

# Wyman Student Handbook 2019-2020

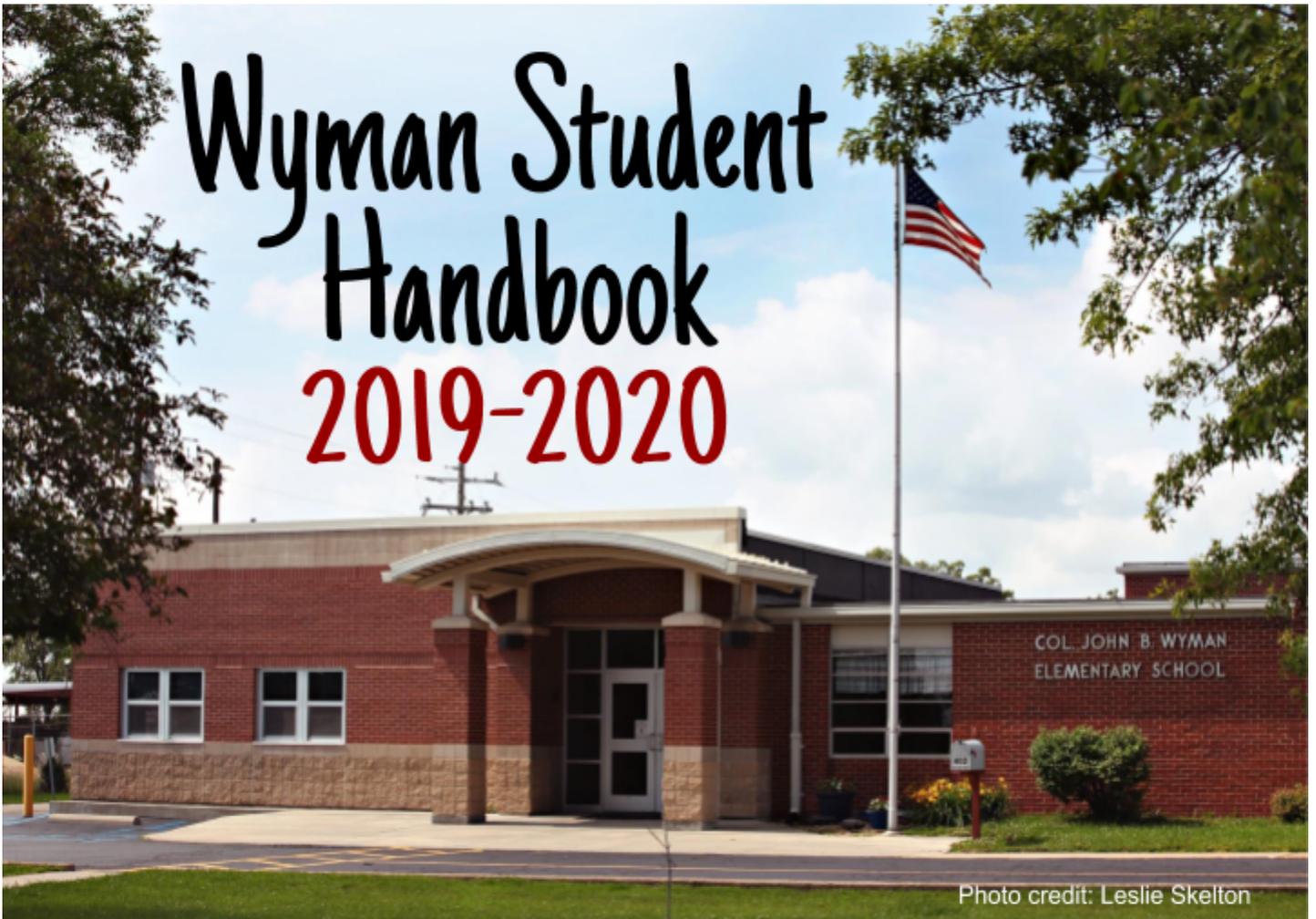


Photo credit: Leslie Skelton

## Col. John B. Wyman Elementary School

402 Lanning Lane  
Rolla, MO 65401  
(573) 458-0190

[http://rolla.k12.mo.us/schools/wyman\\_elementary/](http://rolla.k12.mo.us/schools/wyman_elementary/)

Dr. Corey Ray  
Principal

Julie Peterman  
Counselor

Be Respectful \* Be Responsible \* Be Your Best

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# Welcome...

On behalf of the faculty and staff, I would like to welcome both students and parents to another exciting school year at Wyman Elementary. We are committed to providing the highest quality education in the safest of environments.

However, the old Igbo (Nigerian) proverb - It takes a whole village to raise a child - rings true. Parent involvement and community support are extremely important in the educational process. We look forward to working closely with you to achieve our mission. If you have any questions, please feel free to call me at 573-458-0190.

Sincerely,



Dr. Corey Ray  
Principal

## Faculty & Staff

### Early Childhood Education

Jill Blue  
Tammy Boshoff  
Robin Bull  
Lindsey Caldwell  
Matt Calvert  
Amanda Elmore  
Ashley Fredendall  
Hannah Heavin  
Emily Jones  
Leann Norris  
Keri Page  
Sarah Veatch  
Darla Wells

### Kindergarten

Karen Amass  
Taylor Groom  
Amy Lewis  
Shawna Olney  
Lindsey Sampson

### First Grade

Jodie Haas  
Dionne Haskell  
Melissa Perkins  
Amber Romine  
Kayla Sinnott

### Second Grade

Tina Morse  
Erin Patton  
Aubri Sinnott  
Tracy Walker

### Third Grade

Nathan Allen  
Mattie Fraley  
Sara Hedge  
Michelle Pogue

### Exploratory

Frances Cox - Library  
Cody Sneed - P.E.  
Rebecca Uffmann - Music  
Lindsey Spurgeon - Art

### Special Education

Ashley Daniels  
Kimberly Gorman  
Kathleen Grindstaff  
Sarah Noellsch  
Tracy Phenix  
Lisa Sutton

### Title Services

Melissa Austin - Reading  
Erin Campbell  
Sara Hower - Para  
Holly Myers - Comm. Arts  
Melissa Yoakum - Math

### Counselor

Julie Peterman

## **Aides**

Leslie Alderfer  
Baeleigh Barr  
Alva Branson  
Matt Calvert  
Lindsay Caldwell  
Tammy Crain  
Becky Elrod  
Charlene Homan  
Connie Jones  
Leann Norris  
Ellen Villeme

## **Secretary**

Rebakah Humphrey  
Reva Stevenson

## **Nurse**

Lacey McBride  
Katie Rhodes - EC Nurse  
Ellen Wheeler

## **Custodians**

William Henne  
William Grayson  
Westey Kilbert

## **Food Service**

Brittany Baker  
Samantha Hyatt  
Regina Jones  
Erin Parsons - Cashier  
Theresa Pearson

## **After the Bell Care (ABC)**

Kathy Bennett  
Aleisha Flori

## **Principal**

Dr. Corey Ray

## **Rolla Public School Mission**

The responsibility of the Rolla School District is to provide, in partnership with the community, the best educational opportunities possible for our students through a commitment to excellence in personnel, facilities, curriculum, and instruction.

