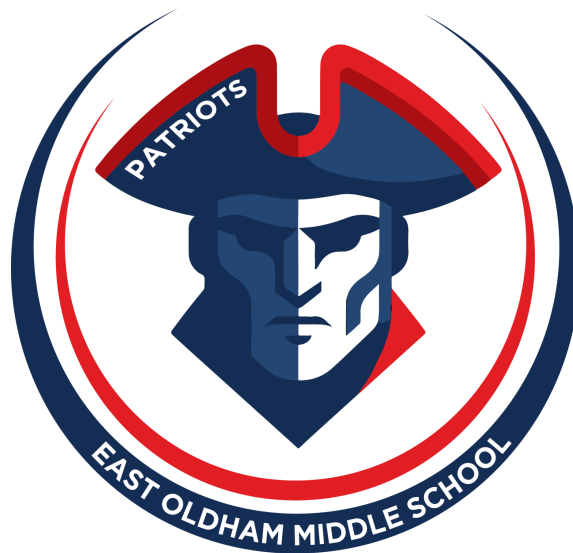


# EAST OLDHAM MIDDLE SCHOOL

**SBDM COUNCIL**

## **POLICY MANUAL**

**2024-25**



**1201 East Highway 22, Crestwood, KY 40014**

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## **EAST OLDHAM MIDDLE SCHOOL - SBDM POLICY MANUAL**

### **BY-LAW 1 - OPERATING COUNCIL MEETINGS**

#### **A) Types**

Council members shall attend three (3) types of meetings:

- (1) Regular – held on a set day of the month and at a set time of day.
- (2) Special – scheduled as they are needed between regularly scheduled meetings.
- (3) Training – designed for Council members to build knowledge and develop skills.

#### **B) Schedule of Meetings**

Regular meetings of the East Oldham SBDM Council will be held monthly from July through June. The Council shall establish a schedule of meetings for the academic year at its first regularly scheduled meeting. The principal, with input from Council, has the option of canceling a meeting based on lack of agenda items. Regular meetings may be rescheduled or canceled by the chairperson with approval by a majority of elected Council members; however, the Council will not miss cancel more than one consecutive monthly meeting.

#### **C) Special Meetings**

Special meetings may be called by the principal at his/her discretion or upon the request of a majority of Council members. Time, place and purpose shall be announced at the time the meeting is called and at least 24 hours prior to the meeting. The purpose of the special-called meeting shall not be altered.

#### **D) Length of Meetings**

The length of all meetings shall be limited to two (2) hours except when the Council determines additional time is needed. The Council shall have the authority to decide to extend the meeting and to set a new ending time.

#### **E) Agenda**

Each regular and special Council meeting shall operate by an agenda. The agenda shall be formed by the chairperson with items provided by Council members. All business transacted by the Council shall be by agenda only. The agenda for each meeting shall be approved by the Council at the beginning of the meeting. Other items may be added to the agenda for a regular meeting with approval from the Council. The agenda for all meetings (regular and special-called) shall be written and disseminated, along with supporting materials, to Council members seventy-two (72) hours prior to the meeting. The agenda for a regular meeting will be posted on the school website at least seventy-two hours (72) prior to the meeting.

#### **F) Chairperson**

The principal shall serve as chairperson at all meetings. In the absence of the chairperson, the Council shall elect an acting chair to preside. The acting chair will conduct the meeting.

#### **G) Decision Making**

The method of making decisions, taking actions and adopting policies shall be by consensus. An effort shall be made to thoroughly discuss all possible alternatives, provide each member ample opportunity to be heard, and make a final decision that can be supported by the group.

In the event consensus cannot be reached, the item under consideration will be tabled until the following meeting, allowing Council members an opportunity to consult their peers. At the following meeting, if a consensus cannot be obtained, a vote will be taken and the majority will prevail.

#### H) Conflict of Interest

If a Council member feels a conflict of interest in a proposed action of the Council, that member should disclose that conflict to the Council. Council members can determine if the conflict is sufficient to exclude the member from the discussion and the decision making process.

#### I) Quorum

A quorum shall consist of greater than 50% of Council membership, at least one of which must be a parent

#### J) Minutes

Minutes of all regular and special Council meetings shall be recorded in writing and kept on file in the school office. Minutes will not be recorded for any portion of meetings that occur in closed session. Minutes of the previous meeting shall also be reviewed and approved by the Council at the beginning of each regular meeting. Within two (2) weeks of their approval, minutes will be stored in a minute book and posted on the school website .

#### K) Open Meetings

All Council meetings shall be open to the public except when personnel, legal issues affecting the Council, rights to privacy, or other reasons that qualify under the Kentucky Open Meetings law (KRS 61.810) are under consideration. Under one or more of these conditions a Council may go into closed session. All decisions made by the Council shall be in an open public meeting. The Council shall fully abide by the open meetings law.

#### L) Recording Secretary

The Office Manager of EOMS shall serve as the recording secretary for the Council and be responsible for:

- (1) Recording in writing all minutes of meetings.
- (2) Informing the parents, staff and PTO officers
  - a. Processing, disseminating and posting minutes.
  - b. Disseminating and posting agendas
- (3) Preparing the meeting room
- (4) Supplying materials for the meeting
- (5) Filing minutes in the minute book.
- (6) Disseminating to Council members, posting, and filing minutes and reports of all council committees.

The principal will be responsible for developing the meeting agendas.

#### M) Input from Non-Council Members Attendees at Council Meetings.

Those in attendance at the Council meetings shall be provided an opportunity to discuss issues under consideration by the following procedures:

- (1) Non-member attendees should contact the chairperson in order to be added to the agenda.
- (2) A sign-in sheet will be provided by topic for interested parties to indicate their interest in speaking
- (3) As each topic is discussed, the chairperson will call on speakers in the order they signed the sign-in sheet.

Expressions are limited to not more than the time allotted by the Council based on the number of persons who wish to make an expression. Input will be allowed before the Council makes a decision. All speakers will speak from an area designated by the chairperson. Any group appearing before the Council shall select a spokesperson who shall address the Council.

(4) Persons who address the Council or observe the Council meetings shall not be permitted to disrupt the meeting by:

- a. Speaking out of turn
- b. Being disrespectful to the Council or others

c. Making derogatory statements about anyone.

(5) Input/reactions must be germane to the topic and must be within the authority of the Council.

(6) After persons have spoken from the sign-in sheet, the chairperson will permit others to speak on the item under discussion provided their remarks are germane to the topic and time permits.

(7) The chairperson shall explain the procedures and rules for addressing the Council at an appropriate time during the meeting.

(8) The Council reserves the right to limit or terminate discussion on any subject introduced by an individual or group.

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Adopted – January 10, 2006

Revised – April 17, 2007; May 13, 2008; April 12, 2011; April 10, 2017; December 17, 2018; April 19, 2021;

## **EAST OLDHAM MIDDLE SCHOOL - SBDM POLICY MANUAL**

### **BY-LAW 2 - POLICY DEVELOPMENT AND REVIEW**

#### **A) Council Governance**

All actions and decisions of the Council shall be governed by policies set by the Council. Policies shall include both operational procedures and management functions chosen by the Council. All policies set by the Council shall be consistent with state statutes and district board policies.

#### **B) Adoption**

No policy shall be adopted by the Council at the meeting in which the policy is introduced. All operational procedures and management function policies shall be provided for review by the superintendent or his designee before they are adopted by the Council.

#### **C) Policy Manual**

The Council shall maintain a policy manual and shall make it available as requested to staff, the public, and the superintendent.

#### **D) Review**

The Council shall annually review all policies/bylaws. Revisions shall be made as needed in order to more effectively serve the school.

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Adopted – December 13, 2005

Revised – May 13, 2008; December 17, 2018; April 19, 2021

## **EAST OLDHAM MIDDLE SCHOOL - SBDM POLICY MANUAL**

### **BY-LAW 3 - AUTHORITY OF THE COUNCIL AND THE PRINCIPAL**

#### **A) Authority of the Principal**

The principal shall serve as primary administrator and instructional leader of the school. The principal shall have authority over management functions delegated to the principal by the school Council. The principal shall be responsible for implementing policies set by the Council and shall be responsible to the superintendent or his/her designee. The principal shall be responsible for supervising the work of committees appointed by the Council.

The principal may form committees to assist with management functions for which the principal has decision making authority including those delegated to the principal by the Council. Such committees shall report directly to the principal or to his/her designee.

