

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL
Operating By-Laws

SCHOOL-BASED DECISION MAKING COUNCIL POLICY

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OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

CODE OF ETHICS

1001

TOPIC

STATEMENTS

A. CODE OF ETHICS
(defined)

The Code of Ethics will be a statement of professional standards that the Council will follow as it makes decisions affecting the children served by the school. The Code of Ethics will reflect the values and the commitment of the Council members.

B. REVIEW

The Council will review the Code of Ethics at the first meeting of each year. Revisions shall be made as needed to better reflect the values of the Council members.

C. COMMITMENT

The Council members will demonstrate their commitment to the Code of Ethics by affixing their signature to a copy of it which will remain with the official minutes of the Council's actions.

Adopted – Oldham County Middle School School –Based Decision Making Council –
March 16, 1999; revised – August 18, 2008

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

OPERATING COUNCIL MEETINGS

1002

TOPIC

STATEMENTS

A. TYPES

Council members shall attend three (3) types of meetings:

- (1) Regular- meetings held on a set day of the month and at a set time of day,
- (2) Special- meetings scheduled as they are needed between regularly-scheduled meetings,
- (3) Training- meetings designed for Council members to acquire knowledge and/or develop skills.

B. SCHEDULE OF MEETINGS

The Oldham County Middle School-School Based Council shall establish a schedule of meetings for the coming year at a regularly-scheduled meeting in August.

C. SPECIAL MEETINGS

Special meetings may be called by the principal at his/her discretion or upon the request of four Council members. Time, place and purpose shall be announced at the time the meeting is called and at least 24 hours prior to the meeting. The purpose of the special-called meeting shall not be altered.

D. LENGTH OF MEETINGS

The length of all meetings shall be limited to two (2) hours except when the Council determines additional time is needed. The Council shall have the authority to decide to extend the meeting and to set a new ending time.

E. AGENDA

Each regular and special-called Council meeting shall operate by an agenda. The agenda shall be formed by the chairperson with items provided by Council members. Teachers and parents who are not on the Council may recommend items for the agenda by contacting a Council member at least five (5) working days prior to a Council meeting. A person recommending an item must be present at the meeting for it to be discussed. The agenda shall be approved by the Council at the beginning of the meeting. Other items may be added to the agenda with approval from the Council. The agenda for regular meetings shall be written and disseminated to Council members at least three days (72 hours) prior to the meeting. Teachers and executive officers of the PTSA shall be informed of special meetings by the most convenient method available.

F. CHAIRPERSON

The principal shall serve as chairperson at all meetings. The Council shall not meet in absence of the principal. The responsibilities of the principal as chairperson shall not be delegated to any other member of the Council or any other person.

G. DECISION MAKING

The method of making decisions and adopting policies shall be by consensus. An effort shall be made to thoroughly discuss all possible alternatives, provide each member ample opportunity to be heard, and make a final decision that can be supported by the group. If a Council member feels a conflict of interest in a proposed action of the Council, that member may remove himself or herself from the discussion and the decision-making process.

In the event consensus cannot be reached no decision will be made and a policy will not be adopted. The principal will then address the situation in question under the directive of district policy.

H. QUORUM

Three (3) members of the Council, including at least one teacher and one parent member shall constitute a quorum for the transaction of business.

I. MINUTES

Minutes of all regularly-scheduled and special Council meetings shall be recorded in writing and kept on file in the school office. Minutes shall be stored in a minute book. A copy of all minutes shall be provided for the district superintendent. Minutes of the previous meeting shall be reviewed, approved and signed by the Council at the beginning of each meeting.

J. OPEN MEETINGS

The meetings of the Council at which any public business is discussed or at which any action is taken by the Council are declared to be public meetings, open to the public at all times, except for items specifically permitted by law to be discussed in closed session, including but not limited to the discussion of proposed or pending litigation against or on behalf of the Council, to allow the principal to confer with the Council on recommendations for employment, or to allow the Council to deliberate on the selection of a principal. All decisions made by the Council shall be made in open session. The Council shall abide by the state's open meetings law (KRS 61.810).

K. RECORDING
SECRETARY

The principal shall serve as the recording secretary for the Council. The principal shall be responsible for:

- (1) Recording in writing all minutes of meetings,
- (2) Processing minutes,
- (3) Processing and disseminating meetings agendas, and
- (4) Disseminating summary reports.

