

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

**November 13, 2023
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
- October Minutes
- Good News Report

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- School Report Card
- 2022-23 KSA Accountability report
- Alignment with State Standards policy 1st reading
- Advanced Placement/Dual Credit Courses policy 1st reading
- Program Appraisal policy 1st reading
- Schedule of School Day policy 1st reading
- School Space policy 1st reading
- Student Assignment policy 1st reading
- Enhancing Student Achievement policy review
- Staff Time Assignment policy review
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

***Mercer County Senior High
SBDM Council
Regular Monthly Meeting
October 16th, 2023***

The meeting was called to order by Mr. Tatum at 3:32 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 Andrew Ashford, Teacher Todd Davis, Parent Jessica Sanders, Parent Mike Floro, SBDM Secretary	Absent:
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Agenda Approval

Motion to accept: K. Rowland, second by T. Davis

Motion was approved by consensus.

Minutes Approval

September Minutes were reviewed by the council.

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

Motion was approved by consensus.

Good News Report

- Blair Pittman was selected as “Teacher of the Month” by the student body.
- Luke Best was selected as the Superior Titan by the staff and will be recognized at the October board meeting.
- Tanner Robinson finished in the regional tournament and advanced to the Boys Golf Semi-State Tournament in Marshall Co.
- We had a huge turnout for over 30 universities and colleges at our College Fair on September 25th.
- Homecoming week was a huge success with all of our fall sports having home games during the week. The door decorating contest produced many great school spirit themes.
- Savannah Floyd was crowned Homecoming Queen and Malachi Davis was crowned Homecoming King.
- The Homecoming dance had approximately 400 students/guests in attendance.
- Senior Sunrise was held on September 27th before school.
- The academic breakfast/awards ceremony honored 165 students for maintaining an unweighted GPA last school year. Georgia Turpin, Class of 2020, was the guest speaker.

Monthly Reports

Behavior:

- PBIS data and charts were presented (see SBDM packet). Data shows 180 total referrals (major and minor) from the start of school through 10/16/23. There were 126 majors and 54 minors. 9th grade had 73 referrals, 10th grade had 62 referrals, 11th grade had 22 referral, and 12th grade had 23 referrals.

Academic:

- 10/3: ACT was given to 100 seniors @ MCSHS
- 10/24 :PSAT will be given to any Junior/Senior that wants to take it
- 10/28: MCSHS is giving the ACT to approximately 100 Juniors
- KSA Data Graphs will be available @ the November SBDM Meeting

Budget:

- Section 6 - \$75,164.94
- District Activity Accounts - \$451,784.00
- Student Activity Accounts - \$38,660.88
 - Council requested that the Student Activity Account “KYA/KUNA” be changed to “Y-Club”

Staffing Update:

- No Staffing Update for this month

Old Business

None

New Business

- Mr. Tatum presented and discussed the Final SBDM Allocations for the 23-24 SY.

Policy Updates

Alignment with State Standards - *Policy Review*

- No Changes

Advanced Placement / Dual Credit Courses - *Policy Review*

- No Changes

Program Appraisal - *Policy Review*

- No Changes

Schedule of School Day - *Policy Review*

- No Changes

School Space - *Policy Review*

- No Changes

Student Assignment - *Policy Review*

- No Changes

Upcoming dates/events:

Oct. 16	SBDM - 3:30 pm
Oct 17	Picture Retake Day
Oct. 17	Board meeting 5:30 pm
Oct. 18	Club Day
Oct. 23	Steered Straight Anti-Vaping program
Oct. 24	PSAT
Oct. 28	ACT
Nov. 9	Veteran's Day assembly
Nov. 10-11	Fall Drama Production (The 39 Steps)
Nov. 13	SBDM 3:30 pm
Nov. 21	Board meeting 5:30 pm
Nov. 22-24	Thanksgiving Break
Nov. 29	Club Day
Dec. 1	Entrepreneur Fair
Dec. 1	Titan Singers Winter Concert
Dec. 6-9	Christmas Drama Production (A Suessified Christmas)
Dec. 9	ACT
Dec. 11	SBDM 5:30 pm
Dec. 12	Board meeting 5:30 pm
Dec. 21-Jan. 3	Christmas Break

Public Comments

None

The next regular monthly meeting will be November 13th at 3:30 p.m in the conference room #111. The SBDM council was adjourned at 4:12 p.m. The motion was made by A. Ashford and seconded by T. Davis. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – November 13, 2023

