

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

**February 26, 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
- January Minutes
- Good News Report

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- Family Resource Youth Service Center report
- Scheduling update
- Staffing allocations 2024-25
- Committee policy 1st reading
- Planning policy 1st reading
- Curriculum policy 1st reading
- Discipline and Classroom Management policy 1st reading
- Instructional Practices policy 1st reading
- Extra Curricular Programs policy review
- Technology Use policy review
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

***Mercer County Senior High
SBDM Council
Regular Monthly Meeting
January 22nd, 2024 - Draft Minutes***

The meeting was called to order by Mr. Tatum at 3:40 p.m. in the conference room #111. The following members of the council were in attendance:

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

Motion to accept: A. Ashford, second by T. Davis

Motion was approved by consensus.

Minutes Approval

November Minutes were reviewed by the council.

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

Motion was approved by consensus.

Good News Report

- 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.

Monthly Reports

Behavior:

- PBIS data and charts were presented (see SBDM packet). Data shows 526 total referrals (major and minor) from the start of school through 1/18/24. There were 361 majors and 165 minors. 9th grade had 210 referrals, 10th grade had 176 referrals, 11th grade had 100 referrals, and 12th grade had 40 referrals.

Academic:

- The Junior March ACT will be held on Tuesday March 12th.
- CERT testing was completed at the beginning of January. Students are working in their Titan Times on CERT Reviews (questions they missed).

Budget:

- Section 6 - \$17,197.00
- District Activity Accounts - \$340,824.00
- Student Activity Accounts - \$49,070.00

Staffing Update:

- Julia Snellen, Art Teacher resigned from her certified position over Christmas Break
- Madison Ezell was hired as the new Art teacher at MCSHS to begin work starting in January.
- Cara Rogers resigned from her certified position in Special Education effective February 15th.
- The special education position has been posted for hire.

Old Business

None

New Business

- Mr. Tatum presented to council the new course offerings being suggested for the Course description book for the 24-25 SY. (see attached SBDM packet for specifics)
Motion to accept: K. Rowland, second by T. Davis
Motion was approved by consensus.
- Mr. Tatum discussed the 2024-25 Course Description Book. He notified council that it was getting a complete overhaul from the 23-24 SY. Mr. Tatum told the council that this book would be emailed to them digitally on Wednesday 1/24/24. There would be a special called meeting on Thursday 1/25/24 to have a "1st Reading" of the 24-25 Course Description Book.

Policy Updates

Committee Policy - *Policy Review*

- No Changes

Planning Policy - *Policy Review*

- No Changes

Curriculum Policy - *Policy Review*

- No Changes

Discipline and Classroom Management Policy - *Policy Review*

- No Changes

Instructional Practices Policy - *Policy Review*

- No Changes

Enhancing Student Achievement - *2nd Reading*

- No Changes

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

Motion was approved by consensus

Staff Time Assignment - *2nd Reading*

- No Changes

Motion to accept: T. Davis, seconded by J. Sanders

Motion was approved by consensus

Upcoming dates/events:

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)

Public Comments

None

There will be a special called meeting January 25th at 3:30 p.m in the conference room #111.

The next regular monthly meeting will be February 26th at 3:30 p.m in the conference room #111. The SBDM council was adjourned at 4:25 p.m. The motion was made by T. Davis and seconded by A. Ashford. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

***Mercer County Senior High
SBDM Council
Special Called Meeting
January 25th, 2024 – Draft Minutes***

The meeting was called to order by Mr. Tatum at 3:19 p.m. in Office 105. The following members of the council were in attendance:

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

Motion to accept: K. Rowland, second by A. Ashford
Motion was approved by consensus.

New Business

- Mr. Tatum presented the 2024-25 Course Description Book to council. The council looked through the document and discussed any necessary changes.

Council Recommended:

- Move the “Humanities” course on page 8 out of the freshman column. This would avoid the misconception that a Humanities course HAS to be taken freshman year.
- On page 28, add the 4 dual credit AGR Ag classes to the Ag pathway.
- It was noted that all dual credit courses for Trailblazer were highlighted but not highlighted for non-Trailblazer courses.
- Council asked if the page numbers in the table of contents could be “hyperlinked” to take you to that section. They also recommended that if that is not possible, could a “floating” table of contents be available on the digital version?
- The AP final grading scale for achieving a 3,4, or 5 on an AP exam needs to be added to the AP course section.
- The school of record for the AGR courses on pg 18 needs to be changed from ECU to Murray State.

