



2011-2012
Student/Parent Handbook
"Hand in Hand, We Learn Together"

Warrior Ridge Elementary School
2011-12

I have received the Warrior Ridge Student/Parent Handbook. Together with my child we have read through the handbook and have familiarized ourselves with policies and procedures. Please call if you have any questions, 456-6906. Please return by August 29, 2011.

Child's name: _____

Child's Teacher: _____

Parent Signature: _____

Both sections below must be completed.

STUDENT TECHNOLOGY and INTERNET SAFETY POLICY AGREEMENT

I have read the Warren County R-III School District Student Technology Usage and Internet Safety Policy Agreement and agree to abide by its provisions. I understand that violation of these provisions may result in disciplinary action as required to enforce this policy, including, but not limited to, suspension or revocation of my access to district technology, suspension or expulsion from school, and/or legal action.

I understand that my use of the district's technology and Internet resources is not private and that the school district may monitor all electronic files and communications as well as all other use of district technology and Internet resources. I consent to the interception and access to all electronic files and communications using district technology and Internet resources as well as downloaded material and all data stored on the district's technology and Internet resources, including deleted files, pursuant to state and federal law, regardless whether the resources are accessed on campus or remotely.

Student's Name (Print)

School Year

Student's Signature (Grades 2 – 12 only)

Date

PARENT/GUARDIAN AGREEMENT

I have read the district's Technology Usage and Internet Safety Policy Agreement. I understand that violation of these provisions may result in disciplinary action taken against my child including but not limited to suspension or revocation of my child's access to district technology and Internet resources, suspension or expulsion from school, and/or legal action.

I understand that my child's use of the district's technology and Internet resources is not private and that the school district may monitor my child's electronic files and communications as well as all other use of district technology and Internet resources. I consent to district interception and access to all of my child's electronic files and communications using district technology and Internet resources as well as downloaded material and all data stored on district's technology resources, including deleted files, pursuant to state and federal law, regardless whether the resources are accessed on campus or remotely.

I release the district, its personnel, and all affiliated institutions from any and all claims and damages of any nature arising from my child's use of, or inability to use district technology and Internet resources, including but not limited to claims that may arise from unauthorized or misuse of these resources or exposure to potentially harmful or inappropriate material or people. I agree to be responsible for any damages or unauthorized costs incurred by my child in use of the district's technology and Internet resources.

- I give permission for my child to utilize the school district's technology and Internet resources.
- I give permission for my child to utilize the school district's technology resources with the following exception: *I do not wish for my child to access the Internet as an individual user on an individual computer but may participate in classroom instruction where Internet sites are chosen and used by the teacher and displayed to the class.*
- I do not give permission for my child to utilize the school district's technology resources.

Parent Signature

Date

Home Address

Home Phone

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The Mission of 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 potential.





Warrior Ridge Elementary will be committed to focusing on student achievement and fostering a culture of continuous improvement. This will be accomplished through the unified efforts of the school community.

We are a school that will:

- Put children first.
- Hold high expectations and maintain a collaborative culture to support staff and students.
- Exemplify a school community where all members will serve as positive role models.
- Provide an environment that embraces physical and emotional wellness for all the members of the school community.
- Provide diversified instruction.
- Teach higher-order thinking and questioning.
- Provide consistent programs across grade levels to allow continuous growth.
- Have well-maintained physical facilities that meet the needs of students and the community and reflect pride in the school.



WELCOME

Welcome to Warrior Ridge Elementary! We are sure you will have a memorable and exciting year. This handbook will provide answers to many of the commonly asked questions. If you have other questions, please contact the office and we will be glad to answer your questions and provide you the assistance you need.

WARRIOR RIDGE SCHOOL HOURS

Students should not be at school before 7:30a.m. unless they are eating breakfast at school.

| | |
|--------------------|------------------|
| 7:10 a.m..... | Breakfast starts |
| 7:30 a.m..... | Doors open |
| 7:45 a.m..... | Classes begin |
| 7:50 a.m..... | Tardy bell rings |
| 10:45 - 12:00..... | Lunch periods |
| 2:35p.m..... | School dismissed |

COMMUNICATION

A monthly newsletter will be sent out to inform students and parents of upcoming school activities, meetings, and other important information. For specific information about the school district or an immediate response to questions, call 456-6906.

| | |
|---|------------------------|
| Superintendent..... | Dr. Tom Muzzey |
| Assistant Superintendent | Dr. Gregg Klinginsmith |
| Elementary Principal | Mrs. Bobbie Russell |
| Assistant Elementary Principal..... | Mrs. Stacie Goldsmith |
| Elementary Counselor..... | Ms. Cresia Stark |
| Health Room Nurse..... | Mrs. Patty Russell |
| Special Services Director (Pre K – 12)..... | Dr. Jamie Smith |
| Director of Transportation..... | Mr. Dan Polston |
| Director of Food Service..... | Mrs. Debbie Linke |



Warrior Ridge Elementary Faculty & Staff

Principal, Bobbie Russell
Asst. Principal, Stacie Goldsmith

| | | | |
|--------------|--|---|---|
| SECRETARIES | Tammy Reagan Janet Duren | IST | Wendy Buerk Jane Millick Renee Struttmann |
| | | READING COORDINATOR | Terri Glover |
| SECOND GRADE | Michelle Aubuchon Erin Drayton Maryjane Esteves JoLynn Hambach Naomi Johnson Kathleen King Katie McDowell Debi Miller Cara O'Neal Hope Tinnin | COUNSELOR HEALTH ROOM SPED SPEECH LIBRARIAN | Cresia Stark Patty Russell Amy Bernsen Jill Saake Beth Maynard Jill Burkemper |
| THIRD GRADE | Jodi Brown Katie Burle Nancy Cobb Christina Cosgrove Madeline Crow Tracy Halter Rhonda Hoelscher Katrina Shawe Danielle Smith Carrie Strunk | ESOL SPECIAL EDUCATION PARAPROFESSIONALS | Judy Shreves Diana Cottingham Ginny Weber Michael Bortz Ruth Hoelscher Robin McConnell Ylva Stahl Rachelle Wiltsch Jill Schleuter |
| ART | Stephanie Garrison | PHYS. ED PARAPROFESSIONAL | Misty Agler |
| MUSIC | Ashley Gadberry | | |
| PHYS. ED. | Jenny Westphal | | |

DROP-OFF AND PICK UP PROCEDURES

Morning Drop-off/Afternoon Pick-up

Parents will enter the main entrance parking lot at Warrior Ridge Elementary from Warrior Avenue. Then please proceed down and around the circle drive to the sidewalk located along the side of the building. Please only allow your child to exit the vehicle next to the sidewalk from the passenger side of the vehicle. **Children should only exit a car when the car is fully stopped and next to the sidewalk.**

If you would like to enter the building with your child, please utilize the parking spaces provided in the main entrance parking lot. Please use the crosswalks. Then enter the building through the main entrance doors. **Students must be accompanied by an adult when crossing the parking lot.**

Please do not park along the sidewalk in the student pick-up and drop off area. Please do not park in the bus loading parking lot in the lower level.

