

***Mercer County Senior High School
School Based Decision Making Council
Meeting Agenda***

**March 21, 2022
4:00 pm**

Members:

Spencer Tatum, Principal & Chair
Ekambaram Elumalai, Teacher Representative
Kendra Rowland, Teacher Representative
Christina Emmanuel, Teacher Representative
Jo Luthe, Parent Representative
Julie Peavler, Parent Representative
Mike Floro, Council Secretary

Opening Business

- Welcome
- Agenda Approval
- February Minutes
- Good News Report

Behavior/PBIS Report

Academic Progress Check

Budget Report

New Business

- Scheduling update
- Graduation update
- Staffing allocations 2022-23
- School fees 2022-23
- MCSH acronym - PBIS
- Academic Honors Policy
- Discipline and Classroom Management Policy (2nd Reading)
- Instructional Practices Policy (2nd Reading)
- School Space Policy (2nd Reading)
- Schedule of School Day Policy (1st Reading)
- Upcoming dates/events

Public Comment

Set time & date for next meeting

Adjourn

***Mercer County Senior High
SBDM Council
Regular Monthly Meeting
February 14, 2022 – Draft Minutes***

The meeting was called to order by Mr. Tatum at 4:00 p.m. in the media center. The following members of the council were in attendance:

Present : Spencer Tatum, Principal Christina Emmanuel, Teacher Kendra Rowland, Teacher Ekambaram Elumalai, Teacher Jo Luthe, Parent Mike Floro, SBDM Secretary	Absent: Jo Luthe, Parent
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Agenda Approval

Motion to accept: K. Rowland, second by C. Emmanuel
Motion was approved by consensus.

Minutes Approval

January minutes were reviewed by the council.

Motion to accept: K. Rowland, second by J. Peavler
Motion was approved by consensus.

Good News Report

- Raegan Daniels was chosen as the high school “Superior Titan” and was recognized at the January Board meeting.
- Scholarship Shoppe was held on January 13th with many local businesses and organizations attending to talk to our seniors about scholarships.
- The Lady Titans Basketball team advanced to the semi-finals of the 2A State tournament in Owensboro.
- Timberlynn Yeast and Lindsay Jessie were named to the 2A State All-tournament team.
- District tournaments for both the boys and girls basketball teams will begin the week of Feb. 21st.
- Archery team is in the middle of their season and the team won first place in the Boyle Co. State Qualifier tournament on January 22nd. Chase Flach placed 1st and had a score of 285/300.
- Academic team won the Katherine Hume Sportsmanship award at the District Governor’s Cup competition. The Future Problem Solving team (Veronica Schroeder, Lauren Hayslett, Nathaniel Vittitoe, and Nathan Simpson) won 1st place.
- In Composition, Lauren Hayslett placed second and Nathan Simpson placed third.
- In Math, Nathaniel Vittitoe placed third.
- In Arts and Humanities, Savannah Merriman placed third.

- In Social Studies, Veronica Schroeder placed fifth.
- Miranda Goodlett was selected as “Teacher of the Month” by the student body.
- District Art winners that will now advance to the regional competition at ECU are as follows:

Kaleb Mitchell - Drawing and Graphic Design

Kiarra McConville - Photography

Ashlyn Cheek - Sculpture

Sarah Bufundo - Fashion Design

Monthly Reports

Behavior: Swiss data was discussed. There were 488 total referrals for the school year through 2/11/22. 69 of these referrals were from “tardy” which was the highest category next to 61 referrals from “minor tardy”.

Academic:

- CERT Testing was given on Monday 1/24 and Tuesday 1/25.
- EOP Testing is Feb 22-25. Any student who scores 70% or higher will earn “career ready” status.
- Progress Reports were made available via parent portal.
- 3rd CERT test will be given on April 18th and April 19th.

Budget:

Section 6 - \$58,944.16

District Activity Accounts - \$352,294.14

Student Activity Accounts - \$27,475.58

- Mr. Tatum will bring a list to SBDM next month on what we are planning to spend a portion of the remainder of the Section 6 funds on.
- 30 touch screen tablets were ordered for staff who do not currently have a portable device.

Old Business

None

New Business

- Mrs. Pike gave an annual update on the FRYSC.
- The “Impact Kentucky - Working Conditions Survey” results were presented and discussed.
- The scheduling process was discussed and council was informed that administration and the guidance office were in the process of analyzing the data from the google forms to determine what class make/don’t make.

