

Conner Middle School



School Council Policies

Revised April 2017

Table of Contents

Policy 1: [Curriculum](#)

Policy 2: [Instructional Practices](#)

Policy 3: [Writing Policy](#)

Policy 4: [Technology](#)

Policy 5: Student [Intervention](#)

Policy 6: [Discipline and Classroom Management](#)

Policy 7: [Schedule](#)

Policy 8: [Extra-Curricular Activities](#)

Policy 9: [Assignment of Students](#)

Policy 10: [Use of School Space](#)

Policy 11: [Assignment of Staff](#)

Policy 12: [Consultation for Hiring Staff](#)

Policy 13: [Committees](#)

Policy 14: [Visitors](#)

Classroom Visit and [Code of Ethics Form](#)

Policy 15: [Selection of the Principal](#)

Policy 16: [Outside Programs](#)

Policy 1: [Curriculum](#)

The staff at Conner Middle School will teach the Boone County Academic Standards. Additionally, we will design our curriculum to be personalized and differentiated to meet the academic needs of all learners.

Policy 2: [Instructional Practices](#)

The staff at Conner Middle School will prepare our students to compete in a global economy that demands critical thinking, problem solving, and innovation. We will do this by teaching students to become more empowered, independent, self-directed learners (i.e. set goals, create paths to learning, reflect on learning, and know what to do if/when their plan is not successful). Our instructional practices will develop students' cognitive skills through problem/project/passion- based learning that is authentic and engages them in real world applications. Final products for projects will demonstrate evidence of [Boone County's 10 Cs of a world class education](#) (character, challenge, communication, cultural competence, choice, creativity, collaboration, compassion, community connections, and critical thinking).

Policy 3: [Writing Policy](#)

Students will engage in multiple opportunities of writing to learn (i.e. highlighting, note taking, graphic organizers, summarizing, etc.), writing to demonstrate learning (short answer response, on-demand writing, etc.), and writing for publication (i.e. completing the writing process). Students' final products, in all core subject areas, will include authentic, real world, writing components throughout the year. Teachers and students will utilize the Cognitive Skills Rubric, in correlation with the KY Writing Rubric, to provide feedback and assess students' skills/ growth for each final product.

Policy 4: [Technology](#)

CMS is a one-to-one technology school, providing each of our students a device for instructional use. Students are responsible for keeping their assigned equipment in good working condition. Intentional destruction of the device or misbehavior that results in damage may result in student replacement. See page 24 of the BCS Student Code of Conduct Book for the Acceptable Use Policy that covers all student use and responsibilities of technology and equipment.

Students are permitted to bring their own technology (BYOT) to school, but must adhere to the following guidelines:

- Students participating in BYOT must adhere to the District Code of Conduct, Board Policies, Acceptable Use Policy and Procedures, and school SBDM policies and procedures.
- Students assume all risk of theft or damage of BYOT devices while on school property. Students should exercise responsible behavior in the use and protection of any BYOT devices.
- Students bringing BYOT devices will comply with teachers' requests to collect, use/shut down/close/discontinue operation of BYOT devices.
- BYOT devices should be in silent mode while on school property, unless otherwise allowed by a teacher. Devices should be in silent mode on the school bus.
- BYOT devices may not be used to record, transmit, or post images/sound/video of a person or persons during school activities and/or hours, unless otherwise directed by a teacher for a specific educational purpose.

For all BYOT devices used on Boone County School District property, the Boone County School District reserves the right to:

- Monitor all activity.
- Deny access to any device that may be deemed harmful to the network or the instructional environment.
- Deem what is appropriate use.
- Collect and examine any BYOT device that is suspected of causing problems that violate either a school rule or law of the state of Kentucky.
- Remove BYOT privileges at any time.
- Boone County Schools will not provide repairs, installations/downloads, or technical support for BYOT devices. If a BYOT device interferes with the district network in any way, the device will be banned from the network.
- Boone County Schools will not be responsible for charges incurred on personal 3G/4G plans. Students are expected to connect BYOT devices to the Boone County Schools wireless network and not connect to personal 3G/4G data plans.