Afternoon Pick-up

Please follow the same procedure for picking up your child as you do when you drop off your child in the morning. Children must be accompanied by an adult before leaving the sidewalk area when they are being picked up from school.

We will have plenty of staff on hand in the morning and afternoon to ensure an effective traffic flow while keeping the safety of our students and patrons a priority. We will monitor the effectiveness of this plan on a regular basis and make adjustments accordingly. Your support and patience is greatly appreciated.

ACADEMIC PROGRAMS

The various instructional programs offered at Warrior Ridge Elementary will be developed with the view toward maintaining balanced and sequential curricula that will serve the educational needs of our children. The curriculum will meet requirements established by state law, the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education. A written curriculum guide for all subject areas will be developed by the staff and reviewed and approved by the Board.

INSTRUCTION

The elementary curriculum stresses a strong basic program in reading, language, spelling, mathematics, science, social studies, health and handwriting. Students will have 950 minutes of reading/language skills and 300 minutes of math per week.

INDIVIDUAL ACADEMIC PLAN

The Warren County R-III School District is committed to assuring that each student is successful in all academic areas, especially communication arts and mathematics. In order to achieve this goal, an individual academic plan will be developed by all appropriate school personnel in collaboration with the parents/guardians, under the leadership of the building principal and the academic performance coordinator. The plan will assist students who need additional academic support in order to be promoted to the next grade level.

An academic plan is for students who are struggling in reading and/or mathematics. It is the instrument and method by which the school informs parents/guardians that his/her child is experiencing academic difficulty and specifies additional strategies to help the student. The plan complies with State Law 319 and has been adopted as school board policy.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally and socially. This is accomplished in several ways:

- a. By helping new students feel at home in our school with new teachers and friends.
- b. Holding individual conferences whenever a student, teacher or the counselor deems it necessary.
- c. Provide a testing program designed to help students learn as much as possible about their capabilities.
- d. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

PHYSICAL EDUCATION PROGRAM

All children are expected to participate in the school's physical education classes daily. If a child is recovering from an illness or for some similar reason, and he/she should not participate in physical education, send a note stating problems to the physical education teacher. If there is some reason why your child should not participate for several days or should never participate, send a doctor's statement to that effect.

All children need to wear tennis shoes in the gym for their protection. It is very easy to slip and fall when wearing street shoes. Also, the use of tennis shoes will protect the floor.

RECESS/PLAYGROUND POLICIES

School employees supervise play periods. Children are expected to participate in play activities unless excused for medical reasons. Weather permitting, students are given recess time each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on very cold days.

All children are expected to go outdoors unless the weather is severe, then all students will remain indoors. Always dress your child for outside recess.

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.

HOMEWORK

Homework is a teacher-planned activity related to classroom objectives. Homework not only reinforces the learning that takes place in the classroom but also helps the child learn responsibility. Different teachers will assign different amounts of homework at different times. It is a good habit to read with your child every night for 10-15 minutes. As your child begins reading, let them read to you and then read independently. As your child gets older, reading time can be lengthened to 20-30 minutes per night, depending on how much time your child can handle. First through third grade

children may also have spelling words to practice, math facts to learn (addition, subtraction, multiplication, and division facts), or special projects.

Parent-teacher-student teamwork paves the way to successful homework. Some suggestions are offered for parents in helping with homework.

- ✓ Provide a suitable place for work and study.
- ✓ Provide a dictionary, encyclopedia, and other resource materials.
- ✓ Assist with drill and routine work.
- ✓ Give encouragement and show interest, but avoid undue pressure.
- ✓ Exercise patience in helping your child and take breaks as needed.
- ✓ Work out a schedule for family activities and study time so that they do not interfere with each other.
- ✓ See that your child uses their time wisely while studying.
- ✓ Parents should never do the work for their child but assistance and encouragement are important.

PARENT TEACHER CONFERENCES

There are two scheduled parent conferences. One is held in the fall and the other is in the spring. Dates and times for the parent teacher conferences are listed on the calendar pages. In addition to the scheduled conference days a parent may visit their child's teacher by contacting the teacher or the office for an appointment.

REPORT CARDS

Report cards serve several necessary educational purposes: One is to inform parents how their child is progressing in school, socially and academically. A second is to help the student see themselves as learners and set their goals for further areas of learning. Report cards are issued at the end of each quarter (9-week period). In addition, progress reports will be sent home on all students at mid-quarter to inform parents of their child's progress. The grades are as follows:

| 2 nd and 3 rd Grade Grading Scale | | Report cards will also be marked |
|---|----------|----------------------------------|
| A | 95 – 100 | S – Satisfactory |
| A- | 90 – 94 | I – Improving |
| B+ | 87 – 89 | U - Unsatisfactory |
| 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 | 0 - 59 | |

HEALTH ROOM

The Health room is provided for emergency handling of accidents or sudden illnesses that occur at school. Children who are ill should not be sent to school.

Guidelines to determine when your child should remain at home:

- a. If 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).
- b. If your child vomits and continues to experience nausea and/or vomiting.

- c. If your child's oral temperature exceeds 100 degrees F or is 1 or 2 degrees above your child's normal temperature. A child with such a fever should remain at home for 24 hours after the temperature returns to normal.
- d. If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
- e. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
- f. If there are signs of conjunctivitis ("pinkeye") with matter from one or both eyes, itching, or crust on eyelids, the child should be evaluated by a physician.
- g. If there are open sores that have not been evaluated by a physician.
- h. If there are signs of infection with lice (nits in hair, itchy scalp) the child should be evaluated for treatment with a pediculicide (special shampoo that kills head lice).

No pupil shall attend school while afflicted with any communicable disease or while able to transmit it. The school may require a pupil to be examined by a physician and to provide a written statement of health before reentering school. Any pupil not complying may be excluded from school.

The Board of Education refuses to pay any medical bills presented for a pupil's injuries sustained while at school.

In the event that a child's safety is deemed at risk due to illness or injury, an emergency vehicle will be summoned to provide immediate care at the parent's expense.

Emergency medical information is very important. It is the school's way to reach you if your child is injured or is ill. It is also the place for you to up-date any medical information about your child yearly, such as medication or health problems. It is vital that you keep these numbers up to date. Please send in any change of address, employment, babysitter or phone number.

EMERGENCY INFORMATION

Each student has "emergency information" on file at school. This information is used to contact parents in emergency health situations as well as many other kinds of necessary communications. The home address, home phone number, work phone number and names and phone numbers of two close family friends and/or relatives are listed. It is the responsibility of each parent to inform Warrior Ridge School office when the home address, a phone number or a contact person changes. This information is crucial to the health and well being of your child. We strongly encourage parents not to forget to keep us updated. Please make careful choices in people that you list to care for your child.

- a. Relatives or close friends who live in the Warrenton area.
- b. Make sure that they have a way to pick your child up.
- c. Let them know that you have chosen them to care for your child and ask that they contact you as soon as possible.

