

Warrior Ridge Elementary



2023-2024

Student/Parent Handbook

“Hand in Hand, We Learn Together”

WARRIOR RIDGE ELEMENTARY MISSION STATEMENT

Warrior Ridge Elementary shall provide a safe child-centered environment, involving school, home, and community, which shall help each child Achieve his or her full learning potential.

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Dear Families:

Welcome Warrior Ridge Elementary families to the 2023-2024 school year! Warren County R-III takes pride in creating a community where parents and teachers work collaboratively to establish a love for learning in all of our students. At Warrior Ridge Elementary, we work hand in hand to ensure we are providing your students with opportunities to engage, learn, and lead. This handbook should serve as a guide to any questions you may have regarding facility operations, curriculum guidelines and student expectations.

Being Safe, Being Responsible, and Being Respectful, known as the “BIG 3”, are our school’s guiding expectations that govern our school operations and interpersonal interactions. Following the “BIG 3” has helped build a safe and kind learning environment for all students. Our dedication to ensuring a safe and kind environment has earned Warrior Ridge Elementary the honor of being a National Model PLC School and a Gold Level PBS School.

Warrior Ridge Elementary has a rigorous research based curriculum that is rooted in developmentally sound practices. Many of our curriculum resources and parent/student activities can be found on our website: <https://warriorridgeelementary.warrencor3.org/>. Our curriculum provides for reteaching, repeated practices and extensions. Providing differentiation within our lessons allows us to engage students at their level.

Yours in education,

Dr. Brandy Patterson

WARRIOR RIDGE SCHOOL HOURS

- State Recorded Academic Hours: Tuesday-Friday 7:40-3:15
- Office and Building Hours: Tuesday-Friday 7:00-4:00

COMMUNICATIONS

For a list of staff email and phone numbers please visit our website: warriorridgeelementary.warrencor3.org

Monthly, a building newsletter will be sent home through email to inform parents and guardians of upcoming school activities, meetings and other important information.

Daily updates can be found on our WRE facebook page: @WarriorRidge

Warrior Ridge Elementary's direct line number is 636-456-6906.

Elementary Principal	Dr. Brandy Patterson (Ext. 6312)
Assistant Principal	Mrs. Danielle Smith (ext. 6313)
Elementary Counselor	Ms. Emily Schnelting (Ext. 6317)
Special Education Director	Dr. Emily Turner (Ext 3340)

ATTENDANCE AND TARDIES

Regular school attendance is essential for quality student learning. As directed by the Board, the following procedures will be used to implement the district's attendance policy.

Definitions

Attendance: A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent: A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

Tardy: A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson, or activity.

Truancy: A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

Attendance Standards

The following absences may be verified with verbal or written documentation. This documentation must be from the parent or guardian and must be received within two (2) school days of the student's return to school. The principal may require written confirmation from a medical provider.

1. Illness or injury of the student
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected
3. Medical appointments
4. Funeral. The building principal may require a program or other evidence from services as well.
5. Religious observances
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances.

All other absences and any absence for which required documentation is not provided are unexcused.

Consequences for Violations

Building staff, will closely monitor student attendance and implement strategies as follows:

1. Any time a student is absent and the guardian has not contacted the school by 9:00AM, the school will utilize an automatic calling system to alert the guardian of the student's absence.
2. When a student has accumulated four (4) absences in any semester, written notification will be sent to the guardian. The purpose of the notification is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
3. When a student has accumulated eight (8) absences in a semester, a phone or in person conference with the guardian may be scheduled by the principal or designee as necessary at a time convenient with both

parties. The purpose of this conference is to determine why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.

4. When a student has accumulated 12 absences in a semester, the building principal or designee will determine whether there is reason to suspect educational neglect or whether the guardian is violating the compulsory attendance laws. If so, the building will contact the Children's Division (CD) of the Department of Social Services.
5. More than 12 absences in a semester will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

Making up Work

Some grade levels will have the opportunity to make up work from home. Many will make up the work using their study hall time here at school. Should work be sent home to make up, students are expected to make up assignments from missed classes within the following time period:

- One (1) day for each day absent plus one (1) extra day. (Example: A student missing two [2] days will be allowed three [3] days for make-up.) A zero will result if work is not made up in the time permitted.
- Any assignments may be waived by the building principal if the absences were caused by a specific event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.
- No rule or procedure will preclude a student from making up work missed due to any type of absence, including absences due to suspension up to ten (10) days in a semester. After the tenth unexcused absence or tenth day of OSS accrued in a semester or the combination of both unexcused absences and OSS, no credit will be earned for that work.

