Grading Policy

Purpose:

The grading system at Trigg County Middle School will be based on the following foundations. Grades should represent what content students have mastered as shown by formative and summative assessments. Students will be given multiple opportunities to show what they have learned through a collection of evidence that they have created through receiving feedback from teachers.

Students' progress toward learning goals will be reported through academic knowledge. Academic grades will be based on their progression and mastery of course standards. Final scoring to determine promotion will be based on the students ability to demonstrate mastery of academic standards.

Procedures:

Promotion:

- Students must maintain a 70 percent cumulative average to pass a course. Students should not fail more than one of the core content classes(ELA, Math, Science, or Social Studies) and more than one explore/enrichment course.
- Students not meeting this requirement will be retained in the current grade the following year.

Measurement of Student Performance:

- Grades reporting will be issued on a nine-week grading period.
- Progress Reports will be issued every four and a half weeks.
- When a student is not progressing towards the mastery of standards as shown by formative and summative assessments, the teacher shall contact the student's parent/guardian by phone, mail, conference or visit.

Grading Procedures:

Summative work that has been attempted may be refined and resubmitted. At the teacher's discretion, all formative work relating to a summative assessment must be complete prior to a second attempt. Summative assignments in each course total 100% weight of a student's final grade. Formative assessments that are used to check for understanding to determine progress of mastery and provides feedback to students on their performance may be used as part of a student's final grade. Formative assignments such as homework, classwork, completion work, group work weigh 0%. Bonus points or extra-credit shall not count as part of a student's final grade.

Final Grades: During the last week of school, student grades, current diagnostic and academic progress data of any struggling student will be reviewed by the principal, guidance counselors and current grade level teachers to determine academic needs.

Students who do not meet promotion requirements may be retained for the following school year.

Grading Language

Standards: Each TCMS course is built around standards. A course standard is a description of skills or concepts that can be achieved during a particular course, they represent the essential things students must know or be able to do in that course.

Learning Targets: Projects and daily lessons are built around learning targets, which are stepping stones towards meeting course standards.

Formative Work: The role of formative work is to practice and develop proficiencies and skills. Formative work should be completed so that the learner, facilitator, and parent know that learning is progressing. Formative work also provides additional insight to the areas in need of additional support for each learner before summative check points occur.

Summative Work: Summative work is a formal checkpoint of understanding where learners show their level of proficiency. Summative work takes many forms including but not limited to quizzes, tests, projects, essays, graded discussions, labs, Socratic seminars, etc. Summative work is primarily based on individual mastery.

Emergency Plan Policy KRS 160.345(2)(i)(9)

Purpose: The Adoption of an Emergency Plan Policy of Trigg County Middle School ensures that students are provided a safe and secure learning environment.

Procedures:

The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan to document efforts to prevent, mitigate, prepare for, respond to, and recover from emergencies. The emergency management plan will include procedures for medical emergency, fire, severe weather, earthquake, building lockdown, a written cardiac emergency response plan, and a diagram of the facility that clearly identifies the location of each automated external defibrillator as specified in Kentucky statutes and regulations. The plan will include, but not be limited to the following:

- 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.

- Practices for students to follow in in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction (DHBC); and
- Procedures for lockdown of the school.

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 and all school staff. 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 or discussed during open session of any school council meeting.

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.
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 reviewed by the local fire marshall or fire chief will be posted at each school doorway prior to the first instructional day of school.

The principal is responsible for working with the central office annually 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 school council and documentation maintained in the principal's office.

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 (1) 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.

Prior to the athletic season, the cardiac emergency response plan and the venue-specific emergency action plan shall be rehearsed by simulation by all licensed athletic trainers, school nurses, athletic directors, and interscholastic coaches and volunteer coaches of each athletic team active during that athletic season.

Possible access control methods that will be used at Trigg County Middle School are outlined below:

- All exterior doors must always remain locked.
- 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 always monitor the front entrance. 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.
- Doors must remain closed and locked during instruction time.

- Evaluation: At the end of each school year the emergency procedures are to be reviewed by the school council, first responders, and school nurse and revised as needed.

Parent and Family Engagement Policy
[Federal Elementary and Secondary Education Act (ESEA); Title I, Part A (Section 1118) as amended for No Child Left Behind (2001)]

Trigg County Middle School Parent Involvement Policy Policy Statement:

It shall be the policy of Trigg County Middle School to involve parents of TCMS students in the planning, review and improvement of our Title I program. Invitations will be sent to parents to serve on the Title I Committee in our school.

Trigg County Middle School will have at least one student led parent-teacher conference annually. Additionally, parents will be informed of their child's progress and the school's performance toward meeting learning goals and academic expectations. Parents can access a description of their child's curriculum used to measure their child's progress and information concerning the state core content. During each grading period, newsletters will be sent home to parents with report cards.

Trigg County Middle School will also have at least two (2) parent-night sessions to participate in relating to the education of their child. Also during this time, parents will be informed about the school's participation in Title I, Title I requirements and the parent's right to be involved.

Parents and students will be invited to form a compact with the school so together we can better serve all students at Trigg County Middle School.

Trigg County Middle School will work toward effective parent involvement and support partnerships among the school, parents and the community. Help us continue our vision of being a high performing middle school in Kentucky.

Procedures, for Determining Alignment with State Standards, Technology Utilization, and Program Appraisal Policy [KRS 160.345(2)(i)10]

Purpose: The Procedures for Determining Alignment with State Standards, Technology Utilization, and Program Appraisal Policy for Trigg County Middle School ensures that all students have equitable opportunity to highly effective teaching practices at all levels and with all classes.

Procedures:
Trigg County Middle School shall organize all instructional and other activities to be aligned with standards in state laws and regulations, and in a manner that is consistent with local school board policy.

To determine alignment with state standards and appraise the quality of our programs content departments will conduct an analysis and review of schools assessments data i.e. student products from projects, universal screener, formative and summative assessments, benchmark assessments and state assessment scores. Departments will work in conjunction with the Principal as well as the Instructional Supervisor to conduct this review to determine the extent to which our students are meeting state standards. This analysis will include performance levels of each demographic group in the school and will help us to identify priority needs for future attention.

