

SPENCER COUNTY HIGH SCHOOL

SBDM COUNCIL POLICIES AND PROCEDURES

Approved 07/09/2024

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1. CURRICULUM

1.1 AP CURRICULUM POLICY:

Students may earn a Level IV AP weight.

PROCEDURES:

1. Each student must successfully complete the AP course.
2. Each student must take the corresponding national exam.
3. Free and Reduced students may have the AP fee waived.
4. Students who take the AP course and opt out of the national exam will earn an Honors credit, which is weighted at a Level III rather than a Level IV.

Weight Levels are found in the Course Description Book.

1.2 REQUIRED COURSES POLICY:

Math and English are required each year regardless of credit hours earned.

1.3 COURSE REQUIREMENTS POLICY:

See the Course Description Book.

1.4 CORRESPONDENCE COURSE POLICY:

SCHS students may earn, through correspondence, a maximum of three units of academic credit to be applied toward graduation requirements as approved by the principal and counselors.

1.5 ADVANCED PLACEMENT AND DUAL CREDIT COURSE POLICY:

SCHS will offer our students college level courses each year.

PROCEDURES:

College level / dual credit courses will be offered in English, Science, CTE, Mathematics, Social Studies, Foreign Language and the Arts. These courses will be offered as Advanced Placement classes at our school through arrangements with nearby colleges or universities and National Industry Certificate Organizations.

If the course is designated as an Advanced Placement course, it must:

1. Be identified as an Advanced Placement course by the College Board.
2. Include the content as described in the College Board overview, description, and recommended course syllabus for the appropriate course.
3. Be aligned with Kentucky's Academic Expectations and Kentucky's Program of studies.
4. Prepare a student to take and be successful on the appropriate Advanced Placement examination administered by the College Board.
5. Be taught by staff with appropriate content certification and professional development preparation to teach the Advanced Placement course.

NOTE: Students taking dual credit courses must meet that college's admission criteria.

Student Assignment and Recruitment

We will encourage all students to prepare for and take one or more college-level courses. We will do this in the following ways:

1. Counselors will advise students and parents of the available options when preparing and revising their Individual Learning Plans. Furthermore, they will encourage each student to take the appropriate preparatory courses.
2. Teachers will encourage and advise all students to take challenging courses each term.

1.6 REQUIRED CREDITS POLICY:

The required credits for graduation will be 25 as set by the SCBoE.

PROCEDURE:

Graduation credits required will be 25. The required department credits are: English 4, Math 4, Science 3, Social Studies 3, Arts and Humanities 1, Health & P.E. 1 plus 9 electives.

PROCEDURE:

1. Any student requesting a different math class than that recommended by the math department must meet with the principal, parent/guardian, the math department chairperson and must then sign a form of understanding.
2. Students who earn an algebra I credit at the 8th grade level (course taught by certified teacher for algebra I, overall average of "B" or higher, and teacher recommendation), must still take math each year of high school.

2. STAFF TIME ASSIGNMENT – KRS 160.345(2)(1)

2.1 CLASS Sponsors POLICY:

Class sponsors have guidelines to follow.

PROCEDURE:

The sponsors will follow these guidelines:

ALL SPONSORS

1. Attend all class meetings
2. Ensure that information needed by students is given to and received by students in a timely manner.
3. Coordinate all fund-raising and budgeting activities.
4. Coordinators are to carry out their duties outside of regular classroom time.
5. Report any pertinent class information to the SBDM Council and the Spencer County Board of Education.
6. Assist students in academic areas, exhibit behaviors that reflect the school's policies and mission statement, and provide an opportunity for the students to further develop a sense of responsibility and accountability.

GRADUATION COORDINATOR AND SENIOR TRIP SPONSOR

In addition to above guidelines, will:

1. Arrange all senior events leading to and including graduation.
2. Coordinate senior trip and senior class officer elections.

JUNIOR SPONSOR

1. Coordinate junior ring ceremony.
2. Work with senior coordinator on senior class officer elections.

SOPHOMORE SPONSOR

In addition to above tasks, will:

1. As tasks arrive

FRESHMAN SPONSOR

In addition to above guidelines, will:

1. As tasks arrive

3. STUDENT ASSIGNMENT

3.1 STUDENTS IN BUILDING AFTER SCHOOL HOURS:

Students who remain at Spencer County High School at the end of the school day must be registered and supervised by a certified or classified employee of Spencer County High School.