Curriculum Policy (2nd Reading)

- No Changes
Motion to accept: K. Rowland, second by J. Peavler

Discipline & Classroom Management Policy (1st Reading)

- The MERCER acronym will have to be changed after the new acronym is approved.
Motion to accept: K. Rowland, second by C. Emmanuel

Instructional Practice Policy (1st Reading)

- No Changes

Motion to accept: C. Emmanuel, second by Dr. Eka

School Space Policy (1st Reading)

- No Changes

Motion to accept: K. Rowland, second by J. Peavler

Schedule of the School Day Policy Review:

- No Changes

Upcoming dates/events:

Feb 14	SBDM 4:00
Feb 17	Board Meeting - 5:30
Feb 21	President's Day - No School
Feb 22-Mar 4	End of Program Testing Window
Feb 23	Blood Drive
Mar 8	11th Grade ACT
Mar 17	Board Meeting 5:30
Mar 21	SBDM - 4:00
Mar 23	Club Day
Mar 25	Titan Singers Spring Concert 7:00
Apr 2	ACT
Apr 4-8	Spring Break
Apr 18	SBDM - 4:00
April 18-19	CERT Testing
Apr 20	Blood Drive
Apr 20	Club Day
Apr 21	Board Meeting - 5:30
May 14	Prom - 8:00

The list was reviewed and Mr. Tatum will continue to share dates with the staff weekly.

Public Comments

None

The next regular monthly meeting will be March 21st at 4:00 p.m. The SBDM council was adjourned at 4:48 p.m. The motion was made by Dr. Eka and seconded by C. Emmanuel. Motion was approved by consensus.

Submitted by Mike Floro, recording secretary

Good News Report – March 21, 2022

- Sara Dunn was chosen as the high school “Superior Titan” and was recognized at the February Board meeting.
- Madelyn Goodlett was chosen as the high school “Superior Titan” and was recognized at the March Board meeting.
- Jaicy Todd placed 3rd in the state in the Jim Claypool Conservation Essay contest.
- Sadie Peavler won the Harrodsburg Rotary speech contest and will advance to the next level of competition.
- Future Problem Solving team (Nathan Simpson, Veronica Schroeder, Lauren Hayslett, and Nathaniel Vittitoe) placed 3rd in the Region 11 Governor’s Cup competition.
- Nicholas Walden was selected to perform in the 2022 edition of the Jazz All-Stars of Central Kentucky.
- Nathaniel Vittitoe was selected as a National Merit Finalist.
- MCSHS Concert Band scored a Distinguished at the KMEA Concert Festival.
- Timberlynn Yeast scored her 2000th point in girls basketball.
- Girls basketball team won the 46th District basketball tournament and were the 12th Region runners-up.
- Lindsay Jessie, Teigh Yeast, and Timberlynn Yeast were named to the 46th District All-Tournament team.
- Lindsay Jessie, Teigh Yeast, and Timberlynn Yeast were named to the 12th Region All-Tournament team.
- Timberlynn Yeast was named to the 12th Region All-Region first team.
- Timberlynn Yeast won the Kentucky Rise Up Player of the Year.
- Boys basketball team was the 46th District runner-up and advanced to the 12th Region tournament.
- Seth Caton and Trevor Ellis were named to the 46th District All-Tournament team.
- Trevor Ellis was named to the 12th Region All-Tournament team.
- Aaron Caton, Sam Baughman, and Brayden Dunn were named to the 12th Region boys basketball All-Academic team.
- Jai Maria Piazza won gold in the 60 meter hurdles and the 400 meter at the Indoor State Track state championships.
- Matthew Mays won gold in the long jump and Triple Jump at the Indoor State Track state championships.
- Spring sports (baseball, softball, bass fishing, tennis, and track) are all underway.
- Regional Art winners are as follows:
 - Kaleb Mitchell - Best of Show 2D
 - Sarah Bufundo - Fiber Arts

