



Waynesville R-IV



Elementary Schools



[HTTP://WWW.WAYNESVILLE.K12.MO.US](http://www.waynesville.k12.mo.us)

WELCOME

The Waynesville R-VI School District takes pleasure in welcoming you to our school district, serving Fort Leonard Wood, St. Robert and Waynesville. It is our sincere hope that your school experience will be filled with happiness and success. This school folder has been prepared to help answer many questions concerning the activities, procedures, and rules for the successful daily operation of our district's elementary schools. Following these procedures will help us to have an orderly school conducive to learning. There is no intent to develop a set of expectations which are confining or restrictive. Instead, a common ground of clearly understood policies and procedures will enable us to provide the best educational experiences possible for every student. We are here to make your child's year in school successful, yet as educationally challenging as possible.

WAYNESVILLE R-VI SCHOOL DISTRICT

VISION

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

MISSION

Through commitment to quality teaching and learning, we prepare students for success.

CORE VALUES

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

KEY GOALS

Ensure that the student is prepared academically, socially, emotionally and physically for education transitions.

PROFESSIONAL LEARNING COMMUNITIES (PLC)

A Professional Learning Community is one that promotes and values learning as an ongoing, active collaborative process with dynamic dialogue by teachers, students, staff, principal, administrators, parents and the school community to improve the quality of learning and life within the school for students. **The PLC allows for a delayed start time on Wednesdays to allow for teachers to engage in collaborative activities to achieve the purpose of improving student achievement.**

POSITIVE BEHAVIOR SUPPORT

Positive Behavior Support is a collaborative process for structuring the learning environment to support the academic and social success of all students. There are clearly defined universal behavioral expectations resulting in the use of common language used by all district elementary schools.

STUDENT 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. Each teacher has determined his/her classroom rules and learning guidelines. These expectations have been presented to your

child the first day of school. 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.

STUDENT APPEARANCE

Students are encouraged to dress in a neat attractive manner which reflects 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 for P.E. should be worn. Students should wear clothes which are safe and do not disturb or distract other students from learning. Clothing or other personal property which contain profanity, alcohol or tobacco advertising, symbols, or logos, or items promoting antisocial associations will NOT be permitted.

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 web site, 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 web site via a computer link should contact their principal's office during regular business hours to receive a hard copy of the student discipline policy.

GOOD 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 will result in low assessment results and grade reports.

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. 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.

REPORTING TO PARENTS

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

POWERSCHOOL

PowerSchool, is a web-based student information system (SIS) that simplifies data-driven decision-making by providing real-time information to parents over the Internet. Teachers gain timesaving administrative tools. **Parents gain immediate access to their children's attendance, grades, e-mail notification, teacher comments, school bulletins and meal balances. Powerschool also allows students can track their own progress.**

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 in 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, assignment returned with parent signatures and e-mail.

Report cards will be used to report student progress quarterly. Progress reports will be sent home mid quarterly.

HOMEWORK

Homework will be given to students on an increasing basis as they progress in school. 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.

STUDENT PERSONAL PROPERTY

All items brought to school should be labeled with the student's name (coats, clothing, bookbags, 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.

ITEMS NOT PERMITTED AT SCHOOL

Students are not to bring personal items such as: electronic devices, 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 property.

COMMUNICATION DEVICES

Students shall not use, display or turn on electronic devices during the regular school day, including instructional class times, class change time, breakfast or lunch. Exceptions to this include: high school and career center – in the cafeteria during lunch, 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.

USE OF SCHOOL TELEPHONES

All calls will be routed through the office, during the school day, 8:00 a.m.-3:30 p.m. School phones may be used by the students' with permission of school personnel. Arrangements for after-school activities and transportation should be made before 3:00 p.m.

ATTENDANCE

- A. Regular attendance is vital to the ongoing continuity of the educational program. Make-up 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 excused absence." Example: If a child is ill on Monday and returns on Tuesday, makeup work will be completed by the close of 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.

Missouri law requires regular school attendance. Excessive unexcused absences and tardiness will be reported as educational neglect and is a factor to be considered when determining promotion or retention of students.

STUDENT ABSENCES

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
CRITICAL**

STUDENT ABSENCES (ELEMENTARY)

A student shall not miss more than eight (8) days of school per semester and still receive make-up grades in his or her classes. After the eighth (8th) 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 eighth (8th) day must have prior approval from the principal. Except in certain situations with foster care children in accordance with law, students with more than eight (8) 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 to a combat zone or combat support posting, may be excused with permission of the superintendent or designee. **Tardiness and early checkouts are counted against the student attendance.**

Note: 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.

ADOPTED: 07/21/2003

REVISED: 03/23/2009

MSIP REFS: 6.3, 6.5, 7.7, 8.6, 8.7, 9.6

WAYNESVILLE R-VI SCHOOL DISTRICT, WAYNESVILLE, MISSOURI

RELEASE FROM SCHOOL DURING THE DAY

For the safety and protection of all students, the following rules have been established; students must be signed out through the office and under no circumstances are students to be excused directly from their rooms to go home.

Students will only be released from the office to a parent or a person designated by the parent. *If the adult is unknown to office staff, identification must be presented.*

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.

VACATION AND LEAVE

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 staying after school each day until the work is made up or completing the work under parental supervision at home. Any designated school day will count for or against student attendance.

PROMOTION PROCEDURES FOR TRANSFERRING STUDENTS

Students leaving **during the last ten (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 ten (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.

FOOD SERVICE PROGRAM

Menus, along with school calendars, will be sent home each month for your convenience. Lunch menus are reported each morning at 6:15 a.m. on radio station KJPW (102.3) 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 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 (774-6499). Lunch money should be placed in a Waynesville School Meal Payment Envelope, available from the school.

MONEY

Please be sure that all money brought to school is placed in an envelope that is clearly labeled with the **name of the student, his/her teacher and the purpose for which it is intended. The school is not responsible for money which is lost or stolen.**

HEALTH PROGRAM

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 child **MUST** go home. The parent will be called to pick up the child. Students who are sent home with a fever will not be allowed to return for 24 hours.

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

If your child needs to take medication at school, a **MEDICATION AUTHORIZATION FORM** needs to be completed by the doctor and given to the nurse along with the medicine in its original container that the child is to take. Students are not allowed to carry any medication to or from school. **MEDICATION AUTHORIZATION FORMS CAN BE PICKED UP AT ANY TIME IN THE OFFICE.**

Screening tests for various health conditions (such as vision, hearing 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 774-6407 or contact your school nurse.

CLASSROOM PARTIES

Students will participate in two (2) 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!**

FOOD ALLERGIES

Due to increasing numbers of students with food allergies, parents are strongly encouraged to send pre-packaged foods only for parties and special events. Pre-packed foods are labeled with ingredients listings which allows for identification of allergens such as milk, eggs, wheat, dyes, soy and nuts.

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.

SAFETY DRILLS

Fire, tornado, earthquake, intruder and bus evacuation drills are held 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.

INCLEMENT WEATHER GUIDELINES

In the event that the Waynesville R-VI School District must cancel school, use emergency snow routes, 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 web site for further details. Parents 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.

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.

USE OF 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.

TRANSPORTATION

The director of transportation will confer with the building principal to address issues when necessary or as provided by JG-R3. Discipline may include warning letters, bus suspensions. Misconduct will be addressed by the director of transportation per the School Bus Table of Consequences.

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.

MOVING

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.

SCHOOL FINES

Children destroying or loosing 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.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

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.**

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 which changes the court order, the school must be notified.

Name Change and Adoptions

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

PARENT-TEACHER ORGANIZATION

Our elementary PTO's support dynamic home-school collaboration, cooperation and commitment. It serves as a parent community that holds 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.

PARENT VOLUNTEERS (VIP'S - VERY IMPORTANT PARENTS)

Our elementary schools welcome volunteers. Please notify the District Volunteer Coordination, at 433-2030, if you are willing to serve as a volunteer in our district.

COMPLAINT RESOLUTION PROCEDURE

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy; JFH. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

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, 573-774-6194 (Title XI, Title VI, and ADA) or the office of director of special services, 573-774-6407 (Section 504).

ELEMENTARY SCHOOL INFORMATION

East Elementary 573-774-6179
1501 State Road F
Waynesville, MO 65583

Freedom Elementary 573-451-2100
286 Eastlawn Avenue
St. Robert, MO 65584

Partridge Elementary 573-329-5888
7078 Young Street
Fort Leonard Wood, MO 65473

Thayer Elementary 573-329-6222
4273 Thayer Street
Fort Leonard Wood, MO 65473

Wood Elementary 573-329-2311
7076 Pulaski Ave.
Fort Leonard Wood, MO 65473