

## **WELCOME**

The Waynesville R-VI School District welcomes you and your child to our district, which serves the Fort Leonard Wood, St. Robert and Waynesville communities. This folder outlines the policies and procedures for the successful daily operation of our district's elementary schools that enable us to provide the best educational experiences possible for every student. Together, we can make this a successful school year for your child.

### **Elementary School Information**

East Elementary 573-842-2150  
1501 State Road F  
Waynesville, MO 65583

Freedom Elementary 573-842-2100  
286 Eastlawn Avenue  
St. Robert, MO 65584

Partridge Elementary 573-842-2600  
2225 Young Street  
Fort Leonard Wood, MO 65473

Thayer Elementary 573-842-2200  
15392 Thayer Road  
Fort Leonard Wood, MO 65473

Williams Early Childhood Center 573-842-2650  
12225 Pulaski Ave.  
Fort Leonard Wood, MO 65473

Wood Elementary 573-842-2625  
4590 Buckeye Avenue  
Fort Leonard Wood, MO 65473

## **WAYNESVILLE R-VI SCHOOL DISTRICT**

### **VISION**

Excel as a student-centered community of learners that embraces diversity and innovation.

### **MISSION**

Educating individual students for 21<sup>st</sup> century challenges.

### **CORE VALUES**

Community of Diversity  
Student and Stakeholder - Driven Quality  
Continuous Improvement and Learning

### **APPEARANCE**

Students are encouraged to dress in a neat attractive manner, reflecting pride in their appearance. If in the opinion of the principal and staff, a child's dress or hygiene is inappropriate the parent/guardian will be notified. Hats should be removed when in the school building. Tennis shoes should be worn for P.E. Students should wear clothes and

footwear that are safe and do not disturb or distract other students from learning. Clothing or other personal property that contain profanity, alcohol or tobacco advertising, symbols, logos, or items promoting antisocial associations will NOT be permitted.

## **ATTENDANCE**

**A.** Regular attendance is vital to the ongoing continuity of the educational program. Makeup work cannot compensate for school attendance.

**B.** Students who are absent from school will make up work on the basis of “one day for each day of absence.” Example: If a child is ill on Monday and returns on Tuesday, makeup work will be completed by the close of the school day Wednesday.

**C.** Students who are absent from school are responsible for contacting the teacher(s) to determine what assignments and tests are to be made up. Any work not made up could result in a negative evaluation.

**D.** Tardiness and early checkouts are counted against the student attendance.

Missouri law requires regular school attendance. Excessive absences and tardiness may be reported as educational neglect and are factors to be considered when determining promotion or retention of students.

## **ABSENCES**

*(Elementary)*

Parents and/or legal guardians should contact the school by phone or by sending a note any time their child is absent from school. In addition, a doctor’s note should be provided any time a student is absent from school due to medical reasons requiring a doctor’s visit **FILE: JED-R1**

A student shall not miss more than five (5) days of school per semester or ten (10) days per year without a doctor’s note and still receive make-up grades in his or her classes. After the fifth (5th) absence, a doctor’s note will be required for each absence due to illness. The principal has the discretion of accepting or rejecting all reasons for absences without notes. Absences for extenuating circumstances other than medical reasons beyond the fifth (5th) day must have prior approval from the principal. Except in certain situations with foster care children in accordance with law, students with more than five (5) absences per semester which were not verified by medical note, disability or were not for religious observance, may be denied make-up of class work.

Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment in a combat zone or combat support posting, may be excused with permission of the superintendent or designee. A copy of the military member’s orders are required.

## **RELEASE FROM SCHOOL DURING THE DAY**

For the safety and protection of all students, the following rules have been established;

1. There will be a 100% ID Check. Students must be signed out through the office and under no circumstances are students to be excused directly from their rooms to go home.
2. Students will only be released from the office to a parent or a person designated by the parent. *Identification must be presented in all cases.*

## **COMMUNICATION WITH PARENTS**

Student progress is communicated through eSchoolPLUS, parent-teacher conferences, and written reports.

### **eSchoolPlus**

eSchoolPLUS is a web-based student information system (SIS) that provides real-time information to parents over the Internet. **Parents gain immediate access to their children's attendance, grades, e-mail notifications, teacher comments, school bulletins and meal balances. eSchoolPLUS also allows students to track their own progress.**

<http://eschoolplus.waynesville.k12.mo.us>

## **CONFERENCES**

Parent-Teacher conferences are held in the fall of each school year. This conference is a very important part of the school year and parent participation is expected. By attending a parent-teacher conference, your child will see the importance you have placed on education and how valuable it is to obtain a good education.

Parents are welcome to call or e-mail their child's teacher anytime during the school year to request additional conferences. On occasion, your child's teacher, counselor, or principal may also call or e-mail you regarding your child's progress.

