

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

January 22, 2024

3:30 pm

Members:

Spencer Tatum, Principal & Chair
Ekambaram Elumalai, Teacher Representative
Kendra Rowland, Teacher Representative
Andrew Ashford, Teacher Representative
Todd Davis, Parent Representative
Jessica Sanders, 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

- Proposed new courses for 2024-25
- 2024-25 Course Description Book
- Committee policy review
- Planning policy review
- Curriculum policy review
- Discipline and Classroom Management policy review
- Instructional Practices policy review
- Enhancing Student Achievement policy 2nd reading
- Staff Time Assignment policy 2nd reading
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

***Mercer County Senior High
SBDM Council
Regular Monthly Meeting
December 11th, 2023 - Draft Minutes***

The meeting was called to order by Mr. Tatum at 3:33 p.m. in the conference room #111. The following members of the council were in attendance:

Present : Spencer Tatum, Principal Kendra Rowland, Teacher Ekambaram Elumalai, Teacher Jessica Sanders, Parent Mike Floro, SBDM Secretary	Absent: Todd Davis, Parent
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Agenda Approval

Motion to accept: K. Rowland, second by Dr. Eka
Motion was approved by consensus.

Minutes Approval

November Minutes were reviewed by the council.

Motion to accept: Dr. Eka, second by K. Rowland
Motion was approved by consensus.

Good News Report

- Kendra Rowland was selected as "Teacher of the Month" by the student body.
- Football team ended their season with a 10-2 record.
- Gage Bennett, Byron Collier, Ashton Drakeford, JJ Goodman, Denim Griffieth, Kingston Mays, Thaddeus Mays, Gavin Rodriguez, and Landon Yates were named to the Football All-District team.
- Craig Yest was named the Advocate Messenger Area "Coach of the Year".
- Thaddeus Mays, Ashton Drakeford, Byron Collier, Gavin Rodriguez, Kingston Mays, and Cameron Bottoms were named to the Advocate Messenger All Area team.
- Landon Howard and Nyla Gray were selected to the Kentucky All-State Choir.
- We had 22 students attend the Kentucky Youth Assembly meeting and they had a very successful trip. The delegation was named Outstanding Delegation and also won the Outstanding Bill Packet Award out of 46 schools. They were also awarded the distinction of being named a Premier Delegation.
- Ashley Howard brought home the award for Outstanding Media Corps and an Outstanding Delegate award.
- Logan Yates, Hope Reynolds, Will Dean, and Emily Ayala's bill was awarded the #1 bill out of all of the bills (44 Bluegrass bills and 49 Commonwealth bills).
- The Titan Singers had their Winter Concert on December 1st.
- Retail marketing and business students had their Entrepreneur Fair on December 1st and it was a huge success.
- The drama program presented their Christmas show "A Seussified Christmas Carol" the weekend of December 8-9.

Monthly Reports

Behavior:

- PBIS data and charts were presented (see SBDM packet). Data shows 405 total referrals (major and minor) from the start of school through 12/6/23. There were 290 majors and 115 minors. 9th grade had 166 referrals, 10th grade had 133 referrals, 11th grade had 71 referral, and 12th grade had 35 referrals.

Academic:

- 12/9: MCSHS gave the Saturday ACT to approximately 30 students
- Semester Exams are 12/18 through 12/20.
- There were 15 students who received industry certification through Trailblazer: 4 in Welding and 11 in Automotives.

Budget:

- Section 6 - \$46,769.14
- District Activity Accounts - \$409,122.00
- Student Activity Accounts - \$49,871.00

Staffing Update:

- No Staffing Update for this month

Old Business

None

New Business

- Mr. Tatum present a series of KSA data charts and graphs created for MCSHS by KASC (see attached SBDM packet for specifics)
- Mr. Tatum presented and discussed the 2023-24 Comprehensive School Improvement Plan (CSIP). He discussed with the council the 7 main goals that are required in the CSIP.

Policy Updates

Alignment with State Standards - *2nd Reading*

- No Changes

Motion to accept: K. Rowland, seconded by Dr. Eka

Motion was approved by consensus

Advanced Placement / Dual Credit Courses - *2nd Reading*

- No Changes

Motion to accept: Dr. Eka, seconded by A. Ashford

Motion was approved by consensus

Program Appraisal - *2nd Reading*

- No Changes

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

Motion was approved by consensus

Schedule of School Day - *2nd Reading*

- No Changes

Motion to accept: K. Rowland, seconded by Dr. Eka

Motion was approved by consensus

School Space - *2nd Reading*

- No Changes

Motion to accept: K. Rowland, seconded by A. Ashford

Motion was approved by consensus

Student Assignment - *2nd Reading*

- No Changes

Motion to accept: K. Rowland, seconded by Dr. Eka

Motion was approved by consensus

Enhancing Student Achievement - *1st Reading*

- No Changes

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

Motion was approved by consensus

Staff Time Assignment - *1st Reading*

- No Changes

Motion to accept: A. Ashford, seconded by Dr. Eka

Motion was approved by consensus

Upcoming dates/events:

Dec. 7-9	Christmas Drama Production (A Seussified Christmas)
Dec. 9	ACT
Dec. 11	SBDM 3:30 pm
Dec. 12	Board meeting 5:30 pm
Dec. 14	Winter Band concert 7:00 pm
Dec. 15	PBIS Rewards Day
Dec. 20	Staff breakfast 7:30 am
Dec. 20	Early dismissal 12:45 pm
Dec. 21-Jan. 3	Christmas Break
Jan. 3	Teacher Plan Day
Jan. 9-10	CERT Testing
Jan. 12	Winter Homecoming basketball game
Jan. 13	Winter Homecoming Dance 8:00 - 11:00 pm
Jan. 15	MLK Day - No School
Jan. 16	Board meeting 5:30 pm

Jan. 22	SBDM 3:30 pm
Jan. 24	Club Day
Jan. 29	Senior Parent Night/FAFSA Night 6:00 pm
Feb. 10	ACT
Feb. 19	President's Day (potential makeup day)
Feb. 21	Club Day
Feb. 21	Blood Drive
Feb. 26	SBDM 3:30
Mar. 12	Junior ACT Day
Mar. 18-29	EOP Testing window
April 1-5	Spring Break
April 13	ACT
April 13	Prom 8:00 - 11:00 pm
April 16-17	CERT Testing
April 17	Club Day
April 24-28	Spring Musical (Anastasia)

Public Comments

None

The next regular monthly meeting will be January 22nd at 3:30 p.m in the conference room #111. The SBDM council was adjourned at 4:13 p.m. The motion was made by K. Rowland and seconded by J. Sanders. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – January 22, 2024

- Kristy Drakeford was selected as “Teacher of the Month” by the student body.
- Anne Whitenack was selected as the “Superior Titan” for the month of January by the faculty.
- The band had a successful Winter Concert in December.
- Haylee Ransdell signed to play softball at Asbury University.
- Lydia Salters was selected as the school winner of the Mercer County Conservation Essay contest. Kylie Mobley finished second and Raegan Daniels finished third.
- The National Honor Society held a “Candy Gram” fundraiser and raised \$600 to buy gifts and groceries for Christmas for a few Harrodsburg families through the Harrodsburg Herald’s “Love Tree” program.
- Trevor Ellis recently went over the 1000 point mark and 500 rebound mark in boys basketball. He also recently set the school record for rebounds in a game with 21.
- Homecoming week was January 8-12 and Owen Barnes was crowned Homecoming King and Anna Kate Drakeford was crowned as Homecoming Queen.
- Archery team came in 1st place in their home tournament on January 8th. Tyler Middleton took 1st place, Paige Bedard (2nd), Rylan Gencoe (3rd), and Landon McRay (5th).
- Hailey Langford had the winning t-shirt design for the Martin Luther King, Jr. event.

