 7, 2011 DATE REVIEWED: June 19, 2014	DATE REVIEWED: Jun 29, 2016 DATE REVIEWED: Jan. 15, 2019 DATE REVIEWED: Nov. 11, 2019 DATE REVIEWED: Dec. 1, 2021	

Signature: _____

COUNCIL CHAIRPERSON

[TOP](#)

Field Trips During Midterm / Finals		
School Operational Policy		SO-57-07
POLICY STATEMENT		
There will be no field trips/athletic events during the days that final or mid-term exams will be given. The exception will be if the KHSAA (Kentucky High School Athletic Association) schedules a district, regional, or state tournament that coincides with these test dates. Special permission may be granted by the school principal.		
DATE ADOPTED: June 20, 2007 DATE REVIEWED: Aug. 13, 2007 DATE REVIEWED: Sept.21, 2009 DATE REVIEWED: Nov. 7, 2011 DATE REVIEWED: June 19, 2014 DATE REVIEWED: Jun 29, 2016 DATE REVISED: June 13, 2019 DATE REVIEWED: Nov. 11, 2019	DATE REVIEWED: Dec. 1, 2021	

Signature: _____

COUNCIL CHAIRPERSON

[TOP](#)

Class Change		
School Operational Policy		SO-60-07
POLICY STATEMENT		
After nine weeks of enrollment, a student may not change his/her schedule without formal approval of the principal or their designee.		
DATE ADOPTED: June 20, 2007 DATE REVIEWED: Aug. 13, 2007 DATE REVIEWED: Sept.21, 2009 DATE REVIEWED: Nov. 7, 2011 DATE REVISED: June 19, 2014 DATE REVIEWED: Jun 29, 2016 DATE REVISED: June 13, 2019 DATE REVIEWED: Nov. 11, 2019	DATE REVIEWED: Dec. 1, 2021	

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COUNCIL CHAIRPERSON

[TOP](#)

Co-Op/Internships

School Operational Policy

SO-61-07

POLICY STATEMENT

Students who wish to be considered for a Co-Op/internship experience must meet the following requirements:

- Students must work in a job related to their career major.
- Students should understand that a Co-Op/internship experience is a high school class, just like English, Math and Science and that it is a privilege to be allowed to leave school to go to work – not to go home. When a student leaves school to participate in a Co-Op/internship experience, they must report to their approved place of work; failure to do so is considered “skipping” per the Trigg County Schools Code of Conduct and carries disciplinary consequences.
- Students’ requests for a Co-Op/Internship with a relative will be considered on a case by case basis.
- Students must have all necessary paperwork on file (including a copy of the student’s driver’s license and insurance) with their Coordinator/Teacher before they are allowed to Co-Op/Intern.
- Students will not be placed in a business where there is only one person working; students must be supervised at all times.
- The student must turn in a “weekly time and activity sheet” each week to the Coordinator/Teacher. Additionally, students must develop and maintain an Employability Folder on file at the high school.
- Students must sign in or out with the attendance clerk each day.
- The student must call the Coordinator/Teacher and the employing partner every time they will not be able to work.
- There will only be 5 allowable absences. This includes field trips, vacations, family matters, car problems, etc.
- Students must dress appropriate for their Co-Op/internship experience. If they are in an office, they must dress in business casual or whatever their employer specifies. If they are in a factory, they must adhere to the same dress code as the other employees. Inappropriate dress may result in removal from the Co-Op/internship experience. As always, the dress code in the student handbook must be followed for every student.

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

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

- ★ The training is for the benefit of the trainees or students;
- ★ The trainees or students do not displace regular employees, but work under their close observation;
- ★ The partner that provides the training derives no immediate advantage from the activities of the trainees or students and on occasion his operations may actually be impeded;
- ★ The trainees or students are not entitled to a job at the conclusion of the training period;

- ★ The partner and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training; and
- ★ The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a career and technology center.

