

Old Kentucky Home  
Site Based Decision  
Making (SBDM)  
Policies

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## **Committee Policy**

District: Nelson County

School: Old Kentucky Home Middle School

### **Council Policy Type**

### **Policy Number**

\_\_\_\_\_ By-Laws (Council operational policies)

  X   Function (School Operational Policies)

## **Policy Statement**

### **NAMES AND JURISDICTION OF STANDING COMMITTEES**

There will be three SBDM standing committees with the following names and jurisdiction:

#### **Efficiency Committee (Budgeting/operations, Planning and Professional Development)**

- Review and revise the SBDM policies on Budget and Spending and Program Appraisal. Draft revisions for council approval/adoption if necessary.
- Develop, recommend, and monitor the annual budget and allocation of resources according to identified needs of the school.
- Recommend budget adjustments.
- Ensure that the council is kept informed with monthly budget reports.
- Review and revise the SBDM policies on Improvement Planning and Technology Use. Draft revisions for council approval/adoption if necessary.
- Involving as many stakeholder ideas and opinions as possible, coordinate school needs assessments including necessary surveys and other data collection.
- Coordinate the development and implementation of the School Improvement Plan including working with component teams and overseeing the development and implementation of the Professional Development Plan.
- Recommend plans for the best use of technology based on needs assessments.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

#### **School Culture Committee**

- Review and revise the SBDM policies on Discipline, Classroom Management and Safety Plan, Extracurricular Programs, School Space Use, Instructional and Non-Instructional Staff Time Assignment, Wellness (Primary to Grade 5), and Parental Involvement (Legally required by NCLB for Title I Schools and best practice for non-Title I schools). Draft revisions for council approval/adoption if necessary.

- Recommend discipline, classroom management, and safety changes based on annual needs assessments and data gathering.
- Recommend extra-curricular program changes and ideas.
- Recommend use of school space ideas.
- Recommend parental involvement activities and strategies.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council

### **Academic Performance Committee (Curriculum, Instruction & Assessment)**

- Review and revise the SBDM policies on Curriculum, College-Level Courses (Secondary), Writing, Instructional Practices, Homework, and School Day and Week Schedule. Draft revisions for council approval/adoption if necessary.
- Analyze curriculum alignment with the state standards and recommend changes.
- Recommend changes to the college-level/advanced courses program/policy and the writing program/policy when appropriate.
- Research and recommend instructional best practice ideas and innovations.
- Research homework best practices and recommend changes.
- Develop master schedule plan ideas to recommend to the principal.
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Review and revise the SBDM policies on Alignment with State Standards, Enhancing Student Achievement, Student Assignment, and Classroom Assessment. Draft revisions for council approval/adoption if necessary.
- Organize the Kentucky Performance Rating for Educational Progress (KPREP) and Adequate Yearly Progress (AYP) data analysis every fall including reports to the Council.
- Recommend school priority needs based on test analysis data.
- Develop the state testing prep and reward plan each year.
- Recommend assignment of student procedures.
- Recommend classroom assessment ideas based on new research
- Recommend other changes, ideas, and strategies to assigned policies based on annual needs assessments, data gathering, and research into best practice.
- Additional roles/charges as assigned by the council.

**NOTE:** The SBDM Council will be responsible for reviewing and revising (if necessary) its Bylaws and three policies: the Committee Policy, the Consultation Policy, and the Principal Selection Policy.

### **STANDING COMMITTEE COMPOSITION AND MEMBERSHIP SELECTION**

All members of the faculty will serve on at least one standing committee. SBDM teacher reps are exempt but may serve on a standing committee by choice. Each standing committee will have grade level/department representation. Committees will also make every effort to include at least one parent and to provide reasonable representation of the ethnic diversity of our community.

Beginning in March, the following steps will be taken to recruit members for next year's committees:

## **MARCH**

- The principal (or principal's designee) will invite all parents in writing to sign up for the WSO Wildcat Support Organization via One Call or other communication efforts.
- Current committee chairs (or their designees) will describe their committees' work at a meeting of certified and classified staff called by the principal.
- Council and committee members will individually and actively seek out parents and other interested community members who are representative of the diversity of our community and encourage their active participation on school council committees.

## **APRIL**

- The principal (or principal's designee) will place committee sign-up sheets in a designated place that is convenient to staff and parents. These sign-up sheets will include the name of each committee, the name of the current chair and a brief description of each committee's jurisdiction as outlined in the first section of this policy. Parents and community members may also sign up by telephone or letter. The person who takes the message or opens the letter will add the parent name to the sign-up sheet.

## **MAY**

- The council will appoint committee members using the sign-up sheets as a basis. The council may need to assign some people to committees that are not their first choice to give each committee adequate and balanced membership.
- The principal will notify committee members of their appointments.

## **AUGUST**

- The principal (or principal's designee) will provide an additional, well-publicized opportunity to sign up for committees for both new staff and all parents.
- The council will make appointments from those additional August sign-ups and set up a timeline for regular committee reports to the council for the coming school year.
- As soon as possible following the August council meeting, the principal will call a faculty meeting for the purpose of letting all committees hold their first meeting. At that meeting all committees will:
- Elect a chair. They will also elect or appoint a recorder who will take minutes for this first meeting and all subsequent meetings and a vice-chair who will take over in the absence of the chair.
- Receive information from the principal about the council timeline for regular committee reports.

- Set up a meeting schedule for the rest of the year.
- Read and discuss this policy and ask the Chair of the council any questions regarding their role and duties.
- If necessary, discuss the active recruitment of parents and community members to serve on their committee.
- Discuss ongoing and any new charges from the council and develop a plan of action that includes a timeline.

## **AD HOC COMMITTEES**

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As needed, the council may also approve ad hoc committees for the following tasks:

- Analyze needs assessment for the School Improvement Plan.
- Draft components for and guide the implementation of the Plan.
- Select textbooks and materials for specific subjects.
- Participate in work to fill specific staff vacancies.
- Address other needs as identified by the council.

For these ad hoc committees, the council will identify the specific topic to be addressed in a written charge.

The principal will invite persons to serve on the ad hoc committee and will also designate a committee member to convene the committee for its first meeting.

Ad hoc committees automatically dissolve at the completion of the assigned task.

