

**EAST OLDHAM MIDDLE SCHOOL**

**SBDM COUNCIL**

**POLICY MANUAL**

**2020/21**



**1201 East Highway 22, Crestwood, KY 40014**

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## **EAST OLDHAM MIDDLE SCHOOL COUNCIL BY-LAW 1**

### **OPERATING COUNCIL MEETINGS**

#### **A) Types**

Council members shall attend three (3) types of meetings:

- (1) Regular – meetings held on a set day of the month and at a set time of day.
- (2) Special – meetings scheduled as they are needed between regularly scheduled meetings.
- (3) Training – meetings designed for Council members to acquire knowledge and/or develop skills.

#### **B) Schedule of Meetings**

Regular meetings of the East Oldham SBDM Council will be held monthly from July through June. The Council shall establish a schedule of meetings for the academic year at its first regularly scheduled meeting. The principal, with input from Council, has the option of cancelling a meeting based on lack of agenda items. Regular meetings may be rescheduled or canceled by the chairperson with approval by a majority of elected Council members; however, the Council will not miss cancel more than one consecutive monthly meeting.

#### **C) Special Meetings**

Special meetings may be called by the principal at his/her discretion or upon the request of a majority of Council members. Time, place and purpose shall be announced at the time the meeting is called and at least 24 hours prior to the meeting. The purpose of the special-called meeting shall not be altered.

#### **D) Length of Meetings**

The length of all meetings shall be limited to two (2) hours except when the Council determines additional time is needed. The Council shall have the authority to decide to extend the meeting and to set a new ending time.

#### **E) Agenda**

Each regular and special Council meeting shall operate by an agenda. The agenda shall be formed by the chairperson with items provided by Council members. All business transacted by the Council shall be by agenda only. The agenda for each meeting shall be approved by the Council at the beginning of the meeting. Other items may be added to the agenda for a regular meeting with approval from the Council. The agenda for all meetings (regular and special-called) shall be written and disseminated, along with supporting materials, to Council members seventy-two (72)

hours prior to the meeting. The agenda for a regular meeting will be posted on the school website at least seventy-two hours (72) prior to the meeting.

#### F) Chairperson

The principal shall serve as chairperson at all meetings. In the absence of the chairperson, the Council shall elect an acting chair to preside. The acting chair will conduct the meeting.

#### G) Decision Making

The method of making decisions, taking actions and adopting policies shall be by consensus. An effort shall be made to thoroughly discuss all possible alternatives, provide each member ample opportunity to be heard, and make a final decision that can be supported by the group.

In the event consensus cannot be reached, the item under consideration will be tabled until the following meeting, allowing Council members an opportunity to consult their peers. At the following meeting, if a consensus cannot be obtained, a vote will be taken and the majority will prevail.

#### H) Conflict of Interest

If a Council member feels a conflict of interest in a proposed action of the Council, that member should disclose that conflict to the Council. Council members can determine if the conflict is sufficient to exclude the member from the discussion and the decision making process.

#### I) Quorum

A quorum shall consist of greater than 50% of Council membership, at least one of which must be a parent.

#### J) Minutes

Minutes of all regular and special Council meetings shall be recorded in writing and kept on file in the school office. Minutes will not be recorded for any portion of meetings that occur in closed session. Minutes of the previous meeting shall also be reviewed and approved by the Council at the beginning of each regular meeting. Within two (2) weeks of their approval, minutes will be stored in a minute book and posted on the school website .

#### K) Open Meetings

All Council meetings shall be open to the public except when personnel, legal issues affecting the Council, rights to privacy, or other reasons that qualify under the Kentucky Open Meetings law (KRS 61.810) are under consideration. Under one or more of these conditions a Council may go into closed session. All decisions made by the Council shall be in an open public meeting. The Council shall fully abide by the open meetings law.

L) Recording Secretary

The Office Manager of EOMS shall serve as the recording secretary for the Council and be responsible for:

- (1) Recording in writing all minutes of meetings.
- (2) Informing the parents, staff and PTO officers
  - a. Processing, disseminating and posting minutes.
  - b. Disseminating and posting agendas
- (3) Preparing the meeting room
- (4) Supplying materials for the meeting
- (5) Filing minutes in the minute book.
- (6) Disseminating to Council members, posting, and filing minutes and reports of all SBDM Council committees.

The principal will be responsible for developing the meeting agendas.

M) Input from Non-Council Members Attendees at Council Meetings.

Those in attendance at the Council meetings shall be provided an opportunity to discuss issues under consideration by the following procedures:

(1) Non-member attendees should contact the chairperson in order to be added to the agenda.

(2) A sign-in sheet will be provided by topic for interested parties to indicate their interest in speaking on an issue.

(3) As each topic is discussed, the chairperson will call on speakers in the order they signed the sign-in sheet. Expressions are limited to not more than the time allotted by the Council based on the number of persons who wish to make an expression. Input will be allowed before the Council makes a decision. All speakers will speak from an area designated by the chairperson. Any group appearing before the Council shall select a spokesperson who shall address the Council.

(4) Persons who address the Council or observe the Council meetings shall not be permitted to disrupt the meeting by:

- a. Speaking out of turn
- b. Being disrespectful to the Council or others
- c. Making derogatory statements about anyone.

(5) Input/reactions must be germane to the topic and must be within the authority of the Council.

(6) After persons have spoken from the sign-in sheet, the chairperson will permit others to speak on the item under discussion provided their remarks are germane to the topic and time permits.

(7) The chairperson shall explain the procedures and rules for addressing the Council at an appropriate time during the meeting.

(8) The Council reserves the right to limit or terminate discussion on any subject introduced by an individual or group.

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Adopted – East Oldham Middle School Council – January 10, 2006  
Revised and Approved – East Oldham Middle School Council – April 17, 2007  
Revised and Approved – East Oldham Middle School Council – May 13, 2008  
Revised and Approved – East Oldham Middle School Council – April 12, 2011  
Reviewed – No Changes – September 24, 2012  
Reviewed – No Changes – August 26, 2013  
Reviewed – No Changes – November 24, 2014  
Reviewed – No Changes – October 5, 2015  
Reviewed – No Changes – July 20, 2016  
Reviewed – Changed from policy to by-law – No revision - August 1, 2016  
Revised and Approved – East Oldham Middle School Council – April 10, 2017  
Revised and Approved – East Oldham Middle School Council – August 28, 2017  
Revised and Approved -- East Oldham Middle School Council -- December 17, 2018  
Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

**EAST OLDHAM MIDDLE SCHOOL COUNCIL BY-LAW 2**

**POLICY DEVELOPMENT AND REVIEW**

**A) Council Governance**

All actions and decisions of the Council shall be governed by policies set by the Council. Policies shall include both operational procedures and management functions chosen by the Council. All policies set by the Council shall be consistent with state statutes and district board policies.

**B) Adoption**

No policy shall be adopted by the Council at the meeting in which the policy is introduced. All operational procedures and management function policies shall be provided for review by the superintendent or his designee before they are adopted by the Council.

**C) Policy Manual**

The Council shall maintain a policy manual and shall make it available as requested to staff, the public, and the superintendent.

**D) Review**

The Council shall annually review all policies/bylaws. Revisions shall be made as needed in order to more effectively serve the school.

