

Menifee County High School
119 Indian Creek Road
Frenchburg, KY 40322

HIGH SCHOOL

Site-Based Decision-Making Council Meeting
High School Media Center
September 10, 2019 4:15 PM

Attendance Taken at 4:15 PM:

Present Council Members:

Mrs. Tiffany Carty
Tiffany Donathan
James Kash
Lana Swartz

Absent Council Members:

Robin Hatfield
Mr. Travis Manley

Updated Attendance:

Robin Hatfield was updated to absent.
Mrs. Tiffany Carty was updated to present.

I. Call to Order / Roll Call

II. Approve to Amend Agenda to add Your Duty Under the Law and Managing Public Records.

Motion Passed: Approval of agenda passed with a motion by James Kash and a second by Tiffany Donathan and the consensus of the council.

III. Approve Minutes from (date)

III.a. August 15, 2019 minutes

Motion Passed: passed with a motion by Tiffany Donathan and a second by James Kash and the consensus of the council.

III.b. Approve minutes from August 20, 2019

Motion Passed: passed with a motion by James Kash and the consensus of the council.

IV. Financial Reports

IV.a. Approve School Activity Report

Motion Passed: passed with a motion by James Kash and a second by Tiffany Donathan and the consensus of the council.

IV.b. Approve the Munis Report.

Motion Passed: passed with a motion by Tiffany Donathan and a second by Mrs. Tiffany Carty and the consensus of the council.

V. Review Safety and Emergency Plan

VI. Review Policy:

VI.a. Dress Code

Motion Passed: Motion to update the Dress Code Policy for review at October SBDM meeting. passed with a motion by James Kash and a second by Tiffany Donathan and the consensus of the council.

VI.b. Principal Selection

Motion Passed: Motion to keep policy the same. passed with a motion by James Kash and a second by Mrs. Tiffany Carty and the consensus of the council.

VI.c. Discipline and Classroom Management

Motion Passed: Motion to review and update the discipline and classroom management policy passed with a motion by Tiffany Donathan and a second by Mrs. Tiffany Carty and the consensus of the council.

VII. Approve first reading of Weighted Grading Policy.

Motion Passed: Research on scholarship and KEES money application. passed with a motion by Tiffany Donathan and a second by James Kash and the consensus of the council.

VIII. Approve Adjourning to Executive/Closed Session Pursuant to KRS 61.810 (1) (f), for Specified Personnel Matter.

Motion Passed: Motion to go into closed session and invite Travis Manley. passed with a motion by James Kash and a second by Mrs. Tiffany Carty and the consensus of the council.

VIII.a. Approve to go back to Open Session.

Motion Passed: passed with a motion by Mrs. Tiffany Carty and a second by Tiffany Donathan and the consensus of the council.

IX. Action taken in closed session.

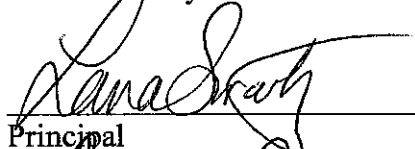
Motion Passed: Motion to modify the baseball assistant position into two positions with \$500 each. passed with a motion by James Kash and a second by Mrs. Tiffany Carty and the consensus of the council.

Motion Passed: Motion to recommend Jeff Eaglin as the Menifee County Athletic Director. passed with a motion by Mrs. Tiffany Carty and a second by Tiffany Donathan and the consensus of the council.

X. Open Floor

XI. Adjourn

Motion Passed: Approval to adjourn passed with a motion by James Kash and a second by Tiffany Donathan and the consensus of the council.


Principal


Council Member

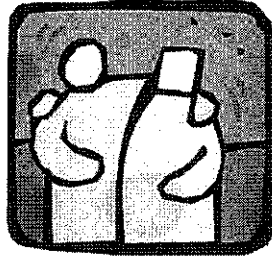

Council Member


Council Member


Council Member

Council Member

DISCIPLINE, CLASSROOM MANAGEMENT, AND SCHOOL SAFETY POLICY



DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

A. DISTRIBUTION TO STUDENTS

Menifee County High School will follow the Menifee County School District Code of Acceptable Behavior and Discipline (see Appendix A).