DATE ADOPTED: June 20, 2007
DATE REVIEWED: Aug. 13, 2007
DATE REVISED: Dec. 10, 2007
DATE REVIEWED: Sept.21, 2009
DATE REVIEWED: Nov. 7, 2011
DATE REVIEWED: June 19, 2014
DATE REVIEWED: Jun 29, 2016
DATE REVISED: August 22, 2017

DATE REVISED: June 13, 2019
DATE REVIEWED: Nov. 11, 2019
DATE REVIEWED: Dec. 1, 2021

Signature: _____

COUNCIL CHAIRPERSON

[TOP](#)

Writing Policy

School Operational Policy

SO-65-11

POLICY STATEMENT

Purpose: The Determination of a Writing Program Policy ensures that all students in all classes will use writing as a way to learn. Trigg County High School believes that writing is a necessary communication skill for students and that writing should be authentically taught and practiced in all curricular areas.

Criteria: All students shall be provided multiple opportunities to develop communication skills through writing and shall be allowed student choice and exploration. To ensure this all teachers will:

- Ensure curriculum is vertically and horizontally aligned to the Kentucky Academic Standards.
- Engage students in three categories of writing: writing to learn, writing to demonstrate learning, and writing for publication.
- Incorporate a variety of genres including literary, argumentative, informational, and practical/workplace materials across all content areas.
- Intentionally schedule time within the instructional day for writing instruction and experiences.
- Provide opportunity on a regular basis for authentic and meaningful writing to include the following:
 - Writing for a variety of purposes and audiences.
 - Writing to reveal ownership and independent thinking.
 - Writing in which students draw on individual experiences.
- Experience the writing process at all grade levels: planning, drafting, revising, editing, publishing, and reflecting upon writing.
- Experience writing in both on-demand and writing over time situations.
- Read and analyze a variety of print and non-print materials including persuasive literary, informational, and practical/workplace materials.
- Learn about and use appropriate resources for writing.
- Apply appropriate writing skills to oral communication.
- Teach and expect students to use higher-order thinking skills.
- Provide consistent and timely feedback throughout the writing process to guide and improve students' writing skills.
- Provide opportunities for students to demonstrate, through strands of literacy, an understanding of cultural differences and work effectively with people from a range of social and cultural backgrounds to build on and articulate ideas.

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

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

- o Differentiated strategies that make instruction accessible to all students.
- o Exemplars to use as models for writing.

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

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

Evaluation:

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

DATE ADOPTED: June 16, 2011 DATE REVISED: June 19, 2014 DATE REVIEWED: Jun 29, 2016 DATE REVISED: March 19, 2019 DATE REVIEWED: Nov. 11, 2019 DATE REVIEWED: Dec. 1, 2021 DATE REVIEWED: Jan. 3, 2024 DATE REVIEWED: Jan. 8, 2025		
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Signature: _____

COUNCIL CHAIRPERSON

[TOP](#)

Emergency Plan

School Operational Policy

SO-66-13

POLICY STATEMENT

STATUTORY AUTHORITY – KRS 160.345(2)(i)9 and KRS 158.162

The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to develop and document efforts to prevent, mitigate, prepare for, respond to and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan, which must be adopted by the council and implemented, will include, but not be limited to:

- Establishment of primary and secondary evacuation routes which must be posted in each room by each doorway used for evacuation;
- 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 each school building, which may include (but not be limited to):
 - Controlling access to exterior doors during the day
 - Controlling front door access electronically or with a greeter
 - Controlling access to individual classrooms
 - Requiring visitor check-in with identification and purpose provided, and
 - Display of visitor's badge on outer clothing; and Practices for students to follow in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction.
 - Procedures for lockdown of the campus
 - Local law enforcement shall be invited to assist in establishing lockdown procedures.
- Following adoption, the emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local, county and/or state police personnel, and emergency medical personnel. Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records requests.
- Prior to the first instructional day of school, the principal, or designee, will present and review all emergency procedures with all staff. Documentation including the time and date of the review will be kept on file at the school with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review.
- Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and one building lockdown. Fire drills will be conducted in accordance with timelines, procedures and requirements outlined in the DHBC regulations. Whenever possible, first responders shall be given notice of possible drills and invited to observe. The principal is responsible for ensuring the

implementation of these drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed.

