

WSGC Student Handbook

2026-2027



810 Roosevelt Street
Waynesville, MO 65583
573-842-2300
Fax 573-433-2970
<https://www.waynesville.k12.mo.us>



WAYNESVILLE SIXTH GRADE CENTER

School Motto: We Learn. We Lead. We succeed.

School Colors: Orange and Black

School Mascot: Tiger

Accredited by AdvanceEd

***Accredited by the Missouri Department of Elementary and
Secondary Education with Distinction in Performance***

Secondary Student Schedule (Attendance Hours)

Monday, Tuesday, Thursday, Friday
7:30 am- 2:35 pm

Wednesdays (30 minute delayed start for teacher collaboration)
8:00 am- 2:35 pm

Early Release Days
7:30 am- noon

Office Hours
7:00 am- 3:30 pm

Teacher Hours
7:00 am- 2:45 pm

Waynesville Sixth Grade Center

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 handbook outlines the policies and procedures for the successful, daily operation of the Waynesville Sixth Grade Center. Our goal is to provide the best educational experiences possible for every student. Together, we can make this a successful school year for your child.

Note:

The administration is responsible for the operation of the entire school. Decisions may sometimes deviate from the published procedures because of unusual or extenuating circumstances.

SECTION I ADMINISTRATION

Building Administration Directory

573-842- 2300

Principal	Mr. Keviin Schnicker
Assistant Principal	Alyssa Golden
Counselor	Mrs. Theresa McNutt
Process Coordinator	Nicole Alexander

Central Administration Directory

Superintendent	Mrs. Hilary Bales	573-842-2097
Asst. Superintendent	Dr. Jamie Goforth	573-842-2094
Human Resources		
Executive Director of Student Services	Dr. Elizabeth Washington	573-842-2007
Executive Director of Operations		
Chief Financial Officer	Mr. Aaron Harrison	573-842-2069
Executive Director Elementary	Mr. Michael Henson	573-842-2050
Executive Director Secondary	Mrs. Courtney Long	573-842-2050

SECTION II

BUILDING POLICIES AND PROCEDURES

The following Missouri State Board Association (MSBA) policies have been adopted by the Waynesville R-VI School District; JED-R1, JED-R2, JG-R1, JG-R2, JG-R3, JGD, JFCH, JHCD, JFCA, JFCA-AP.

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 person(s) having inquiries concerning the non-discrimination policies and compliance with the regulations implementing federal legislative requirements is directed to contact the building level administrator or the assistant superintendent for personnel services, 200 Fleetwood Drive, Waynesville, MO 65583, (573) 842-2094 (Title IX, Title VI, Title VII and ADA, Age Discrimination Act, Boys Scout Access), or the director of special services, (573) 842-2007 (Section 504), 200 Fleetwood Drive, Waynesville, MO 65583, or RELAY MISSOURI 800-735-2966.

After School Program – The W.I.N afterschool program runs Monday through Thursday from 2:35 p.m.– 5:15 p.m. Parents/guardians must fill out a W.I.N enrollment form-before the student can attend. The program is open to all students in 6th grade and there are no enrollment fees. The program will include academic assistance time and privilege time that will run from 2:45-4:00 and club time that will run from 4:00-5:15. Students must sign up for weekly activities 1 week in advance. Students who stay after for WIN time can ride the activity bus home. The activity bus departs from WMDS at 5:30 If you plan to pick up your child, you must pick them up no later than 5:15 or they will be expected to ride the activity bus home.

Arrival to School – Students that arrive before the designated times will sit outside the Learning Commons Area until dismissed to class at 7:00 a.m. Students will be allowed into the building at 7:00 a.m.

Attendance Procedures - 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.

Student Absences and Excuses (JED-R1)

- Regular attendance is vital to the ongoing continuity of your student's education.
- 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.
- 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 school day Wednesday.
- The official attendance record will be kept in the office.
- Tardiness and early checkouts are counted against the student's attendance.
- Parents/guardians should contact the school by phone or by sending a note any time their child is absent from school. In addition, a doctor or dental note should be provided any time a student is absent from school due to a doctor or dental visit.
- Please be cautious when scheduling vacations or leave time while school is in session. (See school calendar on district website). 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.