## **OPERATING RULES FOR ALL COMMITTEES**

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All committees established by the SBDM council are public agencies subject to Kentucky's Open Meetings Law. To comply with that law, each committee will:

- Establish a regular meeting schedule at its first meeting of each school year and make that schedule available to the public by posting it in a place convenient to the public.
- Hold meetings that are not on the regular schedule only after following these special meeting procedures:
- The committee chair or a majority of members decide the date, time, place, and agenda.
- Those who make the decision to have the meeting put the date, time, place, and agenda in a written notice, which they will post in a place convenient to the public at least 24 hours before the meeting.
- Notice of a special meeting will be hand-delivered, faxed, e-mailed\*, or sent by US mail to all members of the committee early enough so that they will receive

it 24 hours before the meeting. The telephone cannot be used to deliver these notices.

- If any media organization has asked for notice of special meetings, those calling the meeting will hand-deliver, fax, e-mail\*, or send by US mail copies of the written notice to the agency requesting the notice so that they will receive it 24 hours before the meeting. The telephone cannot be used to deliver these notices.

\*To receive e-mail notification, a written request must be on file at the school. This amendment to the Open Meetings Law was passed in the 2008 General Assembly and effective beginning in mid-July 2008.

- Take minutes of the actions and decisions made by the committee at every meeting.
- Review the minutes of each meeting at the next meeting and, after making any needed corrections, approve those minutes.
- Make committee minutes for each meeting available to the council and to any interested party after final approval.
- Ensure that the principal receives an official copy to be kept with school records as required by Kentucky's Archive rules.

### **POLICY EVALUATION**

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

**First Reading: May 16, 2012**  
**Second Reading: June 20, 2012**  
**Date Adopted: June 20, 2012**

**Date Amended: May 14, 2014**  
**Date Amended: April 14, 2015**

**Signature:** \_\_\_\_\_  
Council Chairperson

# Competitive Event Eligibility

District: Nelson County

School: Old Kentucky Home Middle

## Council Policy Type

## Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

  X   Function (School Operational Policies)

## Academic Requirements

### A. Eligible:

\*An eligible grade report will be run each Thursday or Friday. Staff will review the report for accuracy prior to being sent to coaches/sponsors and athletic directors on Friday afternoon.

\* Students must maintain a minimum 'In Progress' average of a "C" (a 2.0 GPA) **AND** have no "F's" in the current grading period. At the beginning of any grading period, the first week of eligibility will be based on the previous report card grade for the "In Progress" grade.

\*Coaches and/or administration may deem a player ineligible for any behavior violation listed in the Nelson County Code of Acceptable Behavior and Discipline.

### B. Ineligible:

\*If a student is deemed ineligible due to not meeting the academic requirements described above, the student will not be able to compete in any extracurricular activity from Monday through Sunday following the Friday report.

\*A student reaching an ineligibility status may still practice with any competitive group if the coach/sponsor finds this appropriate; however, interventions must be in place in an effort to improve that student's achievement.

#### **Interventions:**

- a. 1<sup>st</sup> week – coach/sponsor meet with student AND parent notification.
- b. 2<sup>nd</sup> week – coach/sponsor meeting with student AND parent notification AND ensure mandatory academic tutoring, i.e. ESS, ½ practice/ ½ academic homework.
- c. 3<sup>rd</sup> week – school personnel schedule a meeting with student, parent, and possibly coach/sponsor to develop an academic improvement plan. Dismissal from the team could be a result of the meeting. **3<sup>rd</sup> week does not necessarily mean 3 consecutive weeks.**

#### **Minimum Physical Requirements:**

All students must have a current sports physical (done within the calendar year) in order to try out, practice, or participate in any way in any competitive sport or activity. This is consistent with KHSAA regulations.

#### **Practice of Sportsmanship:**

In all areas, participants (students, players, coaches, spectators, parents, etc.) will show high principles of sportsmanship and the ethics of competition while representing the school.

First Reading: September 19, 2007

Second Reading: October 17, 2007

Date Adopted: October 17, 2007

Signature: \_\_\_\_\_

Council Chairperson

Date Amended: November 13, 2013

Date Amended: May 18, 2015

## Comprehensive Planning

District: Nelson County

School: Old Kentucky Home Middle

### Council Policy Type

### Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

X  Function (School Operational Policies)

### **PLAN DEVELOPMENT**

Starting in the fall of each odd-numbered year, we will use the Planning process recommended by the Kentucky Department of Education to:

1. Analyze our KPREP and School Report Card results, including data disaggregated by gender, ethnicity, disability and participation in the free and reduced lunch program, and Limited English Proficiency.
2. Analyze key data on how our school operates.
3. Identify priority needs based on that performance data.
4. Identify the causes that create the priority from that data on our school operations.
5. Set Annual goals for removing the need and CSIP.
6. Select strategies and activities for reaching each objective.
7. Commit responsible persons, timetables, and needed funding to implement those strategies and activities.
8. Select measures that will show us that the strategies are being implemented and progress is being made in student performance.
9. List the goals, objectives, strategies and activities, persons responsible, timetables, and funding decisions in a clear, written component format.
10. Obtain widespread input from our school community.
11. Adopt the components after considering and responding to the input.

### **PLAN REVISION TO ADDRESS ACHIEVEMENT GAPS**

Starting in the fall of each even-numbered year, we will revise our plan to address substantive achievement gaps, using these steps;

1. Analyze our KPREP, MAP, etc. results, including data disaggregated by gender, ethnicity, disability and participation in the free and reduced lunch program, and Limited English Proficiency.
2. Identify substantive gaps.
3. Set targets for reducing each substantive gap. This step will be completed by November of that calendar year if possible, and definitely not later than February 1 of the next calendar year.
4. Work with our superintendent and local board of education to agree on those targets or a revised version.
5. Set a time schedule for when we will eliminate all the substantive gaps.
6. Make each target part of at least one component of our Plan.
7. Revise the changed components to fully support implementing the target.
8. Hold a public meeting called by the principal to present the draft plan and receive additional input.
9. Adopt a complete revised plan no later than April 1 of each odd-numbered year.