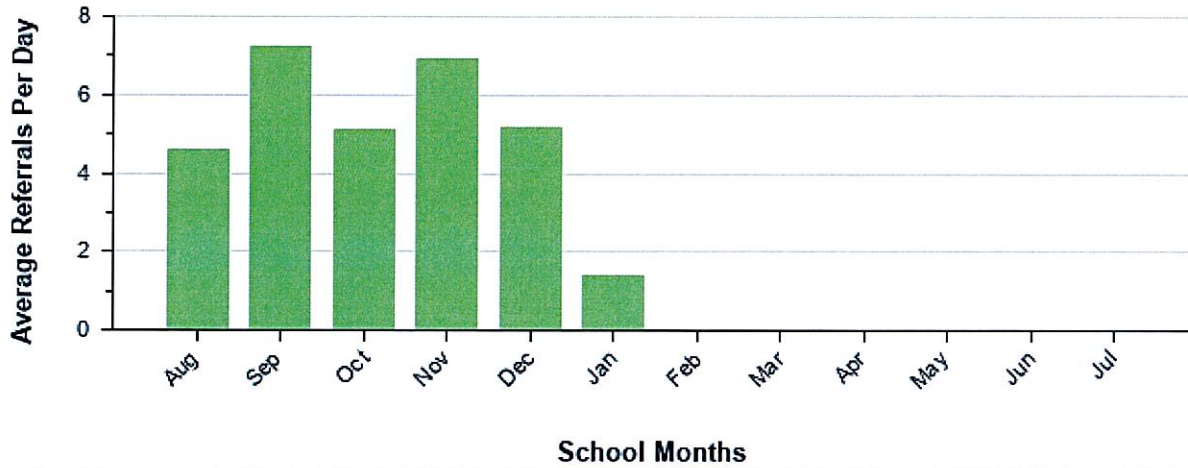


School Summary
2023-24

Outcome: All Referrals

Average Referrals Per Day Per Month

All, 2023-24

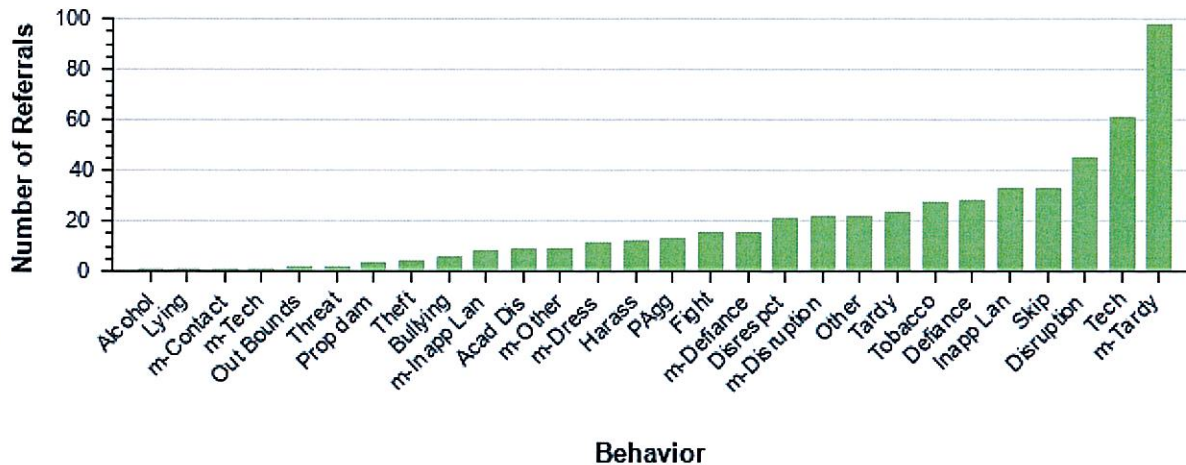


Data Table

Year	Month	Days Count	Referral Count	Referrals/School Day
2023	August	17	78	4.59
2023	September	19	137	7.21
2023	October	17	87	5.12
2023	November	19	131	6.89
2023	December	13	67	5.15
2024	January	19	26	1.37
2024	February	20	0	0.00
2024	March	21	0	0.00
2024	April	16	0	0.00
2024	May	10	0	0.00
2024	June	0	0	0.00
2024	July	0	0	0.00
Totals:		171	526	2.53