Public Comments

None

The next regular monthly meeting will be February 26th at 3:30 p.m. The SBDM council was adjourned at 3:35 p.m. The motion was made by J. Sanders and seconded by A. Ashford. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – February 26, 2024

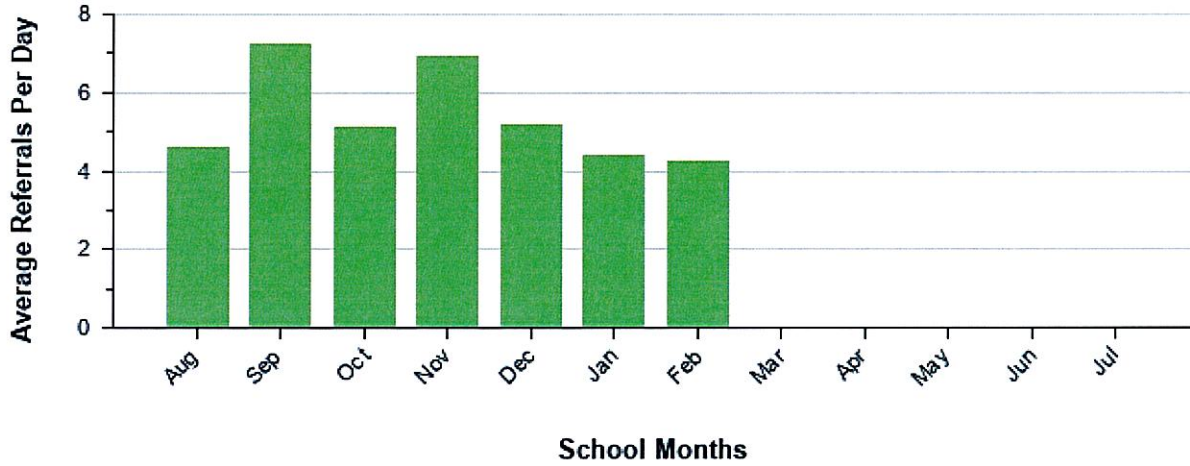
- Taylor Curtsinger was selected as the “Superior Titan” for the month of February by the faculty.
- MCSHS Academic team finished as district runner-up at Washington Co. The following students placed in the different competitions:
 - Math - Kate Carlton (3rd)
 - Science - Sydney Putnam (2nd), Beatrice Montagner (4th)
 - Social Studies - Mason Kirkland (4th)
 - Arts and Humanities - Will Dean (3rd)
 - Language Arts - Sofia Kerr (3rd), Will Dean (4th)
 - Composition - Raegan Daniels (3rd), Sofia Kerr (5th)
 - Future Problem Solving (Sage Markham, Raegan Daniels, Trinity McCoy, Carter Wilson) (2nd place)
- Senior parent night was held on January 29th and we had a large number of parents that came out to listen to the information that was presented by the school counselors.
- 5 students were winners in the Harrodsburg 250th Anniversary Art contest at the public library and each received \$100 and a certificate. These students were Abigail Anderson, Payton Shewmaker, Nash Pope, Jamison Bowman, and Kaylee Langendorfer.
- DECA students competed at ECU on February 1st and Maddie Smith and Emily Chunglo qualified to compete at state in March.
- FCCLA students recently competed at STAR events.
- John Lincoln Perry, Mason Cocanougher, and Brayden Campbell placed in the top 3 at a SkillsUSA competition for Electrical construction and Carpentry on February 9th.
- The National Honor Society inducted 39 new members on February 15th to bring the grand total of 65 members at MCSHS.
- Raegan Daniels was named a state winner in the Daughters of the American Revolution Essay contest and will now advance to the national competition.
- The boys and girls basketball teams will be competing in the district tournaments this week.
- Archery is having a very successful season and the regional event will be held on March 16th.
- Trevor Ellis was named to the All 12th Region team for basketball.
- Anna Kate Drakeford recently scored her 2000th point.
- Anna Kate Drakeford was chosen as 12th Region Player of the Year by the 12th Region Coaches Association.
- Anna Kate Drakeford signed to play basketball at Thomas More next year.
- Kingston Mays signed to play football at Georgetown College next year.

