Warren East High School



School-Based Decision Making Council
Bylaws and Policies

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SBDM Council By-Laws

Article I - Mission

The Warren East High School Based Decision Making Council shall exist to provide fair and equitable leadership and direction in the making of policies that will meet the unique needs of students and community served by Warren East High School.

Article II - Membership

A. Composition

1. The Council shall be composed of three teachers, two parents, and a principal or an administrator designated by the superintendent on an interim basis.
2. If the school's total minority enrollment reaches eight (8) percent or more as of the preceding October 1st, and there is no minority elected as a teacher or as a parent in the initial election, 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. If only one minority is on staff, that member shall be asked by the principal to serve.
4. If there is a minority teacher on staff and s/he 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 the KRS for additional school council members, the school council does not wish to exclude any constituency in the school from participation in all council meetings. Therefore the classified staff of the school (office, kitchen, and instructional assistants) may conduct an election for a support staff representative to attend all council meetings as ex-officio members.

B. Requirements for Membership

1. All Members

a. No one may serve on the school council who has a business interest in the school or designated by KRS 45A.340.

b. New members must complete six (6) hours of training from a KDE endorsed trainer.

c. Experienced members must complete three hours of training from a KDE endorsed trainer.
d. In the event the council must select a principal, the council is required, by law, to obtain training in the recruitment and interviewing prior to the principal selection process.

2. Teacher Members

a. Teacher council members must possess certification required for their positions as a basis for employment in Kentucky public schools. Itinerant teachers may nominate, serve, and vote in their home school. Per state law, school counselors may serve as a teacher council member. Principals or assistant principals may not serve as a teacher council member, nor vote in teacher elections.

3. Parent Members

a. The legal Kentucky Department of Education definition of 'parent' is, *"A parent is eligible to serve on a council if he/she is the biological or adoptive parent, a stepparent or a foster parent of a student, or a person who has legal custody of a student pursuant to a court order and with whom the student resides. This includes a parent of any student preregistered for the school year that the parent will serve (i.e., entering kindergarten, entering middle school, and entering high school)."* Parents as defined above are allowed to be nominated and/or to vote.
b. According to the law, parents who are nominated or wish to vote must have a child "pre-registered to attend" the school for the next year.
c. If a child is in Grade 8 and will attend our school in the following fall, his/her parent would be eligible to be nominated or vote in the election for the next year's school council.
d. Parents of 12th graders who are exiting our school may nominate but cannot vote for candidates unless they qualify under parts 3B and/or 3C.
e. Per Kentucky Department of Education, certain people are not allowed to be council members or considered for council membership. "*Ineligible parents include the following: an employee or relative of an employee at the school, an employee or relative of an employee at the district administrative offices and a local board of education member or member's spouse. Relative is defined in KRS 160.380(1)(c) as "father, mother, brother, sister, husband, wife, son, and daughter."*
f. 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

a. Parents conduct their own elections.
b. Annual elections shall be conducted each May by the school's largest parent organization as of April 1 of that school year.
c. Parent elections may be by plurality vote (two with the highest number of votes) unless the parent organization requires a majority vote.
d. 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.

2. Teacher Members

a. Teachers conduct their own elections.
b. Annual elections shall be conducted each May for the purpose of electing three (3) teacher council members.
c. Teachers must be elected by a simple majority (one-half plus one) of the number of teachers assigned to the school.
d. The process that teachers may use to elect their representative should address the following areas:
   (1) Nomination
   (2) Preparation of Ballot
   (3) Elections
   (4) Absentee Ballots
   (5) Procedures after the first-round ballots
   (6) Delivery of election materials to the principal the next business day after the election

3. Term Limits

a. School council members can serve an unlimited number of two-year terms as long as they continue to meet the eligibility requirements.

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 included in the minutes of the board and given to the member of the school council.

E. Filling of Vacancies

If a member of the council resigns or is removed from office, another member shall be elected in a special election held not less than one month after the vacancy occurs. The person elected in the special election shall serve the remainder of the term until July 1st, and shall be eligible for re-election.

F. Terms of Office

The terms of parent and teacher members shall begin on July 1st and end June 30th. Between the date of the elections and July 1st, members-elect are expected to attend all council meetings.

Article III. OFFICERS OF THE COUNCIL

A. Chair

The principal shall be the chair of the council. He or she shall have all the responsibilities specified in these by-laws, be responsible for maintaining a file of all correspondence addressed to the council, and follow the records retention law.

B. 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 in the absence of the principal.

C. Secretary

The Chair and Council will consult annually on naming a council secretary who will attend meetings to record the proceedings and actions of the council. On The secretary does not attend closed sessions of SBDM.

1. The SBDM secretary will prepare and submit the minutes to the principal, will forward to the superintendent or his/her designee after approval by council, and file in the school office as public record. The SBDM secretary shall post the minutes on the school website.
2. The council secretary shall compile minutes in a notebook for each school year to be kept on permanent file.

Article IV. FUNCTIONS OF THE COUNCIL

A. Allowed Functions of the Council

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 instructional materials shall be used at the school.
3. Determine what student support services shall be provided at the school.
4. Select a new principal for the school, when that position becomes vacant from a list of applicants submitted by the superintendent.
5. Consult with the principal about vacancies.
6. 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 requirements, program evaluation and supervision.
    i. Procedures for determining alignment with state standards, technology utilization, and program appraisal. Council policy on this issue must be consistent with district 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 the items a-h above, that policy must be consistent with district board policy.
7. Determine the professional development offerings to be paid for out of the council's allocation.
8. Adopt a policy on committees.
9. Adopt a school improvement plan that meets the requirements set in the board policy.
10. Exercise any other powers granted to it by the local board of education.

B. Prohibited Functions of the Council

The council shall not:

1. Recommend the transfer or dismissal of any member of the school staff.
2. Violate federal or state law or regulation.
3. Take any action that risks the health or safety of students, staff, or others.
4. Take any actions that expose the council or the district to unreasonable risk of legal liability.
5. Authorize any purchase that exceeds the financial resources available.
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 in the above-listed section.

Article V - Meetings

A. Regular Meetings

1. The WEHS SBDM Council shall meet monthly.
2. Council meetings shall be open to the public and must comply with the requirements of the open meetings laws.
3. Regular meetings may be canceled by the chairperson upon consulting with individual members. Notice of the cancellation shall be provided to the media in a timely manner. Notice of regular meetings shall comply with open meeting law.
4. The council shall make decisions by consensus. In cases where consensus can't be reached, a roll call vote will be requested. Consensus is defined as an "easily determined general agreement."
5. Decisions shall be made only in the convened quorum, the minimum number required to conduct business, of the council which shall be a majority, equal to half plus one of the total members.

