

**Bryan Station Middle School
Site Based Decision Making Council
Policies
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BYLAWS

Bryan Station Middle School SCHOOL BASED DECISION MAKING COUNCIL (SBDM)

ARTICLE I STATEMENT OF PURPOSE

The SBDM Council of Bryan Station Middle School is the policy-making body for Bryan Station Middle School. Using a shared decision-making process the SBDM Council shall develop policies that foster partnerships with parents and the community that support the vision and mission of Bryan Station Middle School.

Vision: To instill PRIDE: P- Positive, R-Respectful, I-Integrity, D-Dedication, E-Excellence

Mission: To empower all students to reach their fullest potential and succeed in a diverse society through positive relationships and meaningful instruction.

ARTICLE II MEMBERSHIP

A. COMPOSITION

The Council shall consist of one administrator, three teacher members, and two parent members. The Council shall be expanded if no minority member is elected, as directed by KRS 160.345 (2).

B. QUALIFICATIONS FOR MEMBERSHIP

1. All Members

No one may serve on the Council who has a legal conflict of interest as defined by KRS Chapter 45A. Current and past council members who continue to meet the other requirements of this section are eligible to be elected to additional terms unless they are removed from office under the provisions stated in Section E, below.

2. Teacher Members

To serve as a teacher member of the council, one must hold a position at the school that requires a state certificate and is assigned to the school; one must also not hold the position of Principal or Associate Principal.

3. Parent Members

To serve as a parent member of the council, one must be the 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. The parent members shall have a child enrolled at Bryan Station Middle School during the term of council service. A parent member shall not be an employee at Bryan Station Middle School or a relative of a Bryan Station Middle School employee. Additionally, a parent member shall not be an employee who works at Fayette County Central Office or a relative of an employee who works at Fayette County Central

Office. Parent members shall not be a local school board member or the spouse of a local school board member. Relative shall mean: father, mother, brother, sister, husband, wife, son, daughter, uncle, aunt, son-in-law, and daughter-in-law.

4. **Minority Members**

Minority members must meet either the teacher or parent member qualifications and be American Indian; Alaskan native; African American; Hispanic, including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin; Pacific Islander; or other ethnic group under-represented in the school.

C. ELECTIONS

1. **Teacher Members**

Using the procedures adopted in the teacher election guidelines/procedures found in the teacher handbook, elections for teacher members to the SBDM Council will take place at a special called faculty meeting *no later than May 15th*. **(Date to be determined annually by the teacher election committee).**

2. **Parent Members**

Election of parent members shall be conducted by the Bryan Station Middle School Parent Teacher Student Association (PTSA) using a process determined by that organization. It is recommended that the PTSA follow the procedures set forth as follows:

The election will be held in April-May.

The Principal shall assist the Parent Teacher Student Association in alerting parents to the election schedule. Parent election shall be by the largest number of votes (plurality).

Nominations must be made in writing to the PTSA President no later than five (5) school days before the election.

3. **Additional Members**

Additional Minority Members.

In the event that the school has **8% or more minority student population** and after election process there is no minority member, additional members shall be elected as provided below.

Minority Parent Election.

The Principal shall notify all parents of an additional election.

Parents shall nominate and elect one additional parent minority member on a date set by the Principal.

Minority Teacher Election.

The Principal shall notify all teachers of their right to select one additional member to the council. If no minority teacher is willing to serve on the school council then the minority teacher member position remains vacant. If there are no minority teachers assigned to the school, then the teachers may elect a non-minority teacher member to this extra council seat. Teachers are allowed to select the voting method for this election. It is recommended that the teachers permit the Principal to set the date and time for a teachers meeting to elect an additional teacher member, following the appropriate procedures given in Section C(1) above.

D. STANDARDS OF CONDUCT FOR COUNCIL MEMBERSHIP

1. Attendance.

Members shall attend all council meetings. Members who are unable to attend a meeting shall only be excused if they notify the chair in advance. A member with three unexcused absences from regular meetings shall resign.

2. Conflict of Interest.

No member shall enter into any business dealings that creates a conflict of interest under KRS Chapter 45A, and any member who discovers the existence of such a conflict of interest shall resign.

3. Maintaining Membership.

Any member of the council who does not maintain his or her status as a qualified council member throughout their term (as outlined in this Article, Section B) must resign.

4. Improper Meeting.

No combination of four (4) members of the council shall meet to discuss council business without following the procedures for scheduling a meeting of the full council (as described in Article V below).