School Summary
2023-24

Outcome: All Referrals

Average Referrals Per Day Per Month

All, 2023-24

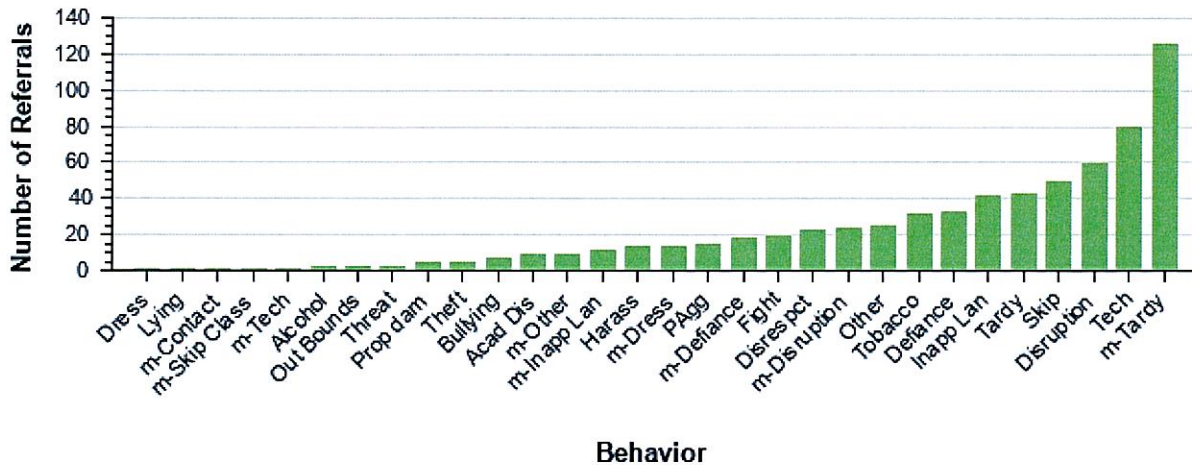


Data Table

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	83	4.37
2024	February	20	85	4.25
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	668	3.13