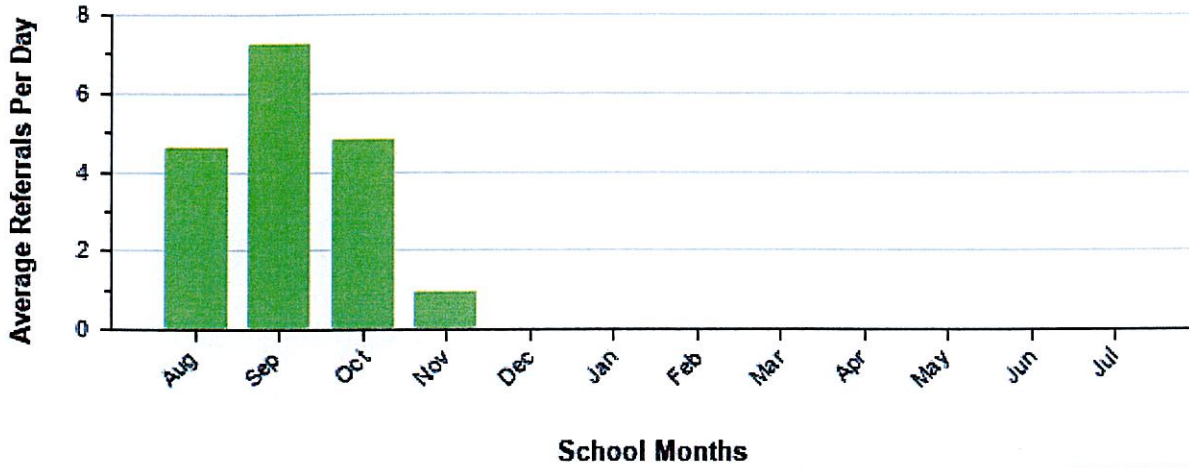
- KSA Accountability scores were released to the general public on November 1st and MCSHS earned KDE's top academic performance rating with a BLUE rating.
- The overall indicator score of 82.3 placed MCSHS as the top high school in the Central Kentucky Education Cooperative.
- Football team won the regular season district championship and finished the regular season 9-1.
- Craig Yeast was named the 3A, District 4 "Coach of the Year".
- Thaddeus Mays was named the 3A, District 4 "Player of the Year".
- The boys and girls cross country teams finished 3rd in the region and they both advanced to the KHSAA State Cross Country meet at the Kentucky Horse Park.
- Marshall Hart placed 2nd and Same Lewis placed 4th, while Katie Lewis placed 7th in the regional Cross Country meet at Monticello.
- The boys Cross Country team placed 12th in the 2A State meet and Marshall Hart finished 9th out of 267 runners. The girls team finished in 17th place.
- Marshall Hart and Sam Lewis were named to the KTCCCA All-State Cross Country team.
- The marching band advanced to the KMEA state competition in Bowling Green where they finished 11th in Class 3A.
- Laykin Irvin and Blaize Slms were named to the 12th Region 2nd Team for the regular season.
- Grayson Guerra, Cameron Roution and Jace Good competed in the 4H Forestry competition at Carter Caves. 1st place in Tree ID were Grayson Guerra and Cameron Roution while Jace Good placed 2nd. In the Pacing and Compassing competition, Cameron Roution came in 2nd place and Jace Good was 3rd place. Cameron Roution came in 2nd place in the overall competition.
- Red Ribbon week occurred the week of October 23-27 and the Harrodsburg Police department allowed our seniors to participate in a new Fatal Vision program that simulated the way that alcohol, marijuana, as well as opioids impair an individual.
- Presley Boyne and Kylie Mobley earned Superior Ratings at the Kentucky Thespian Festival in Owensboro. Kylie earned a Superior in Musical Theatre Solo and Musical Theatre Duet. Presley earned a Superior in Musical Theatre Duet. They will advance to the International Thespian Festival in June in Indiana.
- Veteran's Day assembly was held on November 9th and we had over 30 veterans in attendance.
- Taylor Curtsinger was selected as the school winner of the VFW "Voice of Democracy" essay contest.