IMMUNIZATION POLICY

Every pupil 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.

MEDICATION POLICY

A licensed registered nurse or other school personnel who have been trained to give out medication will give prescription medicine. Over the counter medicine can be given after the parent has filled out the proper medication forms. It should not be necessary to give more than one dose of medication per day during a six-hour school day. Most medication schedules can be arranged so that all doses of medication are taken at home. Exceptions can be arranged with the school nurse.

Medication must have a pharmaceutical label with:

- a. Child's name
- b. Name of the medication, instruction as to dosage, time, etc.
- c. Name of the doctor prescribing the medication.
- d. Current dates.

Students who require emergency medication should have their medication properly labeled as described above. Specific written instruction must be provided as to when and under what circumstances medication is to be given. This information should be provided and signed by student's doctor annually.

OVER-THE-COUNTER MEDICATION

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. The district will provide Advil or generic substitute, Tylenol or 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.

PRESCRIPTION MEDICATIONS

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of the prescriber's written direction, and a separate document is not needed.

LICE POLICY

To avoid the unnecessary exclusion of students from the school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment.

ATTENDANCE

Regular school attendance is important. As directed by the Board, the following procedures will be used to implement the district's attendance policy. The district has a Truancy Officer. The Truancy Officer is used to communicate attendance expectations with families when necessary.

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 excused with verbal or written documentation from the parent or guardian. This documentation must be received within two school days of the students' 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

Grades K-5

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason building principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the school will contact the parent by phone or in person.
2. When a student has accumulated four (4) absences in any semester, the building principal

or designee will send written notification to the parent. 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 conference with the parent 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 may schedule a conference that is convenient to both parties. The district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor.
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

Students are expected to make up assignments from missed classes within the following time period: Students will be allowed 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.) Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

Any conference 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. Students should be in class on time. Unless previously excused by the principal, students not in their classroom when the bell rings shall be considered tardy. When buses are late, students are not counted tardy.

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 parent/guardian. A conference may be held with the parent/guardian, teacher and principal. 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, parents must first go to the office to sign the child out. Parents or designee may be asked to provide identification. This is also for the safety of your child. Likewise, when the child is late coming to school, the student must first go to the office to sign in. The office will issue a hall pass, which should be given to the teacher. Tardies and early checkouts will count against a student's perfect attendance. Parents or a designee may be asked to provide identification. This is for the safety of your child.

PERFECT ATTENDANCE

Perfect attendance is defined as 100% attendance. To qualify for perfect attendance distinction, children should have no absences, no tardies and may not be signed out early.

SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT EXPECTATIONS

The “Big 3”

Safe

*KHFAAOOTY

- *Report any problems
- *Ask permission to leave any setting

Respectful

- * Treat others the way you want to be treated
 - * Be an active listener
 - * Follow adult direction(s)
 - * Use polite language
- * Help keep the school orderly

Responsible

- * Be an active participant
 - * Give full effort
 - * Be a team player
 - * Do your job

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.

WARREN COUNTY R-III 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.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent, or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to one hundred eighty (180) days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to the review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Anytime a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent/guardian by written notice delivered by the student, through the mail or by direct telephone.

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 parent, teacher, and student. 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. Offenses covered in the policy are: arson, bus misconduct, classroom disruption, computer misuse, controlled substances, alcohol possession/use, disrespect/insubordination, extortion, false alarm, fighting, gambling, gang related activities, harassment-racial/ethnic, harassment-sexual, horseplay, intimidation or threats, intolerant communications towards a student, intolerant communications towards a staff member, leaving class without permission, physical assault of student, physical assault of personnel, physically endangering behavior, public display of affection, tobacco possession/use, truancy, vandalism, and weapons. Discipline procedures are to be commensurate with the age and special needs of the student. 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.

Warrior Ridge Elementary will follow the Warren County R-III Student Disciplinary Policy. We have adopted the "Fight Free" school philosophy to assist us in achieving our goal of having our children develop into responsible and productive members of society.

WHAT IS A FIGHT FREE SCHOOL AT WARRIOR RIDGE ELEMENTARY?

- A school where the principals, staff, students, and parents set a goal to create a FIGHT FREE environment.
- A school where FIGHT FREE behavior is promoted, recognized and encouraged through daily praise, recognition and role modeling.
- A school where FIGHT FREE behaviors are discussed, taught, and practiced.
- A school where students become aware of other methods of dealing with anger and conflict.

Schoolwide Expectations

- BE RESPECTFUL – A willingness to show consideration, tolerance and good manners toward others and their property.
- BE RESPONSIBLE– A willingness to be accountable for your own actions.
- BE SAFE– A willingness to learn peaceful and acceptable methods of solving differences.

Motto

- KEEP HANDS, FEET AND ALL OTHER OBJECTS TO YOURSELF (KHFAAOOTY)

FIGHT- FREE GUIDELINES

Inappropriate Verbal Behavior Guidelines:

Confrontations: (one person initiating) racial slurs, name-calling, profanity, vulgarity, taunting, teasing (about clothing, possessions, or appearance), verbal threats of violence or of inflicting bodily harm.

FIGHT- FREE Consequences for Inappropriate Verbal Behavior:

- 1st incident – Child removes FIGHT-FREE incentive from the display and cannot wear the incentive on Friday. The class sign also comes down for the day and the Fight -Free note is sent to the office.
- 2nd incident – Child completes FIGHT-FREE form. Copy is kept in teacher's file. Child removes FIGHT-FREE incentive from the display and cannot wear the incentive on Friday. The class sign also comes down for the day and the Fight-Free note is sent to the office.
- 3rd incident – Teacher makes phone or letter contact. Child removes FIGHT-FREE incentive from the display and cannot wear the incentive on Friday. The class sign also comes down for the day and the Fight-Free note is sent to the office. The student is not allowed to participate in the FIGHT-FREE program until the next quarter.

Inappropriate Physical Behavior Guidelines:

Physical Contact: (initiated by one person) pushing, shoving, spitting, kicking, hitting, defacing property, stealing; physical acts that are demeaning and humiliating (but not necessarily bodily harmful or threats of physical violence against family or friends) and inflicting bodily harm.

FIGHT-FREE Consequences for Inappropriate Physical Contact:

- 1st incident – Child removes FIGHT-FREE incentive from the display and cannot wear the incentive on Friday. The class sign also comes down for the day and the Fight-Free note is sent to the office. Child must sit down in a peace area and resolve the conflict with other student. Then the child reports back to the teacher with his/her resolution.
- 2nd incident – Child removes FIGHT-FREE incentive from the display and cannot wear the incentive on Friday. The class sign also comes down for the day and the Fight-Free note is sent to the office. Child completes FIGHT-FREE form. Copy is kept in teacher's file.
- 3rd incident – Child removes FIGHT-FREE incentive from the display and cannot wear the incentive on Friday. The class sign also comes down for the day and the Fight-Free note is sent to the office. TIME-OUT in another classroom (minimum of 30 minutes). The student is not allowed to participate in the FIGHT-FREE program until the next quarter.