The principal shall be responsible for developing a plan to address the management functions of East Oldham Middle School which include the following:

1. Determination of curriculum, including needs assessment, curriculum development and responsibilities under KRS 158.6453(19);
2. Assignment of all instructional and non instructional staff time;
3. Assignment of students to classes and programs within the school;
4. Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board;
5. Determination of use of school space during the school day related to improving classroom teaching and learning;
6. Planning and resolution of issues regarding instructional practices;
7. Selection and implementation of discipline and classroom management techniques as a part of a comprehensive school safety plan, including responsibilities of the student, parent, teacher, counselor, and principal;
8. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation, and supervision;
9. Adoption of an emergency plan as required in KRS 158.162;
10. Procedures, consistent with local school board policy, for determining alignment with state standards, technology utilization, and program appraisal; and
11. Procedures to assist the council with consultation in the selection of personnel by the principal, including but not limited to meetings, timelines, interviews, review of written applications, and review of references. Procedures shall address situations in which members of the council are not available for consultation;

#### **B) Authority of the Council**

The Council, pursuant to state law, is a policy making body. Reference KRS 160.345. The Council shall have the authority to set and monitor school policies which shall provide an environment to enhance student achievement and help the school meet performance standards established by the Kentucky Education Reform Act of 1990.

The Council shall adopt policies for all Council functions described in KRS 160.345 and may delegate decision making authority to the principal among the functions classified as permissive functions and may assume full policy making authority for any function delegated to the principal.

Outside of a legally called Council meeting, no Council member other than the principal has decision-making or administrative authority.

The Council shall have the authority to form the number and types of committees needed to carry out the policies set by the Council.

Committees formed under the auspices of the Council shall be responsible to the Council.

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Adopted – December 13, 2005  
Revised – April 12, 2011; February 27, 2012; January 28, 2019; April 19, 2021

## **EAST OLDHAM MIDDLE SCHOOL - SBDM POLICY MANUAL**

### **BY-LAW 4 - COMMITTEE SYSTEM**

#### **A) Standing Committee**

A standing committee may be formed for each permissive function performed by the Council to serve for one year. The Council shall describe in writing the mission of the committee and a timeline for all major tasks.

Each standing committee shall consist of at least six members, which could include one parent member. The committee will elect a chairperson and recorder of minutes. Standing committees shall make recommendations to the Council and the Council shall have final authority. A minimum of 2 progress reports (at least mid-year and year end) shall be submitted to the Council. All standing committees shall be formed by the Council chairperson. Standing committees shall report to the Council. Their actions shall be advisory and are not binding on the Council.

#### **B) Ad Hoc Committees**

Ad hoc committees may be formed to help complete specific tasks. The Council shall describe in writing the mission of the committee and a timeline for all major tasks. Each ad hoc committee shall consist of at least five members, which could include student and parent members. The committee will elect a chairperson and recorder of minutes. Minutes and/or progress reports shall be submitted to the Council. Standing committees shall make recommendations to the Council and the Council shall have final authority. Once the task is completed, the committee shall be abolished. Ad hoc committees shall be formed by the chairperson or designee.

#### **C) Agenda**

All committees shall operate by an agenda. The agenda shall be formed by the committee facilitator chairperson with input from committee members. The agenda shall be disseminated to committee members by the committee chairperson at least 48 hours before the meeting.

#### **D) Minutes**

The recorder of minutes for each committee will document the proceedings of each meeting via written minutes. He/She provides a copy of the minutes to the committee chairperson to be distributed with the agenda for the next meeting. Minutes will be reviewed and approved by the committee at the beginning of the next meeting.

#### **E) Term**

Standing committees shall serve for one year beginning July 1 and ending June 30. Ad hoc committees shall serve until they are abolished, not to exceed one year.

#### **F) Decision Making**

All committees shall use consensus as the primary method of making decisions. In the event consensus cannot be reached, the committee shall report to the Council the reasons. All committees are subject to the Kentucky Open Records and Open Meetings Laws.

#### **G) Quorum**

A majority of the members of the committee must be present for the committee to make a decision.

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Adopted – December 13, 2005

Revised - May 13, 2008; December 17, 2018; April 19, 2021

## **EAST OLDHAM MIDDLE SCHOOL - SBDM POLICY MANUAL**

### **BY-LAW 5 - APPEALS PROCESS**

#### **A) Request**

For a person(s) to appeal a decision of the Council or file a grievance, he/she must first request in writing to the chairperson an opportunity to be heard and shall include in the request information that will clarify the issue for which the hearing is requested. All appeals and grievances must focus directly on policy decisions made by the Council.

#### **B) Schedule**

A Council shall schedule a hearing within thirty (30) working days from the date the request is received. The person appealing a Council decision shall be informed of the hearing by a registered letter written and disseminated by the chairperson.

#### **C) Hearing**

The person(s) appealing the Council decision may be represented by legal counsel and may call witnesses as long as the testimony is germane to the issue. The Council may also be represented by legal counsel and call witnesses. The person requesting the hearing shall be provided the option of a closed or open hearing.

#### **D) Decision**

The Council shall consider the merits of the complaint, make a decision, and respond in writing to the appeal within sixty (60) calendar days from the date of the completion of the hearing. The chairperson shall develop and disseminate the response of the Council with the written approval of the Council.

#### **E) Report**

A copy of the written grievance or appeal, and a reply by the Council, shall be provided to the superintendent.

## **EAST OLDHAM MIDDLE SCHOOL - SBDM POLICY MANUAL**

### **BY-LAW 6 - ELECTION OF COUNCIL REPRESENTATIVES**

#### **A) Membership**

The membership of the East Oldham Middle School Council shall consist of the Principal, two parent representatives and three certified representatives.

#### **B) Eligibility**

Any certified school staff member employed at least fifty percent of the work week during the school year, except the principal, associate principal, or assistant principal shall be eligible to serve as a certified member on the Council and to vote in the election of certified Council members. Parent members on the Council shall be the legal parent/guardian of a student(s) enrolled at the school during the entire year of the term and not be an employee of the school. [KRS 160.345(2)(a)] A parent may run for office and may vote in the election of parent members if he or she is the legal parent/guardian of a student pre-registered to attend the school during the term of office. Parent, for the purpose of this policy, is defined as a parent, stepparent, or foster parent of a student or a person who has legal custody of a student pursuant to a court order and with whom the student resides.

#### **C) Election of Council Members**

See Election Procedure document on file with SBDM recording secretary. Election procedures have been established by teachers and parents.

#### **D) Term of Service**

Teachers and parents on the school Council shall serve for a term of two years; however, if they continue to meet eligibility requirements, teacher and parent Council members may be re-elected.

#### **E) Vacancies**

Teacher or parent vacancies on the school Council shall be filled using the election procedures in the document on file with the SBDM recording secretary. Election of a vacancy shall be held within six weeks of the effective date of the vacancy. The term of office for a teacher or parent elected to fill a vacancy shall be the unexpired term.

#### **F) Campaigning**

Certified staff candidates may post campaign information in the teacher work room of the school and distribute printed material in the faculty mailboxes at the school. The principal shall provide time at faculty meeting(s) for candidates to orally present their qualifications and motives for Council service to the faculty.

Parent candidates may post campaign information in a parent work area designated by the principal. Other campaigning is restricted to the PTO newsletter. The PTO may call a special meeting for the purpose of providing time for candidates to orally present their qualifications and motives for Council service to the school's PTO members within limits determined by the PTO Board.

Any campaign literature or material shall be paid for by the candidate. No school funds may be expended for any expense related to campaign material for any candidate for the school Council.

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Adopted –December 13, 2005

Revised - April 17, 2007; May 13, 2008; April 12, 2011; October 27, 2014; August 28, 2017; December 17, 2018; January 28, 2019; April 19, 2021

**SELECTION OF INSTRUCTIONAL MATERIAL**

**2001**

**A) Instructional Material**

Instructional material is defined as all commercial materials, media, and courseware (consumable or permanent) used by teachers to deliver instruction.

**B) Committee**

The Instructional Materials Committee shall develop a plan for the acquisition of instructional materials utilizing the allocation provided to the school from the State of Kentucky and the district. The committee shall make recommendations and report to the Council. The recommendations shall be developed with a focus on the overall needs of the instructional program. The committee shall also submit the written plan for the utilization of the instructional materials allocation to the Council for approval. The committee shall be responsible for:

- 1) Surveying the teachers to determine their instructional material needs and preferences.
- 2) Studying instructional material samples and identifying and selecting a list of instructional materials to be used in the instructional program.
- 3) Developing a written plan, based on the appropriations made available to the school for instructional materials that specifies the utilization of the funds.

**C) Budget**

The appropriations for instructional materials will be set by the Board of Education. The budget developed by the committee shall not exceed the appropriations. The Council shall approve the budget and the selection of materials.

**D) Procurement**

The principal and/or designee shall be responsible for ordering, receiving and approving payment for the instructional materials.