School Summary
 2023-24

Outcome: All Referrals

Average Referrals Per Day Per Month

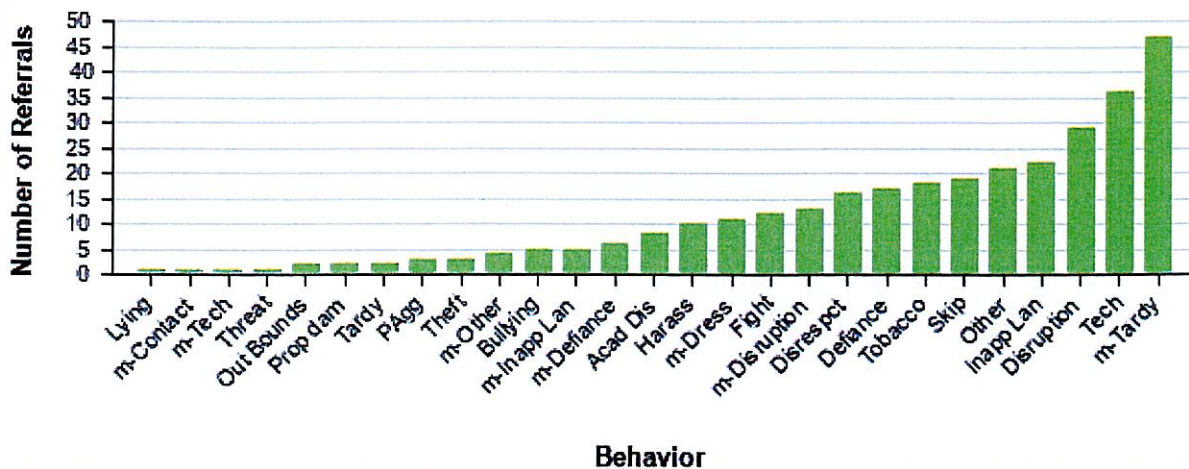
All, 2023-24


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	82	4.82
2023	November	19	18	0.95
2023	December	13	0	0.00
2024	January	19	0	0.00
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	315	1.46

Referrals by Behavior

All, Aug 1, 2023 - Jul 31, 2024

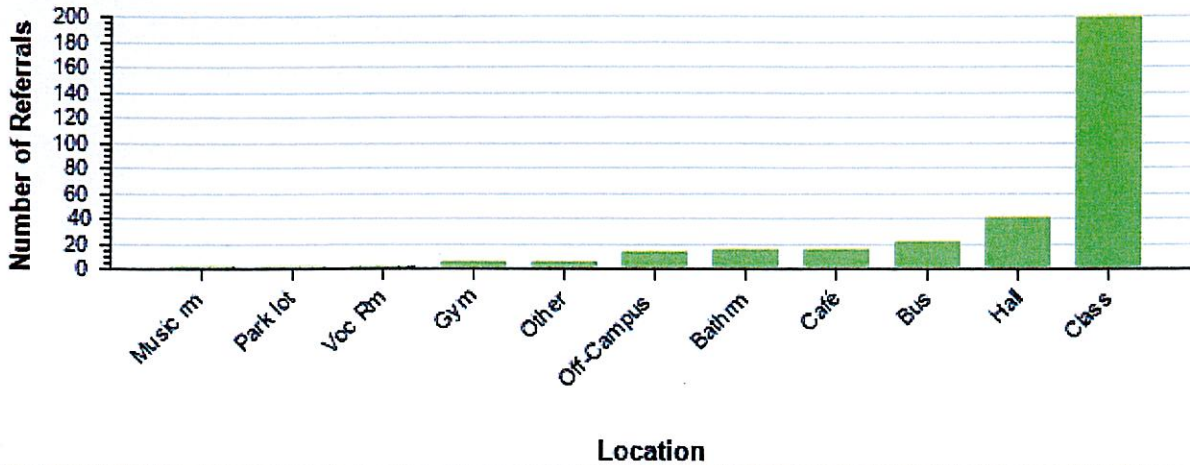


Data Table

Behavior	Frequency	Proportion	Additional Frequency
Lying	1	0.32%	1
Staff-managed (minor) - Physical Contact/Physical Aggression	1	0.32%	1
Staff-managed (minor) - Technology Violation	1	0.32%	1
Threatening Behavior	1	0.32%	1
Inappropriate Location/Out of Bounds Area	2	0.63%	2
Property Damage/Vandalism	2	0.63%	2
Tardy	2	0.63%	2
Physical Aggression	3	0.95%	3
Theft	3	0.95%	3
Staff-managed (minor) - Other	4	1.27%	4
Bullying	5	1.59%	5
Staff-managed (minor) - Inappropriate Language	5	1.59%	5
Staff-managed (minor) - Defiance/Insubordination/Non-compliance	6	1.90%	6
Academic Dishonesty	8	2.54%	8
Harassment	10	3.17%	10
Staff-managed (minor) - Dress Code Violation	11	3.49%	11
Fighting	12	3.81%	12
Staff-managed (minor) - Disruption	13	4.13%	13
Disrespect	16	5.08%	16
Defiance/Insubordination/Non-Compliance	17	5.40%	17
Use/Possession of Tobacco/Nicotine	18	5.71%	18
Skip Class	19	6.03%	19
Other Behavior	21	6.67%	21
Abusive Language/Inappropriate Language/Profanity	22	6.98%	22
Disruption	29	9.21%	29
Technology Violation	36	11.43%	36
Staff-managed (minor) - Tardy	47	14.92%	47
Totals:	315	100%	315

