

Spencer County Middle School

SBDM Policies

3/21/2017

A. STATE STANDARDS

SCMS will adopt and adhere to all state standards as developed by the Kentucky Department of Education via state legislature. Timelines and planning will be determined by grade level teams and implementation will be monitored by Principal and/or designee.

Adopted: 3/21/17

B. COLLEGE LEVEL COURSES

Not required by state law at the middle school level.

Adopted: 3/21/17

C. COMMITTEE'S

Committee's will be established and assembled on an "as need" basis determined by the Principal.

Adopted: 3/21/17

D. CONSULTATION

Consultation Guidelines are outlined within SBDM Bylaws

Adopted: 3/21/17

E. CURRICULUM POLICY

PURPOSE: To continuously strive to improve the instructions, curriculum and assessment in the school to enhance student learning.

KRS 160.345 The chairperson of the Curriculum Committee shall, by March SBDM report to the school council a recommendation from the Curriculum, Instruction, and Assessment Committee (CIA) that includes a curriculum that is aligned with state standards for the school. The CIA Committee is charged with bringing any subsequent amendments to the adopted curriculum to the council for consideration and possible approval

Adopted: 2/15/01
Reviewed: 12/18/01
1/30/03
12/15/05
Revised: 11/14/07
2/23/15

F. DISCIPLINE, CLASSROOM MANGEMENT, AND SCHOOL SAFETY

Dance Policy

Scheduling:

- Once the dance has been approved by the SBDM, a date should be scheduled with the school receptionist. The Athletic Director should also be consulted to ensure that the gym time can be blocked out.
- After the dance is scheduled with the receptionist and AD, the bookkeeper will also need to be consulted for financial information pertaining to the dance.

Dance Specifics:

- The cost of each dance should be set at \$6.00 for advance ticket sales. Door charges may be more if desired. This will be at the discretion of each dance sponsor. Please advise the bookkeeper if prices will be more at the door.
- All dances will be set at the time of 6:00-8:30 pm or 3:00-5:30 pm. Not to exceed 2 ½ hours.
- Only one dance a month is permitted unless approved by the principal.
- Tarps will need to be put down on the gym floor before the dance, and they will need to be cleaned and folded back up at the end of the dance.
 - The tarps should fit on the cart with no hangover on the sides.
- Bleachers will need to be placed in, with only 3 levels out for students to sit on. After the dance, the bleachers will need to be pulled back out and rails put back up.

Chaperones:

When planning a dance there should be:

- 1 Administrator
- 3 Faculty Members
- 5 Chaperones (may include parents or other faculty members)

Chaperones need to be placed in the following areas: gym, café, hall, bathrooms, concessions and outside during drop off. It is important to keep all students in the designated areas during the dance at all times.

If parents are going to be in direct supervision of students, they will need a background check with the Board of Education. This should be in place prior to the event.

Student Drop off and Pick up:

- All students will need a school permission form signed by a parent/guardian that has a phone number where that parent/guardian can be reached in case of emergency.
- Parents should walk their student into the dance if student does not have a permission form.
- Once a student is in the school, they cannot leave the dance until it is over or a parent comes and checks them out.

- When the dance is over, the student is permitted to exit the school and leave with their parent designated transportation.

Cleaning Responsibilities:

It is the responsibility of the organization to clean any area that has been used during the dance. Please see a custodian for any cleaning supplies that may be needed to clean specified areas.

Below is a checklist that may be used to ensure that everything is clean and ready for students on the next school day.

- _____ Gather trash from cans and place in dumpster or on café back porch
- _____ Sweep and/or dust mop gym, café, great hall, & any other area used
- _____ Wet mop any spills or areas that may be sticky
- _____ Spot check and lightly clean bathrooms
- _____ Wipe down café tables

Adopted: 7/31/12

Reviewed: 5/14/15

Revised: 7/16/15

G. EMERGENCY MANGEMENT PLAN

SCMS will adopt the District Emergency Management Plan as determined by the District Emergency Management Committee.

Adopted: 3/21/17

H. ENHANCING STUDENT ACHIEVEMENT

Professional Development Policy

Purpose: The SCMS Professional Development Committee believes teachers' professional development activities should foster accomplishment of Spencer County Middle School goals and the consolidated plan. While SCMS's applicable policies and leave limitations impact approval of professional development requests and the administration of professional development funds, this committee encourages (within resource limitations) the faculty to participate in professional development activities that are needed to accomplish professional growth.

Definition: SCMS defines professional development activities as those educational opportunities, workshops and conferences that directly relate to the faculty member's job performance and enhance student learning.

