

# **LEWIS COUNTY MIDDLE SCHOOL SCHOOL BASED DECISION MAKING POLICY MANUAL**



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# **PERSONNEL CONSULTATION**

## **Policy – LCMS 1**

For the purpose of this policy, "vacancy" means either a certified or classified position that did not previously exist but which can now be funded, a position previously held by an employee who has now left the school, or a position held by an employee who has made a written statement that he/she will leave the school. The principal shall be responsible for ensuring the correct position is posted and filled.

From a list of qualified applicants submitted by the local superintendent, the principal at the participating school shall select personnel to fill vacancies, after consultation with the school council. The superintendent shall provide additional applicants to the principal upon request when qualified applicants are available. The superintendent may forward to the school council the names of qualified applicants who have pending certification from the Education Professional Standards Board based on recent completion of preparation requirements, out-of-state preparation, or alternative routes to certification pursuant to KRS 161.028 and 161.048. The principal is responsible for ensuring that references are checked prior to consultation with council.

The principal may select an interview committee and will consult with council prior to notification to the superintendent of the hiring recommendation.

No member of the council or staff who is a candidate for any compensated position in the school shall participate in, or be present for, any part of the selection process for that position.

### **EMERGENCY CONSULTATION**

In the case of an emergency situation when a hiring decision must be made quickly, the principal may call a special called meeting of the council to give consultation on the hiring recommendation. An emergency is defined as an occasion in which a hiring decision must be made immediately in order to retain the most qualified applicant and/or maintain student services. In this emergency situation, the rules for a quorum are suspended. The principal will make every reasonable effort to contact council members and shall consult with the council members who are available.

*Adopted 9/98*

*Revised 9/00, 6/03, 12/07, 3/12, 8/12*

# PRINCIPAL VACANCY

## Policy – LCMS 2

A principal vacancy is created by the resignation, removal, transfer, retirement, or death of the current principal.

If the vacancy to be filled is the position of principal, the outgoing principal shall not serve on the council during the principal selection process. The superintendent or the superintendent's designee shall serve as the chair of the council for the purpose of the hiring process and shall have voting rights during the selection process. The council shall have access to the applications of all persons certified for the position. The principal shall be elected on a majority vote of the membership of the council. No principal who has been previously removed from a position in the district for cause may be considered for appointment as principal.

The school council shall receive training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal. The council shall select the trainer to deliver the training.

*Adopted 6/03*

*Revised 12/07, 3/12, 8/12*

# **BUDGET/ALLOCATION OF RESOURCES**

## **Policy – LCMS 3**

Upon receipt of the school allocation the school council shall determine, within parameters of total available funds, the number of persons to be employed for each job description and shall approve the allocation of funds for each school year.

The council shall determine, within available resources, the instructional resources, travel, equipment, and student support services to be provided in the school. The council shall approve and oversee the use of discretionary, activity and other school funds. The principal shall report to the council throughout the year on the status of accounts over which the council is responsible.

After receiving notification of the final financial allocation for the school from the Board, the council shall determine, within the funds allocated, the number of persons to be employed at the school in each school level job classification. The council shall not have the authority to recommend transfers or dismissals. The council shall not alter the staffing of District instructional services provided to all schools, including exceptional children teachers and itinerant teachers.

For existing school level vacancies, the council may choose to reassign funds from one Board approved school level job classification to another, or to use these funds for other purposes consistent with its responsibilities. Funds remaining from the school's staffing allocation at the end of the year shall revert to the District's general fund, unless the council receives Board approval to escrow the funds to be used at a future date for an approved project.

By the date specified by the Superintendent/designee, the council shall report to the Board the number of persons to be employed at the school in each job classification.

Adjustments to the final staffing allocation may be made due to increases in salary schedules, salary adjustments or changes in enrollment. However, any such adjustments shall be made by September 15 and the council notified if the adjustment represents a change.

*Adopted 3/01*

*Revised 6/03, 12/07, 3/12, 8/12*

# CURRICULUM

## **Policy – LCMS 4**

The council is dedicated to providing a challenging curriculum for all students. This curriculum shall be aligned with the Kentucky Core Academic Standards, Program of Studies, and Academic Expectations established by the Kentucky Department of Education. Mastery responsibilities for each grade level will be identified in the curriculum.