Fighting Guidelines:

Fighting: Combat in which both parties have contributed to the situation in an exchange of physical contact such as hitting, kicking, punching or biting.

FIGHT-FREE Consequences for Fighting:

- 1st incident – The School Banner is immediately removed for the day by the students who fought. It will be replaced the next day by the same students. A discipline report will be filled out. Their class sign comes down. The Fight-Free note is sent to the office. The students remove their FIGHT-FREE incentive from the display and they will not wear the incentive on Friday. The students will attend a conflict resolution workshop with the counselor according to the counselor's schedule. Principal and student conference, parent contact, possible loss of privilege, possible time-out, possible AR, or possible OSS.
- 2nd incident – The School Banner is immediately removed for the day by the students who fought. It will be replaced the next day by the same students. A discipline report will be filled out. Their class sign comes down. The Fight-Free note is sent to the office. The students remove their FIGHT-FREE incentive from the display and they will not wear the incentive on Friday. Principal and student conference; parent contact, possible loss of privileges, possible time-out, possible AR (1-5 days) or possible OSS (1-5 days).
- 3rd incident – The School Banner is immediately removed for the day by the students who fought. It will be replaced the next day by the same students. A discipline report will be filled out. Their class sign comes down. The Fight-Free note is sent to the office. The students remove their FIGHT-FREE incentive from the display and they will not wear the incentive on Friday. Principal and student conference; parent contact, possible loss of privileges, possible time-out, possible OSS (up to 10 days). The student is not allowed to participate in the FIGHT-FREE program until the next quarter.

Campaign Strategy Motivators:

A variety of incentives will be used in the Fight Free Program. Incentives will be used in the individual classroom as well as building wide. The building incentive schedule is:

FIGHT-FREE Incentive Schedule

- 5 Days – Hat Day
- 10 Days – Game in the classroom
- 15 Days – Sunglass Day
- 20 Days – Show and Tell Day
- 30 Days – Team Spirit Day – wear your favorite jersey and/or hat
- 45 Days – Extra Recess
- 60 Days – Treat from Counselors
- 75 Days – Freezer pops at lunch
- 85 Days – Board Game Day
- 95 Days – Board Game and Hat Day
- 100 Days – To Be Announced!

Days can be switched at the discretion of the Schoolwide Positive Behavior Support Team.

STUDENT DISCIPLINE – ELEMENTARY LEVEL K-5

Board Policy JG

File: JG-R

Critical

Available Known Disciplinary Alternatives

The following is a list of known disciplinary alternatives that may be utilized in the school of the Warren County R-III School District.

| Disciplinary Alternative | Utilize Each Alternative | Person or Group Empowered to |
|---------------------------------|---------------------------------|-------------------------------------|
|---------------------------------|---------------------------------|-------------------------------------|

| | | |
|---|------------|--|
| 1. Student Conference | T, P, S, B | |
| 2. Parent Conference | T, P, S, B | |
| 3. Referral to Counselor | T, P, S, B | |
| 4. Assignment of Extra Work | T, P, S, B | |
| 5. Depriving of Certain Earned Privileges | T, P, S, B | |
| 6. Reprimand | T, P, S, B | |
| 7. Behavioral Contract | T, P | |
| 8. After-School Detention | P, S, B | |
| 9. Academic Reassignment | P, S, B | |
| 10. Short-Term Suspension | P, S, B | |
| 11. Saturday Detention | P, S, B | |
| 12. Long-Term Suspension | S, B | |
| 13. Expulsion | B | |

Key

T = Teacher; P = Principal; S = Superintendent; B = Board of Education

Teachers and principals are also encouraged to explore innovative, positive alternatives to change behavior in their classes and their schools.

Abbreviations

BC = Behavioral Contract

CI = Classroom Isolation

Conf. = Conference

CWS = Conference with Student

AR = Academic Reassignment

LA = Legal Authority

LP = Loss of Privileges

LT = Long-Term Suspension

OSS = Out of School Suspension

PC = Parental Contact

Poss. = Possible

TO = Time Out

The Warren County R-III discipline policy is designed to foster student responsibility, respect for others, and the orderly operations of district schools. No policy can be expected to list each and every offense that may result in the use of disciplinary action.

However, it is the purpose of this policy to list certain offenses, which if committed by a student, will result in the imposition of a specific penalty.

Reporting to Law Enforcement

It is the policy of the Warren County School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Participation in Activities

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

Prohibition Against Being On or Near School Property During Suspension

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

ACADEMIC DISHONESTY – cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

| | |
|------------|--|
| First | No credit for the work Grade reduction Replacement assignment |
| Subsequent | No credit for the work Grade reduction Course failure Removal from extracurricular activities |

ARSON – starting a fire or causing an explosion with the intention to do damage to property or buildings.

NOTE: in case of flagrant arson, more severe penalties may be used, including contact with Legal Authority and up to expulsion.

| | |
|------------|---|
| First | Parental contact Possible contact with LA (Legal Authority) Loss of privileges Possible OSS (Out of School Suspension) Possible referral to Superintendent |
| Second | Parental contact Possible contact with LA (Legal Authority) Possible AR (Academic Reassignment) Possible OSS (Out of School Suspension) Possible referral to Superintendent |
| Subsequent | Parental contact Contact with LA (Legal Authority) OSS (Out of School Suspension) Possible referral to Superintendent |

BULLYING (Board policy JFCF) – repeated and systematic intimidation, harassment, and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put downs, threats, extortion or theft, damaging property, and exclusion from a peer group. Cyber bullying including use of websites, email, texting, and other electronic means.

| | |
|-------|------------------|
| First | Parental contact |
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Conference with student
Loss of privileges
Possible AR (Academic Reassignment)
Subsequent 1-180 days OSS (Out of School Suspension)
Possible expulsion

BUS MISCONDUCT, MINOR OFFENSE (Board policy JFCC) – The following behaviors will not be permitted on the bus. These behaviors are grouped according to the seriousness of the offense. More serious behaviors will result in harsher consequences. Behavior consequences will escalate if the child insists on repeating the unacceptable behavior: not sitting in assigned seat, changing seats, eating or drinking, jumping on or off bus before it comes to a complete stop, littering, throwing objects, making loud noises, excessive horseplay, refusing to follow directions. These are examples of unacceptable behaviors, but not an exhaustive list. Bus probation may be given for repeated bus misconduct.

First Parental contact
Conference with student
Second Parental contact
Loss of privileges
Possible bus suspension 1 day off bus
Subsequent Parental contact
Bus suspension 1 to 3 days off bus

BUS MISCONDUCT, MAJOR OFFENSE (Board policy JFCC) – Creating a loud disturbance that would endanger those on the bus; disrespect to, threatening remarks, obscene gestures, or profanity directed at a bus driver; disrespect to, threatening, use of profanity, or harassment of another student (includes slapping, spitting, marking, throwing objects or food at another student); flagrant insubordination; indecent exposure; vandalism/destruction of property; fighting/assault; use of inhalants, fireworks, weapons and guns; possession and use of tobacco by students; student alcohol and drug abuse. These are examples of unacceptable behaviors, not an exhaustive list. Bus probation may be given for repeated bus misconduct.