5. Criminal Conduct.

Any member of the council who is convicted of a misdemeanor or felony after his or her election to office shall be asked to resign. It will be up to the Commissioner of Education whether to seek removal if the person refuses to resign.

6. Non-Quorum Meetings.

A meeting of fewer than a quorum (as defined in Article VI, Section A) of council members is illegal if it is part of a series of meetings that together involve four or more members and the participants in that series of meetings intend to discuss or act on council business. This provision does not prohibit members from meeting to educate one another on a specific issue.

E. REMOVAL OF MEMBERS

Any member who has violated any of the Standards of Conduct and who does not submit a written resignation from the council shall be subject to removal using the procedures as outlined in KRS 160.347.

F. METHOD FOR FILLING VACANCIES ON THE COUNCIL

If a parent member of the council resigns or is removed from office, a special election shall be held not more than one month after the vacancy occurs, using the procedure stated in Section C above. The person elected in the special election shall serve for the remainder of the term of the person being replaced and shall be eligible for re-election to a full term. If a teacher member of the council resigns or is removed from office, a special election shall be held not more than one month after the vacancy occurs, using the procedures stated in Section C above.

G. TERMS

The term of parent members shall begin on July 1 and end on June 30 of the next year, and teacher members shall serve a two-year term beginning July 1, 2018. Between the date of election and July 1, members-elect are urged to attend all council meetings. Members are eligible for re-election to consecutive terms.

ARTICLE III
OFFICERS OF THE
COUNCIL

A. CHAIR

The Principal shall be the Chair of the Council. He or she shall have all the responsibilities specified in these Bylaws and shall also be responsible for maintaining a file of all correspondence addressed to the council.

B. CUSTODIAN OF RECORDS

The Principal shall also be the custodian of council records.

C. VICE-CHAIR

If the council is increased proportionately, the Associate Principal shall serve as Vice-Chair. The Vice-Chair shall preside at any Council meetings that the Principal is unable to attend.

D. SECRETARY

The Secretary shall be selected by the Council for each meeting. The Secretary does not have to be a member of the Council, but must be willing to perform the duties of the office. If the Secretary is not a member of the Council, he or she may be appointed by the principal. The Secretary shall perform the duties specified in Article VI. The Secretary shall not be the chair or vice- chair.

ARTICLE IV
FUNCTIONS

A. REQUIRED FUNCTION

The Council shall:

Determine, within the parameters of the total available funds, the number of persons to be employed in each job classification at the school.

2. Approve which textbooks shall be used in the school.
3. Approve which instructional materials shall be used at the school.
4. Determine what student support services shall be provided in the school.
5. Select a new Principal for the school, when that position becomes vacant, from a list of applicants recommended by the superintendent, or from additional names recommended by the superintendent at the council's request.
6. Consult with the Principal as outlined in Policy 10.01 before the Principal selects persons to be hired to fill other positions at the school.
7. Adopt policies to be implemented by the Principal in the following areas:
 - a. Determination of curriculum, including a needs assessment and curriculum development.
 - b. Assignment of all instructional and non-instructional staff.
 - c. Assignment of students to classes and programs within the school.
 - d. 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.
 - e. Determination of use of school space during the school day and assignments of classrooms will be determined and administered by the Principal and Associate Principal and their decisions shall be deemed final.
 - f. Planning and resolution of issues regarding instructional practices.
 - g. Selection and implementation of discipline and classroom management techniques, including responsibilities of the student, parent, teacher, counselor, and Principal.
 - h. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications, attendance requirements, program evaluations and supervision
 - i. Procedures for determining alignment with state standards, technology utilization, and program appraisal. Council policy on this issue must be consistent with District Board Policy.
 - j. Facilitate the participation of interested persons on School Council established committees.
 - k. Selection of personnel, including selection of personnel when members of the council are
not available for consultation.
 - l. Other issues necessary to provide an environment to enhance student achievement and meet the goals established by KRS 156.645 and 6451. (If the council makes a

policy that fits this area, but not any of the areas listed in (a)-(k) above, that policy must be consistent with district board policy).

8. Approve the use of professional development funds allocated to the school.
9. Encourage parent, citizen and community participation in Council meetings and school activities and shall cooperate with independent school groups, such as boosters and parent organizations, to assist them in their service to the school. In addition to professional participation directed by statute, parents of students in the school, classified staff of the school, and students of the school may be members of committees established by the Bryan Station Middle School SBDM Council. Each committee will make a strong effort to ensure minority participation.
10. Shall encourage and implement guidelines that would show a strong commitment to Multi- Cultural Education.