Section 6 Accounts	2021-22 Budget	Balance as of March 14, 2022
Certified Permanent Salary		
Extended Day		
Extra Service		
Other Certified	700	425.00
Certified Substitute Salary	1,000	576
Classified Regular Salary		
Classified Other Pay		
Classified Substitute Salary		
Employer FICA Contribution		
Employer Medicare Contribution	100	90.04
KTRS Employer Contribution	100	79.03
CERS Employer Contribution		
KSBA Unemployment Insurance	50	45.51
Workshop Consultant	250	250
Education Consultant	1,000	500
Registration Fees	12,000	3,787.00
Conference Registration		
Security Services		
Other Professional Services	1,000	570.00
Copier Rental	18,000	3,000.00
Other Rental	200	200.00
Postage & PO Box Rental	3,000	457.60
Telephone	3,000	1,440
Newspaper Advertising		
Travel	2,500	578
General Supplies	20,000.00	-3,275.88
General Supplies (Library)	500	338.84
Food Non Instructional	500	386.25
Food Instructional Non Food Service	250	250.00
Library Books (Library)	2,000	-49.06
Periodicals (Library)	1,000	-214.50
Supplemental Books/Study Guides		
Textbooks		
Audiovisual Materials (Library)	1,250	596.95
Tests	250	250
Reference Materials	250	250
Computer Related Supplies	15,000	3,202
Awards	250	250
Health Supplies	1,000	269.66
Equipment Supplies		
Furniture/Fixtures		
Furniture/Fixture supplies		-3,631.01
Other Supplies & Materials		-3975
Tech Related Hardware	500	357.00
Computers (Library)		
Tech Software	500	500.00
Instructional Equipment	500	500
Dues & Fees	1,000	595.00
Graduation Expenses		
Other Miscellaneous	40,372	15,922
Food Instructional Non Food Service		-4,073.49
General Supplies (School supplies)	39,571	17,570.10
Other Repairs and Maintenance	500	440.00
General Supplies (Custodial)	20,000	3,687.93
TOTAL	188,093.09	46,217.45

District Activity Accounts @ Central Office	Balance as of March 14, 2022
Destitute Senior	312.36
Class of 2023	3,400.75
Driver's Education	11,700.00
General Fund	40,855.39
Ag Shop	7,680.57
AP Exam	4,746.36
Art	225.88
Band	4,970.57
Chorus	406.95
Drama	9,008.28
English	7.65
Class of 2024	0
Foreign Language	579.21
Horticulture	43,847.19
Library Book Fair	516.03
Class of 2025	767.34
Mercer Foundation Grant	0.00
Yearbook	5,145.83
Pictures	1,790.27
Science	0.00
Senior Trip	160.38
Summer School	9,262.80
Technology	833.88
Class of 2022	7,078.34
Textbooks	16,903.36
College Tech Educational	903.83
Staff Fund	2,333.01
Col. Chinn Scholarship	500.00
Alvis Johnson Scholarship	2,190.00
School Store	140.35
General Athletics	-1,387.29
Archery	1,391.80
Baseball	858.86
Boys Basketball	7,154.66
Girls Basketball	1,417.27
Cheerleading	1,408.02
Cross Country	1,011.13
Dance	1,385.97
Football	9,620.47
Football Bowl Game	23,870.92
Football Capital	6,092.80
Football Supplemental	15,809.91
Golf	3,396.02
Boys Soccer	1,037.57
Girls Soccer	6,367.29
Softball	3,856.25
Boys Tennis	1,954.18
Girls Tennis	2,293.85
Track	4,156.09
Volleyball	46.42
Bass Fishing	4,973.56
Heart of the Bluegrass	5,162.30
Athletics Supplemental	3,618.78
Gate Receipts	112,146.54
Athletics Training	0.00
TOTAL	408,355.95

Student Activity Accounts @ Central Office**Balance as of March 14, 2022**

Thirst Club	24
KYA/KUNA	979.21
Fellowship of Christian Athletes	658.26
Republican Club	111
Unity Club	206.01
FCCLA	2,892.45
Engineering Club	674
Future Educators of America	129.81
National Honor Society	1779.74
Spanish Club	1,224.95
Student Council	1127.05
Key Club	65.71
Film Club	121.31
Envirothon Team	75.03
Book Club	611.62
Beta Scholarship	170
Band	3,740.00
Project Graduation	1,965.39
Beta Club	2,652.78
FFA	20,235.28
School Store	202
Student Vending	1,249.08
Pep Club	761.18
Weightlifting	381.34
Chess Club	676.55
TOTAL	42,713.75

Mercer County Schools Preliminary SBDM Allocations 2022-23
up for board approval on February 17, 2022