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Adopted – February 14, 2006

Revised - May 13, 2008; April 23, 2018; May 19, 2019; April 19, 2021

## **EAST OLDHAM MIDDLE SCHOOL - SBDM POLICY MANUAL**

### **REVIEW OF CHALLENGED INSTRUCTIONAL OR LIBRARY MEDIA CENTER MATERIAL**

**2002**

#### **A) Request for Review**

The review of instructional material, including but not limited to, textbooks, supplementary materials and library books, on the basis of citizen concerns will be conducted in response to a properly filed request. Forms for such requests will be made available at the principal's office. The request shall include a statement of reason for objection and a statement of desired action regarding the material.

In the event of a citizen complaint regarding instructional materials, freedom of information and professional responsibility shall be the guiding principles. However, the principal may temporarily withdraw the material pending a decision. Additionally, individuals may be assigned other materials in lieu of those being challenged.

#### **B) Review**

The principal shall establish an ad hoc review committee within 10 school days, composed of the principal, the media specialist, two staff members whose subject area is affected and two parents.

The following steps shall be taken by the Review Committee:

- 1) Read or examine the materials in question;
- 2) Review professional assessment of material, including faculty presentation of rationale for selection;
- 3) Judge the material as a whole;
- 4) File its written decision with the principal and send a copy to each member of the Council.

The principal shall then inform the complainant in writing of the committee's decision. This shall be done within ten (10) school days after receipt of the committee's decision.

#### **C) Appeal**

Within ten (10) school days after the complainant has been informed of the committee's decision, if the complainant does not agree with the committee's decision; he/she may appeal, in writing, to the Council. The appeals process is outlined in the East Oldham Middle School Council Policy Manual - #107 Appeals Process Policy. At its next regularly scheduled meeting, the Council will review the committee's decision, and any pertinent information relating to the material. The Council may arrive at its decision at the meeting or delay the decision to collect additional information until the following meeting. The Council shall notify the complainant of its decision at a date no later than five (5) days following the second meeting.

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Adopted –February 14, 2006

Revised – February 23, 2015; November 27, 20217; May 19, 2019; April 19, 2021

**CURRICULUM****2003****A) Curriculum**

The curriculum of East Oldham Middle School shall be based on the Oldham County Schools' Curriculum Frameworks which are developed to cover the concepts in the Kentucky Academic Standards (KAS). Oldham County Schools will guide our school to ensure we are aligned with state standards.

Teachers will plan and coordinate instructional units and lessons to address student learning in all curricular areas and to ensure that students are participating in appropriate instructional opportunities. The instructional leadership staff will assist in ensuring alignment.

Our current curriculum, as well as any future changes, will:

1. Be aligned vertically and horizontally with and designed to help students master the content of the state standards for all subjects including: English/language arts, math, science, social studies, practical living/career studies, visual and performing arts, and global competency & world language.
2. Provide equitable access to all the state standards' areas above for all students.
3. Provide support for all students to be able to complete some college-level work while in high school.
4. Provide links to continuing education, life, and career options.
5. Reflect the strategies adopted in our school improvement plan.
6. Include all legally required content beyond the state standards.

**TEACHER ROLE** All teachers will:

1. Disseminate the curriculum expectations for their classes to students in an age-appropriate way and to all parents.
2. Teach the state standards assigned for their particular area or areas.
3. Be prepared to contribute to discussions of needed changes in the curriculum.

**PRINCIPAL ROLE** The principal (or designee) will:

1. Ensure that copies of the curriculum, standards, and expectations for the school are available for parent review.
2. Meet with each new teacher to review this policy and the sections of the curriculum that apply to that teacher's assignment.
3. At staff meetings in January and May, hold discussions with the staff on possible curriculum revisions and report to the Instructional Committee on the results of those discussions.

**CURRICULUM REVISION**

The Instructional Committee will be responsible for making any needed recommendations to the council on curriculum revisions when one or more of the following events occur:

1. State laws, regulations, or the Kentucky Academic Standards are revised.
2. District leaders or working groups modify district curriculum documents.
3. Our school improvement planning process identifies a need for adjustments.
4. Other schools in our district identify a need for changes in their curriculum or in ours that could alter our vertical articulation, create curriculum gaps, or allow unintended overlaps and redundancy.
5. During staff discussions, one or more teachers at our school identify a weakness or opportunity for improvement that needs to be addressed to ensure success for all students.
6. Other shareholder input or data demonstrate a need to do so.

POLICY EVALUATION We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

A) Committee

The Planning Committee will develop recommendations for the Council's consideration on changes, additions or deletions involving curriculum that is not governed by the Oldham County Schools' Curriculum Framework

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Adopted – March 14, 2006

Revised - May 13, 2008; April 12, 2011; July 29, 2019; April 19, 2021; May 16, 2022

**WRITING AND COMMUNICATIONS PROGRAM POLICY**

2004

**A. Development**

The EOMS SBDM Council shall be responsible for approving and monitoring the school's writing program in accordance with KRS 158.6453, the Kentucky Core Academic Standards, and the Oldham County Schools' writing program.

The EOMS Council adopts the Oldham County Writing Plan which establishes procedures to:

Analyze and evaluate strengths and needs of the writing program;

Determine the professional development needs for the program based on the analysis and evaluation and make recommendations to the school's administration;

Work collaboratively with the district to revise the Oldham County Schools writing plan as needed to address changing program and changing student needs; and

Develop recommendations regarding writing instruction as part of the annual writing program review.

**B. Communication Skills**

The school's writing and communication program shall be developed and implemented as a component of the school's literacy program. The writing and communication program shall:

Provide regular, developmentally-appropriate opportunities for students to use writing to learn, writing to demonstrate learning, and writing for authentic purposes across the curriculum;

Provide opportunities for publication in the larger 21st century literacy context (e.g., writing and delivering a speech, use of multimedia within writing samples, electronic/digital publications); and

Shall be horizontally and vertically aligned ensuring student mastery of core academic standards.

**C. Teacher/Administrator Responsibilities**

Teachers, with the support of the administration, will provide purposeful and meaningful literacy and writing instruction and utilize 21st century technologies to support the teaching of communication and writing standards. The teachers and the principal will ensure that students are actively engaged in using communication skills regularly in every class, across all grades and content areas. Teachers across the curriculum shall:

Use writing to help students self-assess and reflect upon their progress and growth in writing and communication;

Utilize multiple forms of assessment as appropriate for the learning goals (e.g., formative assessment during the writing process; summative assessment after publication; student self-assessment as reflection);

Evaluate writing based upon the criteria for effective writing identified in the current Kentucky standards. A variety of rubrics based on the criteria (e.g., teacher-made, student-made, the Kentucky Analytical Scoring Guide) shall be utilized appropriately to evaluate student writing; and

Provide students regular feedback (e.g., conferencing, descriptive feedback, electronic comments, rubrics) about their writing throughout the writing process. (e.g., prewriting through publication).

**D. Student Responsibilities**

Students shall write and use communication skills regularly in all classes using 21st century technologies to support their learning.

Collect their writing and communications utilizing multiple methods of storage (e.g., paper, portfolios, electronic storage) as appropriate;

Ensure that their work is their own, avoiding plagiarism

#### E. Student Portfolios/Writing Collections/Notebooks

The school shall organize a process to review writing regularly to determine recommendations for instructional planning.

Student writing will consist of drafts, completed pieces, conferencing notes, and the three types of writing. The analysis of this writing shall be used to inform classroom and whole school instructional strengths and areas of need.

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Adopted – April 12, 2011

Revised – July 29th, 2019; April 19, 2021; November 20, 2022;

**PLANNING AND DETERMINATION OF ACCEPTABLE INSTRUCTIONAL PRACTICES**

**2005**

**A) Definition**

Instructional practices are techniques, specific and general, used by teachers to teach awareness, knowledge and skills, monitor students while they learn, and assess and report their progress.

**B) Best Practices**

EOMS teachers shall use best practices when planning and delivering instruction. The administration shall provide the teaching staff with current and up-to-date trends that most impact instructional delivery.

The teaching staff of East Oldham Middle School shall be required to implement strategies that have been shown to increase student achievement. Examples of these strategies may include, but are not limited to,

Reading/thinking strategies

Differentiated instruction

Multiple intelligences brain based learning

Inquiry based learning

Authentic learning

Backwards planning (Understanding by Design)

Use of all tenets of literacy

Incorporation of technology

Use of formative assessments

Workshop

Gradual Release of Responsibility

Teachers at East Oldham Middle School are expected to continually work on their instructional practices through professional learning opportunities. It is the job of the administrative staff and lead teachers to help teachers grow professionally.

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Adopted – April 11, 2006

Revised - January 27, 2014; January 9, 2017; May 19, 2019; April 19, 2021

# EAST OLDHAM MIDDLE SCHOOL - SBDM POLICY MANUAL

## MASTERY LEARNING + GRADING

2006

### Standards Based Learning + Scoring

The primary purpose of a student's grade is to communicate academic performance: what the student knows and is able to do as measured against the learning standards of the course. All teachers at East Oldham Middle School will use a standards based system to measure learning, and will use the following conversion chart to calculate a student's cumulative academic score/grade.