PROCEDURE:

Students should be in designated areas by 2:45 PM.

3.2 STUDENT DRIVERS POLICY:

A student who drives a vehicle to school must have his/her vehicle registered with the school.

PROCEDURE:

1. The permit must be displayed on the rear view mirror facing toward the windshield.

2. Student drivers must have their vehicle parked in the areas designated for student parking.
3. No visitation in cars or loitering after a car is parked on school property.
4. Vehicles are to be operating in a safe, responsible manner while on school property. Any form of reckless driving on school property is forbidden.
4. The school is not responsible for damage or loss of a car or its contents.
5. Permission must be obtained from the principal or assistant principal to go to a vehicle during the school day.
6. One warning will be given on violations.

3.3 STUDENT ENROLLMENT POLICY:

The student must be enrolled by a parent/guardian.

PROCEDURE:

1. Guardians must have a copy of legal documents to prove guardianship.
2. Parents or guardian must provide a driver's license with a county address.
If this is not available, they must provide proof of residency (building permit, address verification, utility bill, or other legal proof of pending residency to be completed during the school year or by the first of the next school year).
3. Registrar will request official transcripts and cumulative folder information from the former school. Upon verification of grade level and/or credits, students can be enrolled.
4. Once enrolled, the guidance counselor will admit students and create a schedule.
5. Guidance counselor will verify a Voluntary Expulsion Form.

6. Hardship Policy

Board Policy regarding Hardship Transfers stipulates the following:

In exceptional circumstances, and on a case-by-case basis, hardship transfer requests will be considered. Upon receiving (yearly) documentation of an extenuating situation, the Superintendent may approve a student be allowed to attend Spencer Co High School other than the home/district school serving the student. Student transfer approval is not guaranteed. Hardship policy; a hardship is defined as documented economic and/or medical factors beyond the student's and parent/guardian's control, which negatively impact the student's education process, safety, mental health, or physical well-being.

For all hardship transfer requests, available capacity in the requested school and grade level at the time of the request will be considered. Transportation will not be provided by the District.

Yearly hardship approval is required, student who are granted and agree to the hardship contract must remain in compliance throughout the school year. Semester(s) review of student's attendance, academics and behavior will be used to determine hardship compliance.

- Attendance: Student cannot have 6 or more Unexcused absences (3 unexcused tardies = 1 unexcused absence).
 - Academics: Student cannot be failing 2 (failing grade is 64 % or below) or more courses during a given Semester.
 - Behavior: Student cannot have 4 or more Level One Referrals, 2 or more Level Two Referrals, and/or ANY Level Three/Four Referrals.
- In the event a student is non-compliance at the completion of Semester 1, their hardship request will be revoked. Semester 2 non-compliance students will be denied hardship opportunities the following school year.
- A Hillview Academy referral results in immediate revoke of hardship approval.

3.4 ATTENDANCE LETTERS POLICY:

Attendance letters will be processed daily.

PROCEDURE:

1. Third Unexcused Absence:

A. Attendance letter is mailed to parent/guardian and put in student file.

2. Sixth Unexcused Absence:

A. Attendance letter is mailed to parent/guardian and put in student file.

B. DPP is notified by the attendance clerk of a student's excessive absences. Documentation is put in the student file.

C. Administrator or counselor meets with students to develop a corrective action plan. Documentation on Truancy Intervention Checklist Form is placed in the student file.

3. Ninth Unexcused Absence:

A. DPP is notified by the attendance clerk of a student's excessive absences.

B. Student's file with all documentation is sent to DPP.

C. DPP or designee calls parent/guardian and sends attendance letter by registered mail. Documentation is placed in the student file. If needed DPP or designee arranges a meeting between the DPP and parent/guardian to review corrective action plan and/or arranges home visit by Family Resource Team. Documentation is placed in the student file.

