

**Trigg County Intermediate School
SBDM Council By-laws and Policies**

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Mission Statement

The mission of the site-based decision making will be to structure and encourage the education of students by fostering overall student achievement.

The SBDM Council of Trigg County Intermediate School is formed to accomplish the KERA goals and Kentucky State Law initiatives.

Purpose

The purpose of the by-laws is to provide the Council with an established set of rules and procedures under which to function.

Article II Membership

A. Composition.

The council shall consist of the principal, one more teacher than parent member. One member must be a minority defined by KRS. (8% of school minority)

B. Qualifications for Membership.

1. All Members. No one may serve on the council who has a legal conflict of interest as defined by KRS 45A.340. Current and past council members who continue to meet the other requirements of this section are eligible to be elected to additional terms unless they are removed from office under the provisions stated in Section E, below.
2. Teacher Members. To serve as a teacher member of the council, one must hold a position at the school that requires a state certificate, and one must not hold the position of principal, assistant principal, or head teacher.
3. Parent Members. To serve as a parent member of the council, one must be the parent, step-parent, or legal guardian of a child who will be enrolled at the school during one's term of office. One must not be a district employee, a relative of a district employee, a member of the district school board, or the spouse of a district school board member.

C. Elections.

The teacher and parent representative shall be elected by KERA law and the Trigg County Board Policy.

Parent representatives conduct their own elections. Annual elections shall be conducted each May by the PTA/PTO. Parents shall determine the procedures for

their parent elections. The process that parents may use to elect their representatives may address the following areas: nomination; preparation of ballot; elections; and absentee ballots. A representative of the parent organization shall notify the principal in writing of the two parents elected within 24 hours of the final vote, and shall deliver all election materials to the principal the next business day after the election.

Teacher representatives conduct their own elections. Annual elections shall be conducted each year for the purpose of electing three teacher council members. Teachers shall determine the procedures for their teacher elections. The process that teachers may use to elect their representatives may address the following areas: nomination; preparation of ballot; elections; and absentee ballots. A representative of the teachers shall notify the principal in writing of the three teachers elected within 24 hours of the final vote, and shall deliver all election materials to the principal the next business day after the election.

School council representatives can serve an unlimited number of terms as long as they continue to meet the eligibility requirements and are elected annually by their constituency.

D. Standard of Conduct for Council Members.

1. Attendance. Members of the council shall attend all council meetings unless the absence is excused. Absences may be excused by consensus of the council for good cause. A member who has three unexcused absences from council meetings shall resign.
2. Conflict of Interest. NO member shall enter into any business dealing that creates a conflict of interest under KRS Chapter 45A, and any member who discovers the existence of such a conflict of interest shall resign.
3. Teacher Departure. A teacher member who ceases to be assigned to the school before his or her term is completed shall resign.
4. Student Departure. A parent member whose child ceases to attend the school before his or her term is completed shall resign.
5. Improper Meeting. No combination of 4 or more members of the council shall meet to discuss council business without following the procedures for scheduling a meeting of the full council listed in Article V below.
6. Criminal Conduct. Any member of the council who is convicted of a misdemeanor or a felony during his or her term of office shall resign.

E. Removal of Members.

A member who has violated any of the standards of conduct and who does not submit a written resignation from the council shall be subject to removal using the following procedure.

1. Motion. A motion to remove the member shall be made by a member of the council, stating the actions that justify removal and identifying the standards of conduct violated by those actions.
2. Second. If the motion is seconded, the member whose removal has been moved shall be given a chance to explain why removal is not justified. If the motion is not seconded, no further actions shall be taken on the motion.
3. Defense. The member whose removal has been moved shall be permitted to present any type of defense he or she desires. Other persons wishing to address the issue may also speak, but the person whose removal is being considered will be allowed to speak last.
4. Decision. The council shall vote on whether removal is justified. If there are four votes for removal, the member shall be removed. If there are fewer than four votes for removal, the motion shall fail. This provision for voting is an exception to the use of consensus called for in Article VI, Section F.

F. Method for Filling Vacancies.

If a member of the council resigns or is removed from office, a replacement shall be selected in a special election held not more than one month after the vacancy occurs, using the procedure stated in Trigg County Board Policy. The person elected in the special election shall serve until July 1 and be eligible for re-election to a full term.

G. Terms.

The terms of parent and teacher members shall begin on July 1 and end on June 30 of the next year. Between the date of the elections and July 1, members-elect are urged to attend all council meetings. Members are eligible for re-election to consecutive terms.

Article III

Officers of the Council

A. Chair.

The chair will be elected by the council. He or she shall have all the responsibilities specified in these by-laws and shall also be responsible for maintaining a file of all correspondence addressed to the council. The chair may remove items from that file, either to discard them or to file them elsewhere, only after they have been brought and presented at a regular council meeting.

B. Custodian of records.

The principal shall also be the official custodian of council records.

C. Vice-Chair.

A vice-chair shall be elected by the council from among its members at its first meeting each year. The vice-chair shall preside at any council meeting that the chair is council to attend.

D. Secretary.

A secretary shall be selected by the council at its first meeting each year. The secretary does not have to be a member of the council but must be willing to perform the duties of the office. The secretary shall perform the duties specified in Article VII below.

Article IV Functions

A. Required Functions.

The council shall:

1. determine within the parameters of the total available funds, the number of persons to be employed in each job classification at the school.
2. determine which textbooks shall be used at the school.
3. determine which instructional materials shall be used at the school.
4. determine what student support services shall be provided in the school.
5. select a new principal for the school, when that position becomes vacant, from a list of applicants submitted by the superintendent or from additional names supplied by the superintendent at the council's request. (SB226)

~~6. consult with the principal before the principal selects persons to be hired to fill other positions at the school. Consultation shall include the following:~~

- ~~a. The principal shall inform the council of a vacancy and at which time the council will decide if that vacancy shall be filled.~~
- ~~b. The SBDM and a teacher from each team involved, when appropriate, shall review all applications submitted by the superintendent.~~
- ~~c. An interviewing committee shall consist of the principal, member of SBDM, parent, and teacher from a team/teams or related area. In the event of multiple hiring a representative group will be selected from the teams where vacancies occur.~~
- ~~d. The committee shall conduct its interviews in a manner of its own choosing. Each applicant, interviewing for the same position, must be asked the same questions.~~
- ~~e. The principal shall report their recommendations to the council.~~
- ~~f. The principal shall consider the discussion and any specific recommendations and make the final selection.~~
- ~~g. Either the principal alone or the committee by consensus may ask the superintendent to provide additional names for consideration for any vacancy.~~