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Adopted – East Oldham Middle School Council – December 13, 2005

Revised and Approved – May 13, 2008

Reviewed / No changes – February 27, 2012

Reviewed / No Changes – September, 24, 2012

Reviewed / No Changes – August 26, 2013

Reviewed / No Changes – July 28, 2014

Reviewed / No Changes – October 5, 2015

Reviewed – Changed from policy to by-law – No revision - August 1, 2016

Reviewed / No Changes – August 28, 2017

Revised and Approved -- East Oldham Middle School Council -- December 17, 2018

Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## **EAST OLDHAM MIDDLE SCHOOL COUNCIL BY-LAW 3**

### **AUTHORITY OF THE COUNCIL AND THE PRINCIPAL**

#### **A) Authority of the Principal**

The principal shall serve as primary administrator and instructional leader of the school. The principal shall have authority over management functions delegated to the principal by the school Council. The principal shall be responsible for implementing policies set by the Council and shall be responsible to the superintendent or his/her designee. The principal shall be responsible for supervising the work of committees appointed by the Council.

The principal may form committees to assist with management functions for which the principal has decision making authority including those delegated to the principal by the Council. Such committees shall report directly to the principal or to his/her designee.

The principal shall be responsible for developing a plan to address the management functions of East Oldham Middle School which include the following:

1. Determination of curriculum, including needs assessment, curriculum development and responsibilities under KRS 158.6453(19);
2. Assignment of all instructional and non instructional 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 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;

**B) Authority of the Council**

The Council, pursuant to state law, is a policy making body. Reference KRS 160.345. The Council shall have the authority to set and monitor school policies which shall provide an environment to enhance student achievement and help the school meet performance standards established by the Kentucky Education Reform Act of 1990.

The Council shall adopt policies for all Council functions described in KRS 160.345 and may delegate decision making authority to the principal among the functions classified as permissive functions and may assume full policy making authority for any function delegated to the principal.

Outside of a legally called Council meeting, no Council member other than the principal has decision-making or administrative authority.

The Council shall have the authority to form the number and types of committees needed to carry out the policies set by the Council.

Committees formed under the auspices of the Council shall be responsible to the Council.

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Adopted – East Oldham Middle School Council – December 13, 2005  
Revised and Approved – April 12, 2011  
Revised and Approved – February 27, 2012  
Reviewed – No Changes – October 29, 2012  
Reviewed – No Changes – September 30, 2013  
Reviewed – No Changes – September 22, 2014  
Reviewed – No Changes – October 5, 2015  
Reviewed – Changed from policy to by-law – No revision – August 1, 2016  
Reviewed – No Changes – August 28, 2017  
Revised and Approved – January 28, 2019  
Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## EAST OLDHAM MIDDLE SCHOOL COUNCIL BY-LAW 4

### COMMITTEE SYSTEM

#### A) Standing Committee

A standing committee may be formed for each permissive function performed by the Council to serve for one year. The Council shall describe in writing the mission of the committee and a timeline for all major tasks.

Each standing committee shall consist of at least six members, which could include one parent member. The committee will elect a chairperson and recorder of minutes. Standing committees shall make recommendations to the Council and the Council shall have final authority. A minimum of 2 progress reports (at least mid-year and year end) shall be submitted to the Council. All standing committees shall be formed by the Council chairperson. Standing committees shall report to the Council. Their actions shall be advisory and are not binding on the Council.

#### B) Ad Hoc Committees

Ad hoc committees may be formed to help complete specific tasks. The Council shall describe in writing the mission of the committee and a timeline for all major tasks. Each ad hoc committee shall consist of at least five members, which could include student and parent members. The committee will elect a chairperson and recorder of minutes. Minutes and/or progress reports shall be submitted to the Council. Standing committees shall make recommendations to the Council and the Council shall have final authority. Once the task is completed, the committee shall be abolished. Ad hoc committees shall be formed by the chairperson or designee.

#### C) Agenda

All committees shall operate by an agenda. The agenda shall be formed by the committee facilitator chairperson with input from committee members. The agenda shall be disseminated to committee members by the committee chairperson at least 48 hours before the meeting.

#### D) Minutes

The recorder of minutes for each committee will document the proceedings of each meeting via written minutes. He/She provide a copy of the minutes to the committee chairperson to be distributed with the agenda for the next meeting. Minutes will be reviewed and approved by the committee at the beginning of the next meeting.

#### E) Term

Standing committees shall serve for one year beginning July 1 and ending June 30. Ad hoc committees shall serve until they are abolished, not to exceed one year.

F) Decision Making

All committees shall use consensus as the primary method of making decisions. In the event consensus cannot be reached, the committee shall report to the Council the reasons. All committees are subject to the Kentucky Open Records and Open Meetings Laws.

G) Quorum

A majority of the members of the committee must be present for the committee to make a decision.

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Adopted – East Oldham Middle School Council – December 13, 2005

Revised & Approved - May 13, 2008

Reviewed/No Changes – April 2, 2012

Reviewed – No Changes – October 29, 2012

Reviewed – No Changes – September 30, 2013

Reviewed – No Changes – September 22, 2014

Reviewed – No Changes – October 5, 2015

Reviewed – Changed from policy to by-law – No revision - August 1, 2016

Reviewed – No Changes – August 28, 2017

Revised and Approved -- East Oldham Middle School Council -- December 17, 2018

Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

**EAST OLDHAM MIDDLE SCHOOL COUNCIL BY-LAW 5**

**APPEALS PROCESS**

A) Request

For a person(s) to appeal a decision of the Council or file a grievance, he/she must first request in writing to the chairperson an opportunity to be heard and shall include in the request information that will clarify the issue for which the hearing is requested. All appeals and grievances must focus directly on policy decisions made by the Council.

B) Schedule

A Council shall schedule a hearing within thirty (30) working days from the date the request is received. The person appealing a Council decision shall be informed of the hearing by a registered letter written and disseminated by the chairperson.

C) Hearing

The person(s) appealing the Council decision may be represented by legal counsel and may call witnesses as long as the testimony is germane to the issue. The Council may also be represented by legal counsel and call witnesses. The person requesting the hearing shall be provided the option of a closed or open hearing.

D) Decision

The Council shall consider the merits of the complaint, make a decision, and respond in writing to the appeal within sixty (60) calendar days from the date of the completion of the hearing. The chairperson shall develop and disseminate the response of the Council with the written approval of the Council.

E) Report

A copy of the written grievance or appeal, and a reply by the Council, shall be provided to the superintendent.

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Adopted – East Oldham Middle School Council – December 13, 2005, Reviewed - No Changes – April 2, 2012, Reviewed - No Changes – October 29, 2012, Reviewed – No Changes – September 30, 2013, Reviewed – No Changes – September 22, 2014, Reviewed – No Changes – October 5, 2015, Reviewed – Changed from policy to by-law – No revision - August 1, 2016, Reviewed – No Changes – August 28, 2017, Review, No Changes Jan 28, 2019. Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## EAST OLDHAM MIDDLE SCHOOL COUNCIL BY-LAW 6

### ELECTION OF COUNCIL REPRESENTATIVES

#### A) Membership

The membership of the East Oldham Middle School Council shall consist of the Principal, two parent representatives and three certified representatives.

#### B) Eligibility

Any certified school staff member employed at least fifty percent of the work week during the school year, except the principal, associate principal, or assistant principal shall be eligible to serve as a certified member on the Council and to vote in the election of certified Council members. Parent members on the Council shall be the legal parent/guardian of a student(s) enrolled at the school during the entire year of the term and not be an employee of the school. [KRS 160.345(2)(a)] A parent may run for office and may vote in the election of parent members if he or she is the legal parent/guardian of a student pre-registered to attend the school during the term of office. Parent, for the purpose of this policy, is defined as a parent, stepparent, or foster parent of a student or a person who has legal custody of a student pursuant to a court order and with whom the student resides.

#### C) Election of Council Members

See Election Procedure document on file with SBDM recording secretary. Election procedures have been established by teachers and parents.