4. SCHOOL SCHEDULE-KRS 160.345(2)(I)4

4.1 MODIFIED SEVEN PERIOD SCHEDULE POLICY;

SCHS will utilize a Modified 7 Period Schedule

4.2 LATE CLASS WITHDRAWAL POLICY:

Students may make a late withdrawal from a class.

PROCEDURE:

After eight school days, a student may only withdraw from a regular class for no grade. After ten days, a student may withdraw from an AP or Dual Credit course for no grade. Any time after the eight or ten days, a student may withdraw from a class but will receive an F on their transcript for the dropped course, unless withdrawal is approved by the Principal (ex. student moves one class that affects their schedule in another class).

4.3 MASTER SCHEDULE POLICY:

SBDM Council will review and support the Master Schedule that will be presented prior to the beginning of the next school year.

5. SCHOOL SPACE USE-KRS 160.345(2)(i)6

5.1 PRINCIPAL RECOMMENDATION POLICY:

The principal shall make recommendations to the SBDM Council regarding space utilization on the campus of Spencer County High School by the July Council meeting.

6. INSTRUCTIONAL PRACTICES POLICY-KRS 160.345(2)(i)6

The SBDM Council shall establish guidelines for all instructional practices.

6.1 SCHEDULE AND GRADE CHANGES PROCEDURE:

Any class may be repeated and the high final grade will be reflected on the transcript.

6.2 LESSON PLANS POLICY:

All teachers will create unit plans and weekly lesson plans for review.

6.3 PEER TUTORING POLICY:

Any student wishing to be a peer tutor must be post-secondary ready and be approved by the teacher who they are peer tutoring.

6.4 INCOMPLETE POLICY:

Students may take an incomplete for a course under certain circumstances.

PROCEDURE:

1. If the student receives an excused absence, he/she shall accept responsibility to see the teacher and ask what work is to be made up.
2. The student will have one day to make up work for each day of school missed.

6.5 HOME SCHOOL / NON-ACCREDITED SCHOOL TRANSFER STUDENTS POLICY:

Students entering SCHS from home school or a non-accredited school will complete appropriate standardized test to earn credit and assure correct placement. (ex. Cert, Aapple, KYOTE....)

PROCEDURE:

1. Students must provide a description of the core classes offered at the non-accredited school.
2. Credit for elective classes will be determined based on the individual class and availability for the elective class being offered at SCHS. If an elective class is not offered at SCHS then credit can be awarded subject to review of the class description and curriculum.
3. Tests will contain concepts of subject areas.
4. Counselors will administer tests and teachers will score.
5. Counselors will procure tests for any subject not offered at SCHS and see that they are scored by qualified teachers.
6. Counselors will inform parents of results in writing after all tests have been given and scored.
7. These students must re-enter SCHS at least one semester prior to graduation.

6.6 INDEPENDENT STUDIES POLICY

Students may take an Independent Studies class under the approval of the principal.

6.7 FINAL EXAMS POLICY:

All students will take final exams for 20% of each semester grade in all classes. Students will receive a zero if they do not take the exam.

6.8 AP TEST REIMBURSEMENT POLICY;

Only students who receive 3,4, or 5 on AP tests are reimbursed by the Board of Education for tests taken.

6.9 PLAGIARISM / CHEATING POLICY;

Plagiarism and *cheating* are not allowed at SCHS.

PROCEDURE:

A student found to have plagiarized any work in any class would receive a 0 for that work.

6.10 CLASS CAP SIZE POLICY:

Based on SACS accreditation, the cap size for classes at SCHS is 35 students.

PROCEDURE:

1. Cap size may be exceeded if a student needs a class and the teacher can handle more than the maximum.
2. Cap size should be honored; however, written approval should be obtained from any teacher that exceeds the maximum.
3. Cap size cannot be exceeded if room size prohibits it.
4. Cap size cannot be exceeded if curriculum content prohibits it.

6.11 ENTERING GRADES POLICY:

Teachers must enter/update student grades on a regular basis.

PROCEDURE:

1. Monitoring of grades is needed to maintain a current knowledge of student progress.
2. Grades will be entered/updated on a weekly basis.

3. Weekly entries/updates will help ensure the coaches follow the academic standard for all players.
4. Weekly entries/updates will help assist counselors with academic counseling of students.
5. A two-day window will be provided before reports are sent home.