Technology Utilization: Technology shall be utilized in the classroom by students, as a means to enhance the curriculum. All school technology must be available for student use first. All staff and students will sign, date, and adhere to the Trigg County School District's Acceptable Use Policy, which will include the district rules and policies regarding technology.

Teachers will use technology to improve communications, enhance thinking skills, make instruction more efficient and effective, and develop critical life skills. Technology will be integrated into each instructional program in the following ways:

- Teachers will research and use up-to-date programs and/or apps to help students meet state and national content standards
- Teachers will Encourage and monitor student use of technology.
- Teachers and staff will use adaptive or assistive technology for students as required in IEPs.
- Teachers will utilize technology resources as part of their unit plan to instruct, assess, and inform students and parents of what is included in their instructional program.

The principal will monitor, through the lesson planning and PLC process, the student use of technology as part of the instructional day.

Dress Code Policy

Purpose: To foster a professional, safe, and respectful environment at school. The dress code is in effect from the time students arrive to school until they leave. Exceptions to this policy may be made during physical education, for medical purposes, religious restrictions, special school activities, or school spirit days and is at the discretion of the administration.

Procedures:

General

1. Nothing may be worn which contains logos, pictures, or writings that:
   - promote alcohol, tobacco, drugs, violence, or illegal behaviors,
   - depict vulgar, obscene, sexual, or racial images
   - contain religious harassment, derogatory language,
   - inappropriate innuendo, or profanity; or
   - include any writing, symbol, illustration, name or sign of gang names or graffiti

2. Shoes must be worn at all times.

3. Pajamas, other than pajamas bottoms, cannot be worn.

4. Undergarments must be completely covered at all times.

5. See through clothing may only be worn if clothing underneath meets other dress code guidelines. No sheer or lace clothing may be worn unless the clothing underneath meets the dress code requirements.

6. No jewelry deemed inappropriate or dangerous by school officials may be worn.

7. Leather collars/wrist bands containing hard metals or spikes may not be worn.

8. Any accessories that serve no legitimate purpose such as towels, sunglasses, rags, bandannas, picks, combs, gloves, hats, or hoods should not be worn or found on the student. If needed those items need to be stored in the student's locker during school hours.

9. Piercings other than that of the ears shall be limited to a simple stud/hoop.

Shirts

1. All tops must completely cover a student's midriff at all times. This includes cut off t-shirts, not to be worn by males or females.

2. All tops must have straps that need to be at least the width of a standard credit card.

3. All tops must be worn so that the chest of males and cleavage and backs of females are not exposed.

Overcoats, Jackets

Winter jackets and trench coats must be placed in lockers.

Lower Body Apparel

1. Shorts must have at least a 3 inch inseam even if there is another pair of shorts underneath.

2. Skirts and dresses may be no shorter than the length of a standard credit card (approximately 3.375 inches) above the knee. If skin can be seen above this height (even through transparent material or other form fitting apparel) students must change.

3. Lower body apparel that has holes is deemed inappropriate if skin or undergarments are exposed at any point that is higher than the length of appropriate shorts as stated above in number one under lower body apparel.

4. Lower body apparel must be worn at the hip bone. (No sagging!)

5. Leggings, Jeggings, Yoga Pants and other form fitting apparel may be worn with no specific guidelines in regards to length of top, dress or tunic (long shirt), provided skin and/or undergarments are not visible.

6. Pants may not contain attachments, except billfold chains no longer than 12 inches.

Students who do not adhere to these guidelines will be asked to fix their violation to the dress code. This may include being sent to the TCMS Family Resource center to be loaned clothing that does meet the guidelines of the dress code. If a student is a repeat offender of the Dress Code Policy within the same school year, that student's behavior will be considered defiant and may constitute disciplinary action by TCMS administration.

Enhancing Student Achievement Policy

School Vision and Mission Statement

The vision and mission statements will be incorporated as adopted.

Procedures

In order to carry out our school's mission and to accomplish Kentucky Learning Goals, we will:

- Develop/monitor SBDM policies, consistent with school board policy, that contribute either directly or indirectly to:
    - Accomplish this mission
    - Enhancing student achievement by improving teaching and learning at our school for each and every student
- Use the district improvement planning process.
- Complete an annual needs assessment but not limited to analyzing student performance on state testing.
- Annually revise our school improvement plan to address identified needs. The council will be responsible for adopting the plan and monitoring it regularly for impact on student learning.
- Budget and hire to support our school improvement plan.

Policy Evaluation

We will evaluate this policy through our annual policy review process.

Selection of Extracurricular Programs [KRS 160.345(2)(1)8]

Purpose:
To provide guidelines for eligibility to participate in all Trigg County Middle School extracurricular activities. Extracurricular activities shall include, but not be limited to all school sanctioned sporting events and teams. The goal of this policy is to reinforce and supplement student achievement in the classroom.

Procedures:
Standards for Eligibility:

- Students shall be required to be in good academic standing
- Students shall maintain passing cumulative grades in all individual classes.
- A letter grade of "F" in more than two classes is disqualifying.
- Eligibility standards shall be checked weekly. Ineligibility will begin on the day of the grade check and will continue until grades are checked again.
- Special tests or recitations shall not be given for the purpose of making a student eligible
- Students shall be on grade level and not repeating a previous academic term.

Physical Health:

- Students shall be required to have a current KHSAA physical examination on file prior to participating in sanctioned events or tryouts.
- In the event of an injury, students shall be required to have medical clearance to return to participation in accordance with KHSAA standards.

Attendance

- Students are expected to attend a minimum of one half day of school to participate.
- Extenuating circumstances for absences (such as a funeral) may be considered by the Principal or Principal's designee to allow participation

Behavior

- Students participating in extracurricular activities are held accountable for their behavior in accordance with the Code of Conduct at all "after hours" school sanctioned events.
- Students participating in extracurricular activities may also be held accountable if they are in violation of the approved TCMS athletic packet.
- A student shall not participate in extracurricular activities if under penalty or discipline during the course of the school day.
- Criminal offense, such as possession of illegal substances, shall result in loss of eligibility for all extracurricular activities for the entire school year.
- Coaches or sponsors may hold the participants of their particular activity to a higher academic, attendance, or behavior standard. If doing so, the Coach/Sponsor must make the participants and their guardians aware of the specific requirements for that activity/sport and provide them with a written copy of the requirements.