First Reading: April 8, 2004

Second Reading: May 12, 2004

Date Adopted: May 12, 2004

Signature: \_\_\_\_\_

Council Chairperson

Date Amended: April 14, 2015

## Consultation

District: Nelson County

School: Old Kentucky Home Middle

### Council Policy Type

### Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

\_\_\_\_\_ Function (School Operational Policies)

### **Interview Committee**

For each vacancy that occurs at our school (\*except principal), the council will appoint an ad hoc interview committee of no more than seven people and no fewer than three people. This committee's membership will include the principal, at least one parent, and at least one certified staff member who will work directly with the person to be hired. Council members other than the principal may or may not be on the committee. The principal will chair the interview committee.

\*See the Principal Selection Policy for procedures for principal vacancy.

### **Criteria and Interview Questions**

**Within ten (10) school days** of their appointment, the Interview Committee will meet in OPEN SESSION to:

1. Develop a set of criteria for a strong candidate. These criteria will not discriminate based on gender, ethnicity/race, marriage or family status, religion, political affiliation, disability, age, or other illegal grounds.
2. Use the criteria they have developed to write standard interview questions that fit those criteria. These questions will be asked of all candidates in an in-person interview.
3. Decide on other methods to use to gather information about how well the candidates meet the criteria. The methods may include (but not be limited to) some or all of the following: applications and resumes, references, written interviews, portfolios, and written responses to hypothetical work-related challenges.

### **Applications and References**

**Within five (5) school days** after receiving a list of applicants from the superintendent and finishing the procedures in the section above, the interview committee will meet in CLOSED SESSION to:

1. Review all applications and written references and select applicants to interview.
2. Determine if information in the written application or resume points to any specialized questions that should be asked of a particular applicant and develop those questions if they are necessary.

### **Interviews**

**Within five (5) school days** of the Interview Committee's selection of candidate to interview, the Principal (or designee) will schedule an interview with each selected applicant at a time when all Interview Committee members can attend and call special meetings of the Interview Committee for each of those scheduled interview times. The following procedures will be followed during scheduled interviews:

1. Each interview will occur in a CLOSED SESSION of the Interview Committee.

2. All the standardized questions will be asked of each candidate in the same order.
3. Following the standardized questions, specialized questions (if any) and follow-up questions (if any) will be asked.
4. Committee members will briefly discuss the merits of each candidate following the interview.

**Consultation with the Council**

**Within five (5) school days** after all interviews are complete, the Interview Committee will meet in CLOSED SESSION to discuss how well each applicant meets the criteria, offer comments on the contributions each could make, and provide any additional input requested by the principal.

The principal will conduct the required consultation with the council members at or before the next council meeting so the hiring process can continue.

**Selection of the Person to be Hired**

After considering the input from all the closed session meetings, the principal will make the final selection of the person he or she believes will contribute most to the success of the school's students and notify the superintendent and council of his or her choice. The decision made by the principal is binding on the superintendent who will complete the hiring process.

**Extra-Duty Assignments and Positions**

Extra-duty assignments and positions include paid and unpaid duties beyond the instructional day or beyond the contract days of a teacher. When only persons currently working at our school will be considered, the principal will make the assignment following our policy on Instructional and Non-Instructional Staff Time Assignment. When persons currently not working at our school will be considered, this policy on Consultation will be followed by the principal and the council.

**Policy Evaluation**

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

First Reading: May 16, 2012  
Second Reading: June 20, 2012  
Date Adopted: June 20, 2012

Date Amended: April 14, 2014

Signature: \_\_\_\_\_  
Council Chairperson

## Curriculum Charges

District: Nelson County

School: Old Kentucky Home Middle

### Council Policy Type

### Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

  X   Function (School Operational Policies)

### Curriculum Charges concerning Intersession/E.S.S.

#### Charge #1: Scheduled Days

E.S.S. will be held one day a week plus Intersession as budget allows.

#### Charge #2: Intersession Guidelines

- a) Any class may be made up during the Intersession.
- b) The participating student must complete work left by teachers. Once work is completed at an acceptable standard, the student may leave.
- c) Letters will be sent home to the parents/guardians of eligible students. One call now message sent to students invited.
- d) Intersession classes will be offered on a per need basis.

First Reading: September 1, 1998

Second Reading: October 6, 1998

Date Adopted: October 6, 1998

Date Amended: May 18, 2015

Signature: \_\_\_\_\_  
Council Chairperson

# Discipline/School-Wide Classroom Management/School-Wide Expectations

District: Nelson County

School: Old Kentucky Home Middle

## Council Policy Type

## Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

\_\_\_\_\_ Function (School Operational Policies)

- 1. Common expectations will include raising hands, no sleeping, no technology out during class unless for instructional purposes.**
- 2. Use of hall pass or a note should be used when a student is outside the classroom.**

**Classroom procedures shall include the following:** students will walk into the room, go directly to their seat and work on their class opener, students must raise hand and ask permission before getting out of their seat for any reason, students will be dismissed from class by the teacher.

**Classroom Rules:** Be respectful, Be ready and responsible, Be on time, and No electronics unless teacher directed for instructional purposes (this includes electronic accessories)

**Consequences for not following these procedures:** 1<sup>st</sup> strike = warning, teacher conference with student, 2<sup>nd</sup> strike = phone call home OR strike form sent home to be signed plus one of the following: a behavior contract, lunch detention, or another teacher chosen intervention. 3<sup>rd</sup> strike = AM Detention with phone call home or an alternate intervention, 4<sup>th</sup> strike = Behavior Referral through IC to Admin.

### **Types of Strikes include Off Task, Tardy, Unprepared, and Disruptive Behavior**

**Student Technology Violations:** 1<sup>st</sup> violation = teacher will ask for electronic device to be turned off and put up. 2<sup>nd</sup> Violation = phone call home and device confiscated, device locked in office until end of the day. 3<sup>rd</sup> Violation = AM detention, device confiscated, device locked in office until end of the day. 4<sup>th</sup> Violation = Device confiscated, sent to office, adult of student can pick up after 3:10 PM and/or the device will have to be checked in/out of the office with administration before 8:10 AM and after 3:10 PM.

Student infractions of the above should be kept by each teacher on the Behavior Intervention Tracking document (hard copy or electronically), if experiencing behavior issues with students in their classroom. Forms should be dated with teacher's name and class information included.