## **WRITTEN REPORTS**

Written reports can include report cards, progress reports, missing assignment notifications, notes to parents, assignments returned with parent signatures and emails. Report cards will be used to report student progress quarterly.

## **COMPLAINT RESOLUTION PROCEDURE**

Please see the Waynesville Procedures at the end of this folder.

## **COMPUTERS AND THE INTERNET**

Students will have access to a variety of technology and computer services once the Technology Usage form has been signed by parents. Classroom teachers, the media specialist, and computer instructor will guide student activities associated with the curriculum which includes the utilization of educational internet opportunities.

## **CONDUCT**

To ensure the learning atmosphere is safe and orderly, students are expected to put forth their best effort and to conduct themselves at all times in a manner which will promote a safe, orderly learning environment. In addition, each teacher has his/her own classroom rules and learning guidelines. Parents may be contacted if a student's behavior is disruptive to his/her learning or if it interferes with the learning process of other students. (Please also see Positive Behavior Intervention Support).

## **COURT ORDERS**

### **Child custody**

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. If you have a court order limiting the custody, communication or visitation rights of one parent, please bring a copy to the school office. Unless the court order is on file at your child's school, we must provide equal rights to both parents. A copy of the order will be maintained in the student's cumulative file. If any changes take place during the year that changes the court order, the school must be provided with the most recent court order or custodial paperwork.

### **Name Change and Adoptions**

If you have a court order with a name change, please bring a copy to the school office.

## **DISCIPLINE POLICIES**

The Waynesville R-VI School District subscribes to a policy service program through the Missouri School Boards Association. Since our student discipline policies are exactly the same as the text on the district's website, a hard copy of the student's discipline code will only be made available upon request. Parents and/or guardians not having access to the district's website via a computer link should contact their principal's office during regular business hours to receive a hard copy of the elementary student discipline policy – JGR 1.

## **FIELD TRIPS**

Field trips are an important extension of the classroom curriculum. Parents will be informed about upcoming trips through notes sent home and will be required to sign permission slips if their child is attending the trip. Parents wishing to attend a field trip must provide their own transportation to and from the destination. Parents wishing to attend a field trip as a chaperone must have a background check completed. Parents who wish to transport their own student from the departing location of the field trip must make arrangements with the classroom teacher before the day of the trip. See Volunteering.

## **FINES**

Children destroying or losing school property will be expected to pay the repair or replacement costs. School property includes, but is not limited to the following list: textbooks, library books and other classroom or instructional materials. The cooperation of parents/guardians is asked in teaching children respect for public property.

## **FOOD SERVICE PROGRAM**

Menus may be found on the district website: [www.waynesville.k12.mo.us/Page/2561](http://www.waynesville.k12.mo.us/Page/2561)  
Lunch menus are reported each morning at 6:15 a.m. on radio station KFBD (97.9) and presented on Channel 12.

The Waynesville R-VI School District requests that parents prepay for all students meals. This may be done weekly, biweekly, or monthly. Students may acquire a maximum of \$10.00 in meal charges and will be provided with an alternate meal if the \$10.00 limit is exceeded. Free and reduced meal applications are available year round. Free and reduced applications must be filled out each school year and are not retroactive, with reductions starting the date of the approval. (Parents will be required to pay any accrued charges prior to approval.) If income status changes during the school year, applications

may be modified. Contact the Food Services Department for more information at 573-842-2049. Lunch money should be placed in a Waynesville School Meal Payment Envelope, available from the school.

## **HOMEWORK AND STUDY HABITS**

Good study habits are important to the development of a student's self-discipline skills. Unfinished daily school assignments are considered homework. Students are responsible for completing their work so they are prepared for the following school day. Incomplete assignments could result in low assessment results and grade reports. Homework will be assigned based on student needs. Parents may wish to set aside 20-30 minutes each evening for children to read, practice spelling, math or do assigned homework. Learning good study habits and responsibility are important to learn at an early age.

## **ILLNESS**

Because children can have accidents or become ill at school, it is **VERY IMPORTANT** that you provide us an emergency telephone number where a parent or guardian can be reached at all times.

Any time a child has a temperature of 100 degrees or more or is vomiting, the student **will** be sent home. The student **must** remain home for a period of 24 hours without fever or vomiting and without medication before returning to school.

If your child has a communicable disease, had surgical procedures performed or has been hospitalized a doctor's note **must** accompany the child upon returning to school.

Screening tests for various health conditions (such as vision, hearing, head lice and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health. (Board Policy **JHC-AP1**)

If you need additional information please call Special Services, at 573-842-2007 or contact your school nurse.