Coaches and Sponsors

- The coach, sponsor, or other approved personnel will be responsible for personally supervising or ensuring that all students are supervised by an adult while they are participating in an activity, including practice time and travel time where applicable.

Parental Consent

- Parental consent shall be required for all students to participate in extracurricular activities

Students below grade six

- Shall be determined on a case by case basis by the Head Coach as allowed by KHSAA regulations.
- Primary school students may not participate in Middle School sports.

Policy Implementation

- The Principal or Principal's designee shall be the final authority on decisions regarding eligibility to participate in extracurricular activities.
- It is the responsibility of the principal or their designee to ensure the guidelines of the policy is implemented across all extracurricular programs.
- A yearly evaluation of all extracurricular programs will be completed by the principal or their designee.

PERSONAL ELECTRONIC DEVICE POLICY (PED)

Trigg County Middle School students may possess a personal electronic device (PED) on school property, but it must be off and stored in a designated area from the first tardy bell to the end of the school day. The designated area will be the student's locker unless changed due to circumstances decided by the building principal. Additionally, personal headphones may not be worn during the school day, they need to be kept in their lockers till the end of the day.

Use of cameras at school (cell phone cameras, digital cameras, etc.) as a recording device is prohibited without the permission of the principal/designee and the affected individuals.

If a student is observed or believed to be in violation of the TCMS PED policy/district Code of Conduct the device will be confiscated taken to the front office and an administrator will be notified. Violations of this rule will result in the following disciplinary actions:

CONSEQUENCES:
1st Offense: Student is given a step on their level one discipline sheet, the PED is turned into the office and the student may pick it up at the end of the school day.

2nd Offense: Student is given a step on their level one discipline sheet, the PED is turned into the office, and the parent is notified the PED will not be returned until a parent or guardian comes and picks it up.

3rd Offense: Student is given a step on their level one discipline sheet, the PED is turned into the office and must be picked up by a parent or guardian. The student loses the privilege of bringing the device to school for the remainder of the year. Any further incidents will result in being written up on a major office refusal as defiance of authority.

Students are responsible for keeping up with devices they bring to school. Trigg County Middle School shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Students shall not utilize a telecommunication or similar electronic device in a manner that would violate the District's Acceptable Use policy or procedures or the District Code of Conduct.

Any exceptions to this policy (field trips/school related trips/etc.) will be decided on a case by case basis. Sponsor will present a proposed plan for electronic devices to principal/designee for approval prior to trip/event.

Planning and Instructional Practices Policy [KRS 160.345(2)(1)6]

Purpose: Instruction is how students are taught. Instructional practices include a variety of teaching and assessment techniques reaching all learning modalities. Instructional practices, along with the school's organizational structure, provide students with the knowledge and skills necessary to meet individual needs as well as academic standards.

Procedures:

In preparing lessons, each teacher shall:

- Use varied student-centered instruction;
- Address various learning styles and multiple intelligences;
- Use activities where all students use higher-order thinking and problem-solving skills;
- Make active use of interdisciplinary connections;
- Adjust instruction to respond to the needs of students based on the analysis of classroom data and formative assessments.
- Provide for student-use of technology for appropriate and varied learning activities and to expand the classroom into the community and beyond;
- Use instructional resources that personalize the learning environment for students based on their individual needs;
- Develop authentic learning units that ensure all students are able to transfer knowledge of the curriculum in order to solve real world problems.
- Develop common assessments to be used as evidence of mastery of the content.

Evidence of these instructional practices shall be included in all lesson plans, unit plans, interdisciplinary units, as well as scope and sequence documents.

Common Planning and Professional Learning Time:

At minimum, all teachers will participate in a professional learning community once a month for professional learning which will be structured with an agenda and minutes. During PLCs teachers will review student work for mastery, participate in protocols to refine instructional strategies, as well as actively participate in sharing information with other staff members around researched based practices or other needs as defined by the PLC agenda. PLCs will meet at least once a month.

Selection and Implementation of Discipline and Classroom Management Techniques [KRS 160.345(2)(1)7]

Purpose:
The Selection and Implementation of Discipline and Classroom Management Techniques Policy of Trigg County Middle School ensure that standards are established for acceptable student behavior and that TCMS is a safe and secure environment.

Procedures:

Teachers will manage their classroom so that all students are provided a safe and orderly learning environment. Teachers will begin the school year by presenting school wide expectations, grade level expectations, and classroom expectations. Teachers will reteach expectations as often as needed.

For minor offenses of behavior, teachers will provide at least 1 intervention prior to administering a minor discipline referral (step). Students who earn their 3rd minor referral will receive a call home to guardians, 4th minor referral will result in a lunch detention, and a 5th minor referral will result in a major office referral. When students earn multiple referrals based on minor offenses, administration may increase the number of days assigned to AC. When a student has been assigned a minimum of 3 steps or 2 major office referrals the student may be referred to the behavior TAG program.

School administration may assign students after school detention for minor offensives or for infractions in accordance with the district behavior matrix/code of conduct. Any student who has been assigned after school detention and does not show up for their assigned day will attend AC the following day.

For major offenses of behavior from a student, teachers will provide an office referral to school administration. Severe misbehavior may result in the student being sent directly to school administration in which consequences will be applied according to the district behavior matrix/code of conduct.

Committees [KRS 160.345(2)(c)2]

Purpose: Standing and ad hoc committees are established to gain input from all stakeholders including certified and classified staff, parents, students, and community members. Standing and ad hoc committees shall serve as a council resource for gathering data and information and making recommendations to the school council.

