

WAYNESVILLE R-VI SCHOOL DISTRICT

SUPPORT

OUR

STUDENTS

Originally Adopted: July 26, 2010

Revised: April 18, 2011

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. Three years' cumulative teaching experience in the State of Missouri.
3. Full-time assignment as a professional staff member with no more than one-half time spent in administration.
4. 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 Application Form electronically to the building principal or designee by May 20 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.
3. For budget planning purposes, eligible professional staff must designate on the Application Form the total number of hours over the school year that they will participate (25 hours or 50 hours).
4. 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, including but not limited to field trips, will not be accepted as an activity.
5. 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.
6. Activities must occur outside the regular school day.
7. Activities may not be used when the participant will receive other compensation (i.e., sports, clubs fundable via grants, etc.).
8. The building principal or designee will review proposals to ensure activities comply with SOS guidelines and notify participants whether the proposals have been approved.
9. Building principals will submit the Building Participation List for the upcoming school year to the Personnel Services Office by June 1 of the then-current school year.
10. Participants will keep student sign-in sheet(s) and submit the sheets to the building principal by the last day of the quarter in which the activity occurred.

11. The building principal or designee will monitor SOS activities on an ongoing basis.
12. Participants will complete the Quarterly Summary Report electronically by the last day of the quarter in which the activity occurred.
13. The building principal or designee will collect, review, and approve participants' sign-in sheets and submit the Completion List to the Personnel Services Office by the last school day in May.

Compensation

1. Compensation is dependent upon the participant's completion of all follow-up requirements (completed quarterly sign-in sheet(s) and quarterly summary report(s)) by the last day of the quarter in which the activity occurred.
2. Eligible participants will be compensated for either 25 or 50 approved SOS hours that occurred during the then-current school year.
3. Eligible participants that applied for but did not complete 50 hours but did complete at least 25 approved hours will receive compensation for 25 hours.
4. As funds are budgeted based on the submitted applications, eligible participants that applied for 25 hours but complete at least 50 hours will only receive compensation for 25 hours.
5. Eligible participants will receive compensation in the amount of \$750 (25 approved hours) or \$1,500 (50 approved hours) on the June 5th payroll for the then-current school year. This is the only time during the then-current school year that eligible participants will receive compensation.
6. 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.
7. Failure to provide complete and accurate documentation in connection with the SOS program, including but not limited to documentation that is submitted in support of compensation earned, 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 job target, 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.

WAYNESVILLE R-VI SCHOOL DISTRICT
Support Our Students Program

APPLICATION FORM

Must be submitted to the building principal by May 20.

Name: _____ Building: _____

Activity: _____

Total # of Hours for the School Year: 25 hours 50 hours School Year: _____

Tentative Schedule for Activity: Monday Tuesday Wednesday Thursday Friday

Time(s): _____

Describe in detail what direct student contact or tutoring activities you will be performing. Be sure to include students/groups targeted, connection to PLC, PBS, RtI, or SMART goals.

Cite building data that justifies the proposed activities.

I, the applicant, understand that it is entirely my responsibility to understand, follow, and meet all Support Our Students guidelines and deadlines. Failure to comply with the guidelines, deadlines, or the provision of false information is grounds to be removed from the Support Our Students program. I also understand that providing false information may result in additional discipline, up to and including a recommendation for termination of my employment.

Applicant

Date

 Applicant does not have an active PIP or current Notice of Deficiencies on file.

Application approved

Application not approved

Building Principal

Date

QUARTERLY SIGN-IN SHEET

Must be submitted to the building principal by the last day of the quarter in which the activity occurred.

_____ - _____ School Year

Teacher(s): _____

Building: _____

Activity: _____

Quarter: 1st 2nd 3rd 4th

Teacher Time: _____

	DATE	STUDENT ID NO.	STUDENT	Non-Military or Military? (Put N or M)	TIME IN	TIME OUT	TOTAL TIME
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

Teacher _____

Date _____

Principal _____

Date _____

Attendance Sheet
(Print this after end of each quarter)

Teacher:	Activity Name:	Are remedial or practice activities included? (Y or N)
School:	Meeting Time: p.m. to p.m.	
Quarter:	School Year: _____ Day of Week: _____	
Please provide a short description of your goals and activities in the space below (this can be copied from your application):		
		Building Principal Signature _____ Date _____
		Teacher Signature _____ Date _____

<i>Student Name</i>	<i>Student ID Number</i>	<i>Non-Military or Military (N or M)</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	<i>Date</i>	Total Minutes
Teacher Attendance Time:											0	
												0
												0
												0
												0