Early Dismissal/Tardies

Punctuality is part of attendance. Any student not in the building when the bell rings shall be considered tardy. When buses are late, students are not counted tardy. Please note, we cannot control the timeliness of our drop off line, students who are dropped off and not in the building by 7:40 will be counted as tardy, please plan accordingly when dropping off your students in the morning.

Students who arrive after the 7:40 bell must be signed into the main office by an adult.

If a child is tardy more than 4 days per quarter or an accumulation of 8 days during the year, a letter will be mailed to the guardian. Persistent tardiness creates a genuine hardship for a student and is regarded as a very serious problem. If excessive tardiness continues, school officials shall contact outside social or state agencies.

When it is necessary for a child to leave school during the day, guardians must first go to the office to sign the child out. Parents or designees will be asked to provide photo identification. This is for the safety of your child.

Late Start Policy

In rare instances of inclement weather or below freezing temperatures, Warren County R-III School District may choose to delay the start of school by two hours. In these rare cases, a district school reach call will alert all families to the intent to have school, but to delay the starting time by two hours.

TRANSPORTATION REGULATIONS

Requests to change methods of transportation home must be made **before 1:00 p.m on full school days and before 11:00 a.m on early dismissal days.**

Bus Transportation:

- Students will be assigned to a bus and bus stop according to their home address and may not change without authorization from the director of transportation.
- Bus transportation changes **CANNOT** be approved in the WRE office. To contact the transportation department, please call: 636-456-6961
- Only students who are eligible for transportation are to ride the school bus.
- Student behavior can affect the safe operation of the bus, therefore, misconduct infractions must be reported and disciplinary action will be taken in accordance with these guidelines. Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied.
- **Kindergarten students must have an adult present at the bus stop. Children with no adult will be brought back to WRE and signed into our Latchkey after school program. Latchkey payment will be required for this service.**

Morning Drop-off

- After the first day of school, parents/guardians/guests will not be permitted to walk students to class.
- When dropping off students, enter the main entrance from Warrior Avenue. Proceed around the circle drive following the sidewalk. Staff will be present to greet your students at 7:00 AM. Students may not be dropped off prior to 7:00 AM. Latchkey is available beginning at 5:30AM if needed.
- Children must exit the vehicle from the passenger side. Parents, remain in your vehicle.
- If your child needs assistance exiting the car, parking spaces are available for your convenience.
- If you need to park for any reason, utilize designated parking spots, parking along the curb is prohibited.

Afternoon Pick-up:

- Parents/Guardians will be given "Pick Up Authorization Cards" to place on the front dashboard of your vehicle where it can be clearly seen by staff.
- Parents will enter the main entrance parking lot at Warrior Ridge Elementary from Warrior Avenue. Proceed around the circle drive following the sidewalk.
- Please remain in your vehicle and staff will assist children in your vehicle.
- We offer afternoon pick-up until 3:45. After 3:45 students may be picked up from Latchkey (located on the lower level) at a fee charged to parents/guardians. Latchkey is available until 6:00pm.

Bicycles:

- All bikes must be placed in the racks provided.
- Please walk your bike down the sidewalk to the bike rack.
- Skateboards, scooters, roller blades or skates are not allowed on school property during school hours.
- Warren County R-III is not responsible for the security of personal bikes. Please utilize a personal lock.

ACADEMIC PROGRAMS

The instructional programs offered are developed with the view toward maintaining a balanced and sequential curriculum. The curriculum meets requirements established by state law, the Missouri State Board of Education, and the Missouri Department of Elementary and Secondary Education.

Report Cards:

Grade cards are used to inform parents of their child's progression in school, socially and academically. Grade cards can also help the student see themselves as a learner and set personal goals for further areas of learning. Students will receive a grade card at the end of each quarter (four times a year). Students in grades K-1 will also receive progress reports as well as report cards. Progress reports are sent out four times a year in the middle of each quarter.

- ***Kindergarten and First Grade are rated on Priority Standards using the following indicators.***
3-Met Standard 2-Approaching Standard 1-Not Meeting Standard N-Not Assessed Yet
- ***Students in grades 2-5 will receive letter grades. The grading scale utilized for letter grades is as follows:***
A-Excellent B-Superior C-Satisfactory D-Unsatisfactory F-Failure

The following scale for determining letter grades is as follows:

A+ 100	A 95- 100	A- 90-94
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63 66	D- 60- 62
F Below 60%		

Honor Roll

Honor roll is given to students in grades 2-5. Honor Roll will include grades from the following subjects: Communication Arts, Math, Science, and Social Studies.