B. DISALLOWED ACTIVITIES

The council shall not:

1. Recommend the transfer or dismissal of any member of the school staff.
2. Violate the law.
3. Take any action that risks the health or safety of a student, staff or others.
4. Take any action that exposes the council or the district to unreasonable risk of legal liability
5. Authorize any purchase that exceeds the financial resources available to it.
6. Take any action that violates contractual obligations already made by the district to personnel and other providers of goods and services.
7. Exceed the functions listed in Section A above.
8. Discuss or evaluate individual teachers or staff performance.

ARTICLE V **SCHEDULE OF** **MEETINGS**

A. REGULAR MEETINGS

Each year, at its first meeting of the new term, the council will determine its regular meeting schedule. Exceptions to this shall be published as required by the Open Meetings Law. If the date falls on a school holiday, it will be rescheduled. If school is called off because of poor weather, or for whatever reason, on the day of a scheduled SBDM Council meeting, the meeting date will be moved to the next Wednesday when school is in session.

B. SPECIAL MEETINGS

If the council needs to meet before its next regular meeting, the Principal may call a special meeting. A special meeting may be called by a majority of the members of the council contacting the chair to call the meeting. Once this decision is made to call a special meeting, the following steps must be taken:

1. Written Notice Contents. The chair must prepare and sign a written notice that states the date, time, and place of the special meeting and the agenda for the meeting. Issues not listed on that agenda cannot legally be discussed at that special meeting.
2. Delivery of Notice. The chair must arrange for the notice to be delivered to every council member and to any media organization that has asked to be notified of council meetings. The delivery can be made by hand, facsimile machine, electronic mail, or postal mail, but the method must be one that allows the notice to arrive at least twenty-four (24) hours before the time set for the meeting.
3. Posting of Notice. The notice must be posted conspicuously in the front foyer of the school, and also at the building where the meeting will be held if the meeting will not be held at the school. These copies must be posted as soon as possible after the meeting is called and definitely not less than twenty-four (24) hours before the meeting will be held.
4. Emergency Meetings. Emergency meetings shall be called in compliance with KRS 61.823 (5).

ARTICLE VI
CONDUCT OF
MEETINGS

A. QUORUM

A quorum is a majority of the members of the council (half the members plus one), including at least one parent member, one teacher member, and one administrator, for the council to meet. No council business shall be discussed or conducted unless a quorum of council members is present.

B. ATTENDANCE AT MEETINGS

Anyone who wants to attend a council meeting may do so, except for those portions that are conducted as a closed session.

C. CLOSED SESSION

Council meetings are open to the public and all interested persons can attend, except for those portions that are conducted as closed sessions. A closed session is a portion of a regular or special meeting of the council during which the council members meet in private.

The council may meet in closed session for the following reasons:

1. To discuss proposed or pending litigation by or against the council; or
2. To discuss candidates for a Principal vacancy or conduct consultation in filling other vacancies.

The procedures for operating in a closed session are as follows:

1. Announcement of Contents. An announcement must be made in open session. The announcement shall state that the council needs to discuss business involving a topic that the law allows to be discussed in closed session. The announcement must state the general nature of business that needs to be discussed in closed session and identify the specific section of the

law that allows the session to be closed.

2. Motion. A motion must be made and passed by a majority of the members present to go into closed session to discuss that business. During the closed session, only the business stated in the announcement can be discussed, and no final decision can be made. After full discussion, the council must return to open meeting and make any official decision needed on the matter, and the decision must be recorded in the minutes of the open session.

D. MATERIALS TO BE BROUGHT TO COUNCIL MEETINGS

1. The Principal shall bring:
 - A. items submitted for inclusion on the agenda, and
 - B. correspondence addressed to the council that he/she has received.
2. The Secretary shall bring the binder he or she maintains that holds copies of the council's bylaws, policies, annual budget, monthly spending reports, and minutes.

E. AGENDA

1. Preliminary.

Anyone may submit items for inclusion on the SBDM Agenda Form to the Principal at least eight (8) working days before the council meeting. The Principal shall maintain a complete file of these items. Accompanying materials such as handouts, etc. should be included with the items submitted, as well as the estimated time needed. The SBDM Council shall screen, build, prepare and post a preliminary agenda for the council meeting. The preliminary agenda will be posted in the school lobby so the parent body may be informed and will serve as notification of accepted items. The agenda shall include all items that the SBDM Council believes need council attention at the session, and a list of all other items submitted. That agenda shall include review of the minutes of the previous meeting. The preliminary agenda shall be posted in the lobby and copies shall be e-mailed to each member of the council.