## **Wyman Mission Statement**

At Wyman, we are committed to making children and their education a top priority. We endeavor to create an atmosphere where children are accepted and nurtured in a safe school environment. Our students are challenged to achieve their potential and become respectful, responsible and productive members of society. Children, parents, staff and the community work together to meet our goal of excellence in education.

## **Visitors**

Parents and patrons of the school district are welcome to visit district schools, district events, or their child's classroom. Arrangements should be made with the appropriate teacher(s) prior to the visit. The district discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose. Children who are not students of the district are not permitted to visit classrooms during the instructional time without previous arrangements. (Board policy KK). This policy can be found on the Rolla Public Schools website: [www.rolla.k12.mo.us](http://www.rolla.k12.mo.us) under Board policies.

**All visitors must report to the office, sign in and receive a visitor's pass before proceeding elsewhere in the buildings.**

## **Staff Contact**

Parents are encouraged to contact the school staff any time there is a question or concern. Appointments may be arranged by calling the school office at 458-0190 or leaving a voicemail message for the teacher. Teachers welcome contact with parents, in addition to the parent-teacher conferences scheduled at the end of the first and third quarters.

The Board of Education's policy for addressing complaints related to a student states the concern must first be expressed to the child's teacher. If satisfaction is not achieved at that level, the principal may become involved, then the Assistant Superintendent, Superintendent, and finally, the School Board. Board policy KL addresses the proper procedure for making a complaint. This policy can be found on the Rolla Public Schools website: [www.rolla.k12.mo.us](http://www.rolla.k12.mo.us) under Board policies.

## Volunteers

Parents and community members are encouraged to volunteer in classrooms and share their many talents and skills with the students through BRAVO (Building Relationships and Volunteer Opportunities). To participate in BRAVO, please contact the Coordinator of Volunteer Services, Gina Zervos, at 458-0100 or visit the District website at <http://www.rolla.k12.mo.us>.

## School Routines

### Arrival and Dismissal Traffic Patterns

All traffic on the front circular drive should enter from the east and exit from the west. From 7:35-8:05 AM and 3:00-3:45 PM, the circle drive is reserved for busses. Please do not park in the circle drive during bus loading and unloading times so that our busses may enter, load, and exit safely. Between these hours, parents may use this drive to drop off or pick up students in the office.

From 7:35-8:05 AM, 11:00-11:15 AM (Pre-K only), 12:00-12:15 PM (Pre-K only), and 3:15-3:40 PM the east entrance by the gymnasium is used for car riders. School will begin at 8:05 AM. Early buses will leave at 3:15 PM. For safety reasons, students who are car riders will leave at 3:15 PM. Please stay in your car and allow the teachers on duty to bring your child to your car during afternoon pick up. Extra care and caution must be used at all times for the protection of our students. We do not guarantee supervision outside of the designated school hours, 7:35-3:40.

### Morning Routines

Supervision begins in the gym and cafeteria beginning at 7:35 AM. All students will report to the gym upon arrival to school. Those students eating breakfast may go directly to the cafeteria then go to the gym when they are finished. All students will be dismissed from the gym by grade level.

### Tardiness

A little late is too late! Classes begin promptly at 8:05 AM. Just as employers expect their employees to be on time, students also need to be at school on time. Excessive tardiness hinders student's progress and will be cause for referral to the principal's office.

All students arriving late must be signed in at the school office by their parent or an adult. Parents will be contacted, and appropriate authorities will be notified, in cases of excessive tardiness or checkouts.

### Check-Outs During the Day

Students leaving school before the end of the school day must be checked out in the office by a parent/guardian or a person designated by the parent/guardian. The school day ends at 3:15 and attendance is kept until that time. Students will not be called out of class until the parent arrives in the building.

### Changes in Dismissal Routine

In order to ensure the safety and security of your child, the office requires that all changes be made in writing. Office personnel have no way of verifying a person's identity with a phone call. All dismissal changes can be sent with the student in the morning or dropped off at the office before 2 pm each day. Faxes will be accepted. The office FAX number is 458-0195.

### Professional Development Days

The following days have been set aside for Continuous Staff Development. School will not be in session on the following dates: 9/20/19, 10/14/19, 11/11/19, 01/6/20, 2/14/20, 3/6/20, and 4/10/20. Please plan accordingly.

## Emergency Dismissal of Students

If weather conditions make it necessary to close or cancel school, parents may call 458-0101. A voice mail message will announce school cancellation. Parents will also be notified by school messenger and over the local radio stations KTTR (FM-99.7), KZNN (FM-105.3), KUMR Sunny (FM-104.5). Parents are requested to develop a plan for early dismissal so that students will know what to do when this occurs. All irregular dismissals will be given as much advance notice as is possible.

In case of an emergency or an unexpected early dismissal, parents and patrons can also check the District website: <http://www.rolla.k12.mo.us>

## Attendance

Parents should call the Principal's Office by 9:00 AM on the day of the absence. Students absent for medical appointments should furnish the office secretaries with a written note from the doctor, dentist, or other medical authority. Please try to schedule these outside the school day. Parent requests for personal pre-arranged absences should be made with the principal.

Regular school attendance is required by Missouri Law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, or teacher explanation.

Once a student has 5 absences, a letter will be sent to the parent/guardian informing them of the district's attendance policy and concerns for the student's progress. If a child has had 15 absences, the matter will be referred to the Department of Family Services or the Phelps County Juvenile Office.

If you have a question as to whether to send your child to school, please see the Health Policies section in this handbook. (See Board Policy JED)

## Perfect Attendance

Perfect attendance awards are given at the end of each quarter. Only students who have been present every minute of every day will be awarded with a yearly perfect attendance award. Early checkouts or tardiness will disqualify students.

## Transportation

Transportation, at district expense, will be furnished to all students in grades kindergarten through 3rd grade who live in the Wyman district. Because of the dangerous traffic patterns on Lanning Lane, all Wyman students are considered bus riders to and from their homes. Questions about bus transportation should be directed to Loretta King, Director of Transportation, at 458-0125.

All school rules apply while students are on the bus. Each bus driver will provide a summary of bus rules to each student riding a bus during the first week of school. Misconduct on the bus presents a safety hazard for the individual and all others on the bus. Consequences for inappropriate bus behavior may include, but are not limited to, the following: administrative conference, phone call/note to parents, recess detention, and bus suspension.