- A student who earns a 4.0 will be awarded Principal's Honor Roll.
- A student who has a grade point average of 3.667-3.999 will be awarded an "A" Honor Roll.
- A student who has a grade point average is 2.667-3.666 will be awarded a "B" honor roll.
- The scale used to calculate honor roll is:

Honor Roll Scale utilized.

A =	4.000
A =	3.667
B+ =	3.333
B =	3.000
B- =	2.667

Homework

We believe that students should spend most of their time at home connecting as a family. As a result, many of our grade levels do not have nightly homework but may have nightly routines with school work that you are encouraged to establish (practicing math facts, reading, sight word practice, etc.). We want homework to be viewed as a learning opportunity which may increase in complexity as the student's maturity grows. As students grow, you may see homework coming home more often.

Homework may include the following:

- Work which was missed as a result of a school absence (see attendance section above)
- Work which the student did not get completed during the normal school day but can do independently.
- A task that cannot be done at school such as clipping magazine pictures, newspaper articles, etc.
- Extra drill and practice on routine fundamentals such as math facts, high frequency words, etc.
- Nightly reading
- Optional activities related to content being taught at school.

Individual Academic Plan

The Warren County R-III School District is committed to ensuring that each student is successful in all academic areas. An academic plan is a plan for students who are struggling in the area of reading and/or mathematics. The academic plan is used as a method of communicating academic delays in reading and/or writing. An academic plan also serves as an instrument for specifying additional strategies staff will use to assist the student. The plan will assist students who need additional academic support in order to be promoted to the next grade level. An individual academic plan complies with State Law 319 and has been adopted as School Board policy.

Physical Education Program

All children are expected to participate in Physical Education class. If your child is not able to participate due to a medical condition or illness, a doctor's note/excuse must be provided to the office and the Physical Education teacher. Physical Education is a part of a four day rotation we call our Special Area classes. Your student will have P.E once every four days. All children are expected to wear closed toe tennis shoes to P.E.

STUDENT FOOD SERVICES

Lunch and breakfast costs are set by the Board of Education in August and are available every school day. A menu can be found each month on the Warren County R-III website: www.warencor3.org. Student lunch times are published in August and subject to change as needed to accommodate school activities. Student lunch times are approximately 25 minutes.

Helpful Information regarding student food services:

- Checks must be made payable to Warren Co. R-III Schools. Money/checks must be sent in a sealed envelope with the student's name, grade and dollar amount on the outside of the envelope.
- Students who wish to bring lunch or purchase milk may do so.
- Microwaves are not available for student use please plan meals accordingly.

- All visitors for lunch will have a separate location to eat lunch with their own child. Other students will not be permitted to eat with visitors that are not on their emergency contact list. Visitors should contact the main office the morning of the visit to ensure we are able to accommodate your request.
- Free or reduced lunches are available to all eligible families. Forms will be available in August. We encourage **all families** to obtain and fill out a free or reduced lunch form as results of these forms have an impact on state funding that is available to our students. Free and reduced lunch forms are available throughout the school year. If your financial status changes at any point throughout the school year, please contact the office to obtain a form.
- Guardians are responsible for charges until the application is approved by the Director of Food Service.

OPERATIONAL PROCEDURES

Discipline

Warrior Ridge Elementary is committed to preparing students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust among parents, teachers, and students. Therefore, discipline should be consistent and reasonable and should strive to facilitate the development of the student's self-control and self-discipline. In this regard, student discipline becomes an integral component of the educational process and a symbol of the commitment of parents, students, and administrators to the maintenance of an effective learning environment.

All students are expected to follow school rules and to show proper respect to other students, teachers, and supervisors. Students who misbehave will be disciplined by their teachers or immediate supervisor. Discipline procedures are to be appropriate with the behavioral offense, age, and special needs of the student. The School Resource Officer may be utilized at the discretion of the building administrator.

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student book bag, or student locker following the guidelines in the Warren Co. R-III Student Disciplinary Policy.

Student Discipline Policy

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct, which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events. Detailed information regarding Board adopted discipline policies can be found on the Warren County R-III School District website at www.warrencor3.org.