Policy 5: Student Intervention Policy

Our belief is that with appropriate guidance and mentoring all students can succeed. Through personalized learning and data monitoring we are able to provide interventions to meet the needs of individual students.

1. All students will be assigned a one-to-one adult mentor for the school year that they will meet with weekly. During these sessions, students will work with their mentors to review and reflect on their progress, determine next steps, set goals, and make personal connections.
2. Student progress will be monitored using multiple data points. We will review STAR

- testing data to determine students who meet criteria for additional support at least three times a year. Interventions that are tailored to meet individual needs will be provided.
3. The personalized learning platform will be utilized by students and teachers to ensure mastery learning.
 4. Students who advance in their personalized learning platform more quickly will be given opportunities to extend their learning further. When appropriate, passion projects will be implemented for these students to provide opportunities to demonstrate leadership and true mastery of their learning.
 5. Any student who does not complete all of the grade level required power focus areas or does not have an overall final average in any class of 70% or higher will be required to attend Summer School. Students will be dismissed from Summer School once they have completed the power focus areas that they have not yet mastered and/or have raised their average to at least 70% in each class.
 6. If a student does not meet the passing requirements by the end of the Summer School session, decisions regarding the next year's placement will be determined by school administration.

Policy 6: Discipline and Classroom Management

The goal of the faculty, staff and administration at Conner Middle School is to create and maintain a safe, orderly and positive learning environment by implementing a system of school-wide positive behavior interventions and supports. These interventions and supports will be of a positive, proactive and instructional nature. Through the identification, adoption, implementation, monitoring and sustained use of research-validated behavior practices, the faculty, staff and administration will provide the students of Conner Middle School with the opportunity to become self-disciplined, responsible and productive citizens of the commonwealth.

The research-validated practices to be implemented will include the following components:

- 1. A common approach to discipline;**
- 2. Three to five positively stated expectations for all students and staff;**
- 3. Procedures to teach the school-wide expectations;**
- 4. Procedures to encourage responsible behavior;**
- 5. Procedures to discourage irresponsible behavior; and the**
- 6. Use of data to monitor and evaluate progress and effectiveness**

School-wide expectations will be reviewed as needed throughout the school year.

A committee designated by the SBDM Council will analyze behavioral data on a monthly basis. Behavioral data that does not violate confidentiality will be shared with the stakeholders (faculty, staff, SBDM Council, etc.) of Conner Middle School on a ~~monthly~~ **regular** basis.

At the beginning of each school year, a designated committee will review the system of school-wide positive behavior interventions and supports with new and returning faculty and staff members.

Policy 7: Schedule

The principal shall develop the school schedule to meet the needs of students and our school's mission.

The schedule structure will remain the same as the previous year unless there is a need for a change to better meet the needs of our students. In this case, a schedule proposal will be presented to staff with the opportunity for all to provide input through a collaborative process (i.e. Google Docs). The final schedule change will be put out to staff for a majority vote. Written ballots will be tabulated by the school BCEA representatives. The staff vote will be presented to the SBDM council for a final approval.

The members of each team shall determine how their blocks of time will be used during their core instructional time.

Policy 8: Extra-Curricular Activities

The principal shall ensure that male and female students have a wide range of opportunities to participate in extracurricular activities, including academics, athletics, musical and dramatic performances, and service opportunities.

Any student participating in an extracurricular activity at Conner Middle School or a Conner Middle School student participating in an extracurricular activity at Conner High School must meet the following eligibility criteria:

1. The student must be currently enrolled and attending classes at the Conner Middle School facility, having been promoted to current grade. All students meeting these criteria should have the opportunity to try out for school teams.
2. A student would be considered ineligible if they are three or more focus areas and/or projects behind and not making an effort to get caught up (teacher discretion). Administration has final decision. The period of eligibility begins at the start of selection to the extracurricular team and will be checked weekly throughout the season.
3. Eligibility will be checked each week by the athletic director, and he/she will give the information to the coach /sponsor. Student athletes will be required to get all teachers to sign their eligibility form each Friday and turn it into the athletic director for approval. Any student who is determined to be ineligible will be so for a period of one week (Friday - Thursday). The

participant will not participate in any games/competitions, will not dress for any games, or practice with the team during the period of ineligibility. If the student enters a 3rd period of ineligibility he/she will be dismissed from the activity for the remainder of the season. Coaches must notify the parent.