2. Final.

Setting the final agenda shall be the first order of business at each council meeting. At special meetings, only the items listed in the notice of the meeting, described in Article V, Section B above, can be considered.

F. DISCUSSION OF AGENDA ITEMS

Each item on the agenda shall be fully discussed by the council before any decisions are made. Non-council members shall be provided an opportunity to discuss issues under consideration by the following procedures:

1. A sign-in sheet shall be available at the beginning of each meeting for interested parties to indicate their interest in speaking on an issue.
2. The issue shall be presented for consideration.
3. Public participation will be held at the end of each meeting.
4. The Chair shall monitor input/time limitation and call on speakers from the sign-in sheet.
5. The council shall have discussion of the issue and attempt to reach a consensus decision.
6. The Chairman of the Council shall be responsible for having the Sign-In Sheet available at

each meeting.

G. CONSENSUS DECISIONS

The Council shall operate by the consensus procedure stated in this paragraph. After discussion of each issue, the chair, or any member of the council, may suggest the presence of consensus. The person making the suggestion shall explain what he or she thinks the consensus is. The Chair shall then ask whether any member has any significant disagreement with that statement. If there is no disagreement, then the decision shall be deemed made. If any member disagrees, the discussion shall continue until a suggestion of consensus is made that draws no disagreement, or until a third suggestion of consensus fails.

H. FAILURE TO REACH CONSENSUS

When the third suggestion of consensus fails, the Chair shall direct that the issue be taken up again at the next meeting, unless one of the following applies:

1. If the issue is the selection of a new Principal, the council shall vote and if any candidate receives at least three (3) votes, that person shall be selected.
2. If the issue is council consultation about the selection of persons to fill other positions, each member shall state his/her judgment on the matter and the Principal shall make the final selection.
3. A majority vote of those present shall be taken if the issue meets all of the following standards:
 - A. It involves the number of persons to be employed, the textbooks to be acquired, the budget for or purchase of instructional materials, or the budget for the purchase of student support services.
 - B. A governmental entity or the District Board of Education has set a deadline for making the decision, and
 - C. The deadline will occur before the next regular meeting of the council, and
 - D. The members of the council cannot agree by consensus to try to solve the question at a special meeting.
4. If, at a second meeting, a third suggestion of consensus on any issue fails, a majority vote shall be taken.

ARTICLE VII **MINUTES AND OTHER COUNCIL** **RECORDS**

A. MINUTES TO BE KEPT AND APPROVED

The Secretary shall keep minutes of each council meeting. The minutes shall state accurately each council action taken. If the action was to adopt a written statement of policy or a written statement of some other action, the entire text of that statement shall be attached to the minutes. The minutes

shall be reviewed and approved by the council at its next meeting. Immediately after the meeting at which they are reviewed and approved, any member of the public is entitled to inspect them.

B. DISTRIBUTION OF COUNCIL DOCUMENTS

The Secretary shall make copies of the council's by-laws, policies, annual budget, monthly operating reports, and minutes for distribution as follows:

1. One shall be given to the Principal.
2. Copies shall be distributed to council members.

C. OTHER COUNCIL RECORDS

If anyone asks to see council records that are not kept in the binder, the Principal, as official records custodian, shall reply to the applicant within three days as to when records shall be made available for inspection and shall give a legitimate reason if they are not immediately available.

D. FEES TO REPRODUCE RECORDS

If anyone asks to reproduce council records, a fee of ten cents (\$.10) per page may be charged. This fee reflects a reasonable portion of the actual cost of the machine making the copy, its maintenance, and its supplies. This fee cannot exceed these costs and not cover any part of the pay of the person making the copies.

ARTICLE VIII
AMENDMENT TO THE
BYLAWS

A. PROCEDURE

1. Proposed amendments to the bylaws must be submitted in writing to the council following the same procedure as regular agenda items.
2. The person(s) submitting the proposed amendment to the bylaw must be present at the council meeting to discuss the proposed amendment.

B. DECISION

1. At the first meeting, the council will have a discussion of the proposed amendment. The amendment will be placed on the agenda of the subsequent meeting.
2. At the second meeting, the council shall operate by the consensus procedure to determine whether or not to approve the amendment to the bylaw.
3. If, at the second meeting, consensus cannot be reached, a vote shall be taken concerning whether or not to approve the amendment to the bylaw. Four (4) affirmative votes shall

be required for the adoption of any amendment.

C. NOTIFICATION

Faculty, staff, and members of the community shall be notified by the Secretary of any approved amendments to the bylaws.

**ARTICLE
IX
APPEALS
PROCESS**

Appeals of school council decisions shall be governed by Board Policy 02.42411.