- At the end of each school year, the emergency procedures are to be reviewed by the school council (or designated school council committee with report to the school council) and first responders and revised as needed.
- Annually, the principal is responsible for working with the central office to ensure that all local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points. Completion will be reported to the council and documentation maintained in the principal's office. A comprehensive diagram of the school showing primary and secondary evacuation routes will be posted at each school doorway prior to the first instructional day of school. Identified severe weather safe zones, which have been identified and reviewed by the local fire marshal or fire chief will be posted at each school doorway prior to the first instructional day of school.
- Possible access control methods that may be included in council policies as desired, are outlined below:
 - All exterior doors must remain locked at all times.
 - All visitors must enter through the posted front entrance.
 - The front entrance must remain secure with electronic access only.
 - All visitors must use the "buzzer" and be recognized prior to gaining access to the reception area.
 - The principal is responsible to ensure that trained personnel monitor the front entrance at all times.
 - All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a school-specific badge on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office.
 - The office must keep an accurate log of each visitor, the date and time of the visit, the purpose of the visit, and with whom they visited.
 - Although classroom doors may remain open during instructional time, they must remain locked so they can quickly be secured in the event a lock-down is required.
 - During class changes, teachers must stand by their classroom door and monitor hallways.
 - The principal is responsible for ensuring classroom access in the event of a substitute teacher.

DATE ADOPTED: October 23, 2013
DATE REVIEWED: June 19, 2014
DATE REVISED: Aug. 19, 2016
DATE REVIEWED: August 22, 2017
DATE REVIEWED: Jan. 15, 2019
DATE REVIEWED: Nov. 11, 2019
DATE REVIEWED: Dec. 1, 2021

Signature: _____

COUNCIL CHAIRPERSON

School Wellness

School Operational Policy

SO-67-14

POLICY STATEMENT

Rationale:

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being.

Trigg County Public Schools is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore it is the goal of this policy that all students at Trigg County High School possess the knowledge and skills necessary to make healthy choices involving nutritious food, physical activity, and risky behaviors. All staff at Trigg County High School are encouraged to model healthful eating and physical activity as a valuable part of daily life.

Commitment to Nutrition:

- School meals and snacks will meet the meal patterns and nutrition recommendations of the Federal and State Laws and Regulations and local requirements.
- Every effort will be made to provide affordable, healthy, and appealing foods to children in a clean, pleasant setting that minimizes distractions.
- School Nutrition Personnel will work closely with the parent(s) and/or guardian(s) to make reasonable accommodations for students with disability or other special dietary needs.
- For the security of food and beverages available to students, only authorized personnel will have access to school nutrition facilities.
- School cafeteria managers shall annually receive at least two (2) hours of continuing education in applied nutrition and healthy meal planning and preparation (KY Senate Bill 172)
- Vending machines will not be available to students until 30 minutes after the last lunch period. Vending machines will comply with the guidelines in (702 KAR 006:090).
- Schools will notify parents and students of the availability of the School Breakfast and Lunch Program.
- Drinking water is available to students free of charge at all times during the school day.
- Commitment to Health and Physical Education:
- School will provide health and physical education for all students as required by Federal and State Laws and Regulations and local requirements.
- Schools will provide a physical and social environment that encourages safe and enjoyable activity for all students, in particular students with chronic health conditions or special needs.
- Provide a comprehensive health and physical education curriculum that is sequential and aligned to the Kentucky Core Academic Standards for practical living.
- Curriculum will provide differentiated learning strategies and activities that ensure all students develop competency and confidence in motor skills.
- Teachers are encouraged to incorporate health and/or physical activity into subject areas and in attempt to ensure physical education curriculum is integrated and includes regular opportunities for cross-disciplinary connections.

- Students will be engaged in moderate to vigorous physical activity at least 50% of physical education class time.
- Physical education requirements are not waived for other activities or classes.
- All teachers who teach health and physical education participate in annual professional development on effective practices for health and physical education.
- Health Education Curriculum will provide learning strategies and activities that ensure students receive instruction in all health education content areas (e.g. family life and human sexuality, alcohol and other drugs, tobacco, nutrition, mental and emotional health, injury and violence prevention, diseases and disorders, physical activity, personal/consumer health, community/environmental health).
- Physical activity will not be used for or withheld as punishment for students.