Procedures:

1. Applicable leave limitations/requirements regarding eligibility are as follows:
 - Each employee must complete a minimum of 24 professional development hours each year outside of normal school hours and the employee shall not be reimbursed and/or paid a stipend.
 - Each employee shall take no more than 10 days of professional leave in a school year without prior approval of the principal or principal designee.
 - Each employee shall not exceed 5 consecutive days of absence for professional development without prior approval of the principal or principal designee.
 - Professional Development must be approved by principal.

2. Reimbursement:
 - Automobile rental shall be pre-approved by principal to qualify for reimbursement.
 - Automobile travel will be reimbursed for actual mileage at the Spencer County District rate.
 - Each person must submit a separate bill when sharing a room's cost.
 - ALL reimbursement requests must be accompanied by receipts and submitted on Spencer County District travel form.
 - SCMS will reimburse transportation, lodging, and food, up to the amount approved by the SCMS school bookkeeper, in accordance with district policy. All request forms must be turned in to the committee chairperson and approved BEFORE the activity.

3. Approval Process:

Request forms are submitted to the school bookkeeper along with an Informative copy (if possible) of the outline, brochure, or agenda of the Conference/workshop they are requesting to attend.

Approval of requests is based on the following:

 - Alignment with the CSIP.
 - Alignment with the teacher's professional growth plan.

- Scheduled teacher absenteeism on the day that the teacher is requesting to attend the conference/workshop.
- Available funds.
- Any district related policies.

After attending an approved activity, the teacher shall submit to the school bookkeeper an official certificate of attendance from the conference/workshop.

The secretary will then process the paperwork and document the hours.

After attending an approved activity, the teacher shall agree to the following:

- Share information and materials collected with the faculty.

Adopted: 12/18/01

Reviewed: 6/27/02

Revised: 3/19/15

I. EXTRA-CURRICULAR PROGRAMS

Athletic Policy

Purpose: To ensure that students have an opportunity to participate in extracurricular sports and to define the process for a fair and equitable way.

Definition: Athletics is defined in this policy as any competitive activity that provides physical exercise and addresses the interest of the middle school students, not being considered a club.

Procedures:

1. An athlete's first priority is academics.
2. The athlete will comply with the training rules and regulations outlined by his/her coach at the beginning of each sport season.
3. An athlete shall attend school for at least one half day in order to participate in that day's athletic event including practices and games. A half day is defined as 3 1/2 hours). If approval has been given by the principal or athletic director, participation may also be allowed.
4. Disciplinary action by the principal's office may also result in disciplinary action by the athletic office.
5. School equipment checked out by the athlete is his/her responsibility. He/she is expected to keep it clean and in good regulation. Loss of any equipment and/or damage to any equipment outside of normal wear and tear is the financial obligation of the athlete.
6. All athletes must travel to and from athletic events in transportation provided by the school during the events. Athletes will remain with their squad and under supervision of their coach. If an athlete's parent/guardian declines district transportation he/she must submit a signed transportation waiver to the coach.
7. Athletes shall be able to play above their grade level but not below. For student athletes wanting to play above their grade level, the coach will make the decision. Once the decision is made, the decision is final. Any extenuating circumstances to this rule will be reviewed by the coach and athletic director.
8. All athletes shall have personal insurance or the insurance provided by the school.
9. An athletic fee of \$25.00 per sport per school year is required. This fee helps cover the transportation and referee salaries of the athlete in their sport.
10. All coaching staff and athletes will represent themselves in an appropriate manner that will reflect positively on the school and the community.
11. Coaches are required for adhering to all financial Red Book rules and regulations determined by the district and state mandates.
12. Coach is responsible for organizing and implementing at least one fundraiser. All school district/state regulations must be followed.

REQUIREMENTS FOR PARTICIPATION

1. Must submit a completed KMSAA Sports Physical and parental consent form returned to athletic director's office.
2. Must meet the academic eligibility policy of Spencer County Middle School as stated below.
3. Must have paid all fees or other obligations to the school.

ATHLETIC GRADE/BEHAVIOR

1. All athletes **MUST** maintain a 2.0 grade point average or better with no F's in all areas.
2. Athletes who do not meet these criteria will be ineligible until grades meet athletic policy.
3. Principal or designee has final say on eligibility. Eligibility begins on Monday mornings at 7:00 a.m. and runs through each Sunday evening at 7:00 p.m.

Academic consequences to be enforced:

Week # 1: Student participates in practice but will NOT dress.

Week # 2: Student will attend practice and study during practices.