6.12 AREA TECHNOLOGY CENTER POLICY PROCEDURE:

Applicants are made to the Shelby County ATC. Shelby County ATC determines which students are accepted.

UPS/School-To-Work

All guidelines are set by UPS:

1. Good attendance (around 90%)
2. GPA of 2.5 or higher
3. No suspensions
4. Students must provide their own transportation to and from UPS and are required to be enrolled in a 3-hour Fall/Spring course through JCC.

6.13 TITLE 1 PARENT ENGAGEMENT

Spencer County High School recognizes a child's education is a responsibility shared by the school and the family. Parents and schools working as partners increase student achievement and help students develop positive attitudes about self and school. Therefore, administrators, teachers and other staff at SCHS will support the development of effective partnerships. Specifically, Spencer County High School will:

1. Hold an annual parent meeting early in each school year to inform parents of the school wide Title 1 Program and of parents' rights and responsibilities under the Every Student Succeeds Act (ESSA); Title 1 information will be available at all parent night events.
2. Include parents and families as leaders and decision makers in school issues and programs by inviting them to participate in SBDM council, SBDM committees, surveys, volunteer programs and other activities.

3. Promote communication between school families and community using report cards, parent teacher conferences, e-mail distribution lists, SBDM announcements, and monthly newsletters.

4. Include a written copy of this plan

7. DISCIPLINE AND CLASSROOM MANAGEMENT POLICY-KRS 160.345(2)(I)

These rules are in addition to those in the dress code section of the Code of Conduct handbook for Spencer

County Public Schools.

1. Shorts and skirts are to be fingertip length or lower.

2. Pants or jeans are to be worn at the waist (no sagging). Holes will not be permitted from the waist down.

3. The student may wear "Hats," not hoods, as long as it does not obscure the eyes, ears, or neck. This translates roughly to a line extending from the top of the eyebrow, over the top of the ear, and around the back

of the head. Teachers and administrators will decide whether or not any headgear meets the definition. Any headgear, allowable under this policy or not, should be removed if asked by a staff member.

4. Shoes must be worn at all times.

5. No spaghetti straps, strapless, low cut, or crop shirts (when arms are raised, tops must be below the waistband of pants). The holes on the side should not extend lower than the underarm. Crop shirts are prohibited. If a student is caught wearing one, they must change shirts, and they will not be allowed to put on a jacket. If a sleeveless shirt is worn, straps must be at least 2 inches wide.

6. Blankets are not allowed in classrooms.

7. Clothing should not be see-through and may not reveal private areas, midriffs, or undergarments.

Clothing may not:

Depict or allude to profanity

Depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances

Depict or allude to pornography, nudity, or sexual acts

Depict or allude to hate speech and imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups, and must not threaten the health and safety of any student or staff.

8. No headphones during the instructional period unless approved by the teacher

9. Students are not to wear extra accessories such as but not limited to collars, ears, etc

10. Knives of any kind are prohibited from entering school grounds. If found on campus, they will be confiscated, and a parent will be contacted.

The enforcement of the dress code is the responsibility of all staff. After a referral is written and the student is sent to the main office for replacement clothing for the remainder of the day or until a new item of clothing is dropped off for them to wear. Refer to the Behavior Matrix for further repercussions.

7.2 Cell Phone Policy

Cell phones/digital devices/headphones are prohibited during instructional time. When students enter the classroom, they are required to place their cell phone on silent and in their number pouch designated by the teacher until the end of the class period. The cell phone will not be removed from the pouch until the end of the class period. If a student needs to place an emergency phone call during the day, it will be at the teachers discretion as to using the student's cell phone or if the student needs to make the phone call from the front office. If a teacher or staff member sees a student with a cell phone out or headphones being used during instructional time, they should confiscate the

items. If a student has repeated offenses with the cell phone policy, additional consequences will be assigned.

The appropriate times for students to have their devices out are:

- Before school begins at 7:40
- During class change
- During lunch
- After school dismisses at 2:30

**The school is not responsible for any damage to or theft of a student's cell phone or headphones.

7.3 CLASSROOM PROCEDURE:

1. Students will treat other students, faculty, and school personnel with respect.
2. Students will be on time to class with class materials.
3. Students will show respect for school property and the property of others.

