

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

**December 16, 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
- November Minutes
- Good News Report

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- Consolidated School Improvement Plan
- Planning policy 2nd reading
- Curriculum policy 2nd reading
- Discipline and Classroom Management policy 2nd reading
- Instructional Practices policy 1st reading
- School Space policy 1st reading
- Schedule of School Day policy 1st reading
- Student Assignment policy 1st reading
- Staff Time Assignment policy review
- Advanced Placement and Other College Courses policy review
- Principal Selection policy review
- Program Appraisal 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
November 18, 2024 - Draft Minutes

The meeting was called to order by Spencer Tatum at 3:35 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 Jessica Sanders, Parent Mike Floro, SBDM Secretary	Absent: Ekambarum 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.

Minutes Approval

October Minutes were reviewed by the council.
Motion to accept: A. Ashford, second by J. Sanders
Motion was approved by consensus.

Good News Report

- Carissa Horn was chosen as the September "Teacher of the Month" by the student body.
- Rennan Doan was named the "Superior Titan" for the month of November.
- The marching band placed 4th in the state at the KMEA State competition in Louisville.
- Kate Carlton scored a perfect 36 on the ACT in October and is only the second person in school history to score a 36.
- Veterans Day assembly was held on November 11th with James Stinnett as the guest speaker.
- Raegan Daniels won the VFW "Voice of Democracy" essay contest and will now advance to the next level.
- The following students competed at the Kentucky Thespian Festival in Musical Theatre and all received Superior ratings in the following categories:
Carter Wilson and Landon Howard - Musical Duet
Landon Howard - Solo Musical Theatre
Braydon Branam and Kylie Mobley - Musical Theatre Duet
Kylie Mobley - Solo Musical Theatre
- 41 new members were inducted into the MCSHS National Honor Society on November 11th.
- Girls soccer had the following make the "All 12th Region Team"
1st Team - Laykin Irvin
Honorable Mention - Skylar Webb, Adison Wilham, Baylee Sims, Olivia Rogers, Isabelle Devensky, and Kiley Waldrige
- Boys soccer had Mijaia Dunn make the All 12th Region 2nd Team.
- Volleyball had Addisen Shepherd make the 46th District All-Tournament team.

- Football team won the District championship for the second year in a row for the first time in school history.
- Craig Yeast was named as the KFCA 3A, District 4 "Coach of the Year".
- Boys Cross Country finished as Region Runner-up and the Girls team came in fourth overall. Both teams advanced to the State Cross Country meet at the Kentucky Horse Park.
- Marshall Hart was the Region individual runner-up and finished 16th at the state meet.
- The Bass Fishing team won the Battle of Herrington tournament on November 9th.
- 7 members of the FFA attended the 97th Annual National FFA convention in Indianapolis.

Monthly Reports

Behavior:

- PBIS data and charts were presented (see SBDM packet). Data shows 189 total referrals through 10/22/24.
 - Major / Minor Breakdown
 - 155 Majors
 - 120 Minors
 - Grade Breakdown
 - 9th grade - 121 referrals
 - 10th grade - 66 referrals
 - 11th grade - 55 referrals
 - 12th grade - 33 referrals

Academic:

- End of Semester Exam Schedule was approved by school level MTSS committees and sent out to staff.
- Junior optional ACT was briefly discussed. All students that received a voucher have been enrolled for the 12/14 test. The only exception is 5 basketball students that will have to take the ACT in February due to having a basketball game on 12/14.
- The semester end date was discussed with all student grades being due on 12/20/24.

Budget:

- Section 6 - \$32,601.00
- District Activity Accounts - \$357,038.00
- Student Activity Accounts - \$43,041.00

Staffing Update:

- MCSHS currently has 1 classified position open - see new business for more details.

Old Business

None

New Business

- Mrs. Melody Pike, the FRYSC Coordinator announced her retirement, effective 12/31/24. This vacancy has been posted on the district website. Due to being a district hired position, Mrs.

Esther Hayslett will oversee the hiring. High School representation will serve on the interview committee and aid Mrs. Hayslett in the new hire.

- SBDM Bylaws, 2nd Reading took place. There were no changes. There was a motion to accept by K. Rowland and a second by A. Ashford. That motion was approved by consensus.