Referrals by Location

All, Aug 1, 2023 - Jul 31, 2024

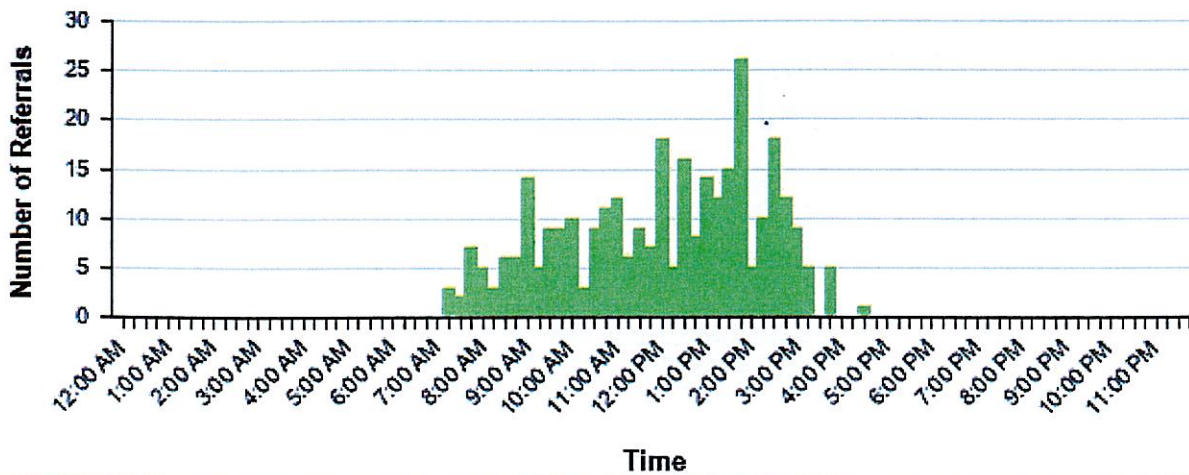


Data Table

Location	Frequency	Proportion
Music Room	1	0.32%
Parking Lot	2	0.63%
Vocational Room	2	0.63%
Gym	5	1.59%
Other/Unknown Location	5	1.59%
Off-Campus	13	4.13%
Bathroom/Restroom	14	4.44%
Cafeteria	14	4.44%
Bus	21	6.67%
Hallway/Breezeway	40	12.70%
Classroom	198	62.86%
Totals:	315	100%

