

Wellsville-Middletown R-1 Junior-Senior High School Faculty/Staff Handbook

900 Burlington Road, Wellsville, Missouri 63384
 (573)684-2017, (573)684-2018 Fax
 School Website: wmr1.k12.mo.us
 Mascot: Tigers
 School Colors: Black & Gold

Adopted by the Board of Education, June 13, 2019

BOARD OF EDUCATION

Member	Title	Term Expires
Christine Rutherford	President	April 2021
Stacey Sewell	Vice-President	April 2020
Earl Burton	Member	April 2020
Scott Poage	Member	April 2021
Georgia Scarbrough	Member	April 2022
Clinetta Weinrich	Member	April 2020
Bill Wilkinson	Member	April 2022

Administration

Pete Nasir, Superintendent
 Jessie Cobb, Secondary Principal
 Tiffany Gosseen, Elementary Principal

Office Staff

Carrie Nelson, Bookkeeper/Board Secretary
 Michelle Stroup, Secretary to the Superintendent/Treasurer
 Barb Bishop, Secondary Secretary
 Lisa Scott, Elementary Secretary

Administration

Pete Nasir..... Superintendent
 Jessie Cobb 7-12 Principal
 Tiffany GosseenPK-6 Principal

Faculty

Blaue, Ryan.....School Counselor
Boenker, DonaldCommunication Arts
Bohr, Samantha..... Vocational Ag
Deering, JonSocial Studies
Eichholz, JessiePhysical Education
Hoyt, BeckyMedia Specialist
Lasman, Dale Communication Arts/Spanish
Lasman, SteveScience
Madsen, LarrySpecial Education
Moeller, Brandon.....Physical Education

Osbourn, Lori..... Math
Raguse, Linda Business/Family & Consumer Science
Rakers, DeniseSpecial Education
Ripperger, Molly.....Social Studies
Seeley, Courtney Art
Slovensky, John Math
Thull, KatlynMusic
Van Horn, TracyCommunication Arts
.....Music
..... Science

Extra Duty Assignments

Athletic DirectorJessie Cobb
A+ CoordinatorJessie Cobb
HS Boys Basketball Steve Lasman
HS Boys Assistant..... Brandon Moeller
HS Girls Basketball.....
HS & JH Track..... John Slovensky
HS & JH Assistant Track..... Sherri Slovensky
HS & JH Cross Country..... John Slovensky
JH Girls Basketball Jessica Eichholz
JH Boys Basketball Steve Lasman
HS Baseball.....Earl Burton
HS Baseball Assistant..... Brandon Moeller
HS Baseball Assistant..... Justin Caldwell
HS Softball..... Jessica Eichholz
HS Softball Assistant
Cheer Director.....Michelle Stroup
National Honor Society..... Jon Deering
Yearbook..... Tracy Van Horn
Academic Bowl..... Jon Deering
Band

Special Education Director Shari Niemeyer
Vocal Programs..... Katlyn Thull
Speech Tracy Van Horn
Play Director Tracy Van Horn
Assistant Play Director Larry Madsen
Student Council..... Tracy Van Horn
FBLA Linda Raguse
FFA Samantha Bohr
HS FCA..... John Slovensky
JH FCA Becky Brush
Art Club Courtney Seeley
JH Cheer.....Michelle Stroup
12th Grade Sponsor..... Ryan Blaue
11th Grade Sponsor.....Michelle Stroup
11th Grade Sponsor..... Becky Hoyt
10th Grade Sponsor..... Molly Ripperger
9th Grade Sponsor..... Molly Ripperger
7/8th Grade Sponsor Katlyn Thull
Federal Programs Director Shari Niemeyer

SCHOOL CALENDAR

Wellsville-Middletown R-1 2019-20

August 9	New Teacher Orientation
August 12-14	Professional Development/ Teacher Work Days
August 14	Back to school night (7 th -12 th grades)3 pm-6 pm (6 pm Mandatory Athletes Meeting)
August 15	First Day of Classes
August 29	Elementary Open House/ Bright Futures BBQ –1 st – 6 th Grades (5:30 – 7:00 p.m.)
September 9	Professional Development/ Teacher Work Day
September 13	Midterm 1 st quarter
October 7	Professional Development/ Teacher Work Day
October 16	1 st quarter Ends
October 21	SCHOOL IS IN SESSION ON THIS MONDAY
October 25	Parent/ Teacher Conferences after school (Times to be announced)
October 26	NO SCHOOL- Parent/ Teacher Conferences in the A.M. (Times to be announced)
November 11	Professional Development/ Teacher Work Day
November 15	Midterm 2 nd quarter
November 25 & 26	SCHOOL IS IN SESSION ON THIS MONDAY and TUESDAY
November 27-29	NO SCHOOL/Thanksgiving Break
December 16	SCHOOL IS IN SESSION ON THIS MONDAY
December 19	Early dismissal / 2 nd quarter ends/1 st semester ends
Dec. 20-Jan. 1	NO SCHOOL/Winter Break
January 2	Students return
January 13	Professional Development/ Teacher Work Day
January 29	Midterm 3 rd quarter
February 10	Professional Development/ Teacher Work Day
March 5	3 rd Quarter Ends
March 9	Professional Development/ Teacher Work Day
April 8	Midterm 4 th quarter
April 9-13	NO SCHOOL/ Spring Break
April 20	Professional Development/ Teacher Work Day
May 8	High School Graduation
May 15	Early Dismissal /Last Day of Classes/4 th quarter ends/2 nd semester ends

Inclement Weather Make-up Days-Days are already built into the schedule.

Junior High Daily Schedule

7:33	Building Opens
7:46	Warning Bell
7:50-8:50.....	First Period
8:53-9:53.....	Second Period
9:56-10:56.....	Third Period
10:59-11:59.....	Fourth Period
12:02-12:29.....	JH Lunch
12:32-1:32.....	Fifth Period
1:35-2:35	Sixth Period
2:38--3:38	Seventh Period

High School Daily Schedule

7:33	Building Opens
7:46	Warning Bell
7:50-8:50.....	First Period
8:53-9:53.....	Second Time
9:56-10:56.....	Third Period
10:59-11:26.....	HS Lunch
11:29-12:29.....	Fourth Period
12:32-1:32.....	Fifth Period
1:35-2:35	Sixth Period
2:38--3:38	Seventh Period

The school day at Wellsville-Middletown Junior High/High School begins at 7:50 a.m. and ends at 3:38 p.m. Wellsville-Middletown R-1 runs on a 4 day week schedule (Tuesday-Friday). School supervision will not be provided for students arriving before 7:33 am and staying until after 4 pm unless instructed to do so by a school employee. Parents/Guardians are not to drop off or leave children at school during unsupervised periods.

Our Mission Statement

The Mission of the Wellsville-Middletown R-1 School District is to educate every student by providing the learning atmosphere, opportunity, and encouragement for each child to succeed educationally commensurate with his or her abilities.

The School

The school, being a conservator of knowledge, ideas, and attitudes, must lead the student to an understanding of the basic philosophical and historical principles underlying the democratic system. The student also needs experience in using these principles. Basic to real understanding is an appreciation of the importance of freedom and, above all, faith in the democratic process—a faith which implies a willingness to engage in decision-making as well as a willingness to accept decisions made within the framework of the law.

The Student

We believe that the school must be organized to permit each student and teacher to reasonably understand his/her own physical makeup and mental capabilities so that both may develop a common sense of values harmonious with constructive living. Our purpose is to educate all students to the best of their personal ability by whatever patterns of teaching are feasible for the individual teacher.

The School Program

We believe the school system should provide a program with learning experiences which, for all practical purposes, must be based on the premise that each student is a social being. Their personal needs, common to others of like maturity, as well as their individual talents and abilities should be developed. The program should have a varied, flexible curriculum with student activities where knowledge and opportunities present themselves in a manner which can awaken the hidden potentials in each student and lead to their maximum development. Specific demands of student types should be considered: an academically enriched background for college-bound students; a technical or vocational background for those not planning a college career but who have plans for a specific

occupation. Consideration should also be made for educational opportunities equally available to all, regardless of race, age, sex, scholastic aptitudes, and physical, social, or economic status.

The Teacher

We believe it is the responsibility of the teacher to help students function in a manner in which they have the opportunity to achieve their goals. In doing this, we need to maintain an open mind in order to provide a climate for creative thought and free inquiry. They should neither avoid the new nor dismiss the proven. The professional attitude of teachers should enable them to work with their colleagues for the betterment of the school system. Teachers should be alert to their professional opportunities and obligations to their students and the community.