Policy Updates

Alignment with State Standards Policy - 2nd Reading

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

Budget and Spending Policy - 2nd Reading

- No Changes
Motion to accept: J. Sanders, seconded by K. Rowland
Motion was approved by consensus

Committee Policy - 2nd Reading

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

Consultation Policy - 2nd Reading

- No Changes
Motion to accept: J. Sanders, seconded by A. Ashford
Motion was approved by consensus

Enhancing Student Achievement Policy - 2nd Reading

- No Changes
Motion to accept: J. Sanders, seconded by A. Ashford
Motion was approved by consensus

Planning Policy - 1st Reading

- No Changes
Motion to accept: J. Sanders, seconded by A. Ashford
Motion was approved by consensus

Curriculum Policy - 1st Reading

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

Discipline and Classroom Management Policy - 1st Reading

- No Changes
Motion to accept: J. Sanders, seconded by K. Rowland
Motion was approved by consensus

Instructional Practices Policy - Policy Review

- It was suggested to potentially add a bullet which talked about our school writing policy.

School Space Policy - *Policy Review*

- No Changes

Schedule of the School Day Policy - *Policy Review*

- No Changes

Upcoming dates/events:

Nov. 18	SBDM 3:30 pm
Nov. 19	Board Meeting 5:30 pm
Nov. 20	Club Day
Nov. 21-23	Fall Drama Production
Nov. 25	Leadership Team meeting 3:00 pm
Nov. 27-29	Thanksgiving Break
Dec. 2	Department meetings 3:00 pm
Dec. 4	Staff meeting 3:00 pm
Dec. 6	Entrepreneur Fair
Dec. 6	Winter Choir Concert 7:00 pm
Dec. 9	Beta Club Induction ceremony 6:00 pm
Dec. 11	MTSS meetings 3:00 pm
Dec. 12	Band Concert 7:00 pm
Dec. 14	ACT (11th Grade Optional)
Dec. 16	SBDM 3:30 pm
Dec. 17	Board Meeting 5:30 pm
Dec. 18	Semester Exams (3rd, 6th)
Dec. 19	Semester Exams (2nd, 5th)
Dec. 20	Semester Exams (1st, 4th)
Dec. 20	Early Release Day
Dec. 23-Jan. 6	Christmas Break
Jan. 6	Staff Workday
Jan. 7	1st day of Spring semester
Jan. 8	Blood Drive
Jan. 13	SBDM 3:30 pm
Jan. 13	FAFSA Night 6:00 pm
Jan. 15	MTSS meetings 3:00 pm

Jan. 20	Martin Luther King Jr. Day - NO SCHOOL
Jan. 22	Club Day
Jan. 22	Leadership Team meeting 3:00 pm
Jan. 29	Department meetings 3:00 pm

Public Comments

None

The next regular monthly meeting will be Monday December 16th at 3:30 p.m in the conference room #111. The SBDM council was adjourned at 4:04 p.m. The motion was made by A. Ashford and seconded by J. Sanders. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – December 16, 2024