Cellular Phone Usage

For students in grades K–5, the use of electronic devices on school premises is prohibited during regular school hours, except that the use of these devices in the instructional areas may be approved by the teacher on a limited basis. Building administration may hold cell phones in the office for parent/guardian retrieval if needed.

Positive Behavior Support

Warren County R-III utilizes a PBS approach to positive behavior support to assist in creating a safe and more effective school. Positive Behavior Support is a systematic approach to enhancing the capacity of Warrior Ridge by educating all children on school-wide and classroom systems. We call these systems the “Big 3”: Safe, Respectful and Responsible. Through the use of common language, we focus on teaching and supporting positive behavior for all students in all areas of their educational experience.. Our tiered intervention teams meet monthly to work on our school wide common language and student lessons. We, the staff and students at Warrior Ridge Elementary, commit ourselves to working together to provide a safe, respectful, and responsible school environment that encourages learning and cooperation. Warrior Ridge has been recognized as a GOLD level school by the state for our PBS efforts.

Personal Items

Students are discouraged from bringing personal items to school as often items from home are a classroom distraction. If brought to school, personal property brought to school is the responsibility of the student. The school does not assume responsibility for lost or stolen articles. Articles found in and around the school should be put in the lost and found cabinet. Unclaimed lost and found items are donated to a local charity at the end of each quarter.

Balloons, flowers, treats, gifts, etc.

Balloons, flowers and gifts delivered to the school will not be delivered to the classrooms. If items are delivered to school, students may retrieve them from the office during dismissal procedures. Students may not take balloons and glass containers on the school bus. Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

Field Trips

As an optional part of the educational program, pupils may take field trips. Field trips are planned at the discretion of each grade level. Parents will be notified of the field trip and asked to sign a permission slip for their student. Some field trips may have a small fee attached. In some instances, parents may be able to attend the field trip with their students. Parents who wish to attend any field trip will be required to complete a background check with the Warren County R-III School District as well as a fingerprint screening through the state of Missouri. Parents/guardians and those over the age of 18 listed on the student’s emergency contact list are welcome to attend, students under the age of 18 will not be permitted to attend field trips. On days when a field trip is scheduled, parents must sign in through the main office with their photo ID and receive a WRE volunteer/visitor name badge. Parents wishing to leave directly after the field trip may sign out with the classroom teacher. Students may also be signed out from the field trip by a parent/guardian.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled once during the school year. Conferences are the most effective way of reporting student progress. We encourage all parents/guardians to attend parent/teacher conferences in the fall. In addition to scheduled conferences, we encourage both staff and parents to request an individual student conference any time needed throughout the school year.

Recess/Playground Protocols

All students grades K-5 will receive recess each day. School recess times are supervised by school personnel. Decisions to have outside recess depend upon the temperature and the wind chill factor. All children are expected to go outdoors when recess is outdoors. Only children with medical excuses are allowed to remain in the building during scheduled outside recess. A dated note is required each day your child must remain inside for health reasons. Teachers have the autonomy to use one of the recess times as a study hall for students who have missing assignments, need academic assistance or social/emotional interventions.

Dress and Grooming

All students are expected to dress properly. School dress should be neat and casual and not cause disruptive or undue attention. The following clothing is not permitted:

- Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
- Students must wear footwear at all times. Slippers are not to be worn at any time.
- Items of clothing or jewelry associated with a controlled substance are not permitted. No handcuffs, chains or spiked/studded jewelry may be worn.
- Hats, caps, hoods or other headgear are not to be worn in the building. These items may be worn as the student is exiting the building or when granted special permission by school administration.
- Students shall not wear clothing or accessories bearing the following messages: (a) statements advocating obscene, profane, immoral, illegal, sexual or violent behavior (b) statements advertising, promoting or picturing alcohol, tobacco or drugs © language or symbolism that reflects the occult or gang affiliation or racism
- Clothing shall be restricted in the following ways: (a) Clothing/Stickers/Insignia/Colors/Visible tattoos that indicate membership in, affiliation with, or support of any gang or similar organization associated with violence, drugs, intimidation or other criminal activity (including rebel flags and swastikas). b.All undergarments, including bra straps, must not be visible. Crop tops, spaghetti straps, strapless shirts and muscle shirts are not permitted. Tank top straps must be at least two inches wide (two finger widths). © Bellies and lower backs must be covered. (d) Buttocks, top and bottom, must be covered at all times. (e) Low-cut shirts that expose the breasts are not permitted. (f) Sagging pants are not permitted. Pants should be worn at hip height and cover all undergarments. (g) Blankets may not be brought to school.
- Class activities that present a concern for student safety may require the student to adjust his/her hair and/or clothing during the class period in order to meet safety standards.
- Additional dress regulations may be imposed upon such standards participating in extracurricular activities.