### 4 Point Standards Based Grading Conversion Scale

<b>Standards Based Score</b>	<b>Rationale</b>	<b>Gradebook % Equivalent</b>
<b>4</b>	The student consistently demonstrates an in-depth understanding of the standard, exceeding course level expectations. The student applies and extends the key concepts, processes and skills. Performance is characterized by high levels of quality and complexity.	<b>100%</b>
<b>3.5</b>	The student consistently demonstrates a thorough understanding of the standard and meets course-level expectations. The student applies the key concepts, processes and skills with some quality and complexity.	<b>95%</b>
<b>3</b>	The student demonstrates a complete understanding of the standard and meets course-level expectations. The student applies the key concepts, processes and skills a majority of the time.	<b>90%</b>
<b>2.5</b>	The student demonstrates an average understanding of the standard and meets course-level expectations. The student applies some key concepts, processes and skills.	<b>80%</b>
<b>2</b>	The student demonstrates an emerging understanding of the standard. The student shows some inconsistent effort to meet expectations.	<b>70%</b>
<b>1</b>	The student does not demonstrate an understanding of the standard. Student is well below course-level expectations. Performance is inconsistent even with support.	<b>60%</b>
<b>0</b>	The student did not complete assignment/assessment in order to determine proficiency level.	<b>50%</b> <small>(grades below this % are not allowed or applicable)</small>
<b>Plagiarism / Cheating</b>	Plagiarism is when a student submits work that is not their own, including the use of AI. Cheating refers to any time a student solicits, accepts and/or provides unauthorized help on any assessment that provides an academic advantage not offered to all students by the teacher.	<b>0%</b>

## Grade Reporting in IC

- Students will receive 1 cumulative letter grade based on % for the year in all classes (*exceptions could apply at the discretion of the principal*).
- 90% of the cumulative grade will come from content mastery assessments. This can include, but is not limited to, formative/summative assessments, projects, writing assignments, performance events, etc. These assignments will follow a pre-established rubric and expectations will be communicated by the teacher.
- 10% of the cumulative grade will come from learner behavior scores. This can include homework completion scores, preparation for class, participation/engagement in class activities (not measuring content mastery), etc. Learner Behavior scores will use the same standards based scale and will align with the learner behavior rubric shared with students. Teachers can give a score of 0% in the Learner Behavior category if a student does not turn in work or chooses not to engage during in-class activities.

## MASTERY LEARNING POLICY

Learning for mastery is embraced at EOMS. Therefore, students will be given multiple opportunities to display mastery of skills and content. This opportunity might not be available for all Learner Behavior scores at the discretion of the teacher. **No extra credit will be given.** Some examples of mastery learning include revision of assessments, test retakes, and test corrections. Students will need to complete revisions or retakes by the end of the trimester or within a timely fashion at the discretion of the teacher. All retake opportunities will be documented in IC in the comments section for potential review for future class placements.

Mastery Learning and Learner Behavior policies will be consistent within each team. Each content/PLC/Grade-level team will communicate their reassessment expectations with the following details:

- How mastery learning is allowed within the course (e.g., test corrections, test retakes, essay revisions, etc.).
- What type(s) of assessments the policy applies to.
- How many attempts will be permitted (it is recommended for most courses that only one attempt is allowed to retake a test, for example, but there are a handful of courses that may need/want to allow more).
- What students will be required to do prior to doing test corrections, retaking test, etc. (e.g., remediation, complete all related assignments, etc.).

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Adopted: July 17, 2024

Revised: August 9, 2024

## EAST OLDHAM MIDDLE SCHOOL - SBDM POLICY MANUAL

### SCHOOL BUDGET AND FISCAL MANAGEMENT

3001

#### A) Budgeting Process

A school budget shall be prepared annually based on the allocation from the Board. All allocated funds expended by the school shall be included in the budget. The budget shall include a complete financial forecast of both anticipated receipts and the expenditures for the school year.

#### B) Council Approval

The Principal shall submit and recommend a draft budget within the allocation level approved by the Board for the Council's consideration. The Principal shall recommend approval of the annual school budget by the Council at a spring Council meeting or no later than three weeks after receipt of notice of final allocation of funding from the Board.

#### C) Expenditures

Expenditures of funds allocated to the school shall be pursuant to all fiscal policies of the Board. School activity funds may be moved from one activity account to another only with the approval of the Principal. The Principal shall approve each expenditure. Expenditures shall not exceed appropriations.

#### D) Monitoring

The school council shall be responsible for monitoring the status of the budget. The principal shall report twice per year on the budget, showing at a minimum the amount budgeted, amount spent, and balance by line item. The rationale for changes from one activity account to another shall be shared with the Council members. The Council shall review the financial report for consideration.

#### E) Audit

Accounting for funds shall be pursuant to all fiscal and audit policies of the Board. The audit shall be reported to the Council. The Council shall review the audit report.

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Adopted – December 13, 2005

Revised – May 13, 2008; January 28, 2019; April 19, 2021; December 12, 2022

**SELECTION OF A PRINCIPAL WHEN THERE IS A VACANCY**

**4001**

**The EOMS Council recognizes that Kentucky Senate Bill 1, April 2022 states:**

**The principal hiring process requires the principal to be selected by the superintendent after consultation with the school council.**

**A) Criteria**

Once the vacancy has been verified by the superintendent, the Council shall develop a set of criteria for selection of a principal and communicate in writing the criteria to the superintendent. The Council shall get input from teachers, staff and parents into development of the criteria by the most convenient method(s). Once developed, the criteria shall remain confidential among Council members.

**B) Acting Principal**

In the event that the principal's position is vacated prior to the selection of a successor, the superintendent shall appoint an acting principal until the new principal is chosen. The Superintendent or his/her designee will serve as Council chairperson during the actual principal selection process. The principal or acting principal shall serve as the chairperson for any other matters considered by the Council until the new principal is selected.

**C) Chair of Selection Process**

The Superintendent or his/her designee will serve as Council chairperson during the actual principal selection process. This individual shall be eligible to vote in the selection process. The principal or acting principal shall serve as the chairperson for any other matters considered by the Council until the new principal is selected.

**D) Plan**

The Council shall develop a written plan, including a timeline, for selecting a principal. The plan shall include, but not be limited to,:

- the screening process to be used on all applications received by the Council
- who serves as primary communicator with applicants and coordinator of interviews
- who, if anyone, will facilitate the Council in its deliberations
- a timeline

The Council shall disseminate the plan to the teachers and leaders of the parent organization.

**E) Selection**

The Council shall select a principal from candidates submitted to the Council by the superintendent. The Council reserves the right to request additional candidates from the superintendent. Council will review all applications received from the superintendent for the position. The selection will be a majority vote and the vote will take place in open session.

**F) Council**

In addition to developing a plan for selecting a new principal, the Council is responsible for:

- 1) Principal selection training prior to the selection process.

- 2) Reviewing written information on each candidate (e.g. resume, application and written responses to questions relating to the principalship.)
- 3) Selecting candidates to be interviewed.
- 4) Developing questions to be used during the interview.
- 5) Developing a rating system.
- 6) Interviewing candidates.
- 7) Rating each candidate interviewed.
- 8) Selecting the candidate to serve as principal
- 9) Communicating to the superintendent the candidate selected by the Council.

G) Confidentiality

Information about the merits and discussion of each candidate shall not be shared outside of the Council. Executive session provisions of the Kentucky open meetings law shall be used as appropriate to maintain confidentiality.

H) Reporting

The Council shall report in writing its choice of principal to the superintendent.

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Adopted – January 10, 2006

Revised - April 12, 201; February 27, 2012; September 25, 2017; December 17, 2018; April 19, 2021; December 12, 2022

CONSULTATION

4002

A) Vacancy

In the event of a vacancy, the principal will consult with the Council.

B) Criteria

Once a certified position has been identified as vacant, the principal shall develop a set of selection criteria for a strong candidate with input from the teaching team where the vacancy exists and/or SBDM Council members. These criteria will not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds.

In the case of a non-teaching certified vacancy such as associate principal, assistant principal and counselor, the principal shall develop a set of selection criteria with input from the Council.

C) Interview

The superintendent will provide a slate of candidates for each certified position. The principal shall screen the applications and select candidates to interview. A committee of teachers and leaders will interview each candidate. The interview committee will recommend to Council the candidate chosen to hire. The principal will then make a recommendation to the superintendent to hire. If needed, additional candidates may be sought from the superintendent.

Candidates for counselor and associate/assistant principal shall be interviewed by a committee approved by the Council with recommendations made to the principal. The committee should include at least one teacher from Council and one parent from Council when possible.