4. In addition to grades, the student's social performance in school will also be monitored. Determination of eligibility based on a student's behavior in school or in school related situations will be the decision of the school administration and will be handled on an individual basis. The period of ineligibility will be determined by the administration.

The student and the student's parent/guardian will be made aware of this policy prior to the start of any extracurricular season with a written copy of the regulations.

All extracurricular coaches must submit team rules and regulations for review by the Site Based Council prior to tryouts to insure conformity with Site Based Council Policies.

A school district employee must be present at all organized team activities.

Every student shall have an opportunity to participate in organized intramural activities. The principal/athletic director/activity sponsor shall organize intramural opportunities to accommodate those.

Policy 9: Assignment of Students

Assignment of students to all classes and programs will be in line with our school's mission, vision, values and goals.

Assessment data and input from staff will be utilized to best place students each year. The principal shall make final assignments that meet student needs without creating any classes that exceed the state class size caps.

Policy 10: Use of School Space

The principal shall determine the use of school space during the school day and assign courses and teachers to each room.

Each teaching team shall, to the extent possible, be assigned a set of adjacent rooms that permit quick, orderly movement of students from one room to the next.

Policy 11: Assignment of Staff

All staff instructional and non-instructional time will be assigned by the principal to best meet the academic needs and providing a safe learning environment for our students.

Policy 12: Consultation for Hiring Staff

Interview

Teaching/classified position applicants will be interviewed by an ad hoc interview committee. All SBDM members and teachers who will work directly with the potential candidate will be invited to be on the ad hoc committee and participate in the interviews.

Selection by Principal

The principal will take into consideration the committee's recommendation prior to consulting with SBDM council and making his/her recommendation to the superintendent.

Policy 13: Committees

Committees will be developed on an Ad Hoc basis. Council will determine the purpose, the membership needs, and the length of time for each committee. When possible, full staff virtual collaboration (i.e. Google Docs) will be utilized to maximize staff participation.

Policy 14: Visitors

CONDUCT

All visitors to the school must conduct themselves so as not to interfere with the daily operation of the school program. Visitors should not interact with the staff during instruction, should not attempt to interact with students during the observation, and should not cause a distraction or disruption to the educational process. If the visit is deemed a distraction by either the teacher or principal, the visitor will be asked to end the observation.

Parents and guardians wishing to participate in an observation or visitation will not bring siblings or other children.

MEETINGS/APPOINTMENTS

Visitors will enter the main office door for appointments with teachers. Visitors will sign in with the front desk receptionist and wear a visitor's sticker for the duration of the visit. A teacher or staff member will be called to meet the parent in the office for the appointment. Upon leaving at the conclusion of the meeting, the parent will sign out in the main office before

departing. Conferences will occur only during unstructured time either during a teacher planning period or outside the school day.

Visitors are only to visit with teachers with whom they have a meeting scheduled. Parents are encouraged to assist in the school for the betterment of the students, but to make appointments with teachers in advance if they will be working in the classrooms in the building with students. There will be no meetings outside of school hours without 24 hour notice and approval by an administrator or designee.

CAFETERIA VISITATION

A parent or guardian wishing to have lunch with their child may do so provided they call in advance and have prior approval. All requests must be approved by administration.

PARENT OBSERVATION OF CLASSROOMS

An individual wishing to observe in the classroom shall have a current criminal background check on file at the school or be accompanied by the principal or designee for the classroom or school visit. Observers should submit a *Classroom Observation Request* form including the date, time and purpose of the proposed classroom visit at least forty-eight (48) hours in advance to the principal or designee. The classroom visit will be approved or denied by the principal or designee. If approved, the visit will be coordinated with the classroom teacher and accompanied by the principal or designee. An explanation will be given on the *Classroom Observation Request* form if denied.

All visitors must sign in/out at the office prior to the agreed upon observation time. A visitor's sticker will be issued and the principal or designee will be notified. A *Code of Ethics* form must be read and signed by all visitors observing in classrooms.