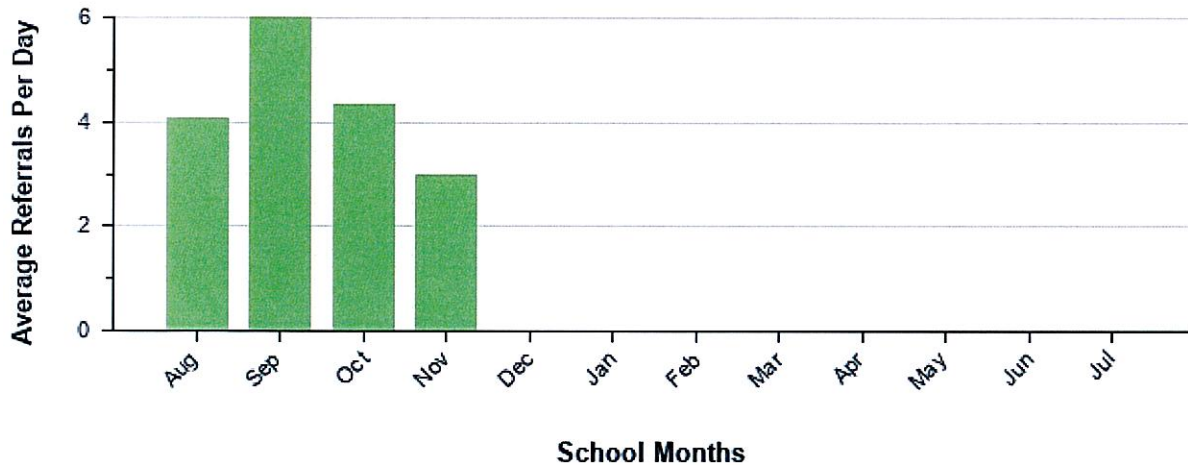
- Alexandria Edwards was chosen as the December “Teacher of the Month” by the student body.
- Julianna Young was named the “Superior Titan” for the month of December.
- The National Honor Society’s Dance Blue fundraiser is underway and the silent auction raised a little over \$3,000.
- The Drama department had a successful showing with their fall play “The Play That Goes Wrong”.
- Landon Howard was selected to participate in the Kentucky All-State Choir for the second year in a row and will now go on to perform at the Kentucky Music Educators Association conference in Louisville in February.
- The choir held their winter concert on December 6th along with a Piano Showcase prior to the concert.
- Mr. Booher took all the students that scored all Proficient and Distinguished on last year’s KSA tests to Asuka on December 3rd.
- The Beta Club held their induction ceremony on December 6th with 104 students being inducted.
- “Meet the Titans” was held on November 21st for our winter athletic teams and the basketball court was officially named “Chris Souder Court”.
- Titan football players were chosen to the All-District team. First team members were Braidin Baughman, Gage Bennett, Cameron Bottoms, Ashton Drakeford, JJ Goodman, Cornelius Mapp, Gavinn Rodriguez, Jayden Sailor, Cohen Sanford, Jacob Sanford, and Landon Yates. Honorable mention went to Daniel Butler, Sam Horn, Westin Irvin, and Elijah Norton.

School Summary
2024-25

Outcome: All Referrals

Average Referrals Per Day Per Month

All, 2024-25

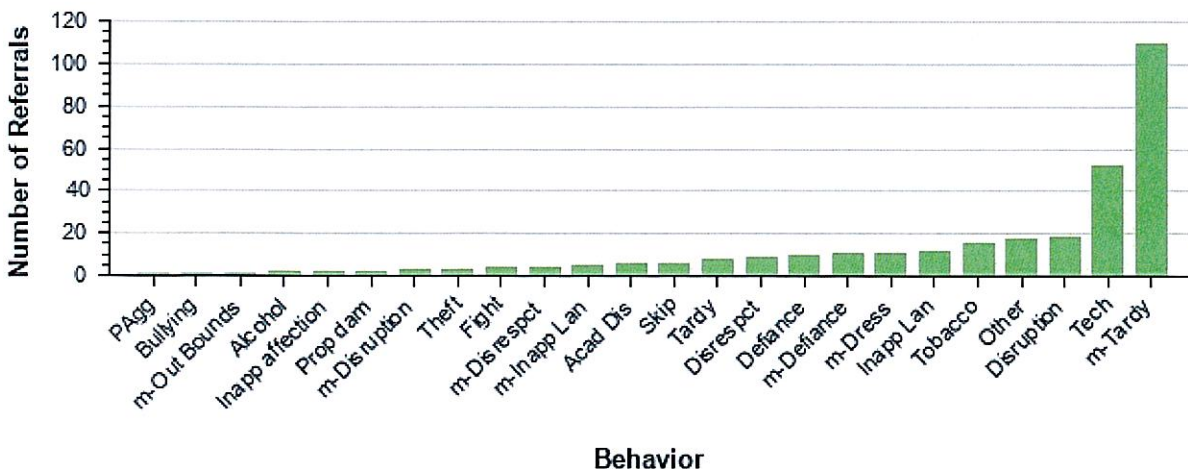


Data Table

Year	Month	Days Count	Referral Count	Referrals/School Day
2024	August	17	69	4.06
2024	September	20	120	6.00
2024	October	18	78	4.33
2024	November	15	45	3.00
2024	December	15	0	0.00
2025	January	18	0	0.00
2025	February	19	0	0.00
2025	March	19	0	0.00
2025	April	18	0	0.00
2025	May	12	0	0.00
2025	June	0	0	0.00
2025	July	0	0	0.00
Totals:		171	312	1.45