Rules established by the Board of Education state that only those students assigned to a particular bus will be allowed to ride. Exceptions will be made on an individual basis for emergency or unusual situations only. Students must obtain a bus pass from the Principal's Office. Requests for a change in transportation must be made in writing by the parent or guardian to the Principal's Office.

## School Insurance

The school does not carry accident insurance on students. Parents have the option of purchasing student insurance. More information about this is in Board Policy JHA.

The District maintains property and liability insurance as required by law. Board Policy EIA.

## School Rules

### Care of School Property

It is the duty of each student to respect and care for school property. Students who deface or lose school property, including books, shall be required to pay for the damage or loss so a replacement can be ordered.

### Gifts

The school will not accept delivery of gifts, flowers, or balloons at school for students.

### Lost and Found

All lost and found items should be taken to the Lost and Found bins. Marking children's clothing with their name and grade will increase chances of finding lost items. At the end of each semester, items in the Lost and Found bin are donated.

### Parties

It has been customary to have classroom parties to celebrate the traditional holidays. The exact date of each activity will be announced. If you do not want your child to participate in holiday parties, please make arrangements with your child's teacher.

Birthdays and special events are sometimes celebrated in individual classrooms. Invitations for birthday parties will not be distributed at school unless all children in the class are invited. This practice is not only disruptive to instruction, but also causes hurt feelings. Due to the Family Educational Rights and Privacy Act, the addresses of students cannot be given out.

### Personal Appearance

Students and parents need to be aware of the importance of good grooming and its effect upon the learning environment. The following guidelines apply:

1. Footwear must be worn at all times. Cleats and sneakers with rollers are not permitted. Tennis shoes are to be worn for Physical Education classes.
2. Halter tops, midriff blouses and tube tops are not allowed. Muscle shirts are not allowed.
3. Hats or caps must not be worn inside the building except on special occasions.
4. Attire that will disrupt the normal operation of the school must not be worn. This includes garments that contain advertisements for alcoholic beverages, inappropriate language, tobacco products or phrases or statements degrading to the individual or others.

(See Board Policy JFCA)

### Telephone Use

Personal use of cellphones is not allowed during the day unless prior permission has been obtained. Students are not allowed to make personal calls during the school day without permission. Telephone messages for students will be delivered at the end of the day. Students will not be called to the phone except in an emergency.

### School Wide Rules

We have positive behavior expectations at Wyman.

1. Students will follow all directions given to them by school personnel.
2. Students will walk in the hallways. When in line, they will be short, straight, and silent.
3. Students will leave gum at home.
4. Students will show respect for themselves, other students, school personnel and personal and school property.

5. Toys, electronic games, trading cards, radios, cd players, items in glass jars, animals and other inappropriate items will be left at home unless the student has written permission from the teacher.
6. Objects hazardous to the health and welfare of students must remain off school grounds. These objects include drugs, alcohol, tobacco, weapons, fireworks, etc.
7. Students must stay on school grounds during the school day unless they are checked out by a parent or guardian.

Any inappropriate items that are confiscated must be claimed by a parent/guardian in the office.

## Discipline

Student misbehavior will be referred to the classroom teacher or principal for discipline. A teacher's last step is sending the child to the principal. Actions to be followed by the principal may include, but are not limited to: parent contact, warning, loss of recess, withholding privileges, after school detention, corporal punishment, suspension or expulsion. Removal of any student with a disability is subject to state and federal procedural rights as provided for in the Rolla 31 School District Discipline Policy. (See Board Policies JGA, JGF, JG-R1).

## Student Code of Conduct

In accordance with the student code of conduct, the following violations will result in disciplinary action. Disciplinary referral form and explanations are at the back of the handbook. A description of Major/Minor Behavioral offenses can also be found in the back of the handbook. See Policies JGR-1.

1. Assault to staff
2. Assault to students
3. Misbehavior in Cafeteria
4. Cheating
5. Disrespect
6. Fighting
7. Profanity/Disruptive Speech
8. Lack of Effort
9. Insubordination
10. Misconduct
11. Shoving/pushing/kicking/hitting
12. Theft
13. Vandalism
14. Weapons
15. Intimidation/Bullying
16. Use of electronic communication devices (See Policy KKB and Procedure EHB-AP)
17. Other violations of good order

## Hazing and Bullying

In order to promote a safe learning environment for all students, the Rolla Public Schools prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1 and JG-R2. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal within 2 days of the occurrence. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited.

## Definitions

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or tryout for an organization as approved by the district.

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property, oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm. (According to Board Policy JFCF)

## Recess Policies

Weather permitting; students are given recess each day. Shorter outside recess times are scheduled on very cold days. A decision to have outside recess during cold weather depends upon the temperature and the wind chill factor. Students will have supervised indoor recess on days when bad weather prevents outside recess. All students must be on the playground during outside recess. (Please inform your child's teacher or the school secretary by written note if there are special needs which prohibit your child from going outside.) After three consecutive days, a written doctor's note must be provided.

## Playground Rules

Children are expected to obey all safety rules as follows:

1. Keep your hands, feet, and words safe
2. Use PE rules for all games.
3. The supervising teacher(s) is/are in charge.
4. Use only school playground equipment. Personal items stay at home.
5. Students need permission to leave the playground.
6. Play away from the building.
7. Feet are to stay on the blacktop or playground equipment.
8. Leave rocks, gravel, sticks, snowballs, etc., on the ground.
9. When the bell rings, FREEZE, and then walk to your classroom line.

Always be respectful, be responsible, and be your best.

## Field Trip Policy

Field trips may be planned which are aligned with the grade specific curriculum during the year. These trips are for instructional purposes and often are the highlight of the student's year.

Parents and grandparents may be asked to accompany the class on the trip as a chaperone. (Please see Chaperone Policy below.) No siblings or relatives (non-parents) are allowed to come on the field trip. If the parent drives their own vehicle, no other children except the driver's own child may ride in a private vehicle. On field trip days, the students must report to school for attendance or they will be reported absent.

## Chaperone Policy

If you would like to chaperone any field trips or school activities (Field Day, classroom parties, etc.) please know that the Rolla Public School District now requires a background check to ensure the safety of all students. You can register with FCSR online (<http://health.mo.gov/safety/fcsr/>) or in person at the RPS Administration Building. A one-time registration fee applies. Information can be found by selecting the volunteer program found in the community dropdown menu on the District website. Questions can also be answered by contacting Wyman Elementary. Only those approved through Central Office will be permitted to chaperone students.

## Safe Schools Act

The Safe Schools Act, passed during 1996, requires the schools of the state to meet certain requirements. Among those requirements are (1) The school must have a written discipline policy, (2) All acts of violence must be reported to the proper authorities, (3) All serious violations of discipline must be placed in the student record and reported to other school districts if the student transfers, (4) Students may be removed from school, suspended, if they are considered a threat to themselves or others and this removal may be based on incidents which occurred away from school, (5) Possession of any weapon can result in a minimum one year suspension from school.