Referrals by Behavior

All, Aug 1, 2023 - Jul 31, 2024

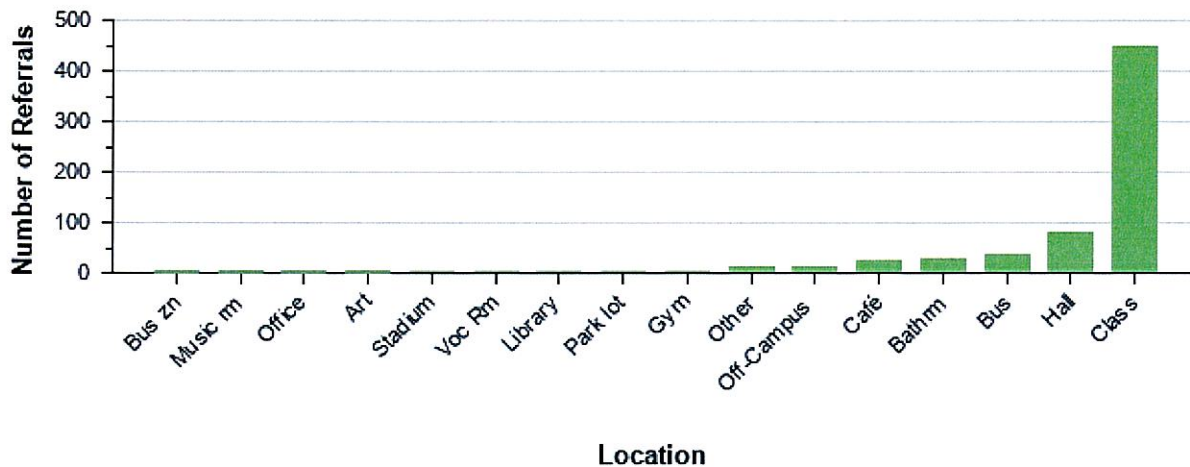


Data Table

Behavior	Frequency	Proportion	Additional Frequency
Dress Code Violation	1	0.15%	0
Lying	1	0.15%	0
Staff-managed (minor) - Physical Contact/Physical Aggression	1	0.15%	0
Staff-managed (minor) - Skip Class	1	0.15%	0
Staff-managed (minor) - Technology Violation	1	0.15%	0
Use/Possession of Alcohol	2	0.30%	0
Inappropriate Location/Out of Bounds Area	2	0.30%	0
Threatening Behavior	2	0.30%	0
Property Damage/Vandalism	4	0.60%	0
Theft	5	0.75%	0
Bullying	7	1.05%	0
Academic Dishonesty	9	1.35%	0
Staff-managed (minor) - Other	9	1.35%	0
Staff-managed (minor) - Inappropriate Language	11	1.65%	0
Harassment	13	1.95%	0
Staff-managed (minor) - Dress Code Violation	14	2.10%	0
Physical Aggression	15	2.25%	0
Staff-managed (minor) - Defiance/Insubordination/Non-compliance	18	2.69%	0
Fighting	19	2.84%	0
Disrespect	22	3.29%	0
Staff-managed (minor) - Disruption	24	3.59%	0
Other Behavior	25	3.74%	0
Use/Possession of Tobacco/Nicotine	31	4.64%	0
Defiance/Insubordination/Non-Compliance	33	4.94%	0
Abusive Language/Inappropriate Language/Profanity	42	6.29%	0
Tardy	43	6.44%	0
Skip Class	49	7.34%	0
Disruption	59	8.83%	0
Technology Violation	80	11.98%	0
Staff-managed (minor) - Tardy	125	18.71%	0
Totals:	668	100%	0

Referrals by Location

All, Aug 1, 2023 - Jul 31, 2024

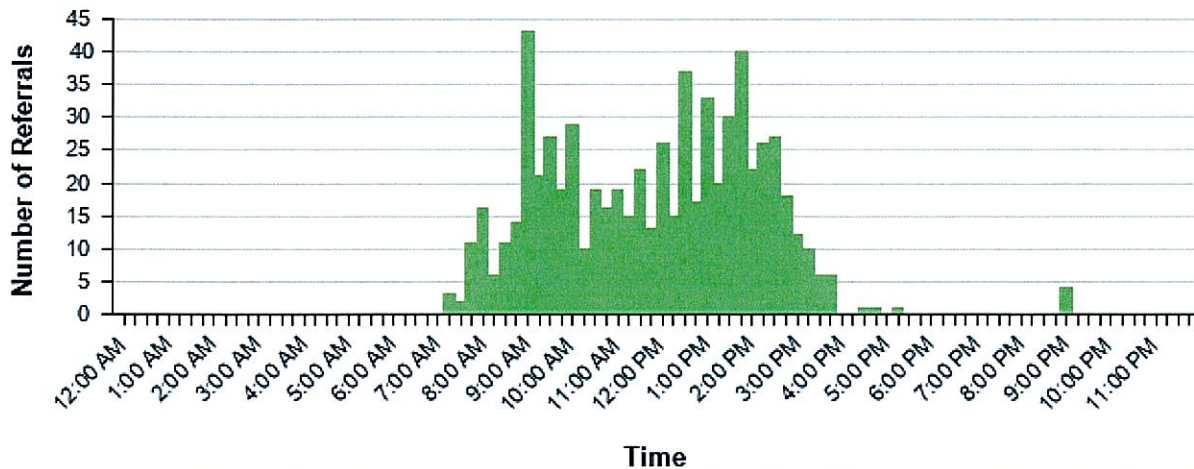


Data Table

Location	Frequency	Proportion
Bus Loading Zone	1	0.15%
Music Room	1	0.15%
Office	1	0.15%
Art Room	2	0.30%
Athletic Field/Stadium	3	0.45%
Vocational Room	3	0.45%
Library	4	0.60%
Parking Lot	4	0.60%
Gym	6	0.90%
Other/Unknown Location	12	1.80%
Off-Campus	13	1.95%
Cafeteria	25	3.74%
Bathroom/Restroom	29	4.34%
Bus	36	5.39%
Hallway/Breezeway	80	11.98%
Classroom	448	67.07%
Totals:	668	100%