#### D) Term of Service

Teachers and parents on the school Council shall serve for a term of two years; however, if they continue to meet eligibility requirements, teacher and parent Council members may be re-elected.

#### E) Vacancies

Teacher or parent vacancies on the school Council shall be filled using the election procedures in the document on file with the SBDM recording secretary. Election of a vacancy shall be held within six weeks of the effective date of the vacancy. The term of office for a teacher or parent elected to fill a vacancy shall be the unexpired term.

#### F) Campaigning

Certified staff candidates may post campaign information in the teacher work room of the school and distribute printed material in the faculty mailboxes at the school. The principal shall provide time at faculty meeting(s) for candidates to orally present their qualifications and motives for Council service to the faculty.

Parent candidates may post campaign information in a parent work area designated by the principal. Other campaigning is restricted to the PTO newsletter. The PTO may call a special meeting for the purpose of providing time for candidates to orally present their qualifications and motives for Council service to the school's PTO members within limits determined by the PTO Board.

Any campaign literature or material shall be paid for by the candidate. No school funds may be expended for any expense related to campaign material for any candidate for the school Council.

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Adopted – East Oldham Middle School Council – December 13, 2005  
Revised & Approved – April 17, 2007  
Revised & Approved – May 13, 2008  
Revised & Approved – April 12, 2011  
Reviewed / No Changes – February 27, 2012  
Reviewed / No Changes – December 17, 2012  
Reviewed – No Changes – September 30, 2013  
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Reviewed – Changed from policy to by-law – No revision - August 1, 2016  
Revised & Approved – August 28, 2017  
Revised and Approved -- East Oldham Middle School Council -- December 17, 2018  
Revised and Approved -- January 28, 2019  
Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## **East Oldham Curriculum/Instructional Policy 1**

### **SELECTION OF INSTRUCTIONAL MATERIAL**

#### **A) Instructional Material**

Instructional material is defined as all commercial materials, media and courseware (consumable or permanent) used by teachers to deliver instruction.

#### **B) Committee**

The Instructional Materials Committee shall develop a plan for the acquisition of instructional materials utilizing the allocation provided to the school from the State of Kentucky and the district. The committee shall make recommendations and report to the Council. The recommendations shall be developed with a focus on the overall needs of the instructional program. The committee shall also submit the written plan for the utilization of the instructional materials allocation to the Council for approval. The committee shall be responsible for:

- 1) Surveying the teachers to determine their instructional material needs and preferences.
- 2) Studying instructional material samples and identifying and selecting a list of instructional materials to be used in the instructional program.
- 3) Developing a written plan, based on the appropriations made available to the school for instructional materials that specifies the utilization of the funds.

#### **C) Budget**

The appropriations for instructional materials will be set by the Board of Education. The budget developed by the committee shall not exceed the appropriations. The Council shall approve the budget and the selection of materials.

#### **D) Procurement**

The principal and/or designee shall be responsible for ordering, receiving and approving payment for the instructional materials.

Adopted – East Oldham Middle School Council – February 14, 2006

Revised & Approved – East Oldham Middle School Council – May 13, 2008

Reviewed / No Changes – East Oldham Middle School Council – April 30, 2012

Reviewed / No Changes – East Oldham Middle School Council – January 28, 2013

Reviewed / No Changes – East Oldham Middle School Council – November 25, 2013

Reviewed / No Changes – East Oldham Middle School Council – February 23, 2015

Reviewed / No Changes – East Oldham Middle School Council – December 7, 2015

Reviewed / No Changes – East Oldham Middle School Council – December 5, 2016

Revised & Approved – East Oldham Middle School Council – April 23, 2018

Revised & Approved – East Oldham Middle School Council – May 19 2019

Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## **East Oldham Curriculum/Instructional Policy 2**

### **REVIEW OF CHALLENGED INSTRUCTIONAL OR LIBRARY MEDIA CENTER MATERIAL**

#### **A) Request for Review**

The review of instructional material, including but not limited to, textbooks, supplementary materials and library books, on the basis of citizen concerns will be conducted in response to a properly filed request. Forms for such requests will be made available at the principal's office. The request shall include a statement of reason for objection and a statement of desired action regarding the material.

In the event of a citizen complaint regarding instructional materials, freedom of information and professional responsibility shall be the guiding principles. However, the principal may temporarily withdraw the material pending a decision. Additionally, individuals may be assigned other materials in lieu of those being challenged.

#### **B) Review**

The principal shall establish an ad hoc review committee within 10 school days, composed of the principal, the media specialist, two staff members whose subject area is affected and two parents.

The following steps shall be taken by the Review Committee:

- 1) Read or examine the materials in question;
- 2) Review professional assessment of material, including faculty presentation of rationale for selection;
- 3) Judge the material as a whole;
- 4) File its written decision with the principal and send a copy to each member of the Council.

The principal shall then inform the complainant in writing of the committee's decision. This shall be done within ten (10) school days after receipt of the committee's decision.

#### **C) Appeal**

Within ten (10) school days after the complainant has been informed of the committee's decision, if the complainant does not agree with the committee's decision; he/she may appeal, in writing, to the Council. The appeals process is outlined in the East Oldham Middle School Council Policy Manual - #107 Appeals Process Policy. At its next regularly scheduled meeting, the Council will review the committee's decision, and any pertinent information relating to the material. The Council may arrive at its decision at the meeting or delay the decision to collect additional information until the following meeting. The Council shall notify the



complainant of its decision at a date no later than five (5) days following the second meeting.

Adopted – East Oldham Middle School Council – February 14, 2006

Reviewed/No Changes – East Oldham Middle School Council – April 2, 2012

Reviewed/No Changes – East Oldham Middle School Council – December 17, 2012

Reviewed /No Changes – East Oldham Middle School Council – October 28, 2013

Reviewed & Revised – East Oldham Middle School Council – February 23, 2015

Reviewed/No Changes – East Oldham Middle School Council – December 7, 2015

Reviewed/No Changes – East Oldham Middle School Council – December 5, 2016

Reviewed & Revised – East Oldham Middle School Council – November 27, 2017

Revised & Approved - East Oldham Middle School Council - May 19 2019

Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## East Oldham Curriculum/Instruction Policy 3

### CURRICULUM

#### A) Curriculum

The curriculum of East Oldham Middle School shall be based on the Oldham County Schools' Curriculum Frameworks which are developed to cover the concepts in the Kentucky Core Academic Standards (KCAS).

Teachers will plan and coordinate instructional units and lessons to address student learning in all curricular areas and to ensure that students are participating in appropriate instructional opportunities.

#### B) Committee

The Planning Committee will develop recommendations for the Council's consideration on changes, additions or deletions involving curriculum that is not governed by the Oldham County Schools' Curriculum Framework.

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Revised & Approved – East Oldham Middle School Council – May 13, 2008  
Revised & Approved – East Oldham Middle School Council – April 12, 2011  
Reviewed / No Changes – East Oldham Middle School Council – April 30, 2012  
Reviewed / No Changes – East Oldham Middle School Council – January 28, 2013  
Reviewed / No Changes – East Oldham Middle School Council – January 27, 2014  
Reviewed / No Changes – East Oldham Middle School Council – March 23, 2015  
Reviewed / No Changes – East Oldham Middle School Council – January 11, 2016  
Reviewed / No Changes – East Oldham Middle School Council – March 13, 2017  
Revised & Approved – East Oldham Middle School Council – July 29th, 2019  
Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## East Oldham Curriculum/Instruction Policy 4

### WRITING AND COMMUNICATIONS PROGRAM POLICY

#### A. Development

The EOMS SBDM Council shall be responsible for approving and monitoring the school's writing program in accordance with KRS 158.6453, the Kentucky Core Academic Standards, and the Oldham County Schools' writing program.