7. Adopt policies to be implemented by the principal in the following areas:

- a. Determination of curriculum, including needs assessment and curriculum development;
- b. Assignment of all instructional and non-instructional staff time;
- c. Assignment of students to classes and programs within the school;
- d. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board;
- e. Determination of use of school space during the school day;
- f. Planning and resolution of issues regarding instructional practices;
- g. Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor, and principal;
- h. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirement, program evaluation and supervision;
- i. Procedures for determining alignment with state standards, technology utilization, and program evaluation. Council policy on this issue must be consistent with district board policy.
- J. Other issues necessary to provide an environment to enhance students' achievement and meet the goals established by KRS 158.645 and 6451. If the council makes a policy that fits this area but not any of the areas listed in items a-h above, that policy must be consistent with district board policy.
- k. Consultation (~~See 6a-g~~)
 - 1. Committees
- m. Wellness
- n. Writing
- o. Emergency Management

B. Disallowed Activities.

The Council shall not:

1. recommend the transfer or dismissal of any member of the school staff.
2. violate federal or state law or regulations.
3. take any action that risks the health or safety of students, staff, or others.
4. take any action that exposes the council or the district to unreasonable risk of legal liability.
5. authorize any purchase that exceeds the financial resources available to it.
6. take any action that violates contractual obligations already made by the district or the council to personnel and other providers of goods and services.
7. exceed the functions listed in section A above.

Article V

Schedule of Meetings

A. Regular Meetings.

The first meeting shall be set by the principal. The SBDM Council shall set the meetings scheduled thereafter. The secretary shall notify the local news media of the meetings scheduled for the year. The meetings will last no longer than two hours.

B. Special Meetings.

If the council needs to meet before its regular meeting, the chair may call a special meeting. A special meeting may also be called by a majority of members of the council. Once the decision is made to call a special meeting, the following steps must be taken:

1. Written Notice Contents. The person or persons calling the meeting must prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for the meeting. No issue not listed on that agenda can legally be discussed at the special meeting.
2. Delivery of Notice. The person or persons calling the meeting must arrange for the notice to be delivered to every council member and to any media organization that has asked to be notified of council meetings. The delivery can be made by hand, e-mail, fax machine, or mail, but the method must be one that allows the notice to arrive at least 24 hours before the time set for the meeting.
3. Posting of Notice. The notice must be posted conspicuously at the school, and also at the building where the meeting will be held if the meeting will not be held at the school. These copies must be posted as

soon as possible after the meeting is called, and definitely not less than 24 hours before the meeting will be held.

Article VI Conduct of Meetings

A. Quorum

No council decisions can be taken unless four members of the council are present. One of those member's present must be a parent member and a 2-1 ratio must be maintained.

B. Attendance at Meetings

Anyone who wants to attend a council meeting may do so, except for those portions that are conducted as closed sessions.

C. Closed Sessions

A closed session is a portion of a regular or special meeting of the council during which the members meet in private. Within the realm of council responsibilities, the allowed subjects at closed meetings are proposed or pending litigation by or against the council, allowed by KRS 61.810 (1) (c), or selection of a new principal or other new staff member, allowed by KRS 61.810 (1) (f). Before a closed session can begin, the following steps must be taken:

1. Announcement; Contents

An announcement must be made in open session. The announcement must state that the council needs to discuss business involving a topic that the law allows to be discussed in closed session. The announcement must state the general nature of business that needs to be discussed in closed session and identify the specific section of the law that allows the session to be closed.

2. Motion

A motion must be made and passed by a majority of members present to go into closed session to discuss that business.

During the closed session, only the business stated in the announcement can be discussed, and no final decision can be made. After full discussion, the council must return to open meeting and make any official decision needed on the matter, and the decision must be recorded in the minutes of the open session.

D. Materials To Be Brought To Council Meetings

1. By the Chairperson

To every council meeting, the chairperson shall bring:

- a. The folder containing all items submitted for inclusion on the agenda, and
- b. The folder containing all correspondence addressed to the council that he or she has received.

2. By the Secretary

The secretary shall maintain and present upon request copies of the council's by-laws, policies, annual budget, monthly spending reports, and minutes.

E. Agenda

1. Preliminary

Anyone may submit items for inclusion on the agenda to the chairperson and he or she shall maintain a complete file of those items. Twenty-four hours before each regular council meeting, the chairperson shall prepare a preliminary agenda for the council meeting, including all items that he or she believes need council attention at that session. That agenda shall include review of the minutes of the previous meeting.

The preliminary agenda shall be posted on the school website for members and nonmembers.

F. Discussion of Agenda Items

Each item on the agenda shall be fully discussed by the council before any decisions are made. Other persons attending the meeting may show that they want to comment or to ask questions by raising their hand, and the chair may call upon them to speak. An individual wishing to speak may have five minutes. When five or more people wish to speak on an issue, they may have the total of twenty-five minutes.

Each person or group must sign in, stating their name and issue to be discussed.

It is required that persons wanting to speak to notify the council in writing at least one week prior to the meeting.

G. Consensus Decisions

This council shall operate by the consensus procedure stated in this paragraph. After discussion of each issue, the chair or any member of the council may

suggest the presence of consensus. The person making the suggestion shall explain in one or more sentences what he or she thinks the consensus is. The chair shall then ask whether any member has any significant disagreement with that statement. If no-one disagrees; the decision shall be deemed made. If any member disagrees, the discussion shall continue until a suggestion of consensus is made that draws no disagreement or until a third suggestion of consensus fails.

H. Failure to Reach Consensus

When the third suggestion of consensus fails, the chair shall direct that the issue be taken up again at the next meeting, unless one of the following exceptions applies:

1. If the issue is the selection of a new principal, the council shall vote, and if any candidate receives four votes, that person shall be selected.
2. A majority vote shall be taken if the issue meets any of the following standards:
 - a. it involves the number of persons to be employed, the textbooks to be acquired, or the budget
 - b. the federal or state government or the district board of education has set a deadline for making the decision; or
 - c. that deadline will occur before the next regular meeting of the council, or
 - d. the members of the council cannot agree by consensus to try to solve the question at a special meeting.

I. Policy Development

The council shall adopt policy at the second reading. Policy can be proposed by council members or committee chairs after respective groups have had an opportunity for input (i.e. staff, students, and/or parent groups meeting called for that purpose). Policy shall be amended or deleted after the second council reading.

Article VII
Minutes and Other Council Records

A. Minutes to be kept and approved

The secretary shall keep minutes of each council meeting. The minutes shall reflect an accurate record of actions and votes taken at a school council and/or committee meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support. If the decision was to adopt a written statement of policy or a written statement of some other decision, the entire text of that statement shall be attached to the minutes. The minutes shall be reviewed and approved by the council at its next meeting. Immediately after the meeting at which they are reviewed and approved, any member of the public is entitled to inspect them.