B. Special Meetings

1. A special meeting of the council may be called by the chairperson or by the majority of the council.
2. Any special meeting of the council must comply with the requirements of the open meeting laws.
3. Special meetings shall be held in accordance with KRS61.823.

C. Special Work for the July Meeting of Each Council Term

At its first meeting each year, the Council shall:

1. Choose the schedule for conducting the annual review of SBDM By-Laws and

Policies.
2. Select a Vice-Chair and Secretary.
3. Set a regular meeting schedule for the year.
4. Discuss training needs of members.
5. Verify that all members have copies of the following documents:
   a. Council By-laws and Policies
   b. Council budgets for current and past two years.
   c. Spending reports for this year and the last two years, shall be available upon request.
   d. Our most recent State required assessment report and any other recent Intervention assessment results.
   e. School's current improvement plan.

Article VI - Conduct of Meetings

A. Quorum

Decisions shall be made only in the convened quorum, the minimum number required to conduct business of the council, which shall be a majority of the members, equal to half plus one of the total members.

B. Closed Session

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

1. To discuss proposed or pending litigation by or against a council member.
2. To conduct consultation in filling principal or other personnel vacancies.
3. To discuss the school's emergency plan.

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.

3. **Closed Session:** 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.
    a. **61.810(c)** Discussions of proposed or pending litigation against or on behalf of the public agency
    b. **61.810(f)** Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member, or student without restricting that employee's, member's, or student's right to a public hearing if requested. This exception shall not be interpreted to permit discussion of general personnel matters in secret
    c. **61.810(g)** Discussions between a public agency and a representative of a business entity and discussions concerning a specific proposal, if open discussions would jeopardize the siting, retention, expansion, or upgrading of the business
    d. **61.810(k)** Meetings which federal or state law specifically require to be conducted in privacy
    e. **61.810(m)** That portion of a meeting devoted to a discussion of a specific public record exempted from disclosure under KRS 61.878(1)(m)
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 the council minutes.

C. Agenda

The final agenda will be prepared and posted a minimum of 24 hours prior to the meeting.

D. Discussion of Agenda Items

The Council shall conduct its meetings from an agenda, which shall be furnished to all persons in attendance.

E. Open Comment

Each regular meeting agenda shall provide an opportunity for interested groups or individuals to address the council. Those wishing to address the council should sign on forms provided, stating their names, the group(s) represented, and the nature of their business. Presentations on behalf of a group shall be given by one

representative. All presentations shall be limited to three minutes. The council may respond or take under advisement all issues brought before the council.

F. Consensus Decisions
Decisions shall be reached by consensus.

G. Failure to Reach Consensus
If a consensus is not possible, the chairperson shall conduct a roll call vote.

Article VII - Minutes and Other Council Records

A. Minutes to be Kept and Approved

1. The secretary shall keep minutes of each council meeting and post them to the school's website.
2. The minutes shall state accurately each council decision taken.
3. If the decision was to adopt a written statement of policy or written statement of some other decision, the entire text of the statement shall be attached to the minutes.
4. The council shall review, revise, and approve the copy of the minutes at its next meeting.
5. Starting immediately after the meeting at which they are reviewed and approved, any member of the public is entitled to inspect them.
6. Copies of any policy, budget, by-law, amendment, or other document to be approved by the Council shall be included in the packet sent to members a minimum of 24 hours prior to scheduled meetings.
7. Additional copies will be available upon request.

B. Council Records Available for Public Inspection

1. School Council Minutes and Agendas
2. Committee Minutes and Agendas
3. Improvement Plan (including targets for Gap reduction)
4. School Council By-Laws and Policies
5. School Council Budget Documents not in the school plan
6. School Council and Committee Membership Lists
7. Official correspondence

Article VIII - Amendments to By-Laws and Policies

A. Amendments to Council By-Laws

a. These By-Laws may be amended after a first and second reading at the two consecutive council meetings by majority vote of the school council.

B. Amendments to the Council Policies

a. Policies will be reviewed at least annually or more often if needed. The council may amend SBDM policies after a first and second reading at the two consecutive council meetings by majority vote of the school council.

Each year copies of amended by-laws, policies, or procedures will be shared with faculty and staff as well as sent to the district superintendent, or his or her designee, and posted on the school's website.

Article IX - Appeals

A copy of the Board of Education's approved process for Appeals of Council Decisions is available at the district's Central Office.

SBDM Policies

SBDM Council Policies are grouped into the four categories:

1. **SBDM Organizational**
2. **Instructional**
3. **School Management**
4. **Athletic & Extracurricular**

Policy 01 - Committees

A. Standing Committees

A Standing Committee is an established Committee that has a recurring advisory role to the SBDM. Standing Committees are established at the behest of the SBDM and will continue its role until dissolved by the SBDM. A Standing Committee's jurisdiction will be set by the SBDM, as well as its composition and member selection process. It is *recommended* that there be at least one parent member on each Standing Committee; other parties such as administrators and possibly students (in a non-voting capacity) would provide valuable insight on each Committee and are invited to have representation on each Standing Committee. All Committees are considered to be Standing Committees unless specifically designated otherwise.

B. Ad Hoc Committees

Due to the nature of their business, Ad Hoc Committees have a limited scope, a specific duration and meeting criteria. Ad Hoc committees are formed on a need basis by the SBDM. Similar to Standing Committees, the jurisdiction, composition and member selection process will be determined by the SBDM when it becomes necessary to convene an Ad Hoc Committee. If an Ad hoc Committee needs to complete its work quickly, the SBDM may appoint members to the Committee immediately or designate a person to do so. Appointed members will have the option to decline.

C. First Committee Meeting

At the first meeting any standing or ad hoc committee, the committee will:

- Elect a Secretary.
- Elect a Chairperson.
- Designate a regular meeting schedule with dates, times, and place.
- Read Committee roles and responsibilities and any extra SBDM directives and outline a timeline of goals/activities for the coming school.
- Must follow the open records act.

After the meeting, the Committee Chair will report all these decisions to the Council Chair by submitting a copy of the committee minutes to the SBDM.

Policy 02 - Consultation

As a part of Article IV, in the WEHS By-Laws, one of the required functions of the council is to consult with the principal before the principal selects persons to be hired to fill other positions at the school.

Consultation shall include the following steps:

A. Principal, the department head, and an assistant principal will review applications of candidates, review references, and set up interviews of candidates for vacant positions. Interviews will be scheduled on a mutually agreed upon time with the department head and the assistant principal.