The curriculum shall include developmentally appropriate instructional strategies and activities to promote higher-order thinking and problem-solving skills and a philosophy that addresses an understanding of the individual needs of each student. These activities shall include, but not be limited to, integrated curriculum, learning centers, process writing, discovery learning, writing across the curriculum, thematic units and special projects. All students shall have full access to the Kentucky core curriculum concepts for their grade level prior to the spring assessment.

The principal shall ensure that assessments are authentic and that progress for students is monitoring, with qualitative progress reporting available for all students.

*Adopted 3/01*

*Revised 6/03, 12/07, 3/12, 8/12*

# **ASSIGNMENT OF STAFF TIME**

## **Policy – LCMS 5**

The principal shall make assignments of certified and classified staff time. These assignments shall maintain as an effective a teacher/student ratio as possible based on the funds available for staffing.

At the end of each year, current teachers may make their preferences known to the principal as to their desired assignments for the coming year. These preferences will be considered in assigning grade level placements and other duty assignments for the following year. The principal will present staff assignments and the master schedule to council annually.

The principal will assign supervision, planning, and extra duty assignments in accordance with board policy.

*Adopted 3/01*

*Revised 6/03, 12/07, 3/12, 8/12*

# ASSIGNMENT OF STUDENTS TO CLASSES/SCHEDULING

## Policy – LCMS 6

Students shall be assigned to classes in a method to assure that all have equal access to the curriculum. Student/teacher ratio will be kept as low as possible based on funds available and number of students per grade level. The counselor, assisted by the office staff, shall assign student schedules.

The principal and all staff members shall be encouraged to give input on student groupings and make suggestions on individual student assignments, considering implementation of student IEPs when applicable and will consider all student's best interests. Parent requests will be considered in scheduling students.

## PROMOTION/RETENTION OF STUDENTS

It is the goal of the council that students shall be promoted to the next grade at the end of each school year; however, occasionally that is not in the best interest of an individual student.

A variety of opportunities shall be offered to any student who is having difficulty and/or who may be in danger of failing a class. A team of teachers, the principal, and the guidance counselor shall meet at the end of the school year to determine any student retention based on the best interest of the student. The principal will meet with teachers to determine if a student should be promoted if that student has failed two (2) core classes for the school year.

Per board policy, the decision for promotion is that of the principal.

*Adopted 8/99*

*Revised 6/03, 12/07, 3/12, 8/12*



# **Enrollment of Students from Non-Public Schools and Out of Attendance Areas**

## **Policy – LCMS 7**

Students enrolling from private schools with accredited programs and students enrolling from home schools with documented completion of coursework will be recommended for grade placement based on the level identified by the sending school. Students not enrolled in verifiable programs will be placed based on test results, and past performance in school, if applicable. Placement of students enrolling from home school may be made on a trial basis.

Student placement and enrollment in all classes, including 6th graders from out of the LCCE attendance area, will be considered on an individual basis based on the following:

Students who live out of the LCCE attendance area but wish to attend the 6th grade at LCMS will complete and submit an application with all required documentation to LCMS. Approval/non approval will be based on the following criteria:

- class size – students will only be admitted if enrollment is below 25 students per class. If there are more applicants than space, than the principal and guidance counselor will review all the applicants based on this criteria and determine which students will be approved
- attendance – Have attendance history of maintaining 95% attendance considering extenuating circumstances
- discipline/behavior - Students with discipline issues will not be admitted to the sixth grade at LCMS
- Academic – student has maintained a 3.5 GPA on a 4.0 scale for admission and on or above level on district or state testing
- If a student has attended LCCE for the prior year
- Student must be current on all fees owed to the school

If these students are enrolled in a class whose membership increases to exceed the maximum class size, they will be reassigned immediately to another class/school, whichever is appropriate. If there is a problem with attendance, discipline/behavior, test scores or grades, the student may be sent back to his/her original/appropriate school.

The principal shall implement this policy and shall be responsible for making the final decision on each applicant.

Any area not covered by the LCMS policy will be subject to the Lewis County Schools Policies and Procedures Manual.