Current Standing Committees at TCMS: PBIS committee and Title I committee

Procedures:

Appointment of Committees:

- Standing and ad hoc committees are formed and dissolved by the school council as needed.
- **The council will review the need for any standing committees during the April council meeting each school year. If the council chooses to add any standing committees the jurisdiction of those committees will be decided by the SBDM council and included in the committee policy.**
- Continued need for any standing committees created will be reviewed and confirmed by the SBDM council annually.
- Standing committees can be dissolved only through the process of amending the committee policy.
- **Ad hoc committees may be established as needed by the school council. The school council shall ensure that ad hoc committees also have reasonable representation of the community. Ad hoc committees may be used to address specific needs, challenges, or tasks identified by the SBDM council. Ad hoc committees automatically dissolve at the completion of the assigned task.**

Membership and Election of Chair **of Standing Committees**:

- All certified staff may participate in the shared decision making process at Trigg County Middle School by serving on committees in their areas of interest.
- Each committee shall consist of representatives from the faculty, **classified** staff, parents, and students.
- Committee membership is open to interested persons. **The principal shall invite all parents/guardians by placing a notice in the school announcements.**
- Committee membership will be determined by sign up by both teachers and parents. Membership may also be at the request of the Principal. Parents will be notified of their committee appointment.
- Committee membership shall be limited to **not exceed**15 persons, at the discretion of the school council.
- Committees shall elect a chairperson from their membership who shall serve for a term of no longer than a maximum of 3 years.

Operating Rules For All Committees

Decision Making:

- Committee decisions shall be made by consensus. In the event consensus is not possible, a majority of the committee may decide that an issue shall be decided by majority vote.
-

Duties:

- Committees shall carry out tasks assigned to them by the school council.
- Committees may decide to bring issues of concern or interest to the school council.
- Committees may research issues, gather school-wide input, or prepare first and revised drafts of school council policies.
- Committee chairs or their designees will report as requested by the school council.

Meetings:

- **The Committee chair or a majority of the members shall decide the time, place, agenda, and schedule for their meetings.**
- **All Committees established by the SBDM council are public agencies and must comply with all provisions of the Open Meetings and Open Records laws.**
    - **Those who make the decision to have the meeting will put the date, time, place, and agenda in a written notice, which they will post in a place convenient to the public at least 24 hours before the meeting.**
    - **Notice of a special meeting will be hand-delivered, faxed, *emailed, or sent by U.S. mail to all members of the committee early enough so that they will receive it at least 24 hours before the meeting.**
    - **If any media organization has asked for notice of special meetings, those calling the meeting will hand-deliver, fax, *email, or send by U.S. mail copies of the written notice to the agency requesting the notice.**
    - **Those wishing to receive notification by email must have a request in writing on file at the school.**
- **Take minutes of the actions and decisions made by the committee at every meeting.**
- **Review the minutes of each meeting at the next meeting and, after making any needed corrections, approve those minutes.**
- **Make committee minutes for each meeting available to the council and to any interested party after final approval.**
- **Ensure that the principal receives an official copy to be kept with school records as required by Kentucky's Archive rules.**

TCMS BY LAWS

Article I. Purpose

The purpose of the Trigg County Middle School Council is to address the academic, social and emotional needs of our students in order to set school policy that will enhance student achievement. The school council will assess, monitor and evaluate the policies and programs of Trigg County Middle School.

Article II. Mission

Our mission as the faculty, staff and parents of Trigg County Middles School is to oversee Trigg County Middle School's mission to provide a safe, nurturing environment where all students are challenged to learn and perform to the best of their ability and become productive citizens and lifelong learners in a changing world.

Article III. Membership

A. Composition

1. The school council shall consist of the principal, three teacher members, and two parent members.

2. If the school reaches eight percent or more minority student enrollment, and there is no minority elected in the initial elections, a special election shall be conducted by the principal to elect a minority parent to serve on the school council.

3. In the event a special election is needed, the teachers shall elect a minority teacher from the school's staff. If there are no minority teachers on staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school.

4. If there is a minority teacher on staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher.

5. Although there is no provision in KRS 160.345 for additional school council members, the school council does not wish to exclude any consistency in the school from participation in all council meetings. Therefore, the Student Council may designate a student council representative, and the support staff of the school (office, cafeteria, custodians, and instructional assistants) may conduct an election for support staff representatives to attend all council meetings as ex officio members.

B. Requirements for Membership

1. All Members: No one may serve on the school council who has a business interest in the school as designated by KRS 45A.340. New members (those with less than one year of service) must complete six (6) hours of training from a Kentucky of Department of Education endorsed trainer. Experienced members (those with more than one year of service) must complete three (3) hours of training from a Kentucky Department of Education endorsed training provider each year. In the event the council must select a principal, the council may obtain training in recruitment and interviewing prior to beginning the principal selection process.

2. Teacher Members: Teacher council members must possess certification required for their position as a basis for employment in Kentucky public schools. Itinerate teachers may nominate, serve, and vote in our school. Counselors may serve as teacher council members. Principals or assistant principals may not serve as teacher council members, nor vote in teacher elections.

3. Parent Members: The legal definition of parent (KRS 160.345 1.c.) allows biological parents, step-parents, foster parents, or persons who have court ordered legal custody to be nominated or to vote. According to the law, parents who are nominated or who wish to vote must have a child "pre-registered to attend" the school for the next year. If a child is in 5th grade this year and will attend our school next year, the parents of that child would be eligible to be nominated, or vote in election for next year's school council.

Parent council members cannot be employed in or be related to someone who is employed in the school or in the district administrative offices. An Attorney General's opinion (GAG 90-102) says that 'relative' as used in this section should have the same definition found in KRS 160.180 and KRS 160.380 that applies to school boards. This means that a parent who is a 'father, mother, brother, sister, husband, wife, son, daughter, aunt, uncle, son-in-law or daughter-in-law' of someone who works at the school or in the district administrative offices could not be a parent council member. Parent members cannot be a board member or a board member's spouse, nor can they have a business interest in the school.

