

# **South Laurel Middle School School-based Decision Making Council**

## **By-Laws**

### **Article I. Purpose**

The purpose of the South Laurel Middle School Council is for the following purposes:

1. To promote the highest quality education for all South Laurel Middle School students.
2. To establish and implement any and all policies to ensure successful operation of South Laurel Middle School.
3. To promote harmony and unity between teachers, parents, administrators, students and the community at large.
4. To promote a program of studies that will ensure that all students can learn at high levels of achievements.
5. To assess, implement, monitor, and evaluate programs that meet the needs and concerns of South Laurel Middle School.
6. To help the school meet the goals established by the council, consistent with the Kentucky Education Reform Act.
7. To provide a safe and orderly environment that is conducive to learning.

### **Article II. Mission**

We, the staff of South Laurel Middle School, shall assist all students in becoming responsible, self-sufficient citizens in a rapidly changing society.

### **Article III. Membership**

#### **A. COMPOSITION**

1. The Council shall consist of two parents, three teachers, and the principal.
2. If the school reaches 8 percent or more minority student enrollment, and there is no minority elected in the initial elections, a special election shall be conducted by the principal to elect a minority parent to serve on the school council.
3. In the event a special election is needed; a minority teacher from the school's staff shall be elected by the teachers. If there are no minority teachers on staff at the school, the teachers shall elect a non-minority teacher to represent the interests of the minority students in the school.

4. If there is a minority teacher on staff and he or she does not wish to serve on the council, the seat shall remain vacant until filled by a minority teacher.

## **B. QUALIFICATIONS FOR MEMBERSHIP**

1. **All Members.** No one may serve on the council who has a legal conflict of interest as defined by KRS 45A.340. New members (those with less than one year of service) must complete six (6) hours of training from a KDE endorsed trainer. Experienced members (those with more than one year of service) must complete three (3) hours of training from a KDE endorsed training provider each year. Current and past council members who continue to meet the other requirements of this section are eligible to be elected to additional terms unless they are removed from office under the provisions stated below in Section E. Removal of members.
2. **Teacher members.** To serve as a teacher member of the council, one must hold a position at their assigned school that requires a state certificate, and one must not hold the position of principal. Itinerant teachers may serve on the council at their home school.
3. **Parent members.** To serve as a parent member of the council, one must be the parent, step-parent, or legal guardian of a child enrolled at the school during one's term of office. One must not be a district employee, a relative of a district employee, a member of the district school board, or the spouse of a district school board member. Relative is defined as father, mother, brother, sister, husband, wife, son, and daughter.

## **C. ELECTIONS**

Annual elections for the following year shall be held in May of the preceding school year on a date set by the principal.

### **1. Teacher Members**

- a. **Nominations.** Candidates shall be nominated for the office of teacher member by a letter of nomination. The letter shall be signed either by a candidate nominating himself or herself, or by another teacher nominating a colleague. All letters of nomination shall be submitted to the principal no later than five days prior to the scheduled election.
- b. **Preparation of sample ballot.** The principal shall ask each person nominated to sign a letter stating that he or she is willing to serve on the council if elected and that he or she meets the qualifications listed in Section B above. All names of those nominated, willing and eligible to serve shall then be listed alphabetically on a sample ballot form and distributed to all teachers at the school not later than two days before the election.
- c. **Elections.** A certified teacher of the school shall oversee the SBDM election process. Election of teacher members shall be held at the end of the school day

on the date selected by the certified teacher overseeing the process. At the time all teachers shall convene in a room designated by the principal. Each shall be given a ballot listing the names as were found on the sample ballot and shall vote for three names. The ballots shall then be collected and counted in the presence of the teachers. Any person receiving a majority on this ballot shall serve as a council member in the coming year. On the day of the election teacher who are unable to be present during the election may vote in absentia in this first round of voting by placing their marked ballot in a sealed envelope and giving it to the principal or his/her designee. Itinerant teachers shall vote at their designated home school.

- d. Procedure if fewer than three candidates receive a majority.** If no candidate receives a majority, all candidates except the one receiving the lowest number of votes shall be listed on a second ballot and teachers shall mark three names. If only one of two candidates receive majorities, the remaining candidates expect the one receiving the lowest number of candidates (one or two) necessary to complete teacher 2 membership on the council. This process shall continue until each of the remaining teacher council members are elected by majority vote.

## **2. Parent members**

- a.** The Principal shall provide notice of the election of parent council members to the president of the South Laurel Middle School Parent Teacher Organization (PTO) or in absence of a PTO the largest parent group and shall work with the president of the PTO to set a time, date (during the month of May), and place for the election which is convenient for parents to attend.
- b.** Elections of parent members shall be conducted by the South Laurel Middle School Parent Teacher Organization (PTO).
- c.** All parents of currently enrolled sixth, seventh and pre-registered fifth grade students will be eligible to vote in each election.
- d.** The election will be held on various days and times to allow for more parents to participate in voting.
- e.** **PARENTS DO NOT HAVE TO BE A MEMBER OF THE South Laurel Middle School PTO TO VOTE IN THE PARENT ELECTIONS.**
- f.** The two parents receiving the greatest number of votes shall serve as parent members of the council for the coming year.
- g.** The principal and parent council members shall assist the PTO in alerting parents to the election schedule.
- h.** The president of the PTO shall notify the current council of the names of the parents who are elected.
- i.** In the event that there is no active PTO, the principal shall call together a parent group to oversee the election.

