

Budget Policy

The Site Based Decision Making Council shall develop Southern Middle School's budget each year in compliance with the budget format provided by the Superintendent of Pulaski County Public Schools and the time line set by Pulaski County Board of Education policy.

The budget shall:

1. Consist of all allocated funds (Section 6, Professional Development, etc.)
2. Be based on needs of students as identified by the Comprehensive School Improvement Plan, needs assessment reports; other pertinent data or critical priorities set by the Council.
3. Shall be approved by the council and reviewed as it pertains to the "Implementation and Impact Report" of the School Improvement Plan.

3-7-06
First Reading

4-11-06
Passed

4-11-06
Second Reading

Troy Dotson
Chair

School Wide Homework Policy

Homework is given or not given at the discretion of the teacher. It is the student's responsibility to do homework assignments and turn them in to the appropriate teacher. Teachers do not have to accept late or incomplete homework assignments.

Students with excused absences have three days to make up missed work. Teachers, however, have the discretion to extend that time if they choose. It is the student's responsibility to secure all and any missed assignments and make the necessary arrangements to complete the assignment.

1/11/05
First Reading

2/08/05
Second Reading

2/8/05
Passed

Don Vitrick
Chair

I-1 Function- Determination of Curriculum

1.1

Curriculum shall be defined as all experiences provided by the school which are designed to help children develop academically, socially, emotionally, and physically.

1.2

The team leaders and department chairs shall be formed and shall be responsible for assessing, designing, monitoring, and evaluating the curriculum. Further the team shall help assure the curriculum at Southern Middle School meets state and local Board standards and that technology is appropriately infused into the curriculum. The Team shall report to the school council as charged.

1.3

The team shall recommend to the council an annual plan for improving the curriculum. Priorities for the plan shall be supported by a summary of CATS analysis and teacher input.

First Reading 7/10/03

Passed 7/29/03

Second Reading 7/29/03

Chairperson Paul J. Smith

I-2

Function- Assignment of all instructional and Non-instructional Staff Time.

2.1 Administrative Team shall:

- (1) Review teacher assignments.
- (2) Match individuals with program needs during instructional time.
- (3) Assign non-instructional time to include duty times, extra curricular activities, (which will include/but not limited to after school activities) and parent involvement activity.

2.2 Administrative Team shall report and present to the council for review.

First Reading 7/10/03

Passed 7/29/03

Second Reading 7/29/03

Chairperson Jon Strick

I-3

Function- Assignment of Students to Classes and Programs within the School.

- 3.1 Student assignment shall be defined as appropriate placement of individuals based on specific needs.
- 3.2 Guidance Office with the assistance of team members shall:
 - (1) Develop a schedule for each student's individual needs.
 - (2) Assign students to classes and programs that best meet their needs maintaining appropriate ratio.

First Reading 7/10/03

Passed 7/29/03

Second Reading 7/29/03

Chairperson Jon Strick

I-4

Function- Determination of the Schedule of the School Day and Week

- 4.1 Scheduling shall mean the development of a master plan for using time within the school day.
- 4.2 Each team shall be responsible for creating a daily schedule. Lunch and exploratory to be determined by Administrative Team.
- 4.3 Each team shall submit schedules to the council for review.

First Reading 7/10/03

Passed 7/29/03

Second Reading 7/29/03

Chairperson 

I-5

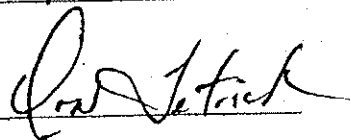
Function- Determination of Use of School Space

- 5.1 School space shall include all buildings and grounds occupied by the school and shall include use of buildings, classrooms, and grounds before, during, and after the school day.
- 5.2 The principal shall monitor use of school space.

First Reading 7/10/03

Passed 7/29/03

Second Reading 7/29/03

Chairperson 

I-6

Function- Policy on planning and resolution of issues regarding instructional practices.

- 6.1 An instructional team consisting of team leaders, team members, and other designated, will be charged to find best practices. The results will be shared with the staff. Training will be provided on a as needed/requested basis for implementation of the strategies in the classroom.
- 6.2 Resolution of instructional practices issues shall be resolved by the Principal after consultation with the party/parties involved.

First Reading 7/10/03

Passed 7/29/03

Second Reading 7/29/03

Chairperson 

I-7

Function- Discipline

- 7.1 All students shall be expected to follow the Pulaski County and Southern Middle School Code of Conduct.

- 7.2 Administrators and teachers will administer discipline based on the severity of the offense.

First Reading 7/10/03

Passed 7/29/03

Second Reading 7/29/03

Chairperson Joe Vetric

Amended

I-8

Function- Selection of Extra-Curricular Programs and Determination of Policies Relating to Participation

8:1 Attendance Requirement:

A student must be present on the day of the extra-curricular activity in order to participate.

8:2 Academic Performance:

Any participant must maintain a cumulative 2.0 grade point average (GPA) based on a 4.0 scale, during the course of their season. The participant will have their grades evaluated at the beginning of their season. This will be based on their last report card or their last mid-term progress report. They will have their grades evaluated at each mid-term report and report card during their season. If a participant fails to meet the required 2.0 GPA at any of the check times, they will then serve a two week probation at which time they will not be allowed to practice, dress or participate in any practices and games. At the end of the two week period the grades will be re-evaluated. If the participant has achieved the 2.0 GPA requirement they be re-instated, if they fail to meet the 2.0 GPA requirement they will be dismissed from the team/squad. A participant may only serve one probationary period for a sport. A second failure to achieve a 2.0 GPA on a sport's season will result in the participant being dismissed from the team/squad.