The EOMS Council adopts the Oldham County Writing Plan which establishes procedures to:

- Analyze and evaluate strengths and needs of the writing program;
- Determine the professional development needs for the program based on the analysis and evaluation and make recommendations to the school's administration;
- Work collaboratively with the district to revise the Oldham County Schools writing plan as needed to address changing program and changing student needs; and
- Develop recommendations regarding writing instruction as part of the annual writing program review.

#### B. Communication Skills

The school's writing and communication program shall be developed and implemented as a component of the school's literacy program. The writing and communication program shall:

- Provide regular, developmentally-appropriate opportunities for students to use writing to learn, writing to demonstrate learning, and writing for authentic purposes across the curriculum;
- Provide opportunities for publication in the larger 21st century literacy context (e.g., writing and delivering a speech, use of multimedia within writing samples, electronic/digital publications); and
- Shall be horizontally and vertically aligned ensuring student mastery of core academic standards.

#### C. Teacher/Administrator Responsibilities

Teachers, with the support of the administration, will provide purposeful and meaningful literacy and writing instruction and utilize 21st century technologies to support the teaching of communication and writing standards. The teachers and the principal will ensure that students are actively engaged in using communication skills regularly in every class, across all grades and content areas. Teachers across the curriculum shall:

- Use writing to help students self-assess and reflect upon their progress and growth in writing and communication;

Utilize multiple forms of assessment as appropriate for the learning goals (e.g., formative assessment during the writing process; summative assessment after publication; student self-assessment as reflection);

Evaluate writing based upon the criteria for effective writing identified in the current Kentucky standards. A variety of rubrics based on the criteria (e.g., teacher-made, student-made, the Kentucky Analytical Scoring Guide) shall be utilized appropriately to evaluate student writing; and

Provide students regular feedback (e.g., conferencing, descriptive feedback, electronic comments, rubrics) about their writing throughout the writing process. (e.g., prewriting through publication).

#### D. Student Responsibilities

Students shall write and use communication skills regularly in all classes using 21st century technologies to support their learning.

Collect their writing and communications utilizing multiple methods of storage (e.g., paper, portfolios, electronic storage) as appropriate;

Ensure that their work is their own, avoiding plagiarism

Complete grade level showcase portfolio/writing collection requirements

#### E. Student Portfolios/Writing Collections/Notebooks

The school shall organize a process to review portfolios/writing collections/notebooks regularly to determine recommendations for instructional planning.

Student portfolios/writing collections will consist of drafts, completed pieces, conferencing notes, and the three types of writing. The analysis of this writing shall be used to inform classroom and whole school instructional strengths and areas of need.

The students' portfolios will follow them from grade to grade and school to school and shall be reviewed regularly and used during instruction. The portfolio will include not only a district common on-demand assessment but a student choice piece that reflects his/her best work.

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Reviewed / No Changes – East Oldham Middle School Council – April 30, 2012

Reviewed / No Changes – East Oldham Middle School Council – February 25, 2013

Reviewed / No Changes – East Oldham Middle School Council – March 24, 2014

Reviewed / No Changes – East Oldham Middle School Council – March 23, 2015

Reviewed / No Changes – East Oldham Middle School Council – January 11, 2016

Reviewed / No Changes – East Oldham Middle School Council – March 13, 2017

Revised & Approved – East Oldham Middle School Council – July 29th, 2019

Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

#### **East Oldham Curriculum/Instructional Policy 5**

## PLANNING AND DETERMINATION OF ACCEPTABLE INSTRUCTIONAL PRACTICES

### A) Definition

Instructional practices are techniques, specific and general, used by teachers to teach awareness, knowledge and skills, monitor students while they learn, and assess and report their progress.

### B) Best Practices

EOMS teachers shall use best practices when planning and delivering instruction. The administration shall provide the teaching staff with current and up-to-date trends that most impact instructional delivery.

The teaching staff of East Oldham Middle School shall be required to implement strategies that have been shown to increase student achievement. Examples of these strategies may include, but are not limited to,

Reading/thinking strategies  
Differentiated instruction  
Multiple intelligences brain based learning  
Inquiry based learning  
Authentic learning  
Backwards planning (Understanding by Design)  
Use of all tenets of literacy  
Incorporation of technology  
Use of formative assessments  
Workshop  
Gradual Release of Responsibility

Teachers at East Oldham Middle School are expected to continually work on their instructional practices through professional learning opportunities. It is the job of the administrative staff and lead teachers to help teachers grow professionally.

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Adopted – East Oldham Middle School Council – April 11, 2006  
Reviewed / No Changes – East Oldham Middle School Council – April 30, 2012  
Reviewed / No Changes – East Oldham Middle School Council – January 28, 2013  
Revised & Approved – East Oldham Middle School Council – January 27, 2014  
Reviewed / No Changes – East Oldham Middle School Council – February 23, 2015  
Reviewed & Approved – East Oldham Middle School Council – January 11, 2016  
Revised & Approved – East Oldham Middle School Council – January 9, 2017  
Reviewed / No Changes – East Oldham Middle School Council – November 27, 2017  
Revised & Approved – East Oldham Middle School Council – May 19 2019  
Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

### **East Oldham Finance Policy 1**

## SCHOOL BUDGET AND FISCAL MANAGEMENT

### A) Budgeting Process

A school budget shall be prepared annually based on the allocation from the Board. All allocated funds expended by the school shall be included in the budget. The budget shall include a complete financial forecast of both anticipated receipts and the expenditures for the school year.

### B) Council Approval

The Principal shall submit and recommend a draft budget within the allocation level approved by the Board for the Council's consideration. The Principal shall recommend approval of the annual school budget by the Council at a spring Council meeting or no later than three weeks after receipt of notice of final allocation of funding from the Board.

### C) Expenditures

Expenditures of funds allocated to the school shall be pursuant to all fiscal policies of the Board.

School activity funds may be moved from one activity account to another only with the approval of the Principal.

The Principal shall approve each expenditure. Expenditures shall not exceed appropriations.

### D) Monitoring

The school council shall be responsible for monitoring the status of the budget. The principal shall report monthly on the budget, showing at a minimum the amount budgeted, amount spent, and balance by line item. The rationale for changes from one activity account to another shall be shared with the Council members. The Council shall review the monthly financial report for approval.

### E) Audit

Accounting for funds shall be pursuant to all fiscal and audit policies of the Board. The audit shall be reported to the Council. The Council shall review the audit report.

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Adopted – East Oldham Middle School Council – December 13, 2005  
Revised & Approved – East Oldham Middle School Council – May 13, 2008

Reviewed / No Changes – East Oldham Middle School Council – December 17, 2012  
Reviewed / No Changes – East Oldham Middle School Council October 28, 2013  
Reviewed / No Changes – East Oldham Middle School Council October 27, 2014  
Reviewed / No Changes – East Oldham Middle School Council October 5, 2015  
Reviewed – Changed from Policy 109 to Policy 204 – August 1, 2016  
Reviewed / No Changes – East Oldham Middle School Council – September 25, 2017  
Revised and Approved -- January 28th, 2019  
Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## SELECTION OF A PRINCIPAL WHEN THERE IS A VACANCY

### A) Criteria

Once the vacancy has been verified by the superintendent, the Council shall develop a set of criteria for selection of a principal and communicate in writing the criteria to the superintendent. The Council shall get input from teachers, staff and parents into development of the criteria by the most convenient method(s). Once developed, the criteria shall remain confidential among Council members.