## Safety Drill Procedures

Fire drills, storm drills and intruder drills are held regularly throughout the school year. Students receive appropriate instructions for these procedures in each class.

In case of an emergency parents and patrons will be notified by school messenger or through local radio stations KTTR (AM-1490), KZNN (FM-105.3), KUMR (FM-104.5) and on the District website: <http://www.rolla.k12.mo.us/>

## Technology Policy

Wyman Elementary School acts in accordance with the Rolla Public School Technology Usage Policy. The Rolla Public Schools' technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement.

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee. The entire Technology Policy EHB is available on the Rolla Public School Web-site at [www.rolla.k12.mo.us](http://www.rolla.k12.mo.us)

## Academics

### Age Requirements

By Missouri law, all kindergarten students must be 5 years old before August 1<sup>st</sup> of the school year in which they are enrolling. Age must be verified by a birth certificate. Immunization records and proof of residency must be provided. Kindergarten students are screened for school readiness in the spring before attendance in the fall.

### Homework

Homework is an extension of the learning that takes place in school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

Homework for students who are absent shall be picked up in the office after 3:00 pm. Requests need to be made by 9:00 am to insure teachers have time to organize the materials. Students will have a minimum of one day to complete missed assignments for each day missed. If assignments have been given prior to the absence, work should be completed and turned in when the student returns to school. (See Board Policy JED)

## Student Records

A permanent record file is kept on each student in the Principal's office. Parents have the right to inspect and review these records upon request. These records include family history, pupil attendance, grades, standardized test scores, information on special program participation and health records. Student's' records may not be released to unauthorized personnel. Parents may opt out of having information released for inclusion in a school or district directory. The school will transfer student records, including discipline records, to another school district where the student is seeking to enroll. All rights and responsibilities guaranteed by the Family Educational Rights and Privacy Act (FERPA) shall be granted. (See Board Policy JO)

## Promotions and Retentions

Occasionally children, because of health problems, irregular attendance, immaturity or other reasons have difficulty in mastering the academic phases of the school program and will profit more from school if retained. If this appears to be the situation, the parents will be asked to come in for special consultation. While parents will be a part of the decision making process, the final authority for assignment of the pupil rests with the principal. Parents will be notified during third quarter conferences if retention is being considered.

State law requires that all students who are reading below a third-grade reading level according to the district's fourth-grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if a student fails to attend remediation assigned as a condition of promotion, the student will be retained. (See Board Policy IKE)

## Honor Roll

The purpose of Wyman's honor roll program is to recognize and honor Wyman students who have attained outstanding academic success. In addition to academic success, honor roll students demonstrate emotional intelligence through self-regulation of social-emotional skills. Wyman's honor roll program is designed to provide positive reinforcement that inspires all students to strive even harder and perform at their highest level in all subject areas. Honor Roll status will be determined by teachers at the end of each quarter using the criteria below. Students will receive recognition after honor roll eligibility is determined.

- Only A's or B's in all subjects.
- No discipline referrals issued for current quarter.

## Testing

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students as set forth by the Missouri State Board of Education. These tests are standardized for the general population and administered to all third and fourth grade students unless special circumstances are a consideration. The counselor is available to assist in test interpretation.

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law. (See Board Policy IL)

## Services for Students

### Accelerated Reader

Accelerated Reader (AR) is a computerized reading management program which is used nationwide to motivate children to read. This program is implemented in addition to our traditional reading/language curriculum. Students are assessed early in the school year using the STAR, Standardized Test for Assessment of Reading. This report will give valuable information for providing individualized support. AR reading time is built into class schedules. Students will read books at their appropriate reading levels and take computerized tests demonstrating comprehension skills. As part of our AR reading program, students are required to achieve 100% of their AR goal with at least 85% accuracy for each quarter in all grade levels 2 to 4, and 80% accuracy for 1<sup>st</sup> grade. Only those students who achieve their goal will be eligible to participate in AR rewards. Our school librarian, Frances Cox, is the coordinator of this program. She can be reached at 458-0190, ext. 19040.

## Library

The library provides a resource center for students and teachers. A full time librarian, Mrs. Cox, and paraprofessional, Mrs. Villeme, assist in conducting classes and checking out materials. Students are scheduled for the library on a weekly basis. The library curriculum is followed during library classes including reading skills, and library skills to help students become successful readers. Eligible students may come to the library to check out books or materials before or after school and during designated times. If a book is damaged beyond repair then the student will need to pay for the book, so a replacement can be ordered.

## Counseling

Guidance and counseling are important parts of our school's total educational program. The Guidance program is a comprehensive program which includes sequential activities, kindergarten through grade four, organized and implemented by a certified school counselor with the active involvement and support of parents, students, teachers, and administration.

In addition to classroom presentations, small group, individual counseling and referral services are available to all students.

Parents are invited to contact the counselor, Julie Peterman, at 458-0190, ext. 19030 if you have concerns or questions.

## Gifted Education

A Gifted Program is provided for students who qualify, beginning in third grade. Students will be pulled out of their regular classroom on a biweekly basis for half a day. The program is designed to enhance the services provided for qualifying students.

## Student Assistance Team (SAT)

The SAT is a committee comprised of teachers, the school counselor, and other representatives. Classroom teachers refer students to SAT when they are struggling academically, emotionally or socially. The team works to find resources to help the child. Team resources include, but are not limited to: tutoring, counseling, home visits, alternative classroom strategies or evaluative testing.

## Health Policies and Services

Student Health Services and Requirements are included with the Board Policy and may be viewed online. (See Policy JHC and JHCD)

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse or their delegate. (See Policy JHCD)

1. The first dose of medication will not be given at school because of the potential of adverse reactions.
2. Medications will be kept in a secure, locked location in the nurse's office.
3. Before a medication can be administered, a parent or guardian must submit a Rolla Public Schools Medication Permission form.
4. The school district retains the discretion to reject a request for administration of medication.
5. The school will maintain documentation of administration.
6. The parent/guardian assumes the responsibility for informing the school nurse of any change in the child's health or medication.
7. Medication will never under any circumstances be shared with another student.
8. The school nurse will dispense over-the-counter medication under the guidelines of the standing orders written by the Rolla Public School's Medical Director.
9. Prescription medications must be delivered to the school nurse in a current pharmacy labeled prescription container.
10. All students with respiratory inhalers must register them with the school nurse.