The Community

We recognize the importance of being aware of the nature of the community so that we can work more closely with our students who live in it. We recognize the importance of being responsive to the needs of the community. We realize that the community has given us the responsibility of fulfilling its highest hopes and ambitions. We further recognize that, as members of the community, we have a responsibility to be actively engaged in leadership and to exhibit a professional manner which will engender the respect of the community. Finally, we believe that our educational methods and programs should be flexible with, and adjustable to, the changing times.

General Information

A+ Designation

To be eligible for the financial scholarships of the A+ Schools Program, a student must be certified as an A+ student by the high school. To qualify for certification, the student must:

- Be a U.S. citizen or permanent resident.
- Enter into a written agreement prior to graduation.
- Attend a designated A+ high school for 3 years immediately prior to graduation.
- Graduate with an overall grade point average of 2.5 or higher on a 4.0 scale.
- Have at least 95% record overall for grades 9-12.
- Perform 50 hours of unpaid tutoring or mentoring of younger students through a school-sponsored program.
- Maintain a record of good citizenship and avoid the unlawful use of drugs/and or alcohol while in grades 9-12.
- Have achieved a score of proficient or advanced on the Algebra 1 EOC exam or a higher level DESE approved EOC exam in the field of mathematics. (Please see A+ handbook for more detailed information.)

Access to School Materials

Ideas, procedures, and publications developed in/for the school district may be made available to service organizations for use when such use will reflect favorable upon the school district and the community. No organization shall be granted exclusive access to or control over the material made available to it.

Administration

The one function of administration is to facilitate and expedite the educational program.

The people tax themselves for the support of the schools and elect a Board of Education for making the policies governing the schools. They select a superintendent as their chief executive officer. The latter recommends for appointment the principal who is directly responsible to him/her. The principal delegates many details of administration to teachers, who in turn finally expect each child to do his/her part. For the sake of clarity, the following list of duties is offered:

I. Board of Education

- A. Board members are elected to act as representatives for the people in a legislative capacity.
- B. The Board of Education adopts rules and regulations for determining the policies in the general control of all schools.
- C. The board acts as a policy-determining body, delegating all executive functions to the administrative head of the school system who in turn delegates duties to employees.
- D. The board functions only when it is in official session.
- E. The board hires school employees on recommendation of the administrative head of the school system.
- F. Board functions are general and not specific; details of administration and supervision are delegated to specially-trained school administrators.
- G. The board considers policies or proposals suggested by the superintendent. A rejection usually calls for new proposals from the administrations.

II. Superintendent

- A. The superintendent, through regular and systematic reports, keeps the board informed regarding the school's activities, achievements, needs, and plans for the future.
- B. The superintendent is responsible for the preparation and presentation of the annual educational and financial program for the coming year.

C. The superintendent recommends teachers, principals, and other employees for appointment only after careful consideration and solely on the fitness for specific positions.

D. The superintendent is responsible for the efficient administration of the business affairs of the school system.

E. The superintendent is responsible for the supervision of all school employees and of their school activities.

F. The superintendent delegates certain responsibilities to subordinates and holds them accountable for their efficient performance.

G. The superintendent is the professional leader of the entire staff and the educational policy maker for the school system.

H. The superintendent is the coordinator of the financial and instructional problems of the system as a whole.

I. Teaching assignments, purchase of equipment, selection of textbooks, or like matters, which are delegated to the superintendent.

III. Principal

A. The principal is the superintendent's representative in the junior/and or senior high school. The principal reports directly to the superintendent for carrying out the policies of the board of education and the superintendent.

B. The principal of the junior and senior high school is held responsible for its organization and administration.

C. The principal delegates responsibilities and duties to the professional, clerical, and custodial staff.

D. In consultation with the staff members, the principal formulates school policies, extending as far as possible into the future.

E. The principal requires assistance and cooperation from all staff members within the school as may be necessary in the interest of efficient administration.

F. The principal makes a regular inspection of the school plant to see that proper care and use are being made of the building and its equipment and that hygienic conditions are maintained.

G. The principal formulates plans that reduce routine matters to a minimum and allows maximum time for professional duties.

H. The principal is responsible for the efficient operation of a good class schedule, program of studies, student guidance program, instructional program and all the service that the school should render.

IV. Teachers

A. Teachers are under the guidance of the principal in carrying out the educational program of the school. All requests are to be made first to the principals.

B. The teacher is responsible for directing student participation in both curricular and extra-curricular activities, in the acquirement of attitudes, knowledge, skills and habits in accordance with the policies and objectives of the school.

C. The teacher is a co-worker with all other staff members and is expected to assist and cooperate in all matters of vital importance to the school. Teachers are interested in the success of the school as a whole.

D. Carrying out policies as directed by the superintendent and the principal is the duty of every teacher, whether he/she approves or disapproves of such policies. If a teacher is unwilling to accept the school's administrative policies and to cooperate wholeheartedly with the superintendent, the principal, and the faculty, it becomes his/her professional duty to resign.

V. New Teachers

A. New teachers with less than two years of teaching experience will have a mentor appointed by the principal.

B. Experienced teachers new to the district will have a buddy teacher appointed by the principal to acquaint them with the Wellsville-Middletown R-1 policies and procedures.

VI. Mentors

A. The principal will ask or assign experienced faculty members to serve as mentors on an as needed basis.

B. The Wellsville-Middletown Professional Development Committee will be responsible for providing the training for mentors and supervise the mentoring process.

Administrative Organization

The superintendent in administering this policy shall be guided by the knowledge that the board values the interchange of ideas and assistance among personnel at every level. The following principles shall govern the administrative operation of the school system.

The superintendent and his staff have the responsibility for overseeing the pattern, scope and sequence of educational experiences provided for children from preschool through grade twelve.

Each member of the staff shall be told to whom he/she is responsible and for what functions.

Responsibility shall flow from the board through the superintendent, principals, and the teachers to the students.

Announcements

Before non-school announcements, flyers, posters or requests are available to the students or posted in the building, the principal must approve the item. Any letters, notices, etc. sent home to parents by the teacher should be checked through the principal first.

Arrivals and Departures

Normal working hours are 7:30-4:00 p.m. Teachers assigned clubs or coaching responsibilities before or after normal working hours are expected to stay until every student has left school property. Morning duty begins at 7:33 a.m. Teachers should not leave school property during regular school hours without signing out at the principal's office. If an emergency should arise that a teacher must leave the building during the day, arrangements must be made with the principal before leaving.

Teachers should refrain from sending a student on an errand that will take the student out of **class** during regular school hours. No student will be allowed to leave school property during regular school hours unless they have permission from the principal and/or a parent. Each teacher has a conference period during the school day. This time is to be used to plan lessons, grade papers, plan professional activities, and conference with students or parents.

Students should not be in the building before 7:33 a.m. or after 3:38 p.m. unless participating in a supervised activity. Teachers should never leave a student unsupervised.

Assemblies

Teachers are required to attend assemblies and sit with the student body. Class sponsors should sit with their class when appropriate. Do NOT stand in the doorway. Assemblies are designed to provide students with an enriching experience that will help them fully develop their high school career.

Athletic Duties

Certified and non-certified staff may sign up on a voluntary basis to work during athletic events during the school year. Sign up is not mandatory and will be filled on a first come, first serve basis. You may sign up to work the gate, scorekeeper, or clock. The pay rate for all positions is \$25. If you sign up to work and then cannot do so, it is your responsibility to find someone to replace you. The athletic director will keep a listing of all games available.

Attendance Policy

Regular student attendance is important to have a successful learning experience. Attendance is crucial to improve student achievement. Frequent absences of students from classroom learning experiences disrupt the instructional process. Once the benefits of classroom instruction are lost they cannot be entirely regained. The entire process of education requires regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's achievement goals. Students and parents are held responsible for attendance as part of the district's larger mission to train students to be productive citizens and employees.