Visitors

Parents/guardians are welcome to volunteer at school. All visitors are asked to check in at the office and obtain a visitor's pass. Visitors will be required to show a government issued Identification which will pass through our Raptor system. The Raptor database will check the visitor's name and date of birth against a national database of registered sex offenders. No other information from the ID will be gathered or recorded. Once an entry is approved, Raptor issues a visitor badge. Visitor's who do not pass the screener, will not be allowed into the building. In order to maintain an effective learning environment for all students, visitors must make prior arrangements with the classroom teacher before volunteering during school hours.

MEDICAL INFORMATION

The handbook is subject to change according to Warren County Health Department requirements.

- Each student has an "emergency form" on file at school. The home address, home phone number, the work phone number, and the names and phone numbers of two close family friends and/or relatives are listed on the form. Parents are responsible for keeping accurate records and changing emergency contacts as needed by utilizing the parent portal. Parent Portal access can be found on the district web page at www.warrencor3.org. **Maintaining adequate emergency forms is crucial to the health and well being of your child.**
- It is recommended that you make careful choices in people that can care for your child. Choosing a relative or close friend who has reliable transportation and live or work within the Warrenton area would be best.
- Please communicate with your emergency contacts that you are choosing to add them as a contact for your student(s).
- Inform the nurse of any medical diagnoses. Diabetes, asthma, seizure disorders, severe allergies, visual disorders, hearing disorders or health related problems that may need to be cared for, or special provisions made at school, should be brought to the nurse's attention as soon as possible.
- Children who take prescription medication at school will require that the parent/guardian provide the district with written permission to administer the medication before the prescription medication will be administered to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed. Medication must be in the original prescription bottle labeled with the child's name and the time that the medication is to be given. All medication must be brought to the school by a parent/guardian. Medication that the child brings without arrangements by parents will not be given and will be collected from the student and stored until a parent/guardian can retrieve the medication.
- The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by completing the online form. The district will provide Advil or a generic substitute, Tylenol or a generic substitute, upon written permission from parent/guardian up to six (6) doses per semester. Further dosage will only occur with written doctor's permission. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

- Any child who has live bugs in their hair will be sent home and must be checked by the nurse on the returning day to ensure that all bugs have been removed before returning to class.
- It is recommended that you keep your student(s) at home if...
 1. a rash is present that has not been evaluated by a physician (Other than poison ivy or other non-contagious previously diagnosed rashes like psoriasis)
 2. your child's oral temperature exceeds 100F, or 1 to 2 degrees above the child's normal temperature. A child with such a fever should remain home for 24 hours after the temperature returns to normal.
 3. If the child vomits and continues to experience nausea and/or vomiting
 4. If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
 5. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn
 6. If there are signs of conjunctivitis ("pinkeye") with matter coming from one or both eyes, itching, crust on eyelids, the child should be evaluated by a doctor.
 7. If there are open sores that have not been evaluated by a physician
 8. If there are signs of infestation with lice (nits in the hair, itchy scalp) the child should be evaluated for treatment with a pediculicide.

Immunization Policy

Every student must comply with the state immunization law. Parents must provide the school with information to show that their child has received the required immunizations. Students who do not have up-to-date records will not be allowed to attend school.

CHILD ABUSE AND NEGLECT

When school officials, including teachers, school nurses and principals, and other persons with the responsibility for the care of children, have reasonable cause to believe that a child has been or may be subject to abuse or neglect, he or she is required by law to report such suspicions to the Missouri Division of Family and Children's Services immediate

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 being homeschooled, highly mobile children, such as migrant and homeless children, 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 public school assures that it will provide a free, appropriate public education (FAPE) to all eligible children, enrolled in the public school system, with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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 public school 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 public school 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 public school 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 in the Warren County R-III Special Education office from 8:00 a.m. until 3:00 p.m. Monday thru Friday.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Dr. Sandy Borgman, Coordinator of Special Services, Warren County R-3 School District, 300 Kuhl Ave., Warrenton, MO 63383 (636-456-6940).

This notice will be provided in native languages as appropriate.