Wyman will only release student health information in accordance with HIPAA and FERPA guidelines. Parents have the right pursuant to the Protection of Pupil Rights Amendment (PPRA) to receive notice of any surveys, exams, or screening administered by the district or its agent. This notice does not apply to hearing, vision or scoliosis screenings or any screening permitted by state law. (See Policy JHDA)

## Immunizations

All students must be immunized for Measles, Mumps, Rubella, Diphtheria, Tetanus, Pertussis, Hepatitis B, Chickenpox and Polio unless a written exemption by a physician is supplied or legal exemption has been determined. The district will exclude from school all students who are not immunized or exempted as required by law.

When immunization is in progress, failure to meet the next scheduled appointment constitutes noncompliance with the immunization law, and the student should be excluded from school immediately.

The district must report to the Department of Health and Senior Services (DHSS) the name of any parent or guardian who neglects or refuses to permit a non-exempted student to be immunized. The district will also report to the Children's Division (CD) of the Department of Social Services any instance of educational or medical neglect. (See Policy JHCB)

## Fevers and Communicable Disease

A child with a fever of 99.9 F is sent home. The child may return if they have been fever free for at least 24 hours without the use of fever reducing medications. A child sent back to school before the 24-hour fever free period will be sent home immediately. A child who has been given fever-reducing medication prior to school will also be sent home immediately.

## Gastrointestinal Illness

A child who has vomited or had diarrhea in the past 24 hours should be kept home for observation. Since the causes of gastrointestinal illnesses are highly variable (stress, sinus drainage, food poisoning, virus) contact the school nurse prior to sending your child to school. Your child should be able to tolerate a normal diet before returning to school. Students vomiting or having diarrhea at school will be sent home under the direction of the school nurse.

## Lice

Head lice are highly contagious. If live lice are found, the infected child will be sent home from school until he/she is properly treated. When returning to school, the child must be accompanied by a parent/guardian while the nurse re-checks for lice. If nits are found, the parent will be notified and advice for treatment will be given.

## Pink Eye

Conjunctivitis may be bacterial, viral, or allergic in origin. A child with redness of the sclera (white part of the eye), drainage (clear or yellow), swelling, complaint of pain, itching or discomfort will be sent home. The child may return to school when symptoms have subsided, antibiotic drops have been given for a full day or a physician sends a note stating the child may return to class.

Parents are encouraged to consult with the nurse, Mrs. Lacey McBride, regarding any health concern, health services and policies. Please call her at 458-0190, ext. 19020.

## Special Education

The district's programs and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services. Appropriately certified teachers and paraprofessionals staff all classes. Individual educational programs are developed to meet the specific needs of students with varying disabling conditions. (Policy IGBA)

## Speech Therapist

A speech therapist works with students with specific needs in articulation or language development. A child must have a complete diagnostic evaluation to receive extra help in articulation or language development. Parent permission must be given before the evaluation can occur. Students in kindergarten and first grade are given a speech screening as part of the continuous assessment of pupil needs. Before the child may receive help from the speech therapist, the parents must give their permission.

# Title I Services

## Parent/Family Involvement in Instruction and other Programs

The Board of Education believes that the education of each student is a responsibility shared by the school as well as the family. The Board recognizes the need for a constructive partnership between districts and families that will provide for two-way communication and foster educational support for students and families.

The Board also recognizes the special importance of parental involvement to the success of its Title I, Migrant (MEP), and Limited English Proficiency (LEP) programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

In keeping with these beliefs, it is the intention of the district to cultivate and support active parental involvement and to set and realize goals for parent-supported student learning. The district will:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents in the educational process including:
  - Keeping families informed of opportunities for involvement and encouraging participation in various programs.
  - Providing access to educational resources for parents/families to use together with their children.
  - Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, family members should be given opportunities to:
  - Provide input into district policies.
  - Volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
5. Perform yearly evaluations of parent involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practicable, provide information in a language understandable to parents.

## Title I Parent Involvement

### District Policy

Pursuant to federal law, the district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy. This policy will describe how the agency will accomplish the following:

- Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- Build the schools' and parents' capacity for strong parent involvement.
- Coordinate and integrate Title I parental involvement with those of other educational programs.
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
- Involve parents in the activities of the schools served.

## School Policy

Each school receiving Title I funds will jointly develop and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

- The policy must be made available to the local community and be updated periodically to meet the changing needs of parents and the school.
- The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
- Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

## Migrant Education Program Parent Involvement

Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Program.

Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

## Limited English Proficiency Parent Involvement

Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program.

Parents will be notified of their rights regarding program content and participation.

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 06/18/1998

Last Revised: 11/19/13

# Missouri Department of Elementary & Secondary Education Every Student Succeeds Act of 2015 (ESSA) Complaint Procedure

The Federal Every Student Succeeds Act of 2015, Title VIII Part C. Sec. 8304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (the Department) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), and Title V. Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

## What is a complaint?

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

## Who may file a complaint?

Any individual or organization may file a complaint.

## How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

## How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

## What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

### How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

### How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within ten days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

### How are complaints related to equitable services to private school children handled differently?

In addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

### How will appeal to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

### What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

## Parents Right to Know

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the teacher's certification.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A. funds must provide to each individual parent –

- Information on the achievement level and academic growth of your student, if applicable and available, on each of the state academic assessments as required under Title I.A..

- Timely notice that your student has been assigned or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## Resource Labs Parent Involvement Plan

Services provided by Title I  
Wyman Elementary

At Wyman Elementary we believe that parent involvement and meeting individual needs of students are essential to student success. Wyman Elementary will continue to develop and create an environment in which parents feel welcome and needed, as well as to continue reaching out in new ways to connect with all parents. Parents are encouraged to actively participate in their child's education by supporting their school and realizing the important role they play in their child's achievement.

The following Parent Involvement Plan was developed and agreed upon by the Title I Advisory Council, which includes both staff members and parents. Information received from parent evaluations and informal parent feedback will be used in reviewing the plan and if appropriate, revising the plan, annually. This plan, in addition to a description of the Title I program, will be discussed at an annual fall meeting. The plan can be found in the school's Title I handbook. This handbook will be sent home with children participating in the program and/or available upon request.

The Title I Program, national education standards, Missouri educational standards, state and local assessment tools, and the school's performance profile showing progress toward meeting the learning goals, will be communicated to parents in a variety of ways that include:

- Annual fall meeting with an explanation of the Title I program, requirements and rights
- PTO Meetings
- Title I Parent Handbook/school handbook
- Parent-Teacher Conferences

Wyman Elementary will provide opportunities for parents to be involved and share in appropriate decision making through:

- Classroom Visitations
- Parent Involvement Nights
- Title I Advisory Council – the committee will provide opportunities for parents to be involved in the planning, review and improvement of the school's Title I Program and the Parent Involvement Plan.
- PTO
- An annual survey to determine what services and information the program can provide that would be of the most assistance to participating families.