- The terms “excused” and “unexcused” are not used.
- Please document medical appointments by bringing a doctor's note to our office. These notes will be necessary if the student needs to appeal for an extension.
- Parents are encouraged to notify the school when their child is absent by calling before 10 a.m. When a student is absent, and the parent has not notified the school, office personnel may call the family and inquire about the student. Parents who do not have a phone are expected to send a note when their child returns to school following an absence.
- A student may accumulate up to three absences per class per semester. Parents and students should be aware that three absences per semester are intended for personal illness, professional appointments, personal or family business, and other unforeseen circumstances. A student will not be allowed to make up any work missed after the third absence and receive credit for it. NOTE: Attendance will be kept by the teacher on an individual class basis. A student missing more than half the class period will be considered absent for that period. The office will also maintain attendance records. Parents may feel free to call and ask for an attendance printout to be mailed if they have questions about their student's attendance or the number of class periods missed.
- A student who is absent from school due to an out of school suspension will have those suspension days counted toward the number of days absent permitted per semester and no credit will be given for those days. A student who has been suspended out of school will NOT be granted an extension hearing with the appeals committee.
- After accumulating three or more absences, a student and his or her parents may appeal to an attendance committee for additional absences. Appeals must be received within 5 calendar days of receiving an attendance letter. This committee will consist of five faculty members. The appeals committee will decide on whether granting additional absences is justified and whether or not previous absences were warranted. This committee will consider reasons such as medical problems (verified by doctor), death in the family, and serious family problems. **The committee will not allow our attendance policy to be abused.**
- Students who are attending school events are not counted as “absent” by the classroom teacher.
- Students must be in school attendance for the **entire** day of an event, unless it is approved by the principal in advance. Students arriving at 8:21 or after will be considered absent for first hour and will not be eligible to participate in that evening's activities unless the HS office was notified. If an activity is held on a non-attendance day (example: Saturday, holiday), students must be in attendance the **entire** day prior to the activity to be eligible to participate.
- A student who is absent for 10 consecutive days is dropped from enrollment at Wellsville-Middletown R-1.
- When a student has excessive absences, a child abuse hotline for educational neglect call is made at the principal's discretion.
- If additional absences are granted by the attendance committee, the student will be allowed to make up their homework according to the homework policy.

In conclusion, students, parents, and the school community need to realize and understand that the three days of absence per semester built into the attendance policy are not to be considered as an approved number of days to skip class. Any student absent from school without permission will be considered truant and dealt with accordingly. We feel that three absences per semester are an adequate amount of time to cover most student

and family needs. Trying to decide what are “excused” and “unexcused” absences is not the responsibility of the school. However, just like a job, students are allowed so many days to meet personal needs, whether it is sickness, family problems, business, death, etc.

Any decision rendered by the attendance committee and school administration can be appealed to the Superintendent of schools and the Wellsville-Middletown R-1 Board of Education.

Awards/Graduation Attendance

High school teachers are expected to attend the awards ceremony and graduation events. Junior high teachers are expected to attend junior high promotion any awards events.

Beginning/Ending the School Year

Sell the course to the students, plan to acquaint all of them with the nature of the year’s work, and emphasize all possible values. Keep an accurate record of all textbooks distributed and an accurate inventory of all books, materials, furniture in the classroom. Teach the students how to study for the course.

Each teacher will be required to prepare a classroom inventory on-line at the end of the school year. The inventory should contain the number of the room, and all material and equipment in the room-including desks, chairs, cabinets, tables, bookcases, books, maps, and all other items. The name of the item, description, serial number (if any), condition, if title program, and approximate costs should be included in the inventory.

Board Members

Board members are to receive invitations and complimentary admission (if appropriate) two weeks in advance to all functions of clubs, classes, and organizations.

Board Policies and Bylaws

Many policies and bylaws have been adopted by the Wellsville-Middletown R-1 School Board of Education. Wellsville-Middletown R-1 School is a member of MARE (Missouri Association of Rural Educators). Faculty members are required to be familiar with and comply with all Board policies. Board policies are set forth in a document titled “Operating Policies of the Board of Education” and in the Student Handbook.

A faithful performance of the duties outlined by the regulation of the administration and Board of Education shall constitute a binding part of a teacher’s contract with the Board of Education.

Books

The original text and workbook will be issued by the teacher to students free of charge. Students are responsible for all items issued to them and will be charged the replacement cost of any item lost, stolen, or damaged. If items are damaged beyond normal daily wear, fines will be assessed and become the responsibility of the student and the parent/guardian. Students who need to return items or owe fines will be placed on a “hold” list until the obligations are taken care of. This will prevent them from attending social functions and participating in field trips.

Borrowed Articles

After plays, dances, or other activities, it is the responsibility of the sponsor to see that all borrowed articles are promptly returned to the owner and that the rooms are put in order. Plan for the clean up at the same time the activity is planned.

Cafeteria

Vending machines may are not to be used between 7:33 a.m. and 3:38 p.m. All food and drink brought into the school must be consumed in the cafeteria. Please do not allow students to take food or drink out of the cafeteria.

Cell Phones

Please limit your personal cell phone use to your conference period. Cell phones should never be used in the presence of students.

Please see the student handbook for the student cell phone policy. Any cell phones confiscated from students during the school day should be brought to the office.

Change of Address

If the last name, street address, telephone number or any other pertinent data changes during the school year, please notify the superintendent's office. This is very important in keeping personnel records up to date in case of an emergency.

Class Activities/Field Trips

Teachers that are planning field trips/extra-curricular activities or class activities should follow the guidelines listed below:

- Fill out field trip request form two weeks prior to the event and turn in to the principal.
- School buses must be used to all events unless prior approval was given by the principal.
- Teacher/Sponsor must ride the bus with students to/from event.
- Permission forms must be sent home with students and signed by parents/guardians and returned two days prior to the event.
- A list of students attending the event must be on file in the principal's office two days prior to event.
- All sign-out sheets must be turned in to the sponsor two days prior to event.
- It will be the student's responsibility to secure the signature of each of their classroom instructors on the sign-out sheet. The student will also be responsible for securing all assignments and class work for each of the classes that will be missed. These assignments must be returned to the proper instructors prior to departure. Failure to do so will result in no possible grade being earned for these assignments.
- Each year the junior class gives a prom to honor the seniors. The junior class must limit expenditures to \$2500.
- No mandatory activity shall be scheduled at the school on Sunday or on Wednesday evenings.
- It is a state law that all money from all sources be collected, deposited, and disbursed through the school funds. All activity money collected must be turned into the office. All purchases must be made by a purchase order approved by the superintendent. Each organization will receive a monthly statement accounting for receipts and expenses.
- All moneymaking activities of school organizations must have prior approval of the administration.
- All proposed activities must be approved by the principal and must be presented to the principal by the sponsor.
- Guests must be registered in the sponsor's classroom by noon on the day before the activity is scheduled.
- Any guest at a school dance that is currently not attending Wellsville-Middletown R-1 School District must be approved prior to the day of the dance by the school administration. All guests must be 20 years old and younger.
- Students attending class or school activities, basketball games, dances, and other activities will not be permitted to leave the building and return to the activity.

Class Dismissal

Do not allow students to stand in the doorway awaiting the bell to ring at the end of a class period. Students should not be dismissed before the end of the class period. To do so is to admit that one is unprepared for the students. On the other hand, do not hold classes after the bell rings; the other teachers are entitled to their time as well, and their work is just as important. In like manner, do not become so enthusiastic with any extracurricular activity that it is an encroachment upon the class time or the activity of another teacher.

Class Interruptions

The board of education recognizes the importance of minimizing interruptions to the teaching/learning process. It shall be the responsibility of the building principal to reduce to a minimum the interruption of classroom time.

All school personnel should be aware of the importance of protecting classroom learning time. Common sense and careful planning by all will help reduce the incidence of classroom interruptions and cause less confusion in protecting a productive educational environment with the total building climate.

Class Sponsor Duties

Faculty members are assigned to sponsor each class in the high school. One sponsor is assigned to each class in the junior high school. Sponsors should guide and maintain order during all class meetings and advise class officers on all class affairs. The sponsor assumes complete responsibility for various class projects from initial planning and including clean up.

The senior class sponsor is responsible for all senior class activities including homecoming activities, ordering senior t-shirts, senior composite photography, trips during testing, and assisting with graduation. Assigned sponsors should represent the school and attend the various special functions scheduled for the senior class.

The senior sponsor is responsible for working with the senior class on class funds for budgeting of class money. The senior sponsor assists in the selection and distribution of graduation announcements; measurement, ordering, distribution, and return of caps and gowns; spelling of graduates' names for the diplomas; notification to the media of graduates' future plans; serves as baccalaureate liaison; and coordinator of the graduation program and ceremony. The sponsor should represent the school and attend the various special functions scheduled for the senior class.

The junior class sponsor is responsible for all junior class activities including homecoming activities, magazine sales, decorating for prom, etc. Sponsors should represent the school and attend the various special functions scheduled for the junior class.

The sophomore class sponsor is responsible for all sophomore class activities including homecoming. Sponsors should represent the school and attend the various special functions scheduled for the sophomore class.

The freshmen class sponsor is responsible for all freshmen class activities including homecoming activities. Sponsors should represent the school and attend the various special functions scheduled for the freshmen class.

Classification of High School Students

Classification and promotion of students in the Wellsville-Middletown R-1 School is on an annual basis. The number of units satisfactorily completed, as follows will determine the classification of students above the beginning of the ninth grade:

- Less than 6 units.....9th grade
- 6 but less than 11 units.....10th grade
- 11 but less than 17 units.....11th grade
- 17 or more units.....12th grade

Class rank and GPA is based on weighted grades and will be determined at the end of each semester and no other time.