C. Elections

1. Parent Members: Parents conduct their own elections as per KRS 160.345. The school's largest parent organization, for the purpose of electing two parent council members shall conduct annual elections each May. Parent elections may be by plurality vote (two parents with the highest number of votes) unless the parent organization bylaws require majority vote. The president 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.

2. Teacher Members: Teachers conduct their own elections as per KRS 160.345. Annual elections shall be conducted each May for the purpose of electing three council members. Teacher members must be elected by a simple majority (one half plus one) of the number of teachers assigned to the school. The process that teachers may use to elect their representatives should address the following areas:

a. Nominations
b. Preparation of Ballot
c. Elections
d. Absentee Ballots
e. Procedures after First Round Ballots
f. Delivery of election materials to the principal the next business day after the election.
g. Term Limits: School council members can serve an unlimited number of terms as long as they meet the eligibility requirements.

3. Principal Role in SBDM Elections: Other than conduction the election for the minority teacher and parent members in the event the school is required to do that, principals are not given a role by statute in school council elections. Principals can assist the teachers or parent if requested to do so with logistics such as opening the building, providing space in the building, and assisting the largest parental organization, and teachers with communicating election meeting times and dates. Principals should not be involved in setting or monitoring election procedures, nominations, balloting, or counting votes. The principal is the custodian of records for the school, and must keep the official records from the parent and teacher elections for at least three years.

D. Removal of Members

1. According to KRS 156.132, the commissioner of education may recommend removal of a school council member whom he has reason to believe is guilty of immorality, misconduct in office, incompetence, willful neglect of duty, or nonfeasance.

2. A member of a school council may be removed from the council for cause, after an opportunity for hearing before the local board, by a vote of 4/5 of the membership of the board of education after the recommendation of the commissioner of education pursuant to KRS 156.132. Written notices setting out the charges for removal shall be spread on the minutes of the board and given to the member of the school council. KRS 160.347

E. Filling Vacancies

If a member of the council resigns or is removed from office, another member shall be elected in a special election held not more than one month after the vacancy occurs.

The person elected in the special election shall serve the remainder of the term until July 1, and be eligible for re-election.

F. Terms of Office

The terms of parent and teacher members shall begin on July 1 and end on June 20. Between the date of the elections and July 1, members-elect are expected to attend all council meetings.

Article IV. Duties of Officers and Council Members

A. Election of Officers

1. Officers shall include Chair, Vice Chair, and Secretary.

2. The vice chair of the school council shall be elected each July by council members and shall serve for one year. Re-election is permitted.

3. Except for the office of secretary, if a vice chair resigns his or her position; the council shall conduct a vote at the meeting to fill the position with another council member.

4. A motion to seek an alternative model allowing a council member other than the principal to serve as chair may be made by any council member at any regular meeting. A majority vote of the full council is required before the school council can seek an alternative model. A faculty vote must then be conducted, and the motion must pass by 2/3 in order to proceed with the model.

B. Chair

The principal shall be the chairperson of the school council. Duties of the chair include:

1. Conducting school council meetings
2. Compiling and distributing the agenda for council meetings
3. Serving as official custodian of council records
4. Stating when a consensus is present for the record
5. Coordinating standing and ad hoc committees
6. Carrying out any additional responsibilities as stated in the by-laws
7. Maintaining a file of all correspondence addressed to the school council (these records may be discarded after having been brought to two council meetings)
8. Other duties as described in these by-laws

C. Vice-Chair

Duties of the vice-chair shall include:

1. Presiding over council meetings in the absence of the chair
2. Calling a special meeting of the council in the event a principal vacancy occurs
3. Conducting meeting necessary for the principal hiring process to take place

D. Secretary

A council secretary shall be appointed by the principal to keep minutes of all council meetings and council records.

E. Council Members

Duties of council members include:

1. Knowing and adhering to the mission, philosophy, and goals of Trigg County Middle School
2. Attending all council meetings, both regular and special
3. Encouraging and requesting opinions from their constituencies
4. Supporting, promoting, and communicating council decisions
5. Seeking information independently and as needed about issues brought before the school council and bringing that information to the council
6. New members must attend 6 hours of SBDM training annually
7. Experienced SBDM members must attend 3 hours of SBDM training annually

Article V. Schedule of Meetings

A. Regular Meetings

1. The regular monthly meeting shall be determined by the incoming SBDM council, with the first council meeting in the month of July. Council meetings shall be open to the public. Meetings shall not exceed 90 minutes. If all items on the agenda have not been adequately discussed after 90 minutes, the council may decide by motion, second and consensus to: (1) vote to extend the length of the meeting, (2) place the remaining agenda item(s) on the next month's agenda, or (3) call a special meeting for the remaining agenda item(s).

2. The location of the regular monthly meeting shall be determined by the incoming SBDM council at the first council meeting.

3. The principal shall provide local news media of the council's regular meeting schedule for the year in July, and provide notification of the council's meeting time and agenda at least one day in advance of each regular meeting.

4. The principal shall notify parents of council meetings each month through multiple media outlets such as web site, email, parent portal, radio, and newspaper.

5. The principal shall notify the entire faculty and the SBDM members three days in advance of each council meeting by notification.

6. The principal shall notify the public by notice posted on the front door nearest the buzzer at least one day in advance of the meeting.

B. Special Meeting

If the council needed to meet between regular meetings, or if the regular meeting is rescheduled, the chairperson or a majority of the school council members may call a special meeting. The following steps must be completed by the chairperson when a special meeting is called:

1. Written or Electronic Notice: Contents. The chairperson shall prepare an electronic notice that states the date, time, and place of the special meeting and the agenda for each meeting. Only the items on the agenda may be discussed.

2. Delivery of Notice: The chairperson shall arrange for the notice to be delivered to each council member and to any media organization that has requested notice of council meetings. The delivery can be by FAX machine or email but the notice must be received at least 24 hours prior to the time of the meeting.

3. Posting of Notice: The notice for the special meeting shall be posted by the chairperson on the bulletin board in the school foyer at least 24 hours prior to the time of the meeting.

4. In addition to these requirements, the principal shall communicate to the teachers the time and the reason for the special called meeting.