B. Principal will establish interviews for the position within the time frame permitted by the District Office and KDE.

C. Interviewers or Principal may request additional applications for screening.

D. All interviews will be conducted in a professional manner and interviewers will discuss the merits of each candidate prior to selection.

E. 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 shall conduct consultation with the council members who can attend.

The principal shall consider the discussion and any specific recommendations, but shall make the final selection him or herself. Either the principal alone or the committee by consensus may ask the superintendent to provide additional applications for consideration for any vacancy.

Policy 03 - Assignment of Instructional and Non-Instructional Staff Time

The principal will recommend positions for staffing to the Council for approval. This will be based on allocation from the Board and needs to be identified in the Comprehensive School Improvement Plan.

Policy 04 - Student Assignment

The Guidance Counselors, along with the curriculum coordinator and/or interventionist, shall develop a master schedule and assign all students to classes. The Guidance Counselors shall be responsible for: (1) Reviewing student needs and interests; (2) Developing a schedule for each student's individual needs; (3) Maintaining teacher-pupil ratio of 1:35 as stated in existing WEHS policy and consistent with Warren County Schools Board Policies and state laws. *Information regarding exemption to this ratio can be found in* 702 KAR 3:190.

The Principal shall make recommendations to the Council for approval of the master schedule prior to the opening of school. Any changes will be presented by the Principal for approval by the Council.

Policy 05 - School Space

Annually, the principal shall prepare a school space plan for the school day and present the plan to the school council. The principal shall implement the plan subsequent to the presentation to the council. The school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Improvement.

Policy 06 - School Schedule

The Warren East High School SBDM Council is responsible for the determination of the schedule of the school day, week, and seat time subject to the beginning and ending times of the school day and school calendar as established by the Warren County Board of Education.

The Council may propose changes in the type of schedule adopted by Warren East and an Ad Hoc committee established to look at a variety of schedule structures. Any proposed permanent changes to the structure of the class schedules will be shared with faculty/staff for discussion. The Council will make the final decision.

Policy 07 - Alignment with State Standards, Technology Utilization, & Program Appraisal

Warren East shall organize all instructional and other activities, as well as technology, to be aligned with standards established in state laws and regulations, and in a manner that is consistent with the local school board policy. Warren East shall appraise all programs in a manner that is consistent with the local school board policy. Programs shall be appraised upon request of the school council by assigning the program appraisal to the appropriate ad hoc committee for completion and recommendation to the council. The school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for Schools' Improvement.

Policy 08 - Discipline and Classroom Management

The faculty and staff of Warren East High School, with the guidance of the school PBIS Team (made up of faculty, staff, and parents), comprise a plan based on PBIS standards to implement discipline and classroom management techniques and consequences based upon the district discipline matrix.

A copy of the student handbook is available on the school website; a hardcopy is available upon request.

All WEHS teachers and staff shall follow the guidelines set forth in the Council approved plan. The Principal shall oversee and ensure that the plan is being followed. Each teacher will post his/her "specific class expectations" in the classroom, as well as publish them in the class syllabus. WEHS will publish expectations for the dining hall, hallway, and assemblies.

Policy 09 - Bring Your Own Device

Beginning in 2022-2023, every student must bring a charged device with a keyboard to school daily. Backpacks are not allowed but students are allowed to carry devices in sleeves or satchel-style bags in order to help carry their devices. Any satchel must be able to fit under the student's desk or seat.

A. Purpose

Warren East High School students are striving to meet 21st century standards in alignment with the ever changing, technological world. We want each of our students to be safe, savvy, and social digital learners. This plan allows for students to use their personally-owned

devices (PODs) as an instructional tool during the school day. Students are permitted to bring their personal device to school for instructional use as long as they stay in compliance with the guidelines outlined below and within the WEHS Student Handbook and Warren County Acceptable Use Policy.

Warren East is in compliance with the Children's Internet Protection Act (CIPA) to ensure the safety of our students while using the internet. We utilize a web content filtering solution as well as the Kentucky Department of Education firewall. You may read WCPS' full Acceptable Use Policy, as it is the governing policy that the following policies are taken from, here: https://bit.ly/WCPSAUP.

B. Allowed Devices

In order to provide for the best learning experience and protect the security of the school's network, the following devices are the only allowed devices: Android devices capable of running GSuite apps, cell phones (Apple, Android, or Google OS), as well as Chromebooks and Apple laptops. Chromebooks and Apple laptops are preferred over mobile devices such as cell phones as they are not recommended for a short or long-term remote learning environment. Windows devices are also acceptable but must meet the following criteria:

1. The device must have an antivirus software enabled. (Windows 10 devices have built-in antivirus software.)
2. It must be Windows 8.1 or newer (8.1 and 10 are the only MS OS's still receiving security patches).
3. Must have the capability to log on to student google account to access school related apps as well as the GoGuardian feature.

Gaming devices are not approved devices.

C. Lost, Damaged and/or Stolen Devices

Warren East High School and Warren County School are not responsible for any lost, damaged, and/or stolen personal devices. Students are strongly encouraged to use protective coverings for their devices.

D. Usage Charges

Warren East High School is not responsible for any data charges that your account may accrue while using a device at school. Students are encouraged to utilize our free wireless network instead of any data plan.

Personal devices will be connected to the Warren County Schools filtered network. *Students should not use data services at school.* Warren East High School will not guarantee wireless capabilities on a daily basis due to unforeseen technical issues that may occur.

E. Teacher Rights/Responsibilities

Each teacher has the discretion to allow the use of personal devices in the classroom. Warren East High School (all faculty) retains the right to collect, examine, and/or search any device for the following reasons:

- Suspicion of causing technology/network problems such as virus or Trojan.
- Suspicion of a violation of the student code of conduct (inappropriate use, harassment, academic dishonesty, or misrepresentation of information). Students will be required to provide any password to unlock the device. Refusal to do so will result in disciplinary action.

F. Student Guidelines

Students using personal devices must adhere to the Warren County Student Code of Conduct, Warren County Schools Student Handbook, Warren County Schools Acceptable Use Policy, and the Warren East High School Acceptable Use Policy for Personally-Owned Devices.

Personally Owned Devices will remain on silent or turned off and in the student's possession unless directed otherwise by the teacher. Devices may not be used to cheat on tests, quizzes or assignments. Students may not use devices for making phone calls or texting during instructional time. **Students may not use the personal device to record or post images, video or audio of other students, faculty and/or other persons on school grounds. Students must be logged onto their school issued google account during the school day with the GoGuardian feature activated.** Any device that is not on silent, inactive to GoGuardian feature or becomes a distraction, without permission can be taken by the teacher/staff and turned in to the principal.