B. Distribution of Council Documents

The secretary shall make copies of the council's by-laws, policies annual budget, monthly spending reports, or minutes. Those copies shall be distributed as follows:

1. One shall be sent to the district superintendent.
2. One shall be kept in a binder in the school office in a visible place where they can be reviewed by all interested persons at any time that the office is open.

C. Other Council Records

If anyone asks to see council records that are not in the binder, the principal, as official records custodian shall make them available within three business days after the request unless the records are subject to a specific exception of the Open Records Law.

D. Fees to Reproduce Records

There will be a charge of 10 cents per copy made.

Article VIII
Appeals Process

Appeals process must be in accordance with Trigg County Board of Education Policy.

Article IX Amendment
to By-Laws

All motions to amend the by-laws of the council shall be submitted in writing. No decision on a motion to amend the by-laws shall be made until after the topic has appeared once in the preliminary agenda for council meetings.

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY SCHOOL: TRIGG COUNTY INTER.SCHOOL

<u>COUNCIL POLICY TYPE (CHECK One)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	1
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Determination of Curriculum Policy

<u>POLICY STATEMENT</u>
<p><u>Determination of Curriculum</u></p> <p>A Curriculum Committee shall be formed annually to deal with curriculum issues. The SBDM Council will write a mission statement describing the tasks the committee will perform. After hearing the committee recommendations, the SBDM Council shall determine any changes in curriculum. The chairperson of the Curriculum Committee shall report to the school council a recommendation from the Curriculum Committee that includes a curriculum that is aligned with state standards for the school. The curriculum shall become effective immediately upon approval by the school council. The Curriculum Committee is charged with bringing any subsequent amendments to the adopted curriculum to the council for consideration and possible approval. All issues related to the curriculum of the school shall be referred to the Curriculum Committee for discussion that leads to a recommendation on the issue to the school council for consideration and possible adoption.</p> <p><u>Home-school (Entry, Textbooks)</u></p> <p>Students who are entering Trigg County Intermediate School after being home-schooled will be given an individual achievement test for placement. Factors such as maturity, birth -date, and native language will be considered in the placement decision. Parents will be consulted, but the school will make the final placement decision. Parents who home school students and request free textbooks/teacher's editions will be denied, but will be given information on how to order them for themselves. As stated</p>

above in the Extracurricular Section, in order for a student to be able to participate in extracurricular or classroom activities, they must be enrolled as a full-time student at Trigg County Intermediate School.

Homework

It is beneficial for all students to spend some time in reading and/or other homework activities outside of school hours.

Homework should be review or enrichment, which reinforces skills taught earlier. Fifteen to thirty minutes of homework or reading daily is recommended to enhance learning. Sometimes assignments are made during the day, which are not completed. These will become homework. Teachers will not assign homework on Wednesday nights.

Study time after school has several benefits. It helps students learn a sense of responsibility and work ethic. Students may begin to have an improved self-concept as the result of making better grades as skills improve. It is recommended that the parents be asked to sign homework. This verifies that parents know about the work and that it is completed. Homework is very important and should be a part of our school curriculum.

Grading/Progress Reports/Report Cards

The school shall utilize all grading procedures (including grading scale) in a manner consistent with local school board policy. Trigg County Intermediate School will send progress reports to parents every 4.5 weeks with approximate grades. A report card will be sent to parents every 9 weeks.

Retention (3,4,5)

Students can be retained who:

1. Fail reading for the year
2. Fail math and one other subject for the year
3. Fail any three subjects (Writing, Science, Social Studies)

Students can be promoted by a committee of the child's teachers, parent, and administrator for reasons of age, behavior, or other circumstances even though they do not meet the above grade guidelines.

The principal, or his designee and/or teacher(s) shall make all efforts to hold a conference with the parent as soon as it can be determined that the student is in danger of failing. Notification should be made at least 30 days before the end of the school year.

The final decision on retention of a child shall be made by the teacher(s) and building principal and shall be based in all cases on the best interests of the child at that time.

If a child is retained, permission for testing may be requested to determine if there is a special learning problem.

A student may repeat a grade for more than one time if they do not pass the required subjects the second year. After a child has been in a grade three years, he/she will automatically be moved to the next grade level. Permission for testing will be requested at this time if the student has not already been tested.

Retention (Extra Year in Primary)

In the event a student is performing poorly in academic skills and there is a possibility that the student will not be ready to move to the fourth grade from the primary program, the parents should be informed. A meeting will be set up with the parent and teacher, and administrator (if requested) to help the parents understand the situation. This meeting will be held at least 30 days prior to the end of school. Efforts will be made to arrive at a consensus about the extra year. If a consensus cannot be reached, the school will have the final decision. If the parents will not attend the meeting, the school will make the final decision.

DATE ADOPTED: 7/25/18

SIGNATURE: 
Council Chairperson

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY

SCHOOL: TRIGG COUNTY INTER. SCHOOL

<u>COUNCIL POLICY TYPE (CHECK One)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	2
X Function (School Operation Policies)	

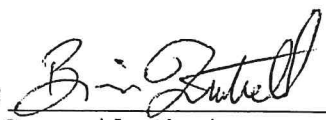
<u>POLICY TOPIC DESCRIPTION</u>
Assignment of Instructional and Non-Instructional Staff Policy

<u>POLICY STATEMENT</u>
Teacher Assignments will be based on class size/grade size and strengths of the individual teacher. Teachers will be notified of their employment in accordance with the school district's board of education policy. All teachers will know their placement by August 1st. Instructional and Non-instructional times will be equitable for all teachers. SBDM may discuss the changes of teacher placements, but the principal makes the final decision.

DATE ADOPTED:

7/25/18

SIGNATURE:


Council Chairperson

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY

SCHOOL: TRIGG COUNTY INTER. SCHOOL

<u>COUNCIL POLICY TYPE (CHECK One)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	3
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Assignment of Students to Classes and Programs Policy

<u>POLICY STATEMENT</u>
<p>The principal and/or their designee(s) will determine the assignments of students to classes on their team, keeping in mind the appropriate teacher/pupil ratio, boy/girl ratio, ethnic ratio, special education, Title I programs, speech gifted education, socio-economical and the legal guidelines for programs.</p> <p>The student may be moved for academic reasons only if there are available openings. This will be on first come, first serve basis.</p> <p>Individual scheduling should be completed by August 1st of each year (except for newly enrolled students).</p>

DATE ADOPTED:

7/23/18

SIGNATURE:


Council Chairperson

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY

SCHOOL: TRIGG COUNTY INTER. SCHOOL

<u>COUNCIL POLICY TYPE (CHECK One)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	4
X Function (School Operation Policies)	