Attendance Procedures/Check-Out -

- Under no circumstances should students leave school without properly checking out. Those disregarding this rule will be subject to disciplinary action under the provisions for truancy offenders.
- Please refrain from checking your student out from school during the last 30 minutes of school, unless there is an emergency.
- There will be a 100% ID Check on any person checking out a student.
- Students must be signed out through the office and under no circumstances are students to be checked out from their classrooms.
- Students will only be released from the office to a parent/guardian or a person designated by the parent/guardian. Identification must be presented in all cases.

- 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.

Building Usage – Go to the following link to apply for the use of our building facility after school hours.

<https://www.waynesville.k12.mo.us/Page/6904>

COMMUNICATION WITH PARENTS/GUARDIANS-

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

PowerSchool - <https://waysd.powerschool.com/public/home.html>

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

My School Bucks - myschoolbucks.com

My School Bucks is a web-based student information system that provides information to parents/guardians over the internet. Parents/guardians gain access to their child's breakfast and lunch account, pay for school meals, pay library fees and other school related fees.

Facebook - <https://www.facebook.com/WaynesvilleSixthGradeCenter?ref=hl>

Twitter - <https://twitter.com/WaySixthCenter>

Webpage - <https://www.waynesville.k12.mo.us/Domain/11>

Parent-Teacher Conferences - 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 e-mail their child's teacher anytime during the school year or call the office to request additional conferences.

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 in PowerSchool.

Complaint Resolution Procedure - Please see the following form located at the end of the handbook:

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

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 parent/guardian. 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 and orderly learning environment. In addition, each teacher has his/her own classroom rules and learning guidelines. Parents/guardians 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.

Counseling –

- **Counselor Appointments** - Students can request to see the counselor by telling the counselor, the office or their teacher. At times students may ask permission to go to the counselor's office during class time, and if the teacher determines the student has a valid reason, he or she should call the counselors office and request to have the student seen at their earliest convenience, or based on the need of the student.
- **Counseling Services** - Counseling services are offered within the total educational program to help meet the needs of all students and staff. WSGC offers an extensive guidance program and has a Process Coordinator to work with special education services. Each staff member is encouraged to refer students to their counselors when they have specific student concerns.
- **Testing Programs** - Other duties of the school counselor include the administration of tests, scoring of tests and interpretation of tests to students and parents/guardians. Specific testing dates will be published by the counselor.

Court Orders-

- **Custodian Information** - Custody disputes must be handled by the courts. By law, if parents are legally separated or divorced, each parent has equal rights to custody of and access to the child unless one of them has a signed court order that specifically provides otherwise. The school has no legal right to refuse access by a biological or adoptive parent, or a legal guardian, to his/her child and/or the child's educational records, unless there is a current, valid, and binding court order that explicitly limits access to the student or the records. Additionally, an order limiting or denying visitation or other access to the child, is not sufficient to limit access to educational records in the absence of a court order explicitly denying or limiting access to records.

If a parent has a current, valid, and binding court order limiting access to the child or records by the other parent or any other person, the school must have a copy of the court order on file at the office of each school building in which a covered child attends. If a copy is not on file, the school will release children to their parents or guardian with proper identification, unless the best interests of the children require otherwise. Situations in which the welfare of students may be in question will be handled at the discretion of the Administrator/designee. If in the judgment of the Administrator/designee, parents or guardians engage in conduct that causes or poses a substantial threat of disruption to the school, the school will contact law enforcement and request assistance. The school will also contact the Children's Division of the Missouri Department of Social Services, when appropriate.

Parents are asked to make every attempt not to involve schools in custody matters. To reduce the potential for misunderstandings and disputes, please be sure to have current custody and access information on file at the school office for each of your children. (Rev. 03/15)

- **Name Change and Adoption** - If you have a court order with a name change or adoption, please bring a copy to the school office. No changes will be made unless the court order is on file.

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/guardians not having access to the district's website should contact the office during regular business hours to receive a hard copy of the **Elementary Student Discipline Policy JGR-1**.

Dress Code Guidelines - The Waynesville R-VI School District believes that a strong relationship exists between what a student wears and the attitude and behavior he/she

displays. We ask all parents/guardians and students to understand that different modes of dress are appropriate for different activities, and that not all modes are suitable for school or school activities. Below are guidelines for students and parents/guardians to help them avoid attire or grooming, which interfere with the learning environment or constitute a threat to the health or safety of other students and staff.