Referrals by Behavior

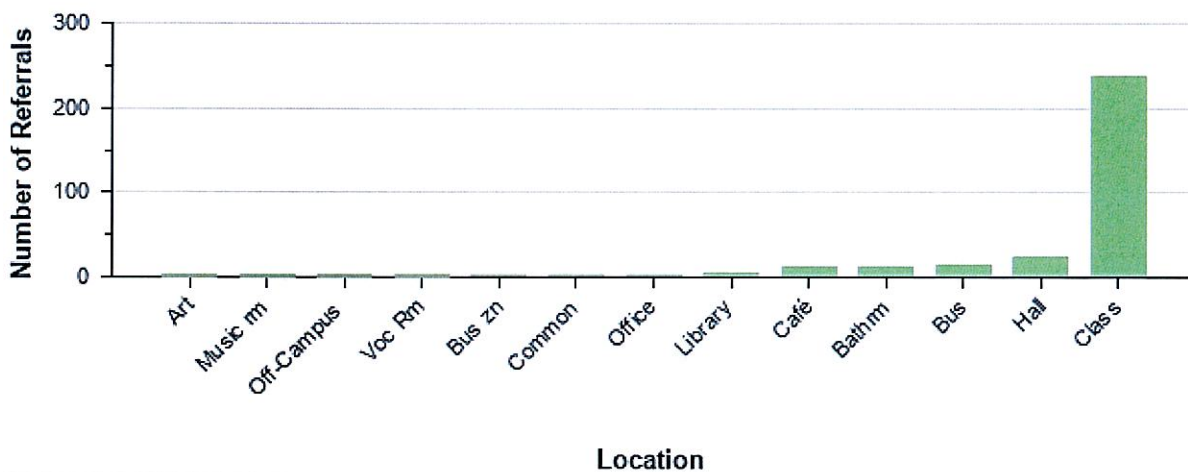
All, Aug 1, 2024 - Jul 31, 2025



Behavior	Frequency	Proportion	Additional Frequency
Physical Aggression	1	0.32%	0
Bullying	1	0.32%	0
Staff-managed (minor) - Inappropriate Location/Out of Bounds Area	1	0.32%	0
Use/Possession of Alcohol	2	0.64%	0
Inappropriate Display of Affection	2	0.64%	0
Property Damage/Vandalism	2	0.64%	0
Staff-managed (minor) - Disruption	3	0.96%	0
Theft	3	0.96%	0
Fighting	4	1.28%	0
Staff-managed (minor) - Disrespect	4	1.28%	0
Staff-managed (minor) - Inappropriate Language	5	1.60%	0
Academic Dishonesty	6	1.92%	0
Skip Class	6	1.92%	0
Tardy	8	2.56%	0
Disrespect	9	2.88%	0
Defiance/Insubordination/Non-Compliance	10	3.21%	0
Staff-managed (minor) - Defiance/Insubordination/Non-compliance	11	3.53%	0
Staff-managed (minor) - Dress Code Violation	11	3.53%	0
Abusive Language/Inappropriate Language/Profanity	12	3.85%	0
Use/Possession of Tobacco/Nicotine	15	4.81%	0
Other Behavior	17	5.45%	0
Disruption	18	5.77%	0
Technology Violation	52	16.67%	0
Staff-managed (minor) - Tardy	109	34.94%	0
Totals:	312	100%	0