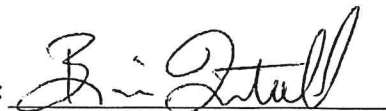
<u>POLICY TOPIC DESCRIPTION</u>
Determination of the Schedule of the School Day/Week Policy

<u>POLICY STATEMENT</u>
<p>School Day Schedule</p> <p>The SBDM Council and the principal shall schedule the number and length of class periods during the school day and year. The SBDM Council and the principal shall establish a master schedule for approval. Upon approval, the principal shall implement the findings of the SBDM Council.</p> <p>Schedules will include classes, lunch, recess, special classes, and conference times. Every effort will be made to insure that every teacher and classified employee has an equitable amount of duty.</p>

DATE ADOPTED:

7/25/18

SIGNATURE:


Council Chairperson

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY

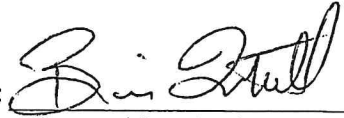
SCHOOL: TRIGG COUNTY INTER. SCHOOL

<u>COUNCIL POLICY TYPE (CHECK One)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	5
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Determination of Use of School Space Policy

<u>POLICY STATEMENT</u>
<p>School Space</p> <p>The SDBM Council shall assign school space upon criteria that considers class size, program space need, accessibility for the disabled, supervision of students, safety and overall effective school management. The SBDM Council will approve before the beginning of each school year. The principal shall implement the plan subsequent to the presentation to the council.</p> <p>In the event the student population increases or new programs are added during the summer, the SBDM Council will also determine where to place the additional personnel according to the space available in the school.</p> <p>Room Assignments:</p> <ol style="list-style-type: none">1) People already on grade level teams have first choice for empty rooms, especially window rooms. This should be done by seniority on teams.2) People not moving - that are already established on teams - will not have to move for new people joining their team.

DATE ADOPTED: 7/25/18

SIGNATURE: 
Council Chairperson

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY

SCHOOL: TRIGG COUNTY INTER. SCHOOL

<u>COUNCIL POLICY TYPE (CHECK One)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	6
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Planning and Resolution of Issues Regarding Instructional Practices Policy

<u>POLICY STATEMENT</u>
<p>Trigg County Intermediate School will teach the aligned KY Core Academic Standards(KCAS) to appropriate grade level standards. Curriculum maps and pacing guides will be used to ensure student success on state and local assessments.</p> <p><u>Classroom Instruction</u></p> <p>During reading and math time, teachers will use research-based instructional strategies, open response questions with scoring rubrics, multiple-choice questions with depth of knowledge levels, on-going assessments that are state assessment like, may use flexible grouping, and differentiated instructional strategies to ensure student success. Evidence of a variety of instructional practices shall be included in units of study, homework assignments, and lesson plans.</p> <p><u>Team Meetings</u></p> <p>At least once a month, each teacher will participate in Professional Learning Communities to review instructional strategies and assessment data they have used. The team will discuss the effectiveness of those strategies and identify strategies needed for success. Evidence of Professional Learning Committees meetings shall be included in Team Meeting minutes.</p>

Principal Role

The principal shall:

1. Check for success and implementation of instructional policy as part of regular classroom observations and evaluations of each teacher.
2. Check lesson plans and units of study while completing informal walkthroughs on a regular basis for evidence of instructional strategies.
3. Make recommendations of weak instructional strategies needing professional development for the school.
4. Recommend professional development areas for teacher's individual growth plans.
5. Report to the council on instructional practices being implemented and make suggestions for further implementation and training.
6. Assign teacher mentors to new teachers.

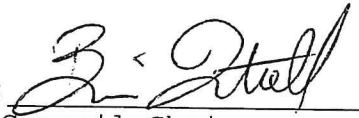
Instructional Materials and Textbooks

The Instructional and Textbook Selection Committee shall prepare a list of recommendations of instructional materials and textbooks, subject to faculty, parent, and school council review and approval. The committee will include at least one teacher from each grade as well as parent representation. Faculty and parents may be surveyed for their input.

DATE ADOPTED:

7/25/18

SIGNATURE:


Council Chairperson

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY

SCHOOL: TRIGG COUNTY INTER. SCHOOL

COUNCIL POLICY TYPE (CHECK One)	POLICY NUMBER
By-Laws (Council Operational Policies)	7
X Function (School Operation Policies)	

POLICY TOPIC DESCRIPTION

DISCIPLINE POLICY

POLICY STATEMENT

The goal of the faculty, staff and administration at Trigg County Intermediate School is to create and maintain a safe, orderly and positive learning environment by implementing a system of school-wide positive behavior interventions and supports through collaboration with the Kentucky Center for Instructional Discipline (KYCID/CHAMPS). These interventions and supports will be of a positive, proactive and instructional nature. Through the identification, adoption, implementation, monitoring and sustained use of research validated behavior practices, the faculty, staff and administration will provide the students of Trigg County Intermediate School with the opportunity to become self-disciplined, responsible and productive citizens of the commonwealth.

The research-validated practices to be implemented will include the following components:

1. A common approach to discipline;
2. Three to five positively stated expectations for all students and staff;
3. Procedures to teach the school-wide expectations;
4. Procedures to encourage responsible behavior;
5. Procedures to discourage irresponsible behavior; and the
6. Use of data to monitor and evaluate progress and effectiveness

A schedule for teaching the defined school-wide expectations will be created and distributed to all staff members at the beginning of each school year. Additionally, when there has been a break in instruction (i.e., snow days, fall break, winter break, spring break, etc.) the school-wide expectations for Trigg County Intermediate School will be reviewed with students upon their return to school the next day.

The SBDM Discipline Committee will analyze behavioral data on a monthly basis. Behavioral data that does not violate confidentiality will be shared with the stakeholders (faculty, staff, SBDM Council, Board of Education) of Trigg County Intermediate School on a monthly basis. At the beginning of each school year, a designated committee will review the system of school-wide positive behavior interventions and supports with new and returning faculty and staff members. A goal regarding the development of a safe and orderly learning environment will be included in the School Improvement Plan (SIP) annually.

Purpose

To provide consistency and clarity throughout the building, school-wide rules have been put in place. These expectations will be posted in the hallways, in each classroom in the building, and in the cafeteria. Along with the rules will be rewards and consequences. Lessons using multiple resources will be utilized and taught in each classroom regularly. This curriculum teaches students pro-social skills and positive ways of reducing aggressive, impulsive, and disruptive behaviors.

Alternative Learning Center - ALC

For repeated behavioral problems and/or major offenses, a student may be assigned a period of time in the ALC room by the principal or assistant principal. Students assigned to this classroom are to complete assignments from their regular classroom teacher. The students also lose privileges associated with their regular classroom such as recess. Parents are notified from the school by mail if their child has been assigned to ALC. Notices should arrive within a week.