Commitment to Implementation:

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

DATE ADOPTED: May 12, 2014
 DATE REVIEWED: Jun 29, 2016
 DATE REVIEWED: Jan. 15, 2019
 DATE REVIEWED: Nov. 11, 2019
 DATE REVISED: Dec. 9, 2020
 DATE REVIEWED: Dec. 1, 2021
 DATE REVIEWED: Dec. 6, 2023
 DATE REVIEWED: March 12, 2025

Signature: _____

COUNCIL CHAIRPERSON

[TOP](#)

Gender Equity		
School Operational Policy		SO-68-14
POLICY STATEMENT		
A Gender Equity Review Committee is to be established to assist in ensuring compliance with Title IX. The committee is to be composed of a District and High School Title XI coordinator, school personnel, student athletes, and a bookkeeper. The Gender Equity Review committee will meet a minimum of three (3) times per year to review/assess Title IX compliance. The committee will be responsible for keeping committee meeting minutes and having those minutes on file for each meeting. The committee will also be responsible for developing a Title IX Compliance Action Plan that will be used for corrective action on any Title IX compliance issues, and include a timetable for corrective action if necessary.		
DATE ADOPTED: June 19, 2014 DATE REVIEWED: Jun 29, 2016 DATE REVIEWED: Jan. 15, 2019 DATE REVIEWED: Nov. 11, 2019 DATE REVIEWED: Dec. 1, 2021		

Signature: _____
COUNCIL CHAIRPERSON

[TOP](#)

Anytime, Anywhere Online Learning Policy

School Operational Policy

SO-70-14

POLICY STATEMENT

Enrollment in “anytime, anywhere” on-line classes must be pre-approved by the building principal or his/her designee. Students who desire to be enrolled in online coursework beyond the traditional instructional school day or traditional school calendar year, may be granted approval for a maximum of two (2) courses at one time.

All expenses as a result of enrollment (internet access, textbooks, devices, etc...) are the responsibility of the student and parent or guardian. Credit for completed courses will require successful completion of all coursework (with an average of 70% or higher) and amid-term and/or final exam cumulative average of at least 80%. Trigg County High School will serve as a mid-term and/or final exam testing site. All final exams will be proctored in the presence of a TCHS staff member.

For promotion purposes, all credits earned from summer enrollments must be completed by July 15th. Incomplete coursework or failure to attain a cumulative average of 80% or greater on the courses exams (mid-term and/or final) will require continued enrollment in coursework for credit.

DATE ADOPTED: June 19, 2014
DATE REVIEWED: Jun 29, 2016
DATE REVIEWED: Jan. 15, 2019
DATE REVIEWED: Nov. 11, 2019
DATE REVIEWED: Dec. 1, 2021

Signature: _____

COUNCIL CHAIRPERSON

[TOP](#)

Grading Policy		
School Operational Policy		SO-71-16
POLICY STATEMENT		
Our grading system uses the following principles to guide how we assess student achievement and communicate progress to families: • Grades should clearly communicate what students know and are able to do in each class. • All daily homework assignments will be at least 10% of the grade calculation. • Students should have multiple opportunities to show what they know and can do. • Regular communication with families about student progress supports deeper learning. • Tests/Projects cannot be more than 50% of the total grade calculation. • Midterm/Final can be quarterly or a class can have one final exam. • Benchmark exams will not count more than 20% of the total grade calculation. There will be a two week window for all late work for some credit. Final Grades: Once final grades are posted in Infinite Campus (A, B, C, F), they are final. In the event that it can be determined that an error was made by a teacher in the entrance of, or calculation of, a student's grade, the final grade will be opened for review and a change, if needed, may occur. Repeated TCHS Coursework: If a student earns a failing grade in a TCHS course, it may be repeated. If a TCHS course is repeated, grades for each attempt will be entered onto the TCHS transcript and averaged into the overall calculation for a student's g.p.a. Students who earn a passing grade in a failing TCHS course may not repeat the course for a higher grade. Dual Credit Coursework: Grading policies and procedures related to TCHS student enrollment in dual credit coursework will reflect that of the affiliated Post-Secondary institution. Additionally, students enrolled in Dual Credit coursework will benefit from "weighted units" and have eight (8) numeric points added to the final average in each course for each grading period. An average of one grade per week will be put in Infinite Campus (at least 9 grades per quarter).		
DATE ADOPTED: October 18, 2016 DATE REVISED: September 21, 2017 DATE REVISED: April 16, 2019 DATE REVIEWED: Nov. 11, 2019 DATE REVISED: May 11, 2022 DATE REVISED: Oct. 4, 2023		