Forms will be collected each term by team leaders and/or administration. Students get a "clean slate" after each term from their teachers. Referrals will build in the office with consequences increasing with each 4<sup>th</sup> strike referral received.

**Class/team rewards are built into this system as well:** teams will hold at least 1 grade level reward each term for students with 2 or fewer combined strikes. (no more than 2 team rewards in a 6 week term). Wildcat Exchange tickets should be used often and individual teachers may set goals with their classes to earn class rewards as appropriate.

First Reading: January 13, 2015

Second Reading: April 14, 2015

Date Adopted: April 14, 2015

Signature: \_\_\_\_\_  
Council Chairperson

## Dress Code

District: Nelson County

School: Old Kentucky Home Middle

### Council Policy Type

### Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

\_\_\_\_\_ Function (School Operational Policies)

**OKHMS follows the NC District dress code but is allowed to be stricter and/or clarify that policy.**

During the student's homeroom/1<sup>st</sup> period, teachers will conduct a daily dress code check. If student is out of dress code a referral should be sent through IC, students may call home from the classroom to get dress code clothing brought to school, or clean dress code clothing may be borrowed from the office, if neither of the above is possible, student will be sent back to class with a dress code slip acknowledging that the issue has been addressed. If the dress code violation is outrageous, student will be sent to AIM if available or held in the office if possible until violation is corrected.

#### **Dress Code Violation Consequences:**

1<sup>st</sup> = Warning and correction of violation if possible

2<sup>nd</sup> = Warning and correction of violation if possible

3<sup>rd</sup> = Warning and correction of violation if possible

4<sup>th</sup> = AM Detention

5<sup>th</sup> = Saturday School (1/2 day)

6<sup>th</sup> = Saturday School (Full day)

7<sup>th</sup> = AIM if available or other consequence as determined by the administration

Any dress code violation after 1<sup>st</sup> period dress code check should result in a strike being given for being Unprepared.

First Reading: April 14, 2015

Second Reading: May 18, 2015

Date Adopted: May 18, 2015

Signature: \_\_\_\_\_  
Council Chairperson

## Enhancing Student Achievement

District: Nelson County

School: Old Kentucky Home Middle

### Council Policy Type

### Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

X  Function (School Operational Policies)

The mission of OKHMS is to work together to develop successful, well-rounded students through pride in academic achievement based on district, state, and national standards. We will assist in student development through academic and non-academic activities by establishing personal connections and providing support services within our school community.

In order to carry out our school's mission and to accomplish Kentucky's Learning Goals, we will

1. Develop SBDM policies which contribute directly and/or indirectly to enhancing student achievement.
2. Analyze student performance on assessments each year in order to determine needs.
3. Annually revise the School Improvement Plan to address identified student needs. The council will be responsible for adopting the plan and conducting Implementation and Impact checks to monitor it.
4. Make budgeting and hiring decisions that support the School Improvement Plan.

We will evaluate the effectiveness of this policy through our School Improvement Planning process.

First Reading: April 25, 2012

Second Reading: May 16, 2012

Date Adopted: May 16, 2012

Date Amended: April 14, 2015

Signature: \_\_\_\_\_  
Council Chairperson

## Health and Wellness

**District: Nelson County**  
**Council Policy Type**

**School: Old Kentucky Home Middle**  
**Policy Number**

\_\_\_\_\_ By-Laws (Council operational policies)

\_\_\_\_\_ Function (School Operational Policies)

Old Kentucky Home Middle School will maintain a Coordinated School Health Committee (CSH) to ensure compliance with Program Review Expectations and the district Student Welfare and Wellness Policy. The CSH committee will serve as a resource for students and staff to create, strengthen, and support school policy and health education in order to promote health and wellness throughout the school environment. Its purpose is to ensure that all students are provided with a safe and healthy environment that includes high quality education and physical education that enriches student learning to ensure success.

### **The Old Kentucky Home Middle School Coordinated School Health Committee will**

- Include a school administrator, a chairperson, and a representative from each of the eight health component areas—Health Education, Healthy and Safe School Environment, Physical Education, Health Services, Nutrition Services, Counseling, Psychological and Social Services, and Health Promotion for the Staff.
- Meet at least semiannually
- Develop an annual Team Action Plan to identify key issues, establish goals, and develop an action plan to achieve those goals
- Provide evidence to support the Program Review process
- Ensure coordination and integration of issues across the school and community to increase awareness of student health and wellness issues, provide a safe and healthy environment for students, and encourage physical fitness programs for students and staff
- Ensure implementation of required state policies and legislation

### **Components of the Old Kentucky Home Middle School Health and Wellness Policy**

- **Health Education** includes courses of study that are sequentially planned and align with the Kentucky Core Academic Standards. This education will also provide opportunities for students to become health literate by practicing the skills embedded in the national Health Education Standards.
  - The health curriculum will address a variety of topics such as alcohol and other drug use and abuse, healthy eating/nutrition, mental and emotional health, personal health and wellness, physical activity, safety and injury prevention, sexual health, tobacco use, and violence prevention.
  - The curriculum also provides opportunities for cross-disciplinary connections to meet the health and safety needs of students.

- Suicide Prevention Education must be provided in accordance with HB 51 with information provided to all students by September 1.
  - FRYSC will collaborate with Regional Prevention Centers on drug, alcohol and tobacco education programs for designated middle school health classes.
  
- **A Healthy and Safe School Environment** includes the physical and aesthetic surroundings and the psychosocial climate and culture of the school. At a minimum, this will include:
  - Publishing a School Emergency/Safety Plan and reviewing this plan annually
  - Executing regularly scheduled emergency and safety drills to include Fire, Tornado, Earthquake, Bomb Threats, Intruder Alerts, and may also include District Transportation Coordinated school bus safety drills for students throughout the academic year
  - Establishing a School Climate Committee to address climate and culture of the school for students and staff
  - FRYSC will sponsor drug prevention and education programs
  
- **Physical Education** is characterized by a planned, sequential course of study that provides cognitive content and learning experiences in a variety of activity areas. The physical education plan must be aligned to the Kentucky Core Academic Standards. The school will develop a Comprehensive School Physical Activity Program (CSPAP) to increase the quality of physical education instruction as well as increase physical activity opportunities throughout the school environment.
  
