

# **Wheaton High School**



## **Faculty Handbook**

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**Wheaton R-III School District**  
**PO Box 249      116 McCall**  
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*Home of the Bulldogs*

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**Wheaton R-III Mission Statement**

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development and optimal growth of the students' mental, physical and emotional capacities. Through education, each student should develop proper attitudes and ideals, prepare for family and community responsibilities, are an effective citizen in our democratic form of government and are able to make smooth transition from public education to adulthood.

- The skills necessary to communicate effectively.
- The skills necessary to function in mathematical and technical situations.
- The social skills necessary to understand and appreciate relationships between cultures and people in a global society.
- The ability to exercise responsibility in dealing with health and environmental issues.

**Wheaton Jr./Sr. High School Faculty & Staff  
2021 – 2022**

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**Maintenance**

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## **Access to Student Records**

Student information contained in the permanent record may be released to officials of other districts, higher education institutions, and other agencies or individuals with the consent of the authorized party. The authorized party to determine release of records is the parent or legal guardian if the student is under the age of 18 or the student if over the age of 18. The authorized party must be notified of their right to view the record and receive a copy and have an opportunity to challenge the contents.

The school district, in compliance with FERPA (Family Educational Right and Privacy Act) declares the following at “directory information”. As provided the following information concerning students may be made released without consent:

1. Student’s name and address
2. Date and place of birth
3. Participation
4. Weight and Height of members of athletic teams
5. Dates of attendance
6. Honors and awards
7. Photographs

If any parent or legal guardian of a student does not want any of this information released without his/her consent, he/she may contact the school office in writing concerning the release of information.

## **Activities**

Teachers and sponsors are required to turn in to the principal all activities to be placed on the master calendar. These are to be put on the calendar at least two weeks in advance. Please keep in mind the budget situation and the cost of fuel may result in cuts to transportation. This is why these trips need to be approved in advance.

## **Activity Sponsors**

The activity sponsors at Wheaton Jr. /Sr. High School shall be responsible to the principal for the sound operation and supervision of the club they sponsor. They shall provide mature leadership and guidance to the membership as outlined below. They shall be responsible for interpreting the philosophy of the extra-curricular program and other policies to the members of the club. They shall be responsible for maintaining behavior of all members at club meetings and club-sponsored activities and shall make appropriate recommendations regarding good conduct at club functions. They will understand, interpret and convey to club members that good citizenship and discipline are of utmost importance.

### Tasks of Club Sponsors

1. Help organize, approve and attend all club meetings with prior approval from the principal
2. Furnish a list of members to the principal

3. Keep current files on the club constitution, all paperwork for club activities, minutes of meetings, etc.
4. Supervise all club activities
5. Enforce constitutional rules and regulations
6. Schedule all club functions with the principal in advance
7. See that school facilities used in club activities are left clean and in good order
8. Be familiar with guidelines for club sponsors contained in this handbook
9. Supervise all students at activity functions until the conclusion of the activity

### **After School Detention**

A student may be assigned to after school detention from 3:15 – 4:00 p.m. The assignment to after school detention will be made for various rule infractions. Students assigned to ASD may not be excused to participate in after school activities.

Any misbehavior in ASD may result in more severe consequences.

### **Allergy Prevention and Response**

Staff members shall not use air fresheners, oils, candles or other such items intended to add fragrance in any district facilities. This provision will not be constructed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines, which are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in before and after-school programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers, and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

### **Assemblies**

All teachers are expected to attend assemblies and help supervise students. Students will attend all assemblies held during regular school hours. Some assemblies may be held for Jr. High or Sr. High students only.

## **Attendance Policy K-12**

In the Wheaton R-III School District, regular school attendance is deemed vital to a student's successful academic growth. Research has shown that frequent, unexcused absences at the elementary level may adversely affect student progress in school and could potentially lead to an increased dropout rate at the secondary level. The intent of the following procedures is for the school and the home to work together for the maximum success of every student.

For students enrolled in grades K-12, the following procedures shall be followed when student absenteeism occurs:

1. Students are encouraged to bring documentation upon return to school for reason of absence in case the appeals process is needed (doctor's note, note from parent, etc.).
2. A student is allowed 8 absences in any class per semester. This 8-day limit will also apply to high school students attending the Scott Technical Career Center.
3. Students, who have spoken to the principal about their absenteeism, will be allowed to make up 1 school day by staying after school for 3 days until 4:00 for tutoring.
4. Students missing 10 consecutive days, and no contact made with the school explaining the reason for the absences, will be dropped from the school roll.
5. A student must be in attendance three full class periods of the school day to be eligible to participate in an activity that night. This includes practices and games.
6. Students missing more than 15 minutes will constitute an absence for that period.
7. If a student is absent, an automated daily call will go out to the guardian listed in the student information system.
8. After the 8th absence, the office will contact the parents, followed by a letter from the principal. The letter will remind parents of the attendance policy and the consequences of excessive absenteeism.
9. After the 12th absence per semester, a letter will be sent from the school to the Juvenile Office. K-6 students will be subject to requirements made by the administration to make up hours before and after school. High school students will automatically lose credit unless arrangements are made to make up hours or by following the appeals process.
10. The appeal process for students missing more than 8 days will be as follows:
  - a. Within ten days from the last day missed, the parents and student will be required to meet before the Administrative Team, consisting of the Superintendent, Junior/Senior High School Principal and the Elementary Principal. A written document must be presented to the team, explaining the reasons for the absences as well as a plan for correcting the concern.
  - b. Should the parents and student not be satisfied with the decision of the administrative team, they may appeal to the Wheaton R-III Board of Education at the next regularly scheduled board meeting, immediately following the administrative team decision. Parents must request that the Superintendent place the appeal on the agenda. The document presented at the administrative team meeting will be presented to the Board of Education. Parents must present written documentation explaining the reasons for all days missed including the first eight days.



## **Behavior/Discipline of Students**

All teachers are expected to stress good behavior in the classroom, cafeteria, and hallways. Classroom rules and expectations should be expressed to students immediately. Also, post your classroom rules in your classroom where students will see them regularly. Students are expected to conduct themselves in a manner that will promote a safe, orderly learning environment. Teachers are strongly urged to handle the majority of discipline problems as they occur in their classroom. Students are quick to observe the strengths or weaknesses displayed in classroom control. Common sense, consistency, and use of resources at hand can be great assistance (principal, parents, conferences, phone calls to home, etc). All school personnel have the authority and responsibility to discipline any students on school grounds or at any school event, at any time or place. Do not overreact – defuse potential problems when possible. Do not back yourself into a corner over trivial matters. Refer to the student handbook for policy and guidelines concerning discipline. Please do not hesitate to correct improper student behavior, and encourage development of student respect. Please read and understand the student handbook and discipline code for consequences or violations of school policy. Teachers are expected to stand by their doorways between classes to supervise students. Each teacher carries an important responsibility for the behavior of students in their area of the building. All teachers are expected to serve and be on time for assigned extra duty assignments.

## **Bell Schedule**

1st Hour	8:15 – 9:06
2nd Hour	9:10 – 9:58
3rd Hour	10:02 – 10:50
4th Hour	10:54 – 11:42
Lunch	11:42 – 12:12
5th Hour	12:16 – 1:04
6th Hour	1:08 – 1:56
7th Hour	2:00 – 2:48
Bulldog Time	2:52 – 3:15

## **Bell Schedule: Jr/Sr High ½ Day**

1 <sup>st</sup> Hour	8:15 – 8:48
2 <sup>nd</sup> Hour	8:52 – 9:23
3 <sup>rd</sup> Hour	9:27 – 9:58
4 <sup>th</sup> Hour	10:02 – 10:33
5 <sup>th</sup> Hour	10:37 – 11:08
6 <sup>th</sup> Hour	11:12 – 11:43
Lunch	11:43 – 12:09
7 <sup>th</sup> Hour	12:13 – 12:45

### **Activity Period Schedule**

<b>31 Minutes</b>	<b>15 Minutes</b>
8:33 – 9:04	9:04 – 9:20
9:27 – 9:58	9:58 – 10:14
10:21 – 10:52	10:52 – 11:08
11:15 – 11:46	11:46 – 12:02 (Lunch)
12:39 – 1:10	1:10 – 1:26
1:33 – 2:04	2:04 – 2:20
2:27 – 2:58	2:58 – 3:15

One activity day will be held at the beginning of the school year. All other meetings will be with the approval of the principal during Bulldog Time. The following groups may schedule meetings: All Classes, Student Council, FFA, FCCLA, etc. Any other required meetings will need to be held before or after school. Activity period meetings scheduled for the school day may be either 15 or 30 minutes in length. Be sure students return to their class immediately after the bell has dismissed your meeting for that activity period. Students not involved in the Activity period will remain in their respective classroom.

### **Bulldog Time**

Bulldog Time will be used as a response to intervention (RTI). Students will be assigned to a teacher and role will be taken as in a normal class period. Teachers who wish to work with a student during Bulldog Time will need to write a note excusing the student out of their assigned Bulldog Time class. 11th & 12th grade students with 6 absences or less for the semester and no D's or F's, may leave campus at 2:48 after their 7th hour class. They must leave school grounds or attend their assigned Bulldog Time.