Lunch Detention

For repeated classroom behavioral problems and/or misbehavior in the cafeteria, a student may be assigned a Lunch Detention. Lunch Detention will be held in the Learning Lab during each grades scheduled lunch time. Parents shall be notified from the school by phone and/or mail if their child has been assigned a Lunch Detention.

School-Wide Expectations/CHAMPS—

Conversation/Help/Activity/Movement/Participation/Success

TCIS Character Commitment Statement:

STAR

Smile and be positive

Treat others with kindness

Accept Responsibility

Represent the best you

Cafeteria Rules

1. I will walk.
2. I will use my best manners and quiet voice.
3. I will remain seated.
4. I will clean up my own mess.
5. I will keep chairs in place and push my chair back under the table before leaving.
6. I will keep my food or drink in the cafeteria.
7. I will use food appropriately.
8. I will be responsible for getting my needs as I come through the cafeteria line.
9. I will pick up trash from table and floor.

Bathroom Rules

1. Wash hands after using the restroom.
2. Dispose of paper products properly.
3. Respect school property and do not splash water on the floor.
4. Use restroom at zero voice level and do not waste time.
5. Do not take unnecessary items in the restroom.
6. There is to always be a monitor with no more than six kids in the restroom at a time.

Playground Rules

1. Line up when teacher gives the signal.
2. Display self-control.
3. Use playground equipment appropriately.
4. Keep hands and feet to yourself.
5. Do not make inappropriate remarks, gestures or comments that might hurt or offend others.
6. Your sportsmanship builds respect.
7. Treat others the way you want to be treated.

Hallway/Stairway Rules

1. Voice Level 0.
2. Walk single file on the right side.
3. Stay in designated position in the line and stay together as a class.
4. Keep hands down to your side.
5. Stop at designated points as a class.

Class to Class Transition Rules

1. Line up at the classroom door when your teacher gives the signal.
2. Stay on the right side of the hallway.
3. Walk in a straight line to your destination.
4. Remain at a Level 0 the entire time.
5. Wait at your teacher's door until you are told to enter.
6. Show good character and be a positive role model to younger students.

Dress Code Rules

1. Students will wear shoes.
2. Students will not wear shoes with cleats or rollers because they are unsafe.
3. Students will not wear tight spandex bicycle shorts without an over-shirt that covers the buttocks.
4. Students will not wear hats, bandannas, or other types of headwear inside the elementary building unless requested to do so for a special occasion.
5. Students are not to wear clothing, which has language that is considered inappropriate. This will include vulgar words, sexually suggestive words, and/or words that may be used as curse words.
6. Students are not to wear clothing, which has pictures of graphics that are considered inappropriate. This will include vulgar drawings, sexually suggestive drawings, and/or drawings (pictures) that may indicate curse words.
7. Students will not wear clothing that has drugs, drug paraphernalia, alcohol, or tobacco products, and/or paraphernalia on them.
8. Low riding pants, jeans or shorts are not permitted. Pants and shorts must be worn on or above the waist. Belts must be fastened and overalls must be strapped at all times.
9. Any clothing, which disturbs the learning environment, will not be allowed (i.e. clothing showing the navel or bare stomach area at the discretion of principal or designee).
10. Due to safety issues, backpacks with wheels will not be allowed.

TECHNOLOGY

We will follow the Trigg County Board of Education Technology Acceptable Use Policy.

DATE ADOPTED: 3-21-16

SIGNATURE: Brian Futrell
Council Chairperson

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY

SCHOOL: TRIGG COUNTY INTER. SCHOOL

COUNCIL POLICY TYPE (CHECK One)	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	
X Function (School Operation Policies)	8

<p>POLICY TOPIC DESCRIPTION</p> <p>EXTRACURRICULAR PROGRAMS</p>

<p>POLICY STATEMENT</p> <p>By July 1 of each year, the principal shall prepare a list of extracurricular programs to be implemented in the school, for the school council's approval. Additional extracurricular programs to be implemented shall be presented by the principal to the council for approval prior to their implementation. The chief extracurricular sponsor shall determine student participation standards, to be consistent with any criteria set by the state or national sponsor of the program, and consistent with state and federal statutes and regulations. In order for a student to be able to participate in extracurricular or classroom activities, they must be enrolled as a full-time student at Trigg County Intermediate School.</p>

DATE ADOPTED:

7/24/00

SIGNATURE: Brian Futrell
Council Chairperson

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY

SCHOOL: TRIGG COUNTY INTER. SCHOOL

<u>COUNCIL POLICY TYPE (CHECK One)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	9
X Function (School Operation Policies)	

POLICY TOPIC DESCRIPTION

Adoption of the Emergency Plan POLICY

POLICY STATEMENT

TRIGG INTERMEDIATE SCHOOL EMERGENCY PLAN POLICY

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):

- o Controlling access to exterior doors during the day
- o Controlling front door access electronically or with a greeter

- o Controlling access to individual classrooms
 - o Requiring visitor check-in with identification and purpose provided, and
 - o Display of visitor's badge on outer clothing; and
- Practices for students to follow in in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction.
- Procedures for lockdown of the campus

Local law enforcement shall be invited to assist in establishing lockdown procedures.

Following adoption, the emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local, county and/or state police personnel, and emergency medical personnel. Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records requests.

Prior to the first instructional day of school, the principal, or designee, will present and review all emergency procedures with all staff. Documentation including the time and date of the review will be kept on file at the school with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review.

Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and one building lockdown. Fire drills will be conducted in accordance with timelines, procedures and requirements outlined in the DHBC regulations. Whenever possible, first responders shall be given notice of possible drills and invited to observe. The principal is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed.

At the end of each school year, the emergency procedures are to be reviewed by the school council (or designated school council committee with report to the school council) and first responders and revised as needed.

Annually, the principal is responsible for working with the central office to ensure that all local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points. Completion will be reported to the council and documentation maintained in the principal's office.

A comprehensive diagram of the school showing primary and secondary evacuation routes will be posted at each school doorway prior to the first instructional day of school. Identified severe weather safe zones which have been identified and reviewed by the local fire marshal or fire chief will be posted at each school doorway prior to the first instructional day of school.

Possible access control methods that may be included in council policies as desired, are outlined below:

All exterior doors must remain locked at all times.

All visitors must enter through the posted front entrance.

The front entrance must remain secure with electronic access only.

All visitors must use the "buzzer" and be recognized prior to gaining access to the reception area

The principal is responsible to ensure that trained personnel monitor the front entrance at all times. At no time during the school day are students allowed to monitor the front entrance or the reception area.

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.

All classrooms must remain locked during instruction time. Doors must remain closed during instruction time.