All interviews and selection of classified employees may be completed by the principal without input from an interview committee. However, the principal may form ad hoc committees to assist with the selection of classified employees.

E) Consulting

The principal shall discuss the decision and review information about the candidates with Council prior to making the final choice for filling a vacancy. For purposes of consultation for a vacancy, a special-called meeting shall be held with a quorum consisting of at least two Council members. The principal can seek consulting approval through electronic means.

G) Selection

The principal shall be responsible for making the final choice of a strong candidate for filling a vacancy. The principal shall report his/her choice of an employee to the Council at the next official Council meeting and the selection shall become part of the minutes. The role of the Council is advisory. The principal shall report his/her choice of an employee to the superintendent in writing. The superintendent will complete the hiring of the candidate recommended by the principal.

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Adopted – January 10, 2006

Revised – May 13, 2008; September 6, 2016; December 17, 2018; April 19, 2021; April 19, 2022; December 12, 2022

**EMERGENCY MANAGEMENT RESPONSE PLAN (EMP)**

5001

**A. Definitions**

Emergency Management Response Plan (Emergency Plan) - A written document to prevent, mitigate, prepare for, respond to, and recover from emergencies.

First Responders: local fire, police, and emergency medical personnel.

**B. Adoption**

The Council shall adopt an Emergency Management Response Plan that includes procedures to be followed in case of fire, severe weather, or earthquake, or if a building lockdown as defined in KRS 158.164 is required.

The Emergency Plan will establish primary and secondary evacuation routes for all rooms located within the school. Evacuation routes will be posted in each room by any doorway used for evacuation. The Emergency Plan will identify severe weather safe zones to be reviewed by the local fire marshal or fire chief. The location of safe zones will be posted in each room of the school.

As a part of the Emergency Plan, or as a separate document, the Council will develop practices to control the access to each school building. The access plan should address practices related to:

1. Controlling outside access to exterior doors during the school day
2. Controlling the front entrance of the school electronically or with a greeter
3. Controlling access to individual classrooms
4. Requiring all visitors to report to the front office, provide valid identification, and state the purpose of the visit; and obtaining a visitor's badge to be visibly displayed on a visitor's outer garment

Following adoption, the Emergency Plan, along with a diagram of the facility, will be provided to appropriate first responders.

**C. Annual Review**

The Emergency Plan shall be reviewed annually by the school council, the principal, and first responders, and shall be revised as needed.

**D. Notification**

The principal shall discuss the Emergency Plan (and access plan) with all school staff prior to the first instructional day of each school year and shall document the time and date of any discussion.

**E. Confidentiality**

The Emergency Plan, access plan (if a separate document), and diagram of the facility shall be excluded from the application of the Kentucky Open Records Act (KRS 61.870 to 61.884).

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Adopted – September 30, 2013

Revised - July 28, 2014; December 17, 2018; April 19, 2021

## EAST OLDHAM MIDDLE SCHOOL - SBDM POLICY MANUAL

### Procedures for Technology Procurement and Utilization

5002

#### A) Committee Development (as needed)

The STC (School Technology Coordinator), with the assistance of the School-Based Technology Committee, shall be responsible for:

1. Assessing the needs for instructional and administrative technology
2. Understanding the State's plan for educational technology
3. Designing a plan for implementing technology at East Oldham Middle School
4. Monitoring the implementation of the plan

#### B) Standards.

A technology plan shall meet all criteria set by the State and the OCBE and shall be consistent with the curriculum and instructional program adopted by East Oldham Middle School.

#### C) Reports.

All technology purchases must go through the district technology department. The administrator and/or the STC shall report to the SBDM Council annually.

#### D) Cost Projection.

All technology plans shall include a budget of expected revenue and approximate cost of each item to be purchased.

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Adopted – September 22, 2014

Revised – February 6, 2017; March 13, 2017; December 11, 2017; May 19, 2019; April 19, 2021

## WELLNESS POLICY

5003

### A. Nutrition Education

All students will be provided nutrition education that will encourage and support healthy eating. The curriculum:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is integrated, to the extent practicable, into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- May include enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing;
- Assesses social influences on healthy eating, including media, family, peers and culture;
- Encourages looking for valid information or services related to nutrition and dietary behavior;
- Emphasizes tracking progress toward achieving a personal goal to eat healthfully;
- Encourages resisting peer pressure related to unhealthy dietary behavior;
- Influences supporting or advocating for others' healthy dietary behavior.

### B. School Meals

We will encourage healthy meal choices among students by using the following methods:

- The school shall make every effort to encourage students to participate in the school breakfast and lunch programs by working with district staff to appeal to the students' taste preferences (e.g food promotions, grab-and-go options, smoothies, student input on menu items)
- After obtaining food, students will have at least 20 minutes to eat lunch in a clean, pleasant environment with appropriate supervision.
- All school meals will meet current USDA nutrition standards which can be found at the USDA website.
- Nutrition information for meals is made available in the cafeteria.
- The healthiest choices at each meal, such as salads and fruit, will be prominently displayed in the cafeteria.
- Competitive foods will not be sold from the time the first student arrives at school until 30 minutes after the last lunch period.
- Students will be made aware that free, safe, unflavored drinking water is available throughout the school day, including mealtimes.
- Parents are encouraged not to bring food in during the lunch period.

Information regarding applications for free/reduced priced meals will be sent home to all families during registration. The application is also available on the school website. Student privacy will be protected by providing all students, regardless of the type of payment they make for school meals, or the food being purchased (meal or ala carte) a payment code to enter at the cash register.

### C. Competitive Foods & Beverages

To support children's health and school nutrition-education efforts, only Smart Snacks and beverages are served or sold during the official school day (including class parties) or during the after-school activities (including after-school care).

Only foods/beverages that meet or exceed the USDA Smart Snacks standards may be sold through fundraisers on the school campus during the school day. School fundraising groups are encouraged to choose non-food items.

### D. Physical Ed. & Physical Activity

We will encourage physical activity among students using the following methods:

- The physical education curriculum will be aligned with established state and national physical education standards.
- The physical education curriculum will promote the benefits of a physically-active and healthy-eating lifestyle and will help students develop skills to engage in lifelong healthy habits.
- All students must take at least one physical education class during the middle school years. Students will have the opportunity to take a physical education class each year.
- All students will be provided equal opportunity to participate in physical education classes. Appropriate accommodations will be made to allow for equitable participation for all students, and we will adapt physical education classes and equipment as necessary.
- Physical education will be taught by a certified teacher who is endorsed to teach physical education.
- The physical education teacher will participate in annual professional development opportunities that are focused on physical education topics and competencies specifically for physical education teachers.
- All students will be offered periodic opportunities to be active or to stretch throughout the day (exclusive of physical education and hall transitions).
- The physical education program will promote student physical fitness through individualized fitness and activity assessment and will use criterion based reporting for each student.
- All students will be provided optional physical activity opportunities during after-school hours.
- EOMS Facility Rental agreements with YMCA and/or Oldham Little League teams may be developed to provide expended physical activity opportunities for all students and community members.

### E. Wellness Promotion & Marketing

The School Wellness Committee and the school wellness coordinator will develop, promote and oversee a multifaceted plan to promote health and wellness and ensure the following:

- Food rewards or incentives shall not be used in classrooms to encourage student achievement or desirable behaviors.
- Physical activity shall be used as a reward when feasible. Physical activity shall not be used as punishment (i.e., running laps for being late) or shall not be withheld as punishment (i.e., not being allowed to go to recess because of talking during class).
- Walking/biking to school is encouraged with parent permission (North Ridge Subdivision only).
- Any foods/beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks standards.
- All advertising in school publications and school media outlets must be approved by the principal.

## F. Implementation, Evaluation and Communication

The School Wellness Committee (SWC) will ensure compliance with the OCBE Wellness Policy, will annually evaluate the SBDM Wellness Policy and will communicate progress.

- The SWC will meet three times throughout the school year. The principal, or a designee, will serve as the school wellness policy coordinator and will ensure compliance with this policy and the OCBE policy.
- Membership of the SWC will include physical education teachers, health teachers, other teachers, parents, administrators, classified staff, school nurse and members of the public, as appropriate.
- The SWC will assess the school health environment using Healthy Schools Program online tools and will create an action plan by September 30. Each year thereafter, the SWC will assess the environment and will generate an annual progress report and adjust the plan as needed.
- The principal will provide the annual progress report to the SBDM, including the Wellness Policy implementation and any outcomes that may be influenced by the policy (e.g. student fitness tests, meal participation rates, etc.). A written progress report will be sent to the Chief Operations Officer and will be shared with the public via the school website.
- Every three years, the wellness committee will review the latest national recommendations pertaining to school health and will update the wellness policy accordingly.