L. SUMMARY REPORTS

A summary report of the actions taken by the Council shall be reported to all teachers, executive officers of the PTSA and the superintendent. The report shall be disseminated in a timely manner prior to the next meeting.

M. INPUT FROM NON-
COUNCIL MEMBERS

Those in attendance at the Council meetings shall be provided an opportunity to discuss issues under consideration by the following procedures:

- (1) A sign-in sheet will be provided by topic for interested parties to indicate their interest in speaking on an issue.
- (2) As each topic is discussed, the chairperson will call on speakers in the order they signed the sign-in sheet. Each speaker will have a time limit pre-determined by the Council. Input will be allowed before the Council makes a decision. All speakers will speak from an area designated by the chairperson. Any group appearing before the Council shall select a spokesperson who shall address the Council.
- (3) All who address the Council and observe the Council meetings shall not be permitted to disrupt the meeting by:
 - a. Speaking out of turn
 - b. Being disrespectful to the Council or others
 - c. Making derogatory statements about anyone
- (4) Input/reactions must be germane to the topic and must be within the authority of the Council.
- (5) After persons have spoken from the sign-in sheet, the chairperson will permit others to speak on the item under discussion provided their remarks are germane to the topic and time permits.
- (6) The chairperson shall explain the procedures and rules for addressing the Council at an appropriate time during the meeting.
- (7) The Council reserves the right to limit or terminate public expression on any subject introduced by an individual or group.
- (8) This will not be a question and answer time. The information will be taken under advisement by the Council and a written reply, if requested, will be made by the Chairperson within 48 hours of the meeting.

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

POLICY DEVELOPMENT AND REVIEW

1003

TOPICS

STATEMENTS

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|-----------------------|---|
| A. COUNCIL GOVERNANCE | All activities and decision of the Council shall be governed by policies set by the Council. Policies shall include both operational procedures and management functions chosen by the Council. All policies set by the Council shall be consistent with state statues and district board policies. |
| B. ADOPTION | No policy shall be adopted by the Council at the meeting in which the policy is introduced. All policies shall be reviewed by the Board of Education's General Counsel before they are adopted. |
| C. POLICY MANUAL | The Council shall maintain a policy manual and shall make it available to staff, the public, and the superintendent. |
| D. POLICY AREAS | The Council shall set annual goals in which areas to be addressed in policy shall be identified. The Council shall approve its goals at a regularly scheduled meeting in August. |
| E. REVIEW | The Council shall annually review all policies. Revisions shall be made in order to more effectively serve the school. |

Adopted – Oldham County Middle School School-Based Decision Making Council – March 16, 1999. Revised – November 17, 2008.

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

AUTHORITY OF THE COUNCIL AND THE PRINCIPAL

1004

TOPICS

STATEMENT

A. AUTHORITY OF THE
PRINCIPAL

The principal shall serve as the school's primary administrator and instructional leader and shall have authority over the management functions not selected by the Council. The principal shall be responsible for supervising the work of committees appointed by the Council. The principal has authority to form committees in areas of management functions not selected by the Council.

B. AUTHORITY OF THE
COUNCIL

The Council, pursuant to state law, is a policy-making body (Reference KRS 160.345)

The Council shall have the authority to set and monitor school policies which shall provide an environment to enhance the students' achievement and help the school meet the goals established by the Kentucky Education Reform Act of 1990.

Outside of a legally called Council meeting, no Council member other than the principal has decision-making or administrative authority. The Council shall have the authority to form the number and types of committees needed to carry out the policies set by the Council.

Adopted – Oldham County Middle School School-Based Decision Making Council – April 26, 1999; revised – November 17, 2008

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COMMITTEE SYSTEM

1005

TOPICS

STATEMENTS

- A. STANDING COMMITTEES A standing committee may be formed for each permissive function performed by the Council to serve for one year. A written description of the responsibilities and duties of the committees shall be approved by the Council. Council members may serve on standing and ad hoc committees. Teachers serving on standing committees shall be appointed by the principal by August 15 of the school year prior to their service and approved by the Council. Parents serving on standing committees shall be appointed by the chairperson and approved by the Council. Standing committees shall report to the Council. Their actions shall advisory and are not binding on the Council.
- B. AD HOC COMMITTEES Ad hoc committees shall be formed to help complete specific tasks. Once the task is completed, the committee shall be abolished. Ad hoc committees shall be formed by the chairperson with approval by the Council. The size of committees and representation shall be determined by the Council.
- C. CHAIRPERSON Standing and Ad hoc committees shall select a chairperson and assistant chairperson from its membership.
- D. TERMS Standing committees shall serve for one year beginning July 1 and ending June 30. Ad hoc committees shall serve until they are abolished, not to exceed one year.
- E. DECISION MAKING All committees shall use consensus as the primary method of making decisions. In the event consensus cannot be reached, the committee shall report to the Council the reasons. All committees are subject to the Kentucky Open Records and Meetings Laws.
- F. QUORUM Two thirds (2/3) of the members of the committee must be present for the committee to make a decision.