7.4 COMPUTER PROCEDURE POLICY: One-to-One Policy

1. Students must bring device charged and ready to use everyday.
2. Students must follow the district 1:1 policy

7.5 SUSPENSION AND EXPULSION PROCEDURE POLICY:

A student on suspension or expulsion is not permitted "at any time" to be on school property or to participate in or attend any school-sponsored activity either on or off school property, during the term of his/her suspension or expulsion. Administrators working any after school event, will have a list of students not allowed on campus.

7.6 EMANCIPATED/NOT EMANCIPATED PROCEDURE: Adult Student Procedure.

The student must sign a form giving parents rights to their records. A principal must approve the student signing out. The 18 year old must provide a note in order for the absence to be excused. The same attendance procedures apply; it becomes the 18 year old's responsibility not the parent. When a student turns

18 and wants to remove their parents from school communications, they must contact the school registrar.

7.7 STUDENTS LEAVING EARLY PROCEDURE POLICY:

1. Students must have a written note from their parent/guardian giving their permission.
2. The attendance clerk will phone their parent/guardian to confirm the note.
3. Students cannot be released by a phone call unless approved by the principal.

7.8 IN SCHOOL DETENTION POLICY:

A student may be assigned to In School Detention for conduct that disrupts the educational process.

PROCEDURE:

1. This determination is made by applying the Spencer County Public Schools Code of Conduct to hold the student accountable for his/her actions.
2. A phone call will be sent to notify parents when their child has been assigned to ISD. The letter will include the length and reason for the assignment.
3. The ISD setting is isolated from the rest of the student body and is in effect for the entire day.
4. The student is expected to continue regular schoolwork under the supervision of school ISD staff and may be required to view and respond to videos and other print materials related to correcting their inappropriate behavior(s).
5. Counseling services are provided as needed.

7.9 AFTER SCHOOL DETENTION POLICY:

A student may be assigned detention after school detention for tardies, classroom violations of rules and procedures, or minor violations of the behavior expectations.

PROCEDURE:

Detention will be held after school on days scheduled between the student and the Detention Hall monitor (Bears in Overtime).

1. One or more detention halls may be assigned, depending upon the violation.
2. Parents or guardians will be expected to provide transportation home after the completion of Detention.
3. This disciplinary measure is an additional step before In School Detention (ISD) for minor violations.

7.10 EMERGENCY MANAGEMENT PLAN:

The principal will, in consultation with SBDM, teachers, school staff and local first responders maintain an emergency management plan to prevent, mitigate, prepare for, and respond to emergency situations. The plan will include (but not necessarily be limited to) plans for:

- a) fire
- b) severe weather
- c) earthquake
- d) building lockdown

8. EXTRA-CURRICULAR PROGRAMS POLICY-KRS 160.345(2)(i)

The SBDM Council shall establish guidelines for all extra-curricular activities.

8.1 SCHOOL DANCE PROCEDURE

1. Minimum of five chaperones, to include two certified persons.
2. Names of chaperones must be listed on the written request for the dance.
3. Failing to list five chaperones (two certified) or failing to have five chaperones (two certified) will result in the dance either not being approved or being canceled.
4. Listed chaperones not properly doing their job will result in the dance being canceled.
5. A person with CPR certification must be on site.

8.2 SCHOOL SPORTS UNIFORMS PROCEDURE:

1. The traditional color of uniforms for Spencer County High School students is royal blue, black, and white. Trim colors and auxiliary colors are acceptable.
2. The uniforms should be chosen by the coaches/teachers with input from students and parents to be tasteful and appropriate for the activity.
3. The selected uniforms will be presented for final approval by the Principal/Athletic Director.

8.3 JUNIOR/SENIOR PROM POLICY:

SCHS will host a prom each spring.

PROCEDURE:

1. Prom dress for students should be formal attire, full tuxedo or suit set (coat, shirt, tie, pants, dress shoes) and evening gowns (long or short). No jeans!
2. Chaperones (faculty, staff, and parents) should wear tux/suit and tie or evening gowns/church dresses or pantsuits.
3. No one, 8th grade or under or over 20, may attend the prom.