### **Care of Buildings and Grounds**

Please encourage students to show respect for school property. A neat classroom properly closed at the end of the school day will provide a fine example for the students and assist the custodians in the maintaining an attractive physical plant. Teachers are responsible for the basic room appearance and attractiveness. Please report any room problems to me immediately. Turn your computer workstation off or lock your workstation when you are not in your room. Please make sure your students clean up the area of the cafeteria they use at lunch. Additionally, if your students make a mess in the classroom, hallways, or elsewhere on school grounds, it is your job to supervise the clean-up. When moving cafeteria tables, please carry them down the hall. Dragging the tables leaves marks the custodians cannot remove. Do not allow students to sit on the mats on the stage. At the close of the school day, please put chairs up on the tables, close and lock windows and lower your blinds. Please do not open windows more than 6 inches ever and keep the shades even with the window bottoms. Please make a concerted effort to watch for students hiding messes. We want a school environment that is clean, attractive and bug-free.

## **Class Roll**

Roll is to be taken the first five minutes of each period on the computer. Keep an accurate record of attendance. Be extremely careful as you record absences or tardies.

## **Committees**

During the year, we will have faculty committees elected or appointed to work on many phases of improvement within our school. The duties of these committees will be to study different phases of our programs and recommend to the faculty and administration workable plans more desirable for adoption and use. Any individuals wishing to serve on these committees are welcome. Please contact the high school principal concerning your interest in serving on any of these groups.

## **Conference Hour**

Each teacher is given an hour a day to be utilized for planning and conferencing with staff or parents. It is strongly recommended that teachers use this hour for preparation in their classroom. Frequently this hour will be utilized by administration or other staff members to contact teachers in an effort to confer with them concerning school matters. The use of this period in this way helps to keep classroom interruptions at a minimum. This is not a time to take care of personal business away from school. Use your room, computer lab, or copy room to prepare and organize for your upcoming classes. This will avoid any need to run copies or be out of your class during instruction time. Make the office aware if you are working or professionally visiting with students or another staff member in another area of the school during your plan period.

## **Course Syllabus**

All teachers should prepare a course syllabus for each of their classes to distribute to their students on the first day of the class. The syllabus should include at least the following items:

1. Class rules
2. Grading system
3. Materials needed for class
4. Prerequisite for the class
5. Course description
6. Teacher expectation for students' behavior and academic success

Please give a copy of your course syllabi to the building principal before the first day of class. Class rules and grading scale should be posted in the room for all students to observe.

## **Curricular Evaluation and Revision**

Each member of the junior and high school staff shall make a planned and continuous evaluation of the effectiveness of the educational program in accomplishing educational objectives. Systematic research and experimentation is encouraged. Teachers are reminded that the appropriate objectives as determined by DESE must be taught at each grade level. Students will

be given the NWEA, EOC and MAP test to evaluate both students' achievement and teacher effectiveness.

### **Daily Bulletin**

A daily bulletin will be prepared and e-mailed by 8:15 each morning. Teachers are responsible for reading the bulletin to all students during their 1<sup>st</sup> hour class. Bulletin items should be sent to the office by 7:50 am to be included in the bulletin. All items should be sent via e-mail to the HS secretary.

### **Dress Code**

Students are quick to observe the appearance of their teachers. Teachers should use good taste in clothes and make the "best impression" possible. Teachers will be required to dress professionally and abide by the same dress code as the students. Jeans may be worn on Friday's and should look professional. Student Dress Code: Students attending Wheaton R-III Jr./Sr. High School are expected to dress and groom themselves in a neat and socially acceptable manner. Good grooming and practical dress will be encouraged at all times. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. Student's dress and grooming will be the responsibility of the individual and parents/guardian, within the following guidelines. Good grooming and cleanliness are stressed as a necessity. Personal hygiene is to be encouraged at all times.

1. Footwear shall be worn at all times.
2. Hats/caps or sunglasses are not to be worn inside the building or classroom.
3. Teachers of specific classes where safety or health is a factor may require students to adjust hair or clothing to ensure their safety.
4. Clothing shall not have writing, drawings, or emblems that are obscene, derogatory, or that propagate alcoholic beverages, tobacco products, or drugs.
5. Shorts shall be modest in length. Shorts should extend past the tip of the student's fingers when placed at their side.
6. Jeans with holes shall not show under garments or flesh above mid-thigh.
7. Skirts may be no shorter than six inches above the knee in length.
8. Halter-tops and sundresses with spaghetti straps are not acceptable.
9. Totally backless tops and cut-outs are not permitted. Mesh tops and large sleeve hole openings are not acceptable.
10. Sleeveless shirts must have a minimum of a two (2) inch shoulder strap. They must also have complete side hems with regular armhole openings only, no wide-open side seams. This policy applies to both girls and boys.
11. Shirt length must extend to the waistband of pants (when standing) for all students, no midriffs. Shirts are to be buttoned.
12. No piercing will be shown on a student's body except for the ears and studs only in the nose.