Family Educational Rights and Privacy Act of 1974

The above law grants to you the following rights:

- To review official school records and data directly related to your child within a 45 day period after a written request is received.
- To review the content of your child's records for the purpose of questioning or deleting inaccurate, misleading, or otherwise inappropriate data contained therein
- To give or withhold consent before personally identifiable records are released to certain persons or agencies
- To be notified when records directly relating to your child are subpoenaed by a court of law
- To communicate with the Department of Health, Education and Welfare of the United States if you believe your rights, as stated above, have been violated
- To withhold the following information from being released as public information: student name, address, date and place of birth, participation in officially recognized activities, and awards received

Notice of Nondiscrimination

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation in its programs, activities or employment practices. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator Dr. Sandy Borgman Director of Special Services 385 W. Veterans Memorial Parkway Warrenton, MO 63383 636-456-6901	Title IX Coordinator Dr. Aaron Jones Assistant Superintendent 385 W. Veterans Memorial Parkway Warrenton, MO 63383 636-456-6901
Americans with Disabilities Act (Title II) Coordinator Dr. Sandy Borgman Director of Special Services 300 Kuhl Avenue Warrenton, MO 63383 636-456-6940	Age Discrimination Act and Age Discrimination in Employment Act Coordinator Dr. Aaron Jones Assistant Superintendents 385 W. Veterans Memorial Parkway Warrenton, MO 63383 636-456-6901

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act.

Office for Civil Rights

U.S. Department of Education

8930 Ward Parkway, Suite 2037

Kansas City, MO 64114-3302

Telephone: 816-268-0550

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Robert A. Young Federal Building

1222 Spruce Street

Room 8.100

St. Louis, MO 63103

Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights

Department of Labor and Industrial Relations

P.O. Box 1129, 3315 W. Truman Blvd.

Telephone: 573-751-3325

U.S. Department of Justice

950 Pennsylvania Ave., NW

Washington, DC 20530-0001

Telephone: 202-353-1555

Harassment of all types is Prohibited in the Warren County R-III School District

If you feel you have an unaddressed complaint involving harassment, contact:

Compliance Officer

Dr. Gregg Klinginsmith, Superintendent
385 W. Veterans Memorial Parkway
Warrenton, MO 63383
636-456-6901

Missouri Commission for Human Rights

P. O. Box 1129
Jefferson City, MO 65102
573-751-3325

U. S. Department of Justice

950 Pennsylvania Ave. N. W.
Washington, DC 20530
202-514-2000

U. S. Department of Education-Office of Civil Rights

601 D Street N.W.
Washington, DC 20530
202-514-4092

Surrogate Parent Program

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent contact person - the person responsible for the district's special education program.

School Messenger School Broadcast System

In efforts to improve communications between parents and school, the Warren County R-III School District has instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used periodically to communicate general announcements or reminders. This service is provided by SchoolMessenger, which specializes in school-to-parent communications. The Warren County R-III School District will continue to report school closings due to snow or weather on our local television and radio stations as we have done in the past and will use this system as an overlay to the public announcements.

Television Stations: News channel 5, News 4, and Fox 2 News.

Radio Stations: KWRE, KFAV, KSLQ, KLPW, and KMCR.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from a member of our school staff. The service will deliver the message to both live answer and answering machines. No answers and busy signals will be automatically retried twice in 15 minute intervals after the initial call.

NOTE: 1. This requires NO registration by the parent on the SchoolMessenger website.
2. All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Here is some specific information you should know:

Caller ID: The Call ID will display 636-456-6906, which is the main number for Warrior Ridge Elementary.

Live Answers: There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would and hold for the message to begin. Multiple “Hello’s” will delay the message. Inform all family members of this process who may answer your phone.

Answering Machines: The system will detect that your machine has answered and will play the recording to your machine. The maximum number of rings before hanging up is 5. Make sure your machine answers after 4 rings or you may miss the message.

Morning and Day Calls: In the event a cancellation decision is made the night before, or in the early morning hours, the broadcast message will be sent only to home phone numbers. In the event a cancellation decision is made mid-day, the broadcast message will be sent to home and cellular numbers. General announcements would be sent only to home phone numbers.

Message Repeat: At the end of the message you will be prompted to ‘press one’ to hear the message again.

This is very effective when a child answers the phone and hands it to a parent, who can then ‘Repeat’ the message in its entirety.