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.

Examples include but are not limited to the following:

- Dress, personal appearance, and grooming must be clean and conform to appropriate health, safety and sanitation standards.
- Students may not wear headgear, jacket hoods, hair picks, bandanas, hats, caps, sweatbands, or sunglasses in the building. Hats must be left in the student's locker, not carried.
- Student's tops, blouses and shirts must have sleeves. No sleeveless tops, tank tops, muscle shirts, halter-tops will be allowed. Mesh jerseys may only be worn over shirts. Both shoulders should be covered. "Capped" sleeves are acceptable.
- Students may not wear mesh or see-through clothing; clothing that exposes the stomach, lower back, or cleavage.
- Students will be permitted to wear shorts or skirts that reach their mid-thigh and remain there.
- No holes in clothing, cut or torn which exposes skin or undergarments above the knee are permitted.
- Pants will be worn appropriately, not below the waistline.
- Underwear/underpants may not be worn as outerwear or exposed to view.
- Any attire or tattoos depicting or suggesting (including any innuendo alluding to) vulgarity; profanity; sexual matters; gang association or advertisement; violence, tobacco, alcohol or drug use; or those which are ethnically derogatory are prohibited.
- No costumes or onsies.
- Loungewear or pajamas, slippers including footwear, or blankets is not permitted, except on designated spirit days.
- Gang related colors, tags, symbols or apparel is not permitted.

- Jewelry or apparel that is considered disruptive, excessive or possess a threat to the safety of the student or others (chains, wallet chains, extreme rings, spiked bracelets, or sharp objects, etc.) is not permitted.
- Face paintings, writing or drawings on skin are not allowed in school.
- Oversized coats must be kept in lockers during the school day.

Dress expectations can vary as appropriate to designated situations (PE, Sports performances, or competitions, etc.).

The administrator will determine whether clothing is inappropriate. Teachers are expected to refer students to the main office who are in violation of the dress code. The administrator may suspend any student whose dress is prohibited by this dress code. Administration may readmit students upon the correction of the problem.

Emergency Drills - Fire, tornado, earthquake and lockdown drills are held quarterly in order to prepare students and staff for emergency situations. Bus evacuation drills are held twice annually. The procedures to be followed during the drills are discussed and posted in each classroom.

Every Student Succeeds Act - Please see the Waynesville Procedures at the end of this handbook.

Field Trips - Field trips are an important extension of the classroom curriculum.

- Parents/guardians will be informed about upcoming trips through notes sent home.
- Parents/guardians will be required to sign permission slips if their child is attending the field trip.
- Parents/guardians must show ID when checking out a student from a field trip.
- Students will be marked absent from the time of check-out.
- Parents/guardians wishing to attend a field trip must provide their own transportation to and from the destination.
- Parents/guardians wishing to attend a field trip must have a background check completed. **See Volunteering.**

Fines - Students 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 students respect for public property.

Food, Deliveries and Celebrations-

- **Celebrations/Parties-** We do not facilitate classroom celebrations and/or birthday parties within the classroom. Outside food served within the classroom must be approved by the building administration prior to the occasion for which it would be provided.
- **Deliveries-**
 - **Gifts:** Deliveries of items such as flowers and gifts will be stored in the main office until the end of the school day if they cannot be placed in the student's bag and/or locker during the school day. Students will be called to the office to be notified of the delivery in between class periods. Glass and balloons are not permitted on district transportation
 - **Food:** Outside food delivered to students- it is discouraged for parents to deliver food to students during the school day. If it becomes necessary for this to occur on an occasional basis then students will be called to the office to receive their delivery between class periods and/or during the student's lunch time. Food must be consumed during the student's lunch period in approved areas for eating. Deliveries to students from restaurants and delivery services (such as but not limited to pizza delivery, DoorDash, UberEats, etc.) are not permitted.