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: 09-16-2013

SBDM Chairperson Signature: Brian Futrell Principal

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY SCHOOL: TRIGG COUNTY INTER.SCHOOL

<u>COUNCIL POLICY TYPE (CHECK One)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	10
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
Procedures for Determining Alignment with State Standards, Technology Utilization, and Program Appraisal Policy

<u>POLICY STATEMENT</u>
<p><u>ALIGNMENT NEEDS ASSESSMENT</u></p> <p>Our yearly school improvement planning process will include:</p> <p>☐ An analysis of our state testing data and other school data as necessary to discover the extent to which our students are meeting state standards and our programs are aligned with state standards.</p> <p>☐ Systematic work to discover and correct the causes of and barriers to high performance by all students and the movement of students toward our goals.</p> <p>☐ A revision of our school improvement plan based on our needs assessment data for that year. Our plan will set goals and address any indicated alignment issues to help move our students to state standards according to the timetable established by the Kentucky Board of Education.</p> <p>We will implement this process to address our alignment with state standards and the resulting plan will be monitored by the council through ongoing progress notes.</p>

TECHNOLOGY CRITERIA AND GUIDELINES

In order to help prepare students for life in a digital world, the following are criteria and guidelines for technology use to which [name of school] will adhere:

- The role of technology in classroom instruction will focus on ways to do work better and more efficiently, on synthesizing information and content, and on doing higher-level work in collaborative, real-world ways.
- Students will be taught to use technology as a vehicle for creating and revising work
- Students will be taught to use critical evaluation of Internet sites used for research and study including but not limited to: currency/date, authorship and authority, accuracy/validity, objectivity or bias, and presence or absence of a copyright.
- Students will be taught the ethical practices, appropriate etiquette, and online safety including but not limited to interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.
- Teachers will be given technology professional development (PD) as indicated by annual needs assessments in order to work proficiently with students including teaching the skills and knowledge called for in this section.
- An Acceptable Use Policy/Form that is aligned to district technology policies and includes space for student and parent signatures will be developed and reviewed and updated if necessary each year.

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 Acceptable Use Policy/Form (see section below) and also in the Parent/Student and Teachers' Handbooks.

ACCEPTABLE USE

Each year all students and parents will be required to sign and date an Acceptable Use Policy/Form in order to have access to school/district technology. This policy/form is attached and considered part of this Technology Utilization Policy adopted by the Trigg County Intermediate School-Based Decision Making Council. (See Attachment)

PROGRAM APPRAISAL NEEDS ASSESSMENT

Our yearly school improvement planning process will include:

- ☐ An analysis of our state testing data and other school data as necessary to discover the extent to which our students are meeting state standards and our programs are proving effective, including but not limited to our categorical programs.
- ☐ Systematic work to discover and correct the causes of and barriers to high performance by all students and the movement of students toward our goals.
- ☐ A revision of our school improvement plan based on our needs assessment data for that year. The plan will set goals, address causes, and make indicated changes to programs to help move our students to state standards according to the timetable established by the Kentucky Board of Education.

We will implement this process to address the effectiveness of all our programs and the resulting plans for improvement will be monitored by the council.

PROGRAM ASSURANCES

Annually, the principal and school council will meet to determine the best process for:

- evaluating the quality of the programs in the school, and
- assuring state standards and school expectations are met.

DATE ADOPTED:

7/25/18

SIGNATURE:



Council Chairperson

Responsible Use Policy for Trigg County Schools Faculty and Staff

Introduction

Each employee of the Trigg County School District is expected to be familiar with and follow the expectations and requirements of this administrative rule. The purpose of this rule is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current, former employees, and students.

A. Legal Requirements

Trigg County Schools is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Children's Online Privacy Protection Act (COPPA)
- Health Insurance Portability and Accountability Act (HIPAA)

Users of TCBOE network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of TCBOE networks may result in discipline or litigation against the offender(s) by the proper authority. TCBOE will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

B. Responsible Use

TCBOE provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

II. Employee Responsible Use

This section is dedicated to provide TCBOE employees with guidance of Responsible use of the District's information technology resources, including but not limited to:

- The internet, intranet, e-mail, district Google Drive and One Drive.
- District assigned computing devices such as personal electronic devices, laptops, chromebooks, iPads and desktops.
- The District's network and supporting systems and data transmitted by and stored on the TCBOE systems.

A. Prohibited Use of TCBOE Resources

The following uses of TCBOE computer resources by staff members are prohibited at all times:

- Unauthorized or excessive personal use. Any personal use should not interfere with or impair an employee's job performance.
- Infringing upon the intellectual property rights of others or violating copyright laws.
- Advancing personal profit.
- Furthering political causes in violation of board policy or the State Ethics Act.
- Uploading or transferring out of the District's direct control any software licensed to the District or data owned by the District without explicit written authorization. Failure to observe copyright or license agreements can result in disciplinary action from TCBOE or legal action by the copyright owner.
- Unauthorized use of resources (including but not limited to servers, networks, computers and printed output) to reveal confidential or sensitive information, student data, or any other information covered by existing state or federal privacy or confidentiality laws, regulations, rules, policies, procedures, or contract terms.
- Bypassing or attempting to bypass any of the District's security or content filtering safeguards.
- Accessing or attempting to access resources for which an employee does not have explicit authorization by means of assigned user accounts, valid passwords, file permissions or other legitimate access and authentication methods.
- Granting another individual access to any District accounts that have been authorized to you or using another individual's District authorized accounts, user-id and/or passwords. Specific exceptions are allowed for TCBOE Technology personnel for authorized system operations and maintenance.

- Adding, modifying, repairing, removing, reconfiguring, or tampering with any device on the network infrastructure. This includes but not limited to, laptops, desktop computers and tablets.
- Allowing non-district persons permission to use District assigned information systems on District equipment taken off-site.
- Sharing the password of their unique TCBOE user ID or using this password to access other 3rd party web sites or applications.
- The use of any "hacking tools" that can be used for "computer hacking" may not be possessed on school property, on any District premise, or run or loaded on any District system.

B. Sensitive Information

TCBOE employees who have or may have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), Children's Online Privacy Protection Act (COPPA), and other applicable laws and regulations, as they relate to the release of student information.

- Employees may not disclose sensitive or personally identifiable information regarding students or staff to individuals and/or parties not authorized to receive it. Authorization to disclose information of a student to individuals and/or parties must strictly adhere to regulations set forth in the FERPA.
- Information contained in these records must be securely handled and stored according to TCBOE directives, rules and policies and if necessary destroyed in accordance with state information retention standards and archival policy.

C. Granting Access to Secure Locations

Staff members may only grant access to sensitive and secure areas, including but not limited to, server rooms and wire closets, after verification with Technology of the credentials and need for access of the person requesting access.