- **Health Services:** Designed to ensure access or referral to primary health care services or both, foster appropriate use of primary health care services, prevent and control communicable disease and other health problems, provide emergency care for illness or injury, promote and provide optimum sanitary conditions for a safe school facility and school environment, and provide educational and counseling opportunities for promoting and maintaining individual, family, and community health
  - The school will have emergency care procedures published and accessible to authorized individuals
  - FRYSC will promote health services for uninsured students and families by identifying the need for and assisting with insurance provider applications when applicable.
  
- **Nutrition Services:** Provide access to a variety of nutritious and appealing meals that accommodate the health and nutrition needs of all students.
  - School nutrition programs will reflect the U.S. Dietary Guidelines for Americans.

- School meal plans will meet USDA Food and Nutrition Service School Meals policy on school meal patterns and timelines
- To the maximum extent practicable, the school will participate in available federal school meal programs
  
- FRYSC will determine students who are in need of assistance with food and nutrition and will attempt to provide them with resources such as the Backpack Food Program, Community Action, St. Vincent de Paul, local area churches, and other available programs/resources when available.
  
- **Counseling, Psychological, and Social Services:** These services are available as needed to improve students' mental, emotional, and social health and include individual and group assessments, interventions, and referrals.
  - FRYSC, District School Psychologists, and/or School Counselors may provide initial counseling assessment and may make referrals to Communicare and/or all applicable outside mental health agencies based on student, staff, teacher and parent concerns.
  
- **Health Promotion for Staff:** Provide opportunities for school staff members to improve their health status through activities such as health assessments, health education, and health-related fitness activities
  - Staff will be encouraged to participate in the Humana Vitality rewards program.
  - School will provide healthy snack options at meetings when possible.

First Reading: January 13, 2015  
 Second Reading: April 14, 2014  
 Date Adopted: April 14, 2015

Signature: \_\_\_\_\_  
 Council Chairperson

# Homework

District: Nelson County

School: Old Kentucky Home Middle

## Council Policy Type

## Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

\_\_\_\_\_ Function (School Operational Policies)

### **Introduction:**

The OKHMS community recognizes that homework is an important part of academic growth in middle school. It has the potential to affirm the learning partnership among students, teachers, and parents/guardians.

We believe that family and leisure activities are important and the amount and types of homework assigned should reflect that. We acknowledge individual student differences in ability, achievement levels, needs, and time to complete homework assignments.

Homework May Be Assigned to Be Completed outside the Student's School Day For:

- **Preparation** – to introduce material to be presented in future lessons. These assignments aim to help students learn new material when it's covered in class.
- **Practice** – to reinforce learning and help students master specific skills.
- **Extension** – asks students to apply skills they already have in new situations.
- **Integration** – requires students to apply many different skills to a large task, such as a book talk, project, creative writing, etc.

Preparation and Practice will be considered as Category 1 grades in most cases. (See Uniform Grading Policy for more detailed explanation). Some prep and practice homework may not be graded at all, but credit still can be given for completion of these types of homework through a teacher check system. A student's mastery of the content and academic achievement will benefit from doing these types of homework activities. Extension and Integration homework activities are more likely to be classified as Category 2 grades. It is a student's responsibility to complete the homework assignments and know that consequences may be assigned if work is not completed.

### **Teachers should assign homework:**

- That falls under the above 4 categories.
- That is carefully planned and organized.
- That is consistent with the needs and abilities of students.
- That is made clear to students at the time of the assignment for the purpose of the homework, the guideline or rules, and the basis for evaluating the work performed.
- That takes equity of access to technology needed into account when assigning and evaluating homework.
- That is reasonable in length (large quantities or repetitive homework should not be given because practicing mistakes cements inappropriate procedures and make them hard to overcome).
- That enhances, enriches, and extends the school experience.

Teachers will also talk with parents regarding concerns as they arise and record work habits in order to communicate this on progress reports and report cards.

**Students should:**

- Take home all necessary materials to complete assignments.
- Complete and return the homework.
- Talk to teachers/advisors regarding homework concerns.
- Record assignments in the student Agenda book.
- Collect and turn in all work missed during an absence from school (one day to complete all missed work for each one day of an excused absence is recorded).
- Schedule and organize time for homework that works with family and after school activities.

**Parents should:**

- Provide encouragement and support and show interest in your child's work.
- Talk with teachers regarding homework concerns and questions.
- Support the school in this process.
- Contact the school for missed work during student extended absences from school.
- Encourage students to complete and turn in their homework.
- Schedule a time for homework completion/studying and monitor student work habits.
- Monitor student completion of homework by accessing Parent Portal on a regular basis.

For additional information on how to help your child success with homework, please contact your child's teacher.

First Reading: October 17, 2012

Second Reading: November 14, 2012

Date Adopted: November 14, 2012

Date Amended: May 18, 2015

Signature: \_\_\_\_\_

Council Chairperson

## Intersession Hiring Process

District: Nelson County

School: Old Kentucky Home Middle

### Council Policy Type

### Policy Number

By-Laws (Council operational policies)

Function (School Operational Policies)

Announcement will be made several days before intercession and names will be submitted to coordinator/principal to determine who will work. If several are submitted a rotation will be setup.

Every effort is made to be fair and involve as many teachers in this program as possible.

First Reading: June 19, 2002

Second Reading: August 2, 2002

Date Adopted: August 2, 2002

Date Amended: May 18, 2015

Signature: \_\_\_\_\_  
Council Chairperson

# Math

District: Nelson County

School: Old Kentucky Home Middle

## Council Policy Type

## Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

  X   Function (School Operational Policies)

To better determine which Math class students will be enrolled in for upcoming school years, a diagnostic test (MAP), previous grade math average, and teacher recommendations will be used. A diagnostic test (MAP) will be administered within the last quarter of the school year for all incoming OKHMS students. Incoming 6<sup>th</sup> graders will take a placement test at their elementary school and these scores will be passed along to the OKHMS counselor.