Signature: _____

COUNCIL CHAIRPERSON

Field Trip Policy		
School Operational Policy		SO-72-24
POLICY STATEMENT		
This policy is for ALL trips taken during school hours. Trips will adopt KHSAA eligibility guidelines of not failing more than two classes. The person sponsoring the club needs to make a request for a grade check for those going on the trip 7 school days prior to going on the trip and a list of attendees sent to faculty at least 7 days prior to the trip. Discipline will be decided by the Principal and Asst. Principal subject to principal and assistant principal review on a case by case basis to determine if a student can attend the trip. Students are accountable for making up work. They will not receive additional class time to make up this work. Work must be picked up from the teacher prior to leaving and turned in the following class block. When field trips return after 2:00 PM all students must stay with sponsors and sponsors must stay with students. Students are not to be given the option to go back to their class and unless this was prearranged prior to the trip. Failure to follow these rules will result in a cancellation of the trip.		
DATE ADOPTED: April, 10,2024 DATE REVISED: Dec. 11, 2024		

Signature: _____

COUNCIL CHAIRPERSON

[TOP](#)

Dual Credit Policy		
School Operational Policy		SO-73-24
POLICY STATEMENT		
In order to take the dual credit ENG 101/102 juniors need to meet the ELA ACT benchmarks in order to take this course as a junior student. Juniors choosing to take dual credit classes need to meet the Reading benchmarks in order to take the dual credit courses. <i>NOTE- Talk to other Dual Credit teachers- Lori and Jade and the teachers who watch over dual credit classes if we need to make a policy that says all juniors need to meet the reading ACT benchmarks in order to take any dual credit class as a junior.</i>		
DATE ADOPTED: March, 13, 2024		

Signature: _____

COUNCIL CHAIRPERSON

Technology Use Policy

School Operational Policy

SO-74-24

POLICY STATEMENT

1. Purpose

The purpose of this policy is to provide guidelines for the responsible and effective use of technology within our school to enhance learning and ensure the safety and security of students, staff, and school resources.

2. Scope

This policy applies to all students, staff, and visitors using school technology resources, including computers, tablets, phones, networks, and internet access, both on and off school premises.

3. Acceptable Use

- **Educational Use:** Technology resources should be used primarily for educational purposes that support the school's curriculum and instructional goals.
- **Responsibility:** Users are expected to handle technology resources responsibly and with care to prevent damage or misuse.
- **Security:** Users must follow all security protocols, including using passwords and locking devices when not in use.

4. Prohibited Activities

- **Unauthorized Access:** Accessing or attempting to access unauthorized areas, systems, or people. This includes taking/distributing photos/videos of individuals without permission.
- **Inappropriate Content:** Viewing, downloading, or distributing content that is illegal, inappropriate, or harmful.
- **Cyberbullying:** Engaging in any form of cyberbullying or harassment.
- **Software and Hardware Tampering:** Installing unauthorized software or making unauthorized changes to hardware or software configurations.

5. Privacy and Confidentiality

- **User Data:** The school may monitor and review all technology use to ensure compliance with this policy. Users should have no expectation of privacy regarding their use of school technology resources.
- **Confidential Information:** Users must handle confidential information, such as student records, with the utmost care and in compliance with relevant privacy laws and regulations.

6. Access and Permissions

- **Student Access:** Access to certain technology resources may be restricted based on grade level, academic needs, or behavior.
- **Staff Access:** Staff members must use their professional judgment to access and utilize technology resources in a manner that supports educational goals and complies with this policy.

7. Consequences for Policy Violations

Violations of this policy may result in disciplinary actions, including but not limited to loss of technology privileges, detention, or other consequences as determined by school administration. Severe or repeated violations may lead to more serious disciplinary actions.

8. Training and Support

- **Training:** The school will provide training and resources to help users understand and comply with this policy.

- **Support:** Technical support will be available to assist users with technology-related issues and to ensure proper use of technology resources.