Students failing to meet the above guidelines will be required to make necessary adjustments. Students needing to go home will receive an unexcused absence. The first offense will result in

compliance with the dress code. Subsequent offenses will result in a parent call, compliance with the dress code, and ASD.

### **Drug Free Workplace**

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The District will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

This policy shall be distributed in writing to all present and future employees.

### **Emergency Rules**

All teachers should orient their students to the different emergencies, the hazards that surround each, and the safety precautions that are necessary. Calmness and obedience are necessary for safe evacuation of the building. All teachers should practice preventive measures in each classroom and should acquaint themselves with emergency procedures and equipment.

### **Fire Drill Procedures**

The signal for a fire will be broadcast over the intercom or via a verbal warning. Evacuate the building immediately using the guidelines established in the Safety and Emergency Handbook. Follow the directions posted in each room, if you need a new evacuation poster for your room, please let the office know.

### **Tornado Drill Procedures**

The signal for a tornado will be broadcast over the intercom or via a verbal warning. Designated shelter areas are posted in each classroom under the EMERGENCY EVACUATION PLAN under Severe Weather. Again, use the guidelines established in the Safety and Emergency Handbook. Tornado Shelter Areas for students and Staff are as follows:

Hendrix: Gym Boy's Bathroom  
Leverich: Gym Boy's Bathroom  
Peterson: HS Bathroom  
Harris: HS Bathroom  
Navarro: HS Bathroom  
Lacey: HS Bathroom  
Bauer: Gym Boy's Bathroom or Library  
ISS: HS Bathroom or Coaches Offices  
Miller: Gym Boy's Bathroom or Library  
West: HS Bathroom  
Carney: Back HS Office Room  
Bolton: Gym Boy's Bathroom  
Christman: Back HS Office Room  
Wilde: AD Office  
Lombard: Coaches' Gym Office  
Patterson: Nurse's Restroom or Library  
Caery: Nurse's Restroom or Library  
Mathews: Library

## **Security Drill**

The signal for a security situation will be broadcast over the intercom or via a verbal warning. The situation and procedures for this drill will be discussed with local law enforcement. Types of security situations may include the following: bomb threat and intruder.

## **Extracurricular Activity Membership**

Our mission is to exhibit good citizenship in all extracurricular activities whether it involves others or us. Membership in our extracurricular activities is an honor and privilege. This requires a student to fulfill all school responsibilities and to always display good citizenship. Students are to meet all guidelines and standards. We would encourage respectful attitudes for participants and spectators alike. We should strive to set a good example for leadership, responsibility, citizenship and good attitudes that will help us become model citizens in the future. Students are to refrain at all times from the use of tobacco, alcohol, and drugs. Remember you represent yourself, your family, school and community. The Board has developed specific guidelines and policy for students failing to adhere to these regulations. These guidelines will be discussed with students when the activity season begins. The specifics of a student's eligibility is contained in the Student Handbook.

## **Faculty Meetings**

The building administrator will hold faculty meetings monthly on the first Wednesday of the month at 3:20 p.m. in the Student Center and additionally as deemed necessary. There may be months however, that we may not have a formal meeting. Please plan to attend all faculty meetings.

## **Field & Educational Trips**

Sponsors on school trips are in charge of bus discipline and making sure the bus is clean upon return. Teachers will need to complete a request for a bus and approval of a trip at least two weeks in advance. Teachers should distribute and have parent consent forms and homework sheets on file before the field trip for each student in attendance. Please, email a list of students who are scheduled to participate in the trip to the principal at least 5 days in advance. Students may be denied the privilege of attending the activity if their grades are not sufficient at the time of the trip.

## **Grade Reporting Periods**

### **1st Quarter:**

Mid-Quarter	September 24th
Grades due on computer by 8:00 am	September 29th
End of 1st Quarter	October 21st
Grades due on computer by 8:00 am	October 27th

### **2nd Quarter:**

Mid-Quarter	November 23rd
Grades due on computer by 8:00 am	December 1st

End of 2nd Quarter December 21st  
 Grades due on computer by 8:00 am January 5th

**3rd Quarter:**

Mid-Quarter February 4th  
 Grades due on computer by 8:00 am February 9th  
 End of 3rd Quarter March 10th  
 Grades due on computer by 8:00 am March 16th

**4th Quarter:**

Mid-Quarter April 14th  
 Grades due on computer by 8:00 am April 20th  
 End of 4th Quarter May 19th