A. GROUNDS

Council actions may be appealed on the following grounds: arbitrariness, violation of district policy, action exceeding the authority of the council, or action unlawful under state or federal law.

B. REQUEST

1. Appeals from decisions of the council may be made by any resident, parent, student or employee of the district.
2. Prior to being appealed, the issue shall be presented in writing to the council for consideration.

C. SCHEDULE

1. Appeals for council reconsideration shall be delivered to the Principal who shall bring the matter before the council at its next meeting. If the matter is not satisfactorily resolved within five (5) school days from the date the issue is presented to the council, the appeal may be submitted in writing to the appropriate school-level director.
2. If, within five (5) school days after receiving the appeal, the school-level director has not been able to satisfactorily resolve the concern, a further appeal may be made in writing to the superintendent.
3. If, within ten (10) school days after receiving the appeal, the superintendent has not been able to satisfactorily resolve the concern, a further appeal may be made in writing to the Fayette County Board of Education. The Board shall act on the appeal within thirty (30) school days of the Board meeting when the appeal was made, if within the Board of Education's legal authority.

D. DECISION

The decision of the Fayette County Board of Education shall be final.

E. REPORT

A copy of the reply, and the appeal, shall be provided to the Middle School Director.

ARTICLE X
FISCAL MANAGEMENT

- A. The Principal shall share projected funding figures with the council at its first regular meeting following receipt of the information (spring of the year).
- B. The Principal and the budget committee shall prepare a proposed budget for all anticipated funds. All funds from the Board of Education shall meet all required accounting procedures.
- C. Upon receipt and presentation of the proposed budget, the council shall accept, reject, or amend the budget based upon need.
- D. A monthly report on all accounts shall be provided to the budget committee by the Principal showing beginning balance, amount budgeted, deposits, expenditures, and ending balance. The report(s) shall be reviewed by the budget committee and approved by the council.
- E. An annual audit of the school budget shall be conducted consistent with the School Districts auditing policies and procedures and the Kentucky Department of Education requirements.
- F. All school account records shall be open for inspection upon request with a twenty-four (24) hour notice.

ARTICLE XI
COMMITTEE
STRUCTURE

A. STANDING COMMITTEES

Standing committees shall be formed to aid the council as outlined in Committee Policy No. 12.00 Every effort shall be made to involve parents, certified and classified employees on committees.

ARTICLE XII
POLICY DEVELOPMENT AND
REVIEW

A. COUNCIL GOVERNANCE

All activities and decisions of the council shall be governed by the Bylaws and Policies set by the council. These shall include both operational and procedural as well as management functions allowed to the council by law.

B. ADOPTION

All policies shall require two readings before they are adopted. No policy shall be adopted at the meeting in which the policy is introduced. All operational and management function policies listed in this handbook shall be reviewed by the superintendent or his/her designees before they are adopted by council.

C. REVIEW & REVISION

All policies shall be reviewed annually by the council before October 1st. Any policies found to need revision shall be submitted as an agenda item using the SBDM Agenda Form and shall be revised at the next scheduled meeting. Revisions to existing policies shall not require a second reading.

D. CREATION OF POLICY

School policy can be written only by the Bryan Station Middle School SBDM Council. Recommendation for new policies or changes to existing policies may be made by any council committee, parent groups, or individuals. Recommendations must be submitted on an SBDM Agenda Form (available in the School Office). Acknowledgment of/action on the recommendation shall occur in a timely manner.

REVIEWED: 08/09/2015

Policy 1.00
Curriculum

REQUIRED LAW THAT THIS POLICY MEETS

KRS 160.345(2)(c) 1 The school council shall have the responsibility to set school policy consistent with district board policy which shall provide an environment to enhance the students' achievement and help the school meet the goals established by KEA 158.645 and 158.6451. The principal or head teacher shall be the primary administrator and the instructional leader of the school and with the assistance of the total school staff shall administer the policies established by the school council and local board.

POLICY

Curriculum Adoption

The Bryan Station Middle School SBDM council shall adopt the curriculum of the Fayette County Public Board of Education. The instructional leader(s) of Bryan Station Middle School shall monitor and ensure curriculum implementation at the school. The FCPS adopted curriculum is aligned with state standards, is age and developmentally appropriate for the students in our school, and meets our instructional needs. Subsequent amendments to the curriculum by the FCPS Board of Education shall become effective immediately upon approval by the Board.