*Adopted 12/00*

*Revised 1/01, 6/03, 12/07, 3/12, 8/12, 9/14*

# SCHOOL DAY SCHEDULE

## Policy – LCMS 8

The principal shall present the council with a tentative master schedule by the end of the school year. The master schedule shall include the beginning and ending times for the school in conjunction with the school calendar year as established by the Lewis County Board of Education and required instructional minutes. The master schedule shall include planning time for teachers and provisions for intervention for all students. The principal may seek help in developing the master schedule in the form of a committee. Final placements of teachers and the final master schedule will be presented to the council.

The master schedule shall strive to ensure a configuration that allows for flexible grouping of students for academics. These shall include but not limited to multi-age and multi-ability groupings for students, cooperative learning, discovery learning and themes and projects that allow for continuous progress through the school for every student.

### PROTECTION OF INSTRUCTIONAL TIME

In order to ensure instructional time is not interrupted, barring emergencies, school announcements will be made at the beginning and at the very end of the day.

Office staff will strive to call students out of the classroom only at the beginning or end of a class period. All staff will strive to keep disruptions to a minimum at all times.

*Adopted 6/03*

*Revised 12/07, 3/12, 8/12, 7/15*

# Use of School Space

## **Policy – LCMS 9**

Space assignments will be based on what is best for students and space availability.

The principal shall be responsible for reporting to council, upon the first meeting after July 1, their plan for utilization of school space for the upcoming scholastic year. That plan should include the location of all classrooms, including music, PE, arts and other special classes.

*Adopted 6/03*

*Revised 12/07, 3/12, 8/12*

# INSTRUCTIONAL PRACTICES

## **Policy – LCMS 10**

Teachers shall use various means to motivate, actively engage, and instruct all students. Teachers shall be trained in a variety of effective, research-based instructional strategies.

All teachers will emphasize reading and writing.

(See Writing Policy)

Teachers will use a variety of assessments, including but not limited to: open response writing, on demand writing, oral reports, multiple choice items, performance based assessments, and various other informal assessments which allow students to use and demonstrate their learning in all classes.

(See Assessment Policy)

Homework will be meaningful and used to extend student learning.

(See Homework Policy)

State standards, not textbooks, will drive the curriculum. Textbooks and other ancillary materials will be used to enhance understanding of core curriculum content. Teachers in all subjects will strive to present content using a variety of materials in a variety of ways.

*Adopted 9/01*

*Revised 6/03, 3/12, 8/12*

# INSTRUCTIONAL MATERIALS

## **Policy – LCMS 11**

Each year, before the budget is prepared, individual teachers and teacher teams may make requests for additional equipment and materials for their classes. Materials shall be used to enhance instruction in the core curriculum concepts.

The principal will be responsible for reviewing the resources of the school media center with the school media specialist in order to ensure that adequate materials are available on a school-wide basis.

The principal will ensure that student support services, textbooks and instructional materials are available to teachers as allowed by available funds to the council.

*Adopted 6/03*

*Revised 12/07, 3/12, 8/12*

# Homework Policy

## Policy – LCMS 12

Homework will be meaningful and used to extend student learning. The purpose of homework is to increase academic achievement by:

- Reinforcing class instruction
- Increasing understanding and retention
- Transferring and extending classroom instruction
- Preparing for class discussion
- Teaching self-discipline, independence and responsibility
- Allowing time for research and completion of projects
- Expanding the curriculum by permitting students to learn in “real” situations at home and in the community rather than in simulated classroom settings.

Types of Homework Assignments:

Practice - to provide opportunities to apply new knowledge and reinforce newly acquired skills

Preparatory - to allow students to obtain background information for the following day's class

Problem solving activities - to encourage higher order thinking skills

Extension - to encourage students to pursue knowledge individually and imaginatively

Implementation:

Assignments shall relate directly to objectives of the class.

The activities of the class shall demonstrate to the students how to complete the homework assignments. Clear directions shall be given for each assignment.

Teachers shall coordinate homework assignments so that length of time required for completion is not excessive.

Types of assignments shall be varied between practices, preparatory, problem solving, and extension assignments.

All assigned homework shall be reviewed by the assigning teacher.