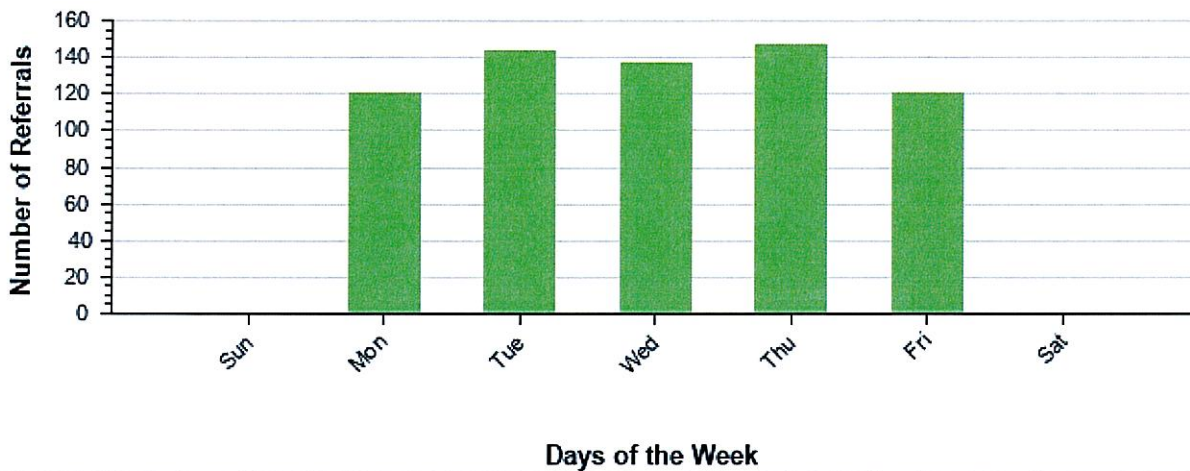
Referrals by Time

All, Aug 1, 2023 - Jul 31, 2024



Referrals by Day Of Week

All, Aug 1, 2023 - Jul 31, 2024

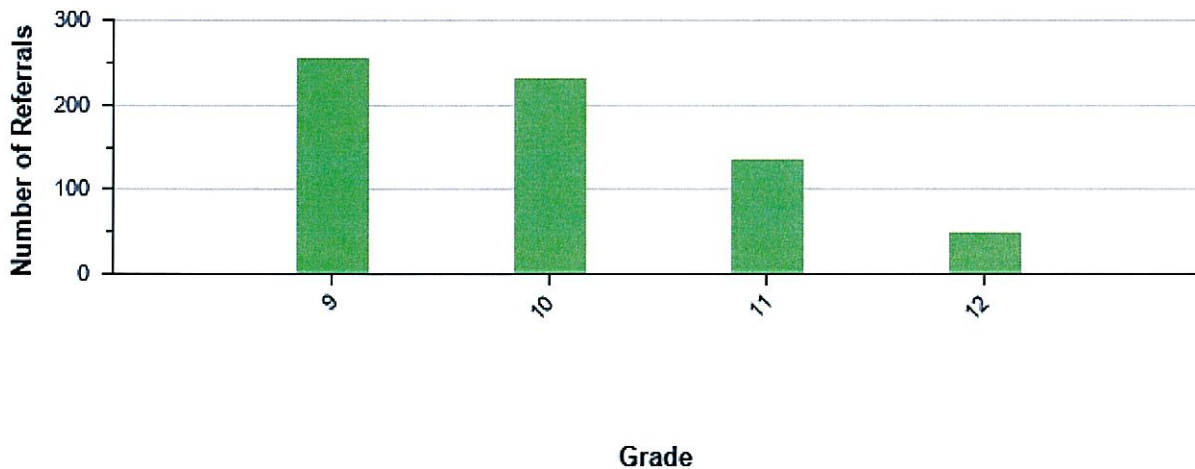


Data Table

Day	Frequency	Proportion
Sunday	0	0.00%
Monday	120	17.96%
Tuesday	144	21.56%
Wednesday	137	20.51%
Thursday	147	22.01%
Friday	120	17.96%
Saturday	0	0.00%
Totals:	668	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%
Totals:	668	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	254	38.02%
10	231	34.58%
11	135	20.21%
12	48	7.19%
Post 12	0	0.00%
Totals:	668	100%

Section 6 Accounts	2023-24	Balance as of February 22, 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		-374.82
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	1,723
General Supplies	50,000.00	8,769.93
Food Non Instructional Non Food Service		-102.96
Food Instructional Non Food Service		-90.63
Library Books (Library)	2,000	327.54
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	197
Food Instructional Non Food Service	3,600	0
Other Repairs and Maintenance	160	-388.00
General Supplies (School supplies)	18,132	7,593.00
General Supplies (Custodial)	11,604	-13,536.85
TOTAL	144,849.00	10,897.84