Referrals by Time

All, Aug 1, 2023 - Jul 31, 2024

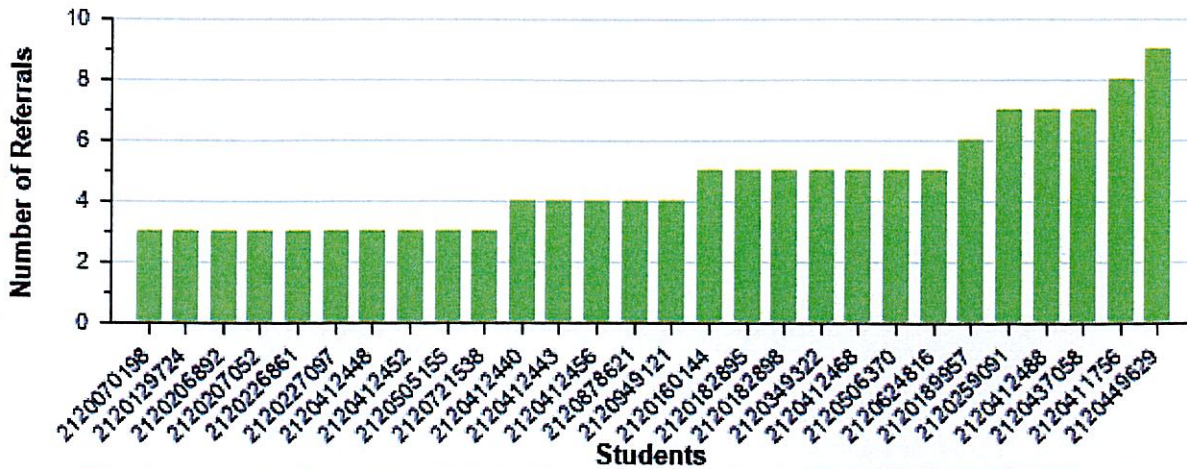


Data Table

Time	Frequency	Proportion
Totals:	315	100%

Referrals by Student

All, Aug 1, 2023 - Jul 31, 2024, At Least 3 Referrals

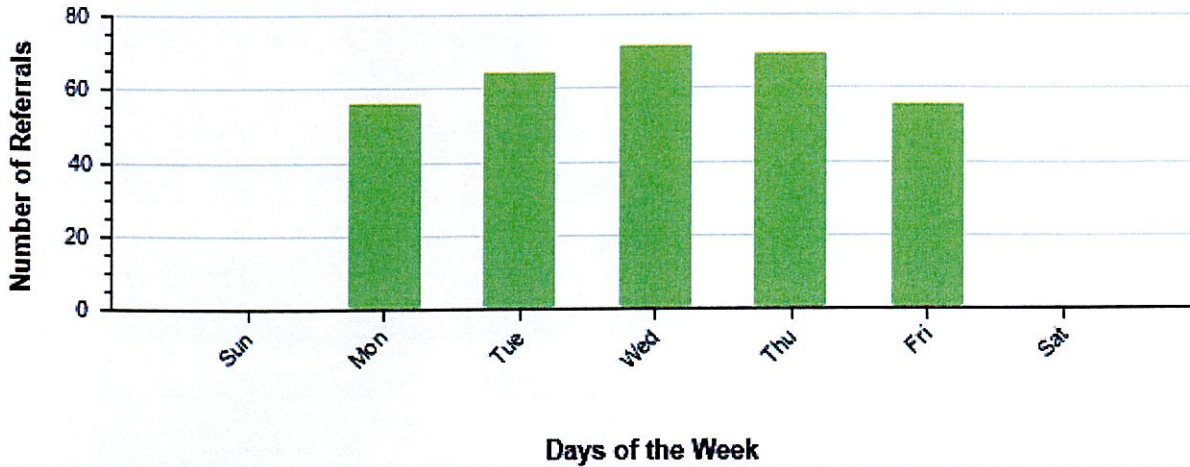


Data Table

Student ID	Frequency	Proportion
2120070198	3	2.33%
2120206892	3	2.33%
2120412448	3	2.33%
2120129724	3	2.33%
2120227097	3	2.33%
2120207052	3	2.33%
2120412452	3	2.33%
2120226861	3	2.33%
2120505155	3	2.33%
2120721538	3	2.33%
2120412456	4	3.10%
2120878621	4	3.10%
2120949121	4	3.10%
2120412443	4	3.10%
2120412440	4	3.10%
2120349322	5	3.88%
2120160144	5	3.88%
2120182895	5	3.88%
2120412468	5	3.88%
2120624816	5	3.88%
2120506370	5	3.88%
2120182898	5	3.88%
2120189957	6	4.65%
2120259091	7	5.43%
2120412488	7	5.43%
2120437058	7	5.43%
2120411756	8	6.20%
2120449629	9	6.98%
Totals:	129	100%

