

CENTRAL HARDIN
SBDM POLICIES

CENTRAL HARDIN HIGH SCHOOL
SBDM POLICY

POLICY NUMBER: 1.00
POLICY TOPIC: CURRICULUM

Determination of curriculum, including needs assessment and curriculum development.

CENTRAL HARDIN HIGH SCHOOL
SBDM POLICY

POLICY NUMBER: 1.01
POLICY TOPIC: CURRICULUM

DETERMINATION OF CURRICULUM

1. The Central Hardin High School curriculum shall include: 1) those courses prescribed by the KDE Minimum High School Graduation Requirements 2) the Commonwealth of Kentucky's Pre-College Curriculum, and 3) any other courses approved by both the SBDM Council and the Kentucky Department of Education.

2. The principal and his/her administrative staff shall oversee the implementation of curricula.

3. Any changes to the curricula, other than mandates by state or federal law, or from applicable policies of the Hardin County Board of Education, shall derive from recommendations made by the department representative on the Academic Performance Committee. Such changes, except legal mandates, shall first require the approval of the Council.

Date Approved: October 20, 2021 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
SBDM POLICY

POLICY NUMBER: 1.02
POLICY TOPIC: CURRICULUM

CSIP PROGRAM NEEDS ASSESSMENT

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN: Our yearly Comprehensive School Improvement Planning (CSIP) process will include:

1. An analysis of our state testing data and other school data as necessary to discover the extent to which our students are meeting state standards and our programs are proving effective, including but not limited to our categorical programs.

2. Systematic work to discover and correct the causes of and barriers preventing high performance by all students and the movement of students toward our goals.

3. A revision of our School Improvement Plan based on our needs assessment data for that year. The Plan will set goals, address causes, and make indicated changes to programs to help move our students to state standards according to the timetable established by the Kentucky Board of Education.

4. We will implement this process to address the effectiveness of all our programs and the resulting Plan will be monitored by the council through ongoing Implementation and Impact checks.

Date Approved: October 20, 2021 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
SBDM POLICY

POLICY NUMBER: 2.00
POLICY TOPIC: INSTRUCTIONAL PRACTICES

Planning and resolution of issues regarding instructional practices.

CENTRAL HARDIN HIGH SCHOOL
SBDM POLICY

POLICY NUMBER: 2.01
POLICY TOPIC: INSTRUCTIONAL PRACTICES

INSTRUCTIONAL PRACTICES AND METHODS

1. The instructional practices of the Central Hardin High School staff shall conform to strategies supportive of increased student learning and supported by reliable educational research.

2. These practices may include, but not be limited to, direct instruction, cooperative learning, differentiated instruction, writing-to learn processes, technology based instruction, independent learning, group work, and project based activities.

3. The principal and his/her administrative staff shall be responsible for monitoring instructional practices.

Date Approved: October 20, 2021

Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
SBDM POLICY

POLICY NUMBER: 2.02
POLICY TOPIC: INSTRUCTIONAL PRACTICES

PLANNING AND RESOLUTION OF ISSUES

1. The council shall review and approve the planning for and implementation of instructional practices (methods and techniques used in the delivery of curriculum) recommended as stated in the CSIP and board policy.

Date Approved: November 18, 2009

Chairperson: Ron Ortiz

CENTRAL HARDIN HIGH SCHOOL
SBDM POLICY

POLICY NUMBER: 2.03
POLICY TOPIC: INSTRUCTIONAL PRACTICES

TRIMESTER EXAMS

Examinations/project based assessments may be given at the end of each trimester. Classrooms that are performance based and/or standards based may choose an alternative to a final exam. The syllabus for each class will clearly state what the final exam/project based assessment will be. Courses taught by different teachers within the same department will all have the same final exam/project based assessment. No finals will be given early without permission from the Principal. If circumstances prevent the student from being in attendance for a final exam, he/she must make arrangements with the teacher and guidance office to take the exam at a later date. The student will receive a zero for any final exam not taken on scheduled days. If the student does not make up the exam(s), the zero will remain.

Grades will be calculated as follows:
Trimester 90%
Final 10%

Date Approved: October 20, 2021 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
SBDM POLICY

POLICY NUMBER: 2.04
POLICY TOPIC: INSTRUCTIONAL PRACTICES

ATTENDANCE

Statement of Policy
In order to be eligible to receive class credit(s) at CHHS, a student shall not be absent without a valid excuse more than six (6) regularly scheduled class periods per class each trimester. It shall be the student's responsibility to schedule make-up time with school administration. Make-up time should be scheduled two days prior to the Saturday on which the student wishes to attend.

1. Procedures for Administering Attendance Policy

a. The classroom teacher will keep an accurate daily attendance record. All reports concerning attendance will be completed and forwarded to the proper persons as indicated and required by the attendance policy and the administering procedures.
b. When a student has been absent six (6) times per trimester in a class period, notification will be sent to the parent/guardian. It will be the parent/guardian and student's responsibility to schedule make-up time for any additional unexcused absences.
c. Failure to comply with the attendance policy will result in the loss of class credit(s).
d. Students who are in violation of the attendance policy may forfeit prom activities and senior class trip, if applicable. Students are in violation of the attendance policy if they accumulate more than six (6) unexcused absences to school in a trimester. Students who are in violation of the attendance policy in EITHER the first, second, or third trimester may become ineligible to attend prom or participate in the senior class trip, if applicable. Students will be considered in violation of the attendance policy when they have not completed make-up time within the guidelines established by the administration. Additionally, students who accumulate eight (8) or more tardies to class/school in any trimester may forfeit extracurricular attendance privileges including prom activities and senior class trip, if applicable.

2. Students may make up time by attending Saturday School.

3. Valid Excuses:

a. Illness that is verified by a doctor or medical agency. Parent note will be accepted for up to six (6) absences * excused for one (1) day per note. **Administrative approval required to use more than three (3) parent notes in a trimester.*
b. Orders of the court. This applies to summonses and subpoenas.
c. Death or severe illness in the immediate family verified by written statement. Immediate family shall mean: father, mother, brother, sister, grandfather, grandmother, blood-related aunt, uncle, niece, nephew, or anyone living under the same household roof with the student.
d. Religious holidays and practice.
e. If a student is sent home for lice, one (1) day per instance will be excused with any additional days missed beyond this to be considered unexcused.
f. Circumstances if approved by the principal or his/her designee, including trips qualifying as educational enhancement opportunities.

Date Approved: October 20, 2021 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
SBDM COUNCIL POLICY

POLICY NUMBER: 2.05
POLICY TOPIC: INSTRUCTIONAL PRACTICES

CHEATING/PLAGIARISM

CHEATING

Cheating shall be defined as: "Cheating is using or attempting to use materials, information, or study aids that are not permitted by the instructor in examinations or other academic work. Examples of cheating include, but are not limited to:

- Obtaining, providing, or using unauthorized materials for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.
- Using Artificial Intelligence (AI) tools during assessments, assignments, or exams without teacher permission. Artificial intelligence (AI) is defined as *"the ability of a computer, robot, programmed device, or software application to perform operations and tasks analogous to human learning and decision making." (Dictionary.com)*

  Prohibited uses of AI include, but are not limited to:

  - ➢ Using AI tools for answers or solutions where problem solving and critical thinking skills are expected.
  - ➢ Submitting AI-generated content as your own without proper citation.
  - ➢ Using AI to paraphrase plagiarized content in order to bypass plagiarism detection software.
  - ➢ Translating foreign language assignments and assessments that do not demonstrate actual language proficiency.
  - ➢ Using AI tools to solve mathematical equations without teacher permission.
  - ➢ Fabricating false or misleading information.
- Acquiring examinations or other course materials, possessing them, or providing them to others without permission of the instructor. This includes providing any information about an examination in advance of the examination.
- Taking an examination for another person or arranging for someone else to take an examination in one's place.
- Submitting the same work or substantial portions of the same work in two different classes without prior approval of the instructor.
- Fabricating information for any report or other academic exercise without permission of the instructor" ("Academic Integrity").

Consequences of proven cheating may result in either academic or disciplinary action to be determined at the teacher's discretion.

PLAGIARISM

Plagiarism shall be defined as: Plagiarism is "the presentation of another writer's **ideas or words** as if they were your own, without acknowledging the source" (Sebranek, Meyer, and Kemper 297). Using undocumented wording and/or organization from a source is considered plagiarism. It is the responsibility of each teacher to instruct students concerning proper documentation

and the consequences of turning in plagiarized assignments. All assignments must be the work of the student.

1. Academic work that requires research must include an attempt to correctly cite sources. Work requiring research must include a source list. All sources consulted will be included in the source list, including lecture and guest speaker notes. Central Hardin High School teachers may use a variety of formal documentation styles. (i.e. MLA or APA format). It is the responsibility of the assigning teacher to instruct students in proper documentation techniques for that particular subject and documentation style.
2. Material (ideas, words, numbers) used verbatim in student work must be properly punctuated using quotation marks with the source noted in the body of the assignment.
3. Assignments will be determined plagiarized and/or unacceptable if students do either of the following: 1) Turn in work requiring documentation with no attempt to document sources; OR 2) Provide documentation but copy their work directly from their source(s). In these cases, the student's intent appears to be passing off someone's work as their own. Copying may be word for word, or there may be minor changes from the original wording. All assignments should be the student's own work, and the student should not rely on the source's wording and organization or on the undocumented ideas or contributions of another person.
4. Once any work has been deemed plagiarized that work will receive a grade of zero (0). The student will then have time to revise the task/assignment to include proper documentation and/or use of his or her own words. Plagiarism could result in a lower score on the revised assignment. Any student who refuses to correct the plagiarism will be given a grade of zero (0).

All instances of cheating and/ or plagiarism, regardless of severity, will be formally documented by the teacher through a write-up in Infinite Campus. This ensures consistent documentation of academic integrity violations.

Works Cited

"Academic Integrity & Plagiarism." Idaho State University. July 2020. https://isu.libguides.com/plagiarism/plagiarismpolicy

Sebranek, Patrick, Verne Meyer, and Dave Kemper. WRITE FOR COLLEGE. Wilmington, MA: Houghton Mifflin Company, 1997. August 2010

Date Approved: October 20, 2021
Date Amended: April 24, 2025

Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
SBDM COUNCIL POLICY

POLICY NUMBER: 2.06
POLICY TOPIC: INSTRUCTIONAL PRACTICES
SENIOR WRITING PORTFOLIO / ON-DEMAND

POLICY REMOVED COMPLETELY

Date Approved: October 20, 2021

Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
SBDM POLICY

POLICY NUMBER: 2.07
POLICY TOPIC: INSTRUCTIONAL PRACTICES

TRIMESTER FAILING GRADES

Teachers are to document all parental contacts for students in their classes. This is collected on closing day each year by the office. In an effort to make sure parents are aware that their child may be in danger of failing a class, teachers need to make contact with a parent/guardian based on the following conditions.

1. Teachers need to document a parental contact for each student with a failing grade at each progress report. Suggested forms of contact may include an email, letter home or phone call.

2. If a student's grade drops below passing between the final progress report and the last week of any trimester, teachers are strongly encouraged to make a documented parental contact at that time to ensure the student has every possible opportunity to obtain credit for the class.

Date Approved: February 16, 2022 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
SBDM COUNCIL POLICY

POLICY NUMBER: 2.08
POLICY TOPIC: INSTRUCTIONAL PRACTICES

WRITING POLICY

Central Hardin High School Secondary Writing Policy

Aligned to Kentucky Academic Standards

CHHS WRITING POLICY

Component 1: Multiple opportunities are provided for students to develop complex communication skills for a variety of purposes.

1. Ensuring curriculum is vertically and horizontally aligned to Kentucky Academic Standards.
    a. Engaging in the three categories of writing: writing to learn, writing to demonstrate learning to the teacher and writing for publication.
    b. Incorporating a variety of genres including literary, argumentative, informational, and practical/workplace materials across content areas.
2. Intentionally scheduling time within the instructional day for writing instruction and experiences
    a. Writing to learn in all curriculum areas.
    b. Experience authentic, meaningful writing at all grade levels that includes:
        i. Writing for a variety of purposes:
            Argumentative to support claims
            Informative/explanatory texts
            Narrative to develop arguments
        ii. Writing for a variety of audiences.
    c. Experience the writing process at all grade levels: planning, drafting, revising, editing, publishing and reflecting upon writing.
    d. Receive consistent and timely feedback throughout the writing process to guide and improve writing skills.
    e. Experience writing in both on-demand and writing-over-time situations.

Component 2: A variety of language resources are embedded within writing instruction

1. Appropriate resources driven by various instructional purposes with different audiences for the student to consider such as:
    a. Print materials, technology, personal interviews, observations, etc.
    b. Multimodal text e.g., artwork (2D and 3D), photographs, electronic text, graphics, illustrations, web images, maps, multimedia, etc.
2. Instructional strategies and models that assist in achieving specific learning objectives including:
    a. Differentiated strategies that make instruction accessible to all students.
    b. Exemplars to use as models for writing.

Component 3: A variety of technological tools are used in the writing process

1. Evaluate or communicate critical thinking skills
2. Seek a new or deeper understanding based on inquiry around a topic using relevant research sources and skills (databases/advanced searches).

3. Demonstrate new understanding through collaborating, creating, and making personal/global connections

CHHS WRITING GUIDELINES FOR TEACHERS

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

1. Teach and expect students to use higher-order thinking skills whenever possible.
2. Provide experiences for students to apply appropriate writing skills to oral communication skills and real world and creative communication experiences appropriate for meeting Kentucky Academic Standards.
3. Provide opportunities for students to write across the three categories of writing: writing to learn, writing to demonstrate learning and writing for publication in order to provide authentic, meaningful writing at all grade levels that includes:
    a. Writing for a variety of purposes:
        i. Argumentative to support claims
        ii. Informative/explanatory texts
        iii. Narrative to develop real or imagined experiences or events
    b. Writing for a variety of audiences.
    c. Writing about experiences that reveal ownership and independent thinking.
    d. Writing in which students draw on their own experiences, learning, reading and inquiry to complete writing tasks.
4. Teach the writing process at all grade levels: planning, drafting, revising, editing, publishing and reflecting upon writing including but not limited to on-demand and writing-over-time assignments.
5. Provide consistent and timely feedback throughout the writing process to guide and improve students' writing skills.
6. Provide opportunities for both on-demand and writing-over-time situations.
7. Incorporate writing as a natural outcome of the content being studied in all curriculum areas.
8. Instruct the complex processes, concepts and principles of literacy using differentiated strategies to make instruction accessible.
9. Assign students to read and analyze a variety of print and non-print materials including persuasive, literary, informational and practical/workplace materials using these readings and materials as models for student writing.
10. Provide appropriate resources for writing driven by various instructional purposes with different audiences for the student to

consider.