*Adopted 9/01*

*Revised 6/03, 3/12, 8/12*

# WRITING POLICY

## Policy – LCMS 13

The council is committed to ensuring that students are capable of written expression on grade level. All students will participate and use writing to learn, writing to demonstrate learning and writing for publication. The ultimate goal of the school's writing program is to produce writers who can utilize communication as a tool to succeed in the 21<sup>st</sup> century.

### Instructional Practices

Teachers will use a variety of agreed upon, research-based strategies and multimedia tools for student mastery of written expression. The process of writing will be modeled and practiced for and with students for a range of purposes, depth and complexities. Teachers will communicate explicit expectations for the quality of work, clarity of meaning and appropriateness of content and purpose throughout all stages of the writing process.

### Aligned and Enacted Curriculum

The school will adhere to the Lewis County Writing Curriculum, based upon KCAS. Administrators and teachers should collaborate to ensure that all writing and content-related strands are addressed appropriately and logically at all grade levels by all subject areas. All writing assignments will be tied directly to the assigned, grade-level content standard for the purpose of demonstrating, and effectively communicating content attainment.

### Formative and Summative Assessments

The principal will develop a process by which student work is reviewed at least three (3) times per year. The purpose of these reviews will be to monitor student progress, provide direction for meaningful future instruction and to administer feedback to teachers and students.

Reviews of work, formative and diagnostic assessment results and other sources of data will be utilized to determine the effectiveness of instruction and the refinement of the writing program. Students will maintain working folders to provide evidence of their growth and proficiency in meeting the standards.

### Professional Development and Support Services

The principal will monitor the progress of the writing program. The principal will collaborate with the district and other schools to ensure that teachers are provided the professional development and support necessary to facilitate appropriate writing instruction.

### Administrative Support and Monitoring

The principal will be responsible for organizing a system of monitoring, feedback and support for the writing program. The principal will ensure that students and teachers have access to and use necessary multimedia tools and resources to provide appropriate communications instruction for 21<sup>st</sup> century learners.

*Adopted 3/11*

*Revised 3/12, 8/12*

# Assessment Policy

## Policy – LCMS 14

All teachers shall use various means of assessing student work including but not limited to the following:

- open response
- multiple choice
- performance based assessments
- writing
- on-demand writing
- oral reports
- variety of interim/benchmark assessments

Teachers shall use this assessment data to modify instruction and curriculum as needed to better meet the needs of the individual learners in their classes.

Teachers may analyze and provide feedback to one another over various types of assessment. This may include the tuning protocol process.

Content of the assessment shall be aligned with Kentucky Core Academic Standards and Program of Studies, and should be a reliable indicator of student performance.

Data from all assessments shall be utilized to guide instruction and for goal setting for school improvement and individual student learning.

*Adopted 9/01*

*Revised 6/03, 3/12, 8/12*

# Discipline

## **Policy – LCMS 15**

The principal shall present the council with a school-wide discipline and safety plan annually. This policy shall be based on district policy and shall contain categories of misbehavior as well as guidelines for a continuum of disciplinary consequences and plans related to the safety of all students.

The principal shall be responsible for ensuring that discipline procedures and any school-wide programs are properly implemented.

*Adopted 8/99*

*Revised 6/03, 12/07, 3/12, 8/12*



# **PARTICIPATION IN AND AVAILABILITY OF EXTRA-CURRICULAR ACTIVITIES**

## **Policy – LCMS 16**

“Extra-curricular activities” is defined as organized sports or teams representing the school. A listing of current, SBDM-approved, LCMS student activities shall be maintained by the principal. Administration shall review all programs.

### **Approval of new activities**

The Council shall approve any additional programs before they are implemented.

**School-Sponsored Activities:** School-sponsored student activities shall be of an educational, curricular, extracurricular, academic enrichment, or of an academic or athletic competitive nature.

**Athletics and Academic Team Activities:** Athletics regulated by the KHSAA and all other Board policies herein, and academic team activities regulated by the KAAC shall be considered to be within these student activities permitted under this policy.

**Other School-Sponsored Student Activities:** Other school-sponsored student activities shall be limited to those involving a subject matter which is taught as a course, or will be taught as a course in the next semester or school year, whichever comes first, or, the subject matter of the activity concerns the body of courses as a whole taught in the school, or, the subject matter of the activity is connected to a course which requires participation in the activity, or, participation in the activity results in an academic credit being given for a related course.