<i>District Activity Accounts @ Central Office</i>	<i>Balance as of February 22, 2024</i>
Blood Center Scholarship	1,320.00
Destitute Senior	312.00
Class of 2027	4,294.00
Driver's Education	11,700.00
General Fund	16,727.00
Ag Shop	5,536.00
AP Exam	1,857.00
Art	-9.00
Band	837.00
Chorus	52.00
Drama	8,479.00
English	7
Class of 2024	2,532.00
Foreign Language	579
Horticulture	37,405.00
Library Book Fair	711.00
Class of 2025	-3,270.00
Yearbook	2,697.00
Pictures	1,284.00
Senior Trip	55
Special Education	63
Summer School	12,462.00
Technology	3565
Class of 2026	3,700.00
Textbooks	1,159.00
College Tech Educational	1,153.00
Staff Fund	2,106.00
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	4,170.00
General Athletics	46,325.00
Archery	1,195.00
Baseball	503.00
Boys Basketball	1,422.00
Girls Basketball	730.00
Cheerleading	3,498.00
Cross Country	1,236.00
Dance	1,839.00
Football	0.00
Football Bowl Game	35,573.00
Football Supplemental	8,086.00
Golf	2,317.00
Boys Soccer	700.00
Girls Soccer	3,299.00
Softball	1,639.00
Boys Tennis	3,712.00
Girls Tennis	2,991.00
Track	2,960.00
Volleyball	475.00
Bass Fishing	3,049.00
Heart of the Bluegrass	19,194.00
Athletics Supplemental	1,773.00
Gate Receipts	69,672.00
Athletic Training	225.00
TOTAL	336,610.00

Student Activity Accounts @ Central Office**Balance as of February 22, 2024**

Thirst Club	24
Y-Club	-290.00
Fellowship of Christian Athletes	958
Unity Club	206
FCCLA	4,798.00
Engineering Club	684
Educator Rising	172
National Honor Society	748
Spanish Club	917.00
Student Council	1903
Key Club	65
Envirothon Team	75
Book Club	639
Beta Scholarship	170
Academic Team	371
Band	0.00
Project Graduation	-2,624.00
DECA Club	1,003.00
Board Game Club	328.00
Field Trips	91.00
Beta Club	1,222.00
FFA	17,269.00
School Store	202
Student Vending	674.00
Pep Club	555
Weightlifting	1334
Chess Club	721
TOTAL	32,221.00

Mercer County Schools Preliminary SBDM Allocations 2024-25

MERCER SENIOR HIGH	Grades 9-12	Proj ADM 2024-25	Act ADM 2024-25	Cap Size	Allocation	Current Staffing	Allocation vs. Current Staffing
Total Instructional Time	376	Length of Instructional Period		55			
Cap Size Staffing	Grade 9	207		31	6.68		
	Grade 10	212		31	6.84		
	Grade 11	194		31	6.26		
	Grade 12	165		31	5.32		
	TOTAL	778	-		25.10		
Other Allocation	Supplemental (based on Inst Time)				10.38		
	Media Librarian*				1.00		
	Counselor*				2.00		
	Assistant Principal*				3.00		
	Principal*				1.00		
TOTAL CERTIFIED					42.5	40	2.5
Classified Allocation							
Custodial	1 for 20,000 sq ft		121,850		6	6	0
Management Support	(.076XCS)+(.001XSE)	CS = Certified Staff; SE = Student Enrollment			4	4	0
TOTAL CLASSIFIED					10	10	0
	<i>Percentage based off ADA at 2/8/24</i>	Per Pupil	Allocations				
Section 6 Allocation	709.89	\$139.33	\$98,909				
Section 7 Restricted Funds:							
Custodial Supplies	709.89	\$25.00	\$17,747				
Student School Supplies	709.89	\$25.00	\$17,747				
TOTAL SBDM Allocation			\$134,403			2023-24 Funding \$128,599	Difference \$5,804

*Based off of School Administrator Allocation outlined on Staff Allocation Guideline.

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: _____

EXTRACURRICULAR PROGRAMS POLICY

CRITERIA FOR PROGRAMS

For an extracurricular program to be continued or to institute a new program, the program must:

1. Generate and maintain student interest, as well as attract students not currently involved in extracurricular or service projects.
2. Encourage, enhance, and maintain equity including but not limited to a wide range of opportunities for both male and female students.
3. Have an adult sponsor who meets district requirements and has appropriate adult supervision at all times.