MERCER HIGH SCHOOL	Grades 9-12	Proj ADM 2021-22	Act ADM for 2021-22	Cap Size	Allocation	Current Staffing	Allocation vs. Current Staffing
Cap Size Staffing	Grade 9	226		31	7.29		
	Grade 10	231		31	7.45		
	Grade 11	183		31	5.90		
	Grade 12	183		31	5.90		
	TOTAL	823					
Supplemental Allocation	Gr 9-12 Mmbshp/51 Principal		-		26.55		
					16.14		
					1.00		
TOTAL CERTIFIED					44		45
Classified Allocation							-1
Custodial	1 for 20,000 sq ft		121850		6.09		
					6.5		0.5
Management Support	(.076XCS)+(.001XSE) cs = Certified staff se = Student Enrollment				4.14		
					4.0		4
TOTAL CLASSIFIED							10.50
Section 6 Allocation	Current ADA as of 2/10/2022	690.84	Per Pupil 139.33		\$96,254.74		
Section 7 Restricted Funds:							
Custodial Supplies		690.84	16.00		\$11,053.44		
Student School Supplies		690.84	35.00		\$24,179.40		
TOTAL SBDM Allocation			\$131,488			2021-22 Funding \$153,487	Difference (\$21,999)

Mercer Senior High School	
Student Fee	\$15.00
Lost Library Books	\$20.00 per book
Overdue Library Books	\$0.10 per item per day
Lost/Damaged Textbooks	Fee based on replacement cost
Lost Novels	\$10.00 per novel
Field Trips	Cost based on actual trip cost
Student Parking Permit	\$25.00 per year
Lost/Damaged Chromebooks	\$200.00
Chromebook Broken Screen	\$50.00
Chromebook Lost Power Cord	\$20.00
Drama/Play Ticket Price	\$10.00 Adult/ \$5.00 Student
Summer School/Credit Recovery (additional assistance may be available)	\$25.00 per credit; \$10.00 for students on Free/Reduced Lunch
Sports participation Fee (per sport with max of \$100 per student and/or family)	\$50.00
Freshman/JV/Varsity Game Admission (Adult)	\$5.00/\$6.00
Sport Specific Adult Pass	Based on number of home events per sport
Season Tailgate Pass	\$40.00
One Time Tailgate Pass	\$10.00
NSF check recovery fee	\$50.00

New Acronym Suggestions that start with M:

- Mature
- Motivated
- Mindful
-

New Acronyms Suggestions for C:

- Courageous
- Competitive
- Caring
-

New Acronym Suggestions for H:

- Honest
- Hard-working
- Helpful
-

New Acronym suggestions for S:

- Safe
- Selfless
- Success
-



Rowland, Brian <brian.rowland@mercer.kyschools.us>

MCSH Acronym

1 message

Ashford, Andrew <andrew.ashford@mercer.kyschools.us>

Wed, Dec 1, 2021 at 8:08 AM

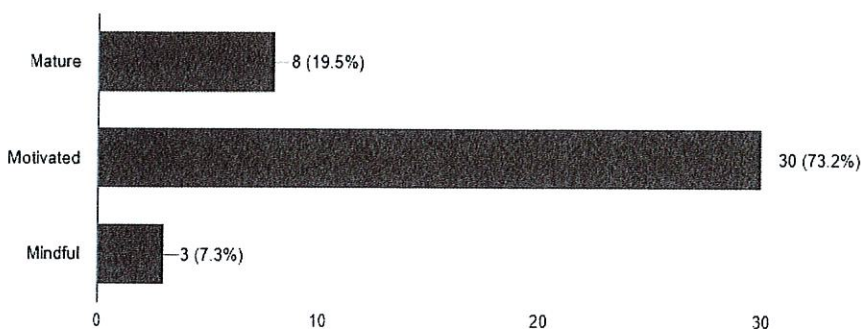
To: "Rowland, Brian" <brian.rowland@mercer.kyschools.us>, Miranda Goodlett <miranda.goodlett@mercer.kyschools.us>

Here are the responses so far from 41 people.