During the first week of school, the principal (or principal's designee) will:

1. Provide each student with a copy of the District Code of Conduct.
2. Require each student to return a signed Acknowledgement Form from his or her parent or guardian showing that the parent or guardian has seen and reviewed the Code.
3. Follow-up as needed with any student who has not returned the signed acceptance, or assign other staff members to do so.

The principal (or principal's designee) will follow steps 1 – 3 above for all students new to the school during the year.

B. COMMUNICATION WITH STAKEHOLDERS

By the end of the first week of school, the Menifee County School District Code of Acceptable Behavior and Discipline will be posted at the school, referenced in our school handbook, and provided 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.

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. A copy of our current Safety Plan is attached. (see Appendix B)

SCHOOL SAFETY PLAN REVIEW

Our School Safety Plan will be reviewed every odd numbered school year by the Discipline 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:
 - An overview of the trends in the disciplinary referrals and consequences data.
 - A report of the status of each activity that should be started or completed.
 - 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.

SCHOOL-WIDE DISCIPLINE RULES & CONSEQUENCES

In addition to the District Code of Conduct and our School Safety Plan, we have adopted a school-wide discipline matrix. Please refer to the Appendix C.

BULLYING:

A. STUDENT BEHAVIOR

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 Meniffee County High School the following student behaviors as defined by law will not be tolerated:

- Hazing
- Bullying
- Taunting
- Menacing
- 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.

B. 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 Meniffee County 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.

C. 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.

DRESS CODE

All students at Meniffee County High School will follow a dress code. Attire that is deemed potentially disruptive to the educational process will not be permitted. Students who violate the dress code will not be allowed to attend class or circulate through the school until their attire is corrected. The details of this code may be found in the Student/Parent and Teachers' Handbooks, as well as Appendix D.

ELECTRONIC DEVICES

Students may bring personal technology to school if used appropriately. The Meniffee County School District, its staff, or employees, are not liable for any device lost, stolen or damaged on school grounds. Specific rules and guidelines for appropriate use which are aligned with district policy and consequences for inappropriate use can be found in the Meniffee County High School Acceptable Use Policy, Parent/Student and Teachers' Handbooks and Discipline Matrix.

RESPONSIBILITIES

Principals and assistant principals are responsible for:

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

Teachers are responsible for:

1. Clearly establishing classroom standards of conduct that:
 - include clearly defined consequences when standards are not met,
 - are communicated to parents,
 - are posted in plain view of the students in the classroom, and
 - are taught to students during the first two weeks of school and explained to students who join the class during the year.
2. Ensuring that:
 - Teacher-student interactions demonstrate general caring and respect.
 - Interactions among students are generally polite and respectful.
 - Disrespectful behavior among students is responded to successfully in a polite and respectful but impersonal way.
 - Students are engaged during small-group work.

- Classroom routines work efficiently and function smoothly including smooth transitions between large and small-group activities.
 - Students are held to the classroom standards and appropriate consequences are issued when the standards are not met.
3. Frequently monitoring student behavior including effective responses to student misbehavior as well as acknowledgment of good behavior.
 4. Making sure the classroom is safe, that all students can see and hear, and that the room is arranged to support learning/instructional goals and activities.

Counselors are responsible for:

1. 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.
2. Providing support and guidance to teachers in the implementation of classroom management techniques and strategies.

Students are responsible for:

1. Exhibiting respect for the teacher.
2. Interacting with peers in a polite and respectful way.
3. Expending effort to complete work of high quality.
4. Accepting and following the behavioral standards of conduct expected by the district, school, and each classroom.
5. 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:

1. 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.
2. Work with the school when issues arise involving their child's behavior or consequences given to their child by the school or teacher.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

ATTACHMENTS

- A. District Code of Conduct
- B. School Safety Plan
- C. School Discipline Matrix
- D. School Dress Code

1st reading: February 18, 2016

2nd reading: March 8, 2016

Date Adopted: March 8, 2016

Date Reviewed or Revised: Apr 9 2017

Date Reviewed or Revised: Oct 8, 2019

Policy Number 006

Lana Evans

Menifee County High School

Menifee County High School

Dress Code

In order to maintain the learning environment at Menifee County High School, a standard dress code policy has been established for students. Students are expected to dress in clothing appropriate for the season and school setting in which they represent. Students violating the policy will be required to obtain suitable clothing and may be subject to disciplinary action. The administration reserves the right to disallow any clothing it deems unsuitable and that disrupts the learning process. **All policies pertain to both male and female students.**