## **ITEMS NOT PERMITTED AT SCHOOL**

Students are not to bring personal items such as: sports equipment, games, toys, etc. to school. Items brought to school will be taken and can be reclaimed by the student's parent/guardian from classroom teachers or the office. The school is not responsible for the replacement of missing/stolen property. See also weapons.

## **LATE-START WEDNESDAYS**

On Wednesdays teachers meet in teams referred to as Professional Learning Communities (PLC) to continually monitor and improve the quality of learning and life within the school for students. As a result of **PLC, the start time on Wednesdays is delayed to allow for teachers to engage in collaborative activities to achieve the purpose of improving student achievement.**

## **PRESCRIPTION MEDICATIONS**

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student.

The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

## **MONEY**

Please be sure that all money brought to school is placed in an envelope that is clearly labeled with the **first and last name of the student, his/her teacher and the purpose for which it is intended. The school is not responsible for money that is lost or stolen. Parents can submit payments on line through the district website or through your PowerSchool account.**

## **MOVING, TRANSFERS AND PROMOTIONS**

Parents are requested to notify the school in advance regarding students transferring to another school. This will provide appropriate time for records to be completed and organized properly. Enrollment information will be released to parents to take to the new school. Official school records will be mailed to the receiving school upon receipt of written request from the receiving school.

Students moving within the district should provide the office with the new mailing and physical address.

### **PROMOTION PROCEDURES FOR TRANSFERRING STUDENTS**

Students leaving during the last 10 days of the school year will be provided with a letter stating: If this student had remained in school through the last day of classes, working at the current level of achievement, it is predicted that the student would be:

Promoted to the \_\_\_\_ grade  
Retained in the \_\_\_\_ grade

Students leaving before the last 10 days of the school year: Students are expected to enter school in the new community to complete the year. They are neither promoted nor retained. Their school records should help the receiving school to determine placement.

## **NO CHILD LEFT BEHIND ACT**

Please see the Waynesville Procedures at the end of this folder.

## **NON-DISCRIMINATION**

Please see the Waynesville Procedures at the end of this folder.

## **PARENT CONTACT/EMERGENCY NOTIFICATION**

It is very important that we are able to reach you in the event of an emergency concerning your child. For this reason, we ask that you keep us informed about any changes in your address, telephone number, place of employment, etc. **Please be sure the school office has the name of an emergency contact person and phone number on record at all times.**

## **PARENT-TEACHER ORGANIZATION**

Our elementary PTOs support dynamic home-school collaboration, cooperation and commitment. They serve as parent communities that hold high expectations for students and their schools. PTO members are actively involved in our school as volunteers and in school-wide projects. They are welcomed and appreciated as part of our school

community. Background checks are required on an annual basis for PTO members working at school during school hours.

## **PARTIES & TREATS**

Students will participate in two parties each year (Winter and Valentine's Day). Parents are encouraged to help with the planning and preparation of these events. **FOOD ALLERGIES MUST BE CONSIDERED WHEN PLANNING CLASS PARTIES!** Due to increasing numbers of students with food allergies, parents are required to send pre-packaged foods only for parties and special events. Pre-packed foods are labeled with ingredient lists, which allow for identification of allergens such as milk, eggs, wheat, dyes, soy and nuts.

## **PERSONAL PROPERTY**

All items brought to school should be labeled with the student's name (coats, clothing, book bags, lunch containers, class supplies, etc.). When possible, every attempt will be made to locate and retrieve any misplaced student property. The school is not responsible for the replacement of such missing property. Articles found in and around the school should be put into the Lost and Found area. If items have been previously labeled by the owner, identification and return of items will be possible. Please check the Lost and Found periodically to retrieve those items which have become misplaced. All unclaimed items will be discarded.

## **PHONES, ELECTRONICS AND OTHER COMMUNICATION DEVICES**

Students shall not use, display or turn on electronic devices during the regular school day, including instructional class time, class change time, breakfast or lunch. Electronic devices will be taken from students not adhering to this policy and kept in the office. Parents may pick up devices at the end of the school day. Exceptions to this include: Cell phones and other electronic devices may be used with teacher discretion in the classrooms for educational purposes. Other exceptions or waivers to this restriction may be made at the discretion of the administration. **The school is not responsible for the replacement of missing/stolen communication devices.**

### **USE OF SCHOOL TELEPHONES**

All calls will be routed through the office, during the school day, 8:00 - 3:30.  
School phones may be used by the students with permission of school personnel.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)**

All elementary schools throughout the district use Positive Behavior Intervention Support to encourage socially acceptable behavior defined by universal behavioral expectations. This collaborative process helps structure the learning environment to support the academic and social success of all students.

## **RECESS**

Weather permitting, students will have an outside recess. Recess will be indoors if it is lightning, raining, or snowing. If the temperature or wind-chill is 25-30 degrees, or below, recess times may be modified.