Motivated
Competitive
Successful
Hard-working

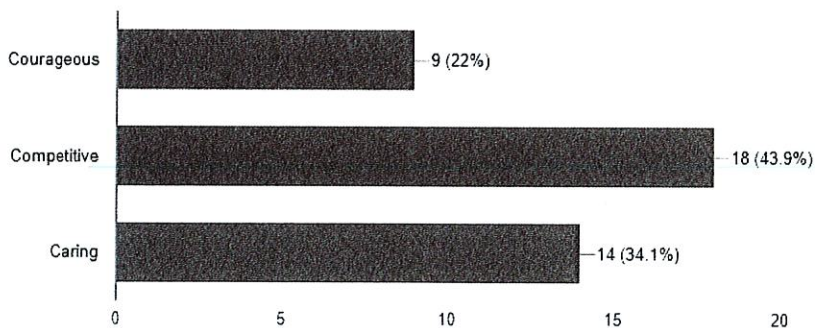
M

41 responses



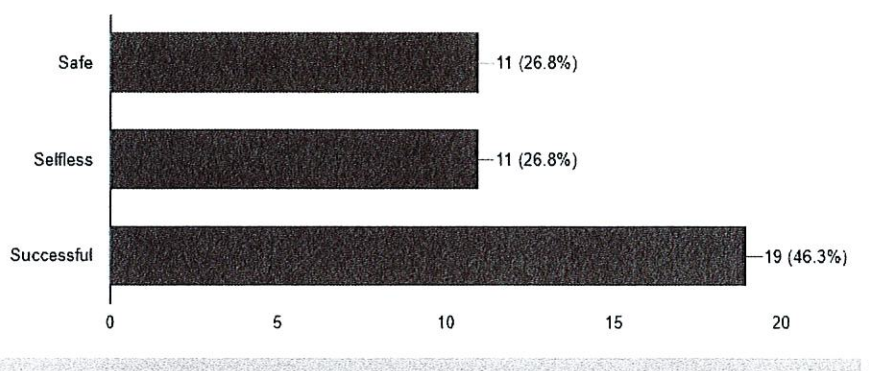
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41 responses



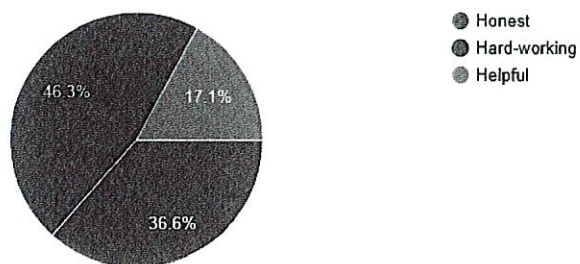
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41 responses



H

41 responses



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Andrew J Ashford

Social Studies Teacher

Mercer County Senior High School

AP World History

World Civilizations

Psychology

History vs Hollywood

Academic Honors**VALEDICTORIAN AND SALUTATORIAN**

Students who have earned at least 50% of their high school credits at Mercer County Senior High School and have been enrolled their entire senior year will be eligible for valedictorian and salutatorian. Based on scholastic achievement in the grades nine (9) through twelve (12), students in the senior class with the highest and second highest weighted numerical grade point average shall be designated respectively as valedictorian and salutatorian. Weighted numerical grade point average will be calculated and ranked as defined by SBDM council policy.

HONOR ROLLS

At the high school level, honor rolls will be published each semester.

Students qualifying for the "All A" Honor Roll shall make no grade lower than an A.

To make the "A and B" Honor Roll, students shall achieve a grade average no lower than a B.

CLASS RANK

Based on a weighted numerical grade point average, class rank will be calculated for all students with the exceptions of foreign exchange students and those students receiving an alternate diploma due to severe disabilities.

ACADEMIC LETTERS

Qualifying students in grades nine through twelve (9-12) shall be awarded an academic letter and, in subsequent years, an academic bar based on the following criteria:

1. Students must have attended the high school for at least one (1) full year.
2. Students shall have earned a grade point average of at least 3.50 from the previous academic year.

OTHER AWARDS

Special achievement awards shall be granted to students at the end of the school year.

RESPONSIBILITY

The Superintendent or the Superintendent's designee shall develop procedures to govern identification and announcement of student honors and award recipients.