Curriculum Revision

The SBDM Council will consider revisions to the curriculum when one or more of the following events occur:

- The state education organization modifies the goals, expectations, content, or program of studies
- District leaders modify FCPS curriculum documents
- The SBDM planning process identifies a need for adjustment
- A teacher or teachers at BSMS identifies a weakness or opportunity for improvement that needs to be addressed to ensure success for all students
- Other stakeholder input or data is sufficient to demonstrate a need for revision

REVISED: 5/13/2015

Revised: 7/13/2016

Revised: 2/1/2018

Policy 1.01 GRADING

POLICY

In order to focus on clear, consistent, and meaningful student learning, **all** teachers at Bryan Station Middle School will adhere to the following criteria for grading:

- All graded assignments will be entered into the gradebook in one of two weighted categories; Formative Assessment (60%) and Summative Assessment (40%).
- Within the Formative Assessment category, there will be a minimum of 8 graded assignments per grading period.
- Within the Summative Assessment category, there will be a minimum of 3 graded assessments per grading period.
- Assignments recorded in the gradebook must be aligned to standards.
- To minimize the negative effects of a zero, teachers will provide students with multiple opportunities to demonstrate mastery and record the highest grade in the gradebook.
- All teachers will update their gradebook in Infinite Campus weekly.

FORMATIVE ASSESSMENT - 60% (*assessment for learning*) - **8 graded assignment minimum per grading period**

Definition

Formative Assessment occurs regularly during learning activities and refers to a wide variety of methods used by teachers and students to conduct in-process evaluations of student comprehension, learning needs, and academic progress during a lesson, unit, or course. Formative assessment helps identify concepts that students are struggling to understand, skills they are having difficulty acquiring, or learning standards they have not yet achieved so that adjustments can be made to lessons, instructional techniques, and academic support. Formative Assessment provides opportunities for accurate, specific, and timely feedback.

Application

Formative Assessment includes any assignment that is completed by students for the purpose of guiding instruction; this includes, but is *not limited to*; writing drafts, notebooks, reading goals, exit slips, bell work, homework, and the process of a project.

SUMMATIVE ASSESSMENT - 40% (*assessment of learning*) - **2 graded assessment minimum per grading period**

Definition

Summative Assessment refers to various methods used to evaluate student learning, skill acquisition, and academic achievement. Summative Assessments are typically at the conclusion of a defined instructional period; the end of a project, unit, course, semester, program, or school year. Summative Assessments are used to determine whether students have learned what they were expected to learn.

Application

Summative Assessment includes anything completed by a student that does not guide instruction; this includes, but is *not limited to*; tests, final drafts of writing assignments, completed projects, and end of course assessments.

GRADING SCALE

- Bryan Station Middle School will follow the Fayette County Public Schools grading scale for all assignments and grade averaging.

ADOPTED: 09/09/2015

Revised: 7/13/2016

Revised: 2/1/2018

POLICY 1.02

STUDENT ACHIEVEMENT

REQUIRED LAW THAT THIS POLICY MEETS

KRS 160.345 (2) (i) 1 – Determination of curriculum, including needs assessment, curriculum development and responsibilities under KRS 158.6453(7).

PURPOSE

This purpose of this policy is to ensure that all students at Bryan Station Middle School have every opportunity to reach their fullest potential and succeed in a diverse society through positive relationships and meaningful instruction.

Policy

All teachers, counselors, and administrators shall adhere to the guidelines within this policy when a question arises about student achievement.

Make Up Work

All students with an excused or unexcused absence will, upon their return, have the number of days absent plus one day to make up missed work.

Course Failure

To ensure the academic success of each student, the following will apply to all students who receive a 64% or below on a quarter grading report:

- The course teacher shall make three (3) different authentic contact attempts before a score lower than 64% is recorded on a quarter grade report
 - Different authentic contacts may include but shall not be limited to:
 - E-mail
 - Signed grade sheet
 - Parent conference
 - Phone Call

- Home Visit
- In an effort to ensure that the school remains consistent, efficient, and transparent, ALL parent contact shall be documented within the PLP component of Infinite Campus.
- If a teacher fails to demonstrate that he or she has made 3 different authentic forms of parent contact, the student in question shall receive a 65% (D) for that quarter grading period.

Course Grade Recovery

In an effort to ensure the success of students who have failed a course for one quarter the following criteria will be used:

- In the instance of a student receiving a 64% or below in a non-exploratory class, that student may be eligible for Extended School Services to recover the grade for that particular class.
- Student eligibility for Extended School Services will be determined as approved annually as part of the ESS proposal.
- Each non-exploratory class shall have an option for remediation in the event that a student receives a 64% or below.