**Grading System**

<u>Percent</u>	<u>Grade</u>	<u>Point Scale</u>
94-100	A	11
90-93	A-	10
87-89	B+	9
84-86	B	8
80-83	B-	7
77-79	C+	6
74-76	C	5
70-73	C-	4
67-69	D+	3
64-66	D	2
60-63	D-	1
59&Below	F	0

**Hall Pass**

Teachers will be expected to provide a hall pass to any student that leaves the classroom during the class period. Any student outside of a classroom without a signed hall pass is not being properly supervised. Issuance of hall passes is strongly discouraged unless an emergency situation occurs. Students who are in the halls without a pass will be sent back to class.

**Harassment/Discrimination**

DEFINITIONS AND EXAMPLE

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Wheaton R-III School District (“School District”) are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Sex discrimination encompasses sexual harassment,



which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114: telephone (816)268-0550.

Compliance Coordinator/Title IX Coordinator – Robert Creekmore, Student Services Director, 116 McCall St., Wheaton, Missouri 64874, Telephone: (417)652-3914

## Sexual Harassment

For purposes of this Regulation, sexual harassment of a student/staff consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

A school employee causes a student/staff to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student/staff to believe that the employee will make an educational decision based on whether or not the student/staff submits to unwelcome sexual conduct; or

When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student/staff's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity or performance;
- unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

#### Harassment Because of Race or Color

For purposes of this Regulation, racial harassment of a student/staff consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student/staff's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially-offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;

- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

### Harassment Based Upon National Origin or Ethnicity

For purposes of this Regulation, ethnic or national origin harassment of a student/staff consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

### Harassment Because of Disability

For the purposes of this Regulation, harassment because of the disability of a student/staff consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student/staff's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

### Harassment Because of Gender

For purposes of this Regulation, gender harassment of a student/staff consists of verbal or physical conduct relating to an individual's gender when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student/staff's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

## Harassment Because of Sexual Orientation or Perceived Sexual Orientation

For purposes of this Regulation, harassment of a student/staff because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student/staff's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

## REPORTING PROCEDURES

The following procedures are applicable to any student/staff who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

Such individuals are encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student/staff has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the

District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student/staff has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, sex color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. If the report was given verbally, the principal shall personally reduce it to written form and forward it to the Compliance Officer within twenty-four (24) hours. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

2. The School Board has designated Robert Creekmore as the District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discrimination and harassment. The District Compliance Officer shall:
  - receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, sex, color, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation;
  - oversee the investigative process;

- be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
- arrange for necessary training required for compliance with this Regulation; and
- insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Compliance Officer, the complaint shall be filed directly with the Superintendent.

The District shall conspicuously post a notice against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer; the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities; and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

3. A copy of Policy 2130 shall appear in the student handbook, and this Regulation shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.
5. This Regulation shall be reviewed at least annually for compliance with state and federal law.
6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## INVESTIGATION

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;
- opportunity for the complainant to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;
  
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed and a written report given to the Superintendent no later than fifteen (15) days from receipt of the complaint. If the complaint involves the Superintendent, the written report may be filed directly with the School Board. The written report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

#### SCHOOL DISTRICT RESPONSE

1. Upon receipt of a report that a violation has occurred, the District will, within 15 days, take appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling,



awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:

- what response is most likely to end any ongoing harassment;
- whether a particular response is likely to deter similar future conduct by the harasser or others;
- the amount and kind of harm suffered by the victim of the harassment;
- the identity of the party who engaged in the harassing conduct.
- whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District within 10 days of the Compliance Officer's receipt of the complaint, in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that a school employee has engaged in unlawful discrimination or harassment in violation of this Regulation, or that a school employee(s) has failed to report harassment as required herein, that individual may appeal this determination by presenting a written appeal within 10 school days of receiving notice of the District's conclusion, by use of established School Board procedures for appealing other adverse personnel actions. (See personnel handbooks.)
4. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by presenting a written appeal to the Superintendent within 10 school days of receiving notice of the District's conclusion. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within 10 working days after receiving the written appeal.
5. If the complainant believes the Superintendent has not adequately or appropriately addressed the appeal, he or she may present a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the

Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting or no later than 45 calendar days from the District's receipt of the complainant's appeal to the Board. The grievant will be notified in writing of the decision within 5 working days after the Board of Education meeting.

6. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.
7. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

## RETALIATION

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Leaving Class or Campus**

If it is unavoidable and you must leave campus during your conference hour, please notify the principal's office. Teachers should not give a student permission to leave class to work on others projects, programs or events. Teachers are not to send a student from the campus without prior permission from the principal. Hall passes should be issued in emergency situations. **DO NOT LEAVE STUDENTS UNATTENDED AT ANY TIME.** All students should be under the care of their teacher for the entire class period and engaged in worthwhile learning activities.

### **Lesson Plans**

All teachers will keep weekly lesson plans. New teachers will work closely with the principal in keeping lesson plans for one week in advance. All other teachers will also need to have weekly plans available for viewing by the principal. Teachers who are absent are responsible for furnishing their substitute teacher with extensive lesson plans. A lesson plan that may take you an hour to complete may last a substitute 15 minutes. When developing daily lesson plans,

teachers should consider and include the following items: routine, review of previous lessons, introduction and overview of the day's lesson, objectives, Missouri Learning Standard, guided or independent practice, assessment, evaluation, review of lesson, possible homework assignments, previews of the next day's lesson, and technology.

### **Medication**

Students are to present all medications to the school nurse. The nurse will administer all prescription and over-the-counter medications. On days the nurse is not present, medication and physician's notes should be sent to the office and given to the high school administrative assistant. No student should be in possession of any controlled substance. Teachers should not administer medication to any students.

### **News Release**

It is important to keep our patrons informed through the news media. We are very proud of our students' accomplishments and we want citizens in our community to know about our school. Information will be posted on the district's website at [www.wheatonschools.org](http://www.wheatonschools.org), the High School Facebook page at <https://www.facebook.com/Wheatonbulldogs/>, and the district's Twitter account @wheatonbulldogs. All news release information about an event, activity, organization, or accomplishment should be posted using the Thrillshare account. Once the information is cleared through the principal's office, the appropriate news and social media will be posted. Copies will also be emailed to the Cassville Democrat and Barry County Advertiser when appropriate.

### **Office Visits**

Between classes, students are to leave a message with the administrative assistant to see the principal. Students will meet with the principal as schedules allow. Please use discretion in allowing students to visit the office.

### **Parent-Teacher Conferences**

Parent-Teacher conferences are not allowed during class time. Parents will be asked to visit with faculty members during the teacher's conference hour or before or after school. You are encouraged to call parents when you have concerns about student's progress or behavior. Parents are always welcome at school as long as they follow procedure, check-in as a visitor at the front office and receive a visitor's pass. They must make previous arrangements with you for a meeting. Every effort will be made to have a friendly, understanding and business like meeting during the parent-teacher conference. It is the responsibility of each teacher to give as fair an evaluation of the child's work and progress as possible. Always be very positive in these conferences. Please make sure to document all parent contact.

### **Pay Day**

Payday is the 20<sup>th</sup> of each month and will be completed by direct deposit.

## **Performance Evaluation**

The Board of Education's ultimate goal in education is to provide the highest quality educational experience to all District students. The District's performance-based evaluation system contributes to that goal by promoting the professional improvement of each staff member and, when necessary, by providing data to remove an employee whose employment is detrimental to students.

Performance-based evaluation is a process endorsed by the Board of Education for performance improvement that includes identification of performance expectations, documentation of performance, discussion of performance, development of improvement plans, and making personnel decisions based upon performance. The evaluation process for every employee is an on-going process that takes place every day. Formal and summative evaluations will be prepared and reviewed with each tenured teacher at least every other year. All other District employees will receive summative evaluations annually.

The Board of Education requires all staff members to serve as positive role models for District students. District schools exist to provide quality, cognitive, and affective education for District students. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Properly prepare for student instruction.
2. Fully utilize instructional time for learning activities.
3. Maintain students under active supervision at all times.
4. Assess student performance in a regular and accurate manner.
5. Modify instructional goals to meet the needs of each student.
6. Comply with administrative directives.
7. Motivate students to achieve learning objectives.
8. Communicate with students in a professional and respectful manner.
9. Maintain relationships with students in a professional teacher-student model.
10. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
11. Properly operate and maintain district property.
12. Utilize district technology solely for school district business.
13. Maintain required records and submit requested reports in a timely manner.
14. Comply with all safety guidelines and directives.
15. Refrain from the use of profane and obscene language.
16. Dress in a professional manner in compliance with the dress code.
17. Attend to all duties in a punctual manner.

## **Record Books/Computerized Grades**

Teachers' computerized record book of grades should be kept up-to-date at all times. Students and parent/guardian are entitled to see their grades provided they have made proper arrangements in advance. Teachers must be able to back up any grade they give a student on a report card with the grades in the grade book and what is recorded on student work. Keep in mind students with I.E.P.'s and required modifications. Don't allow students to decide if they are

going to do an assignment. Expect all students to give their best effort. If there is a pattern of missing work, please call the parent/guardian. Make sure all parent/teacher contact is documented.