Any student wearing clothing that is deemed inappropriate or is disruptive to the learning environment will be asked to change. Parents will be called to provide appropriate clothing to the student or he/she will be sent home to change. If neither of the above is possible, the Youth Service Center may be notified to provide a temporary change of clothing if available. **Repeated failure to comply with teacher, staff or administration requests regarding dress code policy will result in disciplinary referral.**

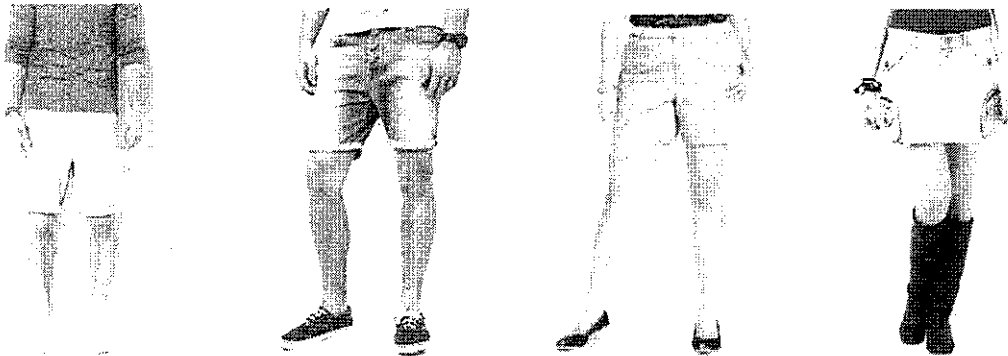
- Caps, hats, bandannas, head coverings are at the Discretion of the Teacher.
- Sunglasses are not to be worn in the school building.
- No clothing or accessories (i.e. bracelets, backpacks, notebooks, belts, and/or buckles) are to be worn that state, imply, or promote obscene language, tobacco, drug, and/or alcohol use, sexually suggestive slogans and or depictions, racial, violent, gang-related, or socially offensive images or language.
- Accessories (spikes, dog collars, etc.) that may be used as a weapon or piercings that are deemed a safety hazard are not permitted.
- Clothing that is excessively revealing, extremely tight-fitting, or that attracts undue attention may not be worn.
- Clothing that exposes underwear or the body, including, but not limited to, cleavage and the midriff, low rider pants, tops with spaghetti straps, strapless tops, halter tops, open back shirts or dresses, muscle shirts, tank tops, or basketball jerseys (tops must pass the "three inch rule" or three finger rule for width across both shoulders) may not be worn. Must Cover the bdy when arms are raised.
- No shirts with sleeves cut out or side vents.

- See-through or mesh shirts, tops, dresses, slacks, or shorts may not be worn unless they are worn over other clothing that meets the dress code standards.
- Pants or shorts that contain holes or slits above the mid-thigh that expose bare skin are not to be worn.
- Spandex pants, leggings, yoga pants, and tights may not be worn without an appropriate dress, sweater, or top that covers them to the mid-thigh.
- Shorts, dresses, and skirts that are immodest and/or shorter in length than the mid-thigh are not permitted.
- Shoes must be worn at all times.
- Shirts must be buttoned unless a school appropriate shirt is worn underneath.

Note: Administrative discretion will apply to the dress code policy and the administration reserves the right to make the final decision on all clothing.

- **1st Offense-** Warning by staff and mandatory change of clothes.
- **2nd Offense-** Change of clothes and parent contact.
- **3rd Offense and Beyond-** Administrative Referral with 1 day of ISS.

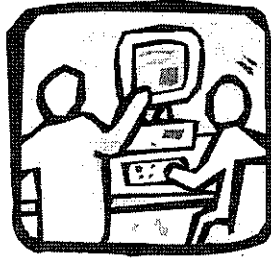
Photo Examples Of Acceptable Mid-thigh Length Attire



Adopted 8/6/2017
Revised: 10/8/2019

Lana Swartz

TECHNOLOGY UTILIZATION POLICY



CRITERIA AND GUIDELINES

In order to help prepare students for life in a digital world, the following are criteria and guidelines for technology use to which Menifee County High School will adhere:

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

ELECTRONIC DEVICES

Students will adhere to all school and district rules and policies regarding the use of any and all electronic devices at school. Specific details about using electronic devices as well as consequences for misuse can be found in the Acceptable Use Policy/Form and also in the Parent/Student and Teachers' Handbooks.

