

4000 SERIES

WRITING PLAN 4004

6000 SERIES

EMERGENCY PLAN 6001

9000 SERIES

ELIGIBILITY FOR EXTRA-CURRICULAR SPORTS 9001

PROFESSIONAL COMMITMENTS 9004

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL BASED DECISION MAKING COUNCIL POLICY

WRITING AND COMMUNICATIONS PROGRAM

4004

TOPICS

STATEMENT

a. Development

The Oldham County Middle School SBDM Council shall be responsible for approving and monitoring the school's writing program in accordance with KRS 158.6453, the Kentucky Core Academic Standards, and the Oldham County Schools writing program.

The Oldham County Middle School Council adopts the Oldham County Writing Plan which establishes procedures to:

- Analyze and evaluate strengths and needs of the writing program;
- Determine the professional development needs for the program based on the analysis and evaluation and make recommendations to the school's administration;
- Work collaboratively with the district to revise the Oldham County Schools writing plan as needed to address changing program and changing student needs; and
- Develop recommendations regarding writing instruction as part of the annual writing program review.

b. Communication Skills

The school's writing and communication program shall be developed and implemented as a component of the school's literacy program.

The writing and communication program shall:

- Provide regular, developmentally-appropriate opportunities for students to use **writing to learn, writing to demonstrate learning, and writing for publication** across the curriculum;
- Be organized to address a variety of audiences and purposes and shall represent the growth and interests of students over time;
- Provide opportunities for publication in the larger 21st century literacy context (e.g., writing and delivering a speech, use of multi-media within writing samples, electronic/digital publications); and
- Shall be horizontally and vertically aligned ensuring student mastery of core academic standards.

c. Responsibilities

Teachers, with the support of the administration, will provide purposeful and meaningful literacy and writing instruction and utilize 21st century technologies to support the teaching of communication and writing standards.

The teachers and the principal will ensure that students are actively engaged in using communication skills regularly in every class, across all grades and content areas. Teachers across the curriculum shall:

- Use writing to help students self-assess and reflect upon their progress and growth in writing and communication;
- Utilize multiple forms of assessment as appropriate for the learning goals (e.g., formative assessment during the writing process; summative assessment after publication; student self-assessment as reflection);
- Evaluate writing based upon the criteria for effective writing identified in the current Kentucky standards (e.g., focus, audience, organization). A variety of rubrics based on the criteria (e.g., teacher-made, student-made, the Kentucky Analytical Scoring Guide) shall be utilized appropriately to evaluate student writing; and
- Provide students regular feedback (e.g., conferencing, descriptive feedback, electronic comments, rubrics) about their writing throughout the writing process. (e.g., prewriting through publication).

d. Student Responsibilities

Students shall write and use communication skills regularly in all classes using 21st century technologies to support their learning. Students will:

- Collect their writing and communications utilizing multiple methods of storage (e.g., paper, portfolios, electronic storage) as appropriate;
- Ensure that their work is their own, avoiding plagiarism
- Complete grade level showcase portfolio/writing collection requirements

e. Showcase Portfolio/Writing Collection

The school shall organize a process to review student showcase portfolios/writing collections regularly to determine recommendations for instructional planning.

Student showcase portfolios/writing collections will consist of drafts, completed pieces, conferencing notes, and the three types of writing. The analysis of this writing shall be used to inform classroom and whole school instructional strengths and areas of need. The students' showcase portfolios/writing collections will follow them from grade to grade and school to school and shall be reviewed regularly and used during instruction. At regular intervals indicated within the writing plan, students shall submit their best work for review.