Referrals by Behavior

All, Aug 1, 2023 - Jul 31, 2024



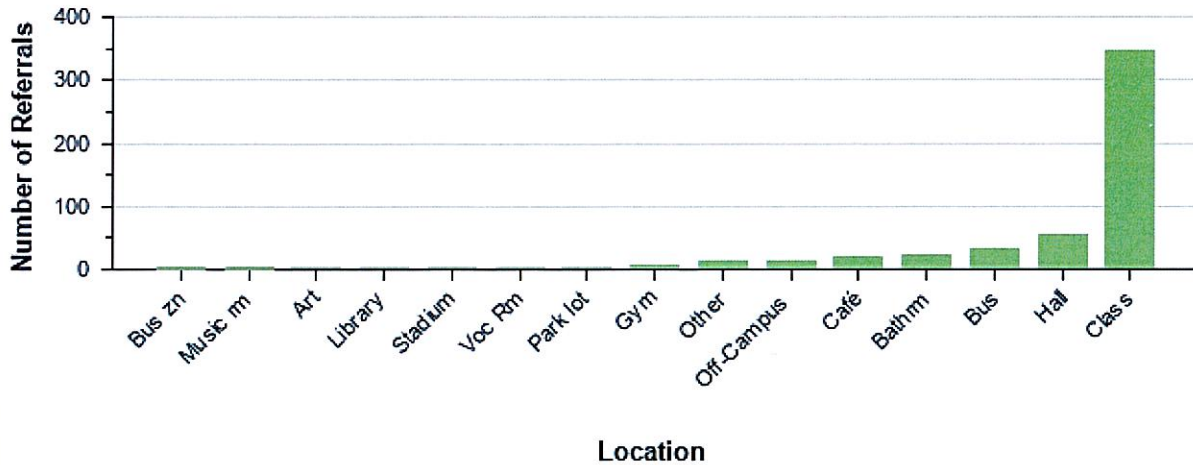
Behavior

Data Table

Behavior	Frequency	Proportion	Additional Frequency
Use/Possession of Alcohol	1	0.19%	0
Lying	1	0.19%	0
Staff-managed (minor) - Physical Contact/Physical Aggression	1	0.19%	0
Staff-managed (minor) - Technology Violation	1	0.19%	0
Inappropriate Location/Out of Bounds Area	2	0.38%	0
Threatening Behavior	2	0.38%	0
Property Damage/Vandalism	3	0.57%	0
Theft	4	0.76%	0
Bullying	6	1.14%	0
Staff-managed (minor) - Inappropriate Language	8	1.52%	0
Academic Dishonesty	9	1.71%	0
Staff-managed (minor) - Other	9	1.71%	0
Staff-managed (minor) - Dress Code Violation	11	2.09%	0
Harassment	12	2.28%	0
Physical Aggression	13	2.47%	0
Fighting	15	2.85%	0
Staff-managed (minor) - Defiance/Insubordination/Non-compliance	15	2.85%	0
Disrespect	21	3.99%	0
Staff-managed (minor) - Disruption	22	4.18%	0
Other Behavior	22	4.18%	0
Tardy	23	4.37%	0
Use/Possession of Tobacco/Nicotine	27	5.13%	0
Defiance/Insubordination/Non-Compliance	28	5.32%	0
Abusive Language/Inappropriate Language/Profanity	33	6.27%	0
Skip Class	33	6.27%	0
Disruption	45	8.56%	0
Technology Violation	61	11.60%	0
Staff-managed (minor) - Tardy	98	18.63%	0
Totals:	526	100%	0

Referrals by Location

All, Aug 1, 2023 - Jul 31, 2024

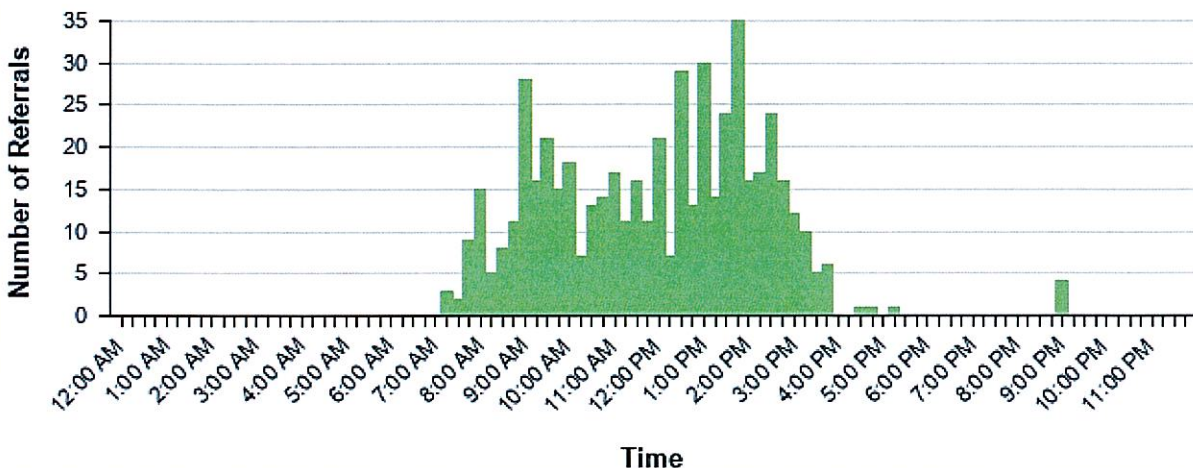


Data Table

Location	Frequency	Proportion
Bus Loading Zone	1	0.19%
Music Room	1	0.19%
Art Room	2	0.38%
Library	3	0.57%
Athletic Field/Stadium	3	0.57%
Vocational Room	3	0.57%
Parking Lot	4	0.76%
Gym	6	1.14%
Other/Unknown Location	12	2.28%
Off-Campus	13	2.47%
Cafeteria	19	3.61%
Bathroom/Restroom	24	4.56%
Bus	33	6.27%
Hallway/Breezeway	56	10.65%
Classroom	346	65.78%
Totals:	526	100%