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Adopted– April 21, 2014

Revised – April 10, 2017; July 29, 2019; April 19, 2021

**DEVELOPING THE MASTER SCHEDULE**

**5004**

The leadership team shall develop a master schedule based upon the needs of the student population. The schedule should allow for teachers to work collaboratively in planning and teaching whenever possible. The principal may make adjustments to the master schedule as needed. The master schedule should be presented to the council in May.

## **EAST OLDHAM MIDDLE SCHOOL - SBDM POLICY MANUAL**

### **ASSIGNING SCHOOL SPACE**

**5005**

Upon completion of the master schedule, the Principal will assign the use of school space during the school day. Within all decisions, the impact on the student(s) will be paramount. The principal may alter the assignment of space if necessary to adapt to changes in the school enrollment or master schedule.

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Adopted -- April 19, 2021  
Revised - May 15, 2023

## EAST OLDHAM MIDDLE SCHOOL - SBDM POLICY MANUAL

### Staff Time

5006

Teachers and staff at East Oldham Middle School are contracted by Oldham County Schools. The hours of operation will determine the beginning and ending times for staff. The principal will report the work day expectations to all staff .

Staff assignments will take into consideration the master schedule, the student assignment plan, and staff requests. Manageable workloads provide optimal conditions for teacher effectiveness and collaboration.

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Adopted -- April 19, 2021  
Revised -

## EAST OLDHAM MIDDLE SCHOOL - SBDM POLICY MANUAL

### Discipline

9001

Discipline, Classroom Management, and School Safety Policy  
DISTRICT CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

A. DISTRIBUTION TO STUDENTS East Oldham Middle School will follow the Oldham County Code of Acceptable Behavior and Discipline. During the first week of school, the principal (or principal's designee) will:

1. Provide each student with a copy of the District Code of Conduct.
2. Require each student to return a signed Acknowledgement Form from his or her parent or guardian showing that the parent or guardian has seen and reviewed the Code.
3. Follow-up as needed with any student who has not returned the signed acceptance, or assign other staff members to do so. The principal (or principal's designee) will follow steps 1 – 3 above for all students new to the school during the year.

### B. COMMUNICATION WITH SHAREHOLDERS

By the end of the first week of school, the Oldham County Code of Acceptable Behavior and Discipline will be posted at the school, referenced in our school handbook, and provided to all school employees, parents, and legal guardians, or other persons exercising custodial control or supervision of students including those students who enroll during the school year. Before the beginning of each school year, the principal (or designee) will work with the district to develop a process to train employees, when necessary, in the use of the Code and/or to provide updated information to the staff, students, and parents concerning this Code.

### SCHOOL SAFETY PLAN

Our school will maintain a School Safety Plan addressing procedures to provide a supportive, safe, healthy, orderly, and equitable learning environment for both students and staff. This plan will also address any issues identified by our shareholders and issues required by state law. The School Safety Plan may be viewed in the office by asking the school secretary.

### SCHOOL SAFETY PLAN REVIEW

Our School Safety Plan will be reviewed every odd numbered school year by school staff using the following procedures:

1. A data review of the overall trends in student disciplinary referrals and consequences for the previous year including trends disaggregated by gender, race, disability, and participation in free and reduced price lunch.
2. An analysis of the implementation and impact of the activities in the plan.
3. A full report to the council including, but not limited to:
  - An overview of the trends in the disciplinary referrals and consequences data.
  - A report of the status of each activity that should be started or completed.
  - Recommended adjustments needed in the plan to ensure progress toward the school's safety goals.
4. The council will be responsible for approving and adopting any changes to the School Safety Plan.

### BULLYING:

A. STUDENT BEHAVIOR In order to prevent the disruption of the educational process and the ability of all students to take advantage of the educational opportunities offered at East Oldham Middle School the following student behaviors as defined by law will not be tolerated:

1. Hazing
2. Bullying

3. Taunting
4. Menacing
5. Intimidating
6. Threatening behavior
7. Verbal or physical abuse of others
8. Using lewd, profane, or vulgar language

This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. These provisions should not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

## B. VIOLATIONS AND REPORTING

Students who violate this policy will be subject to appropriate disciplinary action as outlined in the District Code of Conduct. Students wishing to report a violation or who believe they are victims may report it to any staff member of East Oldham Middle School who will take appropriate action as defined by the Code. Staff will refer the report to the principal (or designee) for further action when the report involves an offense that may warrant suspension or expulsion of a student, any felony offense, or a report that may be required by law, including reports to law enforcement. When a complaint is received that does not appear to be covered by this policy, the administrators will review other policies that may govern the allegations and take appropriate action.

C. RETALIATION Other students and employees shall not retaliate against a student because he/she reports violation of the Code or assists or participates in any investigation, proceedings, or hearing regarding the violation. The Superintendent (or designee) shall take measures needed to protect students from such retaliation. As provided in the Code, students who believe they are victims of these behaviors will be provided with a process to enable them to report such incidents to personnel for appropriate action.

## RESPONSIBILITIES

### **Principals and assistant principals are responsible for:**

1. Disseminating and interpreting the behavioral and discipline standards and guidelines of the district and school.
2. Ensuring that all staff and students adhere to the District Code of Conduct.
3. Providing support and guidance to teachers in the implementation of the district and school behavioral and discipline standards and guidelines.
4. Working with parents and guardians when issues arise that involve behavior and/or discipline of a student.

### **Teachers are responsible for:**

1. Clearly establishing classroom standards of conduct that:
  - A. include clearly defined consequences when standards are not met,
  - B. are communicated to parents,
  - C. are posted in plain view of the students in the classroom, and
  - D. are taught to students during the first two weeks of school and explained to students who join the class during the year.
2. Ensuring that:
  - A. Teacher-student interactions demonstrate general caring and respect. • Interactions among students are generally polite and respectful.
  - B. Disrespectful behavior among students is responded to successfully in a polite and respectful but impersonal way.

- C. Students are engaged during small-group work.
- D. Classroom routines work efficiently and function smoothly including smooth transitions between large and small-group activities.
- E. Students are held to the classroom standards and appropriate consequences are issued when the standards are not met.

3. Frequently monitoring student behavior including effective responses to student misbehavior as well as acknowledgment of good behavior.

4. Making sure the classroom is safe, that all students can see and hear, and that the room is arranged to support learning/instructional goals and activities.

**Counselors are responsible for:**

- 1. Providing support and guidance to help students and parents understand, correctly interpret, accept, and follow the behavioral standards and guidelines of the district, school, and classrooms.
- 2. Providing support and guidance to teachers in the implementation of classroom management techniques and strategies.

Students are responsible for:

- 1. Exhibiting respect for the teacher.
- 2. Interacting with peers in a polite and respectful way.
- 3. Expending effort to complete work of high quality.
- 4. Accepting and following the behavioral standards of conduct expected by the district, school, and each classroom.
- 5. Asking for help when they do not understand the behavioral expectations or feel that they are unable to comply.

Parents and Guardians are asked to:

- 1. Become familiar with documents related to district and school standards of behavior and discipline and ask the school questions when they do not understand language or details in these documents.
- 2. Work with the school when issues arise involving their child's behavior or consequences given to their child by the school or teacher.

**POLICY EVALUATION**

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

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Adopted - November 28, 2011

Revised - July 28, 2014; November 21, 2016; March 25, 2019; April 19, 2021; May 16, 2022

**Extracurricular Code of Conduct**

9002

*Extra-curricular participation is a privilege, not a right. The EOMS extracurricular eligibility and code of conduct will be the cornerstone of our after-school programs, and shall be enforced for the entire calendar year, including summer months and vacation periods. Students must dedicate themselves to excellence, and will be held in accordance to the code of conduct rules and regulations 24 hours a day, seven days a week for the duration of their career at EOMS, beginning when the student first participates with any EOMS extra-curricular organization, or on their first day of school at EOMS. A student who violates this code shall be subject to disciplinary action as outlined in the penalty provisions of the code of conduct, as well as being subject to the provisions of the Oldham County Board of Education and EOMS School Based Decision Making Council policies.*

*Be advised that these guidelines are not all-inclusive. Mitigating circumstances may warrant review by the principal on a case by case basis, and the principal maintains the exclusive authority to adjust consequences as a result of an internal case review.*

**I. Participation:**

The Site-Based Council believes that all students should be encouraged to participate in extracurricular activities. EOMS will follow all state and federal guidelines including Title IX requirements for equal opportunities.