Promotion or Retention

To ensure a fair and equitable procedure for promotion or retention, the following guidelines will be used:

- Each student must pass all non-exploratory class with a year-long average of 65% or higher.
- Must pass all eight (8) exploratory sections with a combined year-long average of 65% or higher.

Summer School

Students who are unsuccessful in meeting the requirements for promotion as outlined in the Promotion or Retention section of this policy, summer school may be offered on a case by case basis using the following criteria:

- Summer school may be used to replace up to three (3) failing courses.
- Successful completion of a summer school course will change the grade for the students' year-long average in that subject area to a 65%.

- A student may not complete the same subject in summer school two consecutive years.

Credit Recovery

In the event that a student is retained, the principal shall reserve the right to initiate the development of an individual credit recovery plan using the following criteria:

- The plan must be developed within the first ten days of the school year.
- Plan shall only include non-exploratory classes.
- Multiple stakeholders shall be involved in the development of the plan (administration, counselors, teachers, parent/guardian, etc.)
- The student and their parent or guardian must attend a conference to review the plan and shall sign a contract accepting the terms of the individual credit recovery plan.

ADOPTED: 5/8/2013

Revised:

Policy 1.03 Math Placement

Policy

Bryan Station Middle School recognizes the need to have a math placement policy that addresses the diverse needs of our students. BSMS will adopt the following policy that complies with district, state and federal policies, statutes, and regulations.

Students will be assigned to math classes based on the following criteria based upon:

- Geometry
 - Student enrollment in Algebra
 - End of course assessment score of 80% or higher (7th grade Algebra)
 - MAP score 240 or higher Spring Test
 - 75% or higher on mid-year assessment
 - Pass placement test
- Algebra
 - Student enrollment in Pre-Algebra
 - End of course assessment score of 37 points or higher (6th grade Pre-Algebra)
 - MAP score of 235 or higher -- Spring Test
 - Mid-year assessment 75% or higher
 - Pass placement test
- 8th grade Math
 - Student enrollment in Pre-Algebra
 - End of course assessment score of 29 points to 36 points (6th grade Pre-Algebra)
 - Pre-Algebra for incoming 6th grade
 - MAP score of 230 or higher
 - Teacher recommendation

Grade	Math Classes Offered
6th Grade	<ul style="list-style-type: none"> ● 6th grade Math ● Pre-Algebra (7th grade Math)
7th Grade	<ul style="list-style-type: none"> ● Pre-Algebra ● 8th grade Math ● Algebra part A
8th Grade	<ul style="list-style-type: none"> ● 8th grade Math ● Algebra part A ● Geometry

The following guidelines for placement apply:

1. Reassignment of students in any Accelerated Math course may be considered if student performance fall below 75% on common course assessments and demonstrate a poor work ethic.
 2. Reevaluation of math placement will occur after the first mid-term report (1st Quarter Progress), followed by notification of potential reassignment to the parent/guardian via written notification and/or parent conference. (moving students up or down at the beginning of the year)
 3. Before student reassignment within the school year, written notification and/or a parent conference must be implemented to notify of reassignment.
 4. Students in any Accelerated Math course must pass the class with at least a "B" average and their placement test at the end of the year in order to move on to the next Accelerated Math course.
 5. Students taking the same course will take the same assessment no matter the grade level. (Pre-Algebra students in the 6th grade and Pre-Algebra students in the 7th grade will take the same assessments.)
- These assessments are to be ready before the unit is taught.
 - All transfer students, without a MAP score from Fayette County, should take a placement exam before being put into any advanced math class.

ADOPTED: 05/14/14

Policy 1.04
Arts & Humanities Curriculum

Applicable Laws and/or Policies

703 KAR 5:230 - Next Generation Instructional Programs and Support

KRS 158.6453 (1)(i) - Definitions - "Program Review"

KRS 160.345 (2)(i)(1) - Definitions - Responsibilities - Required Policies - Determination of Curriculum

POLICY

Quality art instruction at Bryan Station Middle School will be provided using a balanced program of creating, performing, and responding to experiences in each of the four art disciplines.

Throughout this document "the arts" will be used as a term that refers to all four disciplines (visual art, dance, music, drama).

CURRICULUM AND INSTRUCTION

All students at Bryan Station Middle shall have access to a rigorous arts and humanities curriculum that is aligned to local, state, and national standards. Teachers will use research based, varied, and effective instructional strategies so that students are able to create, perform, and respond to the arts.

Arts instruction shall also support the National Standards for Arts Education, the Kentucky Program of Studies and Common Core State Standards.