Students who habitually bring a device not fully charged can face disciplinary actions.

First Warning: Student conference and parental contact
Second Warning: 3 days of lunch detention and parental contact
Third Warning: Major referral

Devices may only be used for instructional purposes and the accessing of approved websites, applications, or files. Any use of the device otherwise will be considered a violation of the policy and will warrant disciplinary action.

Students are prohibited from bringing devices on premises that will infect the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized programs. Students are prohibited from any "hacking" type activities.

Printing from personal devices is not permissible at school. All devices must be charged and ready for use prior to school.

G. Recommended Devices:

- Chromebooks and Apple laptops

- iOS Devices running iOS 11 or higher
- Android Devices that can successfully run GSuite apps (Google Classroom, Google Drive, Google Docs, Google Sheets, Google Slides, Google Calendar, Google Meet)
- Windows Devices running Windows 8.1 or newer. Windows devices must also have antivirus software enabled. (Windows 10 has built-in antivirus software.)

Please read the Google Auto Update Policy relating to Chrome devices.

It is important to note that mobile smart phones and other tablets are not recommended for remote learning.

Policy 10 - School Safety

Warren East High School administration along with parents, teachers, and other staff members will collaboratively develop the school's emergency management plan to develop and document efforts to prevent, prepare for, and respond to emergencies.

The plan will include, but not limited to:

1. Primary and Secondary evacuation routes, which will be posted in every room.
2. Safe weather zones that have been reviewed by fire marshal/fire chief, which will be posted in every room.
3. Practices for students to follow in an earthquake.
4. Development of control measures for the school building, which may include:
    a. Controlling access to exterior doors during the day.
    b. Controlling front door access electronically or with a greeter.
    c. Controlling access to individual rooms.
    d. Requiring visitor check-in with ID and purpose provided.
    e. Display of visitor badge on outer clothing.
5. Fire drills that are consistent with administrative regulations of the Department of Housing, Buildings, and Construction.
6. Procedures for lockdown of the building and campus. Local law enforcement shall be invited to assist in establishing lockdown procedures.

Warren East High School will follow the aforementioned guidelines established by House Bill 354 to develop a School Emergency Plan. The School Council will review the policy annually in closed session. The principal will review this plan each year with the faculty prior to students entering the building for the first day of school.

Policy 11 - Honoring Contributors to WEHS

(Separate from WEHS Athletic Hall of Fame)

This policy does not involve or include the WEHS Athletic Hall of Fame which is independently administered. Persons or organizations wishing to honor a past supporter of WEHS, who meets the criteria, must follow the procedures set by this policy.

A. Criteria

One or more criteria must be met:

- Person began a specific sport or program.
- Sport or Program will/would be identified with the honoree.
- Person was instrumental in moving the sport or program to high achievement.
- Person displayed the "highest" ideals as a participant/coach/sponsor.
- Person had an integral role in developing Warren East High School and its programs.

B. Procedures

All nominations will be submitted to Warren East High School SBDM Council in writing.

The nominations will include:

-Name of individual
-Rationale for the 'honor' including supporting documents.
-Dates of service to Warren East High School.
-Other pertinent information concerning the request.

The Warren East High School SBDM Council will consider the request. The Council may verify information submitted, ask for additional information, and/or request further documentation pertaining to the request. The Warren East High School SBDM Council will either deny or approve the request. The requests that the Council approve will be forwarded to the Warren County Board of Education for their approval. The Warren County Board of Education is the final authority on allowing the requests.

Policy 12 - Instructional Practices

The Warren East High School SBDM Council is responsible for planning and implementing instructional practices used in curriculum development and instructional practices including writing policies and credit requirements.

The Instructional staff and Council are responsible for staying versed in new instructional practices in order to provide an environment where all students perform up to their potential and are Transition Ready. Teachers will notify the principal/council in writing of new

instructional practices that they wish to use. The principal will meet with department heads to discuss instructional changes.

A. Teaching Strategies

Teachers will regularly ensure students:

1. Are actively involved in their own learning.
2. Use writing as a way to learn and communicate effectively and responsibly.
3. Have some ownership over what is being learned.
4. Communicate with peers about what they are learning.
5. Study subjects in a way that shows applications to real life.
6. Are able to make connections among content areas.
7. Are instructed in a way that helps all students learn the Kentucky Academic Standards, College Readiness Standards, KOSSA Standards, the Next Generation Science Standards, and the Program of Studies which has been determined for all students to know and be able to do.
8. Receive the appropriate and meaningful feedback.
9. Do hands-on activities.
10. Use calculators appropriately.
11. Discuss different ways to solve problems.
12. Read and write in all content areas.
13. Use technology.

B. Teaching Goals

To ensure that the above items are implemented, every teacher shall:

1. Use a wide variety of student-centered, culturally responsive instructional strategies to address various learners.
2. Use activities where all students use higher-order thinking and problem-solving skills.
3. Assign tasks similar to those used for state and standardized assessments.
4. Provide opportunities for students to connect their learning to other topics and subjects and real-life experiences.
5. Use technology for appropriate and varied learning activities and to extend the classroom into the community and the world.
6. Use instructional resources that are developmentally appropriate, culturally diverse, and varied.
7. Provide students with opportunities to evaluate their performance and use the feedback to reflect on and improve classroom practice as needed.

C. Standard Grading Policy

- A syllabus will be distributed to students at the beginning of each course.
- Teachers will explain the grading system in each class and describe their policies in regard to cheating, homework, late work, the use of AI and make-up work.
- Students will be allowed to make up all assignments and/or assessments of all excused absences. The number of days allowed to submit work when the student was absent

will be based on and the same as the number of days missed. Students will not be allowed to make up any assignments for an unexcused absence. If a student has an unexcused absence on the day of an exam/summative assessment, he/she will be allowed to make up the assessment, after school, during ESS. The assessment must be completed during ESS and within the timeframe consistent with the department's late work policy.