### B) Acting Principal

In the event that the principal's position is vacated prior to the selection of a successor, the superintendent shall appoint an acting principal until the new principal is chosen. The Superintendent or his/her designee will serve as Council chairperson during the actual principal selection process. The principal or acting principal shall serve as the chairperson for any other matters considered by the Council until the new principal is selected.

### C) Chair of Selection Process

The Superintendent or his/her designee will serve as Council chairperson during the actual principal selection process. This individual shall be eligible to vote in the selection process. The principal or acting principal shall serve as the chairperson for any other matters considered by the Council until the new principal is selected.

### D) Plan

The Council shall develop a written plan, including a timeline, for selecting a principal. The plan shall include, but not be limited to,:

- the screening process to be used on all applications received by the Council
- who serves as primary communicator with applicants and coordinator of interviews
- who, if anyone, will facilitate the Council in its deliberations
- a timeline

The Council shall disseminate the plan to the teachers and leaders of the parent organization.

### E) Selection

The Council shall select a principal from candidates submitted to the Council by the superintendent. The Council reserves the right to request additional candidates



from the superintendent. Council will review all applications received from the superintendent for the position. The selection will be a majority vote and the vote will take place in open session.

F) Council

In addition to developing a plan for selecting a new principal, the Council is responsible for:

- 1) Principal selection training prior to the selection process.
- 2) Reviewing written information on each candidate (e.g. resume, application and written responses to questions relating to the principalship.)
- 3) Selecting candidates to be interviewed.
- 4) Developing questions to be used during the interview.
- 5) Developing a rating system.
- 6) Interviewing candidates.
- 7) Rating each candidate interviewed.
- 8) Selecting the candidate to serve as principal
- 9) Communicating to the superintendent the candidate selected by the Council.

G) Confidentiality

Information about the merits and discussion of each candidate shall not be shared outside of the Council. Executive session provisions of the Kentucky open meetings law shall be used as appropriate to maintain confidentiality.

H) Reporting

The Council shall report in writing its choice of principal to the superintendent.

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Adopted – East Oldham Middle School Council – January 10, 2006  
Revised & Approved – East Oldham Middle School Council – April 12, 2011  
Revised & Approved – East Oldham Middle School Council – February 27, 2012  
Reviewed / No Changes – East Oldham Middle School Council – December 17, 2012  
Reviewed / No Changes – East Oldham Middle School Council – October 28, 2013  
Reviewed / No Changes – East Oldham Middle School Council – October 27, 2014  
Reviewed / No Changes – East Oldham Middle School Council – November 2, 2015  
Reviewed / No Changes – East Oldham Middle School Council – September 6, 2016  
Revised & Approved – East Oldham Middle School Council – September 25, 2017  
Revised and Approved -- East Oldham Middle School Council -- December 17, 2018  
Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## East Oldham Personnel Policy 2

### CONSULTATION ASSISTANCE TO THE PRINCIPAL IN SELECTION OF SCHOOL PERSONNEL

#### A) Vacancy

The principal shall inform the superintendent of any resignation by a school employee assigned to his/her school. The superintendent shall determine whether or not the position is vacant.

#### B) Criteria

Once a certified position has been identified as vacant, either by retirement, resignation, termination, or a new position, the principal shall develop a set of selection criteria for a strong candidate with input from the teaching team where the vacancy exists and/or SBDM Council members. In the case of a non-teaching certified vacancy such as associate principal, assistant principal and counselor, the principal shall develop a set of selection criteria with input from the Council.

#### C) Interview

The superintendent will provide a slate of candidates for each certified position. The principal or, preferably, an ad hoc committee appointed by the principal shall screen the applications and supporting materials, select candidates to interview, and interview candidates. The principal shall be responsible for reference checks. An ad hoc committee may be formed by the principal to interview candidates and if so it shall make recommendations to the principal.

Candidates for counselor and associate/assistant principal shall be interviewed by a quorum of the Council with recommendations made to the principal. A quorum shall consist of greater than 50% of Council membership, at least one of which must be a parent.

All interviews and selection of classified employees may be completed by the principal without input from an interview committee. However, the principal may form ad hoc committees to assist with the selection of classified employees.

#### D) Emergency Situations

In any case, when an emergency is declared, interviews and selection of certified employees may be completed by the principal without input from an interview committee.

Emergency shall be defined as the need to employ a person at a time when ad hoc committee members, or faculty members are not available to assist with the

interviews of candidates or when immediate commitment to a candidate is needed in order to assure employment of the candidate. The principal shall make every effort to get input into the employment of certified school employees.

E) Consulting

The principal shall discuss the decision and review information about the candidates with Council prior to making the final choice for filling a vacancy. For purposes of consultation for a vacancy, a special-called meeting shall be held with a quorum shall consisting of at least two Council members.

G) Selection

The principal shall be responsible for making the final choice of a strong candidate for filling a vacancy. The principal shall report his/her choice of an employee to the Council at an the next official Council meeting and the selection shall become part of the minutes. The role of the Council is advisory. The principal shall report his/her choice of an employee to the superintendent in writing.

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Adopted – East Oldham Middle School Council – January 10, 2006  
Revised & Approved – East Oldham Middle School Council – May 13, 2008  
Reviewed / No Changes – East Oldham Middle School Council – April 2, 2012  
Reviewed / No Changes – East Oldham Middle School Council – December 17, 2012  
Reviewed / No Changes – East Oldham Middle School Council – October 28, 2013  
Reviewed / No Changes – East Oldham Middle School Council – October 27, 2014  
Reviewed / No Changes – East Oldham Middle School Council – November 2, 2015  
Approved & Revised – East Oldham Middle School Council – September 6, 2016  
Reviewed / No Changes – East Oldham Middle School Council – September 25, 2017  
Revised and Approved -- East Oldham Middle School Council -- December 17, 2018  
Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## East Oldham School Policy 1

### ADOPTION OF EMERGENCY MANAGEMENT RESPONSE PLAN (EMP)

#### A. Definitions

Emergency Management Response Plan (Emergency Plan) - A written document to prevent, mitigate, prepare for, respond to, and recover from emergencies.

First Responders: local fire, police, and emergency medical personnel.

#### B. Adoption

The Council shall adopt an Emergency Management Response Plan that includes procedures to be followed in case of fire, severe weather, or earthquake, or if a building lockdown as defined in KRS 158.164 is required.

The Emergency Plan will establish primary and secondary evacuation routes for all rooms located within the school. Evacuation routes will be posted in each room by any doorway used for evacuation. The Emergency Plan will identify severe weather safe zones to be reviewed by the local fire marshal or fire chief. The location of safe zones will be posted in each room of the school.

As a part of the Emergency Plan, or as a separate document, the Council will develop practices to control the access to each school building. The access plan should address practices related to:

1. Controlling outside access to exterior doors during the school day
2. Controlling the front entrance of the school electronically or with a greeter
3. Controlling access to individual classrooms
4. Requiring all visitors to report to the front office, provide valid identification, and state the purpose of the visit; and obtaining a visitor's badge to be visibly displayed on a visitor's outer garment

Following adoption, the Emergency Plan, along with a diagram of the facility, will be provided to appropriate first responders.

#### C. Annual Review

The Emergency Plan shall be reviewed annually by the school council, the principal, and first responders, and shall be revised as needed.

#### D. Notification

The principal shall discuss the Emergency Plan (and access plan) with all school staff prior to the first instructional day of each school year and shall document the time and date of any discussion.

#### E. Confidentiality

The Emergency Plan, access plan (if a separate document), and diagram of the facility shall be excluded from the application of the Kentucky Open Records Act (KRS 61.870 to 61.884).