Closed Campus

The Wellsville-Middletown R-I Junior-Senior High School maintains a closed campus from 7:33-3:38 p.m. on all school days. Only students, registered visitors, and school personnel are permitted on school property during school hours.

College/Military Representatives

Throughout the school year, representatives from colleges, universities, technical schools and the military will schedule appointments to meet students and supply them with information about their institution. Students are notified about scheduled visits via the school announcements. Students must sign up in advance to meet with school representatives. Teachers should require make-up work to be turned in before allowing the student to meet with the representative.

Consultants

Consultants (whether they are temporary, part-time or full-time workers) shall exercise no administrative authority over the work of employees in the district, but shall act only as advisers in those fields in which they are qualified to offer expert assistance.

All administrative supervision of employees shall be in the hands of those to whom such responsibility has been specifically delegated.

Communication between Teachers and Students--

Communications between employees and students will be primarily direct, oral or written in nature. Employee's communication with students and/or teacher's electronic media must be made available to the student's parents/guardians. While the employee need not notify their building principal of the content of the electronic communication, the employee must notify the principal, in writing, of the date and time of the communication and the identity of the student with whom communication occurred. Such notification is not required where the communication is between the teacher and his/her children or siblings. **(Policy 4650)**

Credentials

Wellsville-Middletown R-I Board of Education policy states that each teacher is required to have a transcript of credit, retirement number, and a valid certificate to teach filed in the superintendent's office. No checks can be legally paid until this requirement is met.

Daily Bulletin

A daily bulletin will be emailed from the principal's office before second period begins each day and posted on the SIS home page. The bulletin should be read to all students during second hour. Information to be printed in the bulletin should be received in the principal's office the previous day when possible. Items received after 8:30 a.m. will be printed the following day. Items for the bulletin must be prepared and signed by staff members. The staff member's name should appear with the printed announcement.

Please remember to also check the faculty bulletin on the SIS home page for important announcements and reminders. The teacher's bulletin should not be read or available to the students.

Detention

Students may be assigned detention after regular school hours on Tuesday and/or Thursdays unless otherwise specified for discipline referrals. Students may make other arrangements if approved by the administration prior to serving the detention. Detention will be held after school beginning at 3:45 p.m. until 4:45 p.m. Failure to serve the detention will result in an additional detention and/or suspension. If you miss more than one detention, you may be given 1-5 days of OSS. Students assigned to detention must use the restroom before entering detention. No food or drink allowed. No sleeping is allowed during the detention. Students will obey the faculty member in charge without question. Students will bring work to do while in detention. Do not come in without something to do.

Directed Study

Teachers are asked to regularly schedule a reasonable amount of directed study time during the class period.

Discipline

Every teacher is held responsible for the discipline of students in his/her classes and in the hallway. Teachers should never use profanity. Face all discipline problems head on by taking corrective action. It is always helpful to keep the principal informed of potential discipline problems.

Before requesting the principal's assistance, attempt corrective action using various strategies including student conference, parent conference, etc. When sending a student to the office, be sure that you document this in SIS with a discipline referral. Be sure to check with the office to verify if the student arrived and that the situation is properly explained and understood.

Discipline Policy

The entire staff of the Wellsville-Middletown R-1 School District has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, and happy, and in addition, have the maximum opportunity to learn. We strive to see that every child is treated with fairness and respect and the opportunity to learn. We will not permit anyone to be disruptive in a manner that interferes with the learning process for that child or for other children. Each classroom has rules and consequences that are part of a plan that we are confident will teach our children to be responsible for their actions and make this school year a positive and motivating experience. We strive for excellent student behavior and expect the instructional staff to see that acceptable student behavior is carried through at all times.

Student Rights and Responsibilities

Each student has the opportunity for a free education in the most appropriate and least restrictive environment. While obtaining this education, the student has all rights afforded him/her by the United States Constitution and has a right to be educated in a safe environment conducive to learning. The student will not be discriminated against. The student will be fully informed of all school rules and regulations.

Each student has the responsibility to achieve academically to his /her personal best. While in the learning environment, the student must respect the human dignity of others and their inalienable rights. The student

obeys all applicable laws and carries only those materials which are acceptable under the law. The student agrees to accept the consequences of not abiding by these rules and regulations.

Please see the student handbook for the complete discipline policy.

Dress for Faculty

Proper dress has played a very important part in the success of professional people. Teachers are concerned with the way students dress and expect certain standards. As a teacher and professional person, one should dress accordingly. Give this phase of the teaching profession honest consideration. Denim type blue jeans may be worn on Fridays.

Duties

All certified staff will be assigned duties for student parking lot, breakfast, lunch, and bus. Please check the schedule to be sure you know when your duties are. If you are unable to fulfill them on a specific day, it is your responsibility to find someone to take your place. All teachers should be in the hallways during passing time and before and after school.

Electronic Devices/Cell Phones

All ipods, mp3 players, radios, cd players, handheld video games, laser lights, cameras, camera phones and other electronic entertainment devices **are not to be used or visible during school hours. Students may ask permission from the principal to use cameras on special occasions.** All such devices in violation of these restrictions shall be confiscated by staff members and turned into the administration. The student may pick up the device at the end of the school day. Students actively enrolled in an online dual credit class and showing a justifiable reason may fill out a BYOT (Bring your own Technology Agreement) and may be permitted to bring in their own computer device with approval by the principal and the technology director. The Board of Education, the administration, and staff shall not be liable for any alleged damage to or loss of any personal items.

Eligibility for Extra Curricular Activities

Participation in extra-curricular activities is a privilege. Students who represent our school in extra curricular activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditible citizens." Conduct shall be satisfactory in accordance with the standards of good discipline. To be eligible to participate, all students must exhibit good citizenship at school, home and in the community. Examples of behavior, which would terminate a student's eligibility, would be:

1. Engaging in any illegal activity. This would include the use of drugs, alcohol, tobacco, shoplifting, etc.
2. Failure to follow rules, code, bylaws or constitution of an organization, team or activity.
3. Failure to meet state, national or local rule or bylaws. ***Students who fail to meet the above requirements for participation will be ineligible to participate for a period of time not less than six weeks for minor infractions and termination for more serious infractions. Determination of the ineligibility time period will be at the discretion of the principal.***
4. All students participating in any extracurricular activities must maintain a C- grade average. Students are ineligible if their mid-term or quarter grade point average is equal to or below 1.6666. Students must not have a grade of "F" in any subject. A grade of "F" in any subject is not considered normal progress towards graduation and will render the student ineligible. Ineligible students may attend practices if the coaches are willing. Ineligible students are not allowed at any extra-curricular activities. Eligibility will be reviewed at each midterm and quarter. The counselor's office will send an ineligible list to certified staff on the day the above reports are distributed. Eligibility will be changed on that day.
5. Students must be in school attendance for the **entire** day of event, unless the high school office is notified in advance. Students arriving at 8:21 or after will be considered absent for first hour and will not be eligible to

participate in that evening's activities unless the HS office was notified. If an activity is held on a non-attendance day (example: Saturday, holiday), students must be in attendance the **entire** day prior to the activity to be eligible to participate, unless prior approval is given.

6. Law enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
7. Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.
8. A student who is out for a sport has up until the first competition of that particular sport or activity to quit without consequences. If a student chooses to quit a particular sport **after** the first contest date of the sport/activity, the student will not be eligible to start practicing or participating in any other extracurricular activities until the completion of the particular sport/activity. This includes open gyms, open fields, preseason conditioning, NHS, FFA, FBLA, STUCO, weight-room activities ECT. If the student quits after mid-terms of the 4th quarter, he/she will become ineligible until the completion of mid-terms of the 1st quarter the following school year. The only exception is if the coaches of **both** sports/activities and the athletic director give their consent.

School policy applies to extracurricular activities both at our school and when we are attending other schools. Any student who is assigned to either in-school or out-of-school suspension is prohibited from attending or participating in any school sponsored activities from the time the assignment is made until their first day of return to their regular school classes.

- Ineligible students are not allowed at any extracurricular activities which includes but is not limited to; athletic events, class/club/organization trips, FFA/AG, FBLA, STUCO and Music Contests, end-of-the-year Banquets, Inductions and/or Ceremonies, school dances/lock-ins, etc. This includes any activities that our school is participating in at home or away locations. Students may be asked to leave the event and/or assigned detention or ISS at the principal's discretion. Any activity not listed must be approved by the secondary principal.
- Ineligible students are allowed to attend organization/class meetings and practices at the discretion of the teacher/coach.
- Ineligible students are permitted to attend 8th Grade Promotion, Senior Graduation and Prom.
- During the summer, attendance at extra-curricular activities will be decided on by the teachers/sponsor/coach and approved by the secondary principal.
- Ineligible juniors and seniors may attend prom, but ineligible freshman and sophomores will not be allowed to attend.
- Ineligible seniors are allowed to attend the Senior Trip and Senior Luncheon unless they are not on track for graduation, they have unpaid fines owed to the school and/or have any current disciplinary issues.