Integration of arts instruction will be the responsibility of all teachers at Bryan Station Middle School in addition to the instruction provided by teachers of the arts. Every attempt will be made to provide students with a highly qualified teacher in the arts.

Education in the arts will develop 21st century learning skills through the use of technology integration and innovation, community based instruction, and the real world application of content.

All students, including those from diverse populations, will have the opportunity to participate in activities such as:

- Chorus, Band, and Orchestra
- Winter and Spring Performances
- Extracurricular activities provided by the community
- Adjudicated events and competitions
- Field Trips (Plays, Concerts, Walk-With-The-Arts, etc.)

FORMATIVE AND SUMMATIVE ASSESSMENT

Assessment in the arts will be the genesis for the planning and implementation of instruction. Students will be assessed using a wide variety of formative and summative assessments in both traditional and nontraditional formats.

Careful attention will be paid to ensure that product-based summative assessments in the arts, such as performance or visual arts pieces, truly and accurately measure a specific concept, understanding, or skill as outlined by the local, state, and national standards.

Teachers will provide clearly defined rubrics/scoring guides to students before creating, performing, or responding assignments/assessments are administered. Students will have an active role in creation of scoring rubrics, and a way to analyze their own work and the work of others.

Teachers will be conscious of assessment for learning during all lessons. Varied, authentic assessment tasks will regularly provide opportunities for students to demonstrate knowledge of concepts, skills and understandings in the arts through the three processes of creating, performing, and responding. Teachers will implement a variety of assessment strategies that account for student differences (special learning needs, gifted and talented, multiple intelligences and students' learning styles).

Information about student success in the arts will be provided to the parents through report cards, notices of student achievement publicized through the district media venues, school promoted performances which demonstrate student achievement of established standards, and consistent, meaningful two-way communication with students and families about individual and group progress in all arts programs.

Professional Development and Support Services

Teachers of the arts will be encouraged to participate in professional development opportunities that improve their content knowledge, teaching skills, and artistic achievement. Professional development in the arts must be consistent with those identified in the Comprehensive School Improvement Plan, Individual Professional Growth Plans, the school's learning goals for the students, the needs of the program review and/or the school and district staff development priorities.

Administrative/Leadership Support and Monitoring

The administration will work closely with teachers of the arts to develop a shared vision of arts education at Bryan Station Middle School.

Arts education at Bryan Station Middle School will be reviewed yearly by the SBDM council. The results of the program review will be shared with the faculty and used to facilitate planning, adjust staffing, and for scheduling considerations.

All students will have access to regularly scheduled, discipline-based arts instruction provided by highly qualified arts teachers. Arts teachers will be included in the scheduling process to ensure that the schedule reflects a realistic time offering for the content area.

School administration will help facilitate and encourage collaboration on arts programs that occur during instructional time (e.g., live performances, exhibitions, guest artists, collaborative enrichment activities) to ensure that these programs support local, state, and national standards, when possible.

School leadership will ensure that the daily schedule makes efficient use of instructional time to maximize student learning in the arts.

Arts teachers will be involved in the planning of the school's master calendar to ensure that adequate time is allowed for the planning and preparation of school programs and activities.

Bryan Station Middle School is dedicated to providing students with suitable spaces in which to study the arts. The school will, within budgetary constraints, provide materials, equipment, and technology to teach dance, drama, music, and visual arts based on student and class needs. The school will also make

efforts to provide a wide array of arts-education media for students and teachers including books, media files, and audio/visual recordings.

The school leadership team will promote parental involvement as a valuable resource in supporting the arts. This includes, but is not limited to, the resources of leadership, time, skills and/or materials.

21st Century Student Outcomes

The elements described in this section are part of the "21st century student outcomes" which are the skills, knowledge, and expertise students should master to succeed in work and life in the 21st century.

Think Creatively

Use a wide range of idea creation techniques (such as brainstorming).

Create new and worthwhile ideas (both incremental and radical concepts).

Elaborate, refine, analyze and evaluate their own ideas in order to improve and maximize creative efforts

Work Creatively with Others

Develop, implement and communicate new ideas to others effectively

Be open and responsive to new and diverse perspectives; incorporate group input and feedback into the work

Demonstrate originality and inventiveness in work and understand the real world limits to adopting new ideas

View failure as an opportunity to learn; understand that creativity and innovation is a long-term, cyclical process of small successes and frequent mistakes.

Implement Innovations

Act on creative ideas to make a tangible and useful contribution to the field in which the innovation will occur

The above mentioned actions will be a focused goal for all Bryan Station Middle School staff to help our students succeed in the arts.