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Adopted – East Oldham Middle School Council – September 30, 2013  
Approved & Revised – East Oldham Middle School Council – July 28, 2014  
Reviewed / No Changes – East Oldham Middle School Council – November 2, 2015  
Reviewed / No Changes – East Oldham Middle School Council – September 6, 2016  
Reviewed / No Changes – East Oldham Middle School Council – September 25, 2017  
Revised and Approved -- East Oldham Middle School Council -- December 17, 2018  
Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## East Oldham School Policy 2

### Procedures for Technology Procurement and Utilization

#### A) Standing Committee.

The STC (School Technology Coordinator), with the assistance of the School-Based Technology Committee, shall be responsible for:

1. Assessing the needs for instructional and administrative technology
2. Understanding the State's plan for educational technology
3. Designing a plan for implementing technology at East Oldham Middle School
4. Monitoring the implementation of the plan

#### B) Standards.

A technology plan shall meet all criteria set by the State and the OCBE and shall be consistent with the curriculum and instructional program adopted by East Oldham Middle School.

#### C) Reports.

All technology purchases must go through the district technology department. The administrator and/or the STC shall report to the SBDM Council annually.

#### D) Cost Projection.

All technology plans shall include a budget of expected revenue and approximate cost of each item to be purchased.

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Adopted – East Oldham Middle School Council – September 22, 2014

Reviewed / No Changes – East Oldham Middle School Council – December 7, 2015

Revised & Approved – East Oldham Middle School Council – February 6, 2017

Revised & Approved – East Oldham Middle School Council – March 13, 2017

Revised & Approved – East Oldham Middle School Council – December 11, 2017

Revised & Approved - East Oldham Middle School Council - May 19 2019

Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## East Oldham School Policy 3

### WELLNESS POLICY

#### A. Nutrition Education

All students will be provided nutrition education that will encourage and support healthy eating. The curriculum:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is integrated, to the extent practicable, into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- May include enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing;
- Assesses social influences on healthy eating, including media, family, peers and culture;
- Encourages looking for valid information or services related to nutrition and dietary behavior;
- Emphasizes tracking progress toward achieving a personal goal to eat healthfully;
- Encourages resisting peer pressure related to unhealthy dietary behavior;
- Influences supporting or advocating for others' healthy dietary behavior.

#### B. School Meals

We will encourage healthy meal choices among students by using the following methods:

- The school shall make every effort to encourage students to participate in the school breakfast and lunch programs by working with district staff to appeal to the students' taste preferences (e.g food promotions, grab-and-go options, smoothies, student input on menu items)

- After obtaining food, students will have at least 20 minutes to eat lunch in a clean, pleasant environment with appropriate supervision.
- All school meals will meet current USDA nutrition standards which can be found at the USDA website.
- Nutrition information for meals is made available in the cafeteria.
- The healthiest choices at each meal, such as salads and fruit, will be prominently displayed in the cafeteria.
- Competitive foods will not be sold from the time the first student arrives at school until 30 minutes after the last lunch period.
- Students will be made aware that free, safe, unflavored drinking water is available throughout the school day, including mealtimes.
- Parents are encouraged not to bring food in during the lunch period.

Information regarding applications for free/reduced priced meals will be sent home to all families during registration. The application is also available on the school website. Student privacy will be protected by providing all students, regardless of the type of payment they make for school meals, or the food being purchased (meal or ala carte) a payment code to enter at the cash register.

### C. Competitive Foods & Beverages

To support children’s health and school nutrition-education efforts, only Smart Snacks and beverages are served or sold during the official school day (including class parties) or during the after-school activities (including after-school care).

Only foods/beverages that meet or exceed the USDA Smart Snacks standards may be sold through fundraisers on the school campus during the school day. School fundraising groups are encouraged to choose non-food items.

### D. Physical Ed. & Physical Activity

We will encourage physical activity among students using the following methods:

- The physical education curriculum will be aligned with established state and national physical education standards.
- The physical education curriculum will promote the benefits of a physically-active and healthy-eating lifestyle and will help students develop skills to engage in lifelong healthy habits.
- All students must take at least one physical education class during the middle school years. Students will have the opportunity to take a physical education class each year.



- All students will be provided equal opportunity to participate in physical education classes. Appropriate accommodations will be made to allow for equitable participation for all students, and we will adapt physical education classes and equipment as necessary.
- Physical education will be taught by a certified teacher who is endorsed to teach physical education.
- The physical education teacher will participate in annual professional development opportunities that are focused on physical education topics and competencies specifically for physical education teachers.
- All students will be offered periodic opportunities to be active or to stretch throughout the day (exclusive of physical education and hall transitions).
- The physical education program will promote student physical fitness through individualized fitness and activity assessment and will use criterion based reporting for each student.
- All students will be provided optional physical activity opportunities during after-school hours.
- EOMS Facility Rental agreements with YMCA and/or Oldham Little League teams may be developed to provide expended physical activity opportunities for all students and community members.

#### E. Wellness Promotion & Marketing

The School Wellness Committee and the school wellness coordinator will develop, promote and oversee a multifaceted plan to promote health and wellness and ensure the following:

- Food rewards or incentives shall not be used in classrooms to encourage student achievement or desirable behaviors.
- Physical activity shall be used as a reward when feasible. Physical activity shall not be used as punishment (i.e., running laps for being late) or shall not be withheld as punishment (i.e., not being allowed to go to recess because of talking during class).
- Walking/biking to school is encouraged with parent permission (North Ridge Subdivision only).
- Any foods/beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks standards.
- All advertising in school publications and school media outlets must be approved by the principal.

#### F. Implementation, Evaluation and Communication

The School Wellness Committee (SWC) will ensure compliance with the OCBE Wellness Policy, will annually evaluate the SBDM Wellness Policy and will communicate progress.

- The SWC will meet three times throughout the school year. The principal, or a designee, will serve as the school wellness policy coordinator and will ensure compliance with this policy and the OCBE policy.
- Membership of the SWC will include physical education teachers, health teachers, other teachers, parents, administrators, classified staff, school nurse and members of the public, as appropriate.
- The SWC will assess the school health environment using Healthy Schools Program online tools and will create an action plan by September 30. Each year thereafter, the SWC will assess the environment and will generate an annual progress report and adjust the plan as needed.
- The principal will provide the annual progress report to the SBDM, including the Wellness Policy implementation and any outcomes that may be influenced by the policy (e.g. student fitness tests, meal participation rates, etc.). A written progress report will be sent to the Chief Operations Officer and will be shared with the public via the school website.
- Every three years, the wellness committee will review the latest national recommendations pertaining to school health and will update the wellness policy accordingly.

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Adopted – East Oldham Middle School Council – April 21, 2014

Reviewed / No Changes – East Oldham Middle School Council – March 23, 2015

Reviewed / No Changes – East Oldham Middle School Council – January 11, 2016

Revised & Approved – East Oldham Middle School Council – April 10, 2017

Revised & Approved – East Oldham Middle School Council – July 29th, 2019

Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## **East Oldham School Policy 4**

### **DEVELOPING THE MASTER SCHEDULE**

The leadership team shall develop a master schedule based upon the needs of the student population. The schedule should allow for teachers to work collaboratively in planning and teaching whenever possible. The master schedule should be presented to the council in May.

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Adopted -- East Oldham Middle School Council -- April 19, 2021

## **East Oldham School Policy 5**

### **ASSIGNING SCHOOL SPACE**

Upon completion of the master schedule, the leadership team will assign the use of school space during the school day. Within all decisions, the impact on the student(s) will be paramount. The principal may alter the assignment of space if necessary to adapt to changes in the school enrollment or master schedule.

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Adopted -- East Oldham Middle School Council -- April 19, 2021

## **East Oldham School Policy 6**

### **Staff time**

Teachers and staff at East Oldham Middle School are contracted by Oldham County Schools. The hours of operation will determine the beginning and ending times for staff. The principal will report the work day expectations to all staff .

Staff assignments will take into consideration the master schedule, the student assignment plan, and staff requests. Manageable workloads provide optimal conditions for teacher effectiveness and collaboration.

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Adopted -- East Oldham Middle School Council -- April 19, 2021

## **East Oldham Student Policy 1**

### **SCHOOL AND CLASSROOM DISCIPLINE**

#### **A) Purpose**

East Oldham Middle School's mission is to foster independent thinkers and learners. This can only happen if there is an acceptable level of behavior that will allow all students to learn. The purpose of this discipline policy is to ensure a safe and orderly learning environment so they may reach their full potential.

#### **B) Guidelines**

East Oldham Middle School will follow the OCBE's Code of Acceptable Behavior (see 9000 series) when addressing student discipline.

#### **C) Teacher Expectations**

Teachers shall establish effective strategies/procedures for behavior in their respective classrooms. The procedures and rules should be clear and unambiguous and included in each teacher's syllabus. Teachers are expected to continually build a safe classroom community through establishing positive teacher-student relationships. Teachers are also expected to monitor hallways, school grounds and any common areas to assist in maintaining a safe and orderly school for students, teachers and visitors. Teachers will use discretion and established procedure for referring students to the office for behavior issues.

#### **D) Student Expectations**

Students are given a copy of the Student Handbook which outlines school and district guidelines including the Code of Acceptable Behavior. They are expected to read and understand their Student Rights and Responsibilities (9029) and return a signed form acknowledging that they have been informed of school rules and consequences. Further, they will take part in grade-level team assemblies with the administrative staff to reiterate the most important aspects of possible behavior violations and have questions clarified at that time. As a school, students are expected to take pride in their school and represent it with class when participating in school-sponsored activities outside the building such as field trips and athletic events. Students are expected to uphold and adhere to the Code of Acceptable Behavior and any additional rules for the specific event.

#### **E) Parent Expectations**

Parents are vital participants in the implementation of a discipline policy. Parents are expected to read the Code of Acceptable Behavior, show support for our policies and follow the parent/guardian/custodian guidelines found in the Student/Parent Handbook (9061). Parents are expected to take appropriate steps when they have a question or concern about an incident involving their child.

F) Administrative Expectations

Administrators are expected to implement suitable consequences for a behavior violation while using the OCBE’s policy 9068 for guidelines. They are expected to notify parents and teachers of all disciplinary actions in a timely manner.

Administrators are expected to foster positive relationships with students as they address behavior issues, and will collaborate with the principal, teachers, counselors, parents and district support personnel when necessary to provide a team approach to solving the problem.

G) Appeals

Parents have a right to appeal a disciplinary consequence. He/she may do so to the administrator of record on the disciplinary. If the parent is still unsatisfied with the disposition, an appeal can be made to the principal.

H) Monitoring

The SBDM council will receive reports monthly to monitor schoolwide behavior.

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----- Adopted

- East Oldham Middle School Council – November 28, 2011
- Reviewed – No Changes – East Oldham Middle School Council – October 29, 2012
- Reviewed – No Changes – East Oldham Middle School Council – September 30, 2013
- Reviewed & Revised – East Oldham Middle School Council – July 28, 2014
- Reviewed – No Changes – East Oldham Middle School Council – November 2, 2015
- Revised & Approved – East Oldham Middle School Council – November 21, 2016
- Reviewed – No Changes – East Oldham Middle School Council – October 30, 2017
- Revised & Approved - East Oldham Middle School Council - March 25, 2019
- Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## East Oldham Student Policy 2

### Athletics

#### A) Participation

EOMS believes that all students should be encouraged to participate in extracurricular sports activities. The following conditions shall apply to all participants.

- 1) Extra-curricular sports activities are for students of EOMS and its feeder schools only.
- 2) If a school sport is offered at the middle school, the student may participate only at the middle school level unless he or she meets the requirements of this paragraph. A student may be allowed to participate at the high school level if:
  - a) A written formal request from the parent(s) explaining the reasons for the move to the high school level is received by the athletic director.
  - b) Both the middle school and high school head coaches approve.
  - c) Both the middle school and high school athletic directors approve.
  - d) Both the middle school and high school principals approve.
  - e) The move up to high school play is in the best interest of the student.
- 3) If the sport is not offered at the middle school level, the student may try out at the high school if invited by the high school coach or athletic director.
- 4) If the high school season continues after the conclusion of the middle school season for a particular sport, the invited students may participate at the high school level after the end of the middle school season.
- 5) If a high school season overlaps a middle school sport in which the student is participating, the respective coaches must work out a practice schedule that meets the demand of both sports without inhibiting team dynamics and progression and considers the impact on the student athlete.
- 6) Elementary students from EOMS's feeder schools may participate at the middle school level under the following conditions:
  - a) The chosen sport must be a non-cut sport (i.e. cross-country, wrestling).
  - b) A formal request by the parent explaining the reasons for the move is received by the athletic director.
  - c) The middle school coach must agree to accept the student.
  - d) The middle school athletic director must agree to approve the move.
  - e) Both the elementary and middle school principals must be notified of the



move.

f) Participation must be in the best interests of the student and the program.

## **B) Eligibility**

At the beginning of the school year, all students officially enrolled at East Oldham Middle School who are not repeating a grade are eligible to participate in extracurricular sports activities. In order to maintain their eligibility, students must meet the following requirements:

1) Beginning after the third week of each grading term, the academic grades for all athletes will be checked on a weekly basis. All athletes are expected to maintain a passing academic grade of a C or higher in all classes. When a student fails to satisfy this requirement, he/she will be placed on probation for one week, during which the athlete is expected to make progress toward achieving a passing grade. A student on probation may continue to practice and compete with the team. At the next weekly grade check, if the student:

a) has a passing grade, he/she is removed from probationary status and may participate fully with the team.

b) has a failing grade but has made progress, then he/she may be placed on probationary status for another week. This determination will be made by school administration in consultation with the student's team of teachers.

c) has a failing grade and has made no progress, then he/she is declared ineligible and may not practice or play until the grade is raised to passing (minimum by the next weekly academic grade check). Once a student returns to good standing from probationary or ineligible status, he/she is subject to the full eligibility process described above.

2) Students receiving more than one F at the end of a grading period will be declared ineligible to participate until the next grading period. The student is NOT allowed to practice with the team.

3) Students who receive a teacher citation or disciplinary could lose their eligibility for game and practice at the discretion of the coach, teacher or administration.

4) Students with unexcused absences could lose athletic privileges on a temporary or permanent basis.

5) Grades for work skills and learner behaviors will be checked at mid-terms and at the end of grading terms. Students receiving 1s and 2s may be subject to restrictions in participation, as determined by the coach, teacher, and/or administrator.

6) Middle school students participating at the high school level will be declared eligible/ineligible based on the middle school policy.

### **C) Expectations**

At East Oldham Middle School the SBDM council, coaches, sponsors and staff members emphasize academic performance as well as performance in extracurricular sports activities. The purpose of this policy is to stress the importance of the well-rounded student and to inform both the students and their parents of what is expected of our student athletes.

Our expectations include:

1) Participants will conduct themselves appropriately at all times before, during and after the athletic activity.

2) Parents are expected to show support for EOMS teams and behave in a manner that is above reproach by the coach or administrator from EOMS, or the opposing team.

3) All teams will have team specific expectations that all participants must follow. Failure to do so could lead to dismissal from the team.