Wyman Elementary uses the Rolla District Curriculum that is aligned with the Missouri Show-Me Standards. This curriculum is available for parent's review, upon request, from the classroom teacher.

Parents will be notified about their child's progress and student assessment results through:

- Progress Reports and Report Cards from classroom teachers
- Conferencing – school, home, phone and letters

A Parent-School Compact has been developed and approved by the Title I Parent Advisory Council and outlines the responsibility of parents, staff and students for improving student achievement.

The Parent-School Compact describes the following:

- Responsibilities of students to support learning
- Responsibilities of parents to support learning
- Responsibilities of teacher to support learning
- Responsibilities of principal/administrator to support learning

Effective parent involvement and partnerships among the school, parents and community will be ensured by:

- Providing information and materials needed to supply parents the resources necessary to improve the achievement of their child.
- Parent involvement activities will be held at various times to accommodate as many parents as possible.

Each year during the final quarter of the school year, an annual review meeting and year end celebration will be held. The meeting will provide a forum to evaluate the entire Title I program, including the parental involvement component. All parents are invited and encouraged to attend this meeting/celebration and provide valuable feedback on outcomes of the program.

Title I funds may be used to pay for necessary and reasonable expenses associated with parent involvement activities. These may include:

- Math + Science Connection Newsletter
- Reading Connection Newsletter
- Home and School connect Newsletter

Wyman Elementary staff will communicate, to the greatest extent possible, with parents in the most appropriate manner including communicating in the family's primary language. Additionally, other reasonable support for Title I parental involvement will be provided as requested by parents.

## Cafeteria

The cafeteria opens daily at 7:35 am. All breakfast and lunch menus offered meet the National School Breakfast/Lunch Program guidelines.

*All families are encouraged to complete a Free & Reduced Price School Meals Family Application.*

List all members of the household on the same application and include all income information. Payment for meals is expected until you receive notification that your application has been approved. Applications are available in the office and cafeteria.

*Daily Meal Prices for the 2019-20 school year are:*

Breakfast - \$1.45 full price / .30 reduced price

Lunch - \$2.15 full price / .40 reduced price

**Lunch Milk** may be purchased by students who bring their lunch from home. (.50 per carton)

Students must have money on their cafeteria account to make a lunch milk purchase.

**Snack Milk** is served in grades K-3 classrooms. (25 count tickets are available at \$12.50 ea.)

## Payment Options

- **Make Online Payments – set up your account at – [www.mySchoolBucks.com](http://www.mySchoolBucks.com)**
  - All parents are encouraged to set up a free online account through [MySchoolBucks.com](http://MySchoolBucks.com) Receive low-balance email alerts, view the current balance, track transactions and purchases.
- **Send cash or check with your child in a labeled envelope.** Include the child's full name, ID#, & teacher.
  - Specify if you are purchasing meals and/or snack milk tickets. Write the student's name or ID # in the memo section of the check.

*Students may charge meal purchases only. The charge limit is \$10.80.*

Charge letters are sent home with students. Please check backpacks. Payment is due the following day. Students must bring money once the limit is reached; otherwise they should bring meals from home. If not, we offer our choice of an alternate item and milk at no cost. Charges must be paid before snack milk tickets can be purchased.

*All cafeteria balances automatically roll over at the end of the year.*

Account balances transfer whenever your child moves to the next grade level or to schools within the district.

*Refund checks are issued by request only.*

For balances of \$5 or more, please call 458-0100 (ext.11110). Leave a message with your name, phone number, and your new mailing address. Any fees owed will be deducted first. Checks will be mailed. Please allow 4-6 weeks for processing.

*Students in grades K-3, who eat school meals or purchase lunch milk should memorize their 5 digit ID#.*

Please help your child to memorize their number for entry into the keypad.

## Medical Dietary Needs

**Students with health issues requiring special dietary needs must submit a completed Medical Statement for Student Requiring Special Meals form to the school nurse before any meal accommodations will be considered.**

The form must state the medical reason, list the food(s) to be omitted, name substitutions, and be signed by the child's doctor and a parent or guardian. Updated forms will be required when changes to the information on file are necessary. USDA guidelines obligate public schools to furnish substitutions only for those dietary issues which are deemed disabling or severe and only when the required documentation has been submitted. The nurse will notify the cafeteria staff when a completed form is submitted. Appropriate meal replacements may be provided as directed by the Dept. of Elem. & Secondary Education (DESE) and/or as indicated by the child's doctor. Forms are available from the school nurse and on the district website.

Please see the district website [www.rolla.k12.mo.us](http://www.rolla.k12.mo.us) for menus & online payment information..

## Wyman Programs

### After the Bell Care (ABC)

This program provides activities for children enrolled at Wyman School who need a place to stay after the dismissal bell until 6 pm. It is open all school days and scheduled early outs and is closed for scheduled vacations and emergency school closings. There is a weekly fee. For an application or further information, please call the Wyman office at 458-0190.

### Character Education

Wyman has implemented a Character Education Program to work with parents in the development of positive character traits in our students. Character education teaches positive character traits through role playing, modeling, and a variety of child centered activities. Each month we focus on a different character responsibility.

### Fight Free Schools

The Fight Free Program is designed to decrease fighting in elementary schools. It provides incentives for non-violent behavior and helps students develop alternative methods to communicate anger. We are trying to teach our youth of today; the future leaders of our nation, appropriate interpersonal behavior skills.

### Positive Behavior Supports

Positive Behavior Supports is a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior. Students are recognized through the use of Bulldog Bucks and being chosen as student of the day. Students of the day are announced each morning and parents are notified. All three elementary schools have adopted three universal behavior expectations: Be Respectful, Be Responsible, and Be Your Best.

### Wyman Parent/Teacher Organization (PTO)

The Wyman PTO was organized to enhance the relationship between the home and the school. The goal is to increase parent and teacher cooperation and participation in school activities and the education of students at Wyman. For information about PTO, you may call the Wyman office at 458-0190.

### Wyman Recycles

Wyman Elementary has a student implemented paper-recycling program. Each classroom (including offices) is equipped with a recycling container. The intention of this program is to stimulate greater understanding of conservation use and reuse of our natural resources while reducing waste.

# Rolla School Board Policies

## Anti-Discrimination Policy

The Rolla Public Schools Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. (See Policy AC)

## Asbestos Inspections

The District conducts inspections, re-inspections, surveillance and responds to possible asbestos contamination.

## Child Abuse

The Rolla Public Schools and its employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the school principal or designee, including any report of excessive absences that may indicate educational neglect. The school principal or designee will then become responsible for making a report via the Child Abuse and Neglect Hotline to the CD, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to the CD; however, the school official or employee must notify the school principal or designee immediately after making a report. (Policy JHG)

## Recording Devices

The District forbids the use of audio and visual recording equipment by students or visitors during the school day without prior permission. (Policy KKB)

## Emergency Information

In case of emergency, each student is required to have on file at the school office a student data form. Please list someone locally that we may contact in an emergency if you are unavailable. Every student must maintain an up-to-date address record at the school office. If student data (phone numbers, address, etc.) changes during the year, please notify the office of these changes immediately.