D. Limited Personal Use

TCBOE does not grant any ownership, privacy or an expectation of privacy in the contents of any message, including email, or other Internet activities involving TCBOE resources or equipment.

Personal use is prohibited if:

- It interferes with the use of IT resources by the District;
- Such use burdens the District with additional costs;
- Such use interferes with the staff member's employment duties or other obligations to the District; or
- Such use includes any activity that is prohibited under any district (including this rule), board policy, or state or federal law.

E. Email Maintenance

Each District e-mail user is responsible for the content of all text, audio, or image that he or she places or sends over the Internet or District email systems.

- Email messages are considered public records

F. Personal Devices

- I will not post on any social media sites, take photos or record video of any student, teacher or administrator unless I have that individual's express permission to do so.
- I understand that the district is not responsible for theft, damage or loss of my personal devices.
- I understand the Technology staff cannot assist me with my personal device (such as but not limited to; phones, laptops, tablets) including setting up email and connecting to other district accounts on that device.

G. Consequences

Employees who violate this administrative rule may be subject to discipline, including up to termination. All employees are responsible for reporting breaches and possible breaches of security. Incidents should be reported to an employee's supervisor and directly to the Help Desk. Suspected criminal activity must be immediately reported to law enforcement.

I have read and agree to the terms of the districts Responsible Use Policy.

Print Employee's Name: _____ School: _____

Employee's Signature: _____ Date: _____

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY

SCHOOL: TRIGG COUNTY INTER. SCHOOL

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

<u>POLICY TOPIC DESCRIPTION</u>
Consultation Procedures Policy (Personnel & Principal)

<u>POLICY STATEMENT</u>

KRS 180.345(2)(d)11

Purpose: Kentucky School, through its consultation policy, ensures that students have equitable access to highly effective, experienced educators, including, but not limited to the following: teachers, media specialists, instructional coaches, principals, paraeducators, etc. who are culturally competent and able to reach each student. Likewise, Kentucky School ensures students have access to qualified non-instructional staff who are dedicated to the school and the responsibilities their position requires.

Definitions: For the purpose of this policy, Trigg Intermediate School defines **vacancy** as any of the following: a position that did not previously exist, but which can now be funded; a position previously held by an employee who has retired or resigned; or a position held by an employee who has indicated in writing that they will retire or resign at the conclusion of the current school year.

For the purpose of this policy, Trigg Intermediate School defines **qualified teacher** as a teacher who has completed an Educator Preparation Program approved by the Educational Professional Standards Board (EPSB); holds full Kentucky certification or statement of eligibility; and demonstrates competency in each subject taught. Trigg Intermediate School defines **qualified principal** as the instructional leader of the

school who has at least three years of teaching experience and who holds the proper certification and credentials.

A paraeducator is defined as an instructional assistant who has completed at least two (2) years of study at an institution of higher education; obtained an associate's (or higher) degree; or has met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment - knowledge of, and the ability to assist in, instructing, reading, writing and mathematics; or knowledge of, and the ability to assist in, instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Non-instructional staff is defined as staff who offer other non-instructional related services; however, their services greatly improve the experiences of all students and their families at the school in general. Non-instructional staff includes but is not limited to the following: custodial staff, food services and nutrition staff, clerical workers, and athletic and extracurricular personnel.

Personnel (Certified/Classified) Procedures:

The SBDM Council shall consult with the principal before the principal selects persons to be hired to fill other positions at the school. Consultation shall include the following:

- a. The principal shall inform the council of a vacancy and at which time the council will decide if that vacancy shall be filled.
- b. The SBDM and a teacher from each team involved, when appropriate, shall review all applications submitted by the superintendent.
- c. An interviewing committee shall consist of the principal, member of SBDM, parent, and teacher from a team/teams or related area. In the event of multiple hiring a representative group will be selected from the teams where vacancies occur.
- d. The committee shall conduct its interviews in a manner of its own choosing. Each applicant, interviewing for the same position, must be asked the same questions.
- e. The principal shall report their recommendations to the council.

- f. The principal shall consider the discussion and any specific recommendations and make the final selection. Either the principal alone or the committee by consensus may ask the superintendent to provide additional names for consideration for any vacancy.

Principal Selection Procedures:

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 at least one parent member and at least one teacher member chosen by the school council, must serve as an ad hoc interview committee. The ad hoc 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. At the discretion of the superintendent, additional members may be asked to participate on the committee.
- Once the vacancy has completed the 15-day posting requirement, the ad hoc committee must receive and review applications 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. An interview schedule must be developed by the ad hoc committee 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 superintendent or designee must follow-up with reference checks on candidates of interest.
- The ad hoc 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 ad hoc committee's candidate recommendations and provide its thoughts on the candidates to the superintendent whom will select a principal candidate to fill the vacancy.

- 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, 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 in order 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 the Kentucky Department of Education (KDE). Council members may be consulted virtually through video teleconference by following the procedures outlined in KRS 61.826.

Date Adopted: 8/22/2022

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

DATE ADOPTED:

8/22/2022

SIGNATURE:



Council Chairperson

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY

SCHOOL: TRIGG COUNTY INTER. SCHOOL

<u>COUNCIL POLICY TYPE (CHECK One)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	12
X Function (School Operation Policies)	

<u>POLICY TOPIC DESCRIPTION</u>
COMMITTEE STRUCTURE POLICY

<u>POLICY STATEMENT</u>
<p>The SBDM committee structure will include the following committees:</p> <ul style="list-style-type: none">• Academic Performance (Standards 1,2, and 3)• Learning and Environment (Standards 4 and 5)• Professional Development (Standard 6)• Organizational Structure and Resources (Standard 8)• Leadership and Effective Planning (Standards 7 and 9) <p>The staff of Trigg County Intermediate School will be surveyed to discuss their personal strengths in a specific committee area. The principal will select five teacher leaders to chair the committees and place staff members according to their strength areas. Professional development will be provided so those chairpersons may become knowledgeable in their area. There may also be classified personnel and parent representatives on this committee.</p>

DATEADOPTED:7/24/06

SIGNATURE: Brian Futrell
Council Chairperson

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY

SCHOOL: TRIGG COUNTY INTER. SCHOOL

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

<u>POLICY TOPIC DESCRIPTION</u>
WELLNESS POLICY

<u>POLICY STATEMENT</u>
<p>All students shall participate in moderate to vigorous physical activity each day, as follows:</p> <ul style="list-style-type: none">• Each student shall engage in at least 15 minutes of planned moderate to vigorous physical activity each day. With input from the teachers and the rest of the staff, the principal shall work out how this activity will be handled. The arrangements must fit within the limits of our building and staffing and be compatible with our school improvement plan.• Each student shall participate in physical education class once every 7 days.• Each student shall have at least 20 minutes a day of supervised recess, preferably outdoors, during which the school staff shall encourage moderate to vigorous physical activity verbally. The school shall provide space and equipment to make that activity possible and appealing to students.• Teachers shall make all reasonable efforts to avoid periods of more than sixty minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active.• Appropriate accommodations shall be made for students with special needs, as required by law and sound professional judgment.• Our school shall assess students' level of activity at least once a year. The council shall select an assessment tool by the start of each school year, and the principal shall develop a schedule for completing that assessment.