11. Provide opportunities for students to demonstrate, through strands of literacy, an understanding of cultural differences and work effectively with people from a range of social and cultural backgrounds to build on and articulate ideas.
12. Provide opportunities for students to apply technology as a tool throughout the writing process that allow students to:
    a. Communicate and/or evaluate using critical thinking skills.
    b. Seek a new or deeper understanding based on inquiry around a topic.
    c. Demonstrate new understanding through collaborating, creating and making global connections.
13. Allow student choice and exploration.

CHHS SCHOOL-WIDE STRUCTURES AND MONITORING GUIDELINES

To ensure every student has access to instruction that incorporates a ***variety of language resources, technology tools and multiple opportunities to develop complex communication skills for a variety of purposes***, the principal will:

1. Ensure curriculum is vertically and horizontally aligned to the *Kentucky Academic Standards*.
2. Assign a literacy team to develop a writing plan.
3. Ensure the plan includes guidelines for incorporating student and teacher use of technology as a tool for learning.
4. Ensure the implementation of the writing policy and plan.
5. Ensure that the writing policy and the writing plan are reviewed annually and revised (if necessary).
6. Ensure teachers receive job-embedded professional learning opportunities integrated in the workday and provide regular and consistent time for teachers to collaborate on programmatic improvements and exchange ideas.

CHHS CRITERIA FOR WRITING PLANS

A schoolwide writing plan, developed by the literacy team, describes actions to be taken by teachers in order to implement the school's writing program, including what will be learned and how it will be assessed. The plan shall reflect the writing policy and will be adjusted dependent upon formative and summative data.

CENTRAL HARDIN HIGH SCHOOL
SBDM POLICY

POLICY NUMBER: 2.09
POLICY TOPIC: INSTRUCTIONAL PRACTICES
ADVANCED PLACEMENT COURSES

1. Students will be informed of and encouraged to enroll in Advanced Placement and Dual Credit courses during the registration process via the course guidebook.

2. Teachers assigned to Advanced Placement courses will be certified in the appropriate content area and receive professional development in Advanced Placement as expected by the College Board.

Advanced Coursework Policy

KRS 160.348(2)

Purpose:

The Advanced Coursework Policy of Kentucky High School ensures that all students are provided opportunity to participate in a rigorous and academically challenging curriculum.

Procedures:

All students at Kentucky High School have the right to participate in a rigorous and academically challenging curriculum. Advanced coursework means educational programs or opportunities designed to challenge students with more rigorous content beyond the standard curriculum, including but not limited to Advanced Placement, International Baccalaureate and honors courses.

Annually, Kentucky High School must offer a core curriculum of advanced placement courses. If a course is not offered as part of the regular master schedule the student must be permitted to take the course through a partnering college or university, neighboring districts or through an online alternative. The student must request the course through the comprehensive school counselor.

Kentucky High School must notify all students, parents and guardians of the long-term benefits of student participation in advanced coursework and advanced coursework opportunities available at the school.

Comprehensive school counselors must advise students and parents or guardians of the opportunity for advanced coursework as it aligns to the student's individual learning plan (ILP) and encourage the appropriate course selection. Teachers must encourage students to take challenging courses, maintaining data of contacts with students and parents. Comprehensive school counselors must maintain resources and information for dual enrollment and dual credit courses offered.

Evaluation:

During the March school council meeting, the school council must review data on student

participation in advanced placement, international baccalaureate, dual enrollment, dual credit courses and advanced coursework. The data must be disaggregated by gender, ethnicity and free/reduced lunch participation. This data must be used during the planning process for course offerings in the upcoming school year.

Date Approved: November 17, 2021
Date Amended: August 11, 2025

Chairperson: Tim Isaacs
Chairperson: Kim Case

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 2.10
POLICY TOPIC: INSTRUCTIONAL SERVICES

TITLE I PARENT INVOLVEMENT POLICY

A child's first teacher is the parent. Parent involvement and supervision remain essential to a student's success at the high school level. In order to build a strong partnership with parents, the Central Hardin High School staff will pledge to do the following:

TO KEEP PARENTS INFORMED:

- During the first twelve weeks or upon student enrollment, the Central Hardin High School Parent Involvement Policy, School Compact, and school handbook will be distributed to parents. Parent feedback /suggestions will be solicited.
- The principal and staff will host an OPEN HOUSE for all incoming freshmen at which student expectations will be outlined, and parents will be able to ask questions.
- Parents will be invited to attend a countywide parent meeting hosted by the District Title I staff. Information will be provided about programs in Hardin County that are available to adults wishing to further their education or assist in their child's education.
- Parents will be invited to a variety of school and countywide activities that provide parents with the opportunity to meet with staff, make suggestions, share experiences with other parents, receive materials and training assistance, celebrate student achievement, and prepare their child for post secondary college, other specialized training, or work.
- Parents will be informed about their child's academic and behavioral progress while at Central Hardin High School along with upcoming school events. Grades can be checked daily through the IC program.
- Progress reports, report cards, emails, phone calls, the CHHS web page, and conferences will be some of the ongoing lines of communication between staff and parents.
- Parents will receive school state test results and the opportunity to have results explained to them.
- The counselors are available and can set up parent/teacher conferences as needed.

TO ENCOURAGE PARENT VOLUNTEERS:

- Parents will be made aware of the state requirements for volunteering.
- Parents will be encouraged to volunteer at CHHS.
- Parents will be solicited to serve on a variety of school/district committees as well as assist in activities to enhance students' educational and extracurricular experiences.
- Volunteers will be recognized and appreciated.

WELCOME PARENT SUGGESTIONS:

- Parents will be given the opportunity to offer suggestions, give feedback, ask questions, and express concerns about their child's overall school experience.

Date Approved: November 17, 2021 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 2.11
POLICY TOPIC: INSTRUCTIONAL PRACTICES

TITLE I COMPACT

In order to provide a successful educational environment for the students at Central Hardin High School that prepares our students for postsecondary opportunities, the Central Hardin High School Site Based Council, staff, parents/guardians, and students make the following compact:

As a parent/guardian, I pledge to:

- Maintain and promote high standards of academic excellence and positive behavior .
- Attend parent/ teacher conferences and other school functions.
- Provide adequate supervision in order to ensure that my child is drug free, rested, and able to perform academic tasks to the best of his/her ability.
- Create a homework friendly environment and have my child take advantage of after school programs to assist him/her in learning as needed.
- Reinforce positive, non-violent behavior at home and at school.
- Encourage my child to follow the rules and regulations of the school and display respectful behavior toward staff and fellow students.
- Remain aware of my child's credits completed toward earning his/her high school diploma.
- Initiate contact with the school to address any issues of concern.
- Respect cultural, racial, and ethnic differences.

As a CHHS staff member, I pledge to:

- Maintain high standards for academic excellence and positive behavior.
- Respect cultural, racial, and ethnic differences.
- Be flexible for parent/teacher conferences.
- Demonstrate a professional and positive attitude for teaching.
- Encourage parent involvement.
- Provide a safe learning environment.
- Provide opportunities for extra academic assistance to students in need.

As a CHHS student, I pledge to:

- Attend school on a regular basis.
- Display respectful behavior toward school staff and fellow students.
- Respect cultural, racial, and ethnic differences.
- Participate positively in class and complete homework requirements with best effort.
- Take advantage of the after school programs for academic assistance.
- Set postsecondary goals and plan accordingly.
- Be aware of academic credits earned toward graduation.
- Keep an open line of communication with parents and teachers

Date Approved: November 17, 2021 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
SBDM POLICY

POLICY NUMBER: 2.12
POLICY TOPIC: INSTRUCTIONAL PRACTICES
ON-DEMAND WRITING ASSESSMENT

1. The Kentucky Department of Education currently requires students to complete an On-Demand Writing Assessment at the end of both the 10th and 11th grades. Based on their performance on this exam, students are classified as Distinguished, Proficient, Apprentice, or Novice in writing.

2. In order to foster a sense of ownership in the writing assessment and to acknowledge student performance and achievement, students will be given a grade for the On-Demand Assessment in their English class the next school year. Thus, students taking the sophomore assessment will receive a grade in part A of their junior English course, and juniors taking the assessment will receive a grade in part A of their senior English course.

3. This On–Demand grade will count 10% of each student's trimester grade in part A of his/her English course the following year. If scores are not released from the Kentucky Department of Education in time for the grade to be averaged into part A of the course, then the grade will be averaged into part B.

4. In keeping with policy established at CHHS, students will be given the following scores for on-demand performance:

Kentucky State Rating	CHHS Grade Equivalent
Distinguished	100 A+
Proficient	95 A
Apprentice	82 C+
Novice	73 D+
Blank or Non-Responsive (student was present and tested)	0
Students moving into CHHS for whom the on-demand assessment is not available	Excused
Students moving into CHHS from another Kentucky High School for whom a score is available	Score will be included only if that score benefits the student

5. This grading scale is designed to reward students' hard work on the state writing assessments. It should be noted that point values are designed so that completion of the on-demand assessment cannot fail a student. Giving students a grade for their performance provides a tangible incentive for students to do their best and also acknowledges their effort and performance.

6. This policy may be subject to change based on adjustments in KDE assessment requirements and/or reporting practices. All such changes will be subject to the approval of the Central Hardin Site-Based Decision Making Council.

Date Approved: December 15, 2021 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
SBDM POLICY

POLICY NUMBER: 2.13
POLICY TOPIC: INSTRUCTIONAL PRACTICES

PHYSICAL EDUCATION PERFORMANCE BASED CREDIT

With approval of SBDM and building principal's discretion, a pass/fail physical education half-credit may be awarded to any student participating in any school sponsored extra-curricular activity that meets the criteria for performance based standards for physical education.

1. Credit will be awarded at the completion of the season.

2. The credit will only be granted once for each student.

3. Determination of met state standards of physical education will be provided by coach/sponsor and approved by the principal.

4. Coaches/sponsors will provide the counseling department a list of students who qualify upon the completion of the season.

Date Approved: December 18, 2013 Chairperson: Tim Isaacs

*** Policy will be removed until further guidelines from KDE are received.

CENTRAL HARDIN HIGH SCHOOL
SBDM POLICY

POLICY NUMBER: 2.14
POLICY TOPIC: INSTRUCTIONAL PRACTICES
GRADE/FORMATIVE ASSESSMENT POSTING REQUIREMENT:

Grade/Formative Assessment Posting Requirement:

Posting: At a minimum, teachers must post at least one grade per class every two weeks into Infinite Campus. Furthermore, all grades must be entered into Infinite Campus within two weeks of the due date for that assignment. If the grade for an assignment is entered beyond the two week window from when the assignment was due then the grade cannot negatively affect the student's current overall grade. This only refers to the original grade for each assignment. The grade can still be altered at a later date if the teacher allows remediation or the opportunity for the student to redo the assignment. Late Work: Policy for accepting late work must be outlined in the class syllabus and should be consistent within the PLC. Late assignments that can still be accepted will be marked as "Missing" in Infinite Campus. Assignments that can no longer be turned in will be marked as 0. Remediation: Remediation plan must be outlined in the class syllabus and should be consistent with the PLC.

ADDENDUM:
Transfer students entering CHHS from other educational institutions.

Policy Addition: When a student enrolls\re enrolls after the start of a trimester with a transfer grade, the receiving teacher will record the equivalent transfer grade for every assignment in the grade book during that period of time.

(Infinite Campus has the option of allowing a comment where a teacher could note these were transfer grades)

Rationale:
Central Hardin High School frequently enrolls students mid-trimester who bring transfer grades from their previous schools. These grades represent the academic progress the students achieved prior to enrolling and should serve as the foundation for their performance in our classes (those of similar standards- though class names may not match). Incorporating these grades ensures continuity in assessment, fairness, and accuracy in evaluating the students' overall academic standing.

Implementation Procedure

Transfer Grade Communication:
Counselors, the Registrar, or the Records Clerk will email the transferring student's grade to the respective teacher.

Teacher Responsibility:
Teachers must verify that the transfer grade is applied accurately to all assignments from the dates the student was not enrolled at Central Hardin. If discrepancies or questions arise, teachers should contact the student's grade-level counselor for clarification or assistance.

Support:
For questions or further guidance regarding transfer grades or the procedure for entering them, teachers should reach out to the grade-level counselor.

This policy will support equitable grading practices and help ensure a seamless academic transition for students transferring into our school.

Date Approved: June 16, 2021 Chairperson: Tim Isaacs
ADDENDUM APPROVED: December 18, 2024 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 3.01
POLICY TOPIC: COMMITTEES

DETERMINATION OF COMMITTEES

1. The school council will direct the committees as to their responsibilities and will act upon recommendations made by the committees.

2. Committees shall carry out their roles as directed by the council *including, but not limited to* the responsibilities listed in this section.

3. All activities are to be completed at least annually.

4. Each committee will prepare a timeline of goals and activities to be submitted to the council for approval within a month of the first committee meeting.

Date Approved: November 18, 2009

Chairperson: Ron Ortiz

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 3.02
POLICY TOPIC: COMMITTEES

COMPOSITION and MEMBERSHIP

1. The Academic and Climate Committees may have the following memberships:
   - Certified Members
   - Parents/Community Member
   - Parent/Community Member
   - Administrator
   - Counselor
   - Student

2. Members will be selected from volunteers from each group listed. If numerous individuals volunteer for a position, all names should be forwarded to the principal or his designee. The principal or his designee will then randomly choose committee membership.