DATE ADOPTED: Oct, 2, 2024

Signature:

COUNCIL CHAIRPERSON

[TOP](#)

Discipline & Classroom Management

School Operational Policy

SO-75-24

POLICY STATEMENT

1. Purpose

The purpose of this policy is to establish clear guidelines and procedures for discipline and classroom management to create a positive, respectful, and productive learning environment for all students.

2. Scope

This policy applies to all students, staff, and school personnel within the school setting and activities.

3. Expected Behavior: Follow The Wildcat Way. Do the work, Do what's Right. Be Somebody.

- **Respect:** All students are expected to show respect towards peers, teachers, and staff members. This includes listening, following instructions, and using appropriate language.
- **Responsibility:** Students should take responsibility for their actions and adhere to school rules and regulations.
- **Safety:** Students must act in ways that ensure their own safety and the safety of others.

4. Classroom Management

- **Rules and Procedures:** Teachers will communicate and reinforce clear rules from the start of the year.
- **Positive Reinforcement:** Praise and incentives will encourage positive behavior.
- **Consistent Implementation:** Rules will be applied fairly and consistently.

5. Discipline Procedures

- **Preventive Measures:** Programs like The Wildcat Way and social-emotional learning will be used to reduce issues.
- **Intervention Strategies:** Use classroom managed behavior strategies such as verbal warnings, reflection time, parent contact, and behavior contracts.
- **Formal Disciplinary Actions:** For more serious or repeated infractions, formal disciplinary actions may be taken, including but not limited to:
 - **Minor/Major write up:** a formal disciplinary action taken by a teacher.
 - **Detention:** A period of time spent outside regular class activities.
 - **Alternative Learning Classroom (ALC):** A temporary removal from regular classroom activities while remaining on school premises.
 - **Out-of-School Suspension:** A temporary removal from school.
 - **Harbor Academy:** An alternative school placement for students to continue classroom instruction.
 - **Expulsion:** Permanent removal from the school, subject to legal and procedural requirements.

6. Due Process

- **Notification:** Students and parents/guardians will be notified of any disciplinary actions and the reasons for them.
- **Appeal Process:** Students and parents/guardians have the right to appeal disciplinary decisions through a formal process. Details of this process will be provided upon request from the Director of Pupil Personnel.

7. Support Services

- **Counseling and Support:** The school will provide access to counseling and support services to help students address behavioral issues and develop positive coping strategies.
- **Behavioral Interventions:** For students with ongoing or severe behavioral issues, individualized behavioral interventions will be developed in collaboration with parents/guardians and relevant support staff.

8. Training and Professional Development

- **Staff Training:** All staff will receive training on effective classroom management and discipline strategies.
- **Ongoing Professional Development:** Opportunities for ongoing professional development will be provided to help staff stay current with best practices in discipline and classroom management.

9. Policy Review

Annual reviews and updates will be made as needed. The school community will be informed of any significant changes.

DATE ADOPTED: Nov. 13, 2024		
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Signature: _____
COUNCIL CHAIRPERSON

Homecoming / Prom Guest Policy

School Operational Policy

SO-76-24

POLICY STATEMENT

1. Purpose

The purpose of this policy is to provide guidelines for guests attending Trigg County Public Schools' Homecoming/Prom events to ensure a safe and positive environment for all students. This policy applies to all non-TCPS students who wish to attend Homecoming/Prom as a guest.

2. Eligibility Criteria for Homecoming/Prom Guests

In order to maintain the safety and integrity of the school event, all guests must meet the following eligibility requirements:

A. Grade Level

All guests must be at least a **freshman in high school** or higher not to exceed age 20.

B. Homeschool Students

- Guests who are currently enrolled in a homeschool program are not eligible to attend Trigg County Public Schools Homecoming/Prom events without school approved application and certified documentation of enrollment in a Homeschool program.

C. Criminal Record and School Standing

- Any guest, whether past or present students of any school system, must not have a criminal record.
- Guests who are or were students of any public or private school must be in good standing at their current or previous school(s). Guests in "bad standing" due to disciplinary issues, suspensions, or other infractions are not permitted to attend.
- Trigg County Public Schools reserves the right to verify a guest's standing with any previous educational institution before approval.