Referrals by Location

All, Aug 1, 2024 - Jul 31, 2025



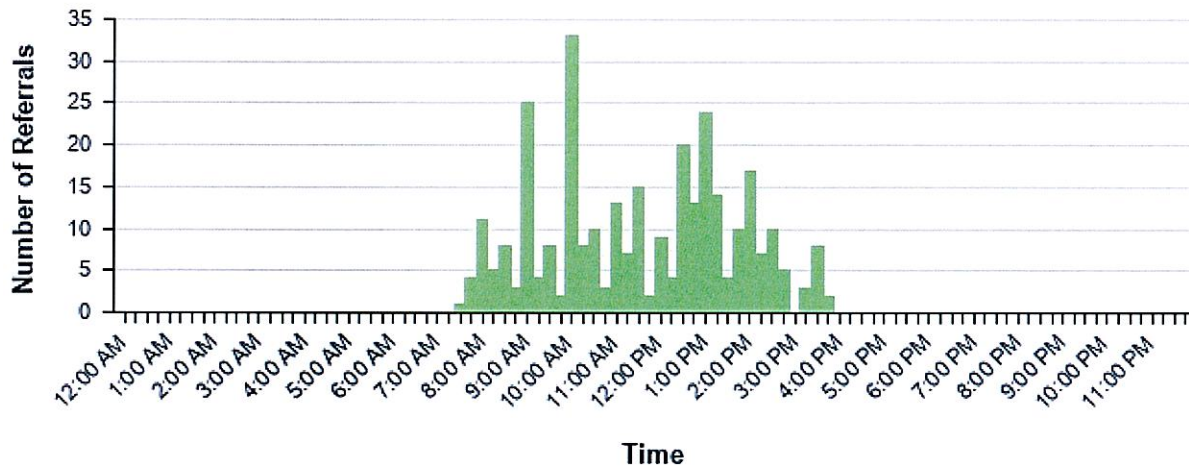
Data Table

Location	Frequency	Proportion
Art Room	1	0.32%
Music Room	1	0.32%
Off-Campus	1	0.32%
Vocational Room	1	0.32%
Bus Loading Zone	2	0.64%
Commons/Common Area	2	0.64%
Office	2	0.64%
Library	4	1.28%
Cafeteria	11	3.53%

Bus	15	4.81%
Hallway/Breezeway	23	7.37%
Classroom	237	75.96%
Totals:	312	100%

Referrals by Time

All, Aug 1, 2024 - Jul 31, 2025

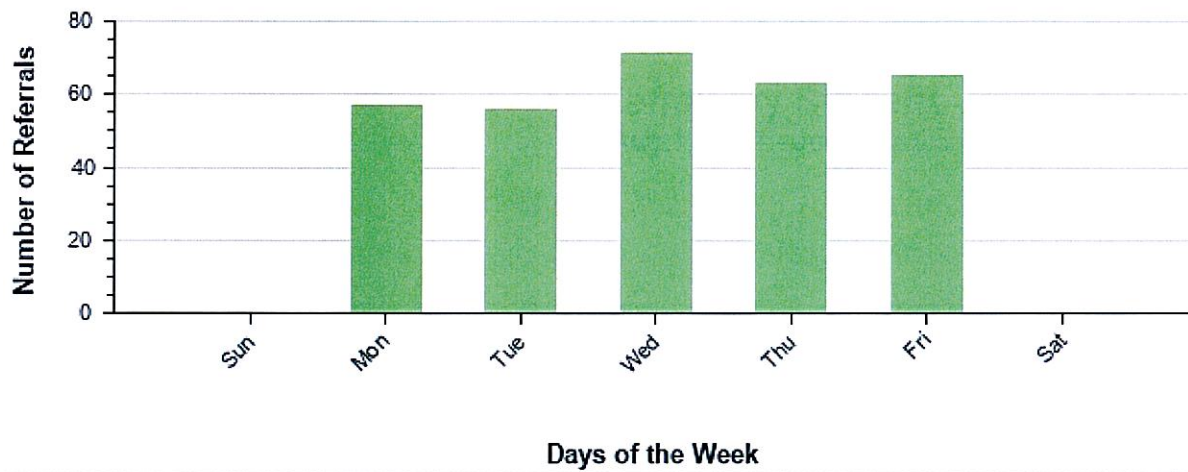


Data Table

Time	Frequency	Proportion
12:00 AM	0	0.00%
12:15 AM	0	0.00%
12:30 AM	0	0.00%
12:45 AM	0	0.00%
1:00 AM	0	0.00%
1:15 AM	0	0.00%
1:30 AM	0	0.00%
1:45 AM	0	0.00%
2:00 AM	0	0.00%
2:15 AM	0	0.00%
2:30 AM	0	0.00%
2:45 AM	0	0.00%
3:00 AM	0	0.00%
3:15 AM	0	0.00%
3:30 AM	0	0.00%
3:45 AM	0	0.00%
4:00 AM	0	0.00%
4:15 AM	0	0.00%
4:30 AM	0	0.00%
4:45 AM	0	0.00%
5:00 AM	0	0.00%
5:15 AM	0	0.00%
5:30 AM	0	0.00%
5:45 AM	0	0.00%
6:00 AM	0	0.00%
6:15 AM	0	0.00%
6:30 AM	0	0.00%
6:45 AM	0	0.00%
7:00 AM	0	0.00%
7:15 AM	0	0.00%
7:30 AM	1	0.32%
7:45 AM	4	1.28%
8:00 AM	11	3.53%