Referrals by Time

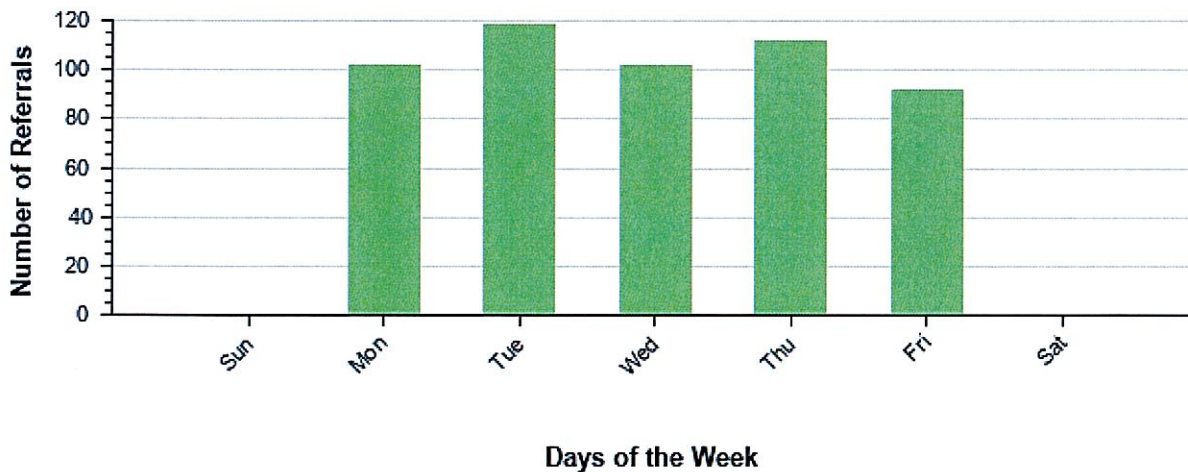
All, Aug 1, 2023 - Jul 31, 2024



2120253597	5	1.54%
2120412468	5	1.54%
2120353757	5	1.54%
2120477833	5	1.54%
2120100370	6	1.85%
2120878621	6	1.85%
2120949121	6	1.85%
2120412443	6	1.85%
2120207052	6	1.85%
2120412440	6	1.85%
2120506370	6	1.85%
2120182898	6	1.85%
1942426030	6	1.85%
2120160144	7	2.16%
2120868558	7	2.16%
2120189957	8	2.47%
2120206992	8	2.47%
2120412488	8	2.47%
2120411756	8	2.47%
2120349322	9	2.78%
2120624816	9	2.78%
2120227097	10	3.09%
2120259091	11	3.40%
2120129724	12	3.70%
2120182895	12	3.70%
2120449629	13	4.01%
2120437058	14	4.32%
Totals:	324	100%

Referrals by Day Of Week

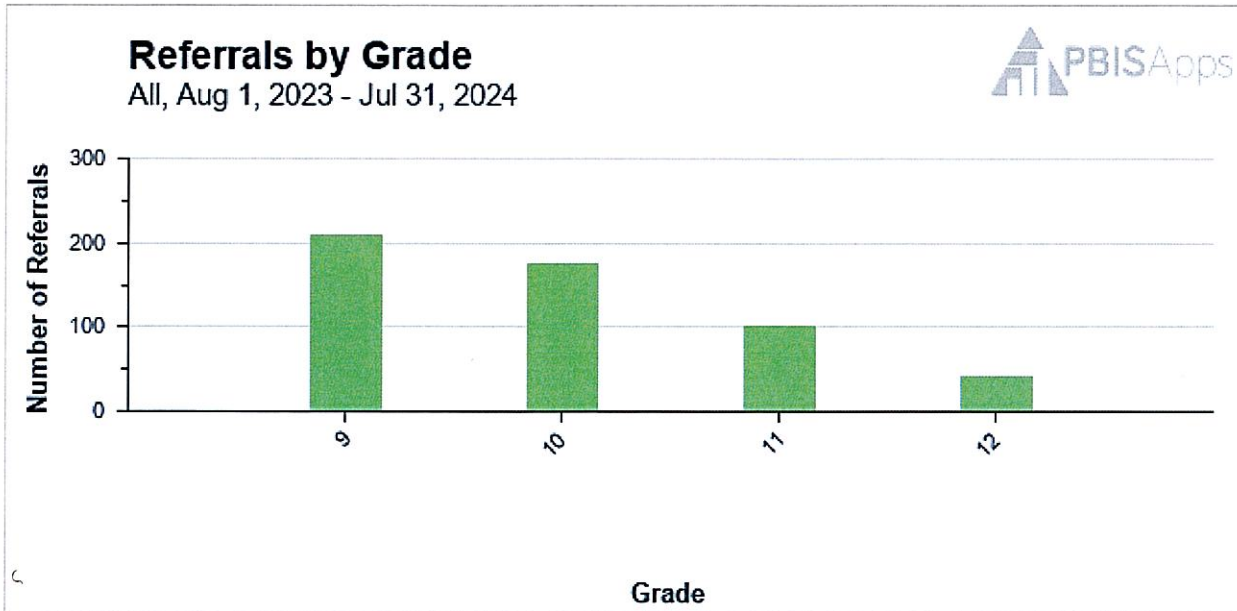
All, Aug 1, 2023 - Jul 31, 2024



Data Table

Day	Frequency	Proportion
Sunday	0	0.00%
Monday	102	19.39%
Tuesday	118	22.43%
Wednesday	102	19.39%
Thursday	112	21.29%
Totals:	526	100%

Friday	92	17.49%
Saturday	0	0.00%
Totals:	526	100%



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	210	39.92%
10	176	33.46%
11	100	19.01%
12	40	7.60%
Post 12	0	0.00%
Totals:	526	100%