D. Report from Principal for Guests Enrolled in Another High School

- Guests who are currently enrolled in another high school are required to obtain a **good standing report** from the principal of the school they attend. This report must confirm that the guest is in good standing academically and behaviorally, without recent disciplinary actions or suspensions.

E. Administrative Discretion

- The administration reserves the right to deny any guest from attending Homecoming/Prom who has or has never been enrolled in Trigg County Public Schools. The administration is not required to provide an explanation for such denial.

3. Requirements for Guests Who Have Graduated

Guests who have graduated from high school must meet the following additional requirements:

A. Age and Identification

- Guests must present a valid driver's license or other government-issued identification to verify their identity and age. All guests must be at least a **freshman in high school** or higher not to exceed age 20.

4. Guest Application Process

- All guests must submit a completed "Homecoming/Prom Guest Application" form, which includes:
 - Basic contact information
 - Proof of post-graduation status (if applicable)

- Verification of good standing from their principal (if still in high school) or their supervisor (if graduated)
- A copy of a valid driver's license or other government-issued ID must be attached to the application.
- The completed application must be submitted at least two weeks (or other earlier date for prom) before the Homecoming/Prom event for administrative review.

5. Administrative Review and Approval

- The Trigg County Public Schools administration will review all guest applications and will notify students of their guest's approval or denial before the Homecoming/Prom event.
- The decision to approve or deny a guest is final and non-negotiable.

6. Enforcement and Accountability

- Guests are expected to follow all school rules and behave in a respectful and appropriate manner at the event. Any guest who violates school policies or engages in inappropriate behavior will be asked to leave and may be barred from attending future events.
- The host student will be held accountable for their guest's behavior and any violations of this policy may result in disciplinary action for the host.

7. Policy Review and Updates

This policy will be reviewed annually and updated as necessary to reflect changes in school needs, community standards, and legal guidelines.

DATE ADOPTED: Nov. 13, 2024		
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Signature: _____

COUNCIL CHAIRPERSON

[**TOP**](#)

Grading Policy: 50/30/20 Model

School Operational Policy

SO-77-24

POLICY STATEMENT

I. Legal Authority: This policy is adopted in accordance with the following statutes and regulations:

- KRS 160.345(2)(i): SBDM councils shall adopt policies related to curriculum, instruction, and assessment.
- KRS 158.6451: Emphasizes development of students who are effective communicators, problem solvers, and lifelong learners through rigorous instruction and meaningful assessment.
- 704 KAR 3:305: Establishes minimum high school graduation requirements, emphasizing standards-based instruction and assessment practices.

II. Purpose:

The purpose of this policy is to establish a uniform and equitable grading structure that accurately reflects student achievement and supports high expectations for learning across all courses. This model balances formative feedback, summative performance, and cumulative mastery.

III. Policy Statement:

All courses at Trigg County High School shall utilize the following grading distribution model:

- **50% Formative Work:** Daily assignments, bell ringers, homework, classwork, and other activities that provide students practice and feedback.
- **30% Summative Assessments:** Unit tests, essays, major projects, or other assignments that assess mastery of standards at the end of an instructional unit.
- **20% Cumulative/Final Mastery:** Final exams, portfolios, benchmark assessments, or other comprehensive demonstrations of long-term learning.

IV. Implementation Guidelines:

- A. Teachers must include the 50/30/20 breakdown in course syllabi and communicate it to students and parents at the start of the course.
- B. Grades must be updated regularly in Infinite Campus, per school expectations.
- C. Departments may develop additional content-specific grading expectations within the 50/30/20 framework, with administrative approval.
- D. Opportunities for reassessment on summative and cumulative assignments must be offered in accordance with school or departmental retake policies.
- E. Grading accommodations for students with IEPs or 504 Plans must be implemented in compliance with federal and state law.
- F. Teachers must calculate final grades using the weighted average based on the 50/30/20 distribution. Category minimums alone may not determine student success or failure.

V. Evaluation:

This policy shall be reviewed annually by the SBDM Council or a designated subcommittee to determine its effectiveness and equity in practice. Feedback from stakeholders and data regarding student performance may be used to inform revisions.