Article VI. Conduct of Meetings

A. Quorum

A quorum of the school council shall be a majority (one-half plus one) of the council members. No council business shall be discussed or conducted unless a quorum of council members is present.

B. Attendance at Meetings

Council meetings are open to the public and all interested persons can attend, except for those portions that are conducted as closed session.

C. Closed Sessions

Definition: A closed session is a portion of a regular or special meeting of the council during which the council members meet in private. The council may meet in closed session for the following reason:

To discuss proposed or pending litigation by or against a council member [KRS 61.810 (1)(c)]; or to discuss candidates for a principal vacancy or conduct consultation in filling other vacancies [KRS 61.810(1)(f)].

Before a closed session can be conducted, the following steps must be taken:

1. Announcement: Contents. An announcement of the general nature of the subject to be discussed must be announced in the open meeting and recorded in council minutes

2. Motion. The motion to go into close session must be made, passed by a majority of council members present, and recorded in council minutes.

3. Closed Session. During the closed session, only the business stated in the announcement can be discussed, and no action may be taken. No minutes are to be taken in closed session. If the council secretary is not a council member, the secretary shall not enter the closed session. Details discussed in closed session shall not be discussed outside the closed session.

4. Decision. After full discussion of the issue in closed session, the council must return to open session – where it may take any official action on the matter. Any actions taken must be recorded in council minutes.

D. Materials Present at Council Meetings

1. The chairperson shall supply:

- The folder containing all items submitted for inclusion on the agenda
- The folder containing all correspondence addressed to the council that he or she has received
- Monthly financial report from the central office (electronic)
- Lists of applicants for vacant positions. Updated SBDM Technical Assistance Materials from the KDE web page.
- Robert's Rules of Order

2. The council secretary shall bring the binder that he or she uses to maintain copies of the council's by-laws, policies, annual budget, monthly spending reports, and minutes.

3. All council members shall bring their binders containing copies of the council's by-laws, policies, and school plan.

E. Agenda

1. Anyone may submit items for inclusion on the agenda to the chairperson/principal the week prior to a regular scheduled council meeting. The principal shall maintain a complete file of these items.

2. The chairperson shall prepare a preliminary agenda for each regular council meeting, including items submitted in writing for inclusion by the public, staff, parents, other council members and other items he or she believes should be on the agenda. The chairperson may declare an item received as not within school council authority.

3. Each agenda shall include the following items:

a. Item 1: setting of the final agenda for the council meeting.
b. Item 2: review and approval of previous meeting minutes
c. Item 3: an opportunity during the course of the meeting for school or community persons to address the school council.
d. Item 4: other items submitted

4. The preliminary agenda shall be distributed to all staff members, school or community persons who submitted items in writing for inclusion prior to the meeting. A copy of the preliminary agenda shall be provided on the TCMS website.

5. Setting of the final agenda shall be the first order of business conducted at each regular council meeting, and council members may introduce issues for inclusion on the current agenda at the at time. The agenda shall be approved by motion and vote of the council. At a special meeting, introduced for discussion or inclusion on the agenda.

F. Discussion of Agenda Items

1. The school council shall discuss each agenda item before a decision is made. Each council member shall be given an opportunity to express his or her opinion on the item.

2. Other persons attending the meeting may be recognized by the chairperson and may address the council as the chair calls upon them to speak. If a significant number of person wishes to contribute to the discussion on a particular item, the chair may set limits on the number of persons who speak on the issue and a time limit for each.

3. Any agenda item may be referred to a standing or ad hoc committee for further study as deemed necessary by the council.

G. Decision Making Process

1. Unless otherwise specified by these bylaws, the school council shall use parliamentary procedures as specified by Robert's Rules of Order.

2. All business and decisions of the school council will relate to the school mission and purpose to improve the instructional program and/or further the goals in the school's improvement plan.

3. No proposed policy may be approved by the school council at the same meeting at which it was initially proposed for study.

4. All decisions and policies officially adopted by the Trigg County Middle School Council will be reported to the board of education and superintendent through submission of approved council minutes to the SBDM district coordinator.

5. The school council will make decisions by consensus except as otherwise designated in the by-laws using the following guidelines.

- A motion and second are made.
- After discussion of an item, the chair or any member may state the consensus of the group in one or two sentences.
- The chair will ask whether any member disagrees with that statement.
- If all members agree, the decision will be recorded as a unanimous decision in the council minutes
- If a member disagrees, the discussion will continue until a suggestion of consensus is made that draws no disagreement, or until the third suggestion of consensus fails.

H. Alternative to Consensus

When a third suggestion of consensus fails, the council may by majority vote determine to:

1. Vote to send the issue back to a committee
2. Form an ad hoc committee to study the issue further (the motion on this vote shall include a regular meeting date when the council will hear from the committee), or
3. Decide the issue by majority vote of the council

I. Criteria for Majority Vote

A majority vote of the council shall be taken after consensus fails three times if the issue meets the following criteria:

1. The issue involves the selection of a new principal: the council shall vote and the candidate receiving the majority shall be selected.

2. The issue involves the number of persons to be employed in each job classification, or the budget for or purchase of student support services.

3. The issue is whether to continue to meet for longer than 90 minutes.

4. The federal or state government or the district board of education has set a deadline by which the school council must make a final decision and that deadline will occur before the next regular council meeting:

5. When members of the council cannot agree by consensus to decide the issue at a special called meeting, a majority of the council members will decide the issue by a majority vote.

When the above exceptions do not apply and consensus cannot be reached, the issue may be placed on the agenda for the next regular meeting or special meeting and the decision may be made at that meeting by majority vote of the council. When voting, any abstention is counted with the majority vote.

Article VII. Minutes and Other Council Records

A. Minutes Kept and Approved

1. Minutes shall be kept for each meeting of the school council.

2. The minutes shall reflect an accurate record of actions and votes taken at a council meeting. Minutes shall show the words of the motion or suggestion of consensus, and the majority vote or unanimous support.