## **D. STANDARDS OF CONDUCT FOR COUNCIL MEMBERS**

- 1. Attendance.** Members of the Council shall attend all council meetings unless the absence is excused. Absences may be excused by consensus of the council. A member who has three unexcused absences from council meetings shall resign.
- 2. Conflict of Interest.** No member shall enter into any business dealing that creates a conflict of interest under KRS Chapter 45A, and any member who discovers the existence of such a conflict of interest shall resign.
- 3. Teacher Departure.** A teacher member who ceases to be assigned to the school before his or her term is completed shall resign.
- 4. Student Departure.** A parent member whose child ceases to attend the school before his or her term is completed shall resign.
- 5. Improper meeting.** No combination of 4 members of the council shall meet to discuss council business without following the procedures for scheduling a meeting of the full council listed in Article VI below. At least, one parent must be present before any final decision is agreed upon.
- 6. Criminal Conduct.** Any member of the council who is convicted of a misdemeanor or a felony during his or her term of office shall resign.
- 7. Professional development.** The council shall determine training required to meet the needs of the council. Council members shall participate in educational activities, which enhance their knowledge and skills as council members.

## **E. REMOVAL OF MEMBERS**

- 1.** No board member, superintendent or schools, district employee or member of a school council shall intentionally engage in a pattern of practice which is detrimental to the successful implementation of or circumvents the intent of school-based decision making to allow the professional staff members of a school and parents to be involved in the decision making process in working toward meeting the educational goals established in KRS 158.645 and 158.6451 or to make decisions in areas of policy assigned to a school council pursuant to paragraph (I) of subsection (2) of this section.
- 2.** An affected party who believes a violation of this subsection has occurred may file a written complaint with the Office of Educational Accountability. The office shall investigate the complaint and resolve the conflict, if possible, or forward the matter to the State Board of Education.
- 3.** The State Board of Education shall conduct a hearing in accordance with KRS Chapter 13 B for complaints referred by the Office of Educational Accountability.
- 4.** If the State Board determines a violation has occurred, the party shall be subject to reprimand. A second violation of this subsection may be grounds for removing a superintendent, member of a school council, or school board member from office or grounds for dismissal of a employee for misconduct in office or willful neglect of duty.

## **F. METHOD OF FILLING VACANCIES**

If a member of the council resigns, or is removed from office, a replacement shall be selected in a special election held not more than one month after the vacancy occurs, using the procedure stated in Section C above. The person elected in the special elections shall serve until July 1, and be eligible for re-election to a full term. If a person resigns or becomes ill ten (10) days prior to end of term no election will be held to fill that position.

1. If a person becomes ill or resigns sixty (60) days prior to end of term (June 30); the position will be left vacant until elections are held for the following year.

## **G. TERMS**

The terms of parent and teacher members shall begin July 1, and end on June 30 of the next year. Between the date of the elections and July 1, member-elect are expected to attend all council meetings to become familiar with Council procedures.

Members are eligible for re-election to consecutive terms.

## **ARTICLE IV. DUTIES OF OFFICERS AND COUNCIL MEMBERS**

### **A. Election of Officers**

- Officers shall include Chair and Vice-Chair.
- The Vice-chair of the school council shall be elected each July by council members and shall serve for one year. Re-election is permitted.
- Except for the office of secretary, if an officer resigns his or her position, the council shall conduct a vote at that meeting to fill the position with another council member.
- A motion to seek an alternative model allowing a council member other than the principal to serve as chair may be made by any council member at any regular meeting. A majority vote of the full council is required before an alternative model can be sought by the school council. A faculty vote must then be conducted, and the motion must pass by 2/3 in order to proceed with the model.

### **B. Chair**

The principal shall be chair of the council. As the primary administrator and the instructional leader of the school, the principal shall administer the policies established by the school council and local board. The duties of the chair include:

- Conducting the meeting.
- Setting and distributing the agenda.
- Serving as official custodian of council records.
- Stating when consensus is reached.
- Coordinating standing and select committees.
- Carrying out the responsibilities specified in these by-laws.
- The principal is also responsible for maintaining a file of all correspondence addressed to the council. The principal may remove items from that file either to discard them or to file them elsewhere, only after they have been brought to the regular council meetings.

### **C. VICE-CHAIR**

The Vice-chair shall:

- Be elected by the council from among its members at the first meeting each year. Re-election is permitted.
- Preside at any council meeting that the principal is unable to attend.

### **D. SECRETARY**

The principal shall appoint a secretary to keep minutes of all council meetings. This position does not have to be a council member.

### **E. COUNCIL MEMBERS**

- Knowing and adhering to the mission, philosophy, and goals of South Laurel Middle School.
- Attending all council meeting, both regular and special.
- Encouraging and requesting opinions of their constituencies.
- Supporting, promoting, and communicating council decisions.
- Seeking information independently and as needed about issues brought before the school council, and bringing that information to the council.