8.4 FIELD TRIPS AND CO-CURRICULAR ACTIVITIES PROCEDURE

1. There must be prior approval of the principal/SBDM for any field trip.
2. SCHS recognizes field trips as being a legitimate part of the educational experience; however, as representatives of SCHS, students must be in good standing and will be deemed ineligible to attend a school approved field trip if they:
 - have more than one unexcused absence within the last calendar month.
 - have two or more F's as their current or final grade in any course
 - have more than two level 1 write-ups within the last calendar month.
 - have received any level 2 or higher write-ups within the last calendar month.

The teacher who received field trip approval will generate a finalized roster based on the students' truancy, grades, and behavior that will be provided to teachers and staff two days before the date of the trip.

Administration will provide an updated behavior list every month as a reference. All staff are expected to maintain updated records to help ensure student eligibility.

8.5 SENIOR CORDS AND STOLES AND GRADUATION POLICY:

There are guidelines for the graduation ceremony.

PROCEDURE:

1. Only the BETA, National Technical Honors Society, Educators Rising and National Honor Society members wear a stole.
2. Only Laude, Cum Laude, Magna Cum Laude and the National Merit scholar finalist or semi-finalist, or any academic cord earned at Spencer County High School or Vocational School.
3. A senior may not participate in the graduation ceremony if they have not settled any existing debts owed to the school.
4. No outside stoles or cords allowed.

9 STATE STANDARDS, TECHNOLOGY UTILIZATION, AND PROGRAM APPRAISAL-KRS 160.345(2)(i)

10 CONSULTATION IN FILLING VACANCIES-KRS 160.345(2)(i) 10

10.1 CONSULTATION POLICY FOR CANDIDATES PROCEDURE:

1. Notification to council members of vacancies.
2. Typically, postings shall be made for thirty days (unless within 30 days of the start of school).
3. Interview will be conducted by a team of council members or designees.
4. Candidate names will be presented to the council at a special or regular meeting.
5. If a quorum cannot be present, a conference with quorum present at least electronically shall constitute a special or regularly called meeting.

11 COMMITTEE PARTICIPATION-KRS 160.345(2)(i) 11

11.1 COMMITTEES POLICY:

SCHS has committees.

PROCEDURE:

The SBDM Council shall designate and approve all standing committees by the July council meeting. The current committees are as follows:

1. Climate and Culture
2. Curriculum, Instruction, and Assessment

12 GENERAL ADMINISTRATION-KRS 160.345(2)(i)12

12.1 TECHNOLOGY EQUIPMENT POLICY:

In order to meet the needs of the community, school technological resources may be borrowed by unaffiliated individuals or groups for a set fee to cover technician(s) labor and set up costs. Any school-affiliated group will be given precedence over unaffiliated groups. All technological resources must remain within the building.

PROCEDURE:

1. All resources are to be scheduled by contacting the high school for availability.
2. The individual or group must sign an acceptable use agreement that details their acceptance of responsibilities and restrictions of use.
3. The individual or group must pay a high school technician to set up, run, and take down the equipment. If further technical support is needed, additional support charges may apply. The principal shall determine a standard rate to charge for technicians' labor and arrange a system through which such labor is made available.
4. The principal will designate a staff member to coordinate these procedures.
5. The principal must approve special circumstances.

12.2 TRANSCRIPTS/RECORDS COPY POLICY:

There will be a charge for transcripts/records copies.

PROCEDURE:

1. Official transcript cost is \$5.00.

12.3 SBDM Meetings Policy:

The SBDM Council will conduct open meetings.

PROCEDURE:

1. All agenda items must be given to the SBDM secretary forty-eight hours or two school days before the council meeting.
2. Under open chair, anyone may request to address the council by filling out the appropriate "request to address form" which will be made available at each meeting.
3. Anyone requesting to speak will be given three minutes to address the council under open chair.
4. The council will not respond to any open chair statements, but will be glad to put it on the next available agenda with the appropriate support material.

12.4 SBDM COUNCIL TERMS OF SERVICE POLICY

SBDM Council members will serve July 01 thru June 30.

