

**WAYNESVILLE R-VI SCHOOL DISTRICT**

**SUPPORT**

**OUR**

**STUDENTS**

**Originally Adopted: July 26, 2010**

**Revised: May 15, 2019**

# WAYNESVILLE R-VI SCHOOL DISTRICT

## Support Our Students Program

### I. INTRODUCTION

The Waynesville R-VI School District's Support Our Students (SOS) program was developed by a committee composed of teachers, administrators, and Board members.

### II. RATIONALE FOR THE PLAN

In the spring of 2010, the Missouri State Legislature voted to withdraw state funding of the Career Ladder program for the 2010-2011 school year. Career Ladder had been an integral program in the Waynesville School District since 1987. The program's goals were to promote excellence in teaching, enrich instructional content, enhance student performance, and foster professional growth and the exchange of ideas. Moreover, Career Ladder also had the goal of encouraging teachers to remain in teaching by providing opportunities for increased recognition and compensation.

The decision by the Legislature to cut 100% of the state funding for the Career Ladder program left the district in a quandary. Should the district continue a modified program using the \$500,000 in district funds that has been allocated each year for Career Ladder? Would the modified program, if implemented, continue to promote excellence in teaching and learning as did the Career Ladder program? Could this be an opportunity for the district to implement a new plan that would incorporate new ideas regarding how our teaching staff could provide student academic support while also providing them the opportunity to earn additional income?

In May 2010, after careful consideration by the administration, a committee of district stakeholders was formed whose purpose was to create a new program that would focus on improving student achievement.

### III. GOALS

1. Support student academics and behavior improvement.
2. Compensate teachers for work beyond the school day that supports student success.

## **IV. THE PLAN**

The availability of the Support Our Students program will be considered by the district on an annual basis.

### **Eligibility**

1. Appropriate certification in area(s) of employment.
2. Full-time assignment as a professional staff member with no more than one-half time spent in administration.
3. Signed verification by the assigned PBTE evaluator on the Application Form that the participant does not have an active Performance Improvement Plan (PIP) or current Notice of Deficiencies on file.

### **Requirements**

1. Eligible professional staff may choose to participate in the SOS program for the upcoming school year by submitting the AppliTrack Application Form electronically to the building principal or designee by August 31 of the then-current school year.
2. Activities must occur between August 1 and the last day of school of the then-current school year, unless approved by the Assistant Superintendent of Personnel Services.
3. Proposals must involve 100% direct participant contact with Waynesville School District students on district property or off district property at a district sponsored or district approved activity/event. Supervision of events directly related to the classroom will not be accepted as an activity, unless approved by the Assistant Superintendent of Personnel Services.
4. Proposals must directly link all activities to PLC, PBS, RtI, SMART goals, or specific building academic or behavioral goals outlined in the district's CSIP.
5. Activities must occur outside the regular school day.
6. Activities may not be used when the participant will receive other compensation (i.e., sports, clubs fundable via grants, etc.).
7. The building principal or designee will review proposals to ensure activities comply with SOS guidelines and notify participants electronically through AppliTrack whether the proposals have been approved.
8. Participants will sign students in daily at the time of tutoring/service using the Youth Enrollment System (YES) attendance website.
9. The building principal or designee will monitor SOS activities on an ongoing basis.
10. The building principal or designee will review and approve participants' YES attendance report.
11. The following ratios shall be used when determining SOS student to teacher ratios:

- Tutoring/academic assistance for general education students: A daily average of 5 students to 1 teacher; If you are having difficulty achieving this ratio on a regular basis, please see your building principal to work on strategies to increase student participation.
- After-school activity with multiple teachers: An average of 5 students to 1 teacher ratio; ratio may vary depending upon activity and shall be pre-approved through the building administrator
- Tutoring involving special needs or high at-risk students: pre-approved ratio through building principal
- Preparation for state or national competition: pre-approved ratio through building principal
- Saturday schools will vary based upon need and no pre-approval is required for Saturday school.

*Please note this list is not comprehensive, but will serve as a guidance to principals and teachers.*

### **Compensation**

1. Compensation is dependent upon the participant's completion of all follow-up requirements (daily logging of attendance in YES) by the last day of the quarter in which the activity occurred.
2. Eligible participants will be compensated for hours worked and have the option to be paid in December and June after 20 hours worked.
3. Eligible participants will receive compensation in the amount of \$35.00 per hour, up to 50 hours.
4. Compensation will be provided only for hours that fulfill all requirements of the SOS program, including approval by the administration prior to initiating the activities and again after the activities have been completed.
5. Failure to provide complete and accurate documentation in connection with the SOS program, including but not limited to recording daily attendance in YES, will result in loss of compensation under the program, and such additional consequences as may be appropriate.

## **V. APPEAL PROCESS**

### **Application of the Appeal Process**

1. This appeal process applies only to the SOS program, and is not applicable to any other type of grievance or appeal under Board policy.
2. This appeal procedure shall also be the **only** method for filing a grievance or appeal regarding the SOS program, unless another method is explicitly required by law.

### **Definition of Appeal**

1. An applicant for or participant in the SOS program may appeal **only** the following decisions:
  - a. Rejection by the building principal or the principal's designee of proposed activities submitted by an applicant to participate in the program;
  - b. A determination by the administration that the participant has not completed all activities that were included in the original proposal;
  - c. A determination by the administration that the activities were not completed in the manner that was anticipated or required when the original proposal was approved;
  - d. A determination by the administration that the participant has submitted incomplete, inaccurate, or falsified records.
  
2. A participant in the SOS program may NOT grieve or appeal the following with respect to the operation of this program:
  - a. The receipt or content of any performance evaluation or assessment, whether formal or informal, formative or summative, or in any other form;
  - b. The receipt or content of a performance improvement plan, letter of reprimand, or any other disciplinary or remedial notice or action;
  - c. The receipt or content of a notice of deficiencies, statement of charges or any other document or action pertaining to unsatisfactory performance; misconduct, whether during or outside of the regular school day or school year; or the statutory procedures for termination or non-renewal of a probationary or tenured teacher.

### **General Procedures**

Appeals/grievances must be filed according to current district policy/procedure which may be found on the district's website or by contacting the Personnel Services Office. Appropriate forms shall be used in the processing of all written appeals. The forms will be available from the Personnel Services Office or the Certificated Personnel Handbook located on the district's website.

Failure at any step of the procedure to appeal a decision to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that level; provided, however, that the administration and/or Board of Education may extend timelines for good cause, as determined by the administration and/or Board, in their judgment and at their sole discretion.

## YES Student Attendance Step Sheet

1. Student attendance should be logged into the YES attendance system daily at the time of tutoring/service.
2. Log into YES using your assigned user name and password:  
<https://yes-server.waynesville.k12.mo.us/>.
- a. If you need to obtain a new user name or password, contact Heather Evans at Instructional Services at 573-842-2050 or [hevans@waynesville.k12.mo.us](mailto:hevans@waynesville.k12.mo.us).
3. Select the “Attendance” tab.
4. Select “Student Activity Attendance” (located on the right hand side of the screen in red letters).
5. Enter student’s ID number or name.
6. If entering a student name, a pop-up window will appear from which you may select the name.
7. Select location where the activity took place.
8. Select the activity.
9. Select the date the activity took place.
10. Enter “Log Attendance”.