Within the preceding guidelines, council shall determine the selection of additional programs that may be requested.

**Non-curricular Student Activities:** All other student activities which do not fall within the preceding guidelines shall be considered non-school-sponsored.

### **Student participation in activities**

Students who participate in activities will be chosen by the coach. Students will participate in the grade level in which they are currently enrolled unless it is agreed upon by the coach, athletic director and principal that the student is allowed to participate in the grade “above”

them. Should a student be allowed to participate in a higher level, said participation must not be at the expense of a student who has already made the team.

The council shall strive to make extra-curricular programs available to all students; however, participation is considered a privilege. Students must be enrolled in the Lewis County School District in order to participate in any extra-curricular activities. They must also maintain satisfactory grades and be in good standing with the school by demonstrating good attendance and behavior. A student must be present in school the day of any activity in order to participate in an after school game or other event. Administration may consider extenuating circumstances, on an individual basis.

Any student who is failing two (2) or more classes is suspended from extracurricular participation until his/her grades meet the standard set by administration for participation. This student will be given the opportunity for supplementary opportunities to improve before resuming extracurricular activities. A student who is failing two (2) or more classes may not attend practice or participate in any way in the extra-curricular activity until he/she is making passing grades. Any student failing any class will be monitored on a weekly basis by coaches instead of at mid-term and end of nine weeks. Monitoring shall be completed by coach or sponsor and report to principal. All extra curricular activities shall be supervised by the sponsoring coaches and by faculty members who have selected this assignment as part of their duty for the entire time students are on school or competitive grounds.

*Adopted 11/96 (Participation) and 8/99 (Availability)*  
*Revised 9/01, 6/03, 12/07, 3/12, 8/12, 8/15*

# TECHNOLOGY

## **Policy – LCMS 17**

The school staff shall integrate technology into instruction when appropriate to achieve learning goals.

Technology shall be purchased and utilized, as funds are available in order to better prepare students for the tasks necessary to achieve success in the 21<sup>st</sup> century. Technology will be distributed according to need equitably. Administration shall ensure that the use of instructional technology is aligned with the curriculum and is implemented throughout the school and program evaluation measures are in place.

*Adopted 3/01*

*Revised 6/03, 12/07, 3/12, 8/12, 8/15*

# MONITORING STUDENT ACHIEVEMENT

## Policy – LCMS 18

The principal shall annually review assessment data as received from the State Department of Education, as well as local data with the council. The council will compare scores of:

- Boys and girls
- Those students who do and do not participate in the federal free and reduced price lunch program
- Those students of different races
- Students with various disabilities
- Any students for whom English is a second language

Each year as data is reviewed, the council will determine specific student needs and take steps to align instructional practices to meet these needs.

After review of the test data and the results of each component of the Comprehensive School Improvement Plan, the council shall make recommendations for updating the Comprehensive School Improvement Plan and/or establish policy in an effort to help all students make progress toward the goals set forth in KRS 158.645 and 158.6451 (1) (B).

At the discretion of the council, some of this work may be referred to a committee including parents, faculty and staff who would then make recommendations to the council for their approval and action.

The principal shall make the CSIP available for review to all stakeholders prior to council approval.

### PLANNING FOR IMPROVEMENT

The council shall approve a Comprehensive School Improvement Plan which shall be developed each biennium by school staff with input from stakeholders. It shall be based on a review of school data which shall include test data, surveys, discipline statistics, attendance data, and other pertinent information. The plan shall be based on the school's mission statement and will focus on ways to help students improve their academic performance.

The council may revise the plan at any time during the biennium as needed.

*Adopted 6/03*

*Revised 3/12, 8/12*

# **EQUITY AND SCHOOL ENVIRONMENT**

## **Policy – LCMS 19**

The goal of the council is for all students to be treated with dignity and respect and in return be taught to treat others the same. We believe that our school should be organized so that everyone feels welcome in a student friendly and inclusive environment. All administrators, instructional leaders, teachers, and classified staff shall model this behavior and encourage students to do likewise. Rudeness, disrespect, and derogatory remarks are strictly forbidden, whether in the area of race, gender, socioeconomic status, disability, physical characteristics, or other areas. Sexual remarks and inappropriate touching are forms of harassment, which are illegal, and a violation of school policy.