RELATED POLICY:

08.221

Adopted/Amended:
Order #:

Proposed High School SBDM Policy:

Students may earn the Latin academic honor of cum laude, magna cum laude and summa cum laude at graduation. These students will be recognized in the graduation program for these different levels of distinction. Students maintaining a 4.0 or higher cumulative weighted grade point average will receive white stoles to wear at graduation. Students with weighted grade point averages of 3.5 - 3.99 will receive gold cords to wear at graduation. The system of recognizing students at graduation is as follows:

Summa Cum Laude 4.0 or higher

Magna Cum Laude 3.8 - 3.99

Cum Laude 3.5 - 3.79

The following courses will have weighted grade point averages (Honors courses, Advanced Placement courses, and Dual Credit courses)

English

- Honors English I
- Honors English II
- AP English Language
- ENG 111
- ENG 112

Social Studies

- Honors Survey of Social Sciences
- AP U.S. Government
- AP Psychology
- AP Human Geography
- AP U.S. History
- AP World History
- HST 110
- SOC 110
- PSY 111

Math

- Honors Geometry
- Honors Algebra II
- AP Calculus AB
- AP Calculus BC
- AP Statistics
- MTH 111
- MTH 112
- MTH 123

Science

- Honors Integrated Science I
- Honors Biology
- AP Biology
- AP Chemistry
- AP Environmental Science
- BIO 110
- BIO 103

Electives

- AP 3 Dimensional Art
- AP 2 Dimensional Art
- AP Drawing
- AP Spanish
- EDF 100
- AGR 182
- AGR 100
- AGR 140
- AGR 160
- NAA 100
- AHS 115
- MAC 120

Valedictorian & Salutatorian

The student with the highest weighted numerical grade point average will be the valedictorian and the student with the second highest weighted numerical grade point average will be the salutatorian. Both valedictorian and salutatorian will be recognized during high school graduation. The rank will be averaged to the nearest one hundredth of a point. Ties for the highest rank will be recognized as Co-Valedictorians.

To be honored as valedictorian or salutatorian at Mercer County Senior High School, at least 50% of the student's credits must have been earned at Mercer County Senior High School, including being enrolled during the entire senior year. Weighted grades for transfer students will be weighted in our GPA calculations only if the sending school and receiving school weights that grade. Students transferring from another school may have weighted classes listed on their transcripts for college reporting by requesting this in the counseling office. These grades will be only for college reporting and not for the calculation of valedictorian or salutatorian. All correspondence courses will be unweighted. AP and honors courses added to the curriculum later will be added to the list of weighted courses for the purpose of determining valedictorian and salutatorian.

DISCIPLINE AND CLASSROOM MANAGEMENT POLICY

Our school follows the Mercer County School District Code of Conduct.

In August, the principal (or principal designee) will:

- Provide each student with a copy of the Code of Conduct.
- Require each student to return a signed acceptance from his/her parent showing that the parents have seen and reviewed the Code.
- Follow-up as needed with any family whose student has not returned the signed acceptance, or assign other staff members to do so.

As students transfer to our school during the year, the principal (or principal designee) will follow the steps above for those students.

The faculty and principal shall implement the local school district code of acceptable student behavior 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 parents upon enrollment of their child each year using the student handbook. The school council shall automatically adopt any subsequent amendments to the code by the local board of education. This school council policy shall also be consistent with the School Safety Plan and the applicable indicator from the Standards and Indicators for School Improvement.

The school shall consider discipline and classroom management as a means of causing acceptable behavior or as a means of changing unacceptable behavior. The school council shall approve only those discipline and classroom management provisions that are consistent with this philosophy.

Every teacher will:

- Establish specific standards of conduct for his/her own classroom and post them in their room.
- Teach the MERCER expectations to all students and go over them again after all extended breaks.
- Teach those standards to students during their first two weeks in that room.
- Explain the standards to students who join the class after the first two weeks are over.

Our school will maintain an up-to-date school safety plan under the guidance of the District Safe Schools Coordinator and MCSHS administration. This plan will address issues identified by our stakeholders and issues required by law.

Our Council will review the implementation and impact status of the school handbook/code of conduct twice a year, on a schedule established at the first Council meeting each year. Each check will include:

- Reviewing overall trends in student disciplinary referrals and consequences.
- Reviewing trends disaggregated by gender, race, disability and participation in free and reduced price lunch.
- Reviewing the status of each activity that should be started or completed by this time.
- Identifying any adjustments needed in the plan to ensure full progress toward the school's goal.

We will review our safety plan during the school year.

Approved: _____ Chairperson: _____

INSTRUCTIONAL PRACTICES POLICY

Instructional practices used in the classroom will be based on quality research and evidence.