### **Release of Students during the School Day**

To prevent releasing students to unauthorized persons, no student will be released from school without authority of the principal's office. Students must bring a signed note from their parent/guardian, phone call from home or have parent/guardian come to the school and properly release them from school.

### **Reporting Requirements**

Teachers and staff are required to report to the principal any criminal activity which could include an assault on students, staff, parents, or community patrons that occurs at Wheaton schools or at any school related activity or function. Teachers must also report to the principal upon finding a student in possession of a weapon or controlled substance. A weapon would be concealed firearm, explosive weapon, firearm, firearm silencer, gas gun, 3" or more knife or switchblade knife, knuckles, machine gun, rifle, shotgun, spring gun, or projectile weapon. A controlled substance would be illicit drugs, alcohol, and the abuse of prescription drugs or other substances used for mind-altering effects. Teachers must also report immediately, to the principal, the students who commit the following felonies at school or school related activities: 1<sup>st</sup> & 2<sup>nd</sup> degree murder, kidnapping, 1<sup>st</sup> & 2<sup>nd</sup> degree assault, forcible rape, forcible sodomy, 1<sup>st</sup> & 2<sup>nd</sup> degree burglary, robbery, distribution of drugs, distribution of drugs to a minor, 1<sup>st</sup> degree arson, voluntary manslaughter, involuntary manslaughter, sexual assault, felonious restraint, property damage, and possession of a weapon. Teachers and staff who fail to report these incidents and crimes are guilty of a Class A misdemeanor. Prosecution of this crime could result in other hardships.

### **School Dismissal Policy**

Anytime school is dismissed due to a mechanical breakdown, inclement weather or specific emergency situation which would make operation of school impractical and hazardous for pupils, an automated calling system will be used to notify all staff and students. Social media and television will also be used to provide information about school dismissal. Please keep the central office informed of any changes in phone contact information.

### **Students Out of Class**

It is very difficult for a student to learn when they are not actively participating in your classroom. With this in mind, we must get the students to class on time and as a teacher you must keep them engaged in learning while they are in your class. We must help students develop the self-responsibility to come to class with all the necessary materials and with the physical needs taken care of during the passing time. Teachers, make sure students are informed of the materials they will need for class the following day. Students are not to be excused from class to make phone calls.

## **Substitute Teachers**

Substitute teachers are authorized for the following purposes:

1. When a teacher/family member is ill.
2. When the teacher is away from school in the line of duty, sponsoring a group of our students.
3. When the teacher has been granted permission to attend a professional conference.
4. When the teacher has been granted leave for personal business.

Procedure for securing a substitute is as follows:

1. Contact Mr. Cavness at 417-342-0834 the night before the absence by 9:00 pm. Or between the times of 6:00 to 7:00 am. the day of the absence.
2. For all other absences from classroom duties, a written form should be obtained from the office, requesting a substitute.
3. Please have complete substitute folders and readily available.
4. The substitute folder should include the following:
  - Daily Schedule
  - Class roster
  - Extra Duty Responsibilities
  - Helpful students
  - Special problems/situations
  - Lesson plans & material
  - Discipline forms
  - Seating charts
  - Technology use instruction
  - Class assignments

Employees will be granted sick leave of one (1) day for each month employed. If you know ahead of time you will be absent, please give the office the information as early as possible. Employees have two (2) personal leave days each school year. Request for personal leave must be made to the appropriate building principal three (3) days prior to the date of the leave.

Please leave plenty of material for your substitute teacher. Remember, what is common and every day to you may require more detail and explanation to someone that lacks your experience and expertise.

## **Tardies**

If a student is tardy more than 15 minutes of a class period, the student will be counted as absent. Consequences will be assigned for excessive tardies per semester as follows:

- 1st Tardy- Classroom warning
- 2nd Tardy- Classroom consequences
- 3rd Tardy- Teacher records student discipline in Lumen: One ASD
- 4th Tardy – Teacher records student discipline in Lumen: One ASD

### **Telephones/Cell Phones**

All personal calls should be charged to your home phone, calling cards or reverse the charges to the person you are calling. Many of us have cell phones and the use of cell phones by teachers will be permitted **only** during their conference hours. Use good judgment in the number of times you use your phone at school. Please make sure your phone is turned off during class time. Please do not abuse the convenience of having the phone calling system available.

### **Visitors in the Building**

Visitors are welcome at Wheaton Schools; however, persons wishing to talk to a student or staff member, regardless of the reason, should be directed to the principal's office for further assistance. Approved visitors must have a visitor's pass. The principal will discourage conferences between visitors and students. Visitors will not be allowed in classrooms during the school day.