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

COMMITTEE STRUCTURE

Committee Responsibilities

The standing committees listed below will complete the work in each of their areas throughout the school year and submit it directly to the Council for approval. The chairperson of each committee will present its recommendations/reports to the Council.

Planning Committee

Membership

A sixth grade teacher, a seventh grade teacher, an eighth grade teacher, a Related Arts teacher, an ECS teacher, the principal, a counselor, the Library Media Specialist, a classified staff member and two parent representatives.

Duties

- Use data and recommendations from other SBDM committees to develop the Comprehensive School Improvement Plan or CSIP.
- Develop a proposed budget including staffing with SBDM funds which addresses the school improvements within the CSIP.
- Plan and approve a budget for professional development which supports the CSIP.
- Other duties as assigned by the Council.

Student Services Committee

Membership

A sixth grade teacher, a seventh grade teacher, an eighth grade teacher, a Related Arts teacher, an ECS teacher, the principal, a counselor, the Library Media Specialist, a classified staff member and two parent representatives. The At-Risk and GATES coordinators may serve as grade level representatives.

Duties

- Develop an Extended School Services or ESS plan for both the regular school year and the summer based on the learning/achievement needs of students.
- Develop a plan to address the needs of identified GATES and At-Risk students as needed.
- Develop and recommend a budget for ESS, Title-1 and GATES programs.
- Develop recommendations for guidance activities/groups during the year as needed.
- Oversee drug/alcohol education and make recommendations as needed.
- Monitor the ECS services in the school and make recommendations to the Council as needed.
- Other duties as assigned by the Council

Curriculum Committee

Membership

A sixth grade teacher, a seventh grade teacher, an eighth grade teacher, a Related Arts teacher, an ECS teacher, the principal, a counselor, the Library Media Specialist, a classified staff member and two parent representatives.

Duties

- Support the embedding of the District Exit Standards including the state Program of Studies and the Core Content for instruction.
- Work with the principal, lead teachers, and the school-based Instructional Practices Committee to organize the alignment of curriculum in all areas.
- Make recommendations for staff development activities to the Planning Committee.
- Oversee the annual instructional materials plan within the school, including selection and ordering of materials and writing CSIP activities which address how instructional materials will improve student learning.
- Other duties as assigned by the Council.

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

ELECTION OF COUNCIL REPRESENTATIVES

1008

TOPICS

STATEMENTS

A. MEMBERSHIP

The membership of the Oldham County Middle School Council shall consist of the principal, two parent representatives (one of which must be a minority), and three teachers. The Council will also have an ex-officio classified representative, elected by the classified employees, who will attend all meetings of the Council and participate fully in all discussions and activities. The consent of the ex-officio classified representative will not be required in order for the Council to reach consensus on a decision.

B. ELIGIBILITY

Any certified staff member employed at least fifty percent of the work week on an annual basis in the school, except the principal, associate principal, or assistant principal, shall be eligible to serve as a certified member on the Council and to vote in the election of certified Council members.

Parent members on the Council shall be the legal parent/guardian of a student(s) enrolled at the school and not be an employee of the school. (KRS 160.345(2) (a)). A parent may vote in the election of parent members if he or she is the legal parent/guardian of a student pre-registered to attend the school during the term of office. Parent, for the purpose of this policy, is defined as a parent, stepparent, or a person who has legal custody of a student and with whom the student resides.

C. ELECTION PROCESS
FOR CERTIFIED STAFF
MEMBERS

Written notice shall be provided by the principal, pursuant to this policy, as to nomination process and eligibility for election to the school Council. The notice shall state when and where School Council elections will occur. The notice shall be provided at least two weeks prior to the School Council election. The election shall be conducted no later than May 15th in the school year preceding the term for which the election is being conducted. The ballots shall be counted and reported to the principal by three teachers elected by the staff to count the ballots. The principal shall report the results to the superintendent.