The following conditions shall apply to all extra-curricular participants:

- 1) Extra-curricular activities at EOMS are for students of EOMS only.
- 2) If a sport is offered at the middle school, the student may participate only at the middle school level. A student may participate at the high school level if:
  - a) A written formal request is received from the parent(s) explaining the reasons for the move to the high school level,
  - b) Both head coaches approve,
  - c) Both athletic directors approve,
  - d) Both principals approve, and
  - e) Student must sign and follow both middle and high school code of conduct.
  - f) It is in the best interest of the student.
- 3) If the sport is not offered at the middle school level, then the student may try-out for the high school level if invited.
- 4) If the high school season continues after the conclusion of the middle school season for a particular sport, then invited students may participate at the high school level at the conclusion of the middle school season.
- 5) Athletes may try-out for a second sport in the next consecutive season, but they are required to participate 100% with their first team until the conclusion of that season.
- 6) Students in overlapping sports may try-out for the second sport while the first sport is still occurring with coaches providing alternate tryout times if necessary.
- 7) If an athlete quits or is removed from an athletic team for any reason, they may not participate in

another school sport until their original sport season has concluded.

- 8) EOMS extra-curricular activities will take precedence over outside group activities (club sports, AAU, private lessons, etc.). Coaches are permitted to require participants to attend practices/games and can impose playing time limitations, game suspensions, or removal from the team if guidelines are not followed. Coaches will need to develop and communicate expectations for all participants prior to any punishment being levied.
- 9) Students who are remaining at school before practice/game/meeting must remain in their designated space with adult supervision. Students are not allowed to roam the building after school hours.
- 10) Any decision/scenario regarding students playing up at middle school level will be approved through the AD and/or principal.

## **II. Eligibility**

At the beginning of the school year, all students officially enrolled at East Oldham Middle School who are not repeating a grade are eligible to participate in extracurricular activities. In order to maintain their eligibility students must meet the following academic requirements:

- 1) EOMS students are expected to maintain passing grades and making progress on core mastery standards in ALL classes.
- 2) If a student is failing any classes, they will be placed on probation for 1 week. During that week the student may participate in practice and competition.
- 3) If after 1 week on probation the student has not made significant progress towards passing grades, then the participant will be suspended for 1 calendar week (7 days) from the grade check. There will be NO mid-week grade checks to reinstate eligibility. During this suspension, the player is still eligible to practice with the team, however, they may NOT dress for competition, although they can attend.
- 4) Attendance at practices and competitions during school vacation periods may be a requirement for team membership.
- 5) Absent students, out of school more than 50% of the day, may not participate in any regularly scheduled after school activities including extra-curricular activities.

## **III. Code of Conduct**

Representing the EOMS community in any extra-curricular activities is a privilege! All extra-curricular participants, spectators, parents, etc... are expected to conduct themselves in a respectful and positive manner at all times. Failure to do so could result in a suspension from participating and/or observing extra-curricular activities at EOMS.

**Student Participants:** Students will only be allowed to represent EOMS in extra-curricular activities if they are free from disciplinary action from the school and/or legal action from law enforcement.

The following will not be tolerated and repeated offenses could result in suspension from team activities (including practices and games): classroom disruption, disrespect of teachers, students, staff, etc., failure to follow school and/or team policy, violations of school policy, unsportsmanlike conduct before, during or after participation in an extra-curricular, minor school disciplinary action (detention, team referrals and/or team disciplinary recommendation, etc.)

The following offenses will result in immediate suspension from team activities (including practices and games) for a time to be determined by school administration (1 week minimum):

Bullying, harassment, fighting, use of illegal drugs (including vaping) and/or alcohol, sexual harassment or intimidation, in-school suspension, suspension from school, criminal citation or law enforcement intervention.

Athletic Suspension Policy:

- Consequences will begin the day the consequence is handed out, and will end at midnight on the last day of the suspension.
- Consequences might require both 10% and 25% suspensions to run consecutively due to the range of infractions in a given scenario.
- Principal, AD, and/or team's head coach reserve the right to increase the consequence due to varying circumstances.

<p><u>1st offense:</u></p> <p><i>Any tobacco product and/or vape use or possession, solicitation of vape products, verbal aggression towards adults, chronic disruption of classroom environment, OCATS, In-School suspension, etc...</i></p>	<p><b>1 week suspension from all extra-curricular activities</b>  <i>(including games, practices, team meals, bus rides, sitting on the bench during games, etc...)</i> + <b>Suspension from 10% of the team's total contests for the year.</b></p> <ul style="list-style-type: none"> <li>- Total contests = total regular season games including in-season tournaments.</li> <li>- % games suspended determined by calculating 10% of total contests <ul style="list-style-type: none"> <li>• No partial game suspensions. All suspensions will be in whole games and the number will be based on rounding the partial game up or down using standard rounding rules</li> <li>• If suspension is not fully served during the current sport, it will be extended into the next sport/extra curricular the student participates in.</li> </ul> </li> </ul>
<p><u>2nd Offense of any 10% suspension behavior</u></p> <p><u>First Offense:</u></p> <p><i>Illegal Drug or alcohol use and/or possession, distribution of vape products, criminal charges/citations filed by OCPD, suspensions for hate speech or sexual harassment, terroristic threatening, etc...</i></p>	<p><b>2 week suspension from all extra-curricular activities</b>  <i>(including games, practices, team meals, bus rides, sitting on the bench during games, etc...)</i> + <b>Suspension from 25% of the team's total contests for the year.</b></p> <ul style="list-style-type: none"> <li>- Total contests = total regular season games including in-season tournaments.</li> <li>- % games suspended determined by calculating 25% of total contests <ul style="list-style-type: none"> <li>• No partial game suspensions. All suspensions will be in whole games and the number will be based on rounding the partial game up or down using standard rounding rules</li> <li>• During game suspensions but after the initial 2 week suspension has concluded, student may attend games but may not dress in uniform or sit on the team bench.</li> <li>• If suspension is not fully served during the current sport, it will be extended into the next sport/extra curricular the student participates in.</li> </ul> </li> </ul>

<p><u>Second Offense:</u>  <i>Illegal Drug or alcohol use and/or possession, distribution of vape products, criminal charges/citations filed by OCPD, suspensions for hate speech or sexual harassment, terroristic threatening, etc...</i></p>	<p><i>Indefinite suspension from extracurriculars (8 week minimum) as well as 50% of total contests. If a student is removed from the team, they may attend events as a spectator.</i></p>
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Student Spectators: Student spectators will be held to ‘school day’ standards when supporting extra-curricular teams/groups at EOMS or at ‘away’ contests. Students who are not upholding the PRIDE expectations will be redirected and reminded of expectations only once. Then they will be removed. Repeated violations could incur a suspension from attending EOMS extra-curricular events. All students are required to be under adult supervision while at school sponsored activities in the evening and picked up from events on time. Repeated violations could incur a suspension from attending EOMS extra-curricular events.

Parents: The purpose of the Parent Code of Conduct is to develop parental support and positive role models for our extra-curricular programs. In the tradition of excellence, one purpose of our programming at EOMS is to promote the physical, moral, mental, social, and emotional well-being of each student and for our student-participants. Parents play an integral part of this process. In order to accomplish the goals of the EOMS extra-curricular program, parents must be held to a high standard regarding behavior, attitude, and involvement within the program. Any behavior in violation of this code of conduct is strictly prohibited.

Violations are defined as, but not limited to:

- Disrespectful behavior at any EOMS athletic function.
  - Use of foul language.
  - Berating players, officials, coaches, etc...
  - Interfering with a coach’s opportunity to lead his/her team.
  - Requesting special treatment regarding team rules, academics, etc...
  - Undermining a coach’s authority with players, parents, and school officials.
  - Infringing upon the 24 Hour Rule (see below)
- 24 Hour Rule: Parents are not permitted to discuss athletic concerns with the coach for at least 24 hours after an issue arises at a game, practice, or other instance. Please schedule an appointment with the head coach if an issue arises.

Evaluation: All extracurricular programs will be evaluated annually for effectiveness, student participation, and equity as part of the school improvement planning process.

## Student Attendance / Vacation Policy

9003

EOMS will follow Board Policy #9010.01 regarding attendance. Absences will be considered “excused” if a parent/dr. note is received within the allowable window. If the student fails to bring a parent/physician note, the absence will be marked as unexcused. **Students will have five (5) school days to bring in an acceptable note to change the absence to the excused category.** Absences due to suspension from school are unexcused. Any student who cuts school will make up the missed time as determined by an administrator.

**Vacation Policy**

Parents are encouraged to schedule family commitments so as not to interfere with the student’s school experience. The last day of the school year is tentative. Families are asked to recognize the possible extension of the school year due to snow and emergency days. However, should it become necessary for a student to be absent because of a family trip, the following policy applies:

- 1) Parents are to give the school written notice at least five (5) days in advance of the departure date providing time to acquire the work/assignments scheduled during the requested absence.
- 2) Students are responsible for obtaining class assignments from each teacher. Students are to submit the required work to the individual teacher within the same number of days that student was absent. For example, if a student is absent for three days, then the student has three school days to make up the work.
- 3) Assessments scheduled during the absence will be made up on the day of the return or on a reasonable day/time determined by the teacher, parent and student. Teachers may elect to give tests prior to the student’s departure.
- 4) All completed work will be credited to the student, without penalty, providing the steps described above are completed. Vacations, in accordance with Board policy, are unexcused absences.
- 5) The Vacation Policy cannot be used to extend a scheduled school break. This includes single holidays as well as fall, winter and spring breaks.
- 6) The Vacation Policy does not apply during the state assessment window.