Food Service Program -

- Menus may be found on the district website:
[Menus for Waynesville R-VI Schools](#)
- Lunch menus are reported each morning at 6:15 a.m. on radio station KFBD (97.9) and presented on Channel 12.
- Any student choosing to purchase lunch will be required to use a WSGC identification card, which has a barcode that is scanned by the computer. No cash will be accepted in the lunch line. Breakfast is free. All meal information; including prices for full and reduced meals, payment options, and menus can be found on the district website www.waynesville.k12.mo.us under Food Services.
- The Waynesville R-VI School District requests that parents prepay for all student's meals. This may be done weekly, biweekly, monthly or yearly.
- All students are required to have lunch at school unless the school has been notified in writing.
- Free and reduced meal applications are available year round. Free and reduced applications must be filled out each year and are not retroactive, with reductions

starting the date of the approval. (Parents/guardians 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 573-842-2099.

- Lunch money should be placed in a Waynesville School Meal Payment Envelope, available from the school or paid online at myschoolbucks.com.
- All students are to remain in the cafeteria or designated and approved areas during lunchtime. No student shall leave school to eat lunch.
- Visitors must check-in at the office and will be asked to surrender an ID card in order to obtain a visitor pass for display during their time on campus.
- All students, in the cafeteria, must demonstrate appropriate lunchroom behavior.
- All food remains in the cafeteria.
- Student accounts are pre-paid lunch accounts.
- Students are responsible for emptying trays and cleaning up their own area.
- Students are not to cut in front of the lunch line.
- All halls are off limits during lunchtime.
- All students will be seated during lunch.

Grading - The Waynesville Sixth Grade Center uses Standard Based Grading.

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 math or do assigned homework. Learning good study habits and responsibility are important to learn at an early age.

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 teachers to engage in collaborative activities to achieve the purpose of improving student achievement.**

Media Center - The Waynesville Sixth Grade Media Center, also known as the Learning Commons, houses over 10,500 volumes and a variety of newspapers and periodicals. We have multiple databases that students can access from school and home for research purposes as well. Students will find the Learning Commons an essential part of their education at WSGC as well as a preparation for middle school. The Learning Commons is open during school hours. Students must have a pass or be accompanied by a teacher to come to the Learning Commons.

- **Circulation of Media Center Materials -**

- Books may be checked out for a period of two weeks. A student may only have a maximum of two books checked out at one time.
- Books may be renewed if not in demand.
- If books are lost or damaged, students must pay for the cost of the book. If found, money will be refunded as per district procedures. Payments may be made in person or online at My School Bucks. myschoolbucks.com
- If an overdue book exists on a student account, no other media center materials may be checked out until the overdue book is returned.
- Students are responsible for materials checked out in their name. Students should not loan books out to other students.

- **Technology Usage Guidelines** – WSGC encourages students to use technology tools to enhance their learning experience. The following guidelines must be followed:

- The school is not responsible for loss, damage, or theft of electronic devices.
- The district's Technology Use Policy (EHB and Regulation EHB-AP1) will apply to the use of any electronic device on school property. Students using the devices must have a signed parent/guardian and

student technology agreement on file at WSGC. The student may be disciplined for infractions by the school administration, including possible loss of technology privileges.

Medical - It is very important that we are able to contact a parent/guardian in the case of an emergency, if the child becomes ill or an accident occurs. **For this reason, we ask parents/guardians to keep the office informed about any changes in their address, telephone number, place of employment, etc. Please be sure the main office has the name of an emergency contact person and phone number on record at all times.**

Any time a student 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.

- **Excuses from Physical Education Class** - A student may be excused from physical education class for one day with a written note from the parent. A written statement from a physician is required when a student needs to be excused for two or more days. The following information should be included on the exclusion statement:

1. Reason for exclusion (i.e., fractured wrist)
2. Type of activities student may or may not participate in during PE classes
3. Number of day's student will be excluded from class or specific activities

- **Handling and Disposal of Medications –**

- Schedule II controlled substances shall be inventoried upon receipt and daily by the person administering the drug.
- The record of the drug count shall be maintained in a log or on the student's medication record.
- Any count discrepancies shall be reported to the school nurse for further investigation.
- Controlled substances shall be kept in double-locked storage, such as a locked box within a locked cabinet, to which the school nurse and the school administrator or designee shall have keys.