First Parental contact
Bus suspension 1 to 3 days off bus
Second Parental contact
Bus suspension for 5 days off bus
Subsequent Parental contact
Bus suspension for 10 days

*Any further major infractions will result in an additional 20 to 40 day, up to the permanent loss of bus transportation for the remainder of the year.

COMPUTER MISUSE (See Board policy EHB and regulation EHB-R) – Inappropriate use of the computer (internet included) or any action by a student to view, print or distribute pornographic materials, access private files, harassing, insulting or unauthorized tampering of hardware and/or employing the network for commercial purposes.

First Detention hour to OSS
Loss of privileges depending on the severity of misuse
Loss of privileges

CONTROLLED SUBSTANCES, ALCOHOL – POSSESSION/USE (Board policies JFCH and JHCD) – This section may include, but not be limited to, the illegal use, sale, transfer, possession or being under the influence of intoxicants, alcohol, physical or mind-altering chemicals, including unauthorized inhalants. Drugs, including prescription or over-the-counter or drug-like substances, including any represented to be drugs and any paraphernalia used for such purposes are prohibited on or in school property or at school activities or events, or in any vehicle while being used to transport students for the school district.

First Parental contact
Counseling
Possible BC (Behavioral Contract)

Contact with LA (Legal Authority)
 Possible AR (Academic Reassignment)
 Possible OSS (Out of School Suspension)
 Possible referral to Superintendent
 Subsequent 11-180 days OSS (Out of School Suspension)
 Parental contact
 Contact with LA (Legal Authority)
 Expulsion

CURRICULAR DISRUPTION – A pattern of classroom disruption that takes away from the curricular process.

First Parental contact
 Conference with student
 Loss of privileges
 Time out
 Second Parental contact
 Loss of privileges
 Possible CI (Classroom Isolation)
 Time out
 Detention to AR (Academic Reassignment)
 Subsequent Parental contact
 Saturday detention to AR (Academic Reassignment)

DISHONESTY – Any act of lying, whether verbal or written, including forgery.

First Nullification of forged document
 Conference with student
 Loss of privileges
 AR (Academic Reassignment)
 Possible 1-10 days OSS (Out of School Suspension)
 Parental contact
 Subsequent Nullification of forged document
 Detention
 AR (Academic Reassignment)
 1-180 days OSS (Out of School Suspension)
 Expulsion

DISRESPECT/INSUBORDINATION – refusal to follow instructions or insubordination. This includes refusal to identify one’s self, challenging authority, refusing to obey a reasonable request, running from an adult and lying to an adult in authority. NOTE: In case of flagrant disrespect/insubordination, more severe penalties may be used, including contacting LA (Legal Authority) and up to expulsion.

First Parental contact
 Conference with student
 Loss of privileges
 Possible time out
 Possible classroom isolation
 Possible AR (Academic Reassignment)
 Second Parental contact
 Conference with student
 Loss of privileges
 Time out
 Detention
 Possible AR (Academic Reassignment)
 Subsequent Parental contact
 Possible AR (Academic Reassignment)
 Possible OSS (Out of School Suspension)

DISRUPTION OF SCHOOL SPONSORED EVENT – Students whose actions cause a disturbance at or stoppage of a school sponsored event including athletic contests, performances, commencement exercises, or assemblies.

First Parental contact
Possible AR (Academic Reassignment)
Possible OSS (Out of School Suspension)

Subsequent Parental contact
OSS (Out of School Suspension)

ELECTRONIC DEVICES (See Board policy KKB) – The Warren County R-III School District prohibits the use or display of video or audio recording equipment, including cellular devices, on district property or at district activities by students except:

1. If required by a school-sponsored class or activity
2. At performances or activities to which the general public is invited, such as athletic competitions, concerts and plays
3. At open meetings of the Board of Education or committees appointed by or at the discretion of the Board
4. As otherwise permitted by the building principal

This applies to all electronic devices for the entire school year. (Example: cell phone in September = first offense; Ipod in January = second offense, and digital camera in March = third offense.) If an electronic device is seen or heard with a student, the district has set the following procedure for all grade levels:

First Confiscation. Student may pick up from office after the final bell

Second Confiscation. Parent must pick up from office.

Third Confiscation. Parent must pick up from office plus the student will serve a penalty of AR (Academic Reassignment)

Subsequent Confiscation. Parent must pick up from office after the final bell, plus the student will serve 1-10 days OSS (Out of School Suspension) with possible referral to the superintendent.

EXTORTION – threatening or intimidating any student for the purpose or intent of obtaining money or anything of value from that student. NOTE: in case of flagrant extortion, more severe penalties may be used, including contact of LA (Legal Authority), up to expulsion.

First Parental contact
Conference with student
Return item of value or make restitution
Possible loss of privileges

Second Parental contact
Conference with student
Return item of value or make restitution
Loss of privileges
Time out
Possible AR (Academic Reassignment)
Possible contact with LA (Legal Authority)

Subsequent Parental contact
Return item of value or make restitution
Contact with LA (Legal Authority)
AR (Academic Reassignment)
Possible OSS (Out of School Suspension)

FAILURE TO MEET CONDITIONS OF SUSPENSION – coming within 1000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug related activity defined by district policy as a serious violation of the district's discipline policy. See section of the regulation entitled, "Prohibition against being on or near school property during suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's disciplinary policy.

- | | |
|------------|--|
| First | Possible parental contact Conference with student Detention AR (Academic Reassignment) 1-180 days OSS (Out of School Suspension) Possible expulsion |
| Subsequent | Possible parental contact Conference with student Detention AR (Academic Reassignment) 1-180 days OSS (Out of School Suspension) Possible expulsion |

FAILURE TO SERVE DETENTION – Not serving assigned detention in the allocated time.

- | | |
|------------|---|
| First | Additional detentions AR (Academic Reassignment) |
| Subsequent | 1-3 days AR (Academic Reassignment) |

FALSE ALARM – setting off alarms when there is no cause to do so, including fire alarms, 911 calls, bomb threats, or other acts causing evacuation of the building which endangers the welfare of students.

- | | |
|------------|---|
| First | Parental contact Conference with student Loss of privileges Possible contact with LA (Legal Authority) |
| Second | Parental contact Conference with student Time out Possible detention Possible AR (Academic Reassignment) Possible OSS (Out of School Suspension) Contact LA (Legal Authority) |
| Subsequent | Parental contact Conference with student OSS (Out of School Suspension) up to 10 days Possible LT (Long Term Suspension) |

FIGHTING (legally defined as “Public Affray”) – occurs when two or more persons voluntarily or by agreement, engage in any fight or use any blows or violence towards each other, in any angry or quarrelsome manner or do each other mischief; or if any person shall assault another and strike him in any public place to the terror or disturbance of others, the person or persons shall be deemed guilty of a misdemeanor. NOTE: within the school setting, school officials may determine that an act of “near fight/physical contact” in which one individual strikes, pushes, shoves, or verbally confronts another may be considered as a lesser category than fighting.