- If a student is suspended, the suspended day will count as a standard absence and work will not be accepted by teachers for full credit earned based on the student's work.
- Each department will develop late work policies within common grade-level prep classes to be used in those common classes. These late work policies will be approved by the department head of each department. Teachers are allowed the flexibility to provide more time than their late work policy allows but not less.
- Teachers are expected to enter at least one meaningful skill-based grade every week there are two or more days of instruction.
- When assignments have not been turned in to the teacher, it is expected that teachers will utilize 'M' for Missing in Infinite Campus to alert students and parents of the missing assignment and its negative effect on the student's grade.
- It is expected that teachers will call and talk to parents/guardians of students who are failing at least once per mid-term and document in Infinite Campus.
- Teachers are encouraged to make calls and send notes to parents for positive behavior and performance as much as possible in order to help build a team-approach to working with their child.
- For semester-based block classes, there is a **basement-grade of 40%** for the first and third quarters during the school year. .
- Students who are enrolled in other institutions for a portion of the year will not be held responsible for work done in any WEHS class while the student was enrolled elsewhere. The student's transfer grade will be used in lieu of course work done during the student's absence.
- **All assignments and tests, including work submitted late, must be graded and posted to a teacher's Infinite Campus gradebook within two weeks of submission by the student.**

D. Accommodated Grading Policies

These requirements are designed to promote the academic success of students who possess IEP accommodations as well as students who are English-learners.

IEP Grading Policy

Grade determinations of students should be made through collaboration between the content and special education teacher. All teachers should provide modifications and accommodations for students as outlined in the IEP plan. All content teachers should regularly consult with special education collaborators to evaluate student performance and identify those that are in danger of failure.

Performance Based Grading Policy:
To assist students with an IEP who are actively working and participating in their classes, the lowest grade point for that student will be a 60% in the specific class(es) they are still struggling to pass. A student receives **at least a 60%** if he or she performs most or all the following tasks:

- Uses reference/support materials provided by the instructor that are outlined by the student's IEP plan.
- Completes modified work.
- Is attentive during instruction/group work.
- Copies notes when necessary.
- Provides oral, written, or pictorial response when prompted.

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If the content and special education teachers determine that, even after modifications have been made, the student is generally unwilling to perform the above tasks, a **minimum grade of 50%** can be assigned. Students who have fallen so far behind and aren't trying or working need to have an ARC meeting held.

English Learner Grading Policy
WEHS will follow the Warren County School's English-Learner Grading Policy as outlined below.

WCPS District English-Learner Grading Policy		
Students in 1st and 2nd Year in US Schools **AND** A Composite Proficiency Level 1.0 - 2.5 (Questions regarding a student's ability to accomplish the following tasks should be discussed with the EL teacher.)	Students with 3+ Years Performing Below 2.6 Composite Proficiency **OR** Any EL Student with a Composite Proficiency Level of 2.6 - 4.0	Students with a Composite Proficiency Level of 4.1 - 4.4

Performance Based Grade: A student is given **at least a 70%** if he or she performs *most or all* the following tasks: • Uses reference/support materials provided by teachers outlined by the students PSP (ex: vocabulary sheets, word walls, graphic organizers, English/bilingual dictionary, etc.) • Attempts as much of an assignment as he or she can. • Completes portions of modified work. • Is attentive during instruction/ group work. • Copies notes when necessary. • Provides oral, written, or pictorial response when prompted. • Comes to class prepared. * A student will receive a grade of at least a 60% if he or she generally does not perform all of the above tasks and teachers have made modifications. Frequent communication must be conducted with an EL teacher. ** If the classroom teacher and EL teacher determine that, even after modifications have been made, that the student is generally unwilling to perform the above tasks, then a grade of 59% can be assigned. (If a student wishes to use APEX to recover the credit, guidance can set the account to require all 5 units).	**Standard Grade:** A student is **given standard grades** for modified / accommodated work and assessments outlined by the students PSP. **Examples of instructional and assessment modifications/ accommodations include, but are not limited to the following:** • Instruction: word banks, reducing problems/questions or steps because of linguistic complexity, visual representation, completing graphic organizers, etc. • Assessment: reader, scribe, extended time, English/bilingual dictionary, native language support. * See grade level "Can Do Descriptors" to determine what you should and should not expect for students based on proficiency.	**Standard Grade:** A student is **given standard grades** for work that is mostly comparable to his or her peers. **Examples include:** • Homework, class work, assignments, and assessments will be modified according to the student's PSP. *Students with a 4.5 Composite Proficiency Score eligible to exit from EL program

E. Grading Scale

- The following grading scale will be used in all regular classes:
  - A=90-100
  - B=80-89
  - C=70-79
  - D=60-69
  - F=0-59

F. Grade Point Average Calculation

- All regular (non-Advanced Placement "AP") classes are calculated on a 4.0 scale:
  - A=4.0 points
  - B=3.0 points
  - C=2.0 points
  - D=1.0 points
  - F=0 points

- AP classes are calculated on a 5.0 scale to take into account the degree of difficulty of this level of class:
    - A=5.0 points
    - B=4.0 points
    - C=3.0 points
    - D=2.0 points
    - F=0 points
- Both methods of grade point calculation will be used in determining GPA and class rankings.
- If two or more students have all A's and have taken the same number of weighted classes, those students will be recognized as having the same rank in class.
- Grade point averages are calculated quarterly.

G. Grade Reporting

- Students and parents can access grades via the parent portal within the Infinite Campus website.
- Official grades are reported every semester and posted to the student's official transcript.
- Students will personally receive all other midterm grade handouts. Grade reports will be personally given to students for 1st, 2nd, and 3rd quarter. Grade reports for 4th quarter may be picked up at the end of the school year upon the school receiving full payment of any debt incurred by the student during the current or past school year(s).

AI Statement:

Warren East High School students may use AI programs e.g. ChatGPT to help generate ideas and brainstorm. However, students should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Students should also beware that use may stifle independent thinking and creativity.

Students may not submit any work generated by an AI program as their own. If students include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor).

Any plagiarism or other form of cheating will be dealt with according to school discipline and class syllabus.

Policy 13 - Advanced Placement and Dual Credit

A. Advanced Placement Classes

At Warren East High School, we are committed to ensuring every student is challenged and supported in their educational journey. KRS 158.6453 and KRS 160.348 require students

identified as gifted in the areas of English Language Arts, Mathematics, Science, and Social Studies to receive advanced coursework. All students at Warren East High School will be given information, encouraged to enroll, and have an opportunity to take advantage of advanced placement courses. Advanced coursework is defined as educational programs or opportunities designed to challenge students with more rigorous content beyond the standard curriculum, including, but not limited to, differentiated instruction, advanced courses such as advanced core courses with above-grade-level instruction, Advanced Placement, International Baccalaureate, and Honors Courses. (KRS 158.6453(1)(a).

High school students will be automatically enrolled in an advanced course for their identified gifted area. If a student has been formally identified as gifted in English Language Arts, Mathematics, Science, or Social Studies, they will be enrolled in the corresponding advanced class if available. If an advanced class is not available, students will receive enriched instruction within their core class. Teachers will use an advanced scope and sequence to ensure your child is receiving challenging and accelerated instruction.