ACCEPTABLE USE

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

POLICY EVALUATION

We will evaluate the effectiveness of this policy through school improvement planning process.

1st reading: February 18, 2016

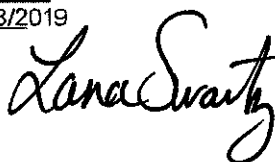
2nd reading: March 8, 2016

Date Adopted: March 8, 2016

Date Reviewed or Revised: 8/8/17

Date Reviewed or Revised: 10/8/2019

Policy Number 0017

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Menifee County High School
SBDM Policy

Policy Number 005

Policy: Curriculum

CURRICULUM GUIDELINES

Our current curriculum, as well as any future changes, will:

1. Be aligned vertically and horizontally with and designed to help students master the content of the state standards for all course areas of study.
2. Provide equitable access to a common academic core for all students.
3. Provide support for students to be able to complete some college-level work while in high school.
4. Provide links to continuing education, life, and career options.
5. Reflect the strategies adopted in our school improvement plan.

TEACHER ROLE

All teachers will:

1. Disseminate the curriculum expectations for their classes to students in an age-appropriate way and to all parents.
2. Teach the state standards assigned for their particular area or areas.
3. Be prepared to contribute to discussions of needed changes in the curriculum.

PRINCIPAL ROLE

The principal (or designee) will:

1. Ensure that copies of the curriculum standards and expectations for the school are available for parent review.
2. Meet with each new teacher to review this policy and the sections of the curriculum that apply to that teacher's assignment.
3. At staff meetings (PLCs, work days or other committee meetings), hold discussions with the staff on possible curriculum revisions and report to the Leadership Committee on the results of those discussions.

GUIDANCE COUNSELOR ROLE

The guidance counselor(s) will ensure that all students continue the Individual Learning Plan (ILP) development started in 6th grade and continued through the 12th grade. ILP development will include input from students, teachers, and parents. The ILP will inform and guide the student college and/or career pathway.



Menifee County High School
SBDM Policy

CURRICULUM REVISIONS

The Leadership Committee, with the advice from PLC groups, will be responsible for making any needed recommendations to the council on curriculum revisions when one or more of the following events occur:

1. State officials modify the Kentucky Department of Education curriculum Goals, the Academic Expectations, the Kentucky Core Academic Standards (KCAS).
2. District leaders or working groups modify district curriculum documents.
3. Our school improvement planning process identifies a need for adjustments.
4. Other schools in our district identify a need for changes in their curriculum or in ours that could alter our vertical articulation, create curriculum gaps, or allow unintended overlaps and redundancy.
5. During staff discussions, one or more teachers at our school identify a weakness or opportunity for improvement that needs to be addressed to ensure success for all students.
6. Other stakeholder input or data demonstrate a need to do so.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

1st reading: February 18, 2016

2nd reading: March 8, 2016

Date adopted: March 8, 2016

Date reviewed or revised:

1. Aug. 8, 2017
2. ~~Sept.~~ 8, 2019

Oct

A handwritten signature in black ink that reads 'Lana Swartz'. The signature is written in a cursive, flowing style.

First SBDM Reading September 10,2019

Weighted GPA policy:

- A. Eligible courses include Advanced Placement (AP) and dual credit courses, which are transferable to colleges or universities and are either taught at the high school or university and are not available within the high school, will be weighted.
- B. For students moving into the district from another school, grades will be considered for weighting based on the previous school weighting policy.
- C. "Weighting a grade" adds to the grade point value earned in courses. Grades earned in weighted classes will earn an extra grade point. An 'A' will yield 5 points (4 points for the 'A' and 1 more for the weighting). B will yield 4 grade points, C will yield 3 grade points, D will earn 2 grade points and F will earn 0 grade point.
- D. Credits are used to calculate grade level status NOT GPA. A year long course is worth 1.00 credit and a semester long course is worth .500 credit.
- E. Valedictorian/ Salutatorian and class rank will be determined based off of the weighted GPA.

SBDM First Reading: 9/10/2019

SBDM Second Reading: 10/8/2019

Adopted:10/8/2019

Modified:

