

***Mercer County Senior High School
School Based Decision Making Council
Meeting Agenda***

January 23, 2023

4:00 pm

Members:

Spencer Tatum, Principal & Chair
Ekambaram Elumalai, Teacher Representative
Kendra Rowland, Teacher Representative
Andrew Ashford, Teacher Representative
Patrick Branam, Parent Representative
John Huffman, Parent Representative
Mike Floro, Council Secretary

Opening Business

- Welcome
- Agenda Approval
- December Minutes
- Good News Report

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- Family Resource Youth Service Center report
- Credit recovery/Summer school
- 2023-24 Course Description Book
- Program Appraisal policy 2nd reading
- Schedule of School Day policy 2nd reading
- School Space policy 2nd reading
- Student Assignment policy 2nd reading
- Enhancing Student Achievement policy 1st reading
- Staff Time Assignment policy 1st reading
- Consultation policy review
- Discipline and Classroom Management policy review
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

***Mercer County Senior High
SBDM Council
Regular Monthly Meeting
December 12, 2022 – Draft Minutes***

The meeting was called to order by Mr. Tatum at 4:04 p.m. in the conference room. The following members of the council were in attendance:

Present : Spencer Tatum, Principal Ekambaram Elumalai, Teacher Kendra Rowland, Teacher Andrew Ashford, Teacher John Huffman, Parent Patrick Branham, Parent Mike Floro, SBDM Secretary	Absent:
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Agenda Approval

Motion to accept: K. Rowland, second by P. Branham
Motion was approved by consensus.

Minutes Approval

November minutes were reviewed by the council.
Motion to accept: A. Ashford, second by J. Huffman
Motion was approved by consensus.

Good News Report

- Luke Whitenack was selected as the “Superior Titan” by the faculty and will be recognized at the December board meeting.
- Logan Yates and Kylie Mobley were selected to the All-State Theatre Show “Little Women” next fall at the Kentucky Thespian Festival.
- MCSHS Business students participated in an Entrepreneurship Fair on November 18th for students and the general public.
- Several students participated in the Kentucky Youth Assembly conference and the group was awarded as a “Premier Delegation”.
- Brooklyn Mullins served as a Supreme Court Justice at KYA and will now move on to the National Supreme Court Justice program.
- The band held their Winter Concert on December 8th.
- The Titan Singers held their Winter Concert on December 9th.
- 49 students were inducted into the National Honor Society on November 29th.
- Boys and Girls Basketball seasons are underway.
- Clayra Darnell signed to run track and cross country at Lindsey Wilson.
- Lleyton Penn signed for track and field at Belmont University.

Monthly Reports

Behavior:

- PBIS data and charts were presented (see SBDM packet). Data shows 443 total referrals (212 major referrals and 212 minor referrals) from the start of school through 12/7 22. 9th grade had 178 referrals, 10th grade had 177 referrals, 11th grade had 40 referrals, and 12th grade had 48 referrals.
- The PBIS Movie Reward was held in the gym on Friday December 12th. There were over 600 students in attendance.

Academic:

- JR ACT took place on Dec 10th
- The ASVAB test was canceled due to the Army recruiter who was supposed to proctor having COVID. No makeup date has been set.
- Semester Exams will begin next week.
- KSA Reward trips took place this past week.
- The Rewards/Incentives committee continued to meet and a plan is in place to put together a student panel to help guide new rewards.

Budget:

- Section 6 - \$66,725.10
- District Activity Accounts - \$328,863.11
- Student Activity Accounts - \$19,988.30

Staffing Update

- We have 2 unfilled Positions:
 - - Media Specialist. Mr. Tatum reported that there are no applications and we are currently operating with a long term sub. Marianne Davis is the new long term sub for this position.
 - - Special Education Teacher - Mackenzie Florence was hired as an MSD teacher to work alongside Elizabeth Ison in our MSD/FMD unit.

Old Business

None

New Business

- 2023 KSA Accountability System Handout from KASC (in SBDM Packet)
- Proposed New Course Offerings were discussed (in SBDM Packet)
 - It was asked if the English Department would come present at the January SBDM meeting.
- Consolidated School Improvement Plan was presented - CSIP (in SBDM Packet)

Policy Reviews:

Alignment with State Standards: (2nd Reading)

- No Changes
Motion to accept: K. Rowland, seconded by: A. Ashford

Advanced Placement / Dual Credit Courses (2nd Reading)

- No Changes
Motion to accept: K. Rowland, seconded by: Dr. Eka

Program Appraisal: (1st Reading)

- No Changes

Motion to accept: J. Huffman, seconded by: K. Rowland

Schedule of the School Day: (1st Reading)

- No Changes

Motion to accept: P. Branham, seconded by: A. Ashford

School Space Policy: (1st Reading)

- No Changes

Motion to accept: A. Ashford, seconded by: J. Huffman

Student Assignment Policy: (1st Reading)

- No Changes

Motion to accept: K. Rowland, seconded by: P. Branham

Enhancing Student Achievement Policy: (Policy Review)

- Replace "School Resource/ Culture Committee" with MTSS Instructional Team

Staff Time Assignment Policy Review: (Policy Review)

- Add two bullets for supervision plan and state certification.
- Take out everything after performance in last sentence.

Upcoming dates/events:

December 8	Band Concert 7:00 pm
December 9	Titan Singers Winter Concert 7:00 pm
December 10	ACT
December 12	SBDM 4:00 pm
December 13	Board meeting 5:30 pm
December 14-16	Semester Exams
December 16	Early Release Day 1:30 pm
December 19-Jan. 2	Christmas Break - NO SCHOOL
January 2	End of 2nd term
January 6	Post 2nd term Final (grades for transcript)

The list was reviewed and Mr. Tatum will continue to share dates with the staff weekly.

Public Comments

None

The next regular monthly meeting will be January 23rd at 4:00 p.m in the MCSHS conference room. The SBDM council was adjourned at 5:14 p.m. The motion was made by A. Ashford and seconded by Dr. Eka. Motion was approved by consensus.

Good News Report – January 23, 2023

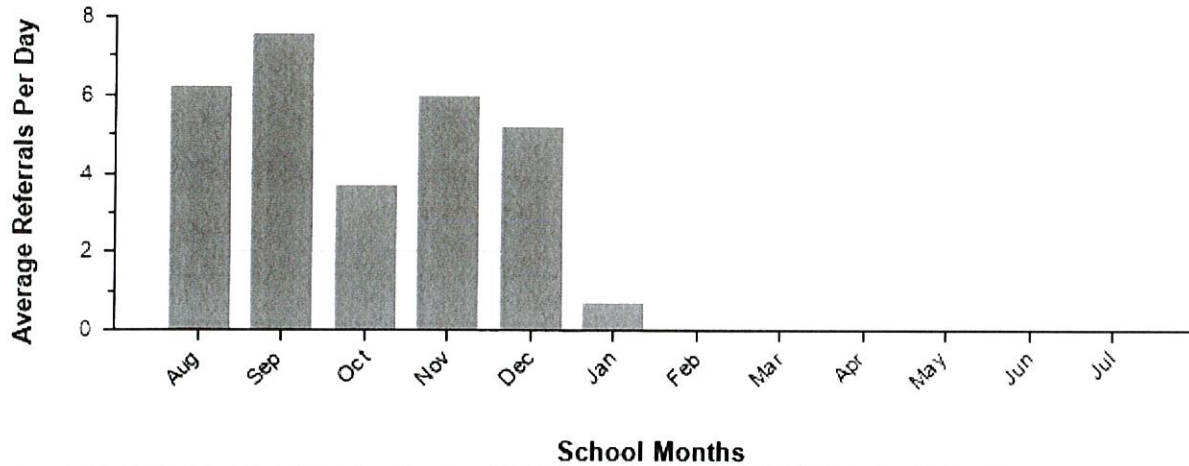
- Taylor Curtsinger was selected as the “Superior Titan” by the faculty and was recognized at the January board meeting.
- Graham Heasley was selected as the “Teacher of the Month” by the student body.
- Emily Curtsinger was selected to the KMEA All-State Band.
- The Lady Titans basketball team won the 2A Sectional championship and advanced to the final four of the 2A State tournament in Owensboro.
- Teigh Yeast, Lindsey Jessie, and Sara Dunn were named to the 2A Sectional All-Tournament team.
- Anna Kate Drakeford was named the MVP of the 2A Sectional tournament.
- Teigh Yeast and Anna Kate Drakeford were named to the 2A State All-Tournament team.
- Anna Kate Drakeford scored her 1000th career point in girls basketball.
- Kamron Maddox took home 2nd place high school male (295/300) and Matthew Devine placed 3rd high school male (287/300) at the Titans Archery home match on January 7th.
- Paige Bedard took home 2nd place high school female (285/300) and Kamron Maddox placed 3rd high school male (285/300) for the Titans Archery team at Boyle County on January 14th.

**Mercer County Senior High School**

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School Summary
2022-23**Outcome:** All Referrals**Average Referrals Per Day Per Month**

All, 2022-23



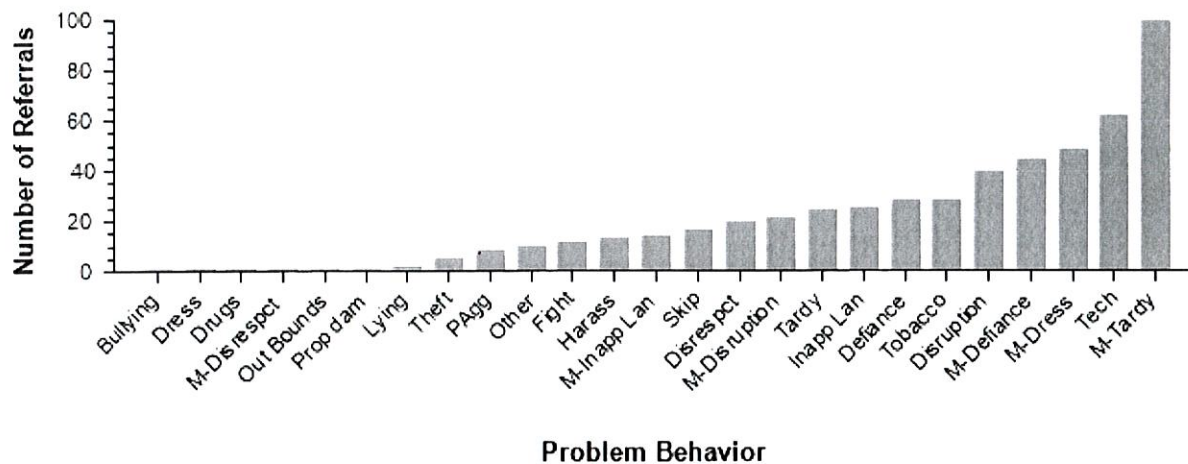
Data Table

Year	Month	Days Count	Referral Count	ODR/School Day
2022	August	16	99	6.19
2022	September	21	158	7.52
2022	October	21	77	3.67
2022	November	19	113	5.95
2022	December	12	62	5.17
2023	January	19	13	0.68
2023	February	19	0	0.00
2023	March	23	0	0.00
2023	April	15	0	0.00
2023	May	15	0	0.00
2023	June	0	0	0.00
2023	July	0	0	0.00
Totals:		180	522	2.43

Referrals by Problem Behavior

All, Aug 1, 2022 - Jul 31, 2023

APBS

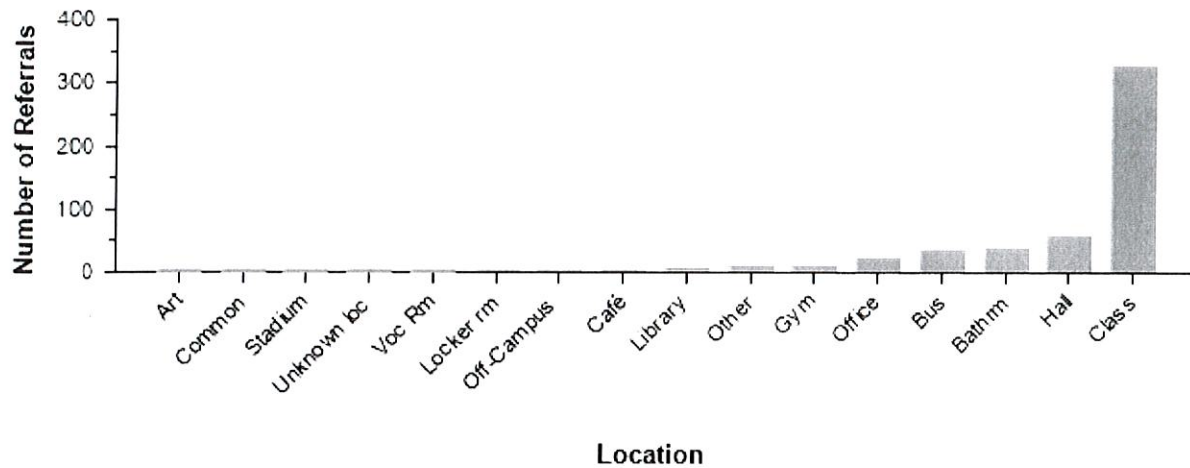


Data Table

Problem Behavior	Frequency	Proportion	Additional Frequency
Bullying	1	0.19%	0
Dress Code Violation	1	0.19%	0
Use/Possession of Drugs	1	0.19%	0
Minor - Disrespect	1	0.19%	0
Inappropriate Location/Out of Bounds Area	1	0.19%	0
Property Damage/Vandalism	1	0.19%	0
Lying/Cheating	2	0.38%	0
Forgery/Theft/Plagiarism	5	0.96%	0
Physical Aggression	8	1.53%	0
Other Behavior	10	1.92%	0
Fighting	11	2.11%	0
Harassment	13	2.49%	0
Minor - Inappropriate Language	14	2.68%	0
Skip class	16	3.07%	0
Disrespect	19	3.64%	0
Minor - Disruption	21	4.02%	0
Tardy	24	4.60%	0
Abusive Language/Inappropriate Language/Profanity	25	4.79%	0
Defiance/Insubordination/Non-Compliance	28	5.36%	0
Use/Possession of Tobacco	28	5.36%	0
Disruption	39	7.47%	0
Minor - Defiance/Insubordination/Non-compliance	44	8.43%	0
Minor - Dress Code Violation	48	9.20%	0
Technology Violation	62	11.88%	0
Minor - Tardy	99	18.97%	0
Totals:	522	100%	0

Referrals by Location

All, Aug 1, 2022 - Jul 31, 2023

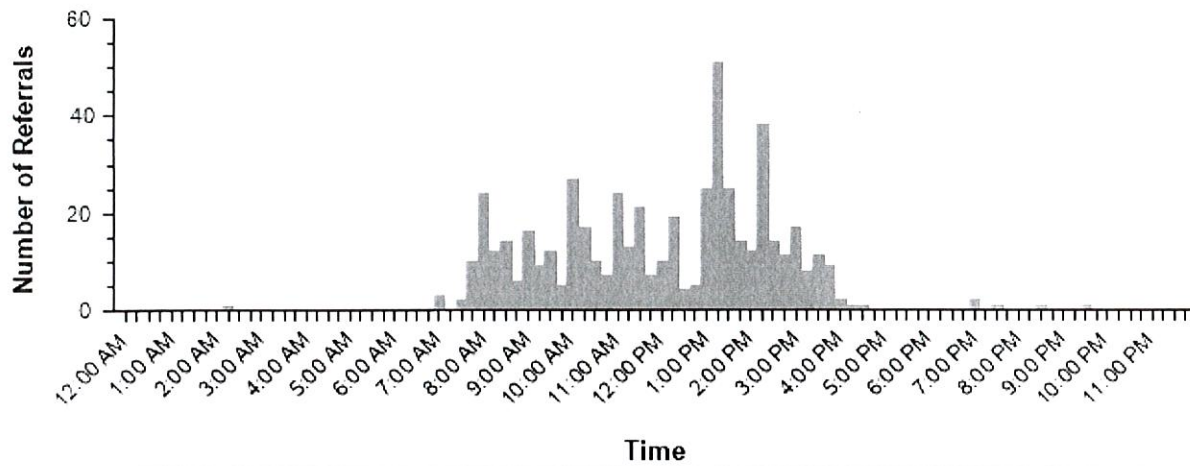


Data Table

Location	Frequency	Proportion
Art Room	1	0.19%
Commons/Common Area	1	0.19%
Stadium	1	0.19%
Unknown Location	1	0.19%
Vocational Room	1	0.19%
Locker Room	2	0.38%
Off-Campus	3	0.57%
Cafeteria	4	0.77%
Library	8	1.53%
Other Location	9	1.72%
Gym	11	2.11%
Office	22	4.21%
Bus	36	6.90%
Bathroom/Restroom	38	7.28%
Hallway/Breezeway	59	11.30%
Classroom	325	62.26%
Totals:	522	100%

Referrals by Time

All, Aug 1, 2022 - Jul 31, 2023



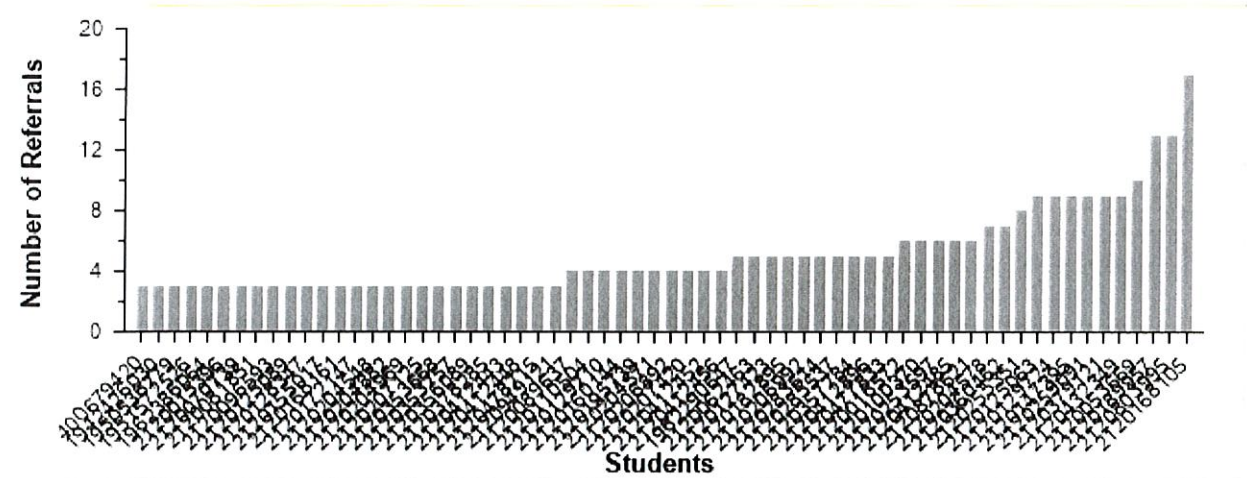
Data Table

Time	Frequency	Proportion
12:00 AM	0	0.00%
12:15 AM	0	0.00%
12:30 AM	0	0.00%
12:45 AM	0	0.00%
1:00 AM	0	0.00%
1:15 AM	0	0.00%
1:30 AM	0	0.00%
1:45 AM	0	0.00%
2:00 AM	0	0.00%
2:15 AM	1	0.19%
2:30 AM	0	0.00%
2:45 AM	0	0.00%
3:00 AM	0	0.00%
3:15 AM	0	0.00%
3:30 AM	0	0.00%
3:45 AM	0	0.00%
4:00 AM	0	0.00%
4:15 AM	0	0.00%
4:30 AM	0	0.00%
4:45 AM	0	0.00%
5:00 AM	0	0.00%
5:15 AM	0	0.00%
5:30 AM	0	0.00%
5:45 AM	0	0.00%
6:00 AM	0	0.00%
6:15 AM	0	0.00%
6:30 AM	0	0.00%
6:45 AM	0	0.00%
7:00 AM	3	0.57%
7:15 AM	0	0.00%
7:30 AM	2	0.38%
7:45 AM	10	1.92%
8:00 AM	24	4.60%
8:15 AM	12	2.30%
8:30 AM	14	2.68%
Totals:	522	100%

10:45 PM	0	0.00%
11:00 PM	0	0.00%
11:15 PM	0	0.00%
11:30 PM	0	0.00%
11:45 PM	0	0.00%
Totals:	522	100%

Referrals by Student

All, Aug 1, 2022 - Jul 31, 2023, At Least 3 Referrals



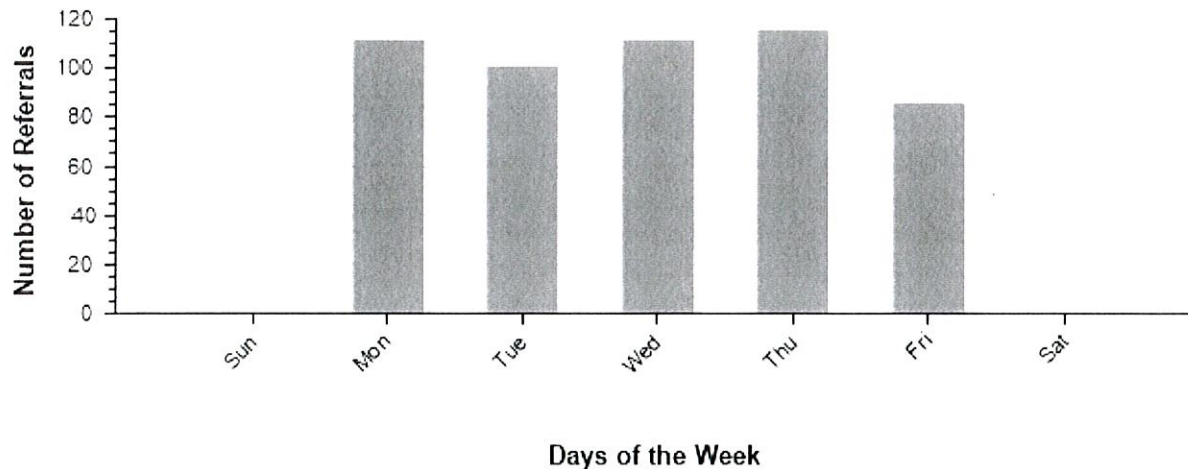
Data Table

Student ID	Frequency	Proportion
1962386064	3	0.92%
2120353668	3	0.92%
2120070739	3	0.92%
2120356089	3	0.92%
2120015396	3	0.92%
2120204969	3	0.92%
400679420	3	0.92%
2120172147	3	0.92%
1951572526	3	0.92%
2120125089	3	0.92%
2120207125	3	0.92%
2120128347	3	0.92%
2120412448	3	0.92%
2120168161	3	0.92%
2120204882	3	0.92%
2120081851	3	0.92%
2120949121	3	0.92%
2120378285	3	0.92%
2120353757	3	0.92%
1950536779	3	0.92%
2120155017	3	0.92%
2120412443	3	0.92%
2120204548	3	0.92%
2120478715	3	0.92%
2120096593	3	0.92%
1942426030	3	0.92%
2120129710	4	1.22%
Totals:	327	100%

2120089637	4	1.22%
2120110504	4	1.22%
2120206892	4	1.22%
2120207420	4	1.22%
2120204571	4	1.22%
2120412456	4	1.22%
2120160144	4	1.22%
2120195739	4	1.22%
2120412452	4	1.22%
2120357784	5	1.53%
2120062463	5	1.53%
1962290647	5	1.53%
2120285537	5	1.53%
2120283614	5	1.53%
2120412896	5	1.53%
2120182895	5	1.53%
2120477833	5	1.53%
2120206992	5	1.53%
2120127423	5	1.53%
2120016572	6	1.83%
2120100370	6	1.83%
2120253597	6	1.83%
2120878621	6	1.83%
2120412485	6	1.83%
2120360462	7	2.14%
2120204578	7	2.14%
2120255351	8	2.45%
2120125063	9	2.75%
2120147395	9	2.75%
2120259091	9	2.75%
2120379121	9	2.75%
2120129724	9	2.75%
2120432349	9	2.75%
2120053669	10	3.06%
2120803995	13	3.98%
2120189957	13	3.98%
2120168105	17	5.20%
Totals:	327	100%

Referrals by Day Of Week

All, Aug 1, 2022 - Jul 31, 2023

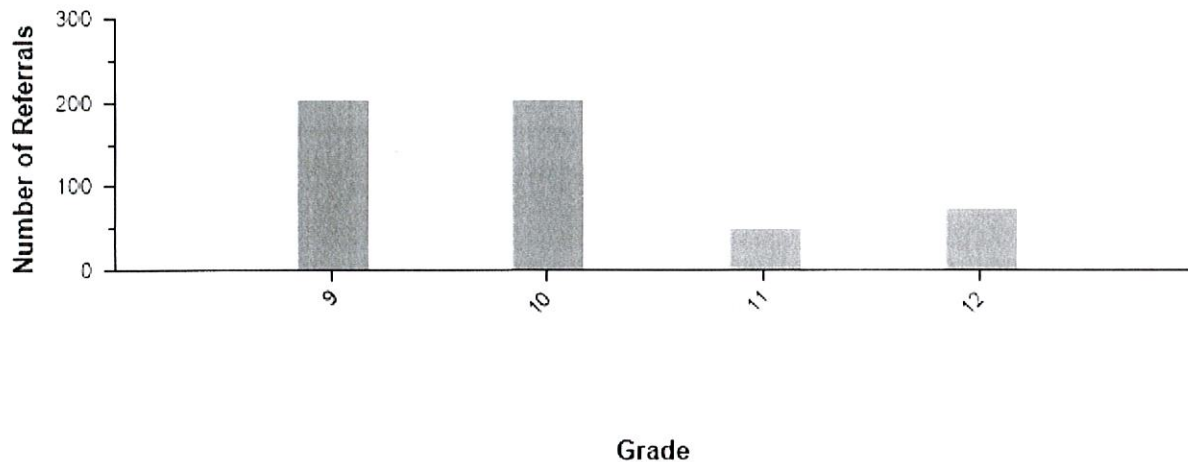


Data Table

Day	Frequency	Proportion
Sunday	0	0.00%
Monday	111	21.26%
Tuesday	100	19.16%
Wednesday	111	21.26%
Thursday	115	22.03%
Friday	85	16.28%
Saturday	0	0.00%
Totals:	522	100%

Referrals by Grade

All, Aug 1, 2022 - Jul 31, 2023



Data Table

Grade	Frequency	Proportion
Pre K-A	0	0.00%
Pre K-B	0	0.00%
Pre K	0	0.00%
K	0	0.00%
1	0	0.00%
2	0	0.00%
3	0	0.00%
4	0	0.00%
5	0	0.00%
6	0	0.00%
7	0	0.00%
8	0	0.00%
9	201	38.51%
10	202	38.70%
11	48	9.20%
12	71	13.60%
Post 12	0	0.00%
Totals:	522	100%

Section 6 Accounts	2022-23 Budget	Balance as of January 19, 2023
Other Certified	250	-140.00
Certified Substitute Salary	400	-230
Employer Medicare Contribution	25	10.65
KTRS Employer Contribution	25	-5.6
KSBA Unemployment Insurance	15	14.05
Registration Fees	9,000	6,628.38
Other Professional Services	500	87.05
Copier Rental	15,000	0.00
Postage & PO Box Rental	3,500	797.42
Telephone	1,750	190
Travel	2,244	198
General Supplies	40,000.00	12,355.00
General Supplies (Library)	2500	369.81
Food Instructional Non Food Service	100	-47.50
Library Books (Library)	2,000	1,437.66
Periodicals (Library)	1,000	1,000.00
Supplementary Books/Study Guides	100	72.02
Textbooks	500	500.00
Audiovisual Materials (Library)	1,250	1,205.05
Reference Materials	250	250
Computer Related Supplies	7,500	5,484
Health Supplies	1,000	648.1
Equipment Supplies	500	500
Other Supplies & Materials	4000	25
Tech Related Hardware	500	500.00
Tech Software	500	500.00
Dues & Fees	2,000	265.00
Other Miscellaneous	17,509	12,212
General Supplies (School supplies)	24,179	9,259.52
General Supplies (Custodial)	20,000	3,827.44
TOTAL	158,097.44	57,441.85

<i>District Activity Accounts @ Central Office</i>	<i>Balance as of January 19, 2023</i>
Blood Center Scholarship	275.00
Destitute Senior	312.36
Class of 2023	8,124.32
Driver's Education	11,700.00
General Fund	25,194.44
Ag Shop	8,314.05
AP Exam	3,373.74
Art	355.15
Band	2,248.68
Chorus	268.66
Drama	12,838.29
English	7.65
Class of 2024	3000
Foods	-54.83
Foreign Language	579.21
Horticulture	74,342.70
Library Book Fair	672.52
Class of 2025	2,767.34
Yearbook	4,988.85
Pictures	241.70
Senior Trip	55.93
Special Education	2.42
Summer School	11,287.80
Technology	1811.89
Class of 2026	3,623.19
Textbooks	9,730.01
College Tech Educational	1,153.83
Staff Fund	568.22
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	140.35
General Athletics	49,669.83
Archery	2,641.80
Baseball	2,108.86
Boys Basketball	1,291.07
Girls Basketball	1,791.64
Cheerleading	2,190.13
Cross Country	1,066.13
Dance	2,308.12
Football	0.00
Football Bowl Game	27,912.45
Football Capital	-2,216.95
Football Supplemental	12,477.16
Golf	3,368.20
Boys Soccer	511.28
Girls Soccer	5,724.66
Softball	3,681.74
Boys Tennis	2,827.93
Girls Tennis	3,515.85
Track	2,025.02
Volleyball	-70.59
Bass Fishing	3,819.80
Heart of the Bluegrass	8,163.28
Athletics Supplemental	3,968.78
Gate Receipts	56,029.29
Athletic Training	389.48
TOTAL	382,813.43

Student Activity Accounts @ Central Office Balance as of January 19, 2023

Thirst Club	24
KYA/KUNA	-3079.51
Fellowship of Christian Athletes	852.26
Republican Club	111
Unity Club	206.01
FCCLA	1,867.85
Engineering Club	674
Educator Rising	371.81
National Honor Society	830.83
Spanish Club	1,168.21
Student Council	1111.45
Key Club	65.71
Film Club	121.31
Envirothon Team	75.03
Book Club	471.37
Beta Scholarship	170
Academic Team	-103.3
Band	1,253.92
Project Graduation	100.00
DECA Club	113.08
Board Game Club	225.25
Field Trips	91.28
Beta Club	863.84
FFA	8,980.97
School Store	202
Student Vending	674.08
Pep Club	841.3
Weightlifting	979.79
Chess Club	676.55
<i>TOTAL</i>	19,940.09

MCSHS Credit Recovery Program

In-Class Credit Repeat

Course is repeated in person at school if possible. If the course is not able to be taken in person, students may be assigned an online credit recovery course.

Out of School Credit Recovery

Work is done independently outside of the school day. Students can enroll at any time..

Students will...

1. Meet with a counselor and complete enrollment.
2. Enrollment will be completed upon payment.

Summer School

Students can enroll in May once the Summer School schedule is announced.

Students will...

1. Meet with a counselor and complete enrollment.
2. Enrollment will be completed upon payment.

Fee Structure

**\$50 per course that is taken
outside of the school day
\$25 (if free/reduced**

Student/Parent Contract

I, _____, understand that following in regards to the MCSHS Credit Recovery Program...

- If a student fails a credit recovery class, the course will have to be paid for again to be retaken.
- I understand all fees for the Credit Recovery Program are non-refundable.
- Courses taken as credit recovery will receive a maximum score of 65% and the previous failing grade will remain on the student transcript.

Signature Parent

Student Signature

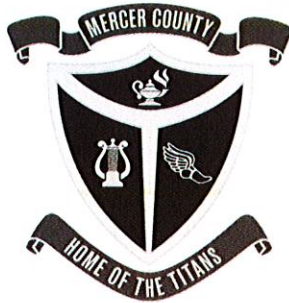
Start Date

Parent Email

ONCE CONTRACT IS COMPLETED, RETURN THIS FORM TO YOUR COUNSELOR.

To be filled out by your Counselor

Class to be recovered _____ (Failing %) _____ Counselor's Initial ____



PROGRAM APPRAISAL POLICY

PROGRAM APPRAISAL NEEDS ASSESSMENT

Our improvement planning process will include:

- an analysis of our Kentucky Summative Assessment (KSA) data and other school data as necessary to discover the extent to which our students are meeting state standards.
- systematic work to discover and correct the causes of barriers to high performance by all students and the movement of students toward our goals.
- a complete and clear data-based improvement plan that sets goals and addresses causes to help move our students closer to state standards.
- ongoing monitoring and evaluation of the implementation and impact of our improvement plan.

We will implement this process, including appraisal of the effectiveness of all our programs, through our needs assessments and our implementation and impact checks.

PROGRAM APPRAISAL RESPONSIBILITY

The Leadership Team will be responsible for program appraisal and will make recommendations concerning program changes/revisions to the council.

POLICY EVALUATION

This policy will be evaluated by the Leadership Team in the fall of every new school year. Recommendations (if any) for revisions will be presented in writing to the council for consideration and adoption. Recommendations should be made as soon as possible in the school year but no later than the January council meeting.

Approved: _____ Chairperson: _____

SCHEDULE OF SCHOOL DAY POLICY

Criteria for Developing the Master Schedule

Our schedule will:

- Give all students access to all classes, avoiding conflicting schedules of specialized classes and preventing any exclusion related to cultural background, physical abilities, socio-economic status, and intellectual status.
- Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.
- Promote efficiency and effectiveness, including protecting instructional time.
- Allow all teachers equitable planning and time to collaborate on a regular basis.
- Provide equitable access to effective teachers for all students, including opportunities for teachers to switch assignments to capitalize on in-depth knowledge of specific subjects.
- Facilitate teacher opportunities to adjust the length of class periods when needed.
- Promote reasonable and appropriate enrollments for all classes and appropriate numbers of students each teacher works with in the course of a day.
- Respect the beginning and ending times of the school day and school calendar year as established by the local board of education.

Process For Developing the Master Schedule:

Annually, the principal, with input from committee members and help, if necessary, from designees, will develop a master schedule for the school day that includes any identified or needed changes. The following procedures will be used:

- Review student performance data, survey data (if available) from students, parents, and staff, and other input from staff on how well instructional time is being used and what changes (if any) are needed.
- Brainstorm current time barriers to implementing needed changes and meeting student needs and ways the schedule might be changed to remove those barriers.
- Discuss advantages and disadvantages of various changes, focusing on the criteria listed in the first section of this policy.
- Consider pertinent data from programs outside the regular classroom — arts, health, vocational studies, etc. — to determine changes needed or extra time needed in these areas.
- Student class requests will be given priority as possible.
- Based on the above work, those involved will consult with the principal and make recommendations concerning schedule changes for the coming school year no later than the end of February.
- By the 1st of April, the principal (and/or designees) will prepare a schedule for the coming school year including changes (if any) and notify the staff.
- No later than June 30th the principal will report as an FYI item to the council on the schedule for the coming year.

Approved: _____ Chairperson: _____

SCHOOL SPACE POLICY

CRITERIA FOR ASSIGNING SCHOOL SPACE

The principal will assign the use of school space during the school day in a manner that will:

- take each student's developmental needs into account
- facilitate the implementation of our school improvement plan
- provide needed space to implement successful classes and programs
- maximize staff opportunities for sharing resources, mentoring, and collaboration with teachers and students of similar grade levels, subject areas, or collaborative group

CLASSROOM SPACE ASSIGNMENTS

To assign classroom space, the principal will:

- assign classroom space, in June, based on the criteria in the first section of this policy. The Principal will notify all staff members of their individual assignments and also notify the council of those assignments.

ALTERING CLASSROOM SPACE ASSIGNMENTS

After assigning classroom space, the principal may alter those assignments:

- when necessary to respond to unanticipated enrollment or staffing changes
- when the principal and affected teachers agree that a change is needed
- when the council changes other policies or the school improvement plan and recognizes in the minutes that those changes may require school space changes that cannot be delayed until the next school year.

For non-classroom space, the principal shall make decisions based on the criteria listed above after consulting with staff members who work or will work in any space affected by change.

Approved: _____ Chairperson: _____

STUDENT ASSIGNMENT POLICY

Students will be assigned courses according to the graduation requirements of the local board and the Kentucky Department of Education. Courses will be assigned to allow students to complete required curriculum in a timeline that is consistent with state assessments. Students will be placed in requested elective courses upon completion of required courses in recommended sequences and in accordance with their career paths.

Schedule Packets will be available for review in the guidance office and will be submitted annually to the School Based Decision Making Council for approval prior to being presented to the local board of education. This packet will include graduation requirements and career pathway information.

A counselor shall ensure that each student's Individual Graduation Plan includes a list of the courses to be taken each term, including amendments made as the student's plans are refined. A counselor shall review each student's plan annually to make sure he/she is on track to complete all graduation requirements by the end of his/her senior year.

Approved: _____ Chairperson: _____

ENHANCING STUDENT ACHIEVEMENT POLICY

The Kentucky Learning Goals are the following:

- Students are able to apply basic communications and mathematics skills in situations similar to what they will experience in life.
- Students shall develop their abilities to apply core concepts and principles from science, mathematics, social studies, arts and humanities, practical living studies, and vocational studies to what they will encounter in life.
- Students shall develop their abilities to become self-sufficient individuals.
- Students shall develop their ability to become responsible members of a family, work group, or community.
- Students shall develop their ability to solve problems both in school and in a variety of situations similar to what they will encounter in life.
- Students shall develop their abilities to connect and integrate knowledge from all disciplines into their own knowledge bases.

The mission statement of Mercer County Senior High School is:

Preparing every student to successfully compete in every endeavor, at every level, and in every stage of life.

In order to accomplish Kentucky's Learning Goals and to help carry out our school's mission, Mercer County Senior High School will:

- Develop SBDM policies that contribute directly or indirectly to furthering these goals and/or accomplishing this mission thus enhancing students achievement by improving teaching and learning at our school.
- Complete an annual needs assessment including but not limited to analyzing student performance on the state assessment.
- Revise annually our school improvement plan to address identified needs. The School-Based Decision Making Council shall be responsible for adopting this plan and conducting implementation and Impact Checks to monitor the plan.

POLICY EVALUATION

This policy will be evaluated by the MCSHS MTSS instructional team in the fall of every new year. Recommendations (if any) for revisions will be presented in writing to the council for consideration and adoption. Recommendations should be made as soon as possible in the school year but no later than the January council meeting.

Approved: _____ Chairperson: _____

STAFF TIME ASSIGNMENT

The principal (or principal designee) shall assign staff members time in a manner that:

- fully supports implementation of our student assignment policy.
- takes into account staff members' requests regarding course assignments.
- respects state certification requirements and the parameters of district job classifications.
- addresses the supervision of students.

Assignments Based on Criteria

To complete assignments, the principal or principal's designee shall:

- In April, discuss with current staff members their preference for continuing or changing assignments for the next year.
- In May, assign staff members based on the criteria above.
- In June, notify the Council of how each returning staff member has been assigned.
- In July, notify the new Council of staff assignments.

Altering Assignments

After making assignments, the principal or principal's designee may alter the assignments to respond to unanticipated enrollment, staffing changes or policy changes.

Evaluation

Our CSIP process includes a regular cycle of reviewing data on student performance. The analysis of this data may determine and impact staff assignments.

Approved: _____ Chairperson: _____

CONSULTATION POLICY

For each vacancy that occurs at our school, the Council will appoint an ad hoc Interview Committee of no more than five people. The Interview Committee membership will include the Principal, at least one parent and at least one certified staff member who will work directly with the person to be hired. No more than three Council Members (including the Principal) may serve on any Interview Committee. The following process will then be followed:

- Within two weeks of their appointment, the Interview Committee will meet in OPEN SESSION(S) to:
 - 1) Develop a set of criteria for a strong candidate. These criteria shall not discriminate based on race, ethnicity, gender, marriage or family status, religion, political affiliation, disability, or age.
 - 2) Use the criteria they have developed to write standard interview questions that fit those criteria. These questions will be asked of all candidates.
 - 3) Decide on methods to use to gather information about the candidates. The methods will include (but not be limited to) some or all of the following: reviewing applications and resumes, in-person interviews, references, written interviews, portfolios, and performance events (written responses to a hypothetical work related challenge).
- As soon as possible after reviewing a list of applicants and finishing the procedures in number 1 above, the Interview Committee will meet in CLOSED SESSION (S) to:
 - 1) Review all applications and written references and select applicants to interview
 - 2) Determine if information in the written application or resumes point to any specialized questions that should be asked of a particular applicant and to develop those questions if they are necessary.
- Within a week of the Interview Committee's selection of candidates to interview, the Principal (or designee) will schedule an interview with each selected applicant at a time when all Interview Committee members can attend and call special meetings of the Interview Committee for each of those interview times.
- Each interview will occur in a CLOSED SESSION of the Interview Committee in which they will:
 - 1) Ask all the standardized questions in the same order of each candidate.
 - 2) Ask any specialized question after that.
 - 3) Ask any follow-up questions after that.
- Within a week after all interviews are complete, the Interview Committee will meet in CLOSED SESSION to discuss how well each applicant meets the criteria, offer comments on the contributions each could make, and provide any additional input requested by the Principal. This discussion will take the place of consultation with the Council, so that the Principal may make the selection once this Interview Committee meeting is complete.
- After considering the Interview Committee's comments, the Principal will select the person he/she believes will contribute most to the success of the school's students and notify the superintendent and Council of his/her choice. The superintendent will complete the hiring process.
- If necessary, the Principal may review additional applicants and repeat steps 2 through 6 above.
- Extra Duty assignments and positions include paid or unpaid duties beyond the instructional day and/or 185-day contract. When only persons currently working at our school will be considered, the Principal will make the assignment following our policy on assignment of staff time. When persons currently not working at our school will be considered, this policy on consultation will be followed by the Principal, the Council, and the ad hoc Interview Committee appointed by the Council.

Approved: _____ Chairperson: _____

DISCIPLINE AND CLASSROOM MANAGEMENT POLICY

Our school follows the Mercer County School District Code of Conduct.

In August, the principal (or principal designee) will:

- Provide each student with a copy of the Code of Conduct.
- Require each student to return a signed acceptance from his/her parent showing that the parents have seen and reviewed the Code.
- Follow-up as needed with any family whose student has not returned the signed acceptance, or assign other staff members to do so.

As students transfer to our school during the year, the principal (or principal designee) will follow the steps above for those students.

The faculty and principal shall implement the local school district code of acceptable student behavior and discipline. Copies of the local district code shall be distributed to all staff prior to the beginning of each school year and to all parents upon enrollment of their child each year using the student handbook. The school council shall automatically adopt any subsequent amendments to the code by the local board of education. This school council policy shall also be consistent with the School Safety Plan and the applicable indicator from the Standards and Indicators for School Improvement.

The school shall consider discipline and classroom management as a means of causing acceptable behavior or as a means of changing unacceptable behavior. The school council shall approve only those discipline and classroom management provisions that are consistent with this philosophy.

Every teacher will:

- Establish specific standards of conduct for his/her own classroom and post them in their room.
- Teach the MERCER expectations to all students and go over them again after all extended breaks.
- Teach those standards to students during their first two weeks in that room.
- Explain the standards to students who join the class after the first two weeks are over.

Our school will maintain an up-to-date school safety plan under the guidance of the District Safe Schools Coordinator and MCSHS administration. This plan will address issues identified by our stakeholders and issues required by law.

Our Council will review the implementation and impact status of the school handbook/code of conduct twice a year, on a schedule established at the first Council meeting each year. Each check will include:

- Reviewing overall trends in student disciplinary referrals and consequences.
- Reviewing trends disaggregated by gender, race, disability and participation in free and reduced price lunch.
- Reviewing the status of each activity that should be started or completed by this time.
- Identifying any adjustments needed in the plan to ensure full progress toward the school's goal.

We will review our safety plan during the school year.

Approved: _____ Chairperson: _____

Upcoming Dates

January 23	SBDM
January 25	Club Day
January 26	Scholarship Shoppe 10:00 am
January 28	Winter Homecoming Dance 8:00 pm
February 9	Titans on Track - Scheduling Night 6:00 pm
February 11	ACT
February 20	President's Day - No School
February 21	Board meeting 5:30 pm
February 22	Club Day
February 22	Blood Drive
February 24	Talent Show 7:00 pm
February 27	SBDM 4:00 pm
March 7	11th Grade ACT
March 17	Staff Professional Day - No School
March 20	SBDM 4:00 pm
March 20-31	End of Program Testing window
March 21	Board meeting 5:30 pm
April 3-7	Spring Break
April 11-12	CERT Testing
April 15	ACT
April 17	SBDM 4:00 pm
April 18	Board meeting 5:30 pm
April 19	Blood Drive
April 26	Club Day
April 29	Prom 8:00 pm
May 15	SBDM 4:00 pm
May 16	Board meeting 5:30 pm