Emergency Leave

The superintendent of schools shall be authorized to grant emergency leave, not to exceed five days per year. Any request for leave exceeding these five days shall be referred to the Board by the superintendent. Emergency leave will not be charged against sick leave. Emergency leave shall be determined by the superintendent considering each individual case on its own merit. Records of emergency leave shall be maintained and not charged against the employee sick leave.

Allowable Emergency Leave:

- Death in the immediate family shall include spouse, sister, brother, father, mother, children, grandchildren, father-in-law, mother-in-law, grandparents, and other person living in the household.
- Death of close friend.
- Serious illness of family members.
- Court or jury duty except when employee is a defendant in a non-school related case.
- Military reserve duty.
- Birth of a child (father).
- Individual cases to be approved by the Superintendent.

Non-allowable Emergency Leave:

- Personal business which could be scheduled during non-duty hours. (Not of an emergency nature)
- Attendance at religious meetings.
- Absence due to a secondary occupation
- Vacation of spouse or other family member.
- Staying at home with children or grandchildren.
- Routine medical appointments of family member.

Emergency Procedures

Instructions for emergency procedures are to be posted and reviewed by the teacher. Earthquake, fire, and tornado drills will be held. Drills are serious and it is essential that students be orderly and cooperative when one is in progress. The longitude and latitudinal coordinates of the Wellsville-Middletown R-1 School are 39°N08'91°W57'.

Emergency School Closing

In case school is closed, the following media will notified:

KXEO (1340) AM Mexico
KWWR (95.7) FM Mexico
KMCR (103.9) FM Montgomery City
Channel 8
Channel 13 and Channel 17

A School Messenger call will be made to all persons who are signed up to receive one.

Ending the Semester

Resist the temptation to relax. It is important to continue teaching until the last day of each semester. Classroom parties are not permitted without prior permission from the principal. Conduct an accurate inventory of all textbooks, materials, furniture, etc., in the classroom at the end of the second semester. All school property should be collected and accounted for including athletic/extracurricular uniforms and equipment. Label and turn in all keys. Grades for senior students will be turned in three days before graduation. All grades must be entered into the computer in a timely manner.

Evaluations

The Missouri Statutes mandate that every teacher be evaluated on his/her performance. In keeping with this mandate, teachers will be evaluated, both tenured and non-tenured.

The following recommendations are construed to the minimum and not maximums. This will allow administrators to spend time with teachers that have problems.

1. Non-tenure teachers will be visited at least once (1) prior to December 1st.
2. Each non-tenure teacher will be visited at least once between December 1st and March 1st.
3. Tenure teachers will be evaluated at the minimum of once every three years. Administration is encouraged to do 1/3 of a tenure staff a year. Any teacher that demonstrates a need will be evaluated as often as needed to increase the likelihood of student/teacher success.

4. Formal visits may be unannounced unless notification is requested by the teacher or administrator.
5. Formal visits should last at least 20 minutes. Informal walk-through visits can vary in length of time.
6. Conferences will be held as soon as possible after the visit has been made.
7. Administrators will use job targets for all teachers that demonstrate a need or have a need.
8. Copies of the evaluation and job target will be forwarded to the superintendent of schools.

Items that must be included in any job target form are as follows:

- A. Specified area of concern
- B. Suggestion for improvement (Teacher or principal generated)
- C. Mutually agreed upon date for alternatives to be implemented
- D. Place for comments by teacher
- E. Signature by both parties
- F. Evaluation criteria

The teacher will be notified in writing of any incompetence and a conference will be arranged with teachers to discuss their evaluations. The evaluation is the personal property of the person evaluated and should not be discussed with others. It is hoped that the evaluation process and the conference will be a learning experience and will result in better instruction for our students.

Extended Instructional Programs

The Wellsville-Middletown R-1 School District shall attempt to provide continuous progress in education to fit the needs of individuals of the community. In meeting these needs, the district may provide programs beyond those offered during the regular school day. The district will pursue all available state or federal aid for its extended instructional programs.

Extracurricular Activities

Patronize school activities frequently. All school personnel, spouses, and children, enrolled in grades K-12 will be admitted free to all school functions. Teachers are encouraged to attend all **formal** school events. This includes prom, awards assembly, and graduation. The extracurricular program is an extension of the school day.

Facilities

Insist on all school furniture being kept in its proper place. See to it that all trash is put in the wastebasket. Keep the student aware that it is part of his/her duty to keep the rooms tidy. Allow no marking school property such as texts, maps, walls, furniture or buses. Keep all desks clean. Also, please take a few minutes at the end of school each day to close windows, straighten desks and/or place chairs on desks, lock classroom. In general, tidy up the classroom.

The teacher shall use diligence in seeing that school property is not damaged. He/she is responsible for all property under his/her control. Combat untidiness from the first, at all times, in all places, and in all ways. Keep the room neat and orderly when possible.

Proper care of books and other school property is a good way to save. Turn off all unnecessary lights. Watch windows, ventilation and radiators. Have sufficient fresh air, but do not waste heat. Discuss thrift and

economy with the pupils. Failure costs money. Poor and careless teaching is wasteful. Tardiness and absences cost in efficiency. Aid in every possible way in abolishing waste.

Permission for the use of rooms and equipment other than the individual teacher's must be obtained from the office of the superintendent.

Faculty Meetings

Faculty meetings will be held when needed. Please check the faculty bulletin for important announcements. Schedule extracurricular activities around these dates as all teachers are required to attend meetings. Faculty members who wish to place an item on the agenda should let the principal's office know two days prior to the meeting. Requests for special meetings involving the entire faculty are to be made through the principal's office.

Forms from the Superintendent's Office

1. All teachers must have a teaching certificate and transcript up-to-date.
2. Form W-4 (federal) Employee's Withholding Exemption Certificate.
3. Form MO W-4 (state) Employee's Withholding Certificate.
4. Form-1 Membership record Missouri Public Retirement System. All teachers who have never taught will have to complete this form to receive a Missouri Retirement Number. All new teachers who have a retirement number must turn in their number.

Fundraisers

All fundraising activities and planning for fund-raising shall be done after school hours unless prior permission is received from the building principal. Any fund-raising activity which involves students or employees shall require the approval of the building principal and superintendent. Involvement is defined as: any activity which advertises the school, students, or school organization.

Gambling

Gambling, pitching coins, etc. by students or faculty is prohibited.

Grades

All teachers are required to enter at minimum 1 grade per student per class per week (Monday-Friday) into the online SIS program. Exemption of this policy will be at the principal's discretion for shortened weeks.

Grade Reports

Grade reports will be distributed to students at midterm and at the end of each quarter. All incomplete semester grades must be approved by the principal. It is the district's intention for parents to know about failing work before the situation is irretrievable. Term grades are as follows:

1 st Q Midterm	Ends 09/13/19	Due 9/17/19	Grades out 9/18/19
1 st Quarter	Ends 10/16/19	Due 10/21/19	Grades out 10/22/19 (Parents pick up at conference)
2 nd Q Midterm	Ends 11/15/19	Due 11/19/19	Grades out 11/20/19
2 nd Quarter	Ends 12/19/19	Due 01/03/20	Grades out 01/07/20
3 rd Q Midterm	Ends 01/29/20	Due 01/30/20	Grades out 01/31/20
3 rd Quarter	Ends 03/05/20	Due 3/10/20	Grades out 03/11/20
4 th Q Midterm	Ends 04/08/20	Due 4/14/20	Grades out 04/15/20
4 th Quarter	Ends 05/15/20	Due 5/20/20	Grades out 05/22/20

Grading of Papers

Teachers are encouraged not to have students grade papers during class time. Remember that students have work to do and should be studying themselves.