Nomination for candidacy for a teacher position on the School Council shall require a nomination petition signed by at least five members of the eligible staff. No staff member may sign more than three petitions.

Balloting for teacher seats on the School Council shall be by secret ballot. The vote shall be conducted in a faculty meeting. Candidates must receive a majority of the votes to be elected. Tie votes require a new vote. In the event that three candidates do not receive a majority of the votes, any candidate with the highest number of votes with a majority shall be declared elected and a new vote will be conducted to fill the remaining positions. Absentee ballots shall not be permitted.

D. ELECTION OF PARENT MEMBERS

The principal shall provide written notice to the governing board of the PTSA of this policy. The election of parent Council members shall be conducted by the PTSA during April or May of the year preceding the term for which the election is being conducted. Notice of the day and times at which the election of parent Council members will take place shall be provided by the PTSA to each parent at least two weeks prior to the election. Any parent may vote at the school on the day of the meeting between the hours of 8:00 am and 4:00 pm. The ballots shall be counted by at least three (3) members of the PTSA board of directors appointed by the president who are not candidates. The president of the PTSA shall notify the principal in writing of the parents elected to serve on the School Council.

Candidates for parent seats on the School Council shall complete a nomination petition signed by at least ten (10) parents/guardians eligible to vote in Council elections. The president of the PTSA shall inform all parents of the nomination procedure at least one month prior to the deadline for receipt of nomination forms. Nomination forms shall be submitted to the PTSA executive board who shall confirm that at least ten (10) valid signatures were obtained. The president shall include the names of all candidates properly nominated on the ballot for the election. Parents eligible to vote may vote for no more than two candidates. The two nominees receiving the highest number of votes shall be declared elected. Tie votes will require a new vote.

E. TERM OF SERVICE

Teacher or parent members on the School Council shall serve for a one-year term. Eligible teacher or parent Council members may be re-elected.

F. VACANCIES

Teacher or parent vacancies on the School Council shall be filled using the election process in this policy. Election for a vacancy shall be held within six weeks of the effective date of the vacancy. The term of office for a teacher or parent elected to fill a vacancy shall be the unexpired term.

G. CAMPAIGNING

Certified staff candidates may post campaign information in the teacher work room (lounge) of the school, distribute printed material in the faculty mailboxes at the school, and the principal shall provide time at faculty meeting(s) for candidates to orally present their qualifications and motives for Council service to the faculty.

Parent candidates may post campaign information in a parent work area designated by the principal. Other campaigning is restricted to the PTSA newsletter. The PTSA may call a special meeting for the purpose of providing time for candidates to orally present their qualification and motives for Council service to the school's PTSA members within limits determined by the PTSA board.

Any campaign literature or material shall be paid for by the candidate. No school funds may be expended for any expense related to campaign material for any candidate for the School Council.

Adopted – Oldham County Middle School School-Based Decision Making Council- March 16, 1999; revised – November 17, 2008

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

REVIEW OF CHALLENGED INSTRUCTIONAL MATERIAL

2001

TOPICS

STATEMENTS

A. REQUEST FOR REVIEW

The review of instructional material, including textbooks, supplementary materials, and library books, on the basis of citizen concerns will be conducted in response to a properly filed request. Forms for such requests will be made available at the principal's office. The request shall include a statement of reason for objection and a statement of desired action regarding the material.

In the event of a citizen complaint regarding instructional materials, freedom of information and professional responsibility shall be the guiding principles. However, the principal may temporarily withdraw the material pending a decision of the Council. Additionally, individuals may be assigned other materials in lieu of those being challenged.

B. COMMITTEE REVIEW

The principal shall establish an ad-hoc review committee, composed of the principal, the Library Media Specialist, two staff members whose subject area is affected, and two parents.

The following steps shall be taken by the review committee

1. Read or examine the materials in question;
2. Conduct a check of the acceptance of the materials in professional reviewing media and of teacher rationale for the selection of the material;
3. Make a recommendation concerning the materials as a whole, and not on parts taken out of context;
4. File its written recommendation with the Council within 10 school days of receiving the complaint

C. COUNCIL REVIEW

Upon receipt of the Review Committee's recommendation, the School Council will review the recommendation as well as the challenged material, the challenge request form and any pertinent information relating to the material at its next regularly scheduled meeting. The School Council may arrive at its decision at this meeting or delay the decision, to collect additional information, until the following meeting.