Referrals by Day Of Week

All, Aug 1, 2024 - Jul 31, 2025

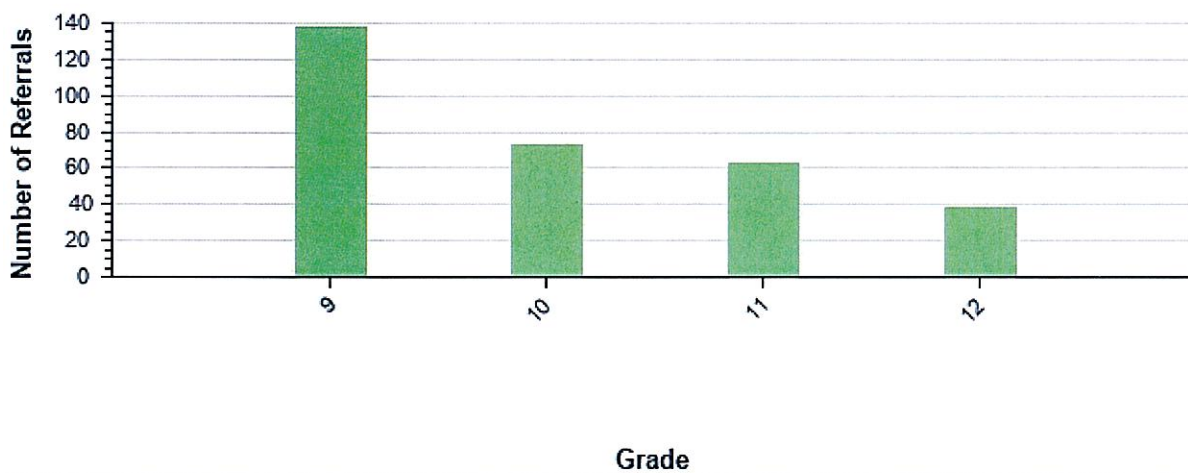


Data Table

Day	Frequency	Proportion
Sunday	0	0.00%
Monday	57	18.27%
Tuesday	56	17.95%
Wednesday	71	22.76%
Thursday	63	20.19%
Friday	65	20.83%
Saturday	0	0.00%
Totals:	312	100%

Referrals by Grade

All, Aug 1, 2024 - Jul 31, 2025



Data Table

Grade	Frequency	Proportion
Pre K-A	0	0.00%
Pre K-B	0	0.00%
Pre K	0	0.00%
K	0	0.00%
1	0	0.00%
2	0	0.00%
3	0	0.00%
4	0	0.00%
Totals:	312	100%

6	0	0.00%
7	0	0.00%
8	0	0.00%
9	138	44.23%
10	73	23.40%
11	63	20.19%
12	38	12.18%
Post 12	0	0.00%
Totals:	312	100%

Section 6 Accounts	2024-25	Balance as of December 10, 2024
Other Certified	250	100.00
Certified Substitute Salary	1,250	690
Classified Other Pay		
Classified Overtime Salary		
Classified Substitute Salary		
Employer FICA Contribution		
Employer Medicare Contribution	50	39
KTRS Employer Contribution	75	53
CERS Employer Contribution		24
KSBA Unemployment Insurance	25	19
Registration Fees	2,000	-368.00
Security Services	500	500.00
Other Professional Services	500	-260.00
Copier Rental	15,000	-94.00
Postage & PO Box Rental	3,000	100.00
Telephone	1,500	-559
Travel	2,000	727
General Supplies	50,000.00	7,248.00
Food Non Instructional Non Food Service		
Food Instructional Non Food Service		-2,030.00
Library Books (Library)	3,500	1,682.00
Supplementary Books/Study Guides		-2,092.00
Computer Related Supplies	3,000	1,092
Health Supplies		-350
Dues & Fees	2,500	115.00
Other Miscellaneous	15,384	13,721
Other Repairs and Maintenance		
General Supplies (School supplies)	17,747	6,547.00
General Supplies (Custodial)	17,747	2,947.00
TOTAL	136,028.00	23,351.00