Grading, Weighted Grades, and Laude System

It is very important to note that each teacher should keep accurate records of all class work, reports, notebooks, sample of students work, tests, etc. in case a question should be raised by the parents, guardians, administration, or the Board of Education. This will enable you to defend each grade given, which the student has earned. **Grades should be updated on a weekly basis in SIS to ensure positive communication between parents and teachers.** **GPA will be carried three decimal places for standard grade reporting.** **In determining class rank, GPA will be carried to as many decimal places as necessary.**

Standard Grading System:

93-100.....	A	4.000
90-92.....	A-	3.666
88-89.....	B+	3.333
83-87.....	B	3.000
80-82.....	B-	2.666
78-79.....	C+	2.333
73-77.....	C	2.000
70-72.....	C-	1.666
68-69.....	D+	1.333
63-67.....	D	1.000
60-62.....	D-666
0-59.....	F000

The primary purpose of weighted grading is to encourage high school students to enroll in rigorous courses. This effort is then acknowledged by more weight being given to the grade for a specified class. We propose the following classes receive additional weight: Trigonometry, Statistics, Calculus, and US History I and US History II. Additional classes may be added at a later time. Weighted grades will only be added in at the end of a semester. The weighted grades are:

A= 4.5	B= 3.5	C= 2.5	D=1.5
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The purpose of the Laude System is to recognize students for the rigor of their academic program as well as their success in that program. The following are the classifications and requirements to achieve these academic honors. This revised system of recognition and rigor would begin with the Class of 2020.

Levels of Recognition	Graduation cords/stoles	Accumulative GPA Requirements	College Prep Standard: ACT current national average	College Prep Standard: Attendance	College Prep Standard: Required courses *see specific list
Summa Cum Laude: Highest Honor	Gold Stole	4.5 to 4.0	21-36	95% over four years	28 credits
Magna Cum Laude: Great Honor	Purple Stole	3.99 to 3.7	21-36	95% over four years	28 credits
Cum Laude: Honor	Blue Stole	3.69 to 3.4	21-36	95% over four years	28 credits

Graduation Requirements

1. Total Unit Requirement – Students must successfully complete a total of 25 units to graduate from Wellsville-Middletown R-I High School. Of these 25 units, 17 are specific requirements that must be met.
2. Specific Requirements
 - Communication Arts – 4 units
 - Social Studies – 3 units
 - Science – 3 units
 - Mathematics – 3 units (Algebra I required)
 - Practical Arts – 1 unit
 - Fine Arts – 1 unit
 - Physical Education 1 unit
 - Health – ½ unit
 - Personal Finance ½ unit
3. Out of district credit: Students may use other administrative approved courses toward their total graduation credits. Any credit and grade earned from other institutions will be counted toward graduation requirements and cumulative GPA. Students can earn no more than 1 credit per summer.
4. General Information
 - General Information
 - All freshman (9th) will enroll in English I, American History, Physical Science, Math (Algebra I, or Geometry), and Physical Education plus electives for which they are eligible.
 - All sophomores (10th) will enroll in English II, Biology, Mathematics, Social Studies, Health, and Personal Finance plus electives for which they are eligible.
 - All juniors (11th) will enroll in English III, Government, Science and electives for which they are eligible.
 - All seniors (12th) will enroll in English IV or College Preparatory English.
 - A student may not be enrolled in a whole year of English I and English II or English II and English III at the same time. If only 1 semester of English was failed, a student may take that semester and the next level simultaneously.
 - Summer school credit will be figured into a student’s GPA.
 - Algebra I will be a graduation requirement.
 - Students are encouraged to develop a four-year plan with the help of their parents and the guidance counselor. It is also important for them to thoroughly read and understand the requirements for graduation and to review their own progress on a regular basis.
 - All high school students must pass both the United States Constitution Test and Missouri Constitution Test before graduation.
 - All high school students must receive thirty (30) minutes of CPR instruction and training in the proper performance of the Heimlich maneuver. Instruction must be included in the district’s health or physical education curriculum. Students must receive this training prior to high school graduation.
 - School districts must ensure all students entering ninth (9th) grade after July 1, 2017 pass an examination on the provisions and principles of American civics.
 - A+ Tutoring and Cadet Teaching will be graded on a pass/fail basis and will not be counted toward a student’s overall GPA starting with the class of 2021. Cadet teaching can only be taken one semester over the four years in high school.
 - A student may only enroll in either Lifetime Sports or Body Conditioning during a semester. Only one credit can be earned per year of either of these classes.
 - Students wanting to make a class change once school has started must need a legitimate reason, fill out a class change form and have approval from both teachers involved and the high school principal.

Guidance Services

The counseling department provides services designed to promote and facilitate the academic, vocational, personal, and social development of students. In order to meet students' needs, the counselor assists and works closely with parents, teachers, staff, administrators, and members of the community. The fundamental goal of school counselors is to enable all students to succeed to the best of their abilities. The counselor assists students with course selection, understanding and interpreting test results, career exploration and career path selection, self discovery, personal problems, classroom difficulties, and post high school plans.

A guiding framework from development of the guidance program comes from the Missouri comprehensive Model Guidance Program. The three key parts of this program are: Career Planning and Exploration, Knowledge of Self and Others, and Educational/vocational Development. Special guidance activities related to these areas will be presented to students at each grade level. Presentations will be conducted in large grade-level groupings, in designed classroom settings and in small group sessions. Individual conferences will also be held as needed. In addition, parent meetings will be held to discuss pertinent topics for specific grade levels during the course of the school year.

Hall and Building Traffic and Conduct

Students are expected to pass from one class to another in an orderly manner. Students should refrain at all times from running, talking loudly, and whistling. Since conduct in the halls reflects to a large degree the overall character of the school, students should therefore observe these most-evident rules of good citizenship: talk quietly; walk; keep hands off others; make room for others; refrain from whistling; be courteous at all times; do not have candy, food, or drink in the hall or lockers.

During passing of classes all teachers must stand at the door to supervise halls and classrooms. Keep student traffic to an absolute minimum during class time.

Health Services and Policies

Students who need to see the school nurse should be sent with their student planner. If a student is feeling ill during the school day and needs to be sent home, the procedure involves first reporting to the nurse's office for medical assessment. Students are NOT to use a phone to call or text home for someone to pick them up. Only the nurse or office staff will determine if a student needs to be sent home and then contact parents to arrange transportation. For more detailed health service information, please see the student handbook.

Homework Request

Parents may request homework assignments by telephoning the high school at 573-684-2017 before 10:00 a.m. Assignments can be picked up at the principal's office. It is time consuming for teachers to write out homework assignments, so please pick up homework assignments before 3:45 p.m. Requests coming after 10:00 a.m. may schedule pick-up for the next morning.

Illness

In case of illness, the teacher is requested to complete a teacher absentee form and ask the high school office to arrange for a substitute teacher. If the illness occurs after school hours, call the principal the evening prior to the day of the absence or **before 6:00 a.m.** the day of the absence. Detailed lesson plans should be placed in or on the teacher's desk. You may email your lesson plans to the high school secretary at bishop@wmr1.k12.mo.us. Do not dictate lesson plans over the phone. Please call Jessica Cobb @ 573-590-0048.

Instructional Time

The primary focus of the District's staff and programs is maximization of student learning. While learning occurs as a result of extracurricular activities and as a result of non-structured interaction between students and between students and staff, most learning occurs as a result of planned learning activities during class time. Therefore, every effort will be made to minimize disruptions in instructional time. Public address announcements and pull out programs will be planned to avoid loss of critical instruction time.

In-School Suspension

- Students may be placed in ISS by the principal without parent/guardian notification.
- Students will be informed of the dates of their assignment to ISS. Lesson assignments will be collected from each of the student's teachers for completion during the ISS day.
- Students assigned to ISS will be required to report to the office by 7:50 a.m. on the assigned day and will be dismissed by 3:38 p.m.
- The student who is in ISS will not be allowed to participate in normal school day procedure. The student may leave the room by permission only. Food and drink are not allowed in the ISS room. Visiting will not be allowed and class assignments are to be completed.
- Students will be required to finish the lesson assignments to the satisfaction of the classroom teacher before the ISS is considered complete. If the work is not completed to the classroom teacher's satisfaction, another day of ISS may be assigned. Even if all work is completed, this does not shorten the length of the ISS assignment. The student is responsible for making up all class work which has been missed and will receive credit for all work completed satisfactorily.
- If the student fails to adhere to ISS rules, sleeps, and/or becomes a discipline problem, he/she will be given a three day out-of-school suspension. Failure to complete assignments will also result in a three day out-of-school suspension.
- If a student is absent during a day assigned to ISS, that day will be made up when the student returns to school.
- Students may not participate in or attend any school activities or practices from the time the ISS assignment is issued until the first day of return to the regular school schedule.
- By 7:50 a.m. on the day of in-school suspension, the classroom teacher will provide the office with all materials the student would not ordinarily have in his/her possession to complete the hour-long assignment. The ISS instructor will place the completed assignments/materials in the workroom mailboxes at the completion of the school day. ISS work should be counted for full credit.
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Internet Safety

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Internet Safety Training In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs.

Late Enrollment

A student who has not been enrolled at another school and registers after the semester has commenced will be subject to the three-day attendance policy for the number of days not in school from the beginning of the semester.