We believe these advanced opportunities are vital for student growth, but we also respect that parents know their students. Parents will have the right to decline this automatic enrollment or withdraw the student from advanced coursework using the Parent Opt-Out form that can be requested from school.

Guidance will develop and enact a plan that ensures that all students and parents, upon entering WEHS, will know the courses offered, suggested grade level, prerequisites, and class expectations for AP classes. The plan will include information on AP tests: the benefits of taking the tests, the possible outcomes (depending on scores), procedures for registering for tests and the plan for students that qualify for free testing. All students in AP classes will be strongly encouraged by the classroom teachers to take the AP tests. All students enrolled in AP classes at WEHS must have a contract signed by the student and his/her parents; failure to do so will result in removal from class. The AP contract will be adhered to.

B. Dual Credit Classes and Benchmarks

All students at Warren East High School will be given information, will be encouraged to enroll, and will be given the opportunity to take advantage of dual credit courses.

The Guidance Office will develop and enact a plan that ensures that all students and parents, upon entering Warren East High School, will know the courses offered, suggested grade level, prerequisites and class expectations. The plan will include the benefits of taking dual credit courses and procedures for registering for classes. All students enrolled in dual credit

courses at WEHS must have a contract signed by the student and his/her parents. Failure to do so will result in removal from class. The dual credit contract will be adhered to.

Dual Credit Benchmarks: There will be specific criteria that will qualify a student to take dual credit courses.

Students are permitted to check out early/check in late one class period per semester for a 3-hour on-line course.

Policy 14 - Curriculum

The School-Based Decision Making Council, in consultation with all stakeholders, shall adopt a curriculum that aligns with the state standards and is appropriate for all instructional needs. The Warren County Board of Education's curriculum policy will be consulted when making these decisions. Any additions, deletions, or changes as identified by the county and school's curriculum/instructional leaders will be brought before the council for approval.

Policy 15 - Writing Program

The School-Based Decision Making Council shall be responsible for approving and monitoring the school's writing program.

The Writing Policy at WEHS will offer opportunities for students to demonstrate complex writing and communication skills (reading, composition) may include, but not be limited to, the following:

- All teachers, regardless of content taught, must use various forms of writing including but not limited to: Writing to learn, writing to demonstrate learning, writing to investigate, and writing for publication.
- All teachers will teach students appropriate, responsible, and effective research strategies.
- Teachers use small group, whole group, and individual learning opportunities to communicate to a broader audience.
- All teachers regardless of content taught will have student create multimedia projects to communicate ideas for publication.
- All teachers will offer opportunities for self-assessment writing to reflect within the classroom setting feedback for peers and teachers.
- The utilization of technology to store and share writing within ethical standards of media practice.

Evidence of writing will be placed in the individual student Google accounts.

Policy 16 - Virtual Educational Learning

Any Warren East High School student wishing to take a course not currently offered by the school will be given the opportunity to enroll in that course through the Courseware program or another program approved by the WEHS SBDM and/or the Warren County Board of Education.

Virtual educational learning may be utilized for students who are in need of credit recovery. Those students who are in need of credit recovery will make up the following amount of units based on their final averages:
Final Grade of 55-59 - Student completes 1 unit, or the equivalent therein, of virtual work.
Final Grade of 50-54 - Student completes 2 units, or the equivalent therein, of virtual work.
Final Grade of 45-49 - Student completes 3 units, or the equivalent therein, of virtual work.
Final Grade of 40-44 - Student completes 4 units, or the equivalent therein, of virtual work.
Final Grade of 0-39 - Student completes 5 units, or the equivalent therein, of virtual work.

Policy 17 - Early Graduation

Students wishing to complete all graduation requirements early shall be allowed to apply for early graduation through their school. Students wishing to graduate early, along with their parent(s)/guardian(s) will need to apply through the WEHS Guidance Office in the Spring of the student's 11th grade year. Students who graduate early will be allowed to walk the graduation line with their graduating class in May of their senior year but will **forfeit** upon early graduation from WEHS all ability to participate in extracurricular activities and co-curricular activities. This includes forfeiture of prom, dual credit discounts, senior week activities, athletics, performance in the school musical and any other school event.

Policy 18 - Extra-Curricular Programs

All extra-curricular programs/activities shall be consistently conducted with equal opportunity requirements and the Warren County Public Schools Athletic Guidelines and KHSAA policies.

Any teacher who wishes to sponsor or begin a new 'extra-curricular' club or group will request in writing for council approval.

For overnight activities, the student to chaperone ratio will not exceed 10 to 1. Additionally, at least one chaperone of each gender will be required on overnight trips that involve students of both genders. For trips during the school day, the student to chaperone ratio will not exceed **30 to 1** unless principal approval is granted.

Chaperones must be medically trained. For all trips, if volunteers are used as chaperones, they must be designated to supervise students by the Principal or designee and undergo the required records check.

If an out-of-state trip is taken, a nurse from the district must accompany the trip unless the parent of the student with a medical issue agrees to be a chaperone.

Students are required to have signed district permission forms to attend a trip. WEHS students who are at least 18 years of age are allowed to sign their own permission forms per WCPS Director of Pupil Personnel Jeff Moore. (2/6/2023 3:07pm). **If the trip is an overnight trip, the parent or guardian must sign the permission slip.**

Note: The 10 to 1 ratio applies only to overnight trips. A volunteer is defined as "Any person who does not receive compensation for assisting in school or District programs."

A. New Clubs

Any person or persons wanting to establish a new club or organization at WEHS may do so using the following procedure:

1. A sponsor for the organization must be secured first. This person must be a certified employee of the Warren County School District.
2. Sponsors and students must write a preliminary set of by-laws to present to the Principal, who, upon approval, will submit to the SBDM Council. The proposal should include the club purpose, structure, any officers and elections, and any dues to be collected.
3. Sponsors—Bring the new club proposal to SBDM.

Warren East High School
Current Clubs & Related Groups

AFJROTC	**A**	Chief Bruno/Colonel Stevenson
BETA Club	**A**	Jennifer Mantlo
Green Dot	**A**	Justin Pate
Fitness Club	**A**	Caleb Peel

Prom Committee	**A**	
Volleyball Club	**A**	
Y Club	**A**	Heather Easley
Fellowship of Christian Athletes (FCA)	**B**	Justin Pate
Future Business Leaders of America (FBLA)	**B**	Megan Atchley, Miranda Phillips, Jennifer Firkins
Gamer's Club **- Board Game Club**	**B**	Scott Olenkiewicz
Health Occupations Students of America (HOSA)	**B**	Jessica Sanford, Brandi Matthews
National Honor Society (NHS)	**B**	
Robotics	**B**	Nicole Lee and Stefanie Ferguson
Family, Career and Community Leaders of America (FCCLA)	**C**	
Future Farmers of America (FFA) **- Trap Shooting Team** **- Ag Mechanics** **- Livestock Show Team**	**C**	Katy Doyle, Aaron Brooks
International Student Union (ISU)	**C**	Rebekah Sledge
JAG	**C**	Sarah Coulter
Pep Club	**C**	Justin Spears
Project LIT	**C**	

B. Field Trips / School Functions / Other Programs

'Off-Campus Field Trip' Defined: An off-campus field trip is defined as any activity sponsored by a class, content area, club, or grade level which takes place during school hours and lasts longer than one class period. These activities may extend past school hours.