1. A person commits the crime of assault while on school property if the person:
 - a) Knowingly causes injury to another person; or
 - b) With criminal negligence, causes physical injury to another person; or
 - c) Recklessly engages in conduct that creates a grave risk of death or serious physical injury to another person, and the act described under subsection (a), (b) or (c) of this subsection occurs on school or school district property, or in a vehicle that at the time of the act was in the service of the school or school district, or arose as a result of a school or school district sponsored activity.

2. Assault while on school property is a CLASS D FELONY. A Safe School incident report will be filed with law enforcement.

- | | |
|------------|---|
| First | Parental contact Conference with student Possible loss of privileges Time out AR (Academic Reassignment) OSS (Out of School Suspension) up to five days Contact with LA (Legal Authority) |
| Second | Parental contact Conference with student Possible loss of privileges Time out AR (Academic Reassignment) 1-5 days OSS (Out of School Suspension) 1-5 days Contact with LA (Legal Authority) |
| Subsequent | Parental contact Conference with student Possible loss of privileges Time out OSS (Out of School Suspension) up to 10 days Contact with LA (Legal Authority) |

GAMBLING – possession and/or use of any gaming devices involving the exchange of money and/or services/favors. Also any actions normally associated with gambling, such as pitching or matching coins, wagering or betting on sports events or participation in pools, playing cards, or dice. NOTE: in case of flagrant gambling, more severe penalties may be used, including LT (Long Term Suspension) or expulsion.

- | | |
|------------|---|
| First | Parental contact Conference with student |
| Second | Parental contact Conference with student |
| Subsequent | Parental contact Conference with student |

GANG-RELATED ACTIVITIES – as used herein, the phrase “gang-like activity” shall mean any conduct engaged in by a student on behalf of any gang, to perpetuate the existence of any gang, to effect the common purpose and design of any gang, or to represent a gang affiliation, loyalty, or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening his/her will in furtherance of the common purpose and design of any gang. For purposes of district policy, the term “gang” shall be defined as any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a common name or common identifying sign or symbol, whose member individually or collectively engage in or have engaged in a pattern of gang activity. NOTE: In case of flagrant gang-related activity, more severe penalties may be used, including contacting LA (Legal Authority), and up to expulsion.

- | | |
|--------|--|
| First | Parental contact Conference with student Removal of gang identification items Possible loss of privileges Possible contact with LA (Legal Authority) |
| Second | Parental contact Conference with student Removal of gang identification items Loss of privileges Time out |

Detention
 Contact with LA (Legal Authority)
 Possible AR (Academic Reassignment)
 Possible OSS (Out of School Suspension)
 Subsequent Parental contact
 AR (Academic Reassignment)
 OSS (Out of School Suspension)

HARASSMENT – GENERAL (see Board policy AC) – General harassment is any form of conduct which does not fall under either the racial/ethnic or sexual harassment section and is deemed to create an intimidating or hostile environment and may take any of the following forms: comments, slurs, jokes, insults and name calling; written material including but not limited to graffiti, notes, epithets, computer bulletin entries, pictures, posters, cartoons and/or written materials; defacing or damaging personal property and/or school property including, but not limited to , defacing and/or damaging of property belonging to an individual, physical threats including but not limited to physical attacks. NOTE: In cases of flagrant harassment, more severe penalties may be used, including contact of LA (Legal Authority) and/or up to LT (Long Term Suspension).

First Parental contact
 Counseling
 Time out
 Possible loss of privileges
 Possible detention
 Possible AR (Academic Reassignment)
 Possible OSS (Out of School Suspension)
 Second Parental contact
 Counseling
 Detention
 AR (Academic Reassignment)
 Possible OSS (Out of School Suspension)
 Subsequent Parental contact
 Counseling
 OSS (Out of School Suspension)

HARASSMENT – RACIAL/ETHNIC (Board policy AC) – racial and ethnic harassment is conduct of a racial and/or ethnic nature, which has the effect of creating, in a reasonable person, an intimidating, hostile, or offensive educational or work environment and may take the following forms: comments, slurs, jokes, insults and name calling; written material including but not limited to graffiti, notes, epithets, computer bulletin entries, pictures, posters, cartoons and/or written materials; defacing or damaging personal property and/or school property including but not limited to defacing and/or damaging of property belonging to an individual who intimidates or harasses the individual due to their race and/or ethnicity; racial and/or ethnic physical threats including but not limited to physical attacks. NOTE: in cases of flagrant harassment, more severe penalties may be used, including contact of LA (Legal Authority) and/or up to LT (Long Term Suspension).

First Parental contact
 Counseling
 Time out
 Possible loss of privileges
 Possible detention
 Possible AR (Academic Reassignment)
 Possible OSS (Out of School Suspension)
 Second Parental contact
 Counseling
 Detention
 AR (Academic Reassignment)
 Possible OSS (Out of School Suspension)
 Subsequent Parental contact
 Counseling

OSS (Out of School Suspension)

NOTE: if this incident includes physical threats, damage to personal property, or damage to school property, a possible recommendation for LT (Long Term Suspension) may be asked.

HARASSMENT – SEXUAL (Board policy AC) – inappropriate behavior which portrays sex or sexual conduct in a manner offensive to community standards. Words, spoken or written, touching, or other physical contacts of a sexual nature violate this guideline. NOTE: in cases of flagrant harassment, more severe penalties may be used, including contact of LA (Legal Authority), and/or up to LT (Long Term Suspension).

- First
 - Parental contact
 - Counseling
 - Time out
 - Loss of privileges
 - Detention
 - Possible AR (Academic Reassignment)
- Second
 - Parental contact
 - Counseling
 - AR (Academic Reassignment)
 - Possible OSS (Out of School Suspension)
- Subsequent
 - Parental contact
 - Counseling
 - Possible contact with LA (Legal Authority)
 - OSS (Out of School Suspension)
 - Possible LT (Long Term Suspension)

HAZING (Board policy JFCF) – any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any group, class, organization, club, or athletic team including, but not limited to, a grade level, student organization or school sponsored activity. Hazing may occur even when all students involved are willing participants.

- First
 - AR (Academic Reassignment)
 - 1-180 days OSS (Out of School Suspension)
- Subsequent
 - 1-180 days OSS (Out of School Suspension)
 - Possible expulsion

HORSEPLAY – physical exchanges between two or more students, not intended to be violent in nature, but exceeding acceptable levels.