### **Working Hours/Supervision**

All teaching staff are asked to be at school by 7:45 a.m. each working day and stay until 3:30 p.m. It is important to be available for students before and after school. Please follow the supervision schedule listed in Appendix B. Please stand outside your classes between classes and at the beginning and end of the school day to supervise students. It is to your advantage to assist each other in observing the students passing through the halls to classes during the day. Teaching staff should not leave the campus for business, unless permission has been obtained by the principal. **Never leave classes unattended.** If a situation arises, in which you need assistance from the high school office, please send a student messenger.

### **Appendix A: 2020-2021 Activity Sponsors**

Janice Patterson	7 <sup>th</sup> grade
Brian Wilde	8 <sup>th</sup> grade
Pam Peterson	9 <sup>th</sup> grade
Lewis West	9 <sup>th</sup> grade
Shelby Bauer	10 <sup>th</sup> grade
David Bolton	10 <sup>th</sup> grade
Jessica Lombard	11 <sup>th</sup> grade
Cody Hendrix	11 <sup>th</sup> grade
Amanda Miller	12 <sup>th</sup> grade
Holly Lacey	12 <sup>th</sup> grade

Cody Hendrix	FFA
Stephani Leverich	Publications/Yearbook
Holly Lacey	National Honor Society
Amanda Miller	Jr High Math Contest
Pam Peterson	HS Math Contest
Jason Navarro	History Contest
Holly Lacey	Science Contest
Shelby Bauer	Jr High Academic Bowl
Shelby Bauer	HS Academic Bowl
Beth Harris	Jr High Student Council
Beth Harris	HS Student Council
Brian Wilde	Athletic Director
Robert Creekmore	HS Volleyball
Cheyenne Gudgell	HS Assistant Volleyball
Robert Creekmore	Jr High Volleyball
Cheyenne Gudgell	Jr High Assistant Volleyball
Brian Wilde	HS Boys Basketball
Dale Forgey	HS Assistant Boys Basketball
Brian Wilde	JH Boys Basketball
Jessica Lombard	HS Girls Basketball
Staff	HS Assistant Girls Basketball
Jessica Lombard	JH Girls Basketball
Jessica Lombard	5 <sup>th</sup> /6 <sup>th</sup> Grade Girls' Basketball
Jeff Casidy	5 <sup>th</sup> /6 <sup>th</sup> Grade Boys' Basketball
Kaily Harvey	HS Softball
Staff	HS Assistant Softball
Tucker Dermott	HS Fall Baseball
Jacob Dermott	HS Assistant Fall Baseball
Tucker Dermott	HS Spring Baseball
Jacob Dermott	HS Assistant Spring Baseball
Staff	HS Track
Staff	HS Assistant Track



Staff	Jr High Track
Staff	Jr. High Assistant Track
Lewis West	HS Cross Country
Jaci Evans	HS Assistant Cross Country
Lewis West	Jr High Cross Country
Jaci Evans	Jr High Assistant Cross Country
Janice Peterson	Conference Art Contest
Stephani Leverich	FBLA
Stephani Leverich	HS Business Contest
Staff	International Club

## Appendix B: 2021-2022 Supervision Schedule

2021-2022	A.M. Gym	A.M. Courtyard	A.M. HS Hall	JH Lunch	HS. Hall (Lunch)	H.S. Cafe (Lunch)	HS Lobby (Lunch)	Student Ctr (Lunch)	HS Parking	Bus
8/24-8/27	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
8/30-9/3	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
9/7-9/10	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
9/13-9/16	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
9/20-9/24	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
9/27-9/30	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
10/4-10/8	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
10/11-10/15	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Bolton	Harris
10/18-10/21	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
10/25-10/29	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Bolton	Harris
11/1-11/4	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
11/8-11/12	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
11/15-11/19	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
11/22-11/23	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
11/29-12/3	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
12/6-12/10	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
12/13-12/17	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
12/20-12/21	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
1/4-1/7	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
1/10-1/14	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
1/18-1/21	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
1/24-1/28	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
1/31-2/4	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
2/7-2/10	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
2/15-2/18	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
2/21-2/25	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
2/28-3/4	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
3/7-3/10	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
3/15-3/18	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
3/21-3/25	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
3/28-4/1	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
4/4-4/8	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
4/11-4/14	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peterson
4/19-4/22	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris

4/25-4/29	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peter son
5/2-5/6	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris
5/9-5/13	Wilde	Mathews	Miller	West	Leverich	Navarro	Lombard	Dunlop	Bolton	Peter son
5/16-5/19	Wilde	Patterson	Miller	Bauer	Hendrix	Lacey	Caery	Harper	Carney	Harris