12.5 GRADE CHANGES

PROCEDURE:

1. All grade changes must come through the Guidance Office.

12.6 STATE PROGRAM FOR ACTIVITY FUNDS POLICY:

The SCHS-SBDM Council incorporates all of the policies and procedures in the "Uniform Program of Accounting for School Activity Funds in Kentucky Schools". (Red Book)

12.7 RETURNED CHECKS POLICY:

Spencer County High School will use the revised check return form.

PROCEDURE:

There will be a \$40.00 charge for each returned check.

12.8 VISITORS POLICY

All visitors must register with the main office.

PROCEDURES:

1. Visitors must state their specific purpose.
2. Any visitor wanting to meet with a teacher or faculty member must have an appointment.
3. The teacher or faculty member will be called to verify the appointment.
4. The visitor will be issued an appropriate pass.
5. Any visitor wanting to contact a student must be listed on the student's pick up list.
6. The teacher will be contacted to send the student to the office.
7. We reserve the right to ask any visitor to leave the campus if they are deemed a threat to the environment or to student safety.

13 MISCELLANEOUS-KRS 160.345(2)(i) 1

14 STUDENT-KRS 160.345(2)(i) 14

14.1 RELEASE OF CLASS RANKINGS PROCEDURE:

Individual student rankings will be released to the student or student's parent/guardian only.

14.2 SHADOWING (STUDENT ON STUDENT) POLICY:

Incoming students from a different district will be allowed to shadow for ½ day per year.

14.3 COLLEGE VISIT POLICY:

Seniors will be excused for two days for college visits. Juniors will be allowed one excused absence for a college visit.

PROCEDURE:

The student must give proof of his/her college visit to the attendance clerk.

14.4 INSTRUCTIONAL FEES POLICY:

PROCEDURE:

1. In order to receive textbooks and/or materials, the student must pay the Student Instructional Materials fee and any classroom fees unless otherwise exempt.
2. Any student that loses or damages a textbook will have to pay for a replacement book.

14.5 COMMUNITY SERVICE POLICY:

PROCEDURE:

1. A student may receive one elective credit for 150 hours community service with a log of all the work.
2. Seniors are required to complete a community service project (as part of their Senior Project) prior to graduation.

14.6 SENIOR CLASS RANKING POLICY:

Class ranking for seniors will be considered final as of the night of graduation.

PROCEDURE:

Those seniors who finish in the summer following graduation will be awarded a diploma upon completion and counted in that year's rankings. Extenuating circumstances will be reviewed by the principal.

15 TEACHER-KRS 160.345(2)(i) 15

16 ATHLETICS-KRS 160.345(2)(i) 16

16.1 MIDDLE SCHOOL ATHLETICS PROCEDURE:

1. Any middle school student may, if given the opportunity, try out for a high school team.

2. The invitation would come through the High School Athletic Director in consultation with the Middle School Athletic Director only after the middle school season is completed.
3. Any middle school student on the SCHS grounds must be properly supervised.

16.2 CONCESSIONS

POLICY:

All concessions at athletic events will be given to the athletic department.

16.3 ATHLETIC/EXTRA CURRICULAR BUS

PROCEDURE:

1. Staff member to complete usage form
2. Usage form to Bookkeeper at least one week prior to trip
3. Group will cover the cost of fuel for the trip
4. Bus should be returned clean and in good condition

16.4 ATHLETIC GRADE ELIGIBILITY

POLICY:

1. Grade reports will be run bi-weekly to ensure all student athletes are academically eligible.

PROCEDURE:

1. If an athlete has two or more Fs, he/she will be ineligible until.
2. The principal will handle any questions concerning eligibility.

16.5 PEP RALLY

POLICY:

Students will follow the Pep Rally Procedures

PROCEDURE:

1. Students will be dismissed by areas.

2. Teachers and staff will escort class to the gym and remain to assist with supervision.

16.6 OVERNIGHT STATE COMPETITION

POLICY:

Athletes / Coaches going to State Competition for overnight will receive compensation.

PROCEDURE:

1. \$80 per room (4 players per room, 1 coach per room).
2. \$20 per athlete for meals.

17 - Miscellaneous

**The principal may review and override any student policy and procedure.