## **ARTICLE V. FUNCTIONS**

### **A. REQUIRED FUNCTIONS**

The council shall:

1. Determine, within the parameters of the total funds available, the number of persons to be employed in each job classification at the school.
2. Determine which textbooks shall be used at the school.
3. Determine which instructional materials shall be used at the school.
4. Determine what student support services shall be provided in the school.
5. Select a new principal for the school, when that position becomes vacant, from a list of applicants submitted by the superintendent at the council's request.
6. Consult with the principal before the principal selects persons to be hired to fill other positions at the school.
7. Manage the allocated resources in a prudent and equitable manner, making changes as necessary to address the needs of students.
8. Conduct an extensive needs assessment for budget planning purposes involving staff and stakeholders. (i.e. – parent members within the community)
9. Adopt policies to be implemented by the principal in the following areas:
  - a. Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications and attendance requirements, program evaluation and supervision.
  - b. Procedures for determining alignment with state standards, technology utilization, and program appraisal. Council policy on this issue must be consistent with district board policy.
  - c. Other issues necessary to provide an environment to enhance the student's achievement and help the school meet the goals established by KERA. If the council makes a policy that fits this area but not any of the areas listed above, that policy must be consistent with district policy.

## **B. CONSULTATION**

Consultation shall include the following steps:

1. The principal shall screen the list provided by the superintendent, select an interview committee, and notify the committee of the list of candidates to be interviewed. When the interviews are complete the principal will discuss with the committee, the candidates and consult the committee on their recommendation. At the conclusion of this process, the school council will prioritize the names of candidates and submit the prioritized recommendations to the principal, who shall make the final selection and recommendation to the superintendent.

## **C. DISALLOWED ACTIVITIES**

The council will not:

1. Recommend the transfer or dismissal of any member of the school staff.

2. Violate federal or state law or regulations, or board policy.
3. Take any action that risks the health or safety of students, staff or others.
4. Take any action that exposes the council or the district to unreasonable risk of legal liability.
5. Authorize any purchase that exceeds the financial resources available to it.
6. Take any action that violates contractual obligations already made by the district or the council to personnel and other providers of goods and services.

## **ARTICLE VI. SCHEDULE OF MEETINGS**

### **A. REGULAR MEETINGS**

At the first meeting of each council term, the council shall select at least one regular meeting date and time in each month of the year. The principal shall provide the local news media a schedule of regular SBDM meeting dates and times per semester by July 31<sup>st</sup> for the 1<sup>st</sup> semester and by Dec. 31<sup>st</sup> for the 2<sup>nd</sup> semester. Also, the schedule will be placed on the school website.

- The meeting will begin at 3:00 p.m. and shall last no longer than 90 minutes. If all items on the agenda have not been adequately discussed, the Council may decide by consensus to extend the length of the meeting or to transfer the remaining items to the next meeting's agenda.
- The meetings shall be held in the South Laurel Middle School SBDM conference room unless more space is needed then the meeting will be moved to a larger site within the building.

### **B. SPECIAL MEETINGS**

1. If the council needs to meet before its next regular meeting, the principal may call a special meeting. A special meeting may also be called by a majority of members of the council. Once the decision is made to call a special meeting, the following steps must be taken:
  - Delivery of Notice. The person or persons calling the meeting must arrange for the notice to be delivered to every council member and to any media organization that has asked to be notified of council meetings. The delivery can be made by hand, facsimile machine, mail, e-mail or by phone but the method must be one that allows the notice to arrive at least 24 hours before the time set for the meeting.
  - Posting of Notice. The notice must be posted conspicuously at the school and on school website. These copies must be posted not less than 24 hours before the meeting will be held.

## **ARTICLE VII. CONDUCT OF MEETINGS**

### **A. QUORUM**

No council decisions can be taken unless four members of the council are present and one of those must be a parent.

### **B. ATTENDANCE AT MEETINGS**

Anyone who wants to attend a council meeting may do so, except for those portions that are conducted as closed sessions (executive sessions).

### **C. CLOSED SESSIONS**

A closed session is a portion of a regular or special meeting of the council during which the members meet in private. Within the realm of council responsibilities, the allowed subjects at closed meetings are proposed or pending litigation by or against the council, allowed by KRS 61.810 (1)(c), or selection of a new principal or other new staff members allowed by KRS 61.810 (1)(f). Before a closed session can begin, the following steps must be taken:

1. Announcement Contents. An announcement must be made in open session. The announcement must state that the council needs to discuss business involving a topic that the law allows to be discussed in closed session. The announcement must state the general nature of business that needs to be discussed in closed session and identify the specific section of the law that allows the session to be closed.
2. Motion. A motion must be made and passed by a majority of members present to go into closed session to discuss that business.
3. Closed session. During the closed session, only the business stated in the announcement can be discussed, and no final decision can be made.
4. Decision. After full discussion, the council must return to open meeting and make any official decision needed on the matter, and the decision must be recorded in the minutes of the open session.

### **D. MATERIALS TO BE BROUGHT TO COUNCIL MEETINGS**

1. By the Principal. To every council meeting the principal shall bring:
  - a. The folder containing all items submitted for inclusion on the agenda.
  - b. The folder containing all correspondence addressed to the council that he or she has received.
2. By the Secretary. The secretary shall bring the binder he or she maintains that holds copies of the council's by-laws, policies, annual budget, monthly spending reports, and minutes.