- Expiration dates on all medications will be checked on a routine basis.
 - Parents/Guardians may retrieve their student's medications from the school at any time during school hours.
 - When possible, all unused, discontinued or expired medication shall be returned to the parent/guardian and the return documented.
 - All medications shall be returned to the parent/guardian or destroyed at the end of the school year.
- **Immunizations** – Missouri statutes section 210.003.1, states that a parent or guardian may request notice of whether there are children currently enrolled in or attending the facility, for whom an immunization exemption has been filed, at all public, private, and parochial day care centers, preschools, and nursery schools.
- Students must meet the minimum immunization requirements for children attending public schools as mandated by Missouri State Law (Section 167.181, RSMo). It is unlawful for a child to attend school without written documentation on file. Three types of exemptions are available:
 1. Medical exemption – must be certified by a licensed physician.
 2. Religious exemption – must be signed by the custodial parent.
 3. Military exemption – Students residing in the household of a military active duty member who cannot provide evidence of immunizations required under Missouri law shall be enrolled and given 30 days to obtain the required immunizations or, if the immunization is a series, to begin the series.
 - Immunizations for nonmilitary families can be obtained from the Pulaski County Health Department by a doctor of your choice. Military dependents may receive immunizations by contacting the Immunization Clinic at the General Leonard Wood Army Hospital.

- **Nurse** - The school nurse is charged with the responsibility of record keeping, recommending safety procedures to the school administration, and caring for students reporting to him/her for care during the school day. The school nurse is also authorized to administer medications once the correct documentation is complete. He/she is responsible for calling parents/guardians when illness occurs. At no time is a student to make this call. If students desire to be excused from school during the regular school day because of illness, they must first report to the school nurse. Failure to report to the nurse will result in disciplinary action.

Note: The school will not administer medications unless the school's student medication policy is followed. A medication authorization form needs to be completed by the parent, signed by a physician, and kept on file in the nurse's office. An emergency action plan should be on file in the nurse's office.

Unfortunately, this is a very brief note and cannot cover all aspects. Please feel free to call your school nurse if you have any questions.

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 you're myschoolbucks.com.**

Moving, Transfers and Promotions –

- Parents/guardians 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. Official school records will be mailed to the receiving school upon receipt of a written request from the receiving school.
- Students moving within the district should provide the office with the new mailing and physical address.
- 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 will be 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.

Non-Discrimination Policy - Please see the Waynesville Procedures at the end of this handbook.

Parent-Teacher-Student Organization - Our PTSO supports dynamic collaboration between home, school and community. PTSO members hold high expectations for students at the Waynesville Sixth Grade Center. They are welcomed and appreciated as part of our school community. **See Volunteering**

Parental Support - The WSGC staff and you, the parent/guardian, share a common goal; to provide the best education possible for your student. The school welcomes opportunities to work with parents/guardians. Feel free to call the office at 573-842-2300 to arrange a conference. Parents/guardians may help in key ways by:

- **Supporting the school:** Maintain a positive attitude about education, the school, and the staff. If a problem occurs at school, get the facts, and then cooperate with the school to determine a workable solution to the problem.
- **Insisting upon regular attendance and punctuality.**
- **Becoming acquainted with your student's teachers and cooperating closely with them.** You may help tremendously by coming to school for conferences and meetings when requested. Utilize the link below for PowerSchool to stay current on grades, progress and attendance.
- **Reading the handbook completely.** The handbook answers many questions and provides information that will help you understand the operation of Waynesville Sixth Grade Center.
- **Resolving problems and conflicts.** Students and parents/guardians are asked to make every attempt to resolve problems at the lowest level. For problems that involve classroom situations, grades, and assignments, please first contact the teacher in whose class the problem exists. For discipline, please contact the administrator.

Personal Property - All items brought to school should be labeled with the student's name (coats, clothing, book bags, lunch containers, etc.). 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. Please check the Lost and Found to retrieve missing items. All unclaimed items will be discarded.

Phones, Electronics and Nuisance Items –

- Students shall not use, display, or turn on electronic devices while in the school building.

- Students are not to bring personal items such as: sports equipment, games, toys...etc. to school.
- Electronic devices and other personal items not permitted will be taken from students not adhering to this policy and kept in the office.
- Parents/guardians must pick up devices and/or personal items taken from a student.
- The school is not responsible for the replacement of missing/stolen communication devices and/or personal items.

Positive Behavior Intervention Support (PBIS) and 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. 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.

Positive Behavior Intervention Support is a proactive systems approach to put strategies in place for all children while building in support for those at risk. This allows all students to succeed emotionally and academically. There are three tiers of support.