- First
 - Parental contact
 - Conference with student
 - Time out
 - Possible loss of privileges
 - Possible classroom isolation
- Second
 - Parental contact
 - Conference with student
 - Time out
 - Possible loss of privileges
 - BC (Behavioral Contract)
 - Possible classroom isolation
 - Possible AR (Academic Reassignment) 1-3 days
- Third
 - Parental contact
 - Conference with student
 - Possible loss of privileges
 - Time out
 - Possible classroom isolation
 - BC (Behavior Contract)

Subsequent AR (Academic Reassignment) 1-5 days
 Parental contact
 Conference with student
 Time out
 BC (Behavior Contract)
 Possible loss of privileges
 Classroom isolation
 AR (Academic Reassignment) 1-10 days

IMPROPER OF UNAUTHORIZED STUDENT INTERACTIONS – any inappropriate, unauthorized, or undisciplined student interactions, as determined by school officials, within a school zone. NOTE: In case of flagrant improper student interactions, more severe penalties may be used, including contacting LA (Legal Authority), and up to expulsion.

First Parental contact
 Detention
 AR (Academic Reassignment)
 OSS (Out of School Suspension) 3 days
 Second Parental contact
 AR (Academic Reassignment)
 OSS (Out of School Suspension) 5 days
 Subsequent OSS (Out of School Suspension) 3-10 days
 Possible LT (Long Term Suspension)
 Possible expulsion
 Contact LA (Legal Authority)

INCENDIARY DEVICES – possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff. NOTE: in case of flagrant incendiary device issues, more severe penalties may be used, including contacting LA (Legal Authority), and up to expulsion.

First Confiscation
 Warning
 Parental contact
 Detention
 AR (Academic Reassignment)
 Subsequent Confiscation
 Parental contact
 Detention
 AR (Academic Reassignment)
 OSS (Out of School Suspension) 1-10 days

INJURIOUS OR EXCESSIVE BEHAVIOR – Excessively repeated discipline infractions or referral as defined by school officials.

First OSS (Out of School Suspension) 5-10 days
 Possible LT (Long Term Suspension)
 Possible expulsion
 Contact LA (Legal Authority)
 Subsequent OSS (Out of School Suspension) 8-10 days
 Possible LT (Long Term Suspension)
 Possible expulsion
 Contact LA (Legal Authority)

INTIMIDATION OR THREATS – intentionally placing a student in a situation where mental or physical harm can take place. This may include verbal, written or physical aggression, harassment via insults, sexual innuendos, or verbally provoking a fight. NOTE: in case of flagrant intimidation or threat, more severe penalties may be used, including contacting LA (Legal Authority) and/or up to LT (Long Term Suspension).

| | |
|------------|--|
| First | Parental contact Conference with student Loss of privileges Counseling Possible AR (Academic Reassignment) |
| Second | Parental contact Conference with student Loss of privileges Time out Counseling Possible AR (Academic Reassignment) |
| Subsequent | Parental contact Conference with student AR (Academic Reassignment) Possible OSS (Out of School Suspension) Possible LT (Long Term Suspension) Possible contact with LA (Legal Authority) |

INTOLERANT COMMUNICATIONS TOWARDS A STUDENT – speech or conduct in the classroom or during school activities that detracts from or disrupts the learning environment sufficiently to cause a referral to be made to an administrator. This can include spreading rumors, name calling, provocative or inciting language, obscene, disparaging, demanding communication and verbal abuse. NOTE: in case of flagrant intolerant communications, more severe penalties may be used, including contacting LA (Legal Authority), up to LT (Long Term Suspension) or expulsion.

| | |
|------------|--|
| First | Parental contact Conference with student Counseling Time out Loss of privileges Possible AR (Academic Reassignment) Possible OSS (Out of School Suspension) |
| Second | Parental contact Conference with student Counseling Loss of privileges Possible time out Possible contact with LA (Legal Authority) Possible AR (Academic Reassignment) Possible OSS (Out of School Suspension) |
| Subsequent | Parental contact Conference with student Counseling Possible contact with LA (Legal Authority) AR (Academic Reassignment) OSS (Out of School Suspension) |

INTOLERANT COMMUNICATIONS TOWARD A STAFF MEMBER – speech or conduct in the classroom or during school activities which detracts from or disrupts the learning environment sufficiently to cause a referral to be made to an administrator. This can include spreading rumors, name calling, provocative or inciting language, obscene, disparaging, demanding communication, and verbal abuse. NOTE: in case of flagrant intolerant communications towards a staff member, more severe penalties may be used, including contacting LA (Legal Authority), and/or LT (Long Term Suspension), or expulsion.

| | |
|-------|------------------|
| First | Parental contact |
|-------|------------------|

- Conference with student
- Counseling
- Time out
- Loss of privileges
- Possible AR (Academic Reassignment)
- Possible OSS (Out of School Suspension)
- Second Parental contact
- Conference with student
- Counseling
- Loss of privileges
- Time out
- Possible AR (Academic Reassignment)
- Possible OSS (Out of School Suspension)
- Subsequent Parental contact
- Conference with student
- Counseling
- Contact with LA (Legal Authority)
- Possible AR (Academic Reassignment)
- Possible OSS (Out of School Suspension)
- Possible LT (Long Term Suspension)

LEAVING CLASS WITHOUT PERMISSION – leaving the classroom without verbal or written permission from a staff member.

- First Parental contact
- Conference with student
- Loss of privileges
- Second Parental contact
- Conference with student
- Time out
- Loss of privileges
- Possible AR (Academic Reassignment)
- Subsequent Parental contact
- Conference with student
- Loss of privileges
- Possible AR (Academic Reassignment)
- Possible OSS (Out of School Suspension)

PHYSICAL ASSAULT OF A STUDENT – the offense of assault and battery is committed if a person: attempts to cause or recklessly causes physical injury to another person; with criminal negligence, causes physical injury to another person; purposely places another person in apprehension of immediate physical injury; recklessly engages in conduct which creates a grave risk of death or serious injury; knowingly causes physical contact with another person.

NOTE: within the school setting, school officials may determine that an act of “physical contact” in which one individual strikes, pushes, shoves or verbally confronts another may be considered as a lesser category than assault. In case of flagrant assault, more severe penalties may be used, including contact with LA (Legal Authority) and up to expulsion.

- First Parental contact
- Conference with student
- Time out
- Possible contact with LA (Legal Authority)
- Possible detention
- Possible AR (Academic Reassignment)
- Possible OSS (Out of School Suspension)
- Second Parental contact
- Conference with student

Possible contact with LA (Legal Authority)
 AR (Academic Reassignment)
 Possible OSS (Out of School Suspension)
 Subsequent Parental contact
 Contact with LA (Legal Authority)
 OSS (Out of School Suspension)
 Possible LT (Long Term Suspension)

PHYSICAL ASSAULT OF PERSONNEL – any aggressive physical contact with a staff member, including but not limited to pushing, striking, biting, clawing, and kicking. NOTE: for a more detailed description of assault, see the definitions in “Physical Assault of a Student.”

First Parental contact
 Counseling
 Conference with student
 Possible detention
 Possible contact with LA (Legal Authority)
 Possible AR (Academic Reassignment)
 Possible OSS (Out of School Suspension)
 Subsequent Parental contact
 Conference with student
 Counseling
 Contact with LA (Legal Authority)
 Possible OSS (Out of School Suspension)
 Possible LT (Long Term Suspension)

PHYSICALLY ENDANGERING BEHAVIOR – pushing, shoving, spitting, kicking, tripping (in anger) or behavior that may or may not cause harm to one’s self or another student.