### **Guidelines for Advanced Math classes:**

1. Students who have maintained an 86% or better average for the year in previous class and score in the 80<sup>th</sup> percentile or above on the diagnostic test (MAP) will take advanced math option. The advanced math options are 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> Advanced Math, Algebra 1 or Geometry. If these requirements are not met then the student will take regular Math.
2. Incoming 7<sup>th</sup> and 8<sup>th</sup> graders scoring at 240 RIT or above on the diagnostic test (MAP), will be eligible for Algebra 1. These students must take their grade level math class as well as the Algebra 1 class. Students eligible for Algebra 1 will receive an invitation to take Algebra 1 and this must be signed by a parent/guardian and returned to school by the last day of school. If a student chooses to not accept the invitation, they will be placed in a 7<sup>th</sup> or 8<sup>th</sup> Advanced Math class.
3. Incoming 8<sup>th</sup> graders who have completed Algebra 1, received a final grade of A or B, and passed the Algebra 1 final will be eligible for Geometry. The recommended score on the diagnostic test (MAP) is 250 RIT or above score. Students taking Geometry must also take their grade level math class. Students eligible for Geometry will receive an invitation to take Geometry and this must be signed by a parent/guardian and returned to school by the last day of school.
4. All other students will be randomly placed in their grade level regular math class.
5. If it is determined through teacher recommendation that a student would be better served in an upper or lower level math class, then criteria must be provided showing why the student is being recommended and parent/guardian authorization given before the class will be changed.

### **New Students:**

Any new student will automatically be placed in regular Math class upon enrollment, unless their records show they were enrolled in advanced math classes and maintained an 86% or better at their previous school.

### **Grading:**

1. All regular and Advanced Math classes will follow the grading in the Uniform Grading Policy.
2. Algebra 1 and Geometry classes will follow the district guidelines – the final will count as a percentage of the overall grade as outlined by the district and the remaining percentage will follow the Uniform Grading Policy.

First Reading:

Second Reading: April 20, 2011

Date Adopted: April 20, 2011

Signature: \_\_\_\_\_

Council Chairperson

Date Amended: December 14, 2011

Date Amended: May 18, 2015

## Personal Electronic Device Use

District: Nelson County

School: Old Kentucky Home Middle

### Council Policy Type

### Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

\_\_\_\_\_ Function (School Operational Policies)

Personal electronic devices (including, but not limited to cell phones, IPADS, Nooks, Kindles, etc.) may be used in classes for educational purposes as recorded in weekly Professional Learning Communities (PLCs) documents at the teachers' discretion.

### The following guidelines will need to be followed:

1. All students will receive training at the beginning of the school year on Digital Citizenship, which will include discussion on digital ethics, rights and responsibilities, laws, and safety.
2. Students bringing in personal electronic devices must adhere to the district acceptable use policy in order to have access to the internet or e-mail.
3. District/school staff reserves the right to confiscate any personal electronic device that is being used unethically or inappropriately according to school policy and/or district acceptable use policy. Devices may also be confiscated if they are being used at a time when district staff has specified that devices are not to be used. Using devices inappropriately will result in consequences, including possible loss of privileges to use a personal electronic device at school.
4. The student will be responsible for the personal electronic device at ALL times. OKHMS assumes NO responsibility or liability for theft, physical damage, loss of data, or malfunction of any personal electronic device brought in by a student.

First Reading: February 2012

Second Reading: April 25, 2012

Date Adopted: April 25, 2012

Signature: \_\_\_\_\_

Council Chairperson

Date Amended: July 10, 2013

Date Amended: April 14, 2015

## Principal Selection

District: Nelson County

School: Old Kentucky Home Middle

### Council Policy Type

### Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

\_\_\_\_\_ Function (School Operational Policies)

### **Preparation**

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

1. Meet with the superintendent (who will replace the principal as chair of the council) and review the Best Practices for Principal Selection document available on the Kentucky Association of School Councils website.
2. Select a trainer of their choice to deliver training in recruitment and interviewing techniques. The council \*Vice-Chair (or designee) will arrange for this training on a date agreed upon by the council and call a special meeting of the council for this purpose with "Principal Selection Training" as the agenda.
3. Distribute copies of this policy to all members before the scheduled training and send a copy to the trainer who will be providing the selection training.

\*The council may want to elect a Vice-Chairperson (if none exists) to act as a liaison and contact person with the Chair (superintendent) during the process.

### **Selection Process**

The council will:

1. Design and carry out processes to get stakeholder input on what traits will make the best leader for this school. Stakeholders input will involve but not be limited to faculty and staff, parents, and students (where appropriate).
2. Call a special meeting of the council and meet in OPEN SESSION to:
  - a. Discuss the process and the timeline for receiving applications, and other steps in the hiring process.
  - b. Develop a set of criteria for a strong candidate using the stakeholder input plus council members' ideas. The council will aim for a list of about 10 criteria. These criteria will not discriminate based on race, ethnicity, gender, marriage or family status, religion, political affiliation, disability, or age.
  - c. Use the criteria they have developed to write standard interview questions that fit those criteria and which will be asked of all candidates in in-person interviews.
  - d. Decide on other methods to use to gather information about the candidates. The methods may include (but are not limited to) some or all of the following: applications and resumes,

references, applicant portfolios, open forums, and written responses to hypothetical work-related challenges.

3. Call a special meeting of the council and meet in CLOSED SESSION to:
  - a. Review all applications and written references and select applicants to interview.
  - b. Determine if information in the written applications and resumes points to any specialized questions that should be asked of a particular applicant and develop those questions if necessary.
4. Schedule interviews with each applicant who has been selected to be interviewed.
5. Conduct each interview in a special called meeting in CLOSED SESSION during which:
  - a. All the standardized questions will be asked in the same order for every candidate.
  - b. Any specialized questions or follow-up questions will be asked after the standardized questions.
  - c. A discussion will be held immediately following each interview about how well the applicant meets the criteria.
6. Hold CLOSED SESSION discussion of the merits of all applicants and work toward consensus on the final selection.
7. Keep all closed session discussion confidential.

### **Selection of the New Principal**

After all information is gathered, the council will:

1. Meet in OPEN SESSION to vote for the final selection of a new principal.
2. Ask the superintendent to complete the hiring process.