4) Participants are expected to follow school rules and policies found in the student handbook. Participants who do not adhere to school rules, receive a disciplinary, or are suspended from school for any reason can be withheld from competition by the coach, teachers or administration. Certain circumstances may warrant dismissal from a team.

### **D) New Sports**

EOMS strives to meet the needs of its student population and wants to offer as many extra-curricular activities as it can support. Any new sport that is proposed as a school sponsored activity must be approved by the Council before a team can be formed and compete representing East Oldham Middle School. The team must follow all guidelines aforementioned.

The SBDM Council recognized that Council approval of a new sport does not automatically mean that the OCBE will offer any support financially for the start-up costs or the coaching salaries of the new sport. Consequently, if OCBE decides not to financially support a new sport, and the SBDM agrees to allow the new sport to begin, the SBDM is taking full responsibility for the cost of start-up equipment and supplies and the coaches' salaries for the new sport. Redbook guidelines must be followed in regard to all financial matters concerning the sport.

### **E) Cancellation of Sports**

The elimination of any sport at East Oldham Middle School must be approved by the Council.

Adopted – East Oldham Middle School Council – April 11, 2006

Revised & Approved – East Oldham Middle School Council – May 13, 2008

Revised & Approved – East Oldham Middle School Council – November 28, 2011

Reviewed / No Changes – East Oldham Middle School Council – December 17, 2012

Reviewed / No Changes – East Oldham Middle School Council – October 28, 2013

Revised & Approved – East Oldham Middle School Council – February 23, 2015

Reviewed / No Changes – East Oldham Middle School Council – December 7, 2015

Revised & Approved – East Oldham Middle School Council – March 13, 2017

Reviewed / No Changes – East Oldham Middle School Council – October 30, 2017

Revised & Approved - East Oldham Middle School Council - March 25, 2019

Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## East Oldham Student Policy 3

### STUDENT VACATION POLICY

#### Vacation Policy

Parents are encouraged to schedule family commitments so as not to interfere with the student's school experience. The last day of the school year is tentative. Families are asked to recognize the possible extension of the school year due to snow and emergency days. However, should it become necessary for a student to be absent because of a family trip, the following policy applies:

- 1) Parents are to give the school written notice at least five (5) days in advance of the departure date providing time to acquire the work/assignments scheduled during the requested absence.
- 2) Students are responsible for obtaining class assignments from each teacher. Students are to submit the required work to the individual teacher within the same number of days that student was absent. For example, if a student is absent for three days, then the student has three school days to make up the work.
- 3) Assessments scheduled during the absence will be made up on the day of the return or on a reasonable day/time determined by the teacher, parent and student. Teachers may elect to give tests prior to the student's departure.
- 4) All completed work will be credited to the student, without penalty, providing the steps described above are completed. Vacations, in accordance with Board policy, are unexcused absences.
- 5) The Vacation Policy cannot be used to extend a scheduled school break. This includes single holidays as well as fall, winter and spring breaks.
- 6) The Vacation Policy does not apply during the state assessment window.

Also, please refer to OCBE Policy 9010.

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Revised & Approved – East Oldham Middle School Council – November 21, 2016

Reviewed – No Changes – East Oldham Middle School Council – October 30, 2017

Revised & Approved - East Oldham Middle School Council - March 25, 2019

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## East Oldham Student Policy 4

### EXTENDED SCHOOL SERVICES

#### Topic and Statement

A) Purpose/Description Extended School Services (ESS) is an extension of the regular classroom program and instruction. This allows staff to schedule extra instruction time to enhance the learning of students and promote effective study and work habits. It is designed for students who need additional instructional time to achieve expected learning goals or are at risk of failing, whether for a particular core standard, the individual grading period, or the year.

Services are provided at no cost to the students and occur either before, during, or after school, or during school breaks.

#### B) Provision of Services

Students will be identified using a variety of data sources that may include: grades, KPREP scores, standardized assessments, daily/weekly class test scores, parent concerns, or samples of student's daily work.

At the mid-term or end of each grading period, teams, and the guidance office will identify those students who may be at risk of falling behind, or failing in one or more content areas. Identified students may be assigned ESS services until sufficient progress has been demonstrated.

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Revised & Approved – East Oldham Middle School Council – January 28, 2013

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Revised & Approved – East Oldham Middle School Council – December 11, 2017

Revised & Approved - East Oldham Middle School Council - May 19 2019

Revised and Approved -- East Oldham Middle School Council -- April 19, 2021

## East Oldham Student Policy 5

### PROMOTION/RETENTION

#### A) Promotion or Retention

General Promotion or retention of students from one grade level to another is based upon satisfactory academic achievement as indicated by grades and other pertinent data including, but not limited to, ability, chronological age, attendance, and the probable effect of promotion or retention upon the student.

#### B) Specific Guidelines

Students must pass all four (4) core subjects for the year: Math, Language Arts, Science and Social Studies. Failure to meet this requirement will result in candidacy for retention. Eighth grade students will be required to pass all core courses to participate in the Promotion Ceremony at the end of the year. Any student who will reach the age of 16 while in the middle school should be considered for promotion to the high school.

#### C) Procedures

1) At the end of the second and third grading periods, the team leaders and guidance office will identify those students who are likely to be considered for retention and the principal will notify the parents.

2) During the fourth grading period, in cases where there is a question concerning the advisability of retention, a committee including the teachers, principal and counselor will study the data and recommend promotion or retention.

3) In accordance with **Board Policy 4065**: In situations where the principal feels retention is warranted, he or she must notify the level director, who will assemble a committee to review the request and provide district level approval for retention. The Superintendent will establish the committee structure and process for review by administrative regulation.

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Adopted – East Oldham Middle School Council – May 9, 2006

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Revised & Approved – East Oldham Middle School Council – May 19 2019

## East Oldham Student Policy 6

### STUDENT ASSIGNMENT PLAN

The leadership team will assign students to a schedule of courses/programs that meets the academic, social and emotional needs of each child. Annually, each student will be assigned to Language Arts, Math, Science and Social Studies. Additionally, students will be assigned to related arts courses that expose students to the arts, global competence, world languages (when offered) and technological thinking.

#### Remediation/Enrichment Classes

As the master schedule permits, students performing consistently below/above grade level in mathematics and/or reading shall be placed in a remediation/enrichment class. Placement in the class will be based upon multiple data points.

#### Parental Requests

Parent/guardian requests should only be submitted if there are unusual academic, social, or emotional circumstances. In these cases, the request must be in writing and returned personally by the parent to the principal (or designee). The requests will be considered on a case-by-case basis by the leadership team, and decisions will be final.

#### **Parents may not request individual teachers for their students.**

Students will receive their schedule for the upcoming school year during registration.

#### Mathematics Course Assignment

Upon entering EOMS, students will be placed in one of three math placements. Regular, 1-year advanced, or 2-year advanced. The leadership team can be flexible with criteria for scheduling purposes.

#### Criteria for placement:

##### 6th grade

Map Score of 235 - 240 plus - **Pre-Algebra**

Map score of 225 - 230 plus - **Integrated Math**

Map score less than 225 - **6th Grade Math**

##### 7th grade

A or B in 6th grade Pre-Algebra - **Algebra 1**

A or B in Integrated Math, C or lower in 6th grade Pre-Algebra - **Pre-Algebra**

Completion of 6th grade math - **7th grade math**

8th grade

A or B in 7th grade Algebra 1 - **Geometry**

A or B in 7th grade Pre-Algebra, C in 7th grade Algebra 1 - **Algebra 1**

Completion of 7th grade math - **8th grade Pre-Algebra**

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Adopted -- East Oldham Middle School Council -- April 19, 2021