## Homeless Policy

The district has an obligation to provide education to children who are homeless. (See Policy IGBCA)

## Right to Search

The District has the right to search school property. School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. (See Policy JFG)

## Seclusion, Isolation and Restraint

The Board of Education has a policy for all District personnel to promote safety and prevent harm to students, school personnel and visitors in the school district. It is the purpose of all personnel to foster a climate of dignity and respect in the use of discipline and behavior-management techniques. We promote the use of non-aversive behavioral interventions, including positive behavioral support techniques. (Policy JGGA)

## Surveying, Analyzing, or Evaluating Students

The district will not collect, disclose or use personal student information for the purpose of marketing or selling that information. No student shall be required to submit to a survey, analysis or evaluation that reveals any protected information without written consent of a parent. This information would include: political affiliations or beliefs, mental or psychological problems, sex behavior or attitudes, illegal, antisocial, self-incriminating or demeaning behavior, critical appraisals of family, legally privileged relationships or religious practices, affiliations or beliefs. (Policy JHDA)

## Student Records

An education record is any record (in handwriting, print, tapes, film, computer or other medium) maintained by the school district or an agent of the district that contains information directly related to a student, including student health records, except for personal memory aids, records for law enforcement, and alumni records. Education records shall be open for inspection by parents of an eligible student. Both parents have access to their child's school records until and unless a court orders otherwise.

The parents or eligible student should submit to the school principal a written request that identifies as precisely as possible the record or records they wish to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given as soon as possible, but within 3 business days. However, the period for document production may exceed 3 business days for reasonable cause. (Policy JO-1-AP)

All Rolla Public School Board policies may be found on the district web site at <http://www.rolla.k12.mo.us>.

## PBiS Matrix

Our classrooms show respect, responsibility and give our best effort. Our staff will model, monitor, and reinforce expectations.

| Voice Levels - 0 - No talking, 1 - Whisper, 2 - Inside Voice, 3 - Outside Voice |   |  |   |
|---|---|--|---|
|   | Respect   | Responsibility   | Be Your Best  |
| Classrooms/Specials   | <ul style="list-style-type: none"> <li>stay in personal space</li> <li>be honest</li> <li>take care of yourself</li> <li>invite others to join in</li> <li>choose your words thoughtfully</li> <li>take care of classroom technology</li> </ul> | <ul style="list-style-type: none"> <li>turn in completed assignments on time</li> <li>sit in your seat until you have permission to leave</li> <li>bring needed materials to class</li> </ul>            | <ul style="list-style-type: none"> <li>be prepared</li> <li>make good choices</li> </ul>  |
| Cafeteria   | <ul style="list-style-type: none"> <li>use a level 1 voice</li> <li>use kind words and actions</li> </ul>   | <ul style="list-style-type: none"> <li>keep your space and table clean</li> <li>place trash in trash cans</li> <li>keep a short, straight, silent line (SSS)</li> </ul>                                  | <ul style="list-style-type: none"> <li>be polite</li> </ul>   |
| Restrooms   | <ul style="list-style-type: none"> <li>allow for privacy of others</li> <li>clean up after self</li> <li>one paper towel, one pump of soap</li> </ul>   | <ul style="list-style-type: none"> <li>wash hands with soap and water</li> <li>keep water in the sink</li> <li>use facilities properly</li> <li>clean up after self, place trash in trash can</li> </ul> | <ul style="list-style-type: none"> <li>level 1 voice</li> <li>wait your turn patiently</li> <li>use restroom quickly</li> <li>return to class promptly</li> </ul> |
| Playground  | <ul style="list-style-type: none"> <li>invite others to join</li> <li>share equipment</li> <li>enter/exit building with a level 0 voice</li> <li>FREEZE on signal</li> </ul>  | <ul style="list-style-type: none"> <li>use equipment appropriately</li> <li>rocks stay on the ground</li> </ul>  | <ul style="list-style-type: none"> <li>be a problem solver</li> <li>use kind words and actions</li> <li>respond appropriately</li> </ul>                          |

|                                    |  |   |   |
|------------------------------------|--|---|---|
| Assemblies                         | <ul style="list-style-type: none"> <li>keep eyes on speaker</li> <li>sit on bottom</li> </ul>  | <ul style="list-style-type: none"> <li>be attentive</li> <li>sit quietly</li> <li>applaud with appreciation</li> <li>be courteous and polite</li> </ul>   | <ul style="list-style-type: none"> <li>stay silent during presentation</li> <li>raise hand to ask or answer questions</li> </ul>  |
| Hallway/Stairs                     | <ul style="list-style-type: none"> <li>SSS-short, straight, silent lines</li> <li>use level 0 voice</li> <li>stay on the right side of the hall/stairs</li> <li>hold on to railings</li> </ul>                                     | <ul style="list-style-type: none"> <li>SSS-short, straight, silent lines</li> <li>stay on the right side of the hall/stairs</li> </ul>  | <ul style="list-style-type: none"> <li>SSS-short, straight, silent lines</li> <li>carry items appropriately</li> <li>be considerate at the water fountain/waiting in line</li> <li>return to class promptly</li> <li>use level 0 voice</li> </ul> |
| Morning Room/Bus Room              | <ul style="list-style-type: none"> <li>stay in assigned areas</li> <li>use level 1 voice</li> </ul>  | <ul style="list-style-type: none"> <li>face forward</li> <li>use level 1 voice</li> <li>keep backpack still/closed at all times</li> <li>follow teacher to bus room</li> <li>listen for bus to be called</li> </ul>   | <ul style="list-style-type: none"> <li>enter/exit with a level 0 voice</li> <li>use a level 1 voice while waiting</li> </ul>  |
| Early Bus/Car Riders               | <ul style="list-style-type: none"> <li>SSS</li> <li>walk to bus/car</li> </ul>   | <ul style="list-style-type: none"> <li>walk to bus</li> <li>stay seated until you are called for your ride</li> <li>keep backpack still/closed at all times</li> <li>listen for announcements</li> </ul>  | <ul style="list-style-type: none"> <li>use a voice level 1</li> </ul>   |
| Bus Rides                          | <ul style="list-style-type: none"> <li>follow directions</li> <li>use level 1 or 2 voice</li> <li>use kind words</li> <li>stay seated in one place until exiting</li> <li>respect personal space and property of others</li> </ul> | <ul style="list-style-type: none"> <li>make good choices</li> <li>take all belongings when exiting</li> <li>be ready to get on and off the bus</li> <li>give all bus passes to the driver immediately</li> <li>watch for your stop</li> <li>go directly home</li> </ul> | <ul style="list-style-type: none"> <li>understand and practice all bus expectations</li> <li>stay seated in one place until exiting</li> </ul>  |
| Field Trips                        | <ul style="list-style-type: none"> <li>wait your turn</li> <li>use kind words and actions</li> <li>listen and follow directions</li> </ul>   | <ul style="list-style-type: none"> <li>school rules apply</li> <li>be safe</li> <li>stay with your group</li> <li>dress appropriately for the activity</li> <li>use appropriate voice for the activity</li> <li>keep track of personal belongings</li> </ul>            | <ul style="list-style-type: none"> <li>keep a positive attitude</li> <li>walk when moving between activities</li> <li>use proper manners</li> </ul>   |
| Butterfly Garden/Outdoor Classroom | <ul style="list-style-type: none"> <li>respect plants/animals</li> <li>respect classroom privacy and learning</li> </ul>   | <ul style="list-style-type: none"> <li>listen and follow directions</li> </ul>  | <ul style="list-style-type: none"> <li>enjoy the area as a peaceful, learning environment</li> </ul>  |
| Computer Lab                       | <ul style="list-style-type: none"> <li>treat the computer with respect</li> <li>hands off the monitor</li> <li>gentle use of the keyboard and mouse</li> </ul>   | <ul style="list-style-type: none"> <li>raise your hand if you need help</li> <li>free from food or drink</li> </ul>   | <ul style="list-style-type: none"> <li>a teacher should be with you at all times</li> </ul>   |
| All Settings                       | <ul style="list-style-type: none"> <li>treat others the way you want to be treated</li> <li>be an active listener</li> <li>follow adult directions the first time</li> <li>use polite language</li> </ul>                          | <ul style="list-style-type: none"> <li>stay in personal space</li> <li>allow others to resolve own problems</li> <li>accept outcomes of your behavior</li> <li>turn cell phones and personal technology off and leave in backpack</li> </ul>                            | <ul style="list-style-type: none"> <li>include others</li> <li>be an active participant</li> <li>give full effort</li> <li>self manage</li> </ul>   |