### **Policy Evaluation**

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

First Reading: May 16, 2012  
Second Reading: June 20, 2012  
Date Adopted: June 20, 2012

Date Amended: April 14, 2015

Signature: \_\_\_\_\_  
Council Chairperson

## Program Review

District: Nelson County

School: Old Kentucky Home Middle

### Council Policy Type

### Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

  X   Function (School Operational Policies)

\*The Program Review Committee will be made up of the programs department. Efforts will be made to include other stakeholders (i.e., parents, students, community members).

\*A designated person from the committee will be responsible for identifying and/or collecting evidence, analyzing data, and evaluating standards for arts and humanities, writing, and practical living & career studies.

\*Each Program Review Committee will report program review results and recommendations to the council. The council will analyze the data periodically throughout the school year and decide action steps to strengthen the programs based on the recommendations from the Program Review Committee. The Program Review Committee will report council decisions to the staff.

\*At the end of the Program Review process, the Program Review Committee will write an action plan for the following school year and communicate this action plan to all administration and staff. The Program Review Committee will monitor and staff will implement the steps to strengthen the programs.

\*The principal will ensure curriculum is aligned to the Kentucky Core Academic Standards, ensure the implementation of the program review policy, and ensure that the council annually reviews and revises (if necessary) the Program Review Policy by the regularly scheduled council meeting occurring before April 30.

\*The council will ensure that staffing allocation decisions are made to support all the school's instruction programs, including writing, arts and humanities, and practical living/career studies. Each year the council will review the effectiveness of the staffing allocation for supporting the school's programs. The council will receive regular reports from the principal on the availability of resources for supporting the school's writing, arts and humanities, and practical living/career studies programs when it makes budget decisions. The council will receive regular reports from the principal on the use of instructional time for supporting the school's writing, arts and humanities, and practical living/career studies programs.

First Reading: May 16, 2012

Second Reading: June 20, 2012

Date Adopted: June 20, 2012

Date Amended: May 18, 2015

Signature: \_\_\_\_\_

Council Chairperson

## Promotion Policy

District: Nelson County

School: Old Kentucky Home Middle

### Council Policy Type

### Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

  X   Function (School Operational Policies)

### Policy Statement

At Old Kentucky Home Middle School, a student may be considered not eligible to be promoted unless he/she has successfully passed all but one year long course. The related arts cluster will be considered one year long class. No student will be retained so that he/she remains at Old Kentucky Home Middle School after his/her sixteenth birthday, with considerations regarding students under IDEA. Any 8<sup>th</sup> grade student who does not meet all criteria to be promoted to the next grade level shall not be eligible to participate during the end of the year ceremony.

A Promotion Support Team (PST) will be organized at each grade level to identify and support students who are struggling academically. The PST shall include each teacher that the student has – based on student schedule and caseload manager if applicable. The team shall establish appropriate interventions and arrange for notification of parents for each student identified. At the end of the term, administration/designee shall mail home a copy of the report card, for all students not meeting the requirements for promotion.

Each PST shall meet within two weeks following the issuance of 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> term report cards. Following 2<sup>nd</sup> term, the PST shall establish interventions for each student not meeting the promotion requirements. Following the 4<sup>th</sup> term, parents of students who continue to not meet criteria towards promotion, shall be contacted to request a conference if one has not already taken place. At the end of the 5<sup>th</sup> term, the PST shall evaluate students to recommend for spring intersession when available. The team shall meet again following mid-term of 6<sup>th</sup> term to determine appropriate recommendation for retention or summer intersession, when funds are available, for student who do not meet the requirements for promotion.

In the event that a child is not promoted, the team shall contact parents to request a meeting that will establish an academic plan to increase the child's chances for success for the next year.

If the parents wish to appeal the decision to retain a student, they may request a meeting of the Appeals Committee that will be comprised of no less than two of the original PST members, the principal/designee, and school counselor. The decision of the Appeals Committee shall be final.

**First Reading: April 9, 2014**

**Second Reading: May 14, 2014**

**Date Adopted: May 14, 2014**

**Signature:** \_\_\_\_\_  
Council Chairperson

## Schedule of the School Day

District: Nelson County

School: Old Kentucky Home Middle

### Council Policy Type

### Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

  X   Function (School Operational Policies)

### Current Schedule

The current schedule is appended to this policy. This schedule shall remain in effect until a replacement is adopted following the process listed below.

### Standards for Future Schedules

Our Schedule will:

1. Reflect our mission and belief statements.
2. Provide students with the learning time they need.
3. Provide students will the technology access they need to complete writing assignments and other learning activities.
4. Allow teachers shared time to collaborate, if possible, and plan on a regular basis.
5. Support our curriculum policy and our instructional practices policy.
6. Support the goals and strategies established in our CSIP.
7. Give all students access to all classes, avoiding conflicting schedules of specialized classes and preventing any exclusion related to cultural background, physical abilities, socio-economic status, and intellectual status.
8. Facilitate appropriate decisions to give particular students expanded time and support for successful performance (such as independent study, additional time to work on a project or assignment, or other appropriate methods for the situation).
9. Facilitate administration opportunities to adjust the length of class periods when needed modifications are needed to provide the best instruction.

First Reading: January 28, 2004

Second Reading: February 18, 2004

Date Adopted: February 18, 2004

Signature: \_\_\_\_\_

Council Chairperson

Date Amended: May 18, 2015

## School Space Use

District: Nelson County

School: Old Kentucky Home Middle

### Council Policy Type

### Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

  X   Function (School Operational Policies)

### The principal shall assign space use in a manner that will:

1. Take each student's developmental needs into account, such as Intervention period.
2. Implement our CSIP.
3. Organize based on grade level teams and enrollment.

### To assign classroom space, the principal shall:

1. Based on the above criteria by June 30<sup>th</sup> the principal will determine how school space will be utilized and will notify all staff members of any changes.
2. If any revisions are necessary staff will be contacted 2 weeks prior to the beginning of school.
3. In June, notify the Council of how classroom space has been assigned.
4. In September notify the Council of how classroom space has been assigned, including any revisions.

First Reading: January 28, 2004

Second Reading: February 18, 2004

Date Adopted: February 18, 2004

Date Amended: April 14, 2015

Signature: \_\_\_\_\_  
Council Chairperson

# Staff Time Assignment

District: Nelson County

School: Old Kentucky Home Middle

## Council Policy Type

## Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

X  Function (School Operational Policies)

### The principal shall assign staff members' time in a manner that:

1. Fully supports the mission/vision of the school.
2. Takes into account staff members' request for an assignment change.