PROGRAMS CURRENTLY OFFERED

Lists of the academic and non-academic extracurricular programs, activities, and clubs that are offered at Mercer County Senior High School are in the Parent/Student handbook.

STUDENT PARTICIPATION

Students will be eligible to participate in extracurricular activities according to the requirements listed below::

1. The same academic guidelines required by the KHSAA will be required of all sports at MCSHS. Currently under a 6 period day schedule, a student must be passing at least 4 of 6 classes. A middle school student participating on the high school team must be passing at least 2/3 of their respective classes. A grade check will be conducted at noon on each Friday. Any athlete not passing 2/3 of their classes will be ineligible for athletic competition from the next Monday through the next Sunday.
2. All athletes, cheerleaders, and participants must maintain a good attendance record and none shall be permitted to participate in any athletic contest or practice unless they are in attendance on the day of the game (if the event is on Saturday or Sunday, the participant must be in attendance on the preceding Friday). Attendance means being counted present for at least half of the day. Appeals will be handled through the Principal.
3. Comply with rules established by the adult coach or sponsor for the activity.
4. Meet requirements set by the appropriate sponsoring or governing organization.

COACHES AND SPONSORS

Each extracurricular activity will be led by an adult coach or sponsor who meets any applicable requirements set in law, is designated in school board policy for non-faculty employees, and by the sponsoring or governing organizations. The coach, sponsor, or other approved personnel will be responsible for personally supervising or ensuring that all students are supervised by an adult while they are participating in an activity, including practice time and travel time where applicable.

The principal/athletics director will assign coaches/sponsors.

Approved: _____ Chairperson: _____

TECHNOLOGY USE POLICY

TECHNOLOGY USE 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.
- 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 according to the timetable established by the Kentucky Board of Education.
- ongoing monitoring and evaluation of the implementation and impact of our improvement plan.

We will implement this process, including a review of technology use and barriers to use, through our needs assessments and our implementation and impact checks.

CRITERIA AND GUIDELINES

In order to help prepare students for life in a digital world, students will:

- be taught ethical practices, appropriate etiquette, and online safety.
- be taught to use critical evaluation of Internet sites used for research and study.
- use technology for authentic purposes.
- use real-world tools as often as possible.
- master the Kentucky Academic Standards for Technology.

ELECTRONIC DEVICES

Students will adhere to all school and district rules and policies regarding the use of any and all electronic devices at school. Specific details about using electronic devices, as well as consequences for misuse, can be found in the Parent/Student and Teacher's Handbooks.

ACCEPTABLE USE

When students enter grades 9 through 12 for the first time in high school, they will be required to sign and date the Mercer County School District Acceptable Use Policy (Appendix A) in order to have access to school computers. This policy is Attachment D and considered part of this Technology Use Policy approved by the council. This document will be reviewed annually with students at the start of each year during orientation and handbook review.

POLICY EVALUATION

This policy as well as the student Acceptable Use Policy will be evaluated by the Leadership Team in the fall of every new school year. Recommendations (if any) for revisions of either this policy and/or the Acceptable Use Policy 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: _____

Upcoming Dates

Feb. 26	SBDM 3:30
Feb. 26	"Titans on Track" Scheduling Night 5:30 pm
Feb. 28	US Air Force Military Band presentation 10:00 am
Feb. 28	Department meetings 3:00 pm
Mar. 6	Staff meeting 3:00 pm
Mar. 6	9 wks grades
Mar. 12	Junior ACT Day
Mar. 13	MTSS meetings 3:00 pm
Mar. 18	Career Fair 8:30 am
Mar. 18-29	EOP Testing window
Mar. 20	Club Day
Mar. 20	Department meetings 3:00 pm
Mar. 25	SBDM 3:30 pm
April 1-5	Spring Break
April 8	Flex PD Day - No School
April 10	Staff meeting 3:00 pm
April 13	ACT
April 13	Prom 8:00 - 11:00 pm
April 15	SBDM 3:30 pm
April 16-17	CERT Testing
April 17	Club Day
April 17	MTSS meetings 3:00 pm
April 22	Leadership Team meeting 3:00 pm
April 24	Department meetings 3:00 pm
April 24-28	Spring Musical (Anastasia)
May 1	Staff meeting 3:00 pm
May 9	Spring Band concert 7:00 pm
May 10	Titan Singers Spring Concert 7:00 pm
May 13	SBDM 3:30 pm