Also, please refer to OCBE Policy 9010.

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Adopted – September 8, 2015

Revised - November 21, 2016, March 25, 2019, April 19, 2021

**Extended School Services (ESS)**

9004

Topic and Statement

A) Purpose/Description Extended School Services (ESS) is an extension of the regular classroom program and instruction. This allows staff to schedule extra instruction time to enhance the learning of students and promote effective study and work habits. It is designed for students who need additional instructional time to achieve expected learning goals or are at risk of failing, whether for a particular core standard, the individual grading period, or the year.

Services are provided at no cost to the students and occur either before, during, or after school, or during school breaks.

B) Provision of Services

Students will be identified using a variety of data sources that may include: grades, KPREP scores, standardized assessments, daily/weekly class test scores, parent concerns, or samples of student's daily work.

At the mid-term or end of each grading period, teams, and the guidance office will identify those students who may be at risk of falling behind, or failing in one or more content areas. Identified students may be assigned ESS services until sufficient progress has been demonstrated.

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Adopted – May 9, 2006;

Revised - April 11, 2011; January 28, 2013; September 8th, 2015; March 13, 2017; December 11, 2017; May 19, 2019;  
April 19, 2021; May 15, 2023

Promotion / Retention

9005

A) Promotion or Retention

General Promotion or retention of students from one grade level to another is based upon satisfactory academic achievement as indicated by grades and other pertinent data including, but not limited to, ability, chronological age, attendance, and the probable effect of promotion or retention upon the student.

B) Specific Guidelines

Students must pass all four (4) core subjects for the year: Math, Language Arts, Science and Social Studies. Failure to meet this requirement will result in candidacy for retention. Eighth grade students will be required to pass all core courses to participate in the Promotion Ceremony at the end of the year. Any student who will reach the age of 16 while in the middle school should be considered for promotion to the high school.

C) Procedures

1) At the end of the second and third grading periods, the team leaders and guidance office will identify those students who are likely to be considered for retention and the principal will notify the parents.

2) During the fourth grading period, in cases where there is a question concerning the advisability of retention, a committee including the teachers, principal and counselor will study the data and recommend promotion or retention.

3) In accordance with **Board Policy 4065**: In situations where the principal feels retention is warranted, he or she must notify the level director, who will assemble a committee to review the request and provide district level approval for retention. The Superintendent will establish the committee structure and process for review by administrative regulation.

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Adopted – May 9, 2006

Revised - April 2, 2012; March 25, 2013; December 7, 2015; January 9, 2017; May 19, 2019

## Student Assignment

9006

The leadership team will assign students to a schedule of courses/programs that meets the academic, social and emotional needs of each child. Annually, each student will be assigned to Language Arts, Math, Science and Social Studies. Additionally, students will be assigned to related arts courses that expose students to the arts, global competence, world languages (when offered) and technological thinking.

### Remediation/Enrichment Classes

As the master schedule permits, students performing consistently below/above grade level in mathematics and/or reading shall be placed in a remediation/enrichment class. Placement in the class will be based upon multiple data points.

### Parental Requests

Parent/guardian requests should only be submitted if there are unusual academic, social, or emotional circumstances. In these cases, the request must be in writing and returned personally by the parent to the principal (or designee). The requests will be considered on a case-by-case basis by the leadership team, and decisions will be final.

### **Parents may not request individual teachers for their students.**

Students will receive their schedule for the upcoming school year during registration.

## Dress Code

9007

Purpose: East Oldham Middle School expects that all students will dress in a way that is appropriate for the school day. Student dress choices should respect the District's intent to sustain a community that is inclusive and diverse. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, student attire does not contribute to a hostile or intimidating atmosphere for any student, and dress code enforcement does not reinforce or increase marginalization or oppression of ANY group.

Minimum Requirements:

1. Dress for success! Clothing and shoes must be suitable for all scheduled classroom activities including physical education, science labs, Makerspace Lab, and other activities where unique hazards exist. *Pajamas are only permitted on approved days.*
2. Private parts/areas must be covered in all positions of movement. This includes the midriff area.
3. Fabric covering all private parts/areas must not be see through, and undergarments must remain covered at all times.
4. Headgear including, but not limited to, hats, hoods, and caps are not allowed unless permitted for religious, medical, or other reasons approved by school administration (ex. spirit days).
5. Shoes must be worn at all times and should be safe for the school environment.

\* See image for additional minimum requirements.

Additional Requirements:

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.

- Clothing may not depict or imply pornography, nudity, or sexual acts, or represent any brands that promote such acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups. Clothing may not depict or advertise weapons of any kind.

### Dress Code Enforcement

- All teachers will be informed of the dress code and know clearly what it states.
- All students will be informed of the dress code at the beginning of the school year, and it will be included in the Student Handbook.
- Students in violation of the EOMS Dress Code will be spoken to and offered garments deemed appropriate. If appropriate garments are not available, the parent or guardian will be notified to bring a change of clothing.
- If a student is in violation of the dress code, the following action(s) will be taken:
  - First offense - Warning
  - Second offense - Call Home
  - Third offense - Lunch Detention
  - Fourth offense (and other offenses after) - Office Referral for Defiance
  - NOTE: If the student's attire threatens the health or safety of any other person, then discipline for dress violations will be consistent with discipline policies for similar non-dress violations.
- If a student refuses to comply with a request to meet dress code requirements, parents will be notified and the student removed from school until they meet the requirements.

*The principal (and school administrators) shall have the final authority to determine if a student's attire complies with the dress code, including the ability to address any ambiguous cases or situations not explicitly outlined in the policy, ensuring that all clothing choices are appropriate for a positive learning environment*

*EOMS reserves the right to modify the dress code to meet the special needs of students for religious, cultural, or approved medical reasons.*

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Adopted: July 17, 2024  
Revised:

E a s t O l d h a m M i d d l e S c h o o l

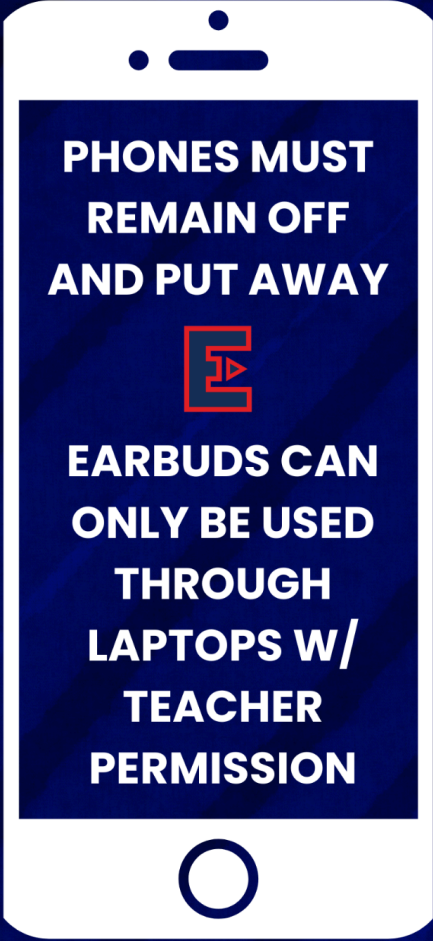

# CELL PHONE POLICY

+ EARBUD  
+ WATCHES


**EFFECTIVE 9:00A-4:00P EVERYDAY**

## Why?

- INCREASE STUDENT ENGAGEMENT
- IMPROVE STUDENT LEARNING
- REDUCE DISTRACTIONS
- INCREASE SOCIAL INTERACTION
- MINIMIZE SOCIAL DRAMA



**PHONES MUST REMAIN OFF AND PUT AWAY**



**EARBUDS CAN ONLY BE USED THROUGH LAPTOPS W/ TEACHER PERMISSION**

## What happens?

**WARNING:**  
**SIGN THE 'BOOK'**

**1ST VIOLATION:**  
**TURN IN FOR THE DAY**

**2ND VIOLATION:**  
**PARENT PICK UP**

**3RD VIOLATION:**  
**5 DAYS IN THE SAFE**

**ADD. VIOLATIONS:**  
**5 DAYS IN THE SAFE**

CELL PHONE AND EARBUD VIOLATIONS WILL BOTH COUNT TOWARD A STUDENT'S TOTAL VIOLATIONS OF THIS POLICY.