Section 6 Accounts	2023-24	Balance as of January 17, 2024
Other Certified	425	335.00
Certified Substitute Salary	1,800	1,170
Employer Medicare Contribution	50	39.7
KTRS Employer Contribution	75	53.4
KSBA Unemployment Insurance	25	20.5
Registration Fees	3,500	2,671.00
Security Services		-483.60
Other Professional Services	500	30.00
Copier Rental	15,000	0.00
Postage & PO Box Rental	2,750	230.00
Telephone	1,750	650
Travel	3,500	1,954
General Supplies	50,000.00	14,011.00
Food Non Instructional Non Food Service		-102.96
Food Instructional Non Food Service		-90.63
Library Books (Library)	2,000	629.00
Supplementary Books/Study Guides	100	100.00
Computer Related Supplies	4,000	1,443
Health Supplies	324	0
Dues & Fees	2,500	36.38
Other Miscellaneous	23,054	182
Food Instructional Non Food Service	3,600	0
Other Repairs and Maintenance	160	-163.00
General Supplies (School supplies)	18,132	7,593.00
General Supplies (Custodial)	11,604	-13,112.00
TOTAL	144,849.00	17,197.00

<i>District Activity Accounts @ Central Office</i>	<i>Balance as of January 17, 2024</i>
Blood Center Scholarship	1,070.00
Destitute Senior	312.00
Class of 2027	4,294.00
Driver's Education	11,700.00
General Fund	16,377.00
Ag Shop	6,294.00
AP Exam	1,857.00
Art	710.00
Band	1,247.00
Chorus	52.00
Drama	14,040.00
English	7
Class of 2024	2,532.00
Foreign Language	579
Horticulture	37,303.00
Library Book Fair	711.00
Class of 2025	-1,810.00
Yearbook	2,637.00
Pictures	699.00
Senior Trip	55
Special Education	31
Summer School	12,462.00
Technology	3525
Class of 2026	2,523.00
Textbooks	1,159.00
College Tech Educational	1,153.00
Staff Fund	1,952.00
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	3,770.00
General Athletics	45,325.00
Archery	1,195.00
Baseball	503.00
Boys Basketball	1,309.00
Girls Basketball	730.00
Cheerleading	3,498.00
Cross Country	1,236.00
Dance	1,839.00
Football	3,721.00
Football Bowl Game	36,451.00
Football Supplemental	9,359.00
Golf	2,317.00
Boys Soccer	700.00
Girls Soccer	3,299.00
Softball	2,179.00
Boys Tennis	4,194.00
Girls Tennis	3,990.00
Track	2,960.00
Volleyball	475.00
Bass Fishing	3,049.00
Heart of the Bluegrass	16,094.00
Athletics Supplemental	1,773.00
Gate Receipts	64,446.00
Athletic Training	225.00
TOTAL	340,824.00

Student Activity Accounts @ Central Office**Balance as of January 17, 2024**

Thirst Club	24
Y-Club	-101.00
Fellowship of Christian Athletes	958
Unity Club	206
FCCLA	4,706.00
Engineering Club	684
Educator Rising	172
National Honor Society	1975
Spanish Club	967.00
Student Council	1903
Key Club	65
Envirothon Team	75
Book Club	639
Beta Scholarship	170
Academic Team	371
Band	0.00
Project Graduation	4,153.00
DECA Club	1,003.00
Board Game Club	328.00
Field Trips	91.00
Beta Club	1,590.00
FFA	25,496.00
School Store	202
Student Vending	674.00
Pep Club	656
Weightlifting	1334
Chess Club	721
TOTAL	49,070.00

New Course Offerings (24 - 25)

Course: Library Help Desk (CTE course)

Teacher: K. Drakeford

Available To: 9th - 12th grade students

Description: This course introduces a variety of tools and techniques to provide user support in help desk operations. The course explores help desk concepts, customer service skills, troubleshooting problems, writing for end users, help desk operations and software, needs analysis, facilities management, and other topics related to end user support. Students spend at least 20 hours of programming and applying learned concepts through programming. Programming is defined, by the K-12 CS Framework, as the craft of analyzing problems and designing, writing, testing, and maintaining programs to solve them.

Course: Piano/Keyboarding

Teacher: E. Givens

Available To: 9th - 12th grade students

Description: Piano Keyboarding provides the opportunity to develop a working knowledge of the skill and techniques required to play the piano for the beginner, intermediate, or advanced student. Topics include music reading skills, correct keyboard fingering and technique, and general musicality. No previous experience at the piano keyboard is required. Students progress at their own pace with guidance from the instructor.

Course: Sculpture

Teacher: M. Ezell

Available To: 9th - 12th grade students

Description: This introductory course focuses on hand building 3 dimensional objects by using a variety of media. Students will produce appropriate sculptures (cardboard, wire, soap, book, etc.) with the inclusion of art history and appreciation.

Course: Integrated Health/PE Class

Teacher: G. Hall

Available To: 9th - 12th grade students

Description: This will be a physical education class that will be offered to special education students with a special focus on alternate assessment targets and the Kentucky Employability and Foundational Academic Standards. This course will address physical and motor fitness, fundamental motor skills and patterns and include lifetime leisure sports, individual sports and team sports. Career opportunities in the health and recreation field are also explored. Improvement of overall good health through healthy choice-making is the primary focus of the course. All materials and activities presented are differentiated to meet individual student needs.