DATE ADOPTED: June 11, 2025

Signature: _____

COUNCIL CHAIRPERSON

Prom & Homecoming Court Eligibility

School Operational Policy

SO-78-24

POLICY STATEMENT

I. Legal Authority

This policy is adopted in accordance with the council's authority under:

- KRS 160.345(2)(i): SBDM councils are responsible for adopting policies related to school functions and student participation that support the goals of the school.
- KRS 158.153: Encourages schools to promote student achievement, character education, and responsible decision-making.
- KRS 158.148: Allows for the development of policies that reinforce positive school culture and student behavior.

II. Purpose

To ensure that students who represent Trigg County High School as members of the Homecoming or Prom Court uphold high standards of academics, attendance, and behavior, and serve as role models for their peers.

III. Policy Statement

To be eligible to serve on the Homecoming Court or Prom Court, students must meet the following criteria at the time of nomination and remain in good standing through the event:

1. **Attendance:** Students must have no more than 10 unexcused absences during the current academic year.
2. **Academic Standing:** Students must be passing all classes at the time of nomination. Failing grades in any subject will result in disqualification.
3. **Behavior and Discipline:** Students must have no major disciplinary referrals resulting in in-school suspension, alternative school placement, or out-of-school suspension during the current school year. Any incident occurring between nomination and the event that violates these criteria may result in removal from court.

4. **Administrative Review:** Final eligibility decisions will be reviewed by school administration to ensure consistency and fairness in enforcement.

IV. Implementation and Review

- This policy shall be communicated to students and staff at the start of each school year and prior to court nomination windows.
- Teachers, coaches, and sponsors are expected to help verify eligibility when nominating students.
- This policy shall be reviewed annually by the SBDM council to ensure it reflects current expectations for student leadership and representation.

DATE ADOPTED: June 11, 2025

Signature: _____

COUNCIL CHAIRPERSON

[TOP](#)

Family Engagement Policy- **NOT ADOPTED**

School Operational Policy

SO-79-25

POLICY STATEMENT

Purpose: To establish expectations and support for family engagement that fosters student success through strong partnerships between the school, families, and the community, in alignment with KRS 160.345 and the Every Student Succeeds Act (ESSA).

Policy Statement: Trigg County High School recognizes that meaningful family engagement is essential for student achievement, attendance, and behavior. The school shall implement strategies to build relationships with families that support student learning and promote a positive school climate.

Implementation Guidelines.

1. Communication

- The school shall maintain regular, two-way communication with families through newsletters, phone calls, social media, Infinite Campus, school website, and Remind.
- Teachers will update grades and important class information weekly to support parent awareness of academic progress.
- Families will be provided language-accessible materials and translation services when needed.

2. Participation Opportunities

- The school will host a minimum of two family engagement events per semester, such as Open House, Curriculum Nights, FAFSA Nights, Student Showcases, or Game Nights.
- Opportunities for families to volunteer, serve on committees, or attend SBDM or PTO meetings will be regularly promoted.

3. Support Student Learning

- Families will receive tools and strategies to support learning at home, including guides on

academic standards, assessments, and postsecondary readiness.

- Teachers will provide home contact logs for students needing academic or behavioral support.

4. Shared Decision-Making

- Family members shall have opportunities to serve on advisory councils, committees, or focus groups to provide input on school decisions, including the Comprehensive School Improvement Plan (CSIP).
- Parent representatives will be elected to the SBDM Council annually in accordance with KRS 160.345(2)(b).

5. Evaluation & Continuous Improvement

- The school shall conduct an annual family engagement survey and use results to improve outreach and events.
- Feedback will be reviewed by the SBDM Council and included in school improvement planning.

Responsibilities

- The Principal shall ensure implementation of this policy and designate staff to coordinate family engagement activities.
- Teachers and staff are expected to communicate regularly with families and support engagement efforts.
- The SBDM Council shall review this policy annually and revise it based on feedback and needs.

Legal References

- KRS 160.345 – School-Based Decision Making
- ESSA, Section 1116 – Parent and Family Engagement
- 704 KAR 3:305 – Minimum Requirements for High School Graduation (College and Career Readiness)

DATE ADOPTED:		
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Signature: _____

COUNCIL CHAIRPERSON

[TOP](#)

Policy	
School Operational Policy	SO-80-25

POLICY STATEMENT		
DATE ADOPTED:		

Signature: _____
COUNCIL CHAIRPERSON

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