First Parental contact
 Conference with student
 Time out
 Loss of privileges
 Classroom isolation
 Possible AR (Academic Reassignment) 1-5 days
 Second Parental contact
 Conference with student
 Time out
 Loss of privileges
 Classroom isolation
 AR (Academic Reassignment) 1-5 days
 Possible OSS (Out of School Suspension) 1-5 days
 Subsequent Parental contact
 Conference with student
 Time out
 Loss of privileges
 Classroom isolation
 AR (Academic Reassignment) 1-5 days
 OSS (Out of School Suspension) 1-5 days

PUBLIC DISPLAY OF AFFECTION (PDA) – physical contact that is inappropriate for the school setting. Behaviors that exceed the above definition will be dealt with on an individual basis and consequences will be determined based on the severity of the behavior.

First Parental contact
 Conference with student
 Counseling
 Loss of privileges

- Second
 - Parental contact
 - Conference with student
 - Counseling
 - Loss of privileges
 - Conference with parent, principal, and student
- Subsequent
 - Parental contact
 - Counseling
 - Possible time out
 - Possible loss of privileges

SEXUAL ACTIVITY – acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

- First
 - Conference with student
 - Detention
 - AR (Academic Reassignment)
 - OSS (Out of School Suspension) 1-180 days
- Subsequent
 - Detention
 - AR Academic Reassignment
 - OSS (Out of School Suspension) 1-180 days
 - Expulsion

SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL – students may not possess or display, electronically or otherwise sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

- First
 - Confiscation
 - Conference with student
 - Detention
 - AR (Academic Reassignment)
 - OSS (Out of School Suspension) 1-180 days
- Subsequent
 - Confiscation
 - Detention
 - AR (Academic Reassignment)
 - OSS (Out of School Suspension) 1-180 days
 - Expulsion

STEALING/KNOWINGLY IN POSSESSION OF STOLEN PROPERTY – under a \$20 value.

- First
 - Parental contact
 - Conference with student
 - Make restitution
 - Loss of privileges
- Second
 - Parental contact
 - Make restitution
 - Referral to Counselor
 - Time out
 - Possible AR (Academic Reassignment)
 - Possible classroom isolation
- Subsequent
 - Parental contact
 - Make restitution
 - Contact LA (Legal Authority)
 - AR (Academic Reassignment)
 - Possible OSS (Out of School Suspension)

STEALING/KNOWINGLY IN POSSESSION OF STOLEN PROPERTY – over a \$20 value.

| | |
|------------|--|
| First | Parental contact Loss of privileges Make restitution Referral to counselor Time out Possible classroom isolation Possible AR (Academic Reassignment) |
| Second | Parental contact Contact LA (Legal Authority) Classroom isolation AR (Academic Reassignment) Possible OSS (Out of School Suspension) |
| Subsequent | Parental contact Contact LA (Legal Authority) AR (Academic Reassignment) Possible OSS (Out of School Suspension) |

STUDENT DRESS CODE – it is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard of appropriateness. Student dress and grooming will be the responsibility of the individual and his/her parents within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. Students must wear footwear at all times. Slippers are unacceptable.
3. Items of clothing or jewelry associated with a controlled substance are not permitted. No handcuffs, chains or spiked/studded jewelry may be worn.
4. Hats, caps, hoods, or other headgear are not to be worn in the building.
5. Students shall not wear clothing or accessories bearing the following messages:
 - a) Obscene or profane immoral, illegal, sexual or violent behavior
 - b) Statement advocating immoral, illegal, sexual or violent behavior
 - c) Statements advertising, promoting or picturing alcohol, tobacco, or drugs
 - d) Language or symbolism that reflects the occult or gang affiliation
6. 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) Undergarments may not be exposed. When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat of safety, the student may be required to make modifications.
7. Clothing must cover all undergarments.
8. Dress and grooming will not be such as to disrupt the teaching/learning process or cause undue attention to an individual.
9. 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.
10. Additional dress regulations may be imposed upon such standards participating in extracurricular activities.
11. Regulations may be altered according to special school-sponsored activities.

The district has set the following consequences for all grade levels:

| | |
|--------|---|
| First | Remove or turn the clothing inside out Parental contact |
| Second | Remove or turn the clothing inside out Parental contact Detention Saturday detention |

- AR (Academic Reassignment)
- Subsequent Remove or turn the clothing inside out
- AR (Academic Reassignment)
- OSS (Out of School Suspension)

TECHNOLOGY MISCONDUCT – attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. This also includes using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch. NOTE: in case of flagrant technology misconduct, more severe penalties may be used, including contacting LA (Legal Authority), and up to expulsion.

- First Parental contact
- Loss of privileges
- Possible AR (Academic Reassignment)
- Confiscation and/or restitution if appropriate
- Subsequent Confiscation and/or restitution if appropriate
- Loss of privileges
- AR (Academic Reassignment)
- OSS (Out of School Suspension)

TOBACCO POSSESSION/USE – products may include but are not limited to: cigarettes, cigars, chewing tobacco, snuff, matches, lighters or similar items and look-alike items.

- First Parental contact
- Counseling
- Possible behavioral contract
- Loss of privileges
- Time out
- Detention
- Possible AR (Academic Reassignment)
- Possible OSS (Out of School Suspension)
- Possible contact with LA (Legal Authority)
- Second Parental contact
- Counseling
- Possible behavioral contract
- AR (Academic Reassignment)
- OSS (Out of School Suspension)
- Possible contact with LA (Legal Authority)
- Subsequent Parental contact
- OSS (Out of School Suspension)
- Possible LT (Long Term Suspension)
- Possible contact with LA (Legal Authority)

TRUANCY (Board policy JED and procedures JED-AP1 and JED-AP2) – any unauthorized absence from school or class shall be considered as “truancy.” A student is considered truant whenever there is an absence from school or from class without the knowledge or consent of the parent or guardian. On rare occasions a parent or guardian may be aware of an absence and the school will still consider it as truancy. Any student who tells his/her parent/guardian that there is no school on a particular day, then stays home or visits with a friend will be considered truant. Students who leave the school grounds during the school day without the permission of parent/guardian and the school authorities will be considered truant. Known truancy will be

referred to the juvenile office and/or the Children’s Division of the Department of Social Services. Students will be counted truant if they are absent from class for more than seven (7) minutes (this includes a four-minute passing time) without a pass excusing them.

- First
 - Parental contact
 - Counseling
 - Contact with LA (Legal Authority)
 - Conference with parent, principal, and student
 - Time out
 - Loss of privileges
 - Detention
- Second
 - Parental contact
 - Counseling
 - Contact with LA (Legal Authority)
 - Detention
 - AR (Academic Reassignment)
- Subsequent
 - Parental contact
 - Counseling
 - Contact with LA (Legal