**All students should be dressed appropriately for the seasons.** Our position with regard to students staying in from recess is that if students are well enough to attend school that day, they will go out for recess. A note from the child's physician will be

required in those cases where parents request that a child stay in from recess for an extended period of time due to an illness.

Due to safety and security of our students only school district personnel are permitted on the playground during school hours.

### **SAFETY DRILLS**

Fire, tornado, earthquake, intruder and bus evacuation drills are held quarterly in order to prepare students and staff for emergency situations. The procedures to be followed during the drills are discussed and posted in each classroom.

### **SMOKE-FREE DISTRICT**

The Waynesville R-VI School District is a smoke -free school district. Under a policy implemented by the Board of Education, and in accordance with Missouri law, use of tobacco is prohibited in all facilities and on school grounds.

### **TRANSPORTATION**

The director of transportation will confer with the building principal to address issues when necessary or as provided by JG-R1. Discipline may include warning letters or bus suspensions. Misconduct will be addressed by the director of transportation per the school bus matrix.

### **TRANSPORTATION CHANGES**

To ensure student safety and clear communication, send a note with your child or come into the school office personally if there is a change in transportation on a given day. Students will follow their normal dismissal procedure unless a note is received. District transportation shall not be used by students for the purpose of riding home with other students for non-school activities (ex... sleepovers, sporting events, parties, etc...)

### **VACATION AND LEAVE**

Missouri law requires regular school attendance. Please be cautious when scheduling vacations or leave time while school is in session. New instructional material is introduced daily and students who are present are advancing ahead. In the event you must remove your child from school for a few days, please notify the teacher and office personnel. A student is required to complete the missing work, which has accumulated on his/her return to school. This may require the child to stay after school each day until the work is made up or completing the work under parental supervision at home. (Please also see Homework and Study Habits.)

### **VISITORS**

You are welcome to visit your child's classroom during the year. These visits will provide an excellent opportunity to know the teacher and see your child participating and learning in a stimulating classroom environment. The following requirement must be adhered to:

1. Contact the teacher first, either by note, e-mail, or telephone, and together arrange for your visit. This way, you will not interrupt instructional time.

2. **All parents and visitors must report to the office upon entering the building.** There will be a 100% ID Check. At no time will a person be allowed to go to a classroom to visit an individual (student or teacher) unless previous arrangements have



been made and an ID Check completed. **This rule is necessary for the safety and protection of all students.**

3. Parents, visitors and guests must wear visitor badges while in the building.
4. Any questions arising from your visitation should be discussed with the teacher at a conference set at a later date.
5. Visitors are not permitted on the playground.

### **VOLUNTEERING**

Our elementary schools welcome volunteers. Please notify the District Volunteer Coordination, at 573-433- 2030, if you are willing to serve as a volunteer in our district. Background checks are required on an annual basis.

### **WEATHER-RELATED ISSUES AND GUIDELINES**

In the event that the Waynesville R-VI School District must cancel school, use emergency snow routes, implement delayed start or early dismissal the information will be broadcast over local radio stations, cable TV-CH 12, affiliates of the Springfield Broadcast Council and the districts transportation website for further details. Parents who have their phone information on file with the school will also receive a message from School Messenger. It is advisable that you discuss with your child the procedures to follow should school be dismissed early because of inclement weather.

### **WEAPONS AND GUNS**

All weapons and guns, including toys resembling weapons and guns, are strictly prohibited in all schools.

### **WAYNESVILLE PROCEDURES PUBLIC COMPLAINTS**

The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

The decision of the Board shall be final except in the case of complaints concerning the administration of federal programs. In that case the complainant may go to the appropriate section of DESE and from there on to the United States Secretary of Education.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public. Accordingly, the district will inform patrons of this complaint procedure and its availability.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. All other grievances for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

**WAYNESVILLE R-VI SCHOOL DISTRICT  
200 FLEETWOOD DRIVE  
WAYNESVILLE, MO 65583**

**TO: Parents/Guardians**

**Our district is required to inform you of certain information that you, according to the NO Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.**

**Upon your request, our district is required to provide to you, in a timely manner, the following information:**

**Whether the teacher has met state qualification and licensing criteria for grade level and subject areas in which the teacher provided instruction.  
Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.**

**Whether your child is provided services by paraprofessionals and, if so, their qualifications.**

**What baccalaureate degree major the teacher has and any other graduate certificate or degree held by the teacher, and the field of discipline of the certification.**

**In addition to the information that parents may request, districts must provide to each individual parent-**

**Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and  
Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.**

**NOTICE OF NON-DISCRIMINATION**

The Waynesville R-VI School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning compliance with the regulations implementing federal legislative requirements is directed to the office of assistant superintendent, 573-842-2094 (Title XI, Title VI, and ADA) or the office of director of special services, 573-842-2007 (Section 504).