Referrals by Day Of Week

All, Aug 1, 2023 - Jul 31, 2024

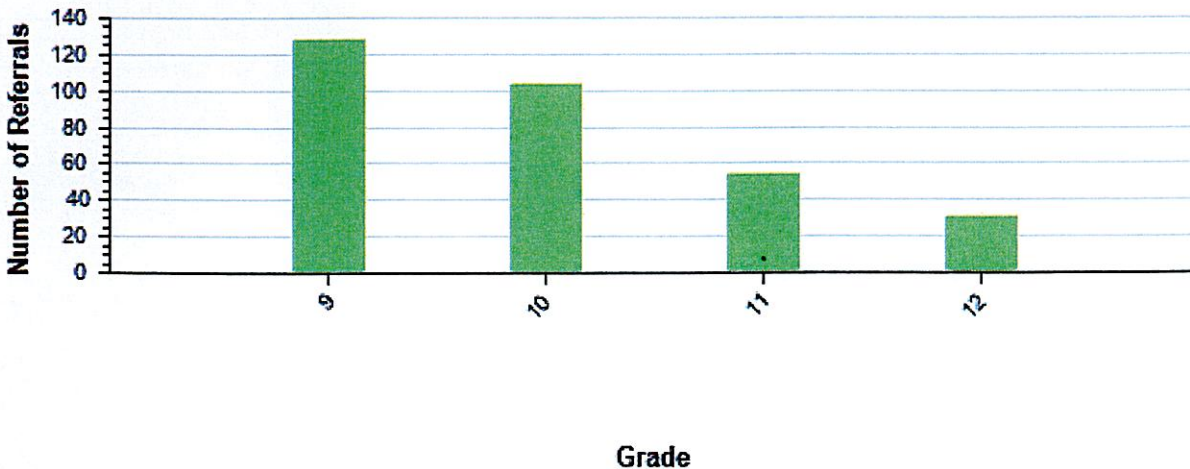


Data Table

Day	Frequency	Proportion
Sunday	0	0.00%
Monday	56	17.78%
Tuesday	64	20.32%
Wednesday	71	22.54%
Thursday	69	21.90%
Friday	55	17.46%
Saturday	0	0.00%
Totals:	315	100%

Referrals by Grade

All, Aug 1, 2023 - Jul 31, 2024



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%
9	128	40.64%
10	104	33.05%
11	55	17.46%
12	30	9.52%
Totals:	315	100%

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	128	40.63%
10	103	32.70%
11	54	17.14%
12	30	9.52%
Post 12	0	0.00%
Totals:	315	100%

Section 6 Accounts	2023-24	Balance as of November 8, 2023
Other Certified	425	425.00
Certified Substitute Salary	1,800	1,680
Employer Medicare Contribution	50	48.26
KTRS Employer Contribution	75	71.4
KSBA Unemployment Insurance	25	25
Registration Fees	3,500	2,532.00
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	2,909
General Supplies	50,000.00	20,849.69
Food Non Instructional Non Food Service		-102.96
Library Books (Library)	2,000	1,079.90
Supplementary Books/Study Guides	100	100.00
Computer Related Supplies	4,000	2,414
Health Supplies	324	0
Dues & Fees	2,500	2,464.96
Other Miscellaneous	23,054	19,548
Food Instructional Non Food Service	3,600	7,596
Other Repairs and Maintenance	160	0.00
General Supplies (School supplies)	18,132	7,595.85
General Supplies (Custodial)	11,604	1,967.90
TOTAL	144,849.00	64,517.51

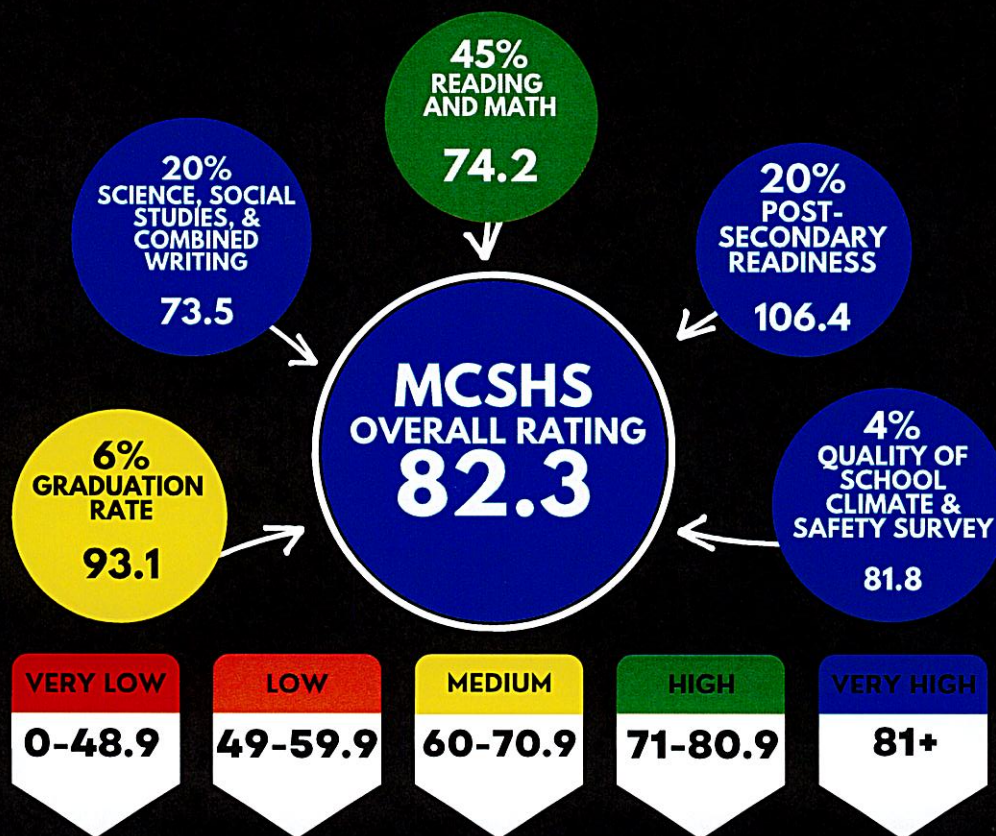
<i>District Activity Accounts @ Central Office</i>	<i>Balance as of November 8, 2023</i>
Blood Center Scholarship	820.00
Destitute Senior	312.00
Driver's Education	11,700.00
General Fund	18,552.00
Ag Shop	6,380.60
AP Exam	2,076.00
Art	1,376.00
Band	4,415.00
Chorus	52.00
Drama	16,063.00
English	7
Class of 2024	2,532.87
Foreign Language	579.21
Horticulture	94,265.00
Library Book Fair	695.62
Class of 2025	689.91
Yearbook	2,567.00
Pictures	699.70
Senior Trip	55.93
Special Education	252.42
Summer School	12,462.80
Technology	4326
Class of 2026	3,623.19
Textbooks	3,455.00
College Tech Educational	1,153.83
Staff Fund	2,642.00
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	3,630.35
General Athletics	61,269.47
Archery	1,195.00
Baseball	1,003.00
Boys Basketball	2,659.88
Girls Basketball	2,825.00
Cheerleading	3,498.13
Cross Country	1,236.00
Dance	2,903.00
Football	6,820.00
Football Bowl Game	38,082.40
Football Supplemental	8,520.00
Golf	2,317.00
Boys Soccer	1,786.00
Girls Soccer	3,799.00
Softball	2,179.43
Boys Tennis	4,262.93
Girls Tennis	3,990.85
Track	2,960.02
Volleyball	636.00
Bass Fishing	3,099.00
Heart of the Bluegrass	16,094.49
Athletics Supplemental	2,968.78
Gate Receipts	51,862.00
Athletic Training	225.00
TOTAL	428,574.00