3. If the action taken was the adoption of a policy, the entire text of the policy shall be attached to the copy of the minutes kept on file in the main office for public inspection and filed in the council's policy manual.

4. The minutes of the school council shall not be official until they are reviewed and approved by the council

5. A copy of the minutes will be made available to all council members prior to the next meeting for their review, and after they become official for their records.

6. The secretary via the KSBA portal will forward an official copy of the minutes to the superintendent and SBDM District Coordinator, and keep an official copy on file in the school.

7. A copy of the official minutes will be kept in the SBDM binder in the TCMS office.

B. Council Records Available for Public Inspection

The following are official documents that must be kept on file for public inspection in the main office:

1. School council minutes and agendas
2. Committee minutes and agendas
3. Consolidated plan (state assessment data, needs assessment)
4. School council policies and by-laws
5. School council budget documents not in the school plan
6. School council and committee membership lists
7. Official correspondence

C. Requests for Council Records

1. Requests for council records must be made in writing to the principal. Requests must include specific documents and dates.

2. The fee for copying of council records shall be 10 cents per copy unless the request is for the Consolidated Plan document.

3. The fee for a copy of the Consolidated Plan document shall be the school's cost for one copy, as per printing costs.

4. The requested records must be provided to the person making the request within three business days (the attorney general ruled in 01-0RD-94 (May 2001) that the only days that are excluded are legal holidays and weekends. As a result, the fact that the school may be closed over the winter holidays or spring break and no one is in the office does not prevent the clock from running on the three-day response requirement.)

5. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.

6. School council records will be available for inspection during the hours the school's main front office is open (est. 8:00 am – 3:00 pm)

Article VIII – Appeals

A. Board Policy

Appeals are in accordance with the Trigg County Public Schools Board of Education policy.

Article IX – Amendments

A. Amendments to Council Bylaws and policies

These bylaws may be amended after a first and second reading at two consecutive school council meetings by majority vote of the school council. Policies will be reviewed annually. The custodian of records for the school shall be the principal, and the principal shall make the final determination regarding which records not listed above are available for inspection and all matters in regards to open records requests not covered in this policy, in compliance with state guidelines and requirements.

Curriculum Policy [KRS 160.345(2)(i)1]

Purpose: The Curriculum Policy for Trigg County Middle School ensures and establishes a process for curriculum development, implementation, evaluation and communication of the school's curriculum while involving all stakeholder groups.

Procedures:
The curriculum shall include all core subject areas (i.e. English/Language Arts, Mathematics, Science, and Social Studies), as well as a variety of elective courses (i.e. Arts and Humanities, Practical Living/Career Studies, Health and Physical Education, and Technology). The curriculum shall encompass local, state, and national standards and be research-based. It shall be aligned with the Kentucky Core Academic Standards.

The curriculum may include the following features:

- Fully aligned to all local and state documents
- Developmentally appropriate
- Vertically and horizontally aligned
- Reflect skills and concepts, instructional strategies, assessments and resources
- Provide real world experiences
- Integrate problem solving/project based learning experiences
- Reflect the Core Values of the District

The principal shall be responsible for ensuring the implementation of the curriculum. Any changes needed to the curriculum will be identified through the yearly school improvement planning process. Suggested changes to the curriculum must be approved by the Superintendent. All teachers shall be responsible for implementing the curriculum with fidelity in all classroom assignments and documenting the curricular topic as part of lesson planning.

Wellness Policy [KRS 160.345(11)]

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 Middle School possess the knowledge and skills necessary to make healthy choices involving nutritious food, physical activity, and risky behaviors. All staff at Trigg County Middle 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 the 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 than 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 the end of the instructional day. After-school vending will comply with the guidelines in (702 KAR 006:090).
- Foods during school day activities will promote positive health habits and will comply with the guidelines in (702 KAR 006:070).
- Schools will notify parents and students of the availability of the School Breakfast and Lunch Program (NSLP, NSBP).
- When possible, rewards given to students shall be other than food/beverage items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in Kentucky Administrative Regulation.
- School staff will encourage students to choose fruits and vegetables and model healthy behaviors (NSLP, NSBP).
- 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 physical education for all students as required by Federal and State Laws and Regulations and local requirements.
- School 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.
- School will provide a comprehensive 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 activity will not be used for or withheld as punishment for students.
- All teachers who teach physical education and/or health will be encouraged to participate in annual professional development on effective practices for physical education/health.
- 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).

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.
- 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.
- Staff will be encouraged to model healthy behaviors and encourage students to make good nutrition choices and promote the benefits of physical activity.

ADVANCED PLACEMENT [KRS 160.348]

Purpose: The Advanced Placement Policy for Trigg County Middle School ensures and establishes a process to ensure that each year, our school will offer advanced courses to students who excel in the area of math.

RECRUITMENT

We will encourage all students to prepare for and take one or more advanced course(s). We will be sure to notify all stakeholders that this option is available for students who show advanced performance in math.

STUDENT ASSIGNMENT

Any 6th or 7th grade student may take an advanced course in math if they meet two of the four following requirements.

1. Current Math Teacher recommendation
2. Scoring Distinguished in Math on the KY State Assessment
3. Scoring in the 90% or higher on a Universal screener
4. Designated as Gifted and Talented in Math

Any 8th grade student that receives teacher recommendation from their 7th grade math teacher as well as scoring at least at the average level on the universal screener may be assigned to take the advanced 8th grade math class.

In order for the students to be issued a High School Algebra I credit they must earn at least a 90% as their overall grade in the class and earn a passing grade of at least a 70% on the Algebra I final exam.

The Principal or their designee will make arrangements with Trigg County High School to assign any student that reaches 8th grade and has already successfully earned an Algebra I credit to the next appropriate math class.

POLICY EVALUATION

We will evaluate this policy through our annual policy review process.

Adopted 01-18-2023

Reviewed 11-20-2024

Assignment of Students to Classes and Programs [KRS 160.345(2)(1)3]

Policy Statement:

The school schedule should accomplish the following:

1. Provide quality teaching and learning time, that ensures all students are provided equitable access to the curriculum.
2. Provide varying teaching and learning time so that students are provided with as much time as they need to master content and skills.
3. Create a school climate that places value on common planning time for teaching teams, promotes equity, and supports varied instructional methods.