The School Council shall notify the complainant of its decision at a date no later than five (5) days following the second meeting.

D. APPEAL TO THE BOARD

The decision of the School Council may be appealed to the superintendent and the Board of Education by the process established by OCBE policy 1070. In the event of an appeal, the Council will forward all information related to the challenge to the superintendent and the Board of Education.

Adopted – Oldham County Middle School School-Based Decision Making Council – May 19, 1999; revised – December 15, 2012

Oldham County Middle School

**Oldham County Schools
Request for Review of Textbooks and Related Materials**

Type of Material: Book_____ Lecture_____ Video/DVD__ Other_____

Author (if known) _____

Title _____

Publisher (if known) _____

Request initiated by: _____

Address _____ Telephone _____

Complainant represents:

Himself/Herself _____

Organization (name) _____

Other Group (name) _____

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED AFTER THE COMPLAINANT HAS READ, VIEWED, OR LISTENED TO THE MATERIAL IN ITS ENTIRETY. If sufficient space is not provided, attach additional sheets. Please sign your name to each additional attachment.

1. Did you inspect all of the material carefully? _____
If not, which parts were inspected? _____

2. What do you believe is the theme or main idea in this material? _____

3. To what in the material do you object? (Please be specific)

4. What do you feel might be the result of exposure to the material?

5. For what age group would you recommend this material? _____

6. Do you find anything about this material that is valuable to learning?

7. Which of the following would you like the school to do with this material?

- Refrain from assigning it to your child _____
- Withdraw it from all students _____

8. In its place, what material, if any, would you recommend that would convey as valuable a picture and perspective of our civilization?

Signature _____ Date _____

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

SELECTION OF TEXTBOOKS AND/OR INSTRUCTIONAL MATERIALS

2002

TOPICS

STATEMENTS

A. INSTRUCTIONAL MATERIALS

Instructional materials shall mean all commercial materials, media, and courseware (consumable or permanent) used by teachers to deliver instruction.

B. COMMITTEE

An ad hoc Instructional Materials Committee shall be formed to develop a plan for the acquisition of textbooks and/or instructional materials utilizing the allocation provided to the school from the state of Kentucky and the district.

The committee shall make recommendations and report to the Council. The recommendations shall be developed with a focus on the overall needs of the instructional program. The committee shall also submit the written plan for the utilization of the textbook allocation to the Council for approval.

The committee shall be responsible for:

1. Surveying the teachers to determine their instructional material needs and preferences.
2. Studying textbook/instructional material samples and identifying and selecting a list of textbooks and/or instructional materials to be used in the instructional program.
3. Developing a written plan, based on appropriation made available to the school for texts and/or instructional materials that specifies the utilization of the funds over the six year adoption cycle.

C. BUDGET

The appropriations for textbooks and/or instructional materials will be set by the Board of Education. The budget developed by the committee shall not exceed the appropriations. The Council shall approve the budget and the selection of materials.

D. PROCUREMENT

The principal and/or designee shall be responsible for ordering, receiving, and approving payment for the textbooks and/or instructional materials.

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

SELECTION OF LIBRARY MEDIA CENTER MATERIALS

2003

TOPICS

STATEMENTS

I. OBJECTIVES

The primary objective of the Oldham County Middle School Library Media Center is to implement, enrich, and support the educational program of the school. In the area of materials selection, the Library Media Center should provide a wide range of materials of all levels of difficulty, with consideration for diversity of appeal and different points of view. These materials should include those found in the virtual library, i.e. via internet and other online resources. In order to fulfill that mission, the responsibility of the Library Media Center is to:

- Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning needs, learning styles and maturity levels of the students served.
- Provide materials for teachers and students that will encourage growth in knowledge and that will help to develop literary, cultural and aesthetic appreciation and ethical standards.
- Provide materials that reflect the ideas and beliefs of various religious, social, political, historical, and ethnic groups and their contribution to the local, national and world heritages and cultures, thereby enabling students to develop intellectual integrity in forming judgements.
- Provide a variety of electronic formats as well as print materials to support student learning needs. These electronic formats include resources found on the internet and other online networks.
- Place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to ensure a comprehensive collection appropriate for the users of the Library Media Center.