Our school shall encourage healthy choices among students using the following methods:

- Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverages available during the school day.
- Our Practical Living curriculum shall address the full Core Content, including health, consumerism, and physical education.
- The rest of our curriculum shall reflect an integrated concern for wellness, including connections to Science, Social Studies, and other objects.

The provisions of this policy shall be implemented to comply with provisions required by federal law, state law, or local board policy. If any specific requirement above does not fit with those rules, the principal shall notify the council so that the policy can be amended to fit.

The principal shall share this policy with the Kentucky Department of Education when KDE asks for this information.

Date Adopted: 7-24-06

Chairperson: Brian Futrell

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY SCHOOL: TRIGG COUNTY INTER.SCHOOL

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

<u>POLICY TOPIC DESCRIPTION</u>
Writing Policy

<u>POLICY STATEMENT</u>
<p>CRITERIA FOR THE WRITING PROGRAM</p> <p>In order to provide multiple opportunities to develop complex communication skills for a variety of purposes and use a variety of language resources, we will make sure students:</p> <ol style="list-style-type: none">1. Engage in three categories of writing: writing to learn, writing to demonstrate learning to the teacher, and writing for publication.2. Experience authentic, meaningful writing at all grade levels:<ol style="list-style-type: none">a. Writing for a variety of purposes:<ul style="list-style-type: none">☐ Opinion to support claims☐ Informative/explanatory texts☐ Narrative to develop real or imagined experiences or eventsb. Writing for a variety of audiencesc. Experiences that reveal ownership and independent thinkingd. Writing in which students draw on their own experiences, learning, reading, and inquiry to complete writing tasks3. Experience the writing process at all grade levels: planning, drafting, revising, editing, publishing, and reflecting upon writing.4. Be provided consistent and timely feedback throughout the writing process to guide and improve writing skills.5. Experience writing in both on-demand and writing-over-time situations.

6. Write as a natural outcome of the content being studied in all curriculum areas.
7. Read and analyze a variety of print and non-print materials (e.g., artwork (2D and 3D), photographs, electronic text, graphics, illustrations, web images, maps, multimedia) including persuasive, literary, informational, and practical/workplace materials. Use readings as models for student writing.
8. Learn about and use appropriate resources for writing (e.g., personal interviews, observations, print materials, and technology) driven by different instructional purposes with different audiences for the student to consider.
9. Apply appropriate writing skills to oral communication.
10. Engage in real world and creative communication appropriate for meeting Kentucky Academic Standards.

WRITING GUIDELINES FOR TEACHERS

To provide multiple opportunities for students to develop complex communication skills for a variety of purposes, teachers will:

1. Teach and require students to use higher-order thinking skills whenever possible.
2. Assign three categories of writing: writing to learn, writing to demonstrate learning, and writing for publication in order to provide authentic, meaningful writing at all grade levels that includes:
 - a. Writing for a variety of purposes:
 - ☐ Opinion (Elementary)/Argumentative (Secondary) to support claims
 - ☐ Informative/explanatory texts
 - ☐ Narrative to develop real or imagined experiences or events
 - b. Writing for a variety of audiences
 - c. Writing about experiences that reveal ownership and independent thinking
 - d. Writing in which students draw on their own experiences, learning, reading, and inquiry to complete writing tasks
3. Teach the writing process at all grade levels: planning, drafting, revising, editing, publishing, and reflecting upon writing including, but not limited, to on-demand and writing-over-time assignments.
4. Provide consistent and timely feedback throughout the writing process to guide and improve students' writing skills.
5. Incorporate writing as a natural outcome of the content being studied in all curriculum areas.
6. Instruction includes the complex processes, concepts, and

principles of literacy using differentiated strategies to make instruction accessible.

7. Assign students to read and analyze a variety of print and non-print materials including persuasive, literary, informational, and practical/workplace materials using these readings and materials as models for student writing.

8. Provide appropriate resources for writing driven by different instructional purposes with different audiences for the student to consider.

9. 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.

10. Students apply technology as a tool throughout the writing process.

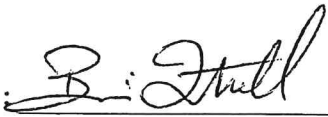
11. Allow student choice and exploration.

12. Provide experiences for students to apply appropriate writing skills to oral communication skills and real world and creative communication experiences appropriate for meeting Kentucky Academic Standards.

DATE ADOPTED:

7/25/18

SIGNATURE:



Council Chairperson

TRIGG COUNTY INTERMEDIATE SCHOOL SCHOOL COUNCIL POLICY FORMAT

DISTRICT: TRIGG COUNTY

SCHOOL: TRIGG COUNTY INTER. SCHOOL

<u>COUNCIL POLICY TYPE (CHECK One)</u>	<u>POLICY NUMBER</u>
By-Laws (Council Operational Policies)	15
X Function (School Operation Policies)	

POLICY TOPIC DESCRIPTION

Parent and Family Engagement POLICY

POLICY STATEMENT

It shall be the policy of Trigg County Intermediate School to involve parents of Title I students in the planning, implementation and evaluation of our Title I Program.

This shall be done by sending out invitations to parents to participate in our Title I Program. Parents responding will be given opportunities to serve on the Title I Advisory Committee in our school or representing our school on the District Title I Advisory Committee.

All Title I parents will be extended invitations to visit our school and have an opportunity to observe our Title I Program in operation.

Trigg County Intermediate School will have at least one organized parent-teacher conference per year where parents will be informed of their child's progress and the school's performance toward meeting learning goals and academic expectations. Parents will receive a description of the school's curriculum and the assessments used to measure student progress and the level of proficiency the students are expected to meet.

Trigg County Intermediate School will work toward effective parent involvement and support partnerships among schools, parents and community. Efforts will be made to assist parents in understanding national, state and local goals and performance standards.

Parents will be invited to form a compact with the school so that together we can better serve their child. Parents will have the opportunity for training so the partnership will succeed. Materials for training will be provided.

There will be coordination and collaboration with other

programs that involve and include our Title I students, including Migrant, Homeless, Extended School Services and our regular programs.

Parents needing transportation to these trainings and conferences may call the school if transportation is needed or if the parent has limited English proficiency or disabilities.

DATE ADOPTED: 4-16-18

SIGNATURE: Brian Futrell
Council Chairperson