Schedule of the Day and Week [KRS 160.345(2)(1)4]

Purpose: The Schedule of the Day and Week Policy for Trigg County Middle School ensures that students are provided equitable access to the school's curriculum within the master class schedule and aligns with Trigg County Schools' mission and vision statements.

Procedures:

The Trigg County Middle School principal shall present the bell schedule to the council annually for acknowledgement of review. The schedule will utilize the time of school day and calendar year as established by the local board of education to meet the interests of students, curriculum, extra-curricular activities and school programs. The principal shall consider recommendations made by the staff in regards to the schedule each year.

It shall be the responsibility of the principal to ensure interruptions during the instructional time do not occur unless there is an emergency situation in the school as provided in the School Safety Plan and/or advance notice is given for assemblies/rewards.

Common Planning and Professional Learning Time: At minimum, all teachers will participate in a professional learning community once a month for professional learning which will be structured with an agenda and minutes.

Portable Automated External Defibrillator (AED) Use Policy
KRS 158.162(3)(e)

Purpose:

The Portable Automated External Defibrillator Use Policy of Trigg County Middle School ensures that the proper training, maintenance, notification, and communication with the local emergency medical service system of an AED.

Procedures:

Automated external defibrillators (AED) may be used for the purpose of saving the life of another person in cardiac arrest when used in accordance with proper training, maintenance, notification, and communication with the local emergency medical service system. An automated external defibrillator is an external defibrillator capable of cardiac rhythm analysis which will charge and, with or without further action, deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

When Trigg County Middle School acquires an AED, it shall ensure that:

- A minimum of three employees in the school and all interscholastic athletic coaches receive American Heart Association or American Red Cross training in AED use, or an equivalent nationally recognized course in AED use. All interscholastic coaches must also maintain a cardiopulmonary resuscitation (CPR) certification recognized by a national accrediting body;
- The AED is maintained and tested according to the manufacturer's operational guidelines; and
- Any person who renders emergency care or treatment on a person in cardiac arrest by using an AED activates the local emergency medical services system as soon as possible.

When Trigg County Middle School acquires an AED, it shall notify an agent of the local emergency medical services system and the local emergency communications or vehicle dispatch center of the existence, location, and type of AED acquired.

Evaluation:

At the beginning of each school year the council shall ensure the proper number of staff is trained and the AED has been properly maintained and tested as provided by the manufacturer’s operational guidelines.

School Space [KRS 160.345(2)(1)5]

Purpose:
The School Space Policy of Trigg County Middle School ensures that the classrooms and non-classroom space use is maximized to provide opportunities for sharing resources, mentoring, and collaboration among the staff and students. The school's space will be utilized to maximize the teaching and learning environments to ensure all students are achieving at high levels.

Procedures:
The principal shall present to the council for approval, a plan for the use of school space during the school day, prior to the opening of school each year. Assignment of school space shall be made based upon criteria that consider class size, program space needs, access for the disabled, and supervision of students, safety and overall effective school management. The principal shall consider recommendations made by the staff in regards to school space each year.

Consultation [KRS 160.345(2)(1)11]

Policy Statement: Trigg County Middle School, through its consultation policy, ensures that students have equitable access to highly effective, experienced educators. Trigg County Middle School ensures students have access to qualified non-instructional staff who are dedicated to the school and the responsibilities their position requires.

The principal and school council shall meet the following timeline for filling vacancies:

- At either a regular or special meeting, the council may either keep the job classification as it was previously determined, or change it to another legal job classification, or agree to another legal expenditure of these personnel funds –if needed. This will take place within 10 working days of the action that has caused the position to be unfilled.
- The principal shall make application materials available to the council and shall form an interview committee and determine times to interview for the vacancy. This committee shall be composed of the principal with good faith efforts to include a teacher from that department, a school council member (to include parent members) or the assistant principal
- The principal shall report the recommendation of the interview committee to the school council at a regular or special meeting of the council. The school council shall consider the recommendation and shall provide its advice to the principal on who to select to fill the vacancy. If a quorum of the members of the school council is not available to attend a meeting for the purpose of conducting consultation in the filling of a vacancy, the definition of quorum for the purposes of filling the specified vacancy shall be “one or more members of the school council (not including the principal) who are present for the consultation.” This will occur on an emergency basis only as declared by the principal.
- Subsequent to the completion of the steps listed above, the principal shall make a selection of the qualified applicant to fill the vacancy, and shall report this selection to the superintendent who will complete the hiring process. The minutes of the school council for the meeting at which Consultation occurs shall state, “Consultation occurred for the filling of the _____ 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 reconvene 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 (3) 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.

Staff Time Policy [KRS 160.345(2)(i)2]

Purpose:

The principal shall assign staff member's instructional and non-instructional time in a manner that:

1. Fully supports the implementation of the student assignment policy and school schedule policy.
2. Allows flexibility to switch teaching assignments in order to teach in an area of expertise as needed, to assist beginning teachers or work with colleagues on interdisciplinary units.
3. All certified staff members are expected to attend and participate in their assigned PLC meetings in order to examine and assess student work, plan interdisciplinary units and discuss PD opportunities.
4. Provides each teacher with a duty free lunch.
5. All teachers and staff members must fulfill their required duty expectations as assigned by the principal for the year.

Procedures:

To complete these assignments, the principal shall:

1. By June 15th, notify all returning staff members in person or by phone of their assignments for the next school year.
2. Notify the council of staff assignment changes.
3. Update the council of any changes in teacher assignments as the year progresses.

The principal may alter assignments during the school year.

1. When necessary to respond to unanticipated enrollment changes.
2. When necessary to respond to unanticipated staffing changes.
3. When the principal and affected teachers agree that a change is needed.
4. When the council changes other polices or the comprehensive improvement plan and recognizes in the minutes of a council meeting that those changes may require changes in staff time assignment that cannot be put off until the start of a subsequent school year.