INVITATION TO JOIN COMMITTEES

1. The council intends to create committees that obtain broad-based input into its decisions. To ensure this type of participation, the following steps shall be taken during the month of August:
   - Parents will be made aware of the opportunity to sign up for committees for the current school year by an electronic form on the school website.

SIGN UP OPPORTUNITIES

1. It will be possible to sign up for committees for the first thirty (30) days after school begins each year. Parents will sign up for committees by accessing an electronic form on the school website. Parents and community members may also indicate an interest in serving on committees in writing or by telephone.

DETERMINATION OF MEMBERSHIP

1. At the regular council meeting in September, committee membership will be finalized. When possible, teachers will be assigned to the committees of their choice, but changes may be necessary to ensure adequate committee membership or balance committees. A council member will act as a liaison for each committee.

MEMBERSHIP TERMS

1. Committee membership will last one year, but consecutive service is permitted.

Date Approved: November 18, 2025 Chairperson: Kim Case

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 3.03
POLICY TOPIC: COMMITTEES

CLIMATE COMMITTEE

1. The Climate Committee shall:

- Survey staff for professional development activities or needs
- Review CSIP components to identify needs for professional development
- Prepare and submit to the council a Professional Development Plan based on the identified needs
- Coordinate the development of the CSIP
- Assist committees in the development of the CSIP components that address stated problems
- Present the completed CSIP to the council for adoption

Date Approved: November 18, 2025

Chairperson: Kim Case

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 3.04
POLICY TOPIC: COMMITTEES

ACADEMIC PERFORMANCE COMMITTEE

1. The Academic Performance Committee shall:

- Review assessment data and recommend any immediate changes
- Annually review the school's curriculum for alignment with state standards
- Develop components for the CSIP as directed by the council
- Submit annually recommended changes to the Central Hardin Course Guide Handbook

Date Approved: November 18, 2009

Chairperson: Ron Ortiz

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 3.05
POLICY TOPIC: COMMITTEES

COMMITTEE MEMBERSHIP, OFFICERS AND SERVICE REQUIREMENT

Certified staff members shall serve on committees on a rotating basis. All certified staff members are expected to be part of this process. If a certified staff member is unable to serve, he/she may submit a request for exemption in writing to the school council. The council will notify the certified staff member of approval or denial within 30 days.

1. Council members are *not required* but *may* serve on committees.

2. Classified staff members, other parents, and all interested parties are encouraged to apply to serve on committees.

CHAIRPERSON DUTIES

1. The chairperson shall:

- Prepare and distribute a preliminary agenda for approval or revision by the committee
- Conduct the meeting
- Present reports and recommendations from the committee to the council or designate another member to do so
- Communicate council requests to the committee
- Monitor completion of committee actions

2. The chairperson of the council, or the person he/she designates, shall notify all committee members of their assignments within three school days of the council meeting.

RECORDING SECRETARY DUTIES

- Take attendance
- Record the minutes of the meeting and distribute them as directed in this policy.
- File a copy of the minutes in the committee notebook.
- File a copy of the minutes with the SBDM Secretary.

Date Approved: February 16, 2022 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 3.06
POLICY TOPIC: COMMITTEES

COMMITTEE OPERATION

FIRST COMMITTEE MEETING:

1. A council member or designee shall be assigned to convene each committee within 15 days after the council decides the committee membership.

2. The designated council member should take a Committee Packet to the first meeting for the committee chairperson.

3. At the first meeting, the committee shall:
   - Elect a recording secretary
   - Elect a chairperson
   - Designate a regular meeting schedule with dates, times, and place.
   - Read committee roles and responsibilities and any additional council directives and outline a timeline of goals/activities for the coming school year

4. After the meeting, the committee chairperson shall report all decisions to the council chairperson.

AGENDA ITEMS

Any person who wishes to place an item on the agenda shall notify the committee chair in writing at least 48 hours prior to the meeting. Items not presented in this manner may be heard at the discretion of the committee.

AGENDA

1. Each committee shall prepare an agenda for each meeting, distribute it to each committee member, and post it on the school website at least 24 hours before the meeting.

2. At the beginning of the meeting, the committee shall review the tentative agenda, adding, or deleting items. (At a special meeting, items cannot be added to the agenda, but may be deleted.)

PARTICIPATION IN DISCUSSIONS

Any employee of the school district, parent, student, or community member may participate in the discussion of agenda topics, except topics discussed in legally called, closed sessions.

MINUTES

1. The recording secretary shall take minutes of each meeting and distribute those minutes to each school council member and each committee member.

2. Minutes shall also be posted on the school website and be kept in a committee notebook that will be available upon request.

3. Committees shall review, revise, and approve minutes from one meeting to the next meeting.

DECISION MAKING

1. A majority of the members of the committee must be present for the committee to decide upon recommendations to the council.
2. In the event that consensus cannot be reached, two committee members may call for a majority vote.
3. Everyone in attendance may contribute to the discussion, but only the committee members may vote.

Date Approved: February 16, 2022 **Chairperson: Tim Isaacs**

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 4.00
POLICY TOPIC: STAFF TIME ASSIGNMENT

Assignment of all instructional and non-instructional staff time

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 4.01
POLICY TOPIC: STAFF TIME ASSIGNMENT

CRITERIA FOR ASSIGNMENT

The principal will assign staff members' time in a manner that will:

1. Fully support implementation of our School Improvement Plan and our Student Assignment Policy.
2. Take into account staff members' requests to vary their work, particularly if a teacher has made past requests for a change or has been in a particular assignment for multiple years.
3. Take into account different teachers' strengths and in-depth knowledge of specific topics.
4. Take into account specific student needs based on student performance data.
5. Respect state certification requirements and the parameters of district job classifications

ALTERING ASSIGNMENTS

After making assignments, the principal may alter them:

1. When necessary to respond to unanticipated enrollment or staffing changes.
2. When the principal and the affected teachers agree that a change is needed.
3. When the council changes other policies or the School Improvement Plan and recognizes in the minutes that those changes may require staff time assignment changes that cannot be put off until the next school year.

SUPERVISION OF STUDENTS

While on school property, students at Central Hardin High School will be under the supervision of a qualified adult who will hold them accountable for their conduct.

DAILY SUPERVISION PLANS

Prior to the opening of each school year, the principal (or designee) will have in place a plan of daily student supervision for the following areas:

- Cafeteria
- Restrooms
- Halls and stairways
- Before and after school areas
- Bus loading and unloading zone

Date Approved: February 15, 2012 Chairperson: Ron Ortiz

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 5.00
POLICY TOPIC: STUDENT ASSIGNMENT

Assignment of students to classes and programs within the school.

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 5.01
POLICY TOPIC: STUDENT ASSIGNMENT

ASSIGNMENT OF STUDENTS TO CLASSES AND PROGRAMS

1. A committee shall be formed to assist with the management of assignment of students to classes and programs within the school.

2. The committee shall make recommendations to the school council.

3. The committee shall be responsible for reviewing student needs and interests, developing a schedule for each student's individual needs, maintaining appropriate teacher-pupil ratios, and monitoring the maintenance of a file on each child's class assignment noting any special services.

Date Approved: November 18, 2009

Chairperson: Ron Ortiz

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 6.00
POLICY TOPIC: SCHEDULE OF SCHOOL DAY

Determination of the schedule of the school day and week.

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 6.01
POLICY TOPIC: SCHEDULE OF SCHOOL DAY

SCHOOL DAY SCHEDULE

1. The council will develop a schedule with time to meet goals and requirements of the curriculum.

2. The schedule will utilize time of school day and the calendar year as established by the local board to meet needs and interests of students, curriculum, extra-curricular activities, and school programs.

Date Approved: November 18, 2009 Chairperson: Ron Ortiz

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 7.00
POLICY TOPIC: VACANCIES

VACANCIES AND HIRING OF STAFF

Procedures to assist the council with consultation in the selection of personnel by the principal, including, but not limited to meetings, timelines, interviews, review of written application, and review of references.

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 7.01
POLICY TOPIC: VACANCIES

VACANCIES AND HIRINGS

INTERVIEW TEAMS

For each vacancy that occurs at our school (*except principal), the principal shall follow procedures as outlined in policy. The principal or his designee will chair the Interview Team. If no policy exists for that position the principal should develop questions, criteria and interview candidates.
** See the Principal Selection Policy for procedures for this vacancy.*

CRITERIA AND INTERVIEW QUESTIONS

Prior to the interview, the interview team will:

- Develop a set of criteria for a strong candidate. These criteria will not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds.
- Use the criteria they have developed to write standard interview questions that fit those criteria. These questions will be asked of all candidates.
- Decide on other methods to use to gather information about how well the candidates meet the criteria. The methods may include (but not be limited to) some or all of the following: applications and résumés, references, written interviews, portfolios, and written responses to hypothetical work-related challenges.

APPLICATIONS AND REFERENCES

As soon as possible after receiving a list of applicants from the superintendent and finishing the procedures in the section above, the Interview Team will meet in to:

- Review all applications and written references and select applicants to interview.
- Determine if information in the written application or résumé points to any specialized questions that should be asked of a particular applicant and develop those questions if they are necessary.

INTERVIEWS

As soon as possible of the Interview team's selection of candidates to interview, the Principal (or designee) will schedule an interview with each selected applicant at a time when all Interview team members can attend; the following procedures will be followed during scheduled interviews:

- Each interview will occur in private with the Interview team.
- All the standardized questions will be asked of each candidate in the same order.
- Team members will briefly discuss the merits of each candidate.

CONSULTATION WITH THE COUNCIL

As soon as possible, after all interviews are complete, the Interview team will meet in private to discuss how well each applicant meets the criteria, offer comments on the contributions each could make, and provide any additional input requested by the principal.

As soon as possible after interviews are complete, the council will meet in CLOSED SESSION to receive from the principal's report, discuss the applicants, offer comments on the contributions each could make, and provide any additional input requested by the principal.

If a quorum of the council fails to attend this meeting, the principal may either call another meeting or declare an emergency and conduct the required consultation with the council members present so the hiring process can continue.

SELECTION OF THE PERSON TO BE HIRED

After considering the input from all the closed session meetings, the principal will make the final selection of the person he or she believes will contribute most to the success of the school's students and notify the superintendent and council of his or her choice. The decision made by the principal is binding on the superintendent who will complete the hiring process.

Date Approved: April 20, 2022 **Chairperson: Tim Isaacs**

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 7.02
POLICY TOPIC: VACANCIES

INTERVIEWING AND HIRING OF CO-CURRICULAR AND EXTRA-CURRICULAR POSITIONS

1. The interview committee for hiring a head coach or director of extra or co-curricular activities shall consist of the principal, the athletic director, and booster club representative when available.

2. The interview committee for hiring an assistant coach or assistant director of extra or co-curricular activities shall consist of the principal, the athletic director, and the head coach of the sport or activity.

3. The interview committee for hiring an athletic director shall consist of the principal and three coaches selected by the head coaches

Date Approved: November 18, 2009 Chairperson: Ron Ortiz

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 7.02
POLICY TOPIC: VACANCIES

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Date Approved: November 18, 2009 Chairperson: Ron Ortiz

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 7.03
POLICY TOPIC: VACANCIES

INTERVIEWING AND HIRING OF ASSISTANT PRINCIPALS

1. The interview committee for hiring assistant principals shall consist at a minimum of the principal and two members of council.

Date Approved: April 20, 2022

Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 7.04
POLICY TOPIC: VACANCIES

SELECTION OF DEPARTMENT CHAIRS

1. The principal shall determine the selection of department chairs.

Date Approved: November 18, 2009

Chairperson: Ron Ortiz

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 7.05
POLICY TOPIC: VACANCIES
SELECTION OF PRINCIPAL (*Text in bold italics addresses legal requirements.)*

LEGAL PARAMETERS

If the vacancy to be filled is the position of principal, the superintendent shall fill the vacancy after consultation with the school council.

Consultation is a discussion between the council and the superintendent and must occur ***in a regular or special council meeting.*** This process may involve advice, opinions, prioritizing candidates, etc. ***After consultation, the superintendent has the final decision on principal selection.***

SELECTION PROCESS

When a principal vacancy occurs, the council and the superintendent/designee will meet to:

1. Establish that the superintendent/designee will serve as chair of the council
   - It is best practice for the outgoing principal to excuse him/herself from the council for the principal selection process.
   - The council may elect a Vice-Chairperson (if none exists) to act as a liaison and contact person with the superintendent during this process.

2. Review this Principal Selection — Consultation Policy and the *Best Practices for Principal Selection* document available on the Kentucky Association of School Councils website.

3. Discuss the needs for training and/or facilitation for the selection process; including, but not limited to: recruitment, non-discrimination, legal requirements, surveys of the school community, criteria and question development, interviewing techniques, open meetings and record laws, and confidentiality.

4. ***Each council member must sign a nondisclosure agreement forbidding sharing of information shared and discussions held during consultation.*** Council members still retain the right to share information that is publicly known at the time of disclosure or publicly shared by the superintendent.

5. ***Establish a timeline for completing each step of the principal selection process.***

6. Decide the process for ***reviewing and screening applications and references.***

7. Design and carry out processes to get shareholder input on what traits will make the best leader for this school. Shareholder input will involve, but not be limited to: faculty and staff, families, and students.

8. Develop a set of criteria for a strong candidate using the shareholder input plus council members' ideas. ***These criteria will not discriminate based on race, ethnicity, gender, marriage or family status, religion, political affiliation, disability, or age.***

9. Use the criteria to develop/select questions that will be asked of all candidates during in-person interviews.

10. Decide additional methods to gather information about the candidates. The methods may include, but not be limited to: applications and résumés, checking off-list references, applicant portfolios, open forums, and written responses to hypothetical work-related challenges.

11. ***Review and screen applications*** and ***references.***

12. ***Select applicants to interview.***

13. Schedule interviews with selected applicants.

14. ***Conduct each interview in a special called meeting in closed session*** during which:
    a. The same questions will be asked in the same order for every candidate.
    b. Any specialized or follow-up questions will be asked after the standard questions.
    c. A discussion will be held immediately following each interview about how well the applicant meets the criteria.