The classroom observation will be limited to one class period, not to exceed 50 minutes. The visitor will not interrupt the classroom setting or the instruction; therefore, the time of the visit will be determined by the principal or designee. During the school year, an individual will be limited to two (2) classroom observations.

Individual cases concerning classroom observations may be taken under consideration by the principal or designee after consultation with the teacher. The principal or designee shall have the latitude to deviate from the above guidelines to allow more frequent visits or to restrict or deny visits at any time he/she perceives the change to be in the best interest of the children, parent or teacher. The principal's or designee's decision per classroom observation requests will be stated on the *Classroom Observation Request* form.

Adults will dress appropriately and follow the student dress code as stated in the student handbook. Cell phone use is prohibited while in classrooms.

VOLUNTEERING IN CLASSROOMS, SCHOOL, OR ON FIELD TRIPS

Persons wishing to participate in Field Trips or work with students on activities that require one-on-one or small group involvement must have a State of Kentucky Volunteer Criminal Records Check on file in the office prior to participation. Volunteers are prohibited from impromptu visits to classrooms without prior approval.

***See next page for the Observation Request and Code of Ethics form.**

Classroom Observation Request and Code of Ethics Form

Name: _____ Date of Request: _____

Phone: _____ Email: _____

Student: _____ Grade: _____

Teacher/s to be observed: _____ Date: _____ Time: _____

Purpose of observation:

Approved: _____ Date: _____

Denied: _____ Date: _____

NOTE: As stated in the CMS visitor policy, parents and guardians will dress appropriately and follow the student dress code as stated in the student handbook. Cell phone use is prohibited while in classrooms. Photos and or videos are not permitted without written permission.

The following Code of Ethics is required for all visitors:

- a) Visitors will protect the health and safety of students;
- b) Visitors will practice confidentiality, while maintaining respect and dignity for the students, school and community;
- c) Visitors will strive to set and maintain high moral and ethical conduct by setting an example with all involved students;
- d) Visitors will cooperate with the certified staff and administration to assist with enforcement of rules and regulations.

I understand and agree to the above code of ethics and confidentiality statement. I understand that discussions of confidential matters and criticism of professional staff, pupils and/or programs is inappropriate.

Visitor Signature

Date

Policy 15: Selection of the Principal

Once a vacancy has been verified by the superintendent, the council will select an interim chairperson from its membership. If selection process extends beyond current council term, a joint committee will be formed composed of incoming and outgoing council members.

The school council shall obtain training in recruitment and interviewing techniques from a trainer(s) of their choice. The school council shall convene a special meeting for the purpose of receiving training. This shall be completed prior to beginning the selection process. Trainers shall be noted in the council minutes along with the dates and times of the trainings.

The school council will develop a written plan for selecting the principal and shall disseminate the plan to stakeholders (upon request). If the existing principal is available, the council will decide if or when to use him/her in an advisory capacity in the selection process.

The superintendent shall provide the school council with a list of qualified applicants. The school council shall meet in closed session to review all written information on each candidate (applications and references).

The school council shall meet at the conclusions of all interviews in closed session to discuss each applicant. The council reserves the right to request additional candidates from the superintendent at the conclusion of all first round interviews.

The school council shall select a principal applicant in closed session. In open session, the council shall announce that a decision had been made.

The interim chair shall contact the superintendent with the name of the applicant chosen. The selection shall be communicated to the superintendent in writing. The superintendent shall contact the applicant to offer the position and complete the hiring process.

Once the applicant accepts the principal, the interim chair shall contact the school council members to notify that position has been filled.

(The school council shall follow district policy, working with district human resources to notify other applicants of school council decision.)

Policy 16: Outside Programs

Definition: An outside program is defined as any program held at Conner Middle School with participation of CMS students that is not part of the regular curriculum and/or is being presented

to students from non-CMS teachers.

Procedure: Staff members must request, in writing, approval for an outside group (i.e. guest speaker) to the principal. The request must include the following:

1. Name of outside person/group
2. The purpose of the request and curriculum connection.
3. Dates and time requested.
4. Cost of the activity/program and the proposed funding source

The principal will make the final approval.