## Major/Minor Offense Descriptions

## Minor Offenses

|                            |                                      |
|----------------------------|--------------------------------------|
| Verbal Aggression          | Non-Compliance                       |
| • whining                  | • out of seat                        |
| • talking out              | • playing in desk                    |
| • excessive talking        | • poor hallway behavior              |
| • noises                   | • not listening                      |
| • teasing                  | • no homework, pencil, etc.          |
| • profanity                | Disruption                           |
| Physical Contact           | • breaking pencil                    |
| • tugging clothing/arms    | • improper seat behavior             |
| • tapping/touching/poking  | • improper use of floor or furniture |
| • chasing/grabbing         | • improper restroom behavior         |
| • “play” wrestling         |                                      |
| • pushing                  |                                      |
| Defiance/Disrespect        |                                      |
| • not following directions |                                      |
| • refusal to work          |                                      |
| • insubordination          |                                      |

## Major Offenses

|                          |                  |
|--------------------------|------------------|
| Verbal Aggression        | Physical Contact |
| • taunting               | • punching       |
| • threats                | • slapping       |
| • encouraging aggression | • shoving        |
| • intimidation/bullying  | • kicking        |
| Other                    |                  |
| • vandalism              | • theft          |
| • weapons                | • cheating       |

## Wyman School Calendar 2019-20

|                     |                                      |
|---------------------|--------------------------------------|
| August 8            | Open House, 2:30-7:00                |
| August 13           | First Day of School                  |
| September 2         | Labor Day Recess-No School           |
| September 20        | Professional Development – No School |
| October 14          | Professional Development – No School |
| October 21, 23      | Parent/Teacher Conferences           |
| October 25          | No School                            |
| November 11         | Professional Development – No School |
| November 27 - 29    | Thanksgiving Vacation                |
| Dec. 20             | School dismisses at 1:00 p.m.        |
| Dec. 23 – Jan. 6    | Winter Holiday – No School           |
| January 7           | Classes resume                       |
| January 20*         | No School- Martin Luther King Day*   |
| February 14         | Professional Development – No School |
| February 17*        | No School- Presidents Day*           |
| March 6             | Professional Development – No School |
| March 16, 18        | Parent/Teacher Conferences           |
| March 20            | No School                            |
| March 23 – March 27 | Spring Break                         |
| March 30            | Classes resume                       |
| April 10            | Professional Development – No School |
| May 21**            | Last day of School-Dismissal @1:00** |

\*Inclement Weather Makeup Day

## Wyman School Pledge

I am a Wyman Elementary student.

I came to school today to learn so I must work hard and do my best.

I will act in such a way that I will be proud of myself and others will be proud of me too.

I will be respectful, I will be responsible and I will be my best!

## School-Parent-Student Compact, 2019-20

This agreement is a pledge to work together. We believe that this agreement can be fulfilled by our team effort.

Together we can improve teaching and learning.

### Student Agreement

As a student, I pledge to:

- Attend school regularly and on time.
- Have a positive attitude towards self, others, school and learning.
- Know and obey all school and class rules.
- Be respectful of my schoolmates and the adults that help me learn.
- Ask for help and ask questions when I don't understand something.
- Work as hard as I can and complete all assignments on time.
- Limit my TV viewing and do learning activities instead.
- Discuss with my parents what I am learning in school.

### Parent/Guardian Agreement

As a parent/guardian, I pledge to:

- See that my child attends school regularly and on time.
- Support the school in its effort to maintain proper discipline.
- Establish an uninterrupted study time and encourage good study habits.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Find out how my child is progressing in school by attending conferences and reviewing schoolwork.
- Respond to communications sent home.
- Limit my child's TV viewing and encourage learning activities instead.

### Teacher Agreement

As a teacher, I pledge to:

- Respect, love, and encourage children, their ideas, and their growth.
- Find out what techniques and materials work best for each student.
- Vary techniques, materials, and pace of instruction to ensure all students master the desired outcomes.
- Expect students to master the desired outcomes by focusing on achievement.
- Be available to explain or answer questions about the curriculum.
- Provide necessary assistance to parents so their children can be successful learners.
- Communicate with parents and students regarding progress in learning and behavior.

### Principal Agreement

As a principal, I agree to:

- Create a welcoming environment for students and parents.
- Communicate the school's mission and goals to students and parents.

# Handbook Receipt 2019-2020

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

My child and I have reviewed and discussed the Wyman Student Handbook.

I agree to support the rules and policies of Wyman Elementary and Rolla Public Schools. I will encourage my child to follow the rules and to be a good citizen.

Parent/Guardian Signature \_\_\_\_\_

(Please return this form to your child's teacher as soon as possible.)