CONSULTATION AND PRINCIPAL SELECTION

1. After all information is gathered, the superintendent/designee and the council will meet in ***closed session*** for consultation on principal selection:
    a. discuss of the merits of the candidates
    b. work toward consensus on the principal selection

If a quorum of the council fails to attend this meeting, the superintendent may either call another meeting or conduct the required consultation with the council members present so the hiring process can continue.

2. After consultation, the superintendent shall select the principal.

3. As soon as possible, the council will announce the decision to shareholders.

POLICY EVALUATION

The council will evaluate the effectiveness of this policy through an annual review.

Date Adopted: January 18, 2023 Chairperson: Tim Isaacs

Date(s) Reviewed or Revised:

NOTES ON USING THIS POLICY

This section of the law applies to all Kentucky Schools, except Jefferson County

SBDM Law, KRS 160.345 effective July 14, 2022

2(h) Personnel decisions at the school level shall be as follows:

...

2. If the vacancy to be filled is the position of principal:

a. The superintendent shall fill the vacancy after consultation with the school council consistent with paragraph (i)11. of this subsection; (see this subsection below)

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

c. A person who believes a violation of the nondisclosure agreement referred to in subdivision b. of this subparagraph has occurred may file a written complaint with the Kentucky Board of Education; and

d. A school council member found to have violated the nondisclosure agreement referred to in subdivision b. of this subparagraph may be subject to removal from the school council by the Kentucky Board of Education under subsection (9)(e) of this section; (see subsection below)

4. No principal who has been previously removed from a position in the district for cause may be considered for appointment as principal in that district;

2(i) The school council shall adopt a policy that shall be consistent with local board policy and shall be implemented by the principal in the following additional areas:

...

(i)11. Procedures to assist the council with consultation in the selection of the principal by the superintendent, and the selection of personnel by the principal, including but not limited to meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation; and

9(e) Notwithstanding paragraph (d) of this subsection and KRS 7.410(2)(c), if the state board determines a violation of the nondisclosure agreement required by subsection (2)(h)2.b of this section by a school council member has occurred, the state board shall remove the member from the school council, and the member shall be permanently prohibited from serving on any school council in the district.

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 8.00
POLICY TOPIC: SPACE

Determination of use of school space during the school day.

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 8.01
POLICY TOPIC: SPACE

USE OF SPACE DURING THE SCHOOL DAY

1. The determination of the use of school space during the day shall be determined by principal or designee.

Date Approved: November 18, 2009

Chairperson: Ron Ortiz

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 9.00
POLICY TOPIC: DISCIPLINE, CLASSROOM MANAGEMENT AND SCHOOL SAFETY

DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

Central Hardin High School will follow the Hardin County Schools Code of Acceptable Behavior and Discipline and the Central Hardin High School Handbook.

SCHOOL SAFETY PLAN

Our school will maintain a *School Safety Plan addressing procedures to provide a supportive, safe, healthy, orderly, and equitable learning environment for both students and staff. This plan will also address any issues identified by our stakeholders and issues required by state law.

* Hardin County Schools Emergency Procedures Guide, Central Hardin High School Crisis Manual and Central Hardin High School Safety Plan

Date Approved: May 18, 2022

Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 9.01
POLICY TOPIC: DISCIPLINE, CLASSROOM MANAGEMENT AND SCHOOL SAFETY

SCHOOL-WIDE DISCIPLINE RULES

During the first week of school, the principal (or principal's designee) will provide each student with access to a copy of the District Code of Conduct and Central Hardin High School Handbook.

In addition to the District Code of Conduct and our School Safety Plan, we have adopted the following school-wide rules in the Central Hardin High School Handbook. This Handbook will be reviewed annually by the Learning Environment Committee and adopted annually by the Central Hardin High School SBDM council.

RESPONSIBILITIES

Principals and assistant principals are responsible for:

- Disseminating and interpreting the behavioral and discipline standards and guidelines of the district and school.
- Ensuring that all staff and students adhere to the District Code of Conduct.
- Providing support and guidance to teachers in the implementation of the district and school behavioral and discipline standards and guidelines.
- Working with parents and guardians when issues arise involving behavior and discipline of a student.

Teachers are responsible for:

- Establishing specific standards of conduct for their individual classrooms, including clearly defined consequences when those standards are not met.
- Communicating those standards to parents and posting them where students can see them throughout the year.
- Teaching those standards and consequences to students during the first two weeks students are in the class and explaining the standards and consequences to students who join the class after the first two weeks.
- Holding students to the set standards and issuing the appropriate consequences when those standards are not met.

Counselors are responsible for:

- Providing support and guidance to help students and parents understand, correctly interpret, accept, and follow the behavioral standards and guidelines of the district, school, and classrooms.
- Providing support and guidance to teachers in the implementation of classroom management techniques and strategies.

Students are responsible for:

- Accepting and following the behavioral standards of conduct expected by the district, school, and each classroom.
- Asking for help when they do not understand the behavioral expectations or feel that they are unable to comply.

Parents and Guardians are asked to:

- Become familiar with documents related to district and school standards of behavior and discipline and ask the school questions when they do not understand language or details in these documents.

- Work with the school when issues arise involving their child's behavior or consequences given to their child by the school or teacher.

STUDENT BEHAVIOR

BULLYING:

In order to prevent the disruption of the educational process and the ability of all students to take advantage of the educational opportunities offered at Central Hardin High School the following student behaviors as defined by law will not be tolerated: hazing, bullying, taunting, intimidating, threatening behavior, verbal or physical abuse of others, using lewd, profane, or vulgar language.

This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods.

These provisions should not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

VIOLATIONS AND REPORTING

Students who violate this policy will be subject to appropriate disciplinary action as outlined in the District Code.

Students wishing to report a violation or who believe they are victims may report it to any staff member of Central Hardin High School who will take appropriate action as defined by the Code. Staff will refer the report to the principal (or designee) for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement.

When a complaint is received that does not appear to be covered by this policy, the administrators will review other policies that may govern the allegations and take appropriate action.

RETALIATION

Other students and employees shall not retaliate against a student because he/she reports violation of the Code or assists or participates in any investigation, proceedings, or hearing regarding the violation. The Superintendent (or designee) shall take measures needed to protect students from such retaliation.

As provided in the Code, students who believe they are victims of these behaviors will be provided with a process to enable them to report such incidents to personnel for appropriate action.

COMMUNICATION

By the end of the first week of school, the Hardin County Schools Code of Acceptable Behavior and Discipline will be available at the school, referenced in our school handbook, and available to all school employees, parents, and legal guardians, or other persons exercising custodial control or supervision of students including those students who enroll during the school year.

Before the beginning of each school year, the principal (or designee) will work with the district to develop a process to train employees, when necessary, in the use of the Code and/or to provide updated information to the staff, students, and parents concerning this Code.

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 9.02
POLICY TOPIC: DISCIPLINE, CLASSROOM MANAGEMENT AND SCHOOL SAFETY

SKIPPING
DISCIPLINARY PROCEDURES:

1st Offense: One (1) day Saturday School
2nd Offense: Two (2) days AIM
3rd Offense: Administrator Discretion

NOTE: Hours for discipline do not count toward attendance make-up hours.

NOTE: If a student skips second chance or does not adhere to its guidelines, then the punishment for that is one day of AIM. Repeat offenders could be subject to further discipline at administrators discretion.

Date Approved: May 18, 2022 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 9.03
POLICY TOPIC: DISCIPLINE, CLASSROOM MANAGEMENT AND SCHOOL SAFETY

TARDY

1. Any student who is not in the classroom when the tardy bell rings, is considered tardy.
2. If a student arrives late to school, they must sign in at the office and take an admit/tardy slip.
3. Students arriving within the first half of the class period will be considered tardy.
4. Arrivals during the second half of the class period will be counted absent for that class.
5. Students arriving late to school unexcused will be under the same penalties as the regular tardy policy.
6. Students are expected to be punctual to class and to school.

DISCIPLINARY PROCEDURES
The following actions will be taken on a **trimester basis:**

1st Tardy: Warning
2nd Tardy: Warning by Admin
3rd Tardy: Power Hour AIM for one (1) day
4th Tardy: Power Hour AIM for (3) days
5th Tardy: Power Hour AIM for (5) five days
6th Tardy: AIM for (1) one full day
7th Tardy and Beyond: Administrator discretion

Date Approved: May 18, 2022 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 9.04
POLICY TOPIC: DISCIPLINE AND CLASSROOM MANAGEMENT

TOBACCO

Students are not allowed to use or to possess tobacco (in any form), vapor smoking devices of any type, electronic cigarettes, matches, or lighters on the Central Hardin campus or while participating in after school activities. Students found to be in violation of this policy will be subject to the following disciplinary action as determined by Hardin County Schools district policy:

Under each offense, the product will be confiscated and disposed of. The item will not be returned to the student or parent/guardian. If the item in question is subject to Policy 09.423, those procedures shall apply.

1st offense - One (1) Day In AIM (Parent Notified)
2nd offense - Two (2) Days In AIM (Parent Notified)
3rd offense - One (1) Day Out of School Suspension (Parent Notified)
4th offense - Two (2) Days Out of School Suspension (Parent Notified)
5th offense - Pre-expulsion/due process hearing for code of conduct violation and possible referral to Board for expulsion consideration (Parent Notified)

**If the outcome of a vaping offense is at the step of an out of school suspension, it may result in an alternative school referral based on the three suspendable offense procedure.

Date Approved: May 17, 2023 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 9.05
POLICY TOPIC: DISCIPLINE, CLASSROOM MANAGEMENT AND SCHOOL SAFETY

DRESS CODE

In keeping with the educational purpose of this school, students are expected to dress and groom themselves appropriately. Each student is expected to keep his/her person and clothing modest, clean, and neat. The wearing of clothing which might disturb the order and decorum of the school is prohibited. Administrators and teachers shall enforce the dress code policy.

The following rules will be enforced:

1. Clothing, jewelry, and accessories that bear the following:
   - Decorated with offensive illustrations
   - Slogans that are suggestive of drugs, tobacco products, alcohol, sex, obscenities
   - Language that proves to be a disturbing influence
   - Statements, slogans, images or insignia that harass, threaten, intimidate, demean, suggest violence, or sexual innuendo and/or creates a reasonable risk of substantial influence of the educational process, i.e. The Confederate Flag, Swastikas, etc. or other clothing deemed intolerant based upon Federal Title IX guidelines, is not permitted.
2. Footwear and shirts must be worn during school and at extra-curricular events related to the school and the district. Footwear with wheels is not permitted (example: "Heely's", skates, rollerblades, etc.).
3. Revealing clothing is not permitted. Some examples are as follows: bare midriffs, very sheer or see through clothing, bare backs, off-the shoulder tops, tank tops, and shirts with cut out sleeves are not allowed. Tops revealing cleavage are not permitted. Wide-strap sleeveless tops that extend to the shoulder are acceptable if the arm openings are not revealing.
4. No skin or underwear shall be visible through any rips, tears, or holes more than 5 inches above the knee
5. No hats, hoodies, scarves worn as head coverings, bandanas, caps, rakes, picks, combs, spurs, or sunglasses may be worn inside the building. The offending article may be confiscated.
6. Skirts, dresses and shorts should be no shorter than 5 inches above the knee.
7. Any apparel that is gang related cannot be worn on the school campus.
8. No sagging pants are allowed.
9. No chains or spiked collars are permitted.
10. Students will not wear nightgowns, house slippers or "onesies" in school. Blankets and pillows are not permitted to be worn or carried class to class.
11. No costumes are permitted.

Dress Code Violations & Consequences

Dress Code Consequences:

1st Offense: Correct the offense and the student is returned to class.*
2nd Offense: 1 day of AIM
3rd Offense: 2 days of AIM
4th Offense: Administrator Discretion

**Note: If the offense is not corrected, the student must spend the rest of the day in AIM.*

Date Approved: May 17, 2023 **Chairperson: Tim Isaacs**

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 9.06
POLICY TOPIC: DISCIPLINE, CLASSROOM MANAGEMENT AND SCHOOL SAFETY

SCHOOL SAFETY PLAN REVIEW

Our School Safety Plan will be reviewed every odd numbered school year by the Learning Environment Committee using the following procedures:

1. A data review of the overall trends in student disciplinary referrals and consequences for the previous year including trends disaggregated by gender, race, disability, and participation in free and reduced price lunch.
2. An analysis of the implementation and impact of the activities in the plan.
3. A full report to the council including, but not limited to:
    a. An overview of the trends in the disciplinary referrals and consequences data.
    b. A report of the status of each activity that should be started or completed.
    c. Recommended adjustments needed in the plan to ensure progress toward the school's safety goals.
4. The council will be responsible for approving and adopting any changes to the School Safety Plan.

Date Approved: May 18, 2022 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 10.00
POLICY TOPIC: EXTRA-CURRICULAR PROGRAMS

Selection of extra-curricular programs and determination of policies related to student participation.

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 10.01
POLICY TOPIC: EXTRA-CURRICULAR PROGRAMS

SELECTION AND DETERMINATION OF EXTRA-CURRICULAR PROGRAMS

1. The principal and instructional staff shall be responsible for the selection of extra-curricular programs and determination of policies related to the programs.

2. The school council shall approve or disapprove of the selection of extra-curricular programs and the determination of policies relating to them.

Date Approved: November 18, 2009

Chairperson: Ron Ortiz

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 10.02
POLICY TOPIC: EXTRA-CURRICULAR PROGRAMS

CRITERIA FOR PROGRAMS:

For an extracurricular program to be continued or to institute a new program, the program must:

1. Contribute to the following Kentucky Learning Goals:
   - Becoming a self-sufficient individual.
   - Becoming responsible members of a family, work group, or community, including demonstrating effectiveness in community service.
2. Generate and maintain student interest as well as attract students currently not involved in extracurricular or service projects.
3. Encourage, enhance, and maintain equity including but not limited to a wide range of opportunities for both male and female students.
4. Have a suitable adult sponsor and have appropriate adult supervision at all times.

STUDENT PARTICIPATION

Students will be eligible to participate in competitive extracurricular activities if they:

1. Maintain eligibility based upon the KHSAA guidelines.
2. Were in attendance on the day of the activity or on Friday for weekend activities unless excused by the Principal.
3. Comply with rules established by the adult coach or sponsor for the activity.
4. Where applicable, meet any requirements set by the appropriate sponsoring or governing organization.