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL BASED DECISION MAKING COUNCIL POLICY

EMERGENCY PLAN POLICY

6001

<u>TOPICS</u>	<u>STATEMENT</u>
a. Development	<p>The principal, in consultation with parents, teachers, school staff and local first-responders will collaboratively develop the school’s emergency management plan. The plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan, which must be adopted annually by the Council, will include, but is not limited to:</p> <ul style="list-style-type: none">• Evacuation routes (primary and secondary) and severe weather safe zones which must be posted in every classroom.• Development and adherence to access control measures for the school building.• Procedures for lockdown of campus.• School staff assignment and responsibility in event of emergency.• Practices for students to follow in the event of an emergency.
b. Implementation	<p>The principal, with assistance from teachers, school staff, and local first-responders will be responsible for implementing all aspects of the school emergency plan. This will include, but is not limited to:</p> <ul style="list-style-type: none">• Prior to the first instructional day of school reviewing the plan with all school personnel including responsibilities and document posting requirements.• Conduct all mandatory drills and practices as required by KDE and DHBC requirements with requisite documentation.• Provide any and all documentation to appropriate first-responders including updated school plan and diagrams as requested.• Facilitate annual discussion/training of students in regard to responsibilities in the event of emergency situations.
c. Review	<p>An annual review of the school’s emergency plan will be conducted by the School Council prior to the end of each school year. First-responders and school district personnel will be invited to provide input prior to the review by the Council.</p> <p>A new plan will be developed for consideration by the Council at the beginning of each school year and adopted for implementation following review.</p>
d. Plan	<p>OCMS Emergency plan (addendum A)</p>

**OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY**

Policy on Eligibility for Extra-curricular Sports

9001

TOPICS

STATEMENT

I. Participation

The Site-Based Council believes that all students should be encouraged to participate in extra-curricular activities.

The following conditions shall apply to all extra-curricular participants:

1. Extra-curricular activities at OCMS are for students of OCMS.
2. If a sport is offered at the middle school, the student may participate only at the middle school level. A student may participate at the high school level if:
 - a. A written formal request is received from the parent(s) explaining reasons for the move to the high school level,
 - b. Both head coaches approve,
 - c. Both athletic directors approve,
 - d. Both principals approve, and
 - e. It is in the best interest of the student.
3. If the sport is not offered at the middle school level, then the student may try-out for the high school level if invited.
4. If the high school season continues after the conclusion of the middle school season for a particular sport, then invited students may participate at the high school level at the conclusion of the middle school season.
5. If a high school season overlaps a middle school sport that the student is participating in, the respective coaches must work out a practice schedule that adequately meets the demand of both sports and considers the impact on the student/athlete.
6. Elementary students from OCMS feeder schools may participate at the middle school under the following conditions:

- a. The chosen sport must be a non-cut sport, no elementary school athlete may take precedence over a middle school athlete.
 - b. A written request is received from the parent explaining reasons for the move,
 - c. The middle school coach must agree to accept the student,
 - d. The middle school athletic director must approve of the move,
 - e. Both principals must have notice of the change, and
 - f. It must be in the best interest of the student and the team.
7. Athletes are expected to finish a sport once they sign-up and participate with a team.
- a. Athletes may try-out for a second sport in the next consecutive season, but they are required to participate 100% with their first team until the conclusion of that season.
 - b. Students in overlapping sports may try-out for the second sport while the first sport is still occurring with coaches providing alternate try-out times if necessary.
 - c. If an athlete quits or is removed from an athletic team for any reason, they may not participate in another school sport until their original sport season has concluded.
 - They may try-out for the second sport (ie. basketball), but cannot practice with the new team.

II. Expectations

At Oldham County Middle School, coaches, sponsors, and staff members put emphasis on academic performance, as well as performance in extra-curricular activities. The purpose of this policy is to stress the importance of the well-rounded student, and to inform both the students and their parents of what is expected. Expectations at Oldham County Middle School are:

1. Participants will conduct themselves appropriately at all times before, during, and after the athletic contest.

2. Parents are expected to show support for our team and behave in a manner that is above reproach by the coach or administrator from OCMS or the opposing team.
3. All teams may have team-specific expectations, which all participants must follow.

III. Eligibility

At the beginning of the school year, all students officially enrolled at Oldham County Middle School are eligible to participate in extra-curricular activities.