Course: Dramatic Literature

Teacher: S. Shepherd

Available To: 11th & 12th grade students

Description: This course will utilize plays and other dramatic literature to explore historical, cultural, and social trends through various literary periods/movements.

Course: Public Speaking

Teacher: S. Shepherd

Available To: 11th & 12th grade students

Description: This course will focus on the analysis and application of rhetorical skills in writing, reading, and oration.

Course: Poetry and SongWriting

Teacher: I. Mitchell

Available To: 11th & 12th grade students

Description: This course will differ from Creative Writing in that it will focus exclusively on the reading and creation of lyrical texts. Students will engage with traditional poetry/songs, contemporary works and examine the historical, cultural, and social significance of lyrical texts.

Course: Practical Writing/Reading

Teacher: I. Mitchell

Available To: 11th & 12th grade students

Description: This course will require students to engage with writing and reading that they are likely to encounter in their everyday lives. Examples of these texts include the following: Applications, Cover Letters, Emails, Advertisements, Contracts...

Course: Advanced Placement (AP) Literature

Teacher: T. Mastin

Available To: 12th grade students

Description: This course will engage students in the careful reading and critical analysis of British and World literature, with inclusion of some American writers in preparation for the AP exam. Students will pursue an intensive study of works from various genres and periods, concentrating on works of literary merit appropriate for the AP exam. Writing will be an integral part of the course, with a focus on exposition, and some creative writing. As writers, students will be expected to develop stylistic maturity; students must also contribute to frequent class discussions in a meaningful, engaged manner.

Course: Advanced Floral Design (Offered in the Spring)

Teacher: K. Rowland

Available To: 10th - 12th grade students

Prerequisite: Floral Design

Description: Instruction in the horticulture industry focuses on floral design and plant concepts. The material includes floriculture plant and tool identification and floral design principles. Arrangements will include, but are not limited to, round and horizontal centerpieces, holiday-themed arrangements, such as carved pumpkin arrangements, wreaths, window swags and projects including unconventional materials. Container gardening and other plant concepts will be introduced. Wedding and Prom flowers will be covered and potentially created.

COMMITTEE POLICY

LEADERSHIP TEAM/AD HOC COMMITTEES

As needed, the Council may approve ad hoc committees to help address needs as identified by the Council. The School Leadership team, which is composed of members of the Math department, English department, Science department, Social Studies department, Career and Technical Education department, Fine Arts department, Special Education department, and head grade level advisors, will serve as the primary group to address needs in the high school.

There are also three additional Multi-tiered Systems of Support committees that meet monthly. These committees have representation from every department and every staff member is assigned to either the Instructional committee, Procedural committee, or PBIS committee.

For these ad hoc committees, the Council will identify the specific topic to be addressed.

The principal (or principal's designee) will invite persons to serve on the ad hoc committee and will also designate a committee member to convene the committee for its first meeting.

Ad hoc committees automatically dissolve when they have completed their tasks.

OPERATING RULES FOR ALL COMMITTEES

All committees established by the SBDM Council are public agencies subject to Kentucky's Open Meetings Law. To comply with that law, each committee must:

- Establish a regular meeting schedule at its first meeting of each school year and make that schedule available to the public by posting it in a place convenient to the public.
- Hold meetings that are not on the regular schedule only after following these special meeting procedures:
 - The committee chair or a majority of members decide the date, time, place, and agenda.
 - Those who make the decision put the date, time, place, and agenda in a written notice, which they must post in a place convenient to the public at least 24 hours before the meeting.
 - Notice of a special meeting must be hand-delivered, faxed, or mailed to all members of the committee early enough so that they will receive it 24 hours before the meeting. E-mail cannot be used to deliver these notices.
 - If any media organization has asked for notice of special meetings, those calling the meeting must hand-deliver, fax, or mail copies of the written notice to the agency requesting the notice so that they will receive it 24 hours before the meeting. E-mail cannot be used to deliver these notices.
- Take minutes of the actions and decisions at every meeting.
- Review the minutes of each meeting and approve them at the very next meeting, after deciding on any needed correction.
- Make committee minutes for each meeting available to the Council and to any interested party, after final approval of the minutes.

POLICY EVALUATION

This policy will be evaluated by the SBDM Council 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 _____

PLANNING POLICY

PLAN DEVELOPMENT/REVISION

In the fall of each year we will use the planning process recommended by the Kentucky Department of Education to revise our on-going Comprehensive School Improvement Plan (CSIP) by:

- Analyzing our state assessment results and conducting needs assessments.
- Identifying new and/or continuing priority needs and the causes that created the needs.
- Setting goals for removing the needs and objectives for tackling each cause.
- Selecting strategies and activities for reaching each objective and committing responsible persons, timetables, and needed funding to implement those strategies and activities.
- Selecting measures that will show strategies are being implemented and progress is being made in student performance.
- Developing a written plan using a clear, concise component format to communicate the above.
- Obtaining widespread input from our school community and then adopting the components after considering and responding to that input.