- **Tier 1**
All students are introduced to universal/primary prevention strategies.
- **Tier 2**
Some students might require more intensive support; therefore specialized support systems are in place to aid in their success.
- **Tier 3**
A small percentage of students may require specific individualized behavioral interventions.

Social Functions - Throughout the school year there are social functions sponsored by different LEAD groups. Students attending social functions are expected to adhere to the same discipline codes that are enforced during normal school hours. The following rules apply to all social functions:

- People who are not currently enrolled at Waynesville Sixth Grade Center will not be admitted to school-sponsored events. Individuals who have been expelled will not be at any social function.
- Students leaving an event will not be allowed to return.
- Students must be picked up no later than 30 minutes after the event or they will be turned over to proper authorities. Students who violate this policy may not be allowed to attend other school functions.

- Currently enrolled WSGC students who are not suspended or assigned to ISS are invited and encouraged to attend school dances, but the administration reserves the right to use social function as a loss of privilege when deemed necessary. All students must present a valid WSGC student ID to be admitted.

Student Identification Cards - Students will be issued an ID card. ID cards are used for breakfast, lunch, and library check-out. Replacement IDs are required if the ID is lost or mutilated. Student ID's should not be altered in any way. Students will receive their first replacement for free. After the free replacement the cost is \$2.00.

Student Lockers - Hall lockers are provided as a privilege to each student. Students are not to attach any pictures, or other materials that cannot be easily removed. Writing of any kind in or on the locker is not allowed. Any problem with the locker should be reported to the office as soon as possible. Students may not change lockers without approval from the administration. School policy requires that only the person/persons assigned to a locker are to occupy that locker. School officials may search a student's locker and seize any illegal materials. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior notification.

Student Records - Student Education Records are defined as records that are directly related to a student and are maintained by the Waynesville R-VI School District. It does not include records maintained by individual staff members for their personal use. Every effort is made to keep information placed in the Student Education Record factual and objective. Student Education Records are accessible to:

- School officials, including teachers of the district who have legitimate educational interest in the records.
- Parents and/or legal guardians.
- Parents and/or legal guardians of students 18 years of age and older who are dependent upon their parents as defined by the Internal Revenue Code.
- Officials of schools in which the student seeks or intends to enroll.
- Other agencies, institutions and individuals upon receipt of written release by the parent, guardian, or eligible student.
- Other state and federal offices and agencies as prescribed by law.

Subject to Search - Students, parents, and visitors are subject to electronic scanning and search while on school property or at a school-sponsored event.

Tobacco-Free District - The Waynesville R-VI School District is a tobacco 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 -

- **Bus Discipline** - The director of transportation will confer with the building administrator 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 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 in a given day. Please give 2 days 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...) **No phone calls or emails will be accepted unless it is an emergency.**
- **Weather Related Issues and Guidelines** - When the Waynesville R-VI School District decides to cancel school, use emergency snow routes, have a delayed start, or have early dismissal, it will be broadcasted over local radio stations, Cable TV Channel 12, Springfield Broadcast Council, posted on our web page at www.waynesville.k12.mo.us/Page/4064, Facebook, and sent via school messenger. Transportation concerns should be referred to the Director of Transportation at 573- 842-2199.
 - **Snow Routes** - Emergency snow routes are run by school buses when the majority of main roads have been plowed, but the secondary roads or side roads have not been plowed or there is reasonable doubt of safe roadway conditions. Snow routes will be in effect for both morning and afternoon. Due to the different types of roads in our district and routing of certain school buses, not all bus routes will have an emergency snow route. Students affected by the use of emergency snow routes will receive additional information regarding modified bus stop locations from the bus driver. Snow routes are posted on the district website and our transportation page. If snow routes are running in the morning, then they will be running in the afternoon as well on that school day.

- **Delayed Start** - Should the Waynesville School District declare a “Delayed Start” all bus schedules and school-starting times will be delayed two (2) hours. School dismissal times would not be changed.
- **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.

Visitors - All visitors must report to the main office during regular school hours. Visitors are not allowed unless they have a specific appointment with staff members and are authorized by the office. 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 with the administrator. However, all visitors, including Board members, shall sign in or check in at the building office prior to proceeding elsewhere in the building. Visitors will be asked to surrender an ID card in order to obtain a visitor pass for display during their time on campus. The Board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the superintendent, building administrator or designee may contact the proper legal authorities, file a report, or sign a complaint on behalf of the district.