In order to maintain their eligibility students must meet the following academic requirements:

1. Teachers will be given a weekly list of athletes competing in “in-season” sports. A sport will be considered “in-season” if a team has been chosen and practices have begun. The first grade check of the school year will take place at the beginning of the 3rd week of school. Teachers will indicate conduct/effort/grades on the report generated by the Athletic Director if a student is currently not meeting proficiency at 70% as indicated by an F/IP or displaying satisfactory conduct and effort (N’s or U’s).
2. If the grade report indicates that a student currently has one IP/F, that student will be ruled ineligible for competition until the next grade check (the following week). However, if the Athletic Director, in consultation with the teacher recognizes the student is putting forth maximum effort, a final determination on eligibility will be made. There will be NO mid-week grade checks to facilitate eligibility. The suspension is for a week. During this suspension, the player is still eligible to practice with the team, however, they may NOT dress for competition, although they can attend.
3. If the grade report indicates that a student has more than one IP/F, the same provisions exist as in point two, with the exception that there is no Athletic Director discretion, and the student will be required to complete an hour of remediation during that week in order to gain eligibility. If the hour is not confirmed to the athletic director by Friday, that student will be ruled ineligible until that hour is made up, regardless of the results of the next week’s grade check.

4. Grades for all classes will be used to determine eligibility.
5. Consequences for N's and U's in conduct and/or effort will be as follows:
 - a. Any U in effort or conduct will be regarded in the same manner as an IP/F and the athlete will be ruled ineligible until the next grade check.
 - b. Any N in conduct or effort will be handled at the discretion of the athlete's coach.
6. Middle school students participating at the high school level will be declared eligible/ineligible based on the middle school policy.
7. Attendance at practices and competitions during school vacations may be a requirement for team membership.

Adopted—Oldham County Middle School-Based Decision Making Council—April 18, 2000; revised April 17, 2001; revised May 23, 2003; revised August 26, 2006; revised July 16, 2007; revised May 16, 2011; revised May 16, 2013; revised January 26, 2015.

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

POLICY ON PROFESSIONAL COMMITMENTS

9004

TOPICS

STATEMENTS

I. Grading Commitments

- Academic grades will be based on progress toward and mastery of aligned concepts and knowledge.
- Students will be given multiple opportunities to learn and show mastery of concepts and knowledge.
- Behavior and effort grades will reflect these two areas and will not be used to determine a student's academic grade.
- Zeroes will not be used. A 60% will be the lowest recorded percentage possible when a student does not complete or has not mastered a specific assignment or concept.
- Late work will be counted for full credit if received in a reasonable amount of time (3-5 days). After this time a student will receive no less than 75% of the original credit for the assignment.
- Grades will not be used to punish students .

II. Homework Commitments

- Homework, when assigned, will be assigned as practice (given after a student has shown that they understand a given concept).
- Homework will be reasonable in length and proportional to the concept taught.
- Homework will not be assigned as punishment.
- Homework will be assessed in some fashion either formatively, or as an effort grade, or it will not be assigned.
- Homework will not make up more than 10% of a student's overall academic grade.
- Extra-credit assignments are not acceptable practice. ***"The response to not doing the work is doing the work."***

III. Communication Commitments

- Student academic grades will be posted/updated on Infinite Campus at least once per week. Posting grades to Infinite Campus does not alleviate a teacher's obligation to contact parents when a child is struggling in class.
- Parents can expect communication from teachers on a regular basis beginning at the early signs of academic and behavioral trouble, or lack of effort.
- Parents can expect communication from a variety of sources:
- Via telephone: A telephone conversation is acceptable as a parent conference. Leaving a message or voicemail is not acceptable evidence of a parent phone conference.
- Via email: email communication should follow confidentiality guidelines and consist of an "electronic conversation" between the teacher and parent. Sending an email and eliciting no response is not acceptable evidence of a parent email conversation.
- Via parent conference: scheduled before or after school or during planning period. Conferences should have notes and follow-up discussion sent to the appropriate counselor/administrator in a

timely manner. Scheduled meetings where parents do not show up are not acceptable evidence of a parent conference.

- Return communication will be made to parents within 24 hours of receipt of the original message.
- All mass communication with the school community (newsletters, mass emails, content of “One Calls”, Take Home Tuesday, etc) will be cleared through an administrator before being sent.

Adopted- Oldham County Middle School School-Based Decision Making Council- January 28, 2007; Revised February 9, 2009; Revised May 16, 2013