## **E. AGENDA**

1. Anyone may submit items for inclusion on the agenda to the principal by the Monday before the regularly scheduled meeting. The principal shall maintain a complete file of those items.
2. The principal shall prepare an agenda for the council meeting, including all items that he or she believes need council attention at that session.  
( The agenda shall be reviewed and approved by the SBDM council.)
3. The agenda shall include review of the minutes of the previous meeting.
4. The agenda shall provide the opportunity for interested persons to address the Council.
5. The agenda shall be distributed to all staff members and copies shall be e-mailed or hand delivered to the local new media and/or posted on school website.
6. Setting the final agenda shall be the first order of business at each council meeting. At a special meeting, only items listed in the notice of the meeting described in Article VII Section C above can be considered.
7. Discussion of agenda items. Each item on the agenda shall be fully discussed by the council before any decisions are made. Other persons attending the meeting may show that they want to comment or to ask questions by raising their hands, and the chair will call upon them to speak. When a significant number of persons wish to speak or when discussion of an issue has taken more than half an hour, the chair may set limits on the number of persons who may speak and the length of time each may speak. Any agenda item may be referred to a standing or ad hoc committee for further study as deemed necessary by the council.

## **F. DECISION MAKING PROCESS**

1. All business and decisions of the Council will relate to the improvement of the instructional program and/or the furtherance of the school missions and goals.
2. No policy may be approved by the council at the same meeting at which it was initially proposed for study, unless approved by consensus of council.
3. The decisions and policies adopted by the council will be reported to the Laurel County Board of Education and Superintendent.
4. The Council will operate by the consensus procedure stated in this paragraph. After discussion of each issue, the chair or any member of the council may suggest the presence of consensus. The person making the suggestion shall explain in one or more sentences what he or she thinks the consensus is. The chair shall then ask whether any member has any significant disagreement with that statement. If no one disagrees, the decision shall be deemed made. If any member disagrees, the discussion shall continue until a suggestion of consensus is made that draws no disagreement or until a third suggestion of consensus fails.

## **G. FAILURE TO REACH CONSENSUS**

When the third suggestion of consensus fails in a (6) person council, the chair shall direct that the issue be taken up again at the next meeting, unless one of the following exceptions applies:

1. If the issue is the selection of a new principal, the council shall vote, and if any candidate receives four votes, that person shall be selected. If the issue is council consultation about the selection of persons to fill other positions each member shall state his or her judgment on the matter and the principal shall make the final selection.
2. A majority vote shall be taken if the issue meets all of the following standards:
  - It involves the number of persons to be employed, the textbooks to be acquired, the budget for or purchase of instructional materials, or the budget for or purchase of student support services.
  - The federal or state government or the district board of education has set a deadline for making a decision and that deadline will occur before the next regular meeting of the council.
  - The members of the council cannot agree by consensus to try to solve the question at a special meeting.
3. When the above exceptions do not apply and consensus cannot be reached the issue may be placed on the agenda for the next regular meeting or special meeting and the decision may be made by majority vote.

## **ARTICLE VIII. COMMITTEES**

### **A. PURPOSE**

1. Standing and select committees are established to encourage input from all constituencies including certified and classified staff, parents, and other members of the community.
2. Standing and select committees shall serve as a resource for gathering data and opinions for the council.

### **B. APPOINTMENT OF COMMITTEES**

Standing and select committees are formed and dissolved by the Council as needed.

### **C. MEMBERSHIP AND ELECTION OF CHAIR**

1. All certified staff shall be participants in the school-based decision making process by participating on committees according to their areas of interest.

2. Each committee may consist of representatives from the faculty, the support staff, parents, and students.
3. If a community member is interested, or if it is determined (by consensus) that it will be beneficial to the students of South Laurel Middle School that a community person be on a committee, then such a person(s) shall be included.
4. Each committee shall elect by majority vote a chair who shall serve for a maximum of one year or until the committee has been disbanded or dissolved.

#### **D. DECISION MAKING**

1. Decisions shall be made by consensus.
2. If consensus cannot be reached, the committee may decide, by consensus, to take a majority vote.
3. When consensus cannot be reached to take a majority vote, the committee may decide to take a majority vote at its next meeting. If two-thirds of those present agree, the decision may be made by a majority vote.

#### **E. DUTIES**

1. Committees shall carry out the tasks assigned to them by the School Council.
2. Committees may themselves bring issues of concern before the council.
3. Committees research issues, gather school-wide input, prepare a first and a revised draft of policies.
4. Proposed policies or recommendations must be submitted to the Council in writing.
5. Committee reports shall be given during Council meetings as needed.
6. Committees shall record and report minutes of meetings. A final report is given to the Council Secretary.

#### **F. MEETING**

1. Each committee shall choose the time, place, and frequency of meeting.
2. Committees must follow the Open Meetings Law.

#### **G. STANDING COMMITTEES**

1. The need for each standing committee will be re-evaluated annually at the regularly scheduled August meeting.
2. A list of current standing committees, a brief description of their purpose, and notes on membership requirements shall be contained in Appendix A of the By-Laws.

## **ARTICLE IX. MINUTES AND OTHER COUNCIL RECORDS**

### **A. MINUTES TO BE KEPT AND APPROVED**

1. The secretary shall keep minutes of each council meeting.
2. The minutes shall state accurately each council decision taken. If the decision was to adopt a written statement of policy or a written statement of some other decision, the entire text of that statement shall be attached to the copy of the minutes filed in the office.
3. The minutes shall be reviewed and approved by the council at its next meeting.
4. A copy of the minutes will be posted for staff and copies will be made available to all staff upon request.
5. A copy of the minutes will be given to parent council members at the next meeting unless otherwise requested.
6. The Principal or designee will forward a copy of the minutes to the superintendent.
7. Immediately after the meeting at which they are reviewed and approved, any member of the public is entitled to inspect them in the office during regular school hours.
8. The minutes will be kept permanently on file in the office.