Leaving Classroom (Teachers)

A teacher should be in the classroom all class period. Very seldom will a teacher have an excuse to leave a class. Stay in the classroom all period unless there is an emergency or a major discipline problem.

Lesson Plans

Teachers will be expected to have lesson plans in Plan Book each week. It will also serve as an immediate resource for the principal or substitute teachers in case of an absence. Please feel free to discuss the work of students with the principal at any time.

Library Media Center

Teachers may schedule library time and computer lab time for their entire class with the librarian. Students may be excused from their classes to use the library for research, for individual projects, and to check out books on a limited basis when approved by their classroom teachers. Teachers may also send students to the library to make up tests and other work. The tests may be given to the librarian beforehand. The librarian will always keep the tests and return them directly to the teacher. The library will close two weeks before school dismisses in May to do inventory.

Mailboxes

Teachers have mailboxes and should check them upon entry to school, at noon, and upon leaving in the afternoon for messages and other correspondence. Mailboxes are located in the teacher's workroom. Students are **not** allowed in the workroom.

Make up Work

Students with authorized absences will be allowed to make up assignments and tests missed for full credit unless they have exceeded the 3 day per semester limit. It is the student's responsibility to ask the teacher for make-up assignments. One make-up day will be allowed for each day missed. When a test or assignment was announced during the student's presence in class or given in advance as part of a pre-arranged absence, he or she will be required to take the test or hand in the assignment on the day designated. **Students will not be permitted to make up assignments or tests when they have exceeded four absent days and not appealed to the attendance committee.**

Mandated Reporter Missouri Law and Reporting Abuse

In Missouri, if school officials have "reasonable cause to believe" a child is being abused or neglected that suspicion must be reported to the state Department of Children's Division or law enforcement- immediately.

Specific Mandated Reporting Information

- By law, mandated reporters are physicians, nurses, social workers, day care staff, teachers, ministers and law enforcement officials.
- Mandated reporters also include any other person with responsibility for the care of children.
- Mandated reporters are required by state statute to report abuse/ neglect when they have reasonable cause to suspect a child has been or is being abused/ neglected, or if a child is observed as being subjected to such conditions or circumstances.

Money

Money collected from any source is to be turned in to the superintendent's office. **Never** leave any money in a classroom. The teacher may be held responsible for any money lost or stolen. The office will make out receipts for money received.

Movies/Audio-Video

Any audio-video material shown in the classroom that does not directly support the instructional content for that class and/or is over a PG rating must have prior approval from the administration. Once approved by the administration, parental permission may also be required.

Non-Discrimination

The Wellsville-Middletown R-1 School District is an equal opportunity employer, and has adopted policies prohibiting discrimination based upon age, sex, race, color, national origin, ancestry, religion, disability, or any other characteristic protected by law. Any alleged discriminatory treatment should be referred to the Superintendent of Schools, who serves as the district's Non-discrimination Officer.

Out-of-School Suspension

Out-of-school suspension is a serious issue. It removes a student from the educational process and this is not done without careful consideration.

When a student is suspended, the principal/designee shall attempt to reach the student's parent/guardian to inform them of the school's action and to request that they come to school for their student. If the parent/guardian is unable to come for the student, the principal/designee may ask the parent/guardian for permission to send the student home. If the parent/guardian cannot be reached or if the above request is refused, the student must remain on school property until the close of the school day.

A principal may suspend a student for a period not to exceed ten (10) school days. Suspension shall immediately be reported in writing to the superintendent who may revoke or reduce the suspension if the Superintendent concludes that circumstances warrant such action. If the principal decides that a suspension in excess of ten (10) school days is warranted, the principal may petition the Superintendent for such suspension.

No student shall be suspended by a principal or Superintendent unless:

1. The student shall be informed, orally or in writing, of the charge against him/her, and
2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension, and
3. The student shall be given an opportunity to present his/her version of the incident to the principal or Superintendent.

Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others having custodial care of the student. A copy will be forwarded to the Superintendent.

A student who is on suspension may not be within 1,000 feet of any school unless he/she lives within 1,000 feet of the school, has a parent with him/her, or has been requested by the administration to attend a meeting at the school. If a student comes on to school property during a suspension, they may be charged with trespassing.

A student who is absent from school due to an out-of-school suspension will have those suspension days counted toward the number of days absent permitted per semester. A student who has been suspended out-of-school will not be granted an extension or given any credit for work missed during the suspension. Students on an out-of-school suspension may not attend or participate in any school-related activities until they day they return to school.

A student who is absent from school due to an out-of-school suspension will have those suspension days counted toward the number of days absent permitted per semester. A student who has been suspended out-of-school will not be granted an extension or given any credit for work missed during the suspension.

Parent Teacher Conference

Parent/teacher conferences are scheduled for Thursday, October 24, and Friday, October 25. Specific times will be determined at a later date. Junior and senior high teachers will be in their classroom to meet with parents on a first come basis. Conferences are a positive way of establishing open communication between the parent and teacher. Parents may also contact their student's teachers to arrange an individual conference during the school year.

Parties

Classroom parties at Christmas, the end of the semester etc., only add confusion to a normal routine. All such events should be approved by the principal before planning begins and all food must be commercially prepared and wrapped.

Personal Leave

The board of education has adopted a policy granting a maximum of two days of personal leave per school year. Unused personal leave days may be carried over into sick days at the end of the school year. Leave will not be granted for an employee due to weather conditions. Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. The administrator will respond promptly to the employee's written request. Once leave has been approved, teachers are requested to complete a teacher absentee form and ask the office to arrange for a substitute teacher.

Picture Service

All school employees may have their pictures taken free of charge, compliments of the photographer.

Pledge of Allegiance

Schools shall ensure that the Pledge of Allegiance is recited in at least one scheduled class of every student no less than once a week. No student shall be required to recite the Pledge of Allegiance.

Pregnancy and Childbirth Leave

A pregnant employee shall continue in the performance of her duties as long as she is able to do so, and as long as her ability to perform crucial duties is not impaired, based on medical opinion. However, the employee shall notify her supervisor as soon as she knows she is pregnant. The employee shall be granted sick leave during periods of pregnancy-related disability, and, if necessary, an unpaid leave of absence, to begin at the time recommended by her physician. The employee shall return to duty when she is physically able based on medical opinion, except that this paragraph creates no rights extending beyond the contracted period of employment.

Pregnant employees shall be treated the same as other employees who are similar in their ability or inability to work, for all purposes under this policy.

Profanity

All employees will refrain from using profanity around a student at any time.

Professional Leave

Professional leave is granted to provide staff members the opportunity to gain teaching skills, improve existing skills or contribute to the improvement of the educational process. Teachers are requested to complete a teacher absentee form and ask the principal to arrange for a substitute teacher once the leave has been approved through the PDC and/or administration. Professional leave shall not be considered personal leave.

Public Relations

Good public relations begin with listening. Before one can gain the enthusiastic support of the public, one must listen to what is thought.

Public relations are what the public thinks of the teacher as an individual and as a collective profession. The classroom teacher is the nucleus of public relations. The impression school personnel make on the public is public relations-one cannot escape from it.

Personal relationship is the key to positive and sound understanding between the community and teachers. Good schools result from good work by every person connected with them. Every contact made by every employee with anybody, anywhere, anytime, is a part of our public relations.

Registration and Enrollment

Scheduling for the next school year will be held in the spring. Information gained from the scheduling process will be useful in organizing the class schedule. In August, students will finalize their class schedule and receive their locker assignment and student handbook. Teachers should submit requests for changes in class offerings before February 1 of the year prior to the requested change.

Requisitions

The procedure to be followed for all expenses, including the budget for clubs or organizations and any of their activities is as follows:

1. Fill out a requisition form for the item requested and place in the appropriate box in the teacher workroom.
2. A purchase order will then be submitted online for approval by the building principal.
3. Once approved, it will be forwarded to the superintendent.
4. When the item arrives and the order is complete, turn the invoice into the superintendent's office if it is included in the package.
5. If a teacher requests a conference registration, membership fees, or entry fees for the teacher or students, one must have an attachment to put with the requisition that shows the dollar amount being requested. This is a requirement for auditing purposes. Requisitions without an attachment cannot be paid.

Resource Personnel

The administration feels that outside speakers have a great deal to offer the classes and should be used at appropriate times. To help avoid possible embarrassing situations, the administration must be informed of all non Wellsville-Middletown R-1 persons to be used in any activities. The administration will expect to know in advance of any and all outside persons to be presented by teachers to students. All visitors or resource personnel must sign in at the office before arriving at the classroom.

Restrooms

Students should use the restrooms during the three-minute passing time between the start of classes. Students must be given permission to use the restroom and walk to the nearest restroom from the classroom they are leaving. It is essential clean restrooms are maintained.