### To complete assignments, the principal shall:

1. In May, invite all returning staff members to indicate their preference for continuing or changing assignments the next year.
2. Meet with any individual staff members whose requests may be difficult to grant.
3. Assign staff members to an area that is conducive to student success and promotes a positive culture.
4. Notify the Council of how each returning staff member has been assigned.

### After making assignments, the principal (or principal's designee) may alter them:

1. When necessary to respond to unanticipated enrollment or staffing changes.
2. When the principal (or principal's designee) and affected teachers agree that a change is needed.
3. When the Council changes other policies or the Comprehensive School Improvement Plan and recognizes in the minutes that those changes may require staff time assignment changes that cannot be put off until the next school year.

### Process for Establishing Future Schedules

1. Annually the Principal shall present a plan for school scheduling after reviewing the following:
  - a. The data on student performance so far this year.
  - b. Staff successes and challenges in implementing needed instructional practices.
  - c. Staff successes and challenges in delivering the planned curriculum.
  - d. Survey data on how well instruction time is being used.
  - e. Current time barriers to implementing needed practices and meet student needs.
  - f. Ways the schedule might be changed to remove those barriers.
  - g. Pros and Cons of varied changes, focused on the goals above.

### Principal's Role

The principal or designated person will:

1. Based on data a scheduling plan will be submitted to the SBDM Council for their input and approval.
2. The Council shall consider that recommendation at two Council meetings and make a final decision in time to implement our staff assignment and student assignment policies.

First Reading: January 28, 2004

Second Reading: February 18, 2004

Date Adopted: February 18, 2004

Signature: \_\_\_\_\_

Council Chairperson

Date Amended: April, 14, 2015

# Uniform Grading

District: Nelson County

School: Old Kentucky Home Middle

## Council Policy Type

## Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

  X   Function (School Operational Policies)

Assignments given to students will be described by two major categories.

**Category 1** assignments will encompass traditional “daily” work. These assignments will be for the practice, review or assessment of work covered in a single class block. Typical examples include homework checked on a daily basis, work completed in a single class meeting, an open response practice question, quiz over material taught in a single block, and participation points earned in a single class block. The assignments in this category should tend to be formative in nature.

**Category 2** assignments will encompass work that assesses or is the culmination of several days of class instruction or preparation. Typical examples include unit test, class presentation or performance (individual or group), lab, project, paper resulting from the full writing process, on demand writing assignment, and quiz or binder/notes check that covers several days of material. The assignments in this category should tend to be summative in nature.

Each class shall have a **minimum of eight (8) Category 1 assignments totaling 40%** of the course grade. Each class shall have a **minimum of two (2) Category 2 assignments totaling 60%** of the course grade. These 10 assignments shall be recorded in Infinite Campus and updated weekly, following the five days to record district policy.

Every Tuesday/Wednesday a school wide “eligibility” check will be conducted, by teachers for a given group of students, to communicate grades for any class that does not have a passing score. Students that do not have a passing score will receive a one call letting parents/guardians know to check their student’s grades on Infinite Campus.

First Reading: May 16, 2012  
Second Reading: June 20, 2012  
Date Adopted: June 20, 2012

Signature: \_\_\_\_\_  
Council Chairperson

Date Amended: August 8, 2012  
Date Amended: May 18, 2015

# Writing

District: Nelson County

School: Old Kentucky Home Middle

## Council Policy Type

## Policy Number

\_\_\_\_\_ By-Laws (Council operational policies)

\_\_\_\_\_ Function (School Operational Policies)

## Student Writing Experiences

At OKHMS, we recognize that writing is an integral part of the learning process. Our students will write to learn, write to demonstrate learning, and write for publication in all content areas.

- **Writing to learn** will include reflection on the content and on the student's own progress.
- **Writing to demonstrate learning** will include a variety of constructed responses (short answer, extended response, journal entries) and extended written responses (essays, research papers, on demand writing).
- **Writing for publication** will include writing for an authentic audience and an authentic purpose related to the content in which the piece is written.

## Teacher Responsibility

To demonstrate that all students are writing for publication in all content areas, a working portfolio will be compiled that follows the student from year to year. Each teacher will be responsible for student cover page and student reflections, placing student's initial draft, rubric showing feedback, and completed piece in the student's working portfolio, which will be kept in a central location. English language arts teachers will review goals with students at the beginning of the year and will facilitate student goal setting at the end of the year for the next year, using the Nelson County District Writing Plan format.

## **Components of the portfolio:**

1. At least one piece of argumentative writing completed in language arts class by the end of the 5<sup>th</sup> term.
2. At least one piece of informative/explanatory writing completed in language arts class by the end of the 5<sup>th</sup> term.
3. At least one piece of narrative writing completed in language arts class by the end of the 5<sup>th</sup> term.
4. At least one piece of writing completed in social studies class by the end of 5<sup>th</sup> term.
5. At least one piece of writing completed in science class by the end of 5<sup>th</sup> term.
6. At least one piece of writing completed in ONE of the related arts areas (art, dance/drama, health and physical fitness, band or music) by the end of 5<sup>th</sup> term.

To show that students are writing to demonstrate learning in each content, teachers will regularly and frequently administer KPREP type (extended responses, short answer, on demand) as a part of the assessment process and will chart individual student progress on these questions throughout the year.

## **Assessment and Feedback**

Students will receive descriptive feedback for writing for publication pieces, on demand writings, and extended responses used for formative and summative assessment.

### **Guidelines for providing feedback are as follows:**

- The teacher who assigns the writing will provide descriptive, constructive feedback that will be used to revise work. Content area teachers will focus on providing feedback about concepts related to their content.
- Students will regularly participate in revision and editing based on descriptive feedback provided through rubrics, peer and teacher conferencing, and written comments.
- When the writing program is reviewed throughout the year, evaluators will analyze student writing as a whole in order to determine strengths and weaknesses of the school writing program.

First Reading: December 14, 2011

Second Reading: January 18, 2012

Date Adopted: July 10, 2013

Date Amended: June 10, 2012

Date Amended: June 10, 2013

Date Amended: May 18, 2015

Signature: \_\_\_\_\_  
Council Chairperson