Week # 3: Possible termination decided by coach and or athletic director.

State or National Competitions: In the event a team should qualify and attend a state or national competition, the coach's travel expenses to include room, food, fees and transportation must be paid from any fundraiser prior to the athlete's expenses.

Banners & Recognition: The school will purchase one banner per team per school year. If earned by achieving recognition at a national, state, district, or conference level. (All accomplishments may be listed on one banner). Banners and trophies will be rotated every three years.

School Community Service: Extracurricular programs and athletic clubs are in a reciprocal relationship. Both the school and the organizations contribute and benefit from one another. The school community provides physical space, stipends, staff sponsorship and leadership. The groups provide school recognition and pride.

Adopted: 10/19/00

Reviewed: 4/15/04

9/16/04

1/03/05

8/25/05

Revised: 2/23/15

J. INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF TIME ASSIGNMENT

Hiring Policy

Classified Staff & Certified Staff

Purpose: The purpose of this policy is to fill any non-principal vacancy at Spencer County Middle School.

Definition: For purposes of this policy:

“Vacancy” means: Any certified or classified position opening created by the resignation, dismissal, non-renewal of contract, transfer, or death of a certified staff member, or a new position created in a local school district for which certification is required. KRS 160.380(1) (b).

Reviewing Applications: The administration shall:

- Inform the superintendent of any vacancy within the school.
- Review all applications received from the superintendent.
- Request additional applications from the superintendent, if deemed necessary.

Ad Hoc Committee: An interview committee will be formed to fill a non-principal job vacancy at SCMS. The school principal shall select members to form the committee. The make-up of the interview committee shall reflect representation of the position to be filled, a community member, and the school principal. An attempt will be made to include minority representation. Each interview shall occur in a closed session of the committee using the interview questions.

Consultation: Within two weeks after interviews are complete, the council shall meet in a closed session to receive the committee’s report, discuss the applicants, offer comments on the contributions each could make and provide any additional input requested by the principal. If a quorum of the council fails to attend the meeting called for this purpose, the principal may either call another meeting or declare an emergency and conduct the required discussion with the members who are present at the meeting.

Recommendation: After considering a council’s comments, the principal shall select the person he or she believes will contribute most to the success of the school’s students and notify in writing the superintendent of his or her choice. The superintendent shall complete the hiring process.

Adopted: 4/18/00
Reviewed: 4/18/02
4/15/04
2/17/05
4/20/06
Revised: 3/19/15

Principal Selection

Purpose:

The purpose of this policy is to define procedures for selecting a principal when there is a vacancy.

Criteria:

Once the superintendent has verified the vacancy, the council shall develop a set of criteria for selection of a principal and communicate the criteria in writing to the superintendent. The council shall survey teachers, staff, and parents for the purpose of developing the criteria.

Plan:

The council shall develop a written plan for selecting a principal and shall disseminate the plan to teachers and the leader of the parent organization. The plan shall include the selection, criteria, and the time line.

The council shall study proper recruitment, interviewing, and hiring procedures.

Interview:

The council shall be responsible for reviewing all written information on each candidate provided by the superintendent, and selecting candidates to be interviewed.

In the situation where a member of the council is a candidate for principal he/she shall not participate in the interview process or the recommendation to the superintendent, although he/she will participate in all other council functions.

Selection:

The council shall select a principal from a slate of candidates provided by the superintendent. The council reserves the right to request additional candidates from the superintendent.

Reporting:

The council shall report its recommendation of principal to the superintendent in writing.

Adopted: 5/18/00

Reviewed: 2/21/02

2/26/02

Revised: 5/14/15

K. INSTRUCTIONAL PRACTICES

Instructional Policy

Purpose: The purpose of this policy is to provide teachers, staff, and students with the Instructional/Learning expectations for the daily school experience.

Definition: Successful instructional practices utilize a variety of learning experiences. Daily instruction should be meaningful and engaging. It should also include assessment that reflects the format of the State Assessment. Daily learning experiences should also include the following:

- Make prior connections and extend new learning.
- Include everyday applications.
- Personal involvement and ownership.
- Communication skills.
- Text – World learning.

Procedures: SCMS strives to offer students the opportunity to:

- Read books or core content related materials independently, with a partner or group.
- Think, discuss, and write in response to a prompt, in a journal or formal writing assignment.
- Explore math, science or cultural concepts and solve relevant problems.

Adopted: 1/19/06

Revised: 3/19/15

Textbook/Instructional Materials Policy

Purpose: The purpose of this policy is to define procedures for the use of instructional materials, a variety of community resources and co-curricular programs to provide an equitable opportunity for all students to achieve at a proficient level.

Definition: Spencer County Middle School defines an instructional material as any book, video, map, guide, service, or tool that allows a teacher to enhance instruction and students to achieve at a proficient level.

Procedures: Following established state guidelines, the department chair under the leadership of the textbook coordinator, will conduct a needs assessment of all instructional materials in the building. The needs will be prioritized according to the school-improvement plan and a recommendation will be made based on financial allocation by the state and local school board. Monitoring will be done through the use of inventories, teacher, evaluations of materials and student progress.

Adopted: 1/18/02
Reviewed: 12/19/02
12/19/03
1/03/05
12/01/04
6/15/15

Agenda Use Policy

Purpose: The purpose of this policy is to provide teachers/staff, students, and parents guidelines for the required use of the agenda.

Definition: “Agenda Use” refers to the school community’s use of a planning calendar that includes resources, basic academic information, and goal-setting opportunities. The school provides each student with an agenda/planner the first day of school. The agenda includes a format for communication between student and teacher, as well as between teacher and parent. The agenda is also documentation of the student’s school experience. Thus, it is a contract. The agenda according to research is a strong organizational, goal-setting tool that improves the student’s study habits, mental planning and grades. The Spencer County Middle School uses the agenda as a vital link to ensure successful transition to real life experience.

Procedures:

Staff: Team Leaders in collaboration with their team, will develop objectives, procedures, and consequences for use, misuse or non-use of the agenda.

Students: All students will record daily in the agenda the information provided by teachers: assignments, grades, daily projects, behavior issues, and/or any material relevant to the success of their school experience.

Students will have the agenda in every class each day. The agenda is the responsibility of the students – not the parents or the teachers. If the agenda is lost, the student will pay \$10.00.

Parents: Parents will review the use of the agenda and document this review with a signature according to the procedure outlined by the teachers of the student’s team.

Parents may use the agenda for communication purposes with the teacher.

Parents will advise the student to share this note in the agenda with the teacher.

Parents will support the use of the agenda by words and actions.

Adopted: 8/15/02
Reviewed: 9/22/06
12/18/14

Homework Policy

Purpose:

The Spencer County Middle School Homework program will serve as an important link between home and school, keeping parents/guardians informed by reinforcing and extending school learning, experiences, and interests. Assignments have the following purposes:

- To prepare for, reinforce, and extend concepts introduced in class
- To activate prior knowledge and assess student understanding
- To establish study habits and self-reliance
- To allow parents/guardians and teachers to monitor student progress

Definition:

Homework is defined as at-home assignments, reading practice, studying, and/or projects performed by the student. Homework is a way to help your child develop work and study habits that will assist him/her throughout the years spent in school. Homework should encourage family involvement as well.

Time:

Spencer County Middle School recognizes the United States Department of Education standard homework guidelines and recommendations from other experts in education. (Please refer to <http://www.ed.gov/parents/academic/help/homework/part4.html> or <http://www.ed.gov/parents/academic/help/homework/part5.html> for further information.) Students' total daily homework should not exceed the guideline of 60 - 90 minutes, assuming students have completed daily in-class assignments and make-up work. This includes all classes with the exception of Band, Chorus, and Drama. These will require additional or extended time.

Grizzlies Beyond the Bell:

Students are encouraged to attend Grizzlies Beyond the Bell for homework help and enrichment opportunities. During homework help teachers are available to assist students with homework, projects, or any concepts they need individual assistance to master. Grizzlies Beyond the Bell is after school Monday-Thursday.

Missing Work Policy:

Students are expected to turn in homework on time. Students who do not turn in assignments will receive a consequence based upon individual teacher discretion or grade level policy. These consequences may include, but aren't limited to:

- Partial credit
- Missed reward activity
- Communications with parents

Student Absence:

Students who miss homework because of an absence will receive the opportunity to make up missed work. Upon returning to school following an absence, it is a student's responsibility to contact the teacher or teachers to request make-up work. The contact should be made on the day the student returns to school unless the teacher allows a longer time. Students are given one school calendar day for each day absent to turn in the work. Make-up work submitted late will be subject to aforementioned consequences.

Extenuating Circumstances:

A student who has extenuating circumstance may turn homework in on the next day if the student brings in a parent/guardian note requesting exemption. Habitual parent notes will not be accepted.

Responsibilities:

As with all schoolwork, but especially with homework, the interaction among the teacher-student-parent/guardian is essential. The final responsibility for homework rests with the student.

The student should

- Know the school's homework and agenda use policies.
- Record all assignments in their agenda.
- Be aware of the importance of homework.
- Ensure homework is completed to the best of his/her ability.
- Complete homework in the given time frame.
- Manage time on projects and studying in order to maintain the guideline of 60 - 90 total minutes of homework.
- Ask for assistance from teachers, classmates (study buddies), and parents/guardians as needed.
- 30 min of Independent reading

The teacher/staff should

- Assign relevant, challenging, and meaningful homework.
- Give clear instructions and ensure that students understand expectations including how homework will be assessed.
- Offer assistance when needed.
- Provide verbal or written feedback promptly to students.
- Meet regularly with interdisciplinary teachers to ensure that the amount of homework assigned is reasonable, taking into account competing home obligations, extracurricular activities, and homework assigned by other teachers.

The parent/guardian should

- Stay well informed via Infinite Campus online grading system. Visit the district web site for more information on how to access your students' grades.
<http://publicschools.spencercounty.ky.gov/parents/icportal/>
- Understand that 60 - 90 total minutes of homework is only a guideline and that there may be occasions when homework takes additional time. Some students routinely require more time.
- Take an active interest in homework.
- Set a regular, uninterrupted study/homework time each day in a dedicated place.
- Communicate regularly with teachers to monitor and encourage student progress.
- Update phone numbers and email addresses as needed.

Adopted: 3/14/06

Revised: 2/10/10

Reviewed: 5/14/15

L. PARENT ENGAGEMENT POLICY

Purpose:

To promote an effective partnership between and Spencer County Middle School staff, students, parents, and other family members.

Definition:

An effective partnership is defined in this policy as any activity that recognizes that a child's education is a responsibility shared by the school and the family. An effective partnership increases student achievement and helps students develop positive attitude about self and school.

Procedures:

Spencer County Middle School will:

1. Hold an annual parent meeting early in each school year to inform parents of the rights and responsibilities under the No Child Left behind Act (NCLB).
2. Include parents and families as leaders and decision-makers in school issues and programs by inviting them to participate in Site Based Decision Making (SBDM) Council, SBDM Committees, PTA, Surveys, Volunteer Programs and other activities.
3. Promote two-way communication between school and families by using report cards, parent-teacher conferences, agendas/planners, weekly emails, and the All Call system.
4. Provide services through the Youth Service Center; such as home visits, collaborative programs, parent meetings, Adult Education and Family Literacy to assist parents, families, and guardians in developing knowledge and skills to support children's learning.
5. Utilize the Youth Service Center, Adult Education and Family Literacy to provide access to and coordinate community and support services for children and families.
6. Identify and reduce barriers to parent/family involvement through surveys, seminars, translation of materials for ESL families, collaboration among programs and blending of funds to maximize resources.
7. A Copy of this plan is available in the school's office.

Adopted: 9/4/04
Reviewed: 8/22/06
Revised: 5/14/15
Renamed: 3/21/17

M. PROGRAM APPRAISAL

Budget Policy

Purpose: The following policy will govern the way monies are to be allocated and spent for Spencer County Middle School.

Needs Assessment:

The SBDM Council shall take the following steps to assess the School's needs for the next school year.

- Review last year's spending and this year's budget.
- Monitor this year's spending as it occurs.
- Review the school's consolidated plan.
- Provide the school's staff at least one opportunity to make written suggestions and one opportunity to make verbal suggestions on needs for next year.
- Obtain the District and school staff recommendations of the needs in that area.
- Take any other steps that the SBDM Council believes would help it understand the school's financial needs.

Receipt of Allocation:

By March 1, the school council allocation formula regulation requires the district to notify the Council of its allocation for personnel, instructional supplies, materials, travel, building operating expenses, equipment and professional development.

The principal shall make the notice generally available to the council within one school day after receiving it.

The superintendent will notify the Council of its share of state resource funds and the state professional development funds shortly after he or she learns of the district's total allocations for these items. In the event that the SBDM Council has not received those notices by March 15, it shall prepare the First Draft Budget using either this year's amounts or an estimate of next year's amounts that is reasonably accurate.

The SBDM Council shall prepare a First Draft Budget.

Adopted: 3/16/00
Reviewed: 11/16/00
1/18/02
12/01/03
1/20/05
Revised: 2/19/15

Budget Addendum

Activity Funds

Fundraisers:

Spencer County Middle School will have an approved school-wide fundraiser during the school year. To be determined no later than August 1 of each fiscal year. Proposed school wide fundraiser will be submitted for approval to the Spencer County Board of Education at the first fiscal year board meeting. Other departments, groups, and individuals may participate in fundraiser activities that are approved by SBDM Council. The SBDM Council must review, approve or deny all requests for fundraisers at regularly scheduled meetings. Included in the application for a fundraiser must be completed information about said fundraiser, money to be earned by Spencer County Middle School and proposed school use of the funds gained. An application can be obtained through the middle school bookkeeper.

Extenuating circumstances may be submitted to the SBDM Council for exception to the policy.

By law, any organization or group must follow the Red Book financial procedures. It is the responsibility of the coach or sponsor to meet the requirements of "Red Book" procedures.

Adopted: 8/22/05

Reviewed: 8/24/05

Revised: 2/23/15

N. SCHOOL DAY AND WEEK SCHEDULE

Arrival Policy

Purpose: The following policy will provide procedures for the arrival of students at Spencer County Middle School.

Definition: Arrival is the acceptance of students at the beginning of the scheduled day.

Arrival Procedures:

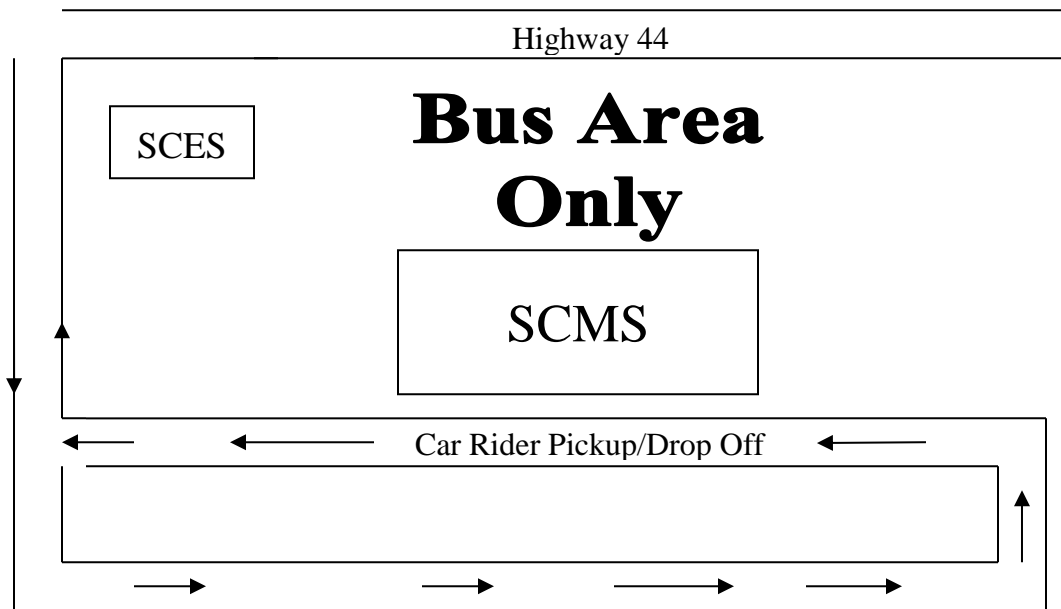
Students are allowed in the building at 7:10 a.m. Instruction begins at 7:40 a.m. Any student arriving after 7:40 a.m. is considered tardy and must sign the arrival log in the office.

Car Riders:

Car riders must be dropped off at the curb in the front of school. Students cannot be dropped off in the parking lot and allowed to walk across the traffic.

Bus Riders:

For safety reasons, only buses are allowed to drop off in the parking lot facing Highway 44.



Breakfast:

Breakfast is available between 7:10 and 7:35 a.m. Students who eat breakfast should first go to the food court at the time of their arrival.

Adopted: 10/29/00
Reviewed: 7/01/01
7/18/02
10/26/04
3/14/07
12/18/14

Dismissal Policy

Purpose: The following policy will provide procedures for the release of students at Spencer County Middle School.

Definition: Dismissal is the release of students at the end of the scheduled day.

Dismissal Procedures:

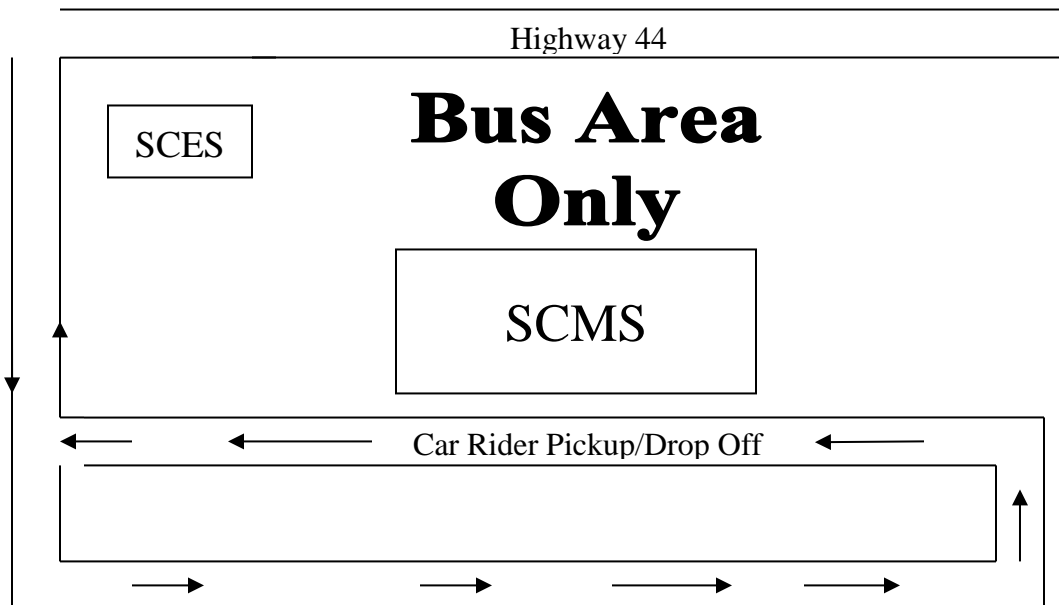
- Announcements begin at 2:27 p.m.
- At 2:30 p.m. car riders and 1st run are dismissed together.
- At approximately 2:40 p.m. 2nd run, extra-curricular and walkers are released.

Car Rider Information:

- Car riders are students who are being picked up by an adult in a car at the front curb of the school. Car riders exit out of the doors near the office. For safety purposes students cannot be allowed to walk across the traffic in front of the school and be picked up in the parking lot.

Bus Rider Information:

- Bus riders exit out the doors near the food court. For the safety of all students boarding buses, only buses are allowed in the parking area facing Hwy 44.



Students Leaving Early:

Students leaving early must have a parent/guardian sign them out in the office. Identification must be shown at the time of checkout. Any student who leaves the school grounds without a parent/guardian or without permission from an administrator shall be subject to appropriate disciplinary actions, including assignment to in-school detention or out of school suspension.

Transportation Changes

All transportation changes must be made in writing. For the safety of students, it is recommended that transportation notes be sent in with the student at the beginning of the day.

There will be no changes made after 2:00 pm. However, should an emergency occur and a transportation change need to be made after 2:00 pm a parent/guardian MUST bring in a note containing all information needed to change transportation. The note may be delivered to the middle school office, faxed to the school or emailed to the office. It is the parent/guardian's responsibility to make sure that the fax/email is received by the school.

Adopted: 10/19/00

Reviewed: 7/01/01

7/18/02

10/26/04

3/14/07

12/09/09

12/18/14

O. SCHOOL SPACE USE POLICY

Purpose: The purpose of this policy is to determine procedures for use of school space.

Policy: The principal shall present to the council for approval a plan for the use of school space. Assignment of school space shall be made based upon criteria that considers class size, program space need, accessibility for the disabled, and supervision of students, safety and overall effective school management.

Student groups and outside organizations may only use the facilities with the principal's permission.

Adopted: 6/15/00

Reviewed: 1/18/01

1/18/02

2/17/05

3/26/07

5/14/15

Renamed: 3/21/17

P. STUDENT ASSIGNMENT

Academic Success Policy

This contract is for the parents and students of Spencer County Middle School. This contractual agreement documents an understanding regarding academic achievement, including progression and promotion.

Progression to the next grade level is based upon successfully passing a minimum of five (5) of their courses taken which include:

GRADE LEVEL	
Sixth Grade	Language Arts and Math
Seventh Grade	Language Arts, Math, and Science
Eighth Grade	Language Arts, Math, Science, and Social Studies

If a student is not passing five (5) of their classes or is failing any of the courses listed above, the student must successfully complete the Student Support and Assistance Program. Ultimately, the student must demonstrate competency in the courses listed above PRIOR TO promotion to the next grade. At the end of each nine weeks, students' grades will be assessed to determine placement into one of the Student Support and Assistance Programs.

Student Support and Assistance Programs

If a student is failing any of the classes above, he or she will be expected to participate in at least one of the following activities or services as determined by administration until grades are brought to passing or satisfactory:

- Response to Intervention (RTI)
- Extended School Services (ESS) through Edgenuity (instead of Arts and Humanities classes)
- Grizzlies Beyond the Bell – transportation provided
- Summer Enrichment Programs – transportation provided

Benchmarks and Promotion

All students are expected to meet the following criteria in order to be promoted to the next grade:

- Pass at least five (5) of their courses taken,
OR
- The student must demonstrate satisfactory progress, toward assessment benchmarks through school-designed intervention or show significant (8 points) growth on the MAP assessment from Fall to Spring.

Students who do not meet the criteria above may not be considered for promotion to the next grade.

By signing below, I agree to comply with the aforementioned stipulations and accept full responsibility for my academic success.

STUDENT

X _____
Student Signature

Date: _____

Print Student Name

I want my child to achieve; therefore, I will encourage him/her by doing the following:

- Ensure my child is punctual and attends school regularly.
- Support the school by attending conferences, school events, and being aware of school policies and procedures.
- Establish a time and quiet place for homework and review it regularly.
- Encourage my child's efforts and be available for questions.
- Encourage my child to read nightly and/or study math facts.
- Provide transportation so my child can take advantage of programs and services to improve his or her academic achievement.

PARENT

X _____
Parent Signature

Date: _____

Print Parent Name

Email: _____

The faculty and staff of SCMS want all students to achieve in and out of the classroom; therefore we will encourage all students by doing the following:

- Provide individualized reading and math opportunities.
- Provide an environment in which learning can take place effectively.
- Encourage each student to work to his or her potential.
- Communicate with students and parents regularly.
- Provide extended opportunities for learning beyond the school day.

FACULTY

X _____
Principal Signature

Date: _____

X _____
Teacher/Team Lead Signature

Date: _____

Adopted: 1/26/16
Renamed: 3/21/17

Q. TECHNOLOGY USE POLICY

Purpose: The SCMS Technology Committee believes teachers and students use technology to enhance educational experiences in the classrooms. We want to ensure the maximum and daily use of technology by students, teachers and administrators. Technology will be integrated into the daily curriculum and the administrative process. Professional development will be offered at different levels to help teachers learn how to integrate technology into the curriculum with the assistance of the District Technology Coordinator and/or the School Technology Coordinator.

Definition: The Spencer County Middle School defines technology as the most modern and effective voice, video and data tools and services possible for use by the students, teachers and administrators, and the community that will directly enhance learning.

Procedures: Anyone using technology will sign and comply with the District Acceptable Use Policy and Procedures. The Acceptable Use Policy is attached. ***Misuse will be reviewed and consequences administered by team teachers and administrators on an individual basis and disciplinary action.***

Students can use electronic devices during class time ONLY with teacher permission.

Consequences:

1st violation – Device is taken to the office and parent is notified.

2nd violation – Device is taken and parent must come and pick it up.

3rd violation – Device is taken and parent must come get it and phone/device is not allowed back into the building.

Adopted: 4/18/02

Reviewed: 2/26/04

Revised: 7/16/15

Renamed: 3/21/17

R. WRITING

Literacy Policy

Purpose:

The purpose of this policy is to provide teachers, staff, and students with the Instructional/Learning expectations for the daily school experience.

Definition:

Literacy includes all skills associated with reading, writing, speaking, and listening. Spencer County Middle School acknowledges the importance of literacy and strives to provide all students with a literacy-rich environment in each class, as well as a daily literacy class focusing on the skills of reading and writing.

Procedures:

Each day SCMS strives to offer students the following:

- At a minimum, 250 minutes of instruction directly related to core content of math, science, social studies, and language arts. In arts and humanities classes, students should experience 90 minutes of content daily, and rotate through the courses four times each school year.

Each day SCMS strives to offer students the opportunity to:

- Read books or core content related materials independently, with a partner, or group.
- Think, discuss, and write in response to a prompt, in a journal, or formal writing assignment.
- Explore math, science, or cultural concepts and solve relevant problems.
- Provide opportunities for speaking and listening daily.
- At a minimum, 250 minutes of instruction directly related to core content of math, science, social studies, and language arts. In arts and humanities classes, students should experience 90 minutes of content daily, and rotate through the courses four times each school year.
- Investigate a science concept through a hands-on activity or demonstration.
- Experience a math concept with a text-world connection and hands-on activity.
- Receive feedback from a peer or teacher on reading and writing.
- Experience an integrated approach to instruction.
- Answer an Extended Response Question as part of the daily literacy class.
- Speak in front of a group.
- Complete one piece of writing.
- Observe and respond to classmates learning products.
- Assess and reflect on their own work.

Adopted: 11/3/05

Revised: 5/14/15