

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 1501 State Road F Waynesville, MO 65583	573-842-2150
Freedom Elementary 286 Eastlawn Avenue St. Robert, MO 65584	573-842-2100
Partridge Elementary 2225 Young Street Fort Leonard Wood, MO 65473	573-842-2600
Thayer Elementary 15392 Thayer Road Fort Leonard Wood, MO 65473	573-842-2200
Wood Elementary 4590 Buckeye Avenue Fort Leonard Wood, MO 65473	573-842-2625

<p><u>Elementary Student Schedule</u> <u>(Attendance Hours)</u></p> <p>Monday, Tuesday, Thursday, Friday 8:30 a.m. - 3:30 p.m.</p> <p>Wednesdays (30 minute delayed start for teacher collaboration) 9:00 a.m. - 3:30 p.m.</p> <p>Early Release Days 8:30 a.m.-1:00 p.m.</p> <p style="text-align: center;"><u>Office Hours</u></p> <p>7:30 a.m. - 4:00 p.m.</p> <p style="text-align: center;"><u>Teacher Hours</u></p> <p>8:00 a.m. - 3:45 p.m.</p>
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Early Childhood Information

Williams Early Childhood Center 12225 Pulaski Ave. Fort Leonard Wood, MO 65473	573-842-2650
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WAYNESVILLE R-VI SCHOOL DISTRICT
Leading the Way Every Day

District Mission: Prepare and empower individual lifelong learners for opportunities as citizens and leaders.

District Vision: Excel as a student-centered community of learners that embraces diversity, collaboration, and innovation.

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, weapons, 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. 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**

The Waynesville R-VI School District Board of Education maintains the expectation that district students not exceed 5 absences per semester, or 10 absences throughout the course of the school year. Furthermore, the Missouri Department of Elementary and Secondary Education maintains the expectation that students be present 90% of the school year.

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. All absences, excused or unexcused, will be reflected in the student's attendance totals. This includes absences for medical reasons as well as military leave related absences.

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 Tyler, Remind, parent-teacher conferences, and written reports.

Tyler

Tyler 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 and school bulletins. Tyler also allows students to track their own progress.**

School newsletters and other information can be found on the school website or the school's Facebook page.

REMIND

Remind is a district approved two-way communication tool that allows teachers and administrators to share updates and resources instantly. Remind works on devices chosen by the recipient and keeps communication accessible for everyone while keeping personal information secure.

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. Parent-teacher conferences are an opportunity to confer with your student's teacher on your student's progress as well as to gain a better understanding of grade level expectations as well as the standards-based grading process.

Parents are welcome to call or email 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 email 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.

A printed copy of your student's report card will be distributed during 1st quarter parent-teacher conferences. Report cards for 2nd, 3rd and 4th quarter will be available electronically via Tyler. If you would like a printed copy of the 2nd, 3rd or 4th quarter report card, please contact your student's school and a copy will be sent home.

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. No school document changes will be made until the court order is on file at the school.

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.

EVERY STUDENT SUCCEEDS ACT

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

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, technology devices, and other classroom or instructional materials. The cooperation of parents/guardians is asked in teaching children respect for public property.

FOOD SERVICE PROGRAM AND MY SCHOOL BUCKS

Menus may be found on the district website: 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. Additionally, menus are available via the Nutrislice app.

The Waynesville R-VI School District requires 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. You can check balances and payment may also be made online at My School Bucks at this address: myschoolbucks.com or via the My School Bucks app.

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 Student Services, at 573-842-2092 or contact your school nurse.

ITEMS NOT PERMITTED AT SCHOOL

Students are not to bring personal items such as: sports equipment, games, toys, trading cards, etc. to school. Under special circumstances, if items are brought to school they must remain in the student's backpack during school hours. 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. Medication needs to be brought to school by a parent or guardian. Students may not transport the medication themselves. (see Board policy JHCD)

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 lunch account payments online through My School Bucks (myschoolbucks.com).**

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 and according to Missouri state law, proof of residence must be provided before enrollment.

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. A quarterly report card may not be issued unless the student has been enrolled at a minimum of the final 20 days of the quarter.

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. Consistent by-laws have been adopted and are in place at each district elementary building.

PARTIES, TREATS AND SPECIAL OCCASIONS

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.

When sending in food for special occasions, such as birthdays, please adhere to the following guidelines. Please contact your child's teacher in advance for the day and time you will bring in special treats. **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-packaged foods are labeled with ingredient lists, which allow for identification of allergens such as milk, eggs, wheat, dyes, soy and nuts. Homemade food items will be returned home and will not be distributed at school. If students are passing out birthday invitations, an invitation must be brought for every student in the classroom. Please refrain from sending in special deliveries such as flowers and balloons, as these items are prohibited on school transportation. If special deliveries such as flowers, balloons or gifts are sent to the school, the student will be called to the office at the end of the day to see the special delivery item. The item will be held in the office and a parent or guardian will need to pick up the item. Balloons, flowers, gifts, etc. will not be delivered to the classroom.

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. Items must remain in backpacks. 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 30 degrees, or below, recess times may be shortened. If the heat index reaches a temperature of greater than 90 degrees, staff may shorten recess times and take other precautionary measures to ensure student safety.

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 scheduled throughout the year 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 in conjunction with school administration. Depending on the nature of the infraction, school consequences may be assessed. Transportation conduct includes conduct on the bus and or at the bus stop.

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. Please give 2 day notice when a transportation change is needed. 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.) Absences for vacation will be included in the student's attendance totals.

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 contact the District Volunteer Coordinator, at 573-842-2250, 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 and Remind. It is advisable that you discuss with your child the procedures to follow should school be dismissed early because of inclement weather.

AMI (Alternate Methods of Instruction)- AMI days will be designated by the district when two or more inclement weather days in a row are called. Students who participate will be counted present for the day and students who do not participate will be marked absent.

Students who do not have internet will have an opportunity to complete and turn in paper-based AMI day assignments in order to be considered present. Students are responsible for completing all work assigned to them on AMI days.

WEAPONS AND GUNS

All weapons and guns, including toys resembling weapons and guns, are strictly prohibited in all schools. (see Board policy JFCJ)

REQUIRED NOTICES

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the

**Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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1. What is a complaint?

For these purposes, a complaint is a written 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.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

4. 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 the locally developed and adopted procedures.

5. 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.

6. 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 ESSA 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.

7. 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 five 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 five 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, 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.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services 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 Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals 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. This 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.

10. 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.

ESSA: Parents Right to Know

Dear Parent or Guardian,

Our district is required to inform you of 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 certification of the teacher.
- 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 level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments 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.

Please feel free to contact my office with any additional questions, (573) 842-2050.

Sincerely,

Patricia L. Adkins

Trish Adkins, Ed.D.

Assistant Superintendent for Instructional Services

Virtual Education

The Missouri Course Access and Virtual School Program (MOCAP) provides eligible Missouri students in grades K-12 the opportunity to participate in Virtual Education through the MOCAP program. The MOCAP program is administered through the Missouri Department of Elementary and Secondary Education. Please visit the Waynesville R-VI School District website at www.waynesville.k12.mo.us to learn more about the

MOCAP Virtual Learning program, eligibility requirements, and enrollment guidelines. You can also visit the MOCAP website for additional information: www.mocap.mo.gov.

Policy JCF: BULLYING

Waynesville R-VI

Original Adopted Date: 08/16/2004 | Last Revised Date: 01/17/2017 Status: ADOPTED

General

In order to promote a safe learning environment for all students, the Waynesville R-VI School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

School Day – A day on the school calendar when students are required to attend school.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

The procedure for reporting bullying.

The harmful effects of bullying.

Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.

The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

Cultivating the student's self-worth and self-esteem.

Teaching the student to defend him- or herself assertively and effectively without violence.

Helping the student develop social skills.

Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Waynesville School District **Policy IL- Assessment Program Notice**

August 24, 2020

Dear Students, Parents, and Guardians,

Missouri State Statute, 160.570.2 RSMo, requires the school board of each district in the state to establish a written policy on student participation in statewide assessments and to provide a copy to each student and the parents and/or guardians of students under the age of eighteen.

Waynesville School District Policy IL- Assessment Program outlines the Waynesville School District's assessment plan, which includes state assessments. Please refer to the enclosed copy Policy IL.

Please contact my office if you have additional questions regarding the Waynesville School District Assessment Program, 573-842-2050.

Sincerely,

Patricia L. Adkins

Trish Adkins, Ed.D.

Assistant Superintendent for Instructional Services

Policy **Descriptor Code: IL-1**
ASSESSMENT PROGRAM

(K-12 Districts)

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

Participation

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the districtwide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - ▶ Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
 - ▶ Help the professional staff formulate and recommend instructional policy.
 - ▶ Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* – To ensure the district obtains and maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

Reading Assessment

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method or combination of methods of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of district English Learner students in kindergarten through grade 12.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migratory or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

EOC examinations may be waived for:

1. Students receiving special education services whose IEP teams have determined that the MAP-A alternative is the appropriate assessment;
2. English learner students who have been in the United States 12 or fewer months at the time of administration, in some circumstances; and
3. Foreign exchange students.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress as required by law.

Assessments in Preparation for Postsecondary Education and Work Opportunities

The district encourages students to prepare for postsecondary education or work opportunities prior to graduating from the district. District staff will encourage students to take assessments necessary for pursuing postsecondary education, career training and employment. Such assessments may include, but are not limited to, the ACT, the ACT Plus Writing Assessment, the ACT WorkKeys assessments (WorkKeys) and the SAT. When the district determines it is economically feasible, the district may provide access to assessments at the district's expense. The superintendent or designee will work with testing companies to provide eligible students access to fee waivers and other resources so that all district students may access these assessments.

ACT/WorkKeys at State Expense

DESE may require school districts to administer the ACT as part of statewide testing requirements. When that occurs and the state funds the test, any student who would be allowed or required to participate in the ACT will have the opportunity, on any date within three months before the ACT administration, to participate in the WorkKeys at the state's expense in lieu of taking the ACT. Any student who participated in a state-funded administration of the WorkKeys shall not participate in any state-funded administration of the ACT.

ACT/WorkKeys at District Expense

Students who are required or allowed to participate in the ACT at district expense will have the opportunity, on any date within three months before the ACT administration, to participate in the WorkKeys at district expense. The district may also require the student to take the ACT.

High School Equivalency Examination

The district participates in the Missouri Option Program, a competency-based program that allows eligible students to earn a district diploma if the student passes the state high school equivalency examination.

Parental Notice

At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no such policy, and the district expects all students to participate in all district or statewide assessments.

The district shall post on the district's website and, where practicable, on the website of each school in the district for each grade level in the district, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when available.

If the district does not operate a website, the district shall determine how to make the information widely available, including dissemination through the media, public agencies or directly to the parents/guardians.

The district will provide parents/guardians information, if available, on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated for them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian.

Access to Assessments by Students Not Enrolled in the District

In order to foster positive community relationships and to promote the academic progress of all students located within the district, the district may, at its discretion, allow private and home-schooled students who reside within district boundaries but who are not enrolled in the district to participate in grade-level, end-of-course or other assessments if the assessments are funded by the state. These student scores shall not affect district accountability.

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The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Waynesville
R-VI

Date Adopted: 10/15/2001
Last Revised: 3/25/2019

DESE Trauma Informed Website

The Missouri Department of Elementary and Secondary Education has implemented a Social-Emotional Learning and Trauma-Informed Schools Initiative. As part of the initiative a resource website has been established and can be accessed via the following web address:

Statement of Non-Discrimination

The Waynesville R-VI School District does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran, including a Vietnam-era Veteran, in admission/access to, or treatment/employment in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups.

Any persons having inquiries concerning the non-discrimination policies and compliance with the regulations implementing federal legislative requirements is directed to contact the building level principal or the Assistant Superintendent for Personnel Services, 200 Fleetwood Drive, Waynesville, MO 65583, (573) 774-6194 (Title IX, Title VI, Title VII and ADA, Age Discrimination Act, Boys Scout Access), or the Director of Special Services, (573) 774-6407 (Section 504) 200 Fleetwood Drive, Waynesville, MO 65583 or RELAY MISSOURI 800-735-2966.