Attendance: This is an option that Warrior Ridge Elementary may utilize for daily attendance. You will be notified daily of your child missing school through the SchoolMessenger system or by a member of the office/administrative staff. To minimize these calls, make sure to call in and inform the school when you KNOW your child will miss school on a given day.

If you have any further questions about SchoolMessenger, please contact the office at Warrior Ridge Elementary (636-456-6906) and we will be happy to assist you.

Parent Notification

The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds. Additional information regarding these requirements can be found in this manual.

1. LEAs must annually disseminate DESE’s ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives.
2. At the beginning of each school year, a participating LEA must notify the parents of each student attending a school that receives Title I.A funds that they may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of their child’s classroom teachers and any paraprofessionals providing services to their child.
3. A school that receives Title I.A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.
5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.
6. Testing Transparency – LEAs must make available to the public for each grade and each assessment required by the state, the following:
 - a. the subject matter assessed;
 - b. the purpose for which the assessment is designed and used;
 - c. the source of the requirement for the assessment (statutory cite);
 - d. the amount of time spent on the assessment;
 - e. the schedule for administering the assessment; and, the time and format for disseminating results

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

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (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.

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.

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

Revised 4/17

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

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

Parental Information and Resource Center (PIRC)

Local educational agencies (LEAs) or buildings that receive Title I.A funds must assist parents and parental organizations by informing them of the PIRCs and their purpose. The following is a sample notification that LEAs could put in a Parent Handbook, in their district newsletter, provide to their PTO/PTA, and that buildings could also send in a newsletter, provide to booster clubs/groups, etc. The LEA or building might want to use the link below to go to Missouri's PIRCs' website to include more specific information for their area.

Documentation of notifications needs to be kept on file.

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent programs.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if, their qualifications.

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area which the teacher has been assigned.

Annual Notification of FERPA Rights and Designation of Directory Information

The Warren County R-III School District complies fully with the Family Educational Rights and Privacy Act ("FERPA"). FERPA is a federal law that affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights are:

RIGHT TO INSPECT:

Parents or eligible students have the right to inspect and review substantially all of the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request identifying the records to be inspected.

RIGHT TO PREVENT DISCLOSURES:

Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request the District will disclose information to officials of other schools in which a student seeks or intends to enroll. The District may also disclose information under the provisions of FERPA which allow disclosure without prior written consent, of items of directory information of which you have not refused to permit disclosure for the purpose of including this type of information in school or district publications. Examples include but are not limited to honor roll or other recognition lists, event programs such as a drama playbill or graduation list, yearbook, club activity lists, sports activity publications showing team member information, etc. The District will disclose information to school officials who have a legitimate educational interest in the records. School officials include: persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff, persons elected to the School Board, person employed by or under contract with the District to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by the District's law enforcement unit. School officials have a legitimate educational interest related to the discipline of a student; providing a service or benefit or benefit relating to the student or student's family, such as health care, counseling, job placement, financial aid, maintaining the safety and security of the campus, or providing goods and services such as class rings, yearbooks, fundraiser programs, etc.

The Warren County R-III School District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The following information regarding students is considered directory information:

Students in kindergarten through eighth grade -- Student's name; parent's name; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

High school and vocational school students -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends within ten (10) school days after receipt of the annual notice. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

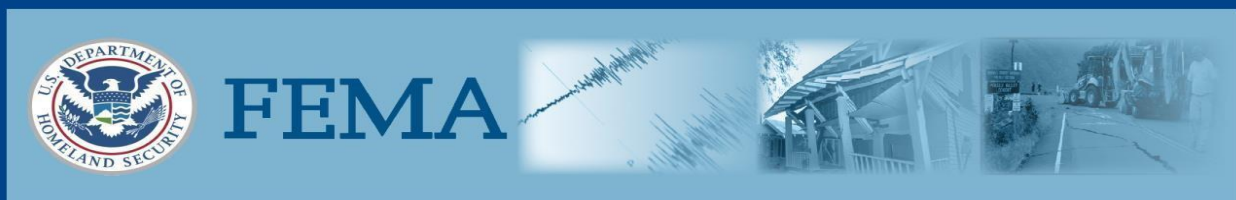
RIGHT TO REQUEST AMENDMENT: Parents or eligible students have the right to request that the District correct any parts of an educational record which you believed to be inaccurate, misleading or otherwise in violation of your rights. Parents or eligible students should clearly identify, in writing directed to the school principal, the part of the record sought to be corrected and specify why it is inaccurate or misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

RIGHT TO COMPLAIN TO FERPA OFFICE: Parents or eligible students have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning any alleged failure by the District to comply with FERPA.