Volunteering - Our school welcomes volunteers. Please notify the Community Resources Office at 573-842-2250, if you are willing to serve as a volunteer in our district. Background checks are required on an annual basis.

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

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:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. 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:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. 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.

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:

<https://dese.mo.gov/traumainformed>

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 Dr. Jamie Goforth, Assistant Superintendent for Personnel Services and Title IX Coordinator, 200 Fleetwood Drive, Waynesville, MO 65583, (573) 842-2094 (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.



Waynesville R-VI

Office of Special Services

573-842-2007

200 Fleetwood Drive
Waynesville, MO 65583

Special Education Notice

It is the policy of the Board of Education to provide a free and appropriate public education (FAPE) for students with disabilities who are in need of special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA), the Missouri State Plan for Special Education (State Plan), the district's local compliance plan, and applicable state and federal laws.

Please refer to Policy IGBA-1 Special Education for additional information.

Please refer to Policy IGBA-1 Special Education for additional information.

Policy IGBA-1: SPECIAL EDUCATION

Status: ADOPTED

Original Adopted Date: 04/19/1999 | **Last Revised Date:** 12/15/2025 | **Last Reviewed Date:** 12/15/2025

It is the policy of the board of education to provide a free and appropriate public education (FAPE) for students with disabilities who are in need of special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA), the Missouri State Plan for Special Education (State Plan), the district's local compliance plan, and applicable state and federal laws.

Child Find

The district has an obligation to locate, identify, and evaluate children in the district between the ages of 3 and 21 who may need special education and related services, including children who are wards of the state, are homeless, or attend private schools located within the boundaries of the school district. Any individual who knows or believes that a student has a disability and needs accommodation or special education should contact the school's principal or the district's special education director immediately.

The district will notify all parents/guardians and students of its obligations under this policy and the law. The district will also utilize public media and other postings to notify the public of the district's legal obligations as required by law.

Evaluation and Identification

The special education director will arrange for district students and children who are not enrolled in the district but who may need special education services to be evaluated to determine their eligibility for special education services in accordance with the law and state and local plans.

Specific Learning Disabilities

The board authorizes the special education director to use a discrepancy model, including the use of professional judgment or a response to intervention (RTI) model, for identifying students with specific learning disabilities (SLD).

Children Three to Five Years of Age

The district will identify for special education services children who are three to five years old and not yet eligible for kindergarten. To do so, the district will use the available identification categories included in the State Plan, including the category of "Young Child with a Developmental Delay" (YCDD). The district will comply with the requirements of the State Plan and state law regarding the use of YCDD.

Independent Evaluations

If a student is evaluated for special education services and the parents/guardians disagree with the evaluation, the parents/guardians may obtain an independent educational evaluation (IEE) at the district's expense, as allowed by the IDEA. Applicable procedures, evaluator criteria, and location and cost limitations governing the IEE process are available through the district's special education director. The board delegates to the superintendent or designee the authority to make changes to these procedures, evaluator criteria, and cost guidelines. These items will adhere to rules published in the State Plan and in the local plan for compliance with the law.

Services for Students with Visual Impairments

As required by law, and unless the individualized education program (IEP) team determines that such instruction is not appropriate, each student who is blind or visually impaired will receive instruction in:

1. Braille reading and writing;
2. Assistive technology;
3. Expanded core curriculum; and
4. Orientation and mobility.

No student will be denied such instruction solely because the student has some remaining vision.

Students Placed in Private Schools by Their Parents/Guardians

For the purpose of this policy, a "private school" is defined to include home schools, family paced education schools, and religious/parochial schools.

In general, the district has no obligation to provide FAPE or special education and related services to individual students enrolled in a private school by their parents/guardians. The district will expend a proportionate amount of its IDEA Part B funds on the group of privately placed students as a whole, as required by law.

The district will work with private schools located within its boundaries to identify and evaluate students attending the private schools who may be eligible for special education services. When a student is determined eligible, the district will offer to enroll the student and provide the student special education and related services in the district.

Parents/Guardians of a student previously enrolled in the district who choose to unilaterally place the student in a private school without district consent due to a dispute regarding FAPE will not be reimbursed for tuition costs except as required by law.