COACHES AND SPONSORS

Each extracurricular activity will be led by an adult coach or sponsor who meets any applicable requirements set in law, or by sponsoring or governing organizations. The coach or sponsor will be responsible for personally supervising or ensuring that all students are supervised by an adult while they are participating in an activity, including practice time and travel time where applicable.

PROGRAM EVALUATION

The Principal shall be responsible for the evaluation of all extracurricular programs.

Date Approved: July 20, 2022 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 10.03
POLICY TOPIC: EXTRA-CURRICULAR PROGRAMS AND POLICIES

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES BY FEEDER SCHOOL STUDENTS:

Students who attend feeder schools of Central Hardin and who meet District residency requirements may participate in extracurricular activities offered by Central Hardin even if the activity is offered simultaneously at the school at which the student currently attends.

Students may not elect to participate in extracurricular activities offered by Central Hardin unless they simultaneously participate in the activity offered at the school at which the student currently attends.

In the event that both middle school and high school have a game/activity at the same time, the middle school game/activity will take precedence over the high school game/activity.

Date Approved: September 16, 2015 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 11.00
POLICY TOPIC: TECHNOLOGY

Procedures for determining technology utilization.

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 11.01
POLICY TOPIC: TECHNOLOGY

TECHNOLOGY USE NEEDS ASSESSMENT

Our School Improvement Planning process will include:

1. An analysis of our state testing data and other school data as necessary to discover the extent to which our students are meeting state standards.
2. Systematic work to discover and correct the causes of and barriers to high performance and the extent to which technology utilization is a factor.
3. A revision of our School Improvement Plan based on our needs assessment data for that year. The Plan will set goals and will address contributing technology issues and methods to improve technology use (if necessary) to help move our students to state standards according to the timetable established by the Kentucky Board of Education.

We will implement this process to address technology utilization and barriers, and the resulting Plan will be monitored by the council through ongoing Implementation and Impact Checks.

Date Approved: February 15, 2012

Chairperson: Ron Ortiz

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 11.02
POLICY TOPIC: TECHNOLOGY

CENTRAL HARDIN HIGH SCHOOL ELECTRONIC RESOURCES ACCEPTABLE USE

STUDENT AND STAFF USE

The SBDM supports the rights of students and staff members to have reasonable access to various information formats and believes it is incumbent upon students and staff to use this privilege in an appropriate and responsible manner.

PROCEDURES AND GUIDELINES

The Technology Committee and the SBDM shall develop and implement appropriate procedures to provide guidance for students, staff, and community member's access to electronic media. Guidelines shall address ethical use of electronic media, including the Internet, and issues of privacy versus administrative review of electronic files and communications and shall prohibit use of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

PERMISSION/AGREEMENT FORM FOR STUDENTS

Each year all students will be required to sign and date an Acceptable Use Policy in order to have access to school computers. This written parental permission/agreement shall be required prior to the students being granted independent access to electronic media involving the Central Hardin/Hardin County technological resources. The parent or legal guardian must sign the required permission/agreement form. This document will be kept on file as a legal, binding document. In order to modify or rescind the agreement, the parent or legal guardian must provide the school with a written request.

RESPONDING TO CONCERNS

SBDM and the Technology Committee shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or electronic media.

ACCESS PRIVILEGES TO ELECTRONIC MATERIALS

At Central Hardin High School, access to electronic information resources can range from read only access to instructional software to full search capability of the Internet. For these reasons, Central Hardin High School maintains the right to limit access to software and/or documents found either on the Hardin County Network or the Internet, via technical or human barriers.

CENTRAL HARDIN HIGH SCHOOL/HARDIN COUNTY NETWORK: (Including the Internet):

TERMS AND CONDITIONS:

ACCEPTABLE USE:

Electronic resources and the Internet are beneficial sources of information which students and staff should be able to access for research, general information and communication of ideas. Students and staff are to use electronic resources and/or the Internet at Central Hardin High

School in a considerate and responsible manner. Student use is limited to valid educational purposes only. **Usage is a privilege, not a right.**

FILTERING SOFTWARE:
A filtering software program is operational on the servers at Central Hardin High School with Internet access. Students, parents/guardians and staff must be aware that no filtering software is one hundred percent in filtering all inappropriate sites. Parents/guardians must realize that with independent Internet usage, their child may access information deemed inappropriate.

RIGHTS, RESPONSIBILITIES, AND PRIVILEGES:
This document of the terms and conditions for use of the Central Hardin Network is designed to enable all users to understand clearly their responsibilities as users of the Internet via the Central Hardin/Hardin County Network. If you have any questions about these responsibilities, please contact the School Technology Coordinator and/or the Technology Committee. Violations of the following terms and conditions will result in the immediate loss of network services including, but not limited to the Internet, and could eliminate future access.

NETWORK AND INTERNET REGULATIONS:
- The use of an account must be in support of education and research and consistent with the educational objectives of Central Hardin High School.
- Students are to report accidental entry into an unacceptable Internet site immediately to a teacher, librarian or other staff member.
- Students may not download or save any software to their Google drive.
- Students may not save any files to their Google driver that is not related to classroom assignments.
- You may not use or alter anyone else's user account.
- You may not offer Internet access to any individual via your Central Hardin account.
- You may not send or display offensive messages or pictures.
- You may not break in or attempt to break into other computer networks or computers.
- Vandalism (any malicious attempt to harm or destroy the data of another, or the network equipment) will not be tolerated. Individuals responsible for the vandalism shall make full payment for damages.
- You may not monopolize the resources of the Central Hardin/Hardin County Schools network by such things as running large programs and applications such as Pointcast or Real Player that adversely affect network performance over the network during the day or by sending massive amounts of email to other users.
- You are not permitted to get from or put onto the network any copyrighted material (including software), or threatening or obscene material.
- No illegal activities may be conducted via the network.
- Employing the network for commercial purposes is forbidden
- Adherence to proper use of any copyrighted material in accordance with guidelines for fair educational use is required.
- Chatting" in chat rooms is forbidden unless part of a planned, supervised, educational activity.

ELECTRONIC MAIL REGULATIONS:
Email use is limited to accounts created by the Hardin County Schools.
- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear; use vulgarities or any other inappropriate language.

- Do not reveal your personal address or phone numbers.
- Note that electronic mail is not guaranteed to be private. Central Office personnel who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- The system has access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

LOSS OF PRIVILEGES:

1. Violation of the terms listed above could result in a loss of access to the Central Hardin/Hardin County Network.
2. The faculty or principal may deny, revoke or suspend specific user accounts.
3. Disciplinary guidelines of the Central Hardin High School Code of Conduct and the Hardin County Code of Conduct will be followed

Date Approved: July 20, 2022 Chairperson: Tim Isaacs

CENTRAL HARDIN HIGH SCHOOL
COUNCIL POLICY

POLICY NUMBER: 11.03
POLICY TOPIC: TECHNOLOGY

PERSONAL ELECTRONIC DEVICES

1. Students will be allowed to use personal electronic devices between class breaks in the hallways and in the cafeteria before school and during their lunch time.

2. Students are not to have devices out or on during instructional time unless directed to do so by that classroom teacher for academic purposes.

3. Personal electronic devices out or on during any instructional time otherwise will be confiscated according to Hardin County Board policy.

Date Approved: October 16, 2013

Chairperson: Tim Isaacs

SCHOOL-BASED DECISION MAKING

Central Hardin High School

BYLAWS

NOTE
LEGAL REQUIREMENTS FOR BYLAWS: *Italics text in these bylaws* are specified by KASC as required by law and should not be changed unless changes are made to the laws that govern those passages.

Date Adopted: FEBRUARY 15, 2023

Date(s) Reviewed or Revised:

Central Hardin High School

SCHOOL-BASED DECISION MAKING COUNCIL BYLAWS

The mission of the Central Hardin High School Based Decision Making Council in partnership with the faculty, staff, student, home, and community is to ensure through personal attention, effective leadership, and dedicated service, that all students develop the knowledge, skills, and attitude essential for excellence in education and achievement of their highest possible levels of success.

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SCHOOL BASED DECISION MAKING (SBDM) LAW (KRS 160.345)

Central Hardin High School
Cecilia, Kentucky

COUNCIL BYLAWS

I. COMPOSITION AND TERMS

A. COMPOSITION OF THE COUNCIL

The council shall include the principal and an additional administrator, six teachers, and four parents. If the School's minority enrollment was eight percent or higher on the October 1st preceding the start of a new council term, the council shall also include at least one minority member. No one may serve on the council who has a legal conflict of interest.

B. TERMS

Terms of council members will be one year, beginning July 1 and ending June 30 of the following year. *Teachers and parent council members are allowed to seek re-election to serve consecutive terms as long as they are eligible*. New council members are encouraged to attend and observe council meetings between the time they are elected and the July meeting when their term starts.

C. LEAVE OF ABSENCE

Leave of absence from the council will not be granted.

II. ELIGIBILITY AND ELECTIONS

A. TEACHER ELECTIONS

1. *All certified teachers who work in the school are allowed to run for teacher council member and vote in the election.*

2. *To be elected to the council, a teacher must meet the KRS 160.345(1) definition of a teacher: "any person for whom certification is required as a basis of employment in the public schools of the state with the exception of principals and assistant principals…"*

3. Eligible teachers may include classroom teachers, counselors, library media specialists, and other teachers, whether assigned only to our school or serving as itinerant staff, but may not hold the position of principal or assistant principal.

4. *Teachers will be elected by a majority of the teachers assigned to the school in an election conducted by teachers.*

5. *Teachers in the school will write procedures for teacher elections.*

6. Teacher Election Chair(s): No later than March 30th, the current teacher representatives of the council will discuss teacher elections as a part of a faculty meeting. At this faculty meeting, three teachers may volunteer as Election Chairs. The Election Chairs should be among those teachers who do not intend to run for the council that year. The selected chairs will be totally responsible for running the election. The current teacher representatives of the council will give the names of the selected Election Chairs to the council no later than the April council meeting. The names of the Election Chairs will be recorded in the minutes.

7. Teacher Election Chair(s) Responsibilities: The Election Chairs notify the teachers within two weeks of being selected how nominations and elections will be conducted, and deadlines for each. The Election Committee will hold the teacher election before May 15th. The Election Committee will be responsible for running the election including setting procedures to be followed and notifying the teachers of the date, place, and time of the teacher elections. Upon request, the council may provide the Election Committee with guidelines to help formulate the procedures for the election.

8. The teacher election chairs will notify the current council and the school community of those elected not later than five school days after the election.

B. PARENT ELECTIONS

1. Role of Parent-Teacher Organization
   The parent-teacher organization of the school will develop procedures for and conduct the election. If no parent-teacher organization exists, a group of parents will be formed for this purpose and will run the election.

2. Parent Qualifications
   A "parent" means a parent, stepparent, or foster parent. Guardians also qualify as parents if the student lives with them and they have a court order giving them legal custody. A parent council member must be the parent of a student pre-registered to attend the school during the parent's term of council service. Three groups of people may not serve on the council as parent representatives:

   a. *Employees of Central Hardin or their relatives (mother, father, brother, sister, son, daughter, husband, wife).*
   b. *Employees in the district administrative offices or their relatives (mother, father, brother, sister, son, daughter, husband, wife).*
   c. *Members of the Board of Education or their spouses.*

3. Parent Elections
   The parent elections will take place no later than May 15th. *The parents of all children pre-registered to attend the school during the next year may participate in the parent election. The parent-teacher organization or, if none exists, the group of parents formed for this purpose will determine how the election will be run.* The principal will assist the parent organization in notifying

parents of the election schedule by April 15th. The parent organization will notify the current council and the school community of those elected no later than five school days after the election.

C. MINORITY REPRESENTATION

1. *A minority parent and a minority teacher will be elected, if the council formed (including the principal) after both teacher and parent elections does not have a minority member, and the school had eight percent or greater enrollment of minority students as of the previous October 1.*

2. *Minority members must be American Indian; Alaskan native; African American; Hispanic, including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin; Pacific Islander; or other ethnic group underrepresented in the school.*

3. *The principal will be responsible for organizing the minority parent and teacher elections as follows:*

PARENT ELECTION

a. *Following the general elections, if a minority member was not elected, the principal will organize a special election to elect a minority parent to the council.*
b. This election will be organized as soon as possible after the regular elections.
c. *The principal will notify all parents of the date, time, and location of the election.* The notice will call for nominations of minority parents for the ballot.
d. *Minority parents must meet the qualifications for parent members as outlined in subsection B.*
e. At the election, parents may nominate additional minority candidates.
f. The candidate receiving the most votes will be elected. In the event of a tie vote, a run-off will be held.

TEACHER ELECTION

a. *Following the general elections, if a minority member was not elected, the principal will call a meeting of all teachers in the school.*
b. This meeting will be called within seven school days after the regular elections.
c. *The teachers will elect one minority teacher to serve as an additional teacher member on the council.*
d. *If there are no minority teachers who are members of the faculty an additional non-minority teacher will be elected.*
e. *If there are minority teachers on the faculty, but they decline to serve, then no additional teacher will be elected and the seat will remain vacant.*
f. *The election will be conducted using the procedures listed in subsection A of this section.*

D. VACANCIES DURING A TERM OF OFFICE

1. Notice of Vacancy
   When either a teacher or parent vacancy occurs in the middle of a term, a new member will be elected to complete that term. The principal will notify all parents and teachers stating that there is a vacancy and including the text of this subsection of the bylaws. The principal will also communicate this information to the parent-teacher organization. These steps will be taken within five school days after the principal learns of the vacancy.

2. Election to Fill a Teacher Member Vacancy
   As soon as possible, after the announcement of the vacancy, the Teacher Election Chair(s) will *use the procedures established to conduct a teacher election to fill the vacancy.*

3. Election to Fill a Parent Member Vacancy

The parent-teacher organization will call for an election to be held as soon as possible after the vacancy occurs. *The procedures described in subsection B of this section will be used.*

4. Election to Replace a Minority Parent Member
   The principal will implement the procedures described in subsection C of this section.