Guidance and counseling in collaboration with our youth service center will be available to ensure that all barriers to learning are addressed. All students will have access to all curricula. Staff will have high expectations of all students.

Each year when the results of student achievement on the state's testing is reviewed, the staff shall determine if there are issues of equity illustrated by gaps in achievement between groups of students. If gaps are identified, measures will be taken to eliminate them. These measures will be reflected in the Comprehensive School Improvement Plan as it is updated each year.

*Adopted 3/01*

*Revised 6/03, 12/07, 3/12, 8/12*

# PROFESSIONAL DEVELOPMENT

## Policy – LCMS 20

A professional development plan will be developed and adopted annually which will correspond with the needs identified and addressed in the Comprehensive School Improvement Plan.

Plans for professional development should be aligned with the needs of the staff determined through growth plans and other reviews of student achievement data. The principal shall be responsible for implementing and monitoring the activities of the professional development plan. Teachers should be allowed non-teaching time to allow for professional growth activities.

*Adopted 3/01*

*Revised 6/03, 12/07, 3/12, 8/12*

# PROGRAM REVIEW

## **Policy – LCMS 21**

Beginning in the 2011-2012 academic year, the Kentucky assessment program shall include program reviews and program audits for arts and humanities, practical living skills and career studies, and the writing programs. The results of the program reviews and audits of arts and humanities, practical living skills and career studies, and writing required under this subsection shall be included in the accountability system as required by KRS 158.6455.

Each school-based decision making council shall analyze the findings from programs reviews for its school and determine how it will address program recommendations to improve the program for students.

The Kentucky Department of Education shall provide guidelines for an effective writing program and establish criteria to use in the program review and program audit process as defined in subsection (1)(h) and (i) of this section. The department shall distribute the guidelines and criteria for program reviews within the curriculum to all schools and teacher preparation programs.

The council shall ensure that a process is developed by which the writing program for the school is assessed and available for submission to the Department of Education for review and comment. The writing program should incorporate a variety of language resources, technological tools, and multiple opportunities for students to develop complex communication skills for a variety of purposes. A writing folder shall be maintained for each student and follow each student from grade to grade and to any school in which the student may enroll. The following areas will be assessed in determining the students' performance in communication and the teachers' role in grading procedures and feedback to students regarding their writing and communication skills; the responsibility for review of the portfolios and feedback to students; and other areas in which the quality of students' writing and communication skills may be improved. The principal shall provide support and monitoring for the program review.

*Adopted 8/12*

# COMMITTEES

## Policy – LCMS 22

The council shall determine if committees should be established. If a committee is established, the council must address:

1. Facilitation of participation of interested persons;
2. Number of committees needed;
3. Committee jurisdiction;
4. Composition of committee; and
5. Membership Process

It is recommended that all committees present multiple options for council consideration. The council will ensure that detailed information related to committees is included in council by-laws.

*Adopted 8/12*

## OTHER AUTHORITY GRANTED BY THE BOARD OF EDUCATION

## Policy – LCMS 23

The council shall be responsible for any area of school decision making authority where permitted by law and board policy. The council may implement new policies related to any area of decision making authority that is granted.

*Adopted 8/12*



# **PARENTAL INVOLVEMENT**

## **LCMS - Policy 24**

### Statement of Purpose

A strong partnership between the school and home is essential if a quality educational program is to be provided to all students. Lewis County Middle School is dedicated to the philosophy that parent involvement is integral to the success of each student. For this reason, parents are actively recruited as our partners for success. The parent involvement policy is reviewed and amended during the annual SBDM Title 1 evaluation and planning meeting, which is held during the spring. The policy will be distributed in the student handbook at the beginning of each school year.

Lewis County Middle School will involve the SBDM in identifying barriers to parent involvement and to provide parent involvement strategies. The school will support a variety of parental involvement strategies as it strives to develop and maintain an optimum learning environment for all students. To the extent practicable, parents of LEP, disabled, and Migratory students will be given full opportunities to participate in parent involvement activities. Information will be provided, to the extent practicable, in a format and language such parents understand.

### Annual Title 1 Parent Meeting

Lewis County Middle School will hold an annual meeting to review Title 1 guidelines and services offered through the school. Meetings should be offered in a flexible way so as to offer parents opportunity to attend.