The dressing and shower rooms are for use only during physical education periods. Students are not permitted to enter the dressing and shower rooms except during their scheduled physical education class.

Retirement Stipend

Any teacher who will be retiring from the district at the end of the current school year may receive a one-time stipend of \$500 for notifying administration prior to the January board meeting of their intent to retire.

Schedule Change Policy

Much care is taken in the spring to explain descriptions and prerequisites for the classes to be offered the following school year. Through proper planning on the part of the student, very few schedule changes will be necessary. The procedures which allow students to drop and/or add courses or otherwise amend their class schedule are designed for students whose academic programs can be enhanced by such a change. Changes will be based on a legitimate need on an individual basis with approval by the building principal.

School Accidents

Teachers should act quickly, but with good judgment in case of an accident. If it is a minor accident, send the student to the office with a pass. If the accident is serious, send a student to the office to summon help. Do not, except in the case of an extreme emergency, leave the classroom unattended. If it is a lab or shop class, students should cease activity while the teacher tends to the student. Complete an accident report form immediately.

Sick Leave Policy

The board of education will grant to each teacher 10 days sick leave each year which will be accumulative to 100 sick leave days. Sick leave days may be used for the following reasons:

1. Illness, temporary disability, or permanent disability.
2. Illness or injury to a member of the immediate family (spouse, parents, children, mother-in-law, father-in-law, grandparents, grandchildren, brothers, sisters of an employee or employee's spouse).
3. Illness or injury of other relatives with permission granted by the superintendent.
4. The board of education has adopted a policy granting the teacher two personal days per year.

Solicitors

Agents or solicitors are prohibited from interviewing teachers in the building while classes are in session. In urgent cases the principal will accompany the visitor to the teacher's room.

Student/Teacher Conferences

All members of the teaching staff should announce to their classes the times when they will be available for student conferences and to aid students who are experiencing difficulties in their subjects. This should be done periodically.

Substitute Teachers

Prepare a folder for the substitute teacher within the first two weeks of school (a must!). Place the folder in the designated file cabinet in the principal's office and include in it:

- Current seating chart with the student's first and last names written plainly.
- List as least one student in each class period the substitute teacher may call upon to answer questions concerning procedures.
- The schedule listing class times, courses, textbook/workbook used, and lunch period.
- The attendance taking procedures including how the substitute teacher should mark absentees. The substitute should be directed to write absent student names on a piece of paper and turn it into the office at the end of the day.
- The classroom procedures.
- Emergency worksheets for the subject area.

Handouts/worksheets/tests should be copied ahead of time. Do not rely on the substitute teacher to copy papers. All lesson plans for the substitute teacher should be written, **not** verbally dictated over the phone to the secretary or substitute teacher. Place the teacher's handbook where the substitute teacher can locate it easily. Be sure the class roster and attendance information is up-to-date. Remember it is the professional teacher, the master teacher, who will be prepared for his/her absence (planned or unplanned) in every way.

Substitute teachers are responsible for teaching over one full year of every child's K-12 education! In order to enhance that period of time, the regular classroom teacher should be prepared for the substitute teacher. Feel free to fax in lesson plans at 573-684-2018.

Supervision of Students

Students are to be under supervision of the professional staff at all times during school hours and at school sponsored activities.

It is the responsibility of principals to arrange for adequate supervision. It is the duty of teachers to perform assigned supervision. Students are not to be left unsupervised during the school day whether in instructional area, cafeteria, plays, concerts, ball games, and dances. If a student is not acting properly during one of these events, he/she may be asked to leave.

An atmosphere consistent with learning must be obtained at the offset of school and maintained throughout the year. In case of repeated occurrence or some serious problem, the principal should be notified. Some helpful hints are: Start tough: it is much easier to start tough and then relax. Let the students know what to expect. Seating charts are a useful tool. Lesson plans are invaluable.

Activities such as plays, concerts, ball games, dances, all need supervision. If a student is not acting properly during one of these events, he/she may be asked to leave.

Tardiness

Punctuality is a necessary life skill, and teachers have limited instructional time each day. At the bell, students should be seated with materials ready to begin class. If they are not seated and/or do not have the necessary items with them, they can be given a tardy. Tardies will be maintained and monitored by semester. Teachers will input tardies into the SIS attendance system and violations will be based on total tardies. More than one tardy can occur in one school day and will be counted separately. Students arriving after 7:50 a.m. and at or before 8:20 a.m. will be considered tardy. Students must sign in at the office if they arrive after 7:50 am. Students arriving at 8:21 a.m. or after will be counted as absent 1st hour. Personal business, transportation issues, etc. should not prevent a student from being ready to begin their day at 7:50 a.m. The goal is to teach students the significance of being on time. The following consequences apply:

Third tardy: Parent notification

Fourth tardy: 1 hour after school detention

Fifth tardy: 1 hour after school detention

Sixth tardy: 1 hour after school detention

Seventh tardy: 1 hour after school detention

Eighth tardy: ISS

Nine or more tardies: 1 day of ISS for each additional tardy.

These consequences are consecutive (example-if a student gets two tardies in the same day, they will be assigned the consequences of both; one consequence does not remove the previous).

If a student is late to class as a result of being held over in a previous class, the student should secure an excused pass from the teacher or staff member who detained him/her. If a teacher detains a student, causing the student to be tardy, the teacher should write a pass for the student to be admitted to the next class. Out of consideration for colleagues and students, teachers should refrain from detaining a student, except in an emergency. If this occurs, please provide the receiving teacher with a written explanation.

The office will not write excuses for students who are late to school or who are late going from one class to the next.

For chronic or unusual tardy problems, the principal may impose other consequences or corrective actions.

Teachers, Be on Time for Classes

Teacher tardiness to class is more serious than student tardiness to class. After all, it is a case of twenty-five people waiting on one when a teacher is late.

Telephone

Students may use office phone with permission before and after school, or with permission from the classroom teacher during the school day.

Termination of School Activities

School activities will terminate at 11 p.m. Announcements will be made if situations warrant later hours.

Tests

Do not leave copies of an examination on your desk. Place them in the office, lock them in a cabinet, or take them with you. It is unfair to place too much temptation in a student's way. Carelessness with examination copies has caused much trouble and may bring criticism of both student and teacher.

Transportation to School-Sponsored Activities

Coaches/sponsors of extracurricular activities must ride the bus to and from all extracurricular activities. All students' participation in school-sponsored activities requiring transportation will be transported by school-furnished transportation.

A participant must ride the bus with the team/organization unless prior approval has been received from the coach/sponsor and principal. Participants may ride home with their parents if the parent contacts the coach/sponsor in person at the event and places his/her signature on the sign-out sheet.

Participants may ride home with a relative or another player's parent with **prior written** permission from the parent and approval from both the coach/sponsor and principal. The responsible adult's signature must be placed on the sign-out sheet. A student may never ride home with another student. Disciplinary action will be taken if a student rides home with someone other than a parent. A parent must make the request to the coach/sponsor and principal for any special circumstances not covered in the above paragraphs.

Unused Sick Days at Year End Exceeding 100

All eligible certified and support staff will be able to carry into a new school year a maximum of 100 days. In addition, all eligible staff will receive 10 additional sick leave days at the start of each school year. Thus, an eligible staff member potentially could have 110 days of sick leave to use during a single school year. Any unused days above 100 that remain at the end of the year, the eligible employee will be compensated at the rate of \$25/unused day.

Unused Sick Days Policy for Certified and Non-Certified Employees

Certified and non-certified employees will receive \$25/day up to 100 days when leaving or retiring from the district. The employee must have been employed by the district for six years in order to receive payment.

Use of Building after School Hours

Arrangement should be made with the principal for all school activities occurring after school hours. Non-school organizations wishing to use the facilities should contact the superintendent's office and complete an application form before using the school building.

Workroom

The teacher's workroom is a place for teachers during their preparation period to use the telephone, copy machine, etc. **Students are not allowed in the workroom before, during, or after school.** Help keep the workroom neat and clean.

NOTICE OF NONDISCRIMINATION AND HARASSMENT

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Wellsville-Middletown R-I School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning Wellsville-Middletown R-I School District compliance with the regulations implementing Title VI and Title IX is directed to contact **Pete Nasir**, Federal Program Coordinator, 900 Burlington Rd., Wellsville, MO. 63384, 573-684-2428. Any person having inquiries concerning compliance with the regulations implementing Section 504 is directed to contact **Shari Niemeyer**, Section 504 Coordinator, 900 Burlington Rd., Wellsville, Mo. 63384, 573-684-2047. These employees have been designated to coordinate institution's efforts to comply with the regulations implementing Title VI, Title IX, and section 504.]

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

(Refer to Policy AC and Policy 1300)