District Activity Accounts @ Central Office	Balance as of December 10, 2024
Blood Center Scholarship	1,635.00
Destitute Senior	312.00
Class of 2027	4,294.00
General Fund	22,879.00
Ag Shop	587.00
AP Exam	228.00
Art	1,430.00
Band	2,125.00
Chorus	52.00
Drama	6,432.00
English	7
Class of 2028	4,105.00
Field Trips	2000
Foreign Language	579
Horticulture	27,859.00
Library Book Fair	587.00
Class of 2025	6,348.00
Yearbook	2,165.00
Pictures	1,284.00
Senior Trip	55
Special Education	316
Summer School	11,380.00
Technology	4830
Class of 2026	3,854.00
Textbooks	2,938.00
College Tech Educational	1,153.00
Staff Fund	2,103.00
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	4,475.00
General Athletics	79,828.00
Archery	2,445.00
Baseball	-8.00
Boys Basketball	-840.00
Girls Basketball	900.00
Cheerleading	4,107.00
Cross Country	1,071.00
Dance	2,512.00
Football	2,970.00
Football Bowl Game	47,852.00
Football Supplemental	9,740.00
Golf	2,702.00
Boys Soccer	527.00
Girls Soccer	2,836.00
Softball	1,830.00
Boys Tennis	4,316.00
Girls Tennis	3,853.00
Track	2,475.00
Volleyball	1,057.00
Bass Fishing	2,052.00
Heart of the Bluegrass	10,112.00
Athletics Supplemental	5,621.00
Gate Receipts	47,883.00
Wrestling	357.00
Athletic Training	468.00
TOTAL	355,411.00

<i>Student Activity Accounts @ Central Office</i>	<i>Balance as of December 10, 2024</i>
Thirst Club	24
Y-Club	-1,348.00
Fellowship of Christian Athletes	998
Unity Club	206
FCCLA	4,904.00
Engineering Club	684
Educator Rising	247
National Honor Society	3706
Spanish Club	891.00
Student Council	1662
Key Club	65
Envirothon Team	75
Book Club	215
Beta Scholarship	170
Academic Team	371
Band	0.00
Project Graduation	7,435.00
DECA Club	1,737.00
Board Game Club	328.00
Field Trips	91.00
Beta Club	489.00
FFA	17,737.00
School Store	202
Student Vending	674.00
Pep Club	599
Weightlifting	1334
Chess Club	836
<i>TOTAL</i>	44,343.00

Guidelines for Building an Improvement Plan

- There are 7 required high school-level goals:
1)State assessment results in reading and mathematics, 2)State assessment results in science, social studies, and writing, 3)English Learner Progress, 4)Quality of School Climate and Safety, 5)Postsecondary Readiness, 6)Graduation Rate, 7)Achievement Gap

1: State Assessment Results in Reading and Mathematics Goal

Goal 1: To reduce the percentage of Novice from 24% to 19% in 10th grade Reading scores. To reduce the percentage of Novice from 22% to 17% in 10th grade Mathematics scores.

2: State Assessment Results in Science, Social Studies, and Writing Goal

Goal 2: To reduce the percentage of Novice from 37% to 30% in 11th grade Science scores. To reduce the percentage of Novice from 28% to 20% in 11th grade Social Studies scores. To improve the Combined Writing index score of all students in writing from 76.5 to 80% as defined by the On-Demand writing assessment in 2024-25.

3: English Learner Progress Goal

Goal 3: To continue to reduce the percentage of Novice in all content areas for all English Language Learners. We currently do not have the number of ELL students to meet the threshold to receive a score via the Kentucky Accountability System.

4: Quality of School Climate and Safety Goal

Goal 4: To improve the quality of school climate and safety goal from 71.6 to 75.

5: Postsecondary Readiness Goal

Goal 5: To improve the Postsecondary Readiness (academic and career) score from 104.6 to 107.0 by 2024-25.

6: Graduation Rate Goal

Goal 6: To improve the graduation rate goal from 95.7% to 99.0% by 2024-25.

7: Achievement Gap Goal

Goal 7: To reduce the percentage of Novice in the gap group of “Economically Disadvantaged” on the Kentucky Summative Assessment Reading section from 30% to 25% in 2024-25.

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

4. Implementation of District Policies

- Ensure instructional practices align with district-approved curricula, resources, and guidelines
- Regularly review and adapt instructional methods to comply with updates to district policies and initiatives

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: _____

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: _____

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: _____

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: _____

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: _____

PRINCIPAL SELECTION POLICY

PREPARATION

When the council learns that the school needs to hire a principal, the council:

- meets with the Superintendent, or designee, (who will serve as chair of the council and have voting rights for the purpose of the hiring process) to review the *Best Practices for Principal Selection* document available on the Kentucky Association of School Councils website. The outgoing principal shall not serve on the council during the principal selection process.
- selects a trainer of their choice to deliver training in recruitment and interviewing techniques the council Chair or Vice-Chair will arrange for this training on a date agreed upon by the council and call a special meeting of the council for this purpose with "Principal Selection Training" on the agenda.
- distributes copies of this policy to all members before the scheduled training and sends a copy to the trainer who will be providing the selection training.
- distributes informational materials regarding Kentucky Open Records and open meetings law and have all members sign a nondisclosure agreement forbidding sharing of information and discussions held in closed session.