5. Election to Replace a Minority Teacher Member
   The principal will implement the procedures described in subsection C of this section.

III. COUNCIL REQUIREMENTS

A. TRAINING FOR NEW MEMBERS

A member elected for the first time will complete a minimum of six hours of training in the process of school-based decision making no later than thirty days after the start of his or her term. He or she can get that training any time between the date elected and the 30-day deadline. A person endorsed by the Kentucky Department of Education must provide this training. All new members of the CHHS SBDM Council must complete their training by July 30th.

B. TRAINING FOR EXPERIENCED MEMBERS

A member elected who has served on a council previously will complete at least three hours of training in the process of school-based decision making no later than one-hundred-twenty days after the start of his or her term. This training may be obtained up to a year before the 120-day deadline. A person endorsed by the Kentucky Department of Education must provide this training. Experienced members may get training credit by attending any of the approved SBDM training workshops offered by endorsed trainers. All members of the CHHS SBDM Council with previous site-based experience must complete additional training *each year* by October 28th.

C. TRAINING FOR MID-YEAR VACANCIES

Members who are elected to fill a vacant position in the middle of the year will complete the required training no more than thirty days after they are elected. If they have never been on a council before, they must get six hours of training; if they have been on a council, they must get three hours of training. A person endorsed by the Kentucky Department of Education must provide this training.

D. TRAINING REPORTING

By November 1st each year, the principal will ensure that names, addresses, and the training completed of each council member are reported to the Kentucky Department of Education.

E. BACKGROUND CHECK FOR PARENT MEMBERS

The law requires that *parent school council representatives must submit to a criminal fingerprint background check by the Kentucky State Police and the Federal Bureau of Investigation.* The results of the background check are sent to the school district superintendent. *The law also requires that parent school council members submit a letter from the Cabinet for Health and Family Services stating the member has no findings of substantiated child abuse or neglect through a background check of child abuse and neglect records.*

F. DOCUMENTATION OF PROOF OF RECEIPT

Within sixty days of the beginning of their term all council members will receive two documents: Your Duty Under the Law and *Managing Public Records All council members will sign a Proof of Receipt form and return it to the principal (or designee).*

G. REQUEST TO RECEIVE EMAIL NOTIFICATION

The Open Meetings Law requires *council members who choose to receive notification of special called meetings by email to file a written request which includes their email address. The request will be kept on file in the school.*

IV. STANDARDS OF CONDUCT

A. MEETING ATTENDANCE

Members of the council will attend all council meetings. If a member is unable to attend a meeting, he or she will notify the Chair of the Council. If a member is unable to attend on a consistent basis, the Chair of the Council will contact the member to consult and to discuss the possibility of resignation. A member who has three unexcused absences, as determined by the Council Chair, will be asked to resign.

B. CONFLICT OF INTEREST

No one may serve on a school council who has a conflict of interest pursuant to KRS 45A per KRS 160.345(2)(a). A member who discovers a business or financial interest (not covered by KRS 45A), which may cause the appearance of impropriety, should refrain from participating in any discussions or decisions involving those interests.

C. ONGOING ELIGIBILITY

Any member who ceases to be eligible to serve on the council will resign.

D. IMPROPER MEETING

Council members will not meet to discuss council business in a group that constitutes a quorum without following the procedures for scheduling a meeting of the full council in accordance with the Open Meetings Law and described in Section VI of these bylaws.

E. INTENTIONAL INTERFERENCE WITH SCHOOL-BASED DECISION MAKING

The SBDM law states that *no member of the council "shall intentionally engage in a pattern of practice which is detrimental to the successful implementation of or which circumvents the intent of school-based decision making."*

V. REMOVAL OF MEMBERS

A member who violates the standards of conduct in the previous section (Section IV) and does not submit a written letter of resignation to the council could be reprimanded or removed in one of the following ways:

A. COMMISSIONER'S RECOMMENDATION

The Commissioner of Education can recommend removal for immorality, misconduct in office, incompetence, and willful neglect of duty or nonfeasance. The local board of education then holds a hearing into the charges.

B. OFFICE OF EDUCATION ACCOUNTABILITY

The Office of Education Accountability (OEA) can investigate claims of intentional interference with school-based decision-making. If the OEA cannot resolve the issue, it is forwarded to the Kentucky Board of Education, which holds a hearing to determine whether the charges are valid. The first time the Kentucky Board finds a person guilty of such interference, the person will receive a reprimand. The second time, the person can be removed from office.

VI. MEETINGS

A. ALL MEETINGS

1. *Council meetings will comply with the requirements of the Open Meetings Law.*

2. *Council meetings will be open to the public unless the council goes into closed session* under the provisions of the Open Meetings Law as outlined in subsection D of this section.

B. REGULAR MEETINGS

1. The council chair will call the first council meeting of each new term. At this first meeting *each year, the council will designate a regular meeting date, time, and place.*

2. The principal (or designee) will post a copy of the regular meeting schedule on the school website. He or she will use any other methods deemed appropriate to *make the schedule readily available to the public.*

C. SPECIAL MEETINGS

1. *All meetings which are not regular scheduled meetings are special meetings.* This includes rescheduled regular meetings.

2. *A special meeting of the council may be called by the chairperson or by a majority of council members.*

3. *Any special meeting of the council will comply with the requirements of the Open Meetings Law*; therefore, the following steps will be taken:

   a. Written Notice The person or persons calling the meeting will prepare and sign *a written notice that states the date, time, and place of the special meeting and an agenda for the meeting. Only issues listed on that agenda may be discussed at the special meeting. Items may be subtracted from that agenda before approval of the agenda at the meeting but they cannot be added or revised.*

   b. Delivery Of Notice The person or persons calling the meeting will arrange for the *written notice to be delivered to every council member and to any media organization that has made a written request to be notified of council meetings.* The *delivery must be made by hand, fax, US mail, or email. To receive email notification, council members must have a written request on file at the school. The notice must arrive at least 24 hours before the time set for the meeting.*

c. Posting Of Notice The person or persons calling the meeting will *post a notice conspicuously at the school and also at the building where the meeting will be held if the meeting will not be held at the school.* These copies will be posted as soon as possible after the meeting is called but definitely *no less than 24 hours before the meeting will be held.*

D. CLOSED SESSIONS

The council may go into closed session *only to discuss hiring personnel, the school's emergency plan, or actual or pending litigation.* The following procedures will be followed to go into a closed session:

1. *A motion will be made and a vote taken that the council go into closed session* to discuss individual applicants for hiring under KRS 61.810(1)(f), or the school's emergency plan under KRS 61.810(1)(k) and (m); KRS 61.878(1)(m); and KRS 158.162(2), or litigation under KRS 61.810(1)(c).

2. The motion and results of the vote *including the statute number allowing the closed session* will be recorded in the council minutes.

3. People who have relevant or needed knowledge or information may be invited into a council closed session by a consensus of the council.

4. *Only the topic announced in the open session motion may be discussed in the closed session.*

5. *No council action may be taken in a closed session.*

6. *The council will return to open session to make any decisions.*

7. The decisions will be recorded in the council minutes.

E. PUBLIC INPUT

1. Every agenda will include a public comment item.

2. Public input may be informal with the chairperson calling on persons who wish to speak. Anyone wishing must sign up on the sheet provided prior to the start of the meeting.

3. If more than several people wish to speak, the chairperson will have the option of setting time limits for speakers based on the time allotted for this item, the number wishing to speak, and any extra time left on the agenda; or if the agenda will run over, by consensus of the members present to continue.

VII. AGENDAS

A. AGENDA REQUESTS

Anyone may submit items for inclusion on the agenda to the chairperson. Items must be submitted in writing.

B. PRELIMINARY AGENDA

The chairperson will prepare a preliminary agenda, marked as such, to be posted on the school website before each regularly scheduled council meeting.

C. APPROVAL OF AGENDA

At the beginning of each council meeting, the council will approve an agenda for the meeting. At regular council meetings, items on the preliminary agenda may be added, deleted, or modified. At special meetings, items on the agenda may be deleted but not added or modified.

VIII. RECORDS

A. PUBLIC COPIES

A public inspection binder(s) of council records will be maintained by the council secretary and made available. This binder(s) will contain up-to-date copies of the following council records:

- Council bylaws
- Council policies
- Council minutes for the current year
- Council annual budget
- School improvement plan

B. OPEN RECORDS REQUESTS

The principal will be the official Custodian of the Records and will make the council records available in response to written requests. A fee set by the Board of Education may be charged to cover copying costs other than staff time to make the copies in accord with the provisions of the Open Records Law. Persons who want copies of documents in the council binder will give the principal a written request.

C. OFFICIAL COPIES

All council records will be maintained in accordance with the State Archives Records Retention Schedule.

IX. DUTIES OF COUNCIL OFFICERS AND MEMBERS

A. CHAIRPERSON

1. *The principal will serve as the chairperson of the council.*

2. The duties of the council chairperson will be to:

   a. Preside at and conduct all school council meetings.
   b. Compile the preliminary agenda for council meetings.
   c. State when a consensus is present for the record.
   d. *Serve as the official Custodian of the Records in accordance with the state's Records Retention Schedule.*
   e. Coordinate standing and ad hoc committees.
   f. Carry out any additional responsibilities or duties as stated in these bylaws.

B. VICE-CHAIRPERSON

1. The vice-chairperson will be chosen by consensus from within the council membership.

2. The duties of the vice-chair will be to:
   a. Preside over council meetings in the absence of the chairperson.
   b. In the event a new principal must be hired, become the liaison to the superintendent (or designee) when he/she becomes the chair of the council.

C. SECRETARY

1. The chairperson of the council will appoint a secretary for the council. The secretary will not be a member of the council.

2. The duties of the secretary will be to:

   a. *Take minutes at each council meeting* that include:

      1) Date and time meeting began and ended.
      2) Names of members present.
      3) *Record of motions made and final decisions made.*
      4) Names of people giving reports and names of committees they represent if applicable.
      5) Summary of people responsible for work and deadlines if applicable.
      6) Attachments of documents revised or adopted.

   b. Type and distribute the draft minutes, marked as such, to each member of the council and post a copy in the teacher's lounge and in a place readily accessible to all parents. This will be done within five school days after each meeting.
   c. Make copies of the final approved minutes for the public inspection and official copies binders.
   d. Send copies to all council members, the president of the parent-teacher organization, the SBDM coordinator, and the superintendent. This will be done within five school days following the meeting at which the minutes were approved.
   e. Maintain and keep up-to-date all documents in the public inspection binder(s).

D. MEMBERS

1. Teacher and parent council members will represent the shareholders that elected them.

2. The duties of council members will be to:

   a. Be familiar with and adhere to the mission of the school and council.
   b. Attend all council meetings.
   c. Bring necessary documents/materials to meetings.
   d. Keep the focus of discussions and decisions on students and the improvement of student achievement.
   e. Encourage/request opinions from the shareholders who elected them.
   f. *Provide input by consulting with the principal during the hiring of staff.*
   g. *Participate in the process and hiring of a new principal if that process becomes necessary.*
   h. Maintain confidentiality related to closed council sessions.
   i. Support, promote, and communicate council decisions and actions.

X. COMMITTEES

A. USE OF COMMITTEES

Committees will be used to support and to accomplish tasks of the council.

B. COMMITTEES POLICY

The council will adopt a committee policy to *facilitate the participation of interested persons.* As required by SBDM law, the policy will *include the number of committees, their jurisdiction, their composition, and the process for membership selection.*

XI. DECISION-MAKING

A. QUORUM

A majority of the members with at least one parent will constitute a quorum. *A quorum must be present for the council to make any decisions or take any action.*

B. COUNCIL DECISIONS

Student needs and the school's and council's vision, as well as the overall mission of specific programs, will guide decision-making. When possible, decisions will be based on applicable data. When making decisions, the council will give priority to improvement plan goals and strategies.

C. COUNCIL RESPONSIBILITIES

1. The council will make no decisions on issues that are not under their jurisdiction. To find the most recent go to SBDM law or KASC's What Councils Do.

2. Councils should not:

    1) Run the school on a day-to-day basis
    2) Break state/federal laws, risk lawsuits, or break contracts
    3) Risk health or safety of students or staff
    4) Spend money they don't have
    5) Make decisions outside the areas of responsibility listed above

3. Consultation to Fill Certified Positions: The principal will consult with the SBDM council regarding hiring any certified position, excluding head principal. Each member shall state their judgment on the matter. The principal will then be free to select from among the candidates discussed. See Principal Selection policy for details regarding head principal.

D. CONSENSUS

1. The council will operate by consensus decision-making using the following procedures:
    a. Only decisions that have an immediate deadline or will have very limited impact on the school will be made without a committee recommendation.
    b. All council members who choose to do so will be given a chance for input on issues requiring a consensus decision.
    c. If council input and discussion reveal significant concerns or ambiguities related to an issue, the council's normal practice will be to give or return the issue to a committee for further work. Exceptions may be made for urgent timelines or pressing concerns.

2. After council input and discussion, any member may make a motion to accept a proposal. If the proposal being considered is in writing, the motion may be made verbally and then seconded. If the proposal has not been presented in writing or the member making the motion wants to propose

one or more amendments, he or she will write down the motion and read it to the council. After a second the member will give the written motion to the secretary for inclusion in the minutes.

3. The chair will then ask if there is further discussion.

4. When that discussion is complete, the chair will test for consensus by asking if there is consensus for approval of the motion. Any member who is not willing to support the motion is obligated to say so at this time. Members who support the motion will indicate by word or other sign that they believe there is now a consensus.

5. If no member states unwillingness to support, the chair will direct the secretary to record that consensus has been reached and the motion has passed.

E. CONSENSUS FAILURE

1. Council voting will be done only when the council must have a decision, consensus has failed, and one or more of the following conditions exist:

   a. When the council will otherwise be unable to meet a legal deadline by which the council is required to have made a decision, or
   b. When the council has failed to reach consensus at a second meeting for that purpose.

2. At the first meeting where an issue is discussed, if the chair tests for consensus but consensus is not reached, the council may postpone further consideration until the next meeting or continue to discuss the issue. After consensus has failed twice on a proposal in one meeting, the chair may direct that the proposal be taken up again at the next meeting unless one of the conditions for voting listed in this section applies.