RIGHT TO OBTAIN POLICY: Parents or eligible students also have the right to obtain a copy of the written policy adopted by the Board of Education of the District in compliance with FERPA. A copy may be obtained in person, by mail from the Superintendent's office or from the District's website at <http://www.warrencor3.org>.

Military Recruiters Disclosure of Student Information

In accordance with the provisions of the amendments to the Elementary and Secondary Education Act, the Warren County R-III School District will provide names, addresses and telephone numbers to military recruiters upon request, unless the parents notify the school district in writing that such information may be disclosed only with prior written consent. The District is also required to permit military recruiters to have the same access to students as is provided to post secondary institutions and prospective employees.



What To Do Before, During, and After an Earthquake

Recent earthquakes remind us that we live on a restless planet. But there are many important things we can do before, during, and after an earthquake to protect ourselves, our homes, and our families.

Before an Earthquake

It is important for individuals, families, organizations, and communities to identify their risk, make a plan, create a disaster kit, and remove, relocate, or secure anything that can:

- Fall and hurt someone
- Fall and block an exit
- Fall and start a fire
- Require a lengthy or costly clean-up

During an Earthquake

DROP to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

DO NOT RUN OUT OF THE BUILDING DURING THE SHAKING AS OBJECTS MAY BE FALLING OFF THE BUILDING AND CAUSE SERIOUS INJURIES OR DEATH.

For more information, visit Ready.gov and ShakeOut.

After an Earthquake

Safely evacuate. Please note that aftershocks could happen. These additional shaking events can be strong enough to do additional damage to already weakened structures and can occur in the first hours, days, weeks, or even months after the main earthquake. Have a professional engineer or local building official inspect the structural integrity of your home and/or building for potential damages. This should also include:

- Inspecting your chimney for unnoticed damage that could lead to fires. Even a few cracks not obvious at first glance can create an unsafe condition the next time the fire place is used.
 - Checking for gas, electrical, sewer, and water line damages to avoid fire and hazardous leaks.
- Also visit [Earthquake Safety Guide for Homeowners](#) and [FEMA Earthquake](#).

Safe Schools Act

The State of Missouri adopted the Safe Schools Act in 1996 which specifies how the school handles specified acts of violence and/or possession of weapons. The specifics of this law as it relates to the school are found in the discipline section of the Board policy which is available on the District's website at: www.warrencor3.org. Written copies of Board policy are available in the office upon request.

The Board of Education has authorized the immediate removal of a student upon finding that the student presents an immediate danger to the safety of self or others.

PHYSICAL ASSAULT (First or Second Degree) Safe Schools Violation

1. A person commits the offense of assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to another person.

The offense of assault in the first degree is a class B felony unless in the course thereof the person inflicts serious physical injury on the victim, or if the victim of such assault is a special victim, as the term "special victim" is defined under § 565.002, RSMo., in which case it is a class A felony.

A person commits the offense of assault in the second degree if he or she: 1) Attempts to kill or knowingly causes or attempts to cause serious physical injury to another person under the influence of sudden passion arising out of adequate cause; or 2) Attempts to cause or knowingly causes physical injury to another person by means of a deadly weapon or dangerous instrument; or 3) Recklessly causes serious physical injury to another person; or 4) Recklessly causes physical injury to another person by means of discharge of a firearm.

2. Assault in the second degree is a class C felony unless the victim of such assault is a special victim, as the term "special victim" is defined under § 565.002, RSMo., in which case it is a class B felony.

First	CWS, PC or TO or possible OSS and contact LA	Contact LA and PC and CWS, 8-10 days OSS or LT-OSS	Contact LA and PC and CWS, 8-10 days OSS or LT-OSS
Second	CWS or PC contact with LA or AR or poss. OSS or IBP	10 days OSS or LT-OSS or poss. expulsion and contact LA (or) IBP and PC and CWS	Contact LA and PC and CWS, 10 days OSS or LT-OSS or poss. expulsion, or IBP.
Subsequent	Contact LA and PC and CWS, 10 days OSS or LT-OSS or poss. expulsion, or IBP.	Contact LA and PC and CWS, 10 days OSS or LT-OSS or poss. expulsion, or IBP.	Contact LA and PC and CWS, 10 days OSS or LT-OSS or poss. expulsion, or IBP.