SELECTION PROCESS

The council will:

- design and carry out processes to get shareholder input on what traits will make the best leader for this school. Shareholder input will involve, but not be limited to faculty, staff, parents, and students.
- call a special meeting of the council and meet in open session to:
 - discuss the process and timeline for receiving applications, and other steps in the hiring process.
 - develop a set criteria for a strong candidate using the shareholder input plus council members' ideas. These criteria will not discriminate based on race, ethnicity, gender, marriage or family status, religion, political affiliation, disability, or age.
 - use the criteria to write questions that will be asked of all candidates during in-person interviews.
 - decide on other methods to gather information about the candidates. The methods may include, but not limited to: applications and resumes, references, applicant portfolios, open forums, and written responses to hypothetical work-related challenges.
- call a special meeting of the council and meet in closed session to:
 - review all applications and written references and select applicants to interview.
 - determine if information in the written applications and resumes points to any specialized questions that should be asked of a particular applicant and develop those questions if necessary,
- schedule interviews with each applicant.
- conduct each interview in a special called meeting in closed session during which:
 - the same questions will be asked in the same order for every candidate.
 - any specialized or follow-up questions will be asked after the standard questions.
 - a discussion will be held immediately following each interview about how well the applicant meets the criteria.
- after all interviews are completed, hold closed session discussion of the merits of all applicants and work toward consensus on the final selection.
- if the council is not satisfied with any of the candidates, the council should discuss the option of having an interim principal. The interim will be appointed by the superintendent until a suitable applicant is found.
- keep all closed session documents confidential.

SELECTION OF THE NEW PRINCIPAL

After all information is gathered, the council will:

- meet in an open session to vote for the final selection of a new principal. The principal is elected on a majority vote of the council. Record the action in the meetings.
- ask the superintendent to complete the hiring process.
- communicate with shareholders the decision as soon as possible.

POLICY EVALUATION

This policy will be evaluated by the council and revisions recommended as needed.

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: _____

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

Dec. 16	SBDM 3:30 pm
Dec. 17	Board Meeting 5:30 pm
Dec. 18	Semester Exams (3rd, 6th)
Dec. 19	Semester Exams (2nd, 5th)
Dec. 20	Semester Exams (1st, 4th)
Dec. 20	Early Release Day 12:45 pm
Dec. 23-Jan. 6	Christmas Break
Jan. 6	Staff Workday
Jan. 7	1st day of Spring semester
Jan. 8	Blood Drive
Jan. 13	Fastbridge Winter Screener
Jan. 13	SBDM 3:30 pm
Jan. 13	FAFSA Night 6:00 pm
Jan. 14	CERT Test (Math, Reading)
Jan. 15	CERT Test (Language, Science)
Jan. 15	MTSS meetings 3:00 pm
Jan. 20	Martin Luther King Jr. Day - NO SCHOOL
Jan. 22	Club Day
Jan. 22	Leadership Team meeting 3:00 pm
Jan. 29	Department meetings 3:00 pm
Feb. 1	Winter Homecoming Dance 8:00 - 11:00 pm
Feb. 5	Staff meeting 3:00 pm
Feb. 8	ACT
Feb. 10	SBDM 3:30 pm
Feb. 17	President's Day - NO SCHOOL
Feb. 19	Club Day
Feb. 19	Leadership Team meeting 3:00 pm
Feb. 26	Department meetings 3:00 pm
Mar. 5	Staff meeting 3:00 pm
Mar. 7	Dr. Seuss - Reading Day @ MCES
Mar. 11	ACT - 11th grade
Mar. 12	MTSS meetings 3:00 pm

Mar. 14	PD Flex Day
Mar. 17-21	EOP Testing window
Mar. 17	Career Fair 8:30 am
Mar. 17	SBDM 3:30 pm
Mar. 19	Club Day
Mar. 24-28	EOP Testing window
Mar. 24	Leadership Team meeting 3:00 pm
Mar. 26	Department meetings 3:00 pm
Mar. 31 - Apr. 4	Spring Break
Apr. 5	ACT