3. If the council takes up an issue at a second meeting and is still unable to reach consensus, the council will consider alternative steps, including but not limited to:

   a. Asking a committee to bring the council a new proposal on the issue.
   b. Doing nothing and dropping the issue.
   c. Voting.

F. ADOPTION/REVISION OF POLICIES

1. Policies are defined as written documents outlining procedures, rules, guidelines, or processes concerning how a particular issue will be handled. When applicable, policies may also provide timelines and general criteria.

2. To be officially adopted or revised, a policy will have a reading at two different council meetings.

3. Adopted policies are binding until the council amends them.

4. Council policies will be reviewed regularly and revised as needed.

G. WAIVER OF POLICY

The school council may, through the normal decision-making process, waive SBDM bylaws and policies at any regular or special meeting when the school council determines there are unusual circumstances

which necessitate the change. The effective date and duration of the waiver will be determined and recorded in the minutes in each instance when a waiver is used.

H. BYLAWS AMENDMENT

The council may amend these bylaws as needed. All motions to amend the bylaws of the council will be submitted in writing. No decision on a motion to amend the bylaws will be made until after the topic has been on the agenda for two meetings and has had two readings.

I. APPEALS OF COUNCIL DECISIONS

The District Board of Education has established a process for appeals of council decisions.

XII. APPENDIX ATTACHMENTS

APPEALS OF COUNCIL DECISIONS
OPEN MEETINGS LAW BASICS
RECORDS RETENTION SCHEDULE BASICS
SCHOOL BASED DECISION MAKING (SBDM) LAW (KRS 160.345)

APPENDIX

Board Policy on Appeals of Council Decisions for *Hardin County Schools*

HCAR 02.42411: Appeal of Decisions

ELIGIBILITY

Any resident of the District or a parent, student or employee of the school may appeal council decisions.

PROCESS

Appealing a decision made by a school council shall include the following procedure:

1. An appeal must be filed within fifteen (15) working days following a council decision.
2. An appeal on a decision made by a school council must first be reviewed by the school council, which shall make a timely response to the appealing party.
3. If the matter is not satisfactorily resolved by the council, the appeal may then be submitted in writing to the Superintendent.
4. If, within twenty (20) calendar days, the matter is not satisfactorily resolved by the Superintendent, the appealing party may, within thirty (30) calendar days, appeal to the Board. The Board shall afford the affected parties an opportunity to be heard within forty-five (45) calendar days of the appeal to the Board.
5. The Board shall issue a final written decision on the appeal no later than sixty (60) calendar days from the date of the presentation to the Board.
6. At any point in the process the Board may direct a review and report on the issues, but shall not extend its decision beyond sixty (60) calendar days from the date of the presentation to the Board without the agreement of the affected parties.
7. The decision of the Board may be appealed to the Chief State School Officer.

BASIS FOR REVIEW

The Board will determine whether the issue on appeal falls within the authority granted to the council by KRS 160.345.

Actions that fall within the statutory authority of the council will be reviewed on appeal based on whether the council action raises liability and/or health and safety concerns, exceeds budgetary limitations, conflicts with contractual obligations, or was otherwise unlawful under state or federal law.

Actions that fall within the authority of the Board will be reviewed on appeal based on whether the council action lacks educational merit, is inconsistent with District goals, violates District policy, exceeds the authority of the council, raises liability and/or health and safety concerns, exceeds budgetary limitations, conflicts with contractual obligations, or is otherwise unlawful under state or federal law.

BOARD ACTION

When the appeal issue falls within statutory council authority, the Board shall either (1) affirm the council decision or (2) refer the appeal back to the council with documentation of its concerns and suggestions.

When the appeal issue falls within the authority of the Board to decide, the Board shall either (1) uphold the council decision or (2) reverse any council action found to violate any of the review standards.

REFERENCE:

KRS 160.345

OPEN MEETINGS LAW BASICS FOR COUNCILS FROM KASC

Kentucky's Open Meetings Law protects the right of the general public to know what public agencies are doing. It applies to councils and their committees.

THE OPEN MEETINGS LAW APPLIES TO EVERY PUBLIC AGENCY, INCLUDING:

1. Bodies created pursuant to statute (councils and maybe committees).
2. Entities appointed by public agencies (definitely committees).
3. A variety of other types of entities.

THE OPEN MEETINGS LAW APPLIES WHENEVER:

1. A majority is present.
2. Public business is discussed (even if no action taken).

REGULAR MEETINGS:

1. are held at dates and times on a regular meeting schedule.
2. are listed on a regular meeting schedule that is "available to the public." (There are many ways to make the schedule available.)

SPECIAL MEETINGS:

1. are held at dates or times not on regular meeting schedule.
2. are called by chairperson or majority.
3. require a written notice that states date, time, place, and agenda (agenda cannot be added to during meeting).
4. require that the notice be:
   - sent to all members by fax, mail, email* or hand delivery 24 hours in advance.
   - posted at your location and meeting location 24 hours in advance.
   - sent to media by fax, mail, email* or hand delivery 24 hours in advance if they have asked to receive it.

**To receive e-mail notification, a written request must be on file at the school*

OPEN SESSION

1. Every part of every regular meeting and every special meeting must be open to the public,
2. Except for those parts when a closed session is allowed and properly called.
3. All council and committee decisions must be made in open session.

CLOSED SESSION

1. A closed session is allowed:
   - to discuss actual or potential litigation under KRS 61.810(1)(c).
   - to discuss appointment of individuals under KRS 61.810(1)(f).
   - to discuss the school's emergency plan under KRS 61.810(1)(k) and (m); KRS 61.878(1)(m); and KRS 158.162(2).
   - for other reasons that apply to other agencies but don't come up for councils.
2. A closed session must be called by:
   - announcing a need for closed session and
   - providing general description of issue to be considered and
   - identifying statutory section that allows it and
   - obtaining a motion to go into closed session and
   - obtaining a majority vote.
3. During a closed session, the council or committee can only discuss the issue described.
4. The council or committee must return to open session before taking any action.

MINUTES

1. Must describe motion and outcome (description of discussion is optional).
2. Need to be approved (after any needed amendments) at next meeting.
3. Must be available to public immediately after next meeting.

OPEN MEETINGS LAW BASICS FOR COUNCILS FROM KASC (CONTINUED)

***KRS 61.826 was amended during the 2022 legislative session which changed requirements for meetings held via video teleconference.**

A video teleconference is defined as one meeting occurring in two or more locations in which individuals can see and hear each other by means of video and audio equipment.

The statute, as amended, also says:

1. Notice of a video teleconference shall comply with the requirements of the open meeting law [KRS 61.820 and 61.823] as appropriate. In addition, the notice of a video teleconference shall:

(a) Clearly state that the meeting will be a video teleconference;

(b) provide specific information on how any member of the public or media organization may view the meeting electronically; and

(c) In any case where the public agency has elected to provide a physical location or in any circumstance where two (2) or more members are attending a video conference from the same location, precisely identify a primary physical location of the video teleconference where all council members can be seen and heard at all times and the public may attend in accordance with KRS 61.840.

2. The same procedures for participation, distribution of materials, etc. shall apply in all video teleconference locations. Members of the public agency who participate in a video conference shall remain visible on camera at all times that business is being discussed.

3. Any interruption in the video or audio broadcast of a video teleconference at any location shall result in the suspension of the meeting until the broadcast is resolved.

4. If a regular meeting is changed to a video conference, the meeting shall remain a regular meeting if the meeting occurs on the same date and time as originally scheduled and the public agency follows the provisions of KRS 61.823(4)(special meeting notice) to provide a 24 hour notice and meets the requirements of KRS 61.826 (video teleconference notice).

Keep in mind that attendance through video teleconference **does** count toward quorum, and decisions can be made.

**Meetings should never take place by email or telephone calls.*

SBDM RECORDS RETENTION SCHEDULE BASICS

This handout has been adapted from requirements set in a much longer document. The original comes from the State Archives and Records Commission's Public Records Division. You can download the original document from:
https://kdla.ky.gov/records/recretentionschedules/Documents/Local%20Records%20Schedules/PublicSchoolDistrictRecordsRetentionSchedule.pdf Updated March: 2017, Kentucky Dept. of Library and Archives

RECORDS TO BE KEPT PERMANENTLY
Annual Financial Audit Report
Annual School Report
Budget Allocation to Council
Official Correspondence
School Council By-laws
SBDM Council Minutes
SBDM Council Committee Minutes
SBDM Council Policy
RECORDS TO BE KEPT 5 YEARS
Request for Waiver of Board Policy — 5 years, then destroy
School Council Policy Appeals — 5 years, then destroy
Annual Transformation Plan (CSIP) — 5 years, then destroy
RECORDS TO BE KEPT 3 YEARS
Budget Expenditure Report (3 years **AND** destroy after audit)
Request for Professional Development — 3 years, then destroy
Parent Council Member Election Records — 3 years, then destroy
Teacher Council Member Election Records — 3 years, then destroy
Council Member Training Record File — 3 years, then destroy
RECORDS TO BE KEPT 2 YEARS OR LESS
Routine Correspondence — **2 year requirement**
SBDM Council/Committee Meeting Notification – **1 year requirement, then destroy**

SCHOOL BASED DECISION MAKING (SBDM) LAW (KRS 160.345)

160.345 Definitions -- Required adoption of school councils for school-based decision making -- Composition -- Responsibilities -- Personnel decisions -- Procedures to fill vacancy in principal position -- Professional development -- Exemption -- Formula for allocation of school district funds -- Intentionally engaging in conduct detrimental to school-based decision making by board member, superintendent, district employee, or school council member -- Complaint procedure -- Disciplinary action -- Rescission of right to establish and powers of council -- Wellness policy.

(1) For the purpose of this section:

(a) "Minority" means American Indian; Alaskan native; African-American; Hispanic, including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin; Pacific islander; or other ethnic group underrepresented in the school;

(b) "School" means an elementary or secondary educational institution that is under the administrative control of a principal and is not a program or part of another school. The term "school" does not include district-operated schools that are:

1. Exclusively vocational-technical, special education, or preschool programs;
2. Instructional programs operated in institutions or schools outside of the district; or
3. Alternative schools designed to provide services to at-risk populations with unique needs;

(c) "Teacher" means any person for whom certification is required as a basis of employment in the public schools of the state, with the exception of principals and assistant principals; and

(d) "Parent" means:

1. A parent, stepparent, or foster parent of a student; or
2. A person who has legal custody of a student pursuant to a court order and with whom the student resides.

(2) Each local board of education shall adopt a policy for implementing school-based decision making in the district which shall include but not be limited to a description of how the district's policies, including those developed pursuant to KRS 160.340, have been amended to allow the professional staff members of a school to be involved in the decision-making process as they work to meet educational goals established in KRS 158.645 and 158.6451. The policy may include a requirement that each school council make an annual report at a public meeting of the board describing the school's progress in meeting the educational goals set forth in KRS 158.6451 and district goals established by the board. The policy shall also address and comply with the following:

(a) Except as provided in paragraph (b)2. of this subsection, each participating school shall form a school council composed of two (2) parents, three (3) teachers, and the principal or administrator. The membership of the council

Effective July 14, 2022

Source: https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=53054

may be increased, but it may only be increased proportionately. A parent representative on the council shall not be an employee or a relative of an employee of the school in which that parent serves, nor shall the parent representative be an employee or a relative of an employee in the district administrative offices. A parent representative shall not be a local board member or a board member's spouse. None of the members shall have a conflict of interest pursuant to KRS Chapter 45A, except the salary paid to district employees;

(b) 1. The teacher representatives shall be elected for one (1) year terms by a majority of the teachers. A teacher elected to a school council shall not be involuntarily transferred during his or her term of office. The parent representatives shall be elected for one (1) year terms. The parent members shall be elected by the parents of students preregistered to attend the school during the term of office in an election conducted by the parent and teacher organization of the school or, if none exists, the largest organization of parents formed for this purpose. Council elections may allow voting to occur over multiple days and via electronic means. A school council, once elected, may adopt a policy setting different terms of office for parent and teacher members subsequently elected. The principal shall be the chair of the school council.

2. School councils in schools having eight percent (8%) or more minority students enrolled, as determined by the enrollment on the preceding October 1, shall have at least one (1) minority member. If the council formed under paragraph (a) of this subsection does not have a minority member, the principal, in a timely manner, shall be responsible for carrying out the following:

a. Organizing a special election to elect an additional member. The principal shall call for nominations and shall notify the parents of the students of the date, time, and location of the election to elect a minority parent to the council by ballot; and

b. Allowing the teachers in the building to select one (1) minority teacher to serve as a teacher member on the council. If there are no minority teachers who are members of the faculty, an additional teacher member shall be elected by a majority of all teachers. Term limitations shall not apply for a minority teacher member who is the only minority on faculty;

(c) 1. The school council shall have the responsibility to set school policy that shall be consistent with district board policy and which shall provide an environment to enhance the students' achievement and help the school meet the goals established by KRS 158.645 and 158.6451 and goals for the district established by the board. The principal shall be the primary administrator and the instructional leader of the school, and with the assistance of the total school staff shall administer the policies

established by the school council and the local board.