Student Activity Accounts @ Central Office Balance as of November 8, 2023

Thirst Club	24
KYA/KUNA	7,385.00
Fellowship of Christian Athletes	958
Unity Club	206.01
FCCLA	3,137.00
Engineering Club	684
Educator Rising	172
National Honor Society	2325
Spanish Club	835.00
Student Council	863
Key Club	65
Envirothon Team	75
Book Club	639
Beta Scholarship	170
Academic Team	371
Band	0.00
Project Graduation	3,653.00
DECA Club	1,003.00
Board Game Club	328.00
Field Trips	91.00
Beta Club	1,480.00
FFA	23,278.00
School Store	202
Student Vending	674.00
Pep Club	656
Weightlifting	1334
Chess Club	721
<i>TOTAL</i>	51,338.00

MCSHS OVERALL

For each indicator, status and change have been added together. Due to the exclusion of English Learner Progress, the remaining 5% has been distributed proportionally.



10th Grade			2021-22			2022-23			
			Student Count	Percent		Student Count	Percent	State	
	Rdg		169			185			
		Distinguished	26	15%	65.089	33	18%	15%	73.919
		Proficient	53	31%		70	38%	31%	
		Apprentice	49	29%		51	28%	28%	
		Novice	41	24%		31	17%	26%	
	Math		169			185			
		Distinguished	15	9%	62.870	29	16%	9%	64.189
		Proficient	63	37%		55	30%	25%	
		Apprentice	49	29%		55	30%	31%	
		Novice	42	25%		46	25%	34%	
11th Grade			Student Count	Percent		Student Count	Percent		
	Sci		163			163			
		Distinguished	1	1%	32.669	3	2%	0%	40.031
		Proficient	17	10%		19	12%	10%	
		Apprentice	70	43%		85	52%	43%	
		Novice	75	46%		56	34%	46%	
	SS		163			163			
		Distinguished	12	7%	47.853	25	15%	13%	64.571
		Proficient	41	25%		48	29%	25%	
		Apprentice	44	27%		52	32%	28%	
		Novice	66	40%		38	23%	34%	
	E/M		163			159			
		Distinguished	20	12%	60.736	19	12%	14%	70.283
		Proficient	50	31%		56	35%	31%	
		Apprentice	48	29%		64	40%	34%	
		Novice	45	28%		20	13%	21%	
	ODW		163			159			
		Distinguished	15	9%	65.491	19	12%	7%	80.031
		Proficient	52	32%		79	50%	35%	
		Apprentice	72	44%		49	31%	39%	
		Novice	24	15%		12	8%	20%	
	CW		163			163			
		Distinguished	12	7%	63.804	18	11%		77.914
		Proficient	54	33%		75	46%		
		Apprentice	70	43%		59	36%		
		Novice	27	17%		11	7%		