The three characteristics guide the following work:

- council, administration, and department planning of specific expectations
- teacher/staff planning and implementation of instructional practices
- discussions of issues regarding instructional practices

1. Positive Learning Culture

- an environment of respect and rapport; teacher-student and student-student
- belief in the ability of every student to learn and achieve
- dedication to the learning opportunities and support needed for each student to learn

2. Understanding of the Science of Learning

- recognition and response to individual needs, interests, and cultural heritage
- activities, lessons, and assessments are congruent with the Kentucky Academic Standards
- student understanding of the expectations for learning
- students are actively and intellectually engaged in learning
- teachers and students use questioning and discussion techniques
- monitoring of student learning with formative assessment and self-assessment
- feedback provided to students along with multiple opportunities to learn

3. Communication with Families

- information about the instructional program and ways to be engaged
- information about the child's strengths and areas for growth

Approved: _____ Chairperson: _____

SCHOOL SPACE POLICY

CRITERIA FOR ASSIGNING SCHOOL SPACE

The principal will assign the use of school space during the school day in a manner that will:

- take each student's developmental needs into account
- facilitate the implementation of our school improvement plan
- provide needed space to implement successful classes and programs
- maximize staff opportunities for sharing resources, mentoring, and collaboration with teachers and students of similar grade levels, subject areas, or collaborative group

CLASSROOM SPACE ASSIGNMENTS

To assign classroom space, the principal will:

- Assign classroom space, in June, based on the criteria in the first section of this policy. The Principal will notify all staff members of their individual assignments and also notify the council of those assignments.

ALTERING CLASSROOM SPACE ASSIGNMENTS

After assigning classroom space, the principal may alter those assignments:

- when necessary to respond to unanticipated enrollment or staffing changes
- when the principal and affected teachers agree that a change is needed
- when the council changes other policies or the school improvement plan and recognizes in the minutes that those changes may require school space changes that cannot be delayed until the next school year.

For non-classroom space, the principal shall make decisions based on the criteria listed above after consulting with staff members who work or will work in any space affected by change.

Approved: _____ Chairperson: _____

SCHEDULE OF SCHOOL DAY POLICY

Criteria for Developing the Master Schedule

Our schedule will:

- Give all students access to all classes, avoiding conflicting schedules of specialized classes and preventing any exclusion related to cultural background, physical abilities, socio-economic status, and intellectual status.
- Provide students with the learning time they need, including technology access to complete writing assignments and other learning activities.
- Promote efficiency and effectiveness, including protecting instructional time.
- Allow all teachers equitable planning and time to collaborate on a regular basis.
- Provide equitable access to effective teachers for all students, including opportunities for teachers to switch assignments to capitalize on in-depth knowledge of specific subjects.
- Facilitate teacher opportunities to adjust the length of class periods when needed.
- Promote reasonable and appropriate enrollments for all classes and appropriate numbers of students each teacher works with in the course of a day.
- Respect the beginning and ending times of the school day and school calendar year as established by the local board of education.

Process For Developing the Master Schedule:

Annually, the principal, with input from committee members and help, if necessary, from designees, will develop a master schedule for the school day that includes any identified or needed changes. The following procedures will be used:

- Review student performance data, survey data (if available) from students, parents, and staff, and other input from staff on how well instructional time is being used and what changes (if any) are needed.
- Brainstorm current time barriers to implementing needed changes and meeting student needs and ways the schedule might be changed to remove those barriers.
- Discuss advantages and disadvantages of various changes, focusing on the criteria listed in the first section of this policy.
- Consider pertinent data from programs outside the regular classroom — arts, health, vocational studies, etc. — to determine changes needed or extra time needed in these areas.
- Student class requests will be given priority as possible.
- Based on the above work, those involved will consult with the principal and make recommendations concerning schedule changes for the coming school year no later than the end of February.
- By the 1st of April, the principal (and/or designees) will prepare a schedule for the coming school year including changes (if any) and notify the staff.
- No later than June 30th the principal will report as an FYI item to the council on the schedule for the coming year.

Approved: _____ Chairperson: _____

Upcoming Dates

Mar. 21	SBDM 4:00
Mar. 21-25	Operation Preparation (College and Career Week)
Mar. 23	Club Day
Apr. 2	ACT
Apr. 4-8	Spring Break
Apr. 11	"On Track" Assembly 10:00
Apr. 18	SBDM 4:00
Apr. 18-19	CERT testing
Apr. 20	Blood Drive/Club Day
Apr. 21	Board Meeting 5:30
Apr. 29 - May	"Shrek" Performances
May 14	Prom 8:00
May 16	SBDM 4:00
May 19	FFA Banquet
May 19	Board Meeting 5:30