2. If a school council establishes committees, it shall adopt a policy to facilitate the participation of interested persons, including, but not limited to, classified employees and parents. The policy shall include the number of committees, their jurisdiction, composition, and the process for membership selection;

(d) The school council and each of its committees shall determine the frequency of and agenda for their meetings. Matters relating to formation of school councils that are not provided for by this section shall be addressed by local board policy;

(e) The meetings of the school council shall be open to the public and all interested persons may attend. However, the exceptions to open meetings provided in KRS 61.810 shall apply;

(f) After receiving notification of the funds available for the school from the local board, the school council shall determine, within the parameters of the total available funds, the number of persons to be employed in each job classification at the school. The council may make personnel decisions on vacancies occurring after the school council is formed but shall not have the authority to recommend transfers or dismissals;

(g) The local superintendent shall determine which curriculum, textbooks, instructional materials, and student support services shall be provided in the school after consulting with the local board of education, the school principal, and the school council and after a reasonable review and response period for stakeholders in accordance with local board of education policy. Subject to available resources, the local board shall allocate an appropriation to each school that is adequate to meet the school's needs related to instructional materials and school-based student support services, as determined by the school principal after consultation with the school council. The school council shall consult with the school media librarian on the maintenance of the school library media center, including the purchase of instructional materials, information technology, and equipment;

(h) Personnel decisions at the school level shall be as follows:

1. From a list of qualified applicants submitted by the local superintendent, the principal at the participating school shall select personnel to fill vacancies, after consultation with the school council, consistent with paragraph (i)11. of this subsection. The superintendent shall provide additional applicants to the principal upon request when qualified applicants are available. The superintendent may forward to the school principal the names of qualified applicants who have pending certification from the Education Professional Standards Board based on recent completion of preparation requirements, out-of-state preparation, or alternative routes to certification pursuant to KRS 161.028 and 161.048. Requests for transfer shall conform to any employer-employee bargained contract which is in effect;

2. If the vacancy to be filled is the position of principal:
   a. The superintendent shall fill the vacancy after consultation with the school council consistent with paragraph (i)11. of this subsection;
   b. Prior to consultation with the school council, each member shall sign a nondisclosure agreement forbidding the disclosure of information shared and discussions held during consultation;
   c. A person who believes a violation of the nondisclosure agreement referred to in subdivision b. of this subparagraph has occurred may file a written complaint with the Kentucky Board of Education; and
   d. A school council member found to have violated the nondisclosure agreement referred to in subdivision b. of this subparagraph may be subject to removal from the school council by the Kentucky Board of Education under subsection (9)(e) of this section;
3. Notwithstanding subparagraph 2. of this paragraph, if the vacancy to be filled is the position of principal in a county school district in a county with a consolidated local government adopted under KRS Chapter 67C, then:
   a. The outgoing principal shall not serve on the council during the principal selection process. The superintendent or the superintendent's designee shall serve as the chair of the council for the purpose of the hiring process and shall have voting rights during the selection process;
   b. The council shall have access to the applications of all persons certified for the position. The principal shall be elected on a majority vote of the membership of the council. The school council shall receive training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal. The council shall select the trainer to deliver the training; and
   c. Notwithstanding the requirement that a principal be elected by a majority vote of the council, the selection of a principal shall be subject to approval by the superintendent. If the superintendent does not approve the principal selected by the council, then the superintendent may select the principal;
4. No principal who has been previously removed from a position in the district for cause may be considered for appointment as principal in that district;
5. Personnel decisions made at the school level under the authority of subparagraph 1. of this paragraph shall be binding on the superintendent who completes the hiring process;
6. Applicants subsequently employed shall provide evidence that they are certified prior to assuming the duties of a position in accordance with

Effective July 14, 2022

Source: https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=53054

KRS 161.020; and

7. Notwithstanding other provisions of this paragraph, if the applicant is the spouse of the superintendent and the applicant meets the service requirements of KRS 160.380(3)(a), the applicant shall only be employed upon the recommendation of the principal and the approval of a majority vote of the school council;

(i) The school council shall adopt a policy that shall be consistent with local board policy and shall be implemented by the principal in the following additional areas:

1. Curriculum responsibilities under KRS 158.6453(19);
2. Assignment of all instructional and noninstructional staff time;
3. Assignment of students to classes and programs within the school;
4. 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;
5. Determination of use of school space during the school day related to improving classroom teaching and learning;
6. Planning and resolution of issues regarding instructional practices;
7. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor, and principal;
8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation, and supervision;
9. Adoption of an emergency plan as required in KRS 158.162;
10. Procedures, consistent with local school board policy, for determining alignment with state standards, technology utilization, and program appraisal; and
11. Procedures to assist the council with consultation in the selection of the principal by the superintendent, and the selection of personnel by the principal, including but not limited to meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation; and

(j) Each school council shall annually review data as shown on state and local student assessments required under KRS 158.6453. The data shall include but not be limited to information on performance levels of all students tested, and information on the performance of students disaggregated by race, gender, disability, and participation in the federal free and reduced price lunch program. After completing the review of data, each school council, with the involvement of parents, faculty, and staff, shall develop and adopt a plan to ensure that each student makes progress toward meeting the goals set forth in

KRS 158.645 and 158.6451(1)(b) by April 1 of each year and submit the plan to the superintendent and local board of education for review as described in KRS 160.340. The Kentucky Department of Education shall provide each school council the data needed to complete the review required by this paragraph no later than October 1 of each year. If a school does not have a council, the review shall be completed by the principal with the involvement of parents, faculty, and staff.

(3) The policies adopted by the local board to implement school-based decision making shall also address the following:

(a) School budget and administration, including: discretionary funds; activity and other school funds; funds for maintenance, supplies, and equipment; and procedures for authorizing reimbursement for training and other expenses;

(b) Assessment of individual student progress, including testing and reporting of student progress to students, parents, the school district, the community, and the state;

(c) School improvement plans, including the form and function of strategic planning and its relationship to district planning, as well as the school safety plan and requests for funding from the Center for School Safety under KRS 158.446;

(d) Professional development plans developed pursuant to KRS 156.095;

(e) Parent, citizen, and community participation including the relationship of the council with other groups;

(f) Cooperation and collaboration within the district, with other districts, and with other public and private agencies;

(g) Requirements for waiver of district policies;

(h) Requirements for record keeping by the school council; and

(i) A process for appealing a decision made by a school council.

(4) In addition to the authority granted to the school council in this section, the local board may grant to the school council any other authority permitted by law. The board shall make available liability insurance coverage for the protection of all members of the school council from liability arising in the course of pursuing their duties as members of the council.

(5) All schools shall implement school-based decision making in accordance with this section and with the policy adopted by the local board pursuant to this section. Upon favorable vote of a majority of the faculty at the school and a majority of at least twenty-five (25) voting parents of students enrolled in the school, a school meeting its goal as determined by the Department of Education pursuant to KRS 158.6455 may apply to the Kentucky Board of Education for exemption from the requirement to implement school-based decision making, and the state board shall grant the exemption. The voting by the parents on the matter of exemption from implementing school-based decision making shall be in an election conducted by the parent and teacher organization of the school or, if none exists, the largest organization of parents formed for this purpose. Notwithstanding the provisions of

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this section, a local school district shall not be required to implement school-based decision making if the local school district contains only one (1) school.

(6) The Department of Education shall provide professional development activities to assist schools in implementing school-based decision making. School council members elected for the first time shall complete a minimum of six (6) clock hours of training in the process of school-based decision making, no later than thirty (30) days after the beginning of the service year for which they are elected to serve. School council members who have served on a school council at least one (1) year shall complete a minimum of three (3) clock hours of training in the process of school-based decision making no later than one hundred twenty (120) days after the beginning of the service year for which they are elected to serve. Experienced members may participate in the training for new members to fulfill their training requirement. School council training required under this subsection shall be conducted by trainers endorsed by the Department of Education. By November 1 of each year, the principal through the local superintendent shall forward to the Department of Education the names and addresses of each council member and verify that the required training has been completed. School council members elected to fill a vacancy shall complete the applicable training within thirty (30) days of their election.

(7) A school that chooses to have school-based decision making but would like to be exempt from the administrative structure set forth by this section may develop a model for implementing school-based decision making, including but not limited to a description of the membership, organization, duties, and responsibilities of a school council. The school shall submit the model through the local board of education to the commissioner of education and the Kentucky Board of Education, which shall have final authority for approval. The application for approval of the model shall show evidence that it has been developed by representatives of the parents, students, certified personnel, and the administrators of the school and that two-thirds (2/3) of the faculty have agreed to the model.

(8) The Kentucky Board of Education, upon recommendation of the commissioner of education, shall adopt by administrative regulation a formula by which school district funds shall be allocated to each school council. Included in the school council formula shall be an allocation for professional development that is at least sixty-five percent (65%) of the district's per pupil state allocation for professional development for each student in average daily attendance in the school. The school council shall plan professional development in compliance with requirements specified in KRS 156.095, except as provided in KRS 158.649. School councils of small schools shall be encouraged to work with other school councils to maximize professional development opportunities.

(9) (a) No board member, superintendent of schools, district employee, or member of a school council shall intentionally engage in a pattern of practice which is detrimental to the successful implementation of or circumvents the intent of school-based decision making to allow the professional staff members of a school and parents to be involved in the decision making process in working

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toward meeting the educational goals established in KRS 158.645 and 158.6451 or to make decisions in areas of policy assigned to a school council pursuant to paragraph (i) of subsection (2) of this section.

(b) An affected party who believes a violation of this subsection has occurred may file a written complaint with the Office of Education Accountability. The office shall investigate the complaint and resolve the conflict, if possible, or forward the matter to the Kentucky Board of Education.

(c) The Kentucky Board of Education shall conduct a hearing in accordance with KRS Chapter 13B for complaints referred by the Office of Education Accountability.

(d) If the state board determines a violation has occurred, the party shall be subject to reprimand. A second violation of this subsection may be grounds for removing a superintendent or a member of a school council from office or grounds for dismissal of an employee for misconduct in office or willful neglect of duty.

(e) Notwithstanding paragraph (d) of this subsection and KRS 7.410(2)(c), if the state board determines a violation of the nondisclosure agreement required by subsection (2)(h)2.b. of this section by a school council member has occurred, the state board shall remove the member from the school council, and the member shall be permanently prohibited from serving on any school council in the district.

(10) Notwithstanding subsections (1) to (9) of this section, a school's right to establish or maintain a school-based decision making council and the powers, duties, and authority granted to a school council may be rescinded or the school council's role may be advisory if the commissioner of education or the Kentucky Board of Education takes action under KRS 160.346.

(11) Each school council of a school containing grades K-5 or any combination thereof, or if there is no school council, the principal, shall develop and implement a wellness policy that includes moderate to vigorous physical activity each day and encourages healthy choices among students. The policy may permit physical activity to be considered part of the instructional day, not to exceed thirty (30) minutes per day, or one hundred and fifty (150) minutes per week. Each school council, or if there is no school council, the principal, shall adopt an assessment tool to determine each child's level of physical activity on an annual basis. The council or principal may utilize an existing assessment program. The Kentucky Department of Education shall make available a list of available resources to carry out the provisions of this subsection. The department shall report to the Legislative Research Commission no later than November 1 of each year on how the schools are providing physical activity under this subsection and on the types of physical activity being provided. The policy developed by the school council or principal shall comply with provisions required by federal law, state law, or local board policy.

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History: Amended 2022 Ky. Acts ch. 196, sec. 1, effective July 14, 2022. -- Amended

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2021 Ky. Acts ch. 144, sec. 4, effective June 29, 2021. -- Amended 2019 Ky. Acts ch. 31, sec. 3, effective June 27, 2019; and ch. 65, sec. 2, effective June 27, 2019. -- Amended 2017 Ky. Acts ch. 156, sec. 11, effective April 10, 2017. -- Amended 2016 Ky. Acts ch. 104, sec. 1, effective July 15, 2016. -- Amended 2013 Ky. Acts ch. 126, sec. 8, effective June 25, 2013; and ch. 133, sec. 8, effective June 25, 2013. -- Amended 2012 Ky. Acts ch. 85, sec. 2, effective July 12, 2012. -- Amended 2011 Ky. Acts ch. 76, sec. 1, effective June 8, 2011. -- Amended 2009 Ky. Acts ch. 101, sec. 12, effective March 25, 2009. -- Amended 2008 Ky. Acts ch. 105, sec. 1, effective July 15, 2008. -- Amended 2005 Ky. Acts ch. 84, sec. 6, effective June 20, 2005. -- Amended 2004 Ky. Acts ch. 188, sec. 4, effective July 13, 2004. -- Amended 2003 Ky. Acts ch. 81, sec. 1, effective June 24, 2003. -- Amended 2002 Ky. Acts ch. 152, sec. 1, effective July 15, 2002; and ch. 302, sec. 5, effective July 15, 2002. -- Amended 2000 Ky. Acts ch. 212, sec. 1, effective July 14, 2000; ch. 339, sec. 2, effective July 14, 2000; ch. 418, sec. 1, effective July 14, 2000; and ch. 527, sec. 14, effective July 14, 2000. -- Amended 1998 Ky. Acts ch. 493, sec. 14, effective April 10, 1998; and ch. 609, sec. 3, effective July 15, 1998. -- Amended 1996 Ky. Acts ch. 34, sec. 1, effective July 15, 1996; ch. 74, sec. 1, effective July 15, 1996; ch. 146, sec. 1, effective July 15, 1996; ch. 318, sec. 52, effective July 15, 1996; and ch. 362, secs. 1 and 6, effective July 15, 1996. -- Amended 1994 Ky. Acts ch. 103, sec. 3, effective July 15, 1994; ch. 187, sec. 1, effective July 15, 1994; ch. 247, sec. 1, effective July 15, 1994; ch. 411, sec. 1, effective July 15, 1994; and ch. 484, sec. 1, effective July 15, 1994. -- Amended 1992 Ky. Acts ch. 376, sec. 3, effective July 14, 1992; and ch. 393, sec. 3, July 14, 1992. -- Created 1990 Ky. Acts ch. 476, Pt. I, sec. 14, effective July 13, 1990.

2022-2024 Budget Reference. See State/Executive Branch Budget, 2022 Ky. Acts ch. 199, Pt. I, C, 3, (6) at 1660.

Legislative Research Commission Note (4/10/2017). In codification, the Reviser of Statutes has corrected a manifest clerical or typographical error in subsection (2)(j) of this statute by replacing "November 1" with "October 1" regarding the date that the Department of Education must annually transmit student performance data shown by the state assessment program to each school council. This correction was made to conform with the same change of dates in 2017 Ky. Acts ch. 156, sec. 7, subsec. (2), codified in KRS 158.649.

Legislative Research Commission Note (7/15/96). This section was amended by 1996 Ky. Acts chs. 34, 74, 146, 318, and 362. Where these Acts are not in conflict, they have been codified together. A conflict exists between Acts chs. 34 and 362. Under KRS 446.250, Acts ch. 362, which was last enacted by the General Assembly, prevails.

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