### Home-School Compact

In accordance with Title 1 regulations, the school will develop and annually update a home-school compact. This compact will explain how students, parents, and staff will share responsibility for student performance and success, and will enable them to do so. All parents will be given a copy of the compact detailing the responsibilities that teachers, parents, and students have in helping students accomplish their goals. They are also encouraged to sign that they are in agreement with the compact and return them to the school; however, parents and/or students are not required to return the compacts to school.

### Information for parents

Parents of all students shall receive timely information as to school performance reports, including school curriculum and common core standards; student's assessment results; description and explanation of the curriculum used at the school and the types of academic assessments used to measure student progress.

### Staff/Parent Communication

Parents will be informed of school activities through various avenues of communication throughout the school year. Newsletters, conferences, personal contacts, and written notices will be utilized to establish and maintain an open line of communication. Parents will be surveyed annually to ensure that additional opportunities are offered to parents to express concern and offer suggestions to the school for improvement of the instructional program.

*Adopted 3/10/2014*

# EMERGENCY PLAN

## LCMS - Policy 25

The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to develop and document efforts to prevent, mitigate, prepare for, respond to and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan, which must be adopted by the council and implemented, will include, but not be limited to:

- Establishment of primary and secondary evacuation routes which must be posted in each room by each doorway used for evacuation;
- Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room;
- Practices for students to follow in an earthquake;
- Development and adherence to access control measures for each school building, which may include (but not be limited to):
  - o Controlling access to exterior doors during the day
  - o Controlling front door access electronically or with a greeter
  - o Controlling access to individual classrooms
  - o Requiring visitor check-in with identification and purpose provided, and
  - o Display of visitor's badge on outer clothing; and
- Practices for students to follow in case of fire that are consistent with administrative regulations of the Department of Housing, buildings and Construction.
- Procedures for lockdown of the campus

Local law enforcement shall be invited to assist in establishing lockdown procedures.

Following adoption, the emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local, county and/or state police personnel, and emergency medical personnel. Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records requests.

Prior to the first instructional day of school, the principal, or designee, will present and review all emergency procedures with all staff. Documentation including the time and date of the review will be kept on file at the school with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review.

Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and one building lockdown. Fire drills will be conducted in accordance with timelines, procedures and requirements outlined in the DHBC regulations. Whenever possible, first responders shall be given notice of possible drills and invited to observe. The principal is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed.

Annually, the principal is responsible for working with the central office to ensure that all local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points. Completion will be reported to the council and documentation maintained in the principal's office.

Possible access control methods that may be included in council policies as desired, are outlined below:

- All exterior doors must remain locked at all times.
- All visitors must enter through the posted front entrance.

- The front entrance must remain secure with electronic access only.
- All visitors must use the “buzzer” and be recognized prior to gaining access to the reception area
- The principal is responsible to ensure that trained personnel monitor the front entrance at all times.
- All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a school-specific badge on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office.
- The office must keep an accurate log of each visitor, the date and time of the visit, the purpose of the visit, and with whom they visited.
- All classrooms must remain locked during instruction time.
- During class changes, teachers must stand by their classroom door and monitor hallways.
- The principal is responsible for ensuring classroom access in the event of a substitute teacher.

*Adopted 3/10/2014, 7/15*

# Wellness Policy

## Policy – LCMS 26

Lewis County Middle School shall adhere to and support the guidelines and requirements of the district policy for Student Welfare (Wellness).

In order to support the district's policy, we hereby consider the health and safety of students to be a priority in all council decisions. In doing so, administration shall ensure that nutrition education is provided to students and is offered at all grade levels, is developmentally-appropriate and promotes healthy food choices and coordinates with federal and state nutritional guidelines. Students will be provided opportunities to be physically active on a regular basis.

Federal and state nutrition standards will be followed. Foods and beverages provided during the school day shall be done with accordance to state and federal regulations and school meal nutrition standards. When possible, rewards given to students shall comply with nutritional guidelines set out in Kentucky Administration Regulation.

Administration shall monitor compliance with this and related policies. The school shall actively participate in all district reporting and committee work.

*First Reading: 7/15*

*Second Reading: 8/15*

*Adopted: 8/2015*