At the October meeting of the SBDM Council each year, a timetable for the steps above will be set by the council that also includes:

- Process guidelines explaining how the work will be done and how the Council will learn about it.
- Participation guidelines explaining how parents, classified staff and other interested parties representing the diversity of our community will be involved.
- Guidelines explaining how each group of participants will learn about their roles.

The Council will review the timeline, revise it if necessary, and approve it as a statement of how the school will conduct its planning. The Leadership Team will then implement the process according to the timeline, reporting to the Council at each regular meeting on their progress.

ADDRESSING ACHIEVEMENT GAPS

Starting in the fall of every year, we will revise our plan to address substantive achievement gaps, using these steps:

- Identifying substantive gaps and working with the superintendent to set targets for reducing each substantive gap. This step will be completed no later than December 31st.
- Reviewing and if necessary revise our long-term time schedule for eliminating all the substantive gaps.
- Revising or completing a new CSIP to fully support reducing any identified substantive gaps.
- Holding a public meeting to present the school draft CSIP for input and then adopt the plan no later than December 31st of each year.

IMPLEMENTATION AND IMPACT OF PLAN

To make sure our CSIP is on track and making a difference:

- The SBDM Council will set a schedule for two implementation and impact checks during the next year and will review the data for those checks during regularly scheduled meetings and identify any needed adjustments to keep the plan on track.
- These dates will be prior to required district board meetings reports during the year.

- The Council will stay informed by receiving regular reports from the Leadership Team concerning upcoming work needed to carry out the Plan during the coming month(s).

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: _____

CURRICULUM POLICY

The School Based Decision Making Council at Mercer County Senior High School shall adopt the curriculum of the Mercer County Board of Education as the curriculum that shall be implemented at the school. It is our opinion that this curriculum is aligned with state standards and is appropriate for our instructional needs. Subsequent amendments to the curriculum by the Mercer County Board of Education shall become effective immediately upon approval by the Board. This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for School Improvement.

Our school curriculum shall:

1. Help all students to master all of Kentucky's Core Content
2. Reflect the strategies adopted in our Comprehensive School Improvement Plan
3. Implement the Kentucky Program of Studies
4. Be developed by faculty members that report to the principal on their work

The principal shall oversee implementation of this policy.

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. The students will adhere to the standards set forth in the MCSHS student handbook, which will include addressing bullying/harassment that aligns with district policies. The district code of conduct/school handbook will address student, parent, teacher, counselor, and principal responsibilities regarding discipline and school safety.

Every teacher will:

- Establish specific standards of conduct for his/her own classroom and post them in their room.
- Teach the MCSH 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: _____

INSTRUCTIONAL PRACTICES POLICY

Instructional practices used in the classroom will be based on quality research and evidence. Any resolution of issues would be resolved with the criteria of this policy.

The three characteristics guide the following work:

- council, administration, and department planning of specific expectations
- teacher/staff planning and implementation of instructional practices
- discussions of issues regarding instructional practices

1. Positive Learning Culture

- an environment of respect and rapport; teacher-student and student-student
- belief in the ability of every student to learn and achieve
- dedication to the learning opportunities and support needed for each student to learn
- staff are provided with continuing education (professional development) opportunities to facilitate best instructional practices

2. Understanding of the Science of Learning

- recognition and response to individual needs, interests, and cultural heritage
- activities, lessons, and assessments are congruent with the Kentucky Academic Standards
- student understanding of the expectations for learning
- students are actively and intellectually engaged in learning
- teachers and students use questioning and discussion techniques
- monitoring of student learning with formative assessment and self-assessment
- feedback provided to students along with multiple opportunities to learn

3. Communication with Families

- information about the instructional program and ways to be engaged
- information about the child's strengths and areas for growth

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: _____

Upcoming Dates

Jan. 22	SBDM 3:30 pm
Jan. 24	Club Day
Jan. 27	Winter Dance 8:00 - 11:00 pm
Jan. 29	Senior Parent Night/FAFSA Night 6:00 pm
Feb. 10	ACT
Feb. 15	National Honor Society Induction ceremony 7:00 pm
Feb. 19	President's Day
Feb. 21	Club Day
Feb. 21	Blood Drive
Feb. 26	SBDM 3:30
Mar. 12	Junior ACT Day
Mar. 18-29	EOP Testing window
April 1-5	Spring Break
April 13	ACT
April 13	Prom 8:00 - 11:00 pm
April 16-17	CERT Testing
April 17	Club Day
April 24-28	Spring Musical (Anastasia)