

**SBDM Council Policies
of
Drakes Creek Middle School**

Adopted: May 20, 2013

Updated: November 25, 2013

Updated: May 18, 2015

1. CURRICULUM

The school council shall adopt the curriculum of the Warren County Board of Education as the curriculum that shall be implemented at the school. This curriculum is aligned with state standards and is appropriate for our instructional needs. Any additions, deletions or modifications as identified by the school's curriculum and instructional leaders and approved in minutes will be made as needed to meet the needs of our student population.

2. STUDENT ASSIGNMENT (SCHEDULING OF CLASSES)

The Guidance Department, in conjunction with the school administration, shall develop a master schedule for the school. Students will be mandated to take core classes, Related Arts classes, and RTI classes. But, students will have the opportunity to sign up for enrichment classes. Guidance will assign all students to classes, which will then be approved by the Principal. This process may be fluid as we adapt the schedule to offer more RTI classes based on the needs of the student population.

3. SCHOOL SPACE USE

The school Principal will determine school space use based upon criteria that considers class size, program space need, accessibility for students, supervision of students, course offerings, safety and overall effective school management.

Usage of the building is at the discretion of the Principal, and all requests should go through him/her or his designee.

4. DISCIPLINE & CLASSROOM MANAGEMENT

The faculty and school administration shall use the Warren County Schools Student Handbook for acceptable student behavior and discipline in the development of the Drakes Creek Middle School Student Handbook. DCMS utilizes PBIS procedures to promote school expectations in a clear, positive manner. The PBIS team meets monthly and consists of a minimum of three teachers, the Guidance Counselor, two parents, two students, our PBIS director, and principal. This team reviews behavioral data so that the faculty of DCMS can effectively monitor behavior trends and adapt as necessary to promote a safe learning environment for all students.

5. ALIGNMENT WITH STATE STANDARDS, TECHNOLOGY UTILIZATION, & PROGRAM APPRAISAL

The school shall organize all instructional, extra-curricular and other activities to be aligned with standards established in state laws and regulations, and in a manner that is consistent with local school board policy. The school shall utilize technology in the manner consistent with local school board policy. The school shall appraise all programs in a manner that is consistent with local school board policy.

6. COMMITTEES

The organizational structure of Drakes Creek Middle School's committees can be found in Article V of the SBDM By-Laws

7. SCHOOL DAY & WEEK SCHEDULE

The school calendar as well as starting and ending times will be determined by the Warren County Board of Education. The school day schedule will be constructed by the building principal, after input from faculty and staff. It will be reviewed annually.

8. INSTRUCTIONAL PRACTICES

Curriculum and instructional leaders of DCMS shall work in partnership with district initiatives to select the appropriate instructional practices to be utilized in their classroom and ensure that the appropriate curriculum is fully implemented. Best practice instructional strategies that are selected by teachers must be included in unit plans and monitored by the school administration.

9. EXTRACURRICULAR PROGRAMS

The SBDM Council shall approve all extracurricular activities offered at the school each year. These offerings will be made public through announcements and the school newsletter. Basic membership requirements will be set forth by the sponsor/coach of that particular activity and reported to the principal.

Sports offered at DCMS will be set forth by the local Board of Education and governed by KHSAA.

Extra-curricular programs (such as clubs) to be implemented shall be presented by the staff member willing to sponsor that particular activity to the SBDM Council for approval. All students are eligible for participation in any extracurricular activity provided membership requirements are met (these requirements may include specific grade requirements, maintaining appropriate discipline, good attendance, etc.).

10. CONSULTATION

When a vacancy occurs, the position will be posted as required by law.

For certified positions, the principal or his/her designee shall invite SBDM members to be a part of a committee formed to screen applications, conduct interview(s), and review references. The principal will consult with council, and make a recommendation to the Superintendent as required.

For all classified positions, the principal will screen applications, conduct interview(s), review references, consult with council, and make a recommendation to the Superintendent as required. The Principal may, when necessary, include members of the administrative team or departments during the interview process for input.

Hiring committee members must be present for all meetings and interviews in order to have a voice.

All final recommendations for classified and certified staff will be made by the building Principal.

A quorum of the members of the school council must be available to attend a meeting for the purpose of conducting consultation in filling a vacancy. The Principal may call a special meeting and conduct consultation with the Council members. If a quorum cannot be arranged in a timely fashion, phone and/or email consultation may be utilized.

11. WRITING POLICY

Drakes Creek Middle School will follow guidelines established by the Warren County Board of Education to develop a Writing Policy particular for DCMS. The School Council will review this policy annually (see appendix).

12. STAFF TIME ASSIGNMENT

After receiving notification of the financial allocation for DCMS from the Board of Education, the Principal shall recommend for Council approval the assignment of instructional and non-instructional staff time.

13. ENHANCING STUDENT ACHIEVEMENT

Student achievement will be monitored by midterm progress reports and quarterly report cards. In addition, varying diagnostic assessments will be used to measure student achievement to provide data that will allow school personnel to provide the appropriate class for each student based on individual student needs.

14. ADVANCE COURSES

Drakes Creek Middle School will provide an opportunity for students to take upper level classes for high school credit. This will serve the purpose of increasing accessibility to a college level curriculum to our students as they enter high school.

15. PRINCIPAL VACANCY

In the event the position of Principal of Drakes Creek Middle School becomes vacant, the Co-Chair of the Council shall act as the Chair of the regular monthly meetings of the Council during the selection process for a new principal. The Superintendent or designee will chair the search committee meetings. The Council will receive training and determine the following: Timelines for Principal selection; Criteria for Principal selection; Questions to be used for interviewing Principal candidates.

16. TEXTBOOKS

A group of teachers and at least one administrator will form a committee to review textbook materials, develop an adoption plan, and make a recommendation for adoption. The committee will be abolished after textbooks are selected.

17. DATA ANALYSIS & SCHOOL IMPROVEMENT PLANNING

Each year, the faculty and staff at DCMS will review the data from a number of assessments (including State, National, and District diagnostic assessment tools). This analysis will help formulate improvement areas on the school improvement plan.

The school administration or its representatives will complete a written draft of the school improvement plan by December 1 of each year for council approval. The improvement plan will be reviewed once by SBDM during the year to determine its implementation and impact.

18. PROFESSIONAL DEVELOPMENT

Professional Development for the faculty of DCMS will be determined each Spring by the school administration and submitted to the council for approval. The Professional Development will be carefully developed based on the needs of the school and the school improvement plan. The Principal will then submit the Professional Development plan to the assistant superintendent (or designee) for approval.

19. SCHOOL EMERGENCY PLAN

Drakes Creek Middle School will follow guidelines established by House Bill 354 to develop a School Emergency Plan. The School Council will review this policy annually (see appendix). The principal will review this plan each year with the faculty prior to students entering the building for the first day of school.

20. PARENT INVOLVEMENT POLICY

Drakes Creek Middle School believes that parent involvement is an integral and significant component of a successful school. Parental involvement at home as well as at school is necessary for students to receive a well-rounded education. The purpose of the Drakes Creek Middle School Parent Involvement Plan is to increase and improve parent involvement. Drakes Creek Middle School will:

- provide an inviting environment and offer opportunities for parent involvement to enhance student achievement/school progress/safety
- make the volunteer process as efficient as possible
- keep parents informed of their children's progress
- provide ongoing and updated information on the Drakes Creek Middle School's website
- hold an annual meeting to inform parents of their school's participation in Title 1 to explain requirements and the parents' right to be involved
- offer a flexible number of meetings to encourage parent involvement
- involve parents in the planning, review and improvement of the parent involvement programs.