II. AUTHORITY AND
RESPONSIBILITY

A. Selection of materials involves many people: principals, students, teachers, librarians, and parents. The final responsibility for selection of materials for the Library Media Center lies with the Library Media Specialist.

- B. The responsibility for the selection of textbook and instructional materials is delegated to the Instructional Materials Committee. Selection of materials is based on needs listed in the Comprehensive School Improvement Plan, the Oldham County Exit Standards, curriculum alignment, and adheres to the criteria for general selection of materials.

III. CRITERIA

In general, learning resources shall be selected for their strengths, rather than rejected for their weaknesses. The following criteria are used as a guide to provide for informational and recreational needs:

- Literary and artistic excellence;
- Lasting importance or significance to a field of knowledge;
- Contribution to the curriculum and the educational goals of the school;
- A wide range of abilities, interests, and learning styles;
- Relevance to parents, teachers or other adults involved in the innovative education of high potential students;
- Favorable reviews found in standard selection sources;
- Favorable recommendations based on preview and examination of materials by professional personnel, adults with special expertise or students;
- Reputation and significance of the author, producer and publisher;
- Currency or timeliness of material;
- Contribution to the breadth and diversity of representative viewpoint on controversial issues;
- Contribution to multicultural and pluralistic awareness;
- High degree of potential user appeal;
- Quality, durability, and variety of format;
- Suitability of format and appearance for intended use;
- Value commensurate with cost and/or need and;
- Freedom from stereotyping (e.g., sexism, racism etc.)

IV. PROCEDURES

In selecting materials for purchase, the Library Media Specialist evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids as well as specialists from all grade levels. In specific areas, the Library Media Specialist follows these procedures:

- Gift materials are judged by basic selection standards and are accepted or rejected by these standards.
- Multiple copies of items much in demand are purchased as needed.
- Worn or missing standard items are replaced periodically.
- Out of date materials or those no longer useful are withdrawn from the collection in order to maintain the integrity of the collection. The American Library Association recommends that 3 to 5% of materials be weeded annually.

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

SCHOOL BUDGET

3001

TOPICS

STATEMENTS

A. BUDGETING PROCESS

A school budget shall be prepared annually based on the allocation from the Board. All funds expended by the school shall be included in the budget. The budget shall include a complete financial forecast of both anticipated receipts and the expenditures for the school year and shall be prepared on forms approved by the Superintendent.

Prior to the end of the school year, each staff group that will be involved in a particular activity account shall be required to develop a working budget and a narrative explanation of expenditures. This budget shall be the work of the members of the group with the advice of the team leader or sponsor.

B. COUNCIL APPROVAL

The Principal, with the assistance of the team leaders and Planning Committee, shall submit and recommend a draft budget within the allocation level approved by the Board for the Council's consideration. The principal shall recommend approval of the annual school budget by the Council no later than three weeks after receipt of notice of final allocation of funding from the Board.

C. EXPENDITURES

Expenditures of funds allocated to the school shall be pursuant to all fiscal policies of the Board. Funds may be moved from one activity account to another only with approval of the principal. The principal shall approve each expenditure. Expenditures shall not exceed appropriations.

D. AUDIT

Accounting for funds shall be pursuant to all fiscal and audit policies of the Board. The audit shall be reported to the Council.

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

CURRICULUM

4002

TOPICS

STATEMENTS

A. CURRICULUM

The curriculum of Oldham County Middle School shall be developed to meet the Kentucky Core Academic Standards and the exit standards and demonstrators of the Oldham County School District.

Changes in our curriculum will reflect needs identified by our Comprehensive School Improvement Plan and assessment results. Changes in curriculum will be approved by the Council.

Our Comprehensive School Improvement Plan will spell out goals for aligning the curriculum as well as provide professional development support.

Teachers will plan and coordinate instructional units and lessons through PLC's to address student learning in all curricular areas to ensure that students are participating in appropriate instructional opportunities.

B. COMMITTEE

A standing curriculum committee will develop recommendations for the Council's consideration on issues involving curriculum changes, additions, or deletions.

Adopted – Oldham County Middle School School-Based Decision Making Council –
June 15, 1999; revised January 12, 2009.

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

EXTENDED SCHOOL SERVICES

4003

TOPICS

STATEMENTS

A. PURPOSE/DESCRIPTION

The mission of OCMS in part is to provide all students a quality education with high expectations. Therefore, Extended School Services are available for additional opportunities to learn so all students can be successful. ESS is offered both during and after-school during the school year, during breaks and during summer school. The Student Services Committee shall develop procedures regarding description of courses and selection of students to implement this policy.