'On-Campus Field Trip' Defined: An on-campus field trip is any activity on the WEHS campus, sponsored by a class, content area, club, or grade level which takes place during school hours. On-campus field trips will require an on-campus field trip form to be completed and will follow the same grade and attendance checks as off-campus field trips. Medical forms are not required for on-campus events. These activities may extend past school hours. **If the on campus activity is a district sponsored activity or mandated activity, the on campus permission form will not be required.**

This policy does not include any competition involved in a KHSAA sanctioned sport or Jobs for America's Graduates (JAG).

1. **Field Trip Sponsor's Responsibility:**
    1. Submit a field trip request to the principal for approval. The principal will consider, but is not limited to, the following criteria when approving any field trip:
        a. The educational value of the field trip.
        b. The timing of the field trip with respect to the school calendar.

c. The number of field trips scheduled for the same week as the requested field trip.

2. Secure funding for the field trip.
3. Complete an Emergency Action Plan (EAP) form and turn into dean of students two weeks prior to the trip.
4. Secure a bus for the field trip, if needed, at least *three weeks* prior to the trip by submitting a bus request. If the bus must be canceled, it must be canceled ASAP or the sponsoring group may be responsible for the cost of the bus.
5. Newly signed permission and medical forms *(if required by the board)* must be given to the assistant principal and/or school nurse *ten school days* prior to the field trip. Forms must be signed by the parent or guardian of the student. It is highly suggested that a statement be included on the permission form that if a student is deemed ineligible to attend the field trip that the student will still be responsible for the cost of the field trip. Refunds of monies paid will not be given.
6. An alphabetized master list of students attending the field trip along with any alternate students must be emailed to the staff and posted on the Warren East Faculty Calendar *two weeks* prior to the field trip. No students may be added to this list once it is posted. Students who are participating in a team competition will need to be indicated on the roster.
7. After attendance has been taken on the day of the field trip, a list of students attending will be given to the attendance secretary and to the bus driver (if applicable).
8. Failure to follow any of the instructions above or any policy of the Warren County Board of Education may result in the cancellation of the field trip. Any exceptions to the above timeline are at the discretion of the building principal.

2. Classroom Teacher Responsibility:
Classroom teachers should make sure that students' grades are an accurate reflection of student progress at the time of any grade check.

3. Student Field Trip Eligibility:
Attending a field trip is a privilege. This means it is the responsibility of the student to make sure he or she is eligible to attend. Student eligibility to attend field trips will be based on grades, discipline, and attendance. Eligibility checks will be performed *five school days* prior to the field trip and the results are final at the end of that day. Warren East High School is not responsible for any cost incurred by a student if he or she is ruled ineligible to attend the field trip.

4. Academic Standing for Field Trips:
Student field trip eligibility is checked 5 days prior to the trip and is based on whether or not the student is passing their current classes for the **semester**. Students who are failing any class may not attend a field trip. **If the trip is during the first 10 school**

days of a new quarter, eligibility will be based on the previous quarter's grades. If a student is passing for the year but failing for the quarter, the child's teacher has the discretion to withhold the student from going and should communicate with the sponsoring teacher. Any exceptions are at the principal's discretion.

For on campus field trips, it is the classroom teacher's discretion whether a student may attend during their class if they are failing that class. Grade checks for these events will be conducted 5 days prior and only for the classes students would be missing.

In the case of field trips that are co-curricular team competitions, students who are members of a competing team may be failing no more than **one** class and still be eligible to attend.

5. **Discipline Requirements for Field Trips:**
   Students who have been suspended or assigned ASP forfeit the privilege of participating in any field trips for the remainder of the quarter and the following quarter. Any exceptions to allow or prevent a student from going on trips are at the principal's discretion.

6. **Attendance Requirements for Field Trips:**

   Students who accumulate seven (7) or more full-day unexcused absences for the year, seven (7) or more tardies for the semester, or have been suspended from school are ineligible to attend field trips for the remainder of the semester. Administration will enforce attendance requirements for field trips. Any exceptions to allow or prevent a student from going on trips are at the principal's discretion.

C. Prom
Prom Policy -
Prom is a privilege and participation will be based on the following criteria:

1. Passing all classes and on grade level
2. Must not have 7 or more unexcused absences
3. Must not have 7 or more tardies for the semester
4. Must not have been suspended or attended ASP in that school year

**The principal will retain discretion to allow and/or deny a student to attend prom.*

Policy 19 - Athletes and Participation

Any Warren East High School student taking part in an athletic activity should be prepared to commit to the schedule of that activity.

Student-athletes planning to participate in an athletic event, whether practice or competition, need to be in attendance for at least ½ of the school day of or the day prior to that event. Any event on a non-school day, requires the student to attend ½ of the school day prior to be eligible. Those not meeting this requirement will not be allowed to participate in that day's event. A ½ day is considered to be **2** class periods. Any student seeking exemption from this policy may submit a valid excuse, in writing, to either the principal or the athletic director. The request must be submitted prior to participation in that day's event.

Student-athletes must comply with all legal, district, and school policies and procedures regarding participation, including an annually completed and signed WEHS Athletic Code of Conduct document for each sport a student participates in. Codes of Conduct will be held on file by the WEHS Athletic Director or his or her designee.

Policy 20 - Physicals For Athletic Participation Policy

In the below mentioned KHSAA Bylaw, Warren East High School's definition of "trying for a place," will be: Any student who attends any off-season workouts (open field, open gym, conditioning, Winter Program, or any voluntary workouts) will have a physical on file with the coach and Athletic Director. This physical will be completely and correctly filled out with a doctor's signature, parent permission, and student insurance.