First Reading 7-10-03

Passed 7-29-03

Second Reading 7-29-03

Chairperson Jon Detrick

I-9

Function- Policy on Procedures, for determining alignment with state standards, technology utilization, and program appraisal.

9.1 Teachers' Duties

Teachers shall document use of core content in their weekly lesson plans/unit plans.

9.2 Principal's Duty

which will be reviewed by the principal and or his designees

9.3 Department Duties

Each department shall periodically review lesson plans for gaps or overlaps of core content/program of studies being taught. The department will immediately rectify any perceived gap or overlap.


9.4 Technology Utilization

Teachers will follow local school board procedures and policies regarding technology utilization.

First Reading 7/10/03

Passed 7/29/03

Second Reading 7/29/03

Chairperson 

Section 2 Item J

Function-

11.1 The SBDM at SMS shall annually review data related to students' performance as shown on the Commonwealth Accountability Testing System.

First Reading 7/10/03

Passed 7/29/03

Second Reading 7/29/03

Chairperson 

I-10

Function- Policy on Consultation

10.1 Meetings

Upon resignation or termination of an employee, the principal shall notify the Superintendent and inform the SBDM.

10.2 Timelines

A 30 day time period for receiving applications will immediately follow posting of the opening as covered under law with the exception of an emergency. A 10-day time period will follow for the Principal to review applications and submit a list of applicants for review of the Interviewing Team.

10.3 Interviews

The Interviewing Team shall consist of related department and team members and/or other council members.

10.4 Review of Written Applications

The Interviewing Team will conduct a confidential review of applications and rank them from most desirable to least desirable. This list will then be presented to the Principal within 10 days of receiving the applications.

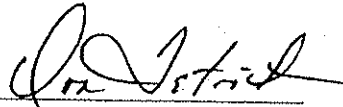
10-5 Review of References

In case of emergency, the council of SMS grants permission to the principal to waive consultation.

First Reading 7/10/03

Passed 7/29/03

Second Reading 7/29/03

Chairperson 

Southern Middle School

Policy: Discipline As Related To Extra-Curricular Functions

Discipline (Defined) Discipline shall be defined as a system for managing student behavior.

Extra Curricular Activities Extra-Curricular shall consist of all school sponsored functions conducted during non-school hours- both on and off school campus. Extra-Curricular activities are not required for completion of class work.

Examples Examples of extra-curricular activities include (but not limited to): Dances, basketball, baseball, volleyball, academic meets, soccer, MORP, etc.

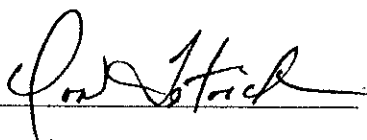
Suspensions Upon the second suspension of a student in a school year, the student shall not be allowed to participate in or attend any extra-curricular functions that semester.

Other Dances shall last no longer than two (2) hours and shall start no later than 6:30 p.m.

First Reading 7/10/03

Amended 7-29-03

Second Reading 7/29/03

Chairperson 

Southern Middle School

Policy on Promotion/Retention

Board Policy Excerpts 8.22AP.1 Promotion and Retention: Schools shall comply with the following promotion, retention, and placement rules and procedures:

All Other Grades:

Promotion of a student in Grades 4-12 shall be determined by the teachers in accordance with the criteria in Policy 08.22.

Retention (Grade 4 through Middle School)

1. Retention may occur if the student fails to:

(A) Make satisfactory progress in the class/subjects, based on such criteria as recorded grades/scores on test, homework and projects and class participation points.

(B) Progress satisfactorily on the academic expectations.

2. Parent(s) have been notified of the possibility of the student's retention by mid-year or as soon after mid-year as the teacher perceives the possibility of retention.

3. The notification has been sent by letter, signed by the teacher and the Principal. The letter shall describe the problem and request the parent(s) to meet with the Principal and the teacher.

2003-2004 SMS Student/Parent Handbook Excerpt

Grades:

The following grading scale is used in the Pulaski County School System:

A-Superior	100-90%
B-Above Average	89-80%
C-Average	79-70%
D-Below Average	69-60%
F-Failing	59-00%

Promotion A student will be promoted if he/she has satisfactorily completed all the requirements listed Below:

1. A student must maintain a 60% combined average in all subjects and
2. Pass at least 3 core classes and
3. Have the recommendation of his/her team.

Retention A student will be held for retention if he/she has not satisfactorily completed all the requirements listed for promotion.

Clarification 1. All exploratory classes will be averaged as one subject area.

First Reading 7/10/03

Amended 7/29/03

Second Reading 7/29/03

Chairperson [Signature]

Southern Middle School
Policy: Composition of Southern Middle School teams

Student
(defined)

A student shall be defined as a person legally enrolled in and attending Southern Middle School.

Team Composition

Teams representing Southern Middle School shall be composed of students legally enrolled within and attending Southern Middle School.

1st Reading April 9, 2002

Passed May 13, 2002

2nd Reading May 13, 2002

Chair 