2021-22	Indicator	Weight	Score
Reading/Math	64.00	0.4737	30.317
Sci, SS, CW	48.10	0.2105	10.125
EL			0.000
QSCS	61.60	0.0421	2.593
PSR	79.40	0.2105	16.714
Graduation	98.30	0.0632	6.213

Overall

66.0

Yellow

2022-23	Present	Past	Change	Indicator	Weight	Score			
Reading/Math	69.1	64.0	5.1	74.2	0.4737	35.147	High	Increased	Green
Sci, SS, CW	60.8	48.1	12.7	73.5	0.2105	15.474	High	Increased Sig	Blue
EL									
QSCS	71.7	61.6	10.1	81.8	0.0421	3.445	Very High	Increased Sig	Blue
PSR	92.9	79.4	13.5	106.40	0.2105	22.400	High	Increased Sig	Blue
Graduation	95.7	98.3	-2.6	93.1	0.0632	5.880	High	Declined	Yellow

Overall

82.3

Blue

ALIGNMENT WITH STATE STANDARDS POLICY

ALIGNMENT NEEDS ASSESSMENT

Our improvement planning process will include:

- An analysis of our state assessment data and other school data as necessary to discover the extent to which our students are meeting state standards and our programs are aligned with state standards. Analysis will include performance levels of each demographic group in the school.
- Systematic work to discover and correct the causes of barriers to high performance by all students and the movement of students toward our goals.

We will implement this process to address our alignment with state standards, and the resulting plan will be monitored by the council through ongoing progress notes.

POLICY EVALUATION

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

Approved: _____ Chairperson: _____

ADVANCED PLACEMENT/DUAL CREDIT COURSES

Curriculum and Availability

Each year, college-level courses will be offered. Currently the following areas offer Advanced Placement or Dual Credit courses:

- | | |
|-------------------|----------------------------|
| 1. English | 5. Family Consumer Science |
| 2. Science | 6. Foreign Language |
| 3. Mathematics | 7. Arts and Humanities |
| 4. Social Studies | 8. Agriculture |

Those courses will be offered as Advanced Placement or Dual Credit classes at Mercer County Senior High School, Trailblazer Academy, or through arrangements with nearby colleges or universities.

Student Assignment and Recruitment

Students will be encouraged to prepare for and take college-level courses in the following ways:

- Counselors will advise students and parents/guardians of these options when they go through the scheduling process each year and encourage each student to take appropriate preparatory courses.
- Teachers will encourage all students to take challenging courses each term.

All students may take college-level courses if they meet the following requirements:

- Completing prerequisite courses listed in the Student Handbook/Course Description Book.
- Receiving permission from the teacher if applicable.
- Dual Credit courses require a 3.0 GPA
- Some colleges require a 19 on the Math section of the ACT in order to receive college credit
- Students must maintain a grade of C or better in the fall semester to be able to take Dual Credit courses in the spring semester of that academic year.
- If a Dual Credit course is offered at Mercer County Senior High School, students will not be permitted to take the same course off campus.

AP Final Course Grade Percentage Adjustments

- If a student takes an AP course and scores a 3 on their respective AP Exam, the student's cumulative final course average will be raised by 4 percentage points.
- If a student scores a 4 on the AP exam, their final course average will be raised by 8 percentage points.
- If a student scores a 5 on the AP exam, their final course average will be raised by 12 percentage points.
- No students can receive an altered cumulative average above 100%.

Approved: _____ Chairperson: _____

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: _____

Upcoming Dates

Nov. 13	ASVAB test
Nov. 13	SBDM 3:30 pm
Nov. 21	Board meeting 5:30 pm
Nov. 22-24	Thanksgiving Break
Nov. 29	Club Day
Dec. 1	Entrepreneur Fair
Dec. 1	Titan Singers Winter Concert
Dec. 6-9	Christmas Drama Production (A Suessified Christmas)
Dec. 9	ACT
Dec. 11	SBDM 5:30 pm
Dec. 12	Board meeting 5:30 pm
Dec. 15	PBIS Rewards Day
Dec. 21-Jan. 3	Christmas Break
Jan. 9-10	CERT Testing
Jan. 15	MLK Day - No School
Jan. 16	Board meeting 5:30 pm
Jan. 22	SBDM 3:30 pm
Jan. 24	Club Day
Feb. 10	ACT
Feb. 21	Club Day
Feb. 26	SBDM 3:30
March 12	Junior ACT Day