BYLAW 12. PHYSICAL EXAMINATION, PARENTAL CONSENT, AND INSURANCE ***(CHECKED ON 3/19/2021 THRU KHSAA WEBSITE.)***

Sec. 1) PHYSICAL EXAMINATION AND PARENTAL CONSENT REQUIREMENTS

a) The Superintendent or Principal shall have each student who is trying for a place as a participant on a sport or sport-activity team present a physician's certificate signed by a physician, physician's assistant, advanced practice registered nurse, or chiropractor (if performed in the scope of practice as defined in KRS Chapter 312) which shall state that he or she is physically fit to participate without undue risk.

b) The parent's consent for the child's participation and acknowledgment of receipt of the eligibility rules as promulgated by the Association and Kentucky Board of Education regulations in writing shall be required on KHSAA Form GE04.

c) The permission shall acknowledge that the student and the parents are aware of the education material available from the KHSAA, Centers for Disease Control, and other agencies regarding the nature and risk of concussion and head injury, including the continuance of play after a concussion or head injury.

Sec. 2) REQUIREMENT FOR INSURANCE

a) A student, before participation or trying for a place on a sports or sport-activity

team shall have in place medical insurance with coverage limits up to the deductible of the KHSAA Catastrophic Insurance program, and that insurance shall remain in force throughout participation.

b) It shall be the responsibility of each member school to ensure and certify that each student has insurance coverage throughout the school year.

Consequences:
Any coach who does not follow this physical policy will be subject to the following consequences.
1st offense – Written reprimand to be placed in permanent file followed by growth plan
2nd offense – Coach will be suspended for one week
3rd offense – Coach will be suspended for the year and will be subject to board of education penalties as well.

Policy 21 - Athletic Lettering

Criteria for the recommendation and Awarding of Athletic Letters
The head coach shall recommend the members of his/her team who have met the requirements to earn an athletic letter. These recommendations shall be approved by the Athletic Director.

The head coach shall provide the athletic director with documentation to verify the award of an athletic letter for every student athlete that meets the qualifications set forth in this policy. This documentation must be in written form and must accompany the recommendations from the head coach.

Student athletes who meet the requirements of this policy shall be awarded a letter for their first recognition. Subsequent awards shall be recognized with the presentation of a bar for their jacket.

Requirements to Earn an Athletic Letter

1. **Varsity Status** - A student athlete shall qualify for an athletic letter on the basis of his/her participation in a sport at the varsity level.
2. **Attendance** – A student athlete shall attend **all** practices and games associated with their sport. Student athletes will be permitted two (2) excused absences per season approved by the head coach **PRIOR** to the absence. The Student athlete must complete the season as a team member in good standing.
3. **Sportsmanship** – A student athlete represents his/her school and community and shall conduct him/her in such a manner that he/she is a positive representation of his/her

school and community. Failure to display appropriate sportsmanship at all times shall disqualify a student athlete from consideration for the award of an athletic letter.
4. **Training Rules** – A student Athlete shall adhere to all school and sport training rules at all times
5. **Participation** – A student athlete will participate in a minimum of 40% of all opportunities to compete at the varsity level measured by the rules of that sport(e.g., quarters, matches, games, or meets).

Exceptions
Under certain special circumstances as enumerated below, a head coach may submit a recommendation for an athletic award.

1. **Special Position Players** - Awards for specialty position players (eg., goalie, kicker, pitcher, ect.) may be recommended at the discretion of the coach, subject to the approval of the athletic director.
2. **Student Managers** – Awards for student managers who have been present at **ALL** practices and games may be recommended at the discretion of the coach, subject to the approval of the athletic director.
3. **Seniors who lack Participation** - Awards for 12th grade student athletes who meet **ALL** of the criteria except participation and have been a member of a varsity team for at least two (2) seasons can be awarded.
4. **Sports related injuries** – Awards for student athletes who have sustained a sports related injury during the sport season may be recommended at the discretion of the head coach if, in his professional judgment, the student athlete would have met the criteria of the award if the injury had not occurred. Such recommendations are subject to the approval of the athletic director.

Circumstances Not Covered Here Within
All other circumstances that might prevent a student athlete from receiving an athletic letter which is not specifically covered by the enumerated exceptions will be dealt with on a case by case basis and which final disposition is subject to the approval of the athletic director.

Policy 22 - Coaching Staff

It will be the policy, within the athletic department, that all sports will have a coaching staff member of the same sex, of said sport. Female-only sports will have at least one female member on the coaching staff while male-only sports will have at least one male member on the coaching staff at all times.

If the head coach is unable to find someone to fill the position the administration may appoint someone in order to ensure the safety and supervision of the student athletes.

Policy 23 - Championship Rings

Rings will be bought for state champions. This will govern all team sports and individual sports. This will not apply to individuals who win state in an individual event unless approved by administration to do so.

Example: Rings will be bought for state individual cross country winners, archery winners, etc., but not for individual track event winners, swim event winners, etc. If Warren East High School has the funds available, the school will do everything to pay for them out of athletic/school funds, but we may need to ask for help from a booster club and/or donors. Rings will only be bought for champions, and not runner-ups, unless a vote is requested. Rings will not be bought for district titles, region titles, or individual tournament titles. This will be the policy for KHSAA sponsored events only.

Policy 24- Graduation Requirements

Graduation Policies

In order to be eligible to participate in the graduation ceremony, seniors must:

- Attend all graduation practice sessions in their entirety
- Comply with all school policies (including dress code) during practice and while on school property
- Comply with all school guidelines regarding school issued graduation regalia and dress during graduation.
- Pay in-full all debts

Graduation Requirements/Guidance and Counseling

Warren East diploma requires a minimum of 26 credits to graduate. Contact the guidance office for a detailed list of classes required and electives offered. The guidance counselors are here to help you in many ways. Stop by and make an appointment if you need help with:

- Solving problems that you might encounter at school
- Registering and preparing for college entrance exams
- Planning for college and career
- Choosing a college, vocational school, or military training program
- Applying for college and vocational scholarships
- Planning your schedule of classes
- Dealing with personal problems

Honor Roll/Honor Graduates

A student must obtain all A's and B's in each of their classes for the nine weeks. Those students with all A's will receive further distinction. Honor students will be recognized during graduation with white cords. This will be on a weighted grading scale. Valedictorian and/or Salutatorian will also be recognized.

Promotion Requirements
6 credits to be a sophomore
13 credits to be a junior
19 credits to be a senior
26 credits to graduate from WEHS

Promotion is done at the end of the school year only. The Principal has the authority to promote students under special circumstances.

Graduation Ceremony

It is the policy of Warren East High School that all graduating students must complete all credits and requirements of the State of Kentucky, Warren County Board of Education and Warren East High School prior to graduation rehearsal. Students shall not participate in graduation ceremonies until all graduation requirements are met.