B. ELIGIBILITY
REQUIREMENTS

Students are notified of eligibility and are strongly encouraged to attend ESS sessions. Successful completion of exit standards in all academic subjects (math, language arts, science and social studies) is required for promotion to the next grade. Eighth grade students must pass all academic subjects in order to participate in Awards activities.

Adopted – Oldham County Middle School School-Based Decision Making Council –
January 9, 2001; revised January 12, 2009.

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

SELECTION OF PRINCIPAL WHEN THERE IS A VACANCY

5001

TOPICS

STATEMENTS

A. CRITERIA

Once the vacancy has been verified by the Superintendent, the Council shall develop a set of criteria for selection of a principal and communicate in writing the criteria to the Superintendent. The Council shall get input from teachers, staff, and parents into development of the criteria.

B. ACTING PRINCIPAL

In the event that the principal's position is vacated prior to the selection of a successor, the Superintendent shall appoint an acting principal until the new principal is chosen. Should the acting principal be on the list of nominees submitted by the Council, the Council shall appoint, from their membership, a temporary chairperson to serve during the actual principal selection process. The acting principal shall serve as the chairperson for any other matters considered by the Council until the new principal is selected.

C. INTERVIEW

The Council shall be responsible for interviewing each candidate submitted by the Superintendent and for reviewing all written information on each candidate provided by the Superintendent.

D. PLAN

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

E. SELECTION

The Council will interview candidates submitted from the Superintendent. The Superintendent, or his designee, shall serve as the chairperson of the Council. The selection will be a majority vote taken in open session. The Superintendent, or his designee, shall have voting rights during the process. No principal who has been previously removed from a position in the district for cause may be considered for principal.

F. REPORTING

The Council shall report its choice of principal to the Superintendent in writing.

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

ASSISTANCE TO THE PRINCIPAL IN SELECTION OF SCHOOL PERSONNEL **5002**

TOPICS

STATEMENTS

A. VACANCY

The principal shall inform the Superintendent of any resignation by a school employee assigned to his/her school. The Superintendent shall determine whether or not the position is vacant.

B. CRITERIA

Once a certified position has been identified as vacant, either by resignation or a new position, the principal shall develop a set of selection criteria with input from the Council and teachers from the subject area where vacancy exists. This same procedure shall apply to non-teaching staff such as counselor or assistant principal.

C. INTERVIEW

The Superintendent will provide a slate of candidates for each certified position. The principal shall select candidates to interview. An ad hoc committee shall be formed by the principal and approved by the Council to interview candidates and make recommendations to the principal.

Candidates for counselor and assistant/associate principal shall be interviewed by the Council with recommendations made to the principal.

All interviews and selection of classified employees may be completed by the principal without input from any interview committee. However, the principal may form ad hoc committees to assist with the selection of classified employees.

D. EMERGENCY
SITUATIONS

In any case, when an emergency is declared, interviews and selection of certified employees may be completed by the principal without input from an interview committee. Emergency shall be defined as the need to employ a person at a time when ad hoc committee members, or faculty members are not available to assist with the interviews of candidates or when immediate commitment to a candidate is needed in order to assure employment of the candidate. The principal shall make every effort to get input into employment of certified school employees.

E. CONSULTING

The principal shall confer with the Council, discussing the decision and reviewing information about the candidates if requested prior to making the final choice for filling a vacancy. The Council may choose consultation by means other than a meeting during the summer months.

F. SELECTION

The principal shall be responsible for making the final choice for filling a vacancy. The principal shall report his/her choice of an employee to the Superintendent in writing.

Adopted – Oldham County Middle School School – Based Decision Making Council –
April 26, 1999; Revised January 12, 2009; Revised April 18, 2013

OLDHAM COUNTY MIDDLE SCHOOL
SCHOOL-BASED DECISION MAKING COUNCIL POLICY

ASSIGNMENT OF STUDENTS TO CLASSES

9003

TOPICS

STATEMENTS

MAXIMUM CLASS SIZE

School class size shall not exceed the maximum class sizes established by the Kentucky Department of Education unless a special action of the Council permits the waiver of the class size limit.

Adopted – Oldham County Middle School School-Based Decision Making Council – May 19, 1999; revised February 9, 2009