Extended School Year

Extended school year (ESY) services may be necessary to provide FAPE to a child with a disability pursuant to law. The IEP team will consider ESY services for all special education students eligible for services under the IDEA, but ESY services will be provided only if the student is found eligible in accordance with this policy.

A student will be eligible for ESY services if, based on the available data, the student needs services beyond the regular school day or term to avoid regression that will interfere with the student's ability to continue to progress in the curriculum. This determination will be based on consideration of the following:

1. The nature and severity of the student's disability.
2. The areas of learning crucial to the child's attainment of self-sufficiency and independence.
3. The student's progress.
4. The student's behavioral and physical needs.
5. Opportunities the student will have to practice skills outside the formal classroom setting without ESY services.
6. Availability of alternative resources.
7. Areas of the student's curriculum that need continuous attention.
8. Ability of the student's parents/guardians to provide educational structure.
9. Particular curricular or vocational needs of the student.
10. Opportunity for the student to interact with nondisabled children.

The length, nature, and type of ESY services will be determined by the IEP team and addressed in each student's IEP. If it is unreasonable to predict eligibility for ESY services at the time the IEP is developed, the IEP team will meet after sufficient time has passed for the team to make an informed decision about ESY services, but not later than the last calendar day of the regular school term.

Mediation

The board of education authorizes the special education director to legally bind the school district to a mediation agreement developed in accordance with the IDEA and Missouri law and further authorizes the special education director to contact an attorney for legal advice prior to making any decisions. In the absence of the special education director, the assistant superintendent for instructional services is authorized to perform the duties under this section.

Resolution

The board of education designates the special education director to represent the school district in resolution meetings and gives the special education director decision-making authority on behalf of the district. The special education director has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting. In the absence of the special education director, the assistant superintendent for instructional services is authorized to perform the duties under this section. All other settlement agreements must be approved by the board.

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.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Waynesville R-VI School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Waynesville R-VI School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Waynesville R-VI School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Waynesville R-VI School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202



Waynesville R-VI

Office of Special Services

573-842-2007

200 Fleetwood Drive
Waynesville, MO 65583

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Waynesville R-VI School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Waynesville R-VI School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Waynesville R-VI School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Waynesville R-VI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Services Office (200 Fleetwood Drive, Waynesville, MO) on Monday-Friday from 7:30 a.m. to 4:00 p.m.

This notice will be provided in native languages as appropriate.

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 programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V

² In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C)

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.

Waynesville School District
Policy IL- Assessment Program Notice

June 1, 2026

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,

Courtney Long

Courtney Long

Executive Director, Secondary Instruction

Michael Henson

Michael Henson

Executive Director, Elementary Instruction

Policy
ASSESSMENT PROGRAM

Descriptor Code: IL-1

(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 district wide 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 assess the reading level or reading readiness of all students enrolled in kindergarten through grade three using state-approved reading assessments at the beginning and end of each school year. The district will also assess any newly enrolled students in grades one through five. The assessment results will be used to determine the student's need and eligibility for a reading success plan.

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 opt-out 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 there is no cost to the district.

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.*



WAYNESVILLE R-VI SCHOOL DISTRICT

Office of Operational Services

200 Fleetwood Drive
Waynesville, MO 65583

Phone: (573) 842-2069 • FAX: (573) 433-2959

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

February 3, 2025

Dear Parents:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos. As a result, the Waynesville R-VI School District has been mandated to inspect, test and develop a plan for the management of Asbestos in schools. The evaluation and review of buildings continues to be an on-going process based upon procedures established in the school districts' management plan.

The Asbestos Management Plan is available for your review in each of the district's administrative offices. In addition, each building's management plan is available for review in the district's Maintenance Office.

The Waynesville R-VI School District completed its last three-year re-inspection on February 27, 2024 by a Missouri licensed inspector. The district has also conducted periodic re-inspections and continues surveillance activities in all buildings.

The school district is intent on not only complying with, but exceeding federal, state and local regulations in this area. We will continue to take whatever steps are necessary to ensure that your children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,

Mr. Aaron Harrison
Assistant Superintendent-Operational Services

cc: Mrs. Hilary Bales
Superintendent

Mr. Kevin Pritchard
Director of Maintenance

"Prepare and empower individual lifelong learners for opportunities as citizens and leaders"