### **B. DISTRIBUTION OF COUNCIL DOCUMENTS**

The secretary shall make at least five copies of the council by-laws, policies, annual budget, monthly spending reports, and minutes. Those copies shall be distributed as follows:

1. One shall be given to the principal.
2. One shall be sent to the district superintendent.
3. One shall be kept in a binder in the school office in a plainly visible place where they can be reviewed by all interested person at any time that the office is open.
4. One shall be place in a binder in the school library.
5. One shall be kept in a binder in the possession of the secretary, and that shall be brought to each council meeting.

### **C. REQUESTS FOR COUNCIL RECORDS**

1. Requests for council records must be made in writing to the principal. Requests must include specific documents and dates.
2. The fee for copying of council records shall be 10 cents per copy unless the request is for the Comprehensive Plan document.
3. The fee for a copy of the Comprehensive Plan document shall be the school's cost per one copy.

4. The requested records must be provided to the person making the request within three business days.
5. The school council secretary shall make or provide copies of requested documents at the principal or chairperson's request.
6. School Council records will be available for inspection during the hours the school library is open (est. 8:00 a.m. – 3:30 p.m.).
7. The custodian of records for the school shall be the principal, and the principal shall make the final determination regarding which records not listed above are available for inspection and all matters in regards to open records requests not covered in this policy.

## **ARTICLE X. APPEALS**

### **A. REQUEST**

For a person(s) to appeal a decision of the council or file a grievance he/she must first request in writing an opportunity to be heard and shall include information about the grievance issue.

### **B. SCHEDULE**

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

### **C. HEARING**

The person appealing may be represented by legal council and may call witnesses as long as the testimony is germane to the issue.

### **D. DECISION**

The council shall consider the merits of the complaint, make a decision, and respond in writing to the complaint.

### **E. REPORT**

A copy of the written grievance or appeal, and a written reply by the council shall be provided to the superintendent within ten (10) working days of the council's decision.

## **ARTICLE XI. AMENDMENTS TO BY-LAWS**

### **A. PROCEDURE**

1. The by-laws may be amended at any time by the school council following the decision making process in Article VII Sections G and H.
2. All motions to amend the By-laws of the council shall be submitted in writing.
3. No decision on a motion to amend the by-laws shall be made at the same meeting at which it was initially proposed for study.
4. No decision on a motion to amend the by-laws shall be made until the topic has appeared twice on the printed preliminary agenda for council meetings.
5. Amendments which require the approval of the Laurel County Board of Education or the Kentucky State Board of Elementary and Secondary Education must follow the policies of the Laurel County Board of Education and/or state statutes.

## **APPENDIX A. COMMITTEES** (REVISED 2001)

### **BUDGET**

The Budget Committee for South Laurel Middle School shall consist of the sub-chairs from each of the Standards Committees. This will ensure a broad base for budget considerations from a wide variety of stakeholders. The Budget Committee shall be responsible for writing and revising a comprehensive budget policy. This policy shall include procedures for creation of projected budgets, day-to-day operations of the school, use of activity funds, and disbursement of any extra funds left over at the end of the school year. Final approval of all budget matters after passing through the Budget Committee shall be presented to Council to be approved, disapproved, or sent back to committee as required by law. (2001-02)

## **COUNCIL POLICIES**

The leadership will lead the school-based decision making council in the formation and implementation of policies in all areas required by KRS 160.345 (2)(I).

Policies will be reviewed and revised periodically based on anticipated needs.

Policies will be distributed to staff members and as public documents, upon request.

Council members will be familiar with all policies, including those from past councils.

Administrators and staff evaluation criteria will relate to appropriate implementation of SBDM policies.

Leadership will be responsible for ensuring the implementation of all policies adopted by the SBDM Council.

### **I. COMMITTEES**

#### **A. PURPOSE**

1. Standing and select committees are established to encourage input from all constituencies including certified and classified staff, parents, and other members of the community.
2. Standing and select committees shall serve as a resource for gathering data and opinions for the council.

#### **B. APPOINTMENT OF COMMITTEES**

Standing and select committees are formed and dissolved by the Council as needed.

#### **C. MEMBERSHIP AND ELECTION OF CHAIR**

1. All certified staff shall be participants in the school-based decision making process by participating on committees according to their areas of interest.
2. Each committee may consist of representatives from the faculty, the support staff, parents and students.
3. If a community member is interested, or if it is determined (by consensus) that it will be beneficial to the students of South Laurel Middle School that a community person be on a committee, then such a person(s) shall be included.
4. Each committee shall elect by majority vote a chair who shall serve for a maximum of one year or until the committee has been disbanded/dissolved.

#### **D. DECISION MAKING**

1. Decisions shall be made by consensus.
2. If consensus cannot be reached, the committee may decide, by consensus, to take a majority vote.
3. When consensus cannot be reached to take a majority vote, the committee may decide to take a majority vote at its next meeting. If two-thirds of those present agree, the decision may be made by a majority vote.

#### **E. DUTIES**

1. Committees shall carry out the tasks assigned to them by the School.
2. Committees may themselves bring issues of concern before the council.
3. Committees research issues, gather school-wide input, prepare a first and revised drafts of policies.
4. Proposed policies or recommendations must be submitted to the Council in writing.
5. Committee reports shall be given during Council meetings as needed.
6. Committees shall record and report minutes of meetings. A final report is given to the Council Secretary.
7. Committees shall address resource usage and other issues, (i.e. – textbooks to be used within each discipline.)

#### **F. MEETING**

1. Each committee shall choose the time, place and frequency of meetings.
2. Committees must follow the Open Meeting Law.

#### **G. STANDING COMMITTEES**

1. The need for each standing committee will be re-evaluated annually at the regularly scheduled August meeting.
2. A list of current standing committees, a brief description of their purpose, and notes on membership requirements shall be contained in Appendix A of the By-Laws.

## **II. CONSULTATION**

KRS 160.345 requires that the principal consult with the school council prior to making personnel recommendations to the superintendent. For consultation to occur, the principal must have some related interaction with a quorum of the council present.

**Consultation Policy** The principal shall screen the list provided by the superintendent, select an interview committee, and notify the committee of the list of candidates to be interviewed. When the interviews are complete the principal will discuss with the committee, the candidates, and consult the committee on their recommendation. At the conclusion of this process, the school council will prioritize the names of candidates and submit the prioritized recommendations to the principal, who shall make the final selection and recommendation to the superintendent.

## **III. CURRICULUM POLICY**

Statutory Authority – KRS 160.345

The South Laurel Middle School shall adopt and implement the curriculum of the Laurel County Board of Education and shall be made available to all students (e.g. ESS program, technology resources, guidance program and YSC). The council reserves the right to make additions to the curriculum as the need arises. The council shall have in place a systematic process of monitoring, evaluating, and reviewing the curriculum. This process shall consist of evaluating and reviewing the curriculum based on multiple factors to ensure state standards are being met and student learning is at it's highest. This process shall be done on an annual basis with findings reported to school staff in order to make changes a needed to meet instructional needs. Subsequent amendments to the curriculum by the Laurel County Board of Education shall become effective immediately upon approval by the Board.

All students will have equal access to the curriculum regardless of cultural background, physical abilities, socio-economic status, and intellectual status.

## **IV. STAFF TIME ASSIGNMENT**

The authority of the school council on staff assignment is clarified by OAG 93-55.

By the regular June meeting of each year, the principal and/or designee shall prepare an instructional and non-instructional staff assignment for the following year, and shall present the plan to the school council. A follow-up plan that reflects amendments to the original plan shall be prepared by the principal and/or designee and presented to the school council by the regular August meeting.

The faculty, in collaboration with the principal, shall select the appropriate instructional practices to be utilized in their classrooms, to ensure that the school's curriculum is fully implemented. Faculty will be assigned, as much as possible, to their primary certification or area of emphasis.

## **V. EQUITY AND DIVERSITY**

The staff, in collaboration with the principal, shall provide for the rapidly changing physical, intellectual, and emotional needs of the early adolescent. The curriculum will include not only the cognitive areas, but also the effective and psychomotor areas. While all students will be given equal access to learn and succeed, diversity among students will be recognized and appreciated.

## **VI. STUDENT ASSIGNMENT**

The principal shall prepare a student assignment plan and present the plan to the school council for approval by the regular May meeting. Additions or amendments to the student assignment plan shall be reported to the school council by the regular August meeting. Additions or amendments to the student assignment plan shall be reported at each subsequent school council meeting for the month in which one occurs. If the council has not approved a student assignment plan by the opening of school, the principal's plan shall be implemented as if approved by the council.

The student/teacher ratio (class size) shall be as follows unless circumstances call for change: sixth grade will have no more than 29 students per class, seventh and eighth grade will have no more than 31 students per class. The council will determine if any changes to class size should be considered if the need arises.

### **A. TEAM REQUEST POLICY**

Parents/Guardians will not be permitted to request their child be placed on a particular team during the registration process. The team leaders of each grade level will conduct all team assignments in the following manner.

All teams will have an equal number of students in the following categories:

1. G/T
2. Rank order of academic ability. Example (# of one's, two's and three's)

3. Gender
4. Discipline Problems
5. Special Education
6. 504 plans
7. Pre-algebra (for 7<sup>th</sup> grade only)

After the registration process has been completed and the students have been assigned to a team, the parents may request a team change if there is a legitimate problem with the placement. All requests for a team change must be submitted no later than two weeks after open house of the grade level in question. The process of a team change will consist of the following appeals process.

- The Parents/Guardians will write a letter to a committee consisting of the three team leaders of the grade in question. The letter must state and explain a legitimate reason for the team change. If the team leaders accept the change, the student's schedule will be changed as soon as possible.
- However, if the team leaders deny the request the Parents/Guardians have the right to take their appeal to the Site based Council for a final decision. Parents/guardians must present their reason for a team change to the Site Based council in a closed door meeting in person, **written requests will not be accepted.** The Site based Council's decision will be final on all team changes.

All students entering South Laurel Middle School after the registration process has been completed will be assigned to a team by the principals or guidance counselors in order to maintain an equal number of students on each team.

## **VII. SCHOOL SCHEDULE**

The principal and/or designee shall develop a proposed school schedule (master schedule) and present it to the school council by the regular June meeting. If the council does not approve this schedule, it will be sent back for revision and presented to the school council at subsequent meeting until approved.

## **VIII. SCHOOL SPACE USE**

The principal and/or designee shall prepare a school space plan and present the plan to the school council during the regular June meeting. The council shall implement the plan subsequent to the presentation to the council.

## **IX. INSTRUCTIONAL PRACTICES**

The SBDM council will be guided by the school's mission and belief statements in their actions to improve student academic performance.

The SBDM council will regularly review school data to focus their actions on improving student academic performance.

The SBDM council will ensure that the CSIP is based on the school's mission and belief statements and focuses on student academic performance.

### **Varied Instructional Practices**

The South Laurel Middle School Council shall monitor, through the impact and implementation check done each year, various instructional strategies and see that they are effective, appropriate, and varied within all classrooms.

### **Instructional Strategies/activities**

The South Laurel Middle School Council will monitor, through the use of Impact and Implementation check done each year, the instructional strategies/activities to ensure that they are consistently aligned with the changing needs of a diverse student population by ensuring that various learning approaches and learning styles are addressed.

Leadership will support the staff in using time as a valuable resource to provide quality instruction. Leadership will encourage the staff to use time to collaborate and plan, in order to support student learning.

## **X. DISRUPTION OF INSTRUCTIONAL TIME**

The SBDM council will ensure that disruptions to instructional time are kept to a minimum amount during the school day. Announcements on the public address system at SLMS concerning school activities, changes in daily plans, athletics, and general announcements shall be made prior to the start of instructional time in the morning, and not before 2:55 in the afternoon, providing the dismissal bell sounds at 3:00. If the school schedule is changed, a change will reflect the same announcement schedule, five minutes prior to the beginning of school, and five minutes prior to ending the school day.

Parental phone calls to teachers shall not be forwarded to the classroom, without consulting the teacher to determine if the teacher is free to take the call. Messages may be taken and the teacher notified by e-mail that he/she has a parental contact or phone call to return.

Personal phone calls to teachers shall be immediately forwarded to the teacher's classroom, in order for the teacher to determine the necessity of the call. This is the only way to avoid emergency situations, which might not come to the teacher's attention until much later during the day during their planning period when they check their mailboxes for messages.

Calls for student dismissal shall be made to individual classrooms, using an all-call as a last resort to locate the student.

Club dates and meeting times shall be staggered every month to avoid missing instruction time in the same class each month.

Assembly program schedules will be staggered to avoid missing instruction time in the same class consecutively.

## **XI. DISCIPLINE AND CLASSROOM MANAGEMENT**

The faculty and principal shall implement the district code of conduct and discipline. Copies of the local district code shall be distributed to all staff prior to the beginning of each school year, and to all students upon enrollment. The school council shall automatically adopt any subsequent amendments to the code by the local board of education. In addition, the school council shall approve additions, amendments, and deletions to the school handbook.

## **XII. EXTRACURRICULAR PROGRAMS**

Additional extracurricular programs to be implemented shall be present by the principal to the council for approval prior to their implementation and be made available to all students.

## **XIII. ALIGNMENT WITH STATE STANDARDS, TECHNOLOGY UTILIZATION, AND PROGRAM APPRAISAL**

The school shall organize all instructional 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 a manner consistent with local school board policy and state laws and regulations. Access to technology will be made available to all students.

The school shall appraise all programs in a manner that is consistent with local school board policy. Programs shall be appraised upon request of the school council by assigning the program appraisal to the appropriate committee for completion and recommendation to the council.

## **XIV. EXTENDED SCHOOL SERVICES (TUTORING)**

## **Student Referral and Selection Procedures**

1. The regular classroom teacher will make referrals of students who are in need of ESS.
2. ESS will be tracked, monitored and assessed through Infinite Campus.
3. Parents are notified of the need for services.
4. All students may be referred to ESS based on state test scores, classroom performance, district test scores, teacher and/or parent recommendations.
5. Once a student is in ESS, his/her progress will be monitored, and the child can be dismissed based upon the regular education teacher's appraisal of the student's current level of functioning in the identified area(s) of weakness.
6. A student may be removed from after school ESS due to lack of attendance.

## **XV. PROFESSIONAL GROWTH, DEVELOPMENT AND EVALUATION**

The school council adopts the District written policy in regard to Professional Growth, Development and Evaluation. SBDM supports the use of fiscal sources for appropriate professional growth and development of certified staff based on identified needs, and record of such is reflected in the school budget. SBDM will use CSIP as a guide for professional development needs.

## **XVI. ACADEMIC FRAUD POLICY (CHEATING)**

This policy includes, but is not limited to, a student claiming to use work not done by themselves as their own (in person or electronically) with or without the individual's knowledge, plagiarism, and/or giving another student answers on assignments and/or tests. The disciplinary action will consist of a documented parent contact and a zero given for the grade. Multiple offenses will result in escalating disciplinary action as called for in the District Code of Conduct. If the academic fraud took place with the knowledge and consent of any student who helped the student cheat, any disciplinary action(s) shall be applied to all students involved.

## **XVII. HONORS SYSTEM**

1. Honor roll distinction will be awarded to those students earning all A's and B's.
2. Principal's List distinction will be awarded to those students earning all A's (only).

## **XVIII. TEAM FUNDS**

Each interdisciplinary team will be given \$300.00 from the student machine account to be used directly on students. This money can be used to fund field trips, field days, etc. These funds must be used directly on students. Any part of these funds not used by the

end of the school year will be removed from accounts and placed back into the student machine account for use during the next year.

## **XIX. BUDGET POLICY**

### **A. Purpose**

The purpose of the South Laurel Middle School Budget Committee is to determine budget policy for the school, make budget decisions based on relevant educational research, best practices and alignment with the school mission.

### **B. Members/meetings**

The Budget committee will consist of the Comprehensive Planning committee Sub Chairs.

The Budget committee will meet once a month in the South Laurel Middle School library on the Monday prior to the Site Based Council Meeting, but may have a called session if necessary, limited to one hour meetings.

The Budget Committee will elect a Chairperson, who will report to the Site Based Council and the principal of the school.

The Budget Committee will elect a secretary who will be responsible for keeping minutes as a written record of the Budget Committee Meetings, and submit a copy of said minutes to the Site Based Council.

### **C. Policy**

The Budget policy will be in effect for one calendar year from July until July, at which time the policy will be reviewed for necessary changes and/or revisions. Proposals for revisions and changes may be submitted to the budget committee by certified personnel for consideration and may be passed and accepted with a 2/3 vote of the Budget Committee. Proposals for revisions will then be passed to the Site Based Council for final approval.

### **D. Program Budget**

Preparation and approval of program budgets before submitting to council include Title I and teacher allocations.

### **E. Budget Plan Guidelines**

#### **Instructional funds**

An allocation of Teacher Instructional Funds will be set at \$400.00 per teacher, based on previous year's allocation from the state department, subject to change if state department funding decreases or increases. Expenditure of these funds is at teacher discretion for instructional and office supply

materials, based on the subject taught, and the need for materials of each type. Requests for purchase of office supply materials should be kept to a minimum.

All purchase requests up to \$2500.00, with the exception of technology, may be approved by the principal, at his discretion, provided purchase order procedure and bid allocation awards are followed in the ordering process.

Purchase requests in excess of \$2500.00 with the exception of technology, cheerleader and dance camp fees, cheerleader and dance uniforms, yearbook payments, spring and fall pictures, band equipment and music, band trips and sports equipment, must be submitted to the Budget Committee for approval.

**Activity Funds:**

Request for Activity Fund purchases up to \$2500.00, with the exception of technology, may be approved by the principal, at his/her discretion, provided purchase order and bid allocations awards are followed in the ordering process.

Activity Fund purchases in excess of \$2500.00, with the exception of technology, must be submitted to the Budget Committee for approval.

**Surplus Funding**

Requests for purchases using surplus funding up to \$2500.00, with the exception of technology, may be approved by the principal, at his discretion, provided purchase order procedures and bid allocation awards are followed in the ordering process.

Requests for purchases using surplus funding in excess of \$2500.00, with the exception of technology, must be submitted to the Budget Committee for approval.

All sponsors will plan ahead for requests to budget committee. Approval for fund-raisers will have to be submitted to the budget committee for approval, as well as approved, as well as approved by the superintendent and principal.

**XX. MULTIPLE ASSESSMENT PRACTICES POLICY**

The South Laurel Middle School council will monitor, various classroom multiple assessment strategies to determine if these assessment strategies are specifically designed to provide meaningful feedback of student learning for instructional purposes and are being utilized in every classroom environment. These assessments shall include, but are not limited to, open-response questions, culminating events/performances, tasks/projects, teacher developed tests with accompanying scoring guides (rubrics), copies of assessments reflecting variety of style, approaches and purposes to meet student needs, writing entries, learning

logs, multiple intelligence's, learning styles, and units of study along with the accompanying assessment tasks.

## **XXI. DOCUMENTATION OF REFERRALS FOR ESS, FRYSC AND COUNSELING.**

Documentation will be kept for referrals for Extended School Services, Family Resource Center and school counseling. However, the school will abide by all state and federal regulations dealing with confidentiality of student's records.

## **XXII. MISSION STATEMENT**

We, the staff of South Laurel Middle School, shall assist ALL students in becoming responsible, self-sufficient citizens in a rapidly changing society.

## **XXIII. ADVANCED CLASSES**

Algebra I is offered as a high school credit. A student who successfully passes these classes with a C or better will receive the credit, however, once in high school a student will not be permitted to retake the class to attain a higher grade. Those choosing Algebra I must meet the Kentucky Department of Education criteria for acceptance into the class.

## **XXIV. WRITING PROGRAM POLICY**

South Laurel Middle School will provide multiple opportunities for students to develop complex communication skills for a variety of purposes and for a variety of audiences across grade levels and content areas. We will ensure a variety of language resources are embedded within writing instruction that allow students to read and analyze a variety of print and non-print materials. We will ensure a variety of technological tools are used in the writing process. South Laurel Middle School administration, in order to ensure every student has a writing/communications portfolio that includes samples from all grade levels and all contents, will establish a cross-curricular writing team including a representative from the administration. We will ensure students are afforded multiple opportunities to receive and use descriptive feedback from individual classroom teachers and peers across all grade levels and content areas to improve writing skills. South Laurel Middle School will maintain a writing/communications portfolio—hard copy and/or digitally—for every student. The portfolios will be passed from grade level to grade level and will contain a minimum of one piece of writing from each of the three types of writing (writing to learn, writing to demonstrate learning, and writing to publish) at each grade level for a total minimum of 9 entries by the end of the student's eighth grade

year. South Laurel Middle School will develop a writing plan separate from this policy and specific to each grade level. The plan will reflect this policy and will be adjusted based the school's test data, classroom data, and program appraisal data.

(By Laws & Policies -- revised - 5/24/02, 6/14/02, 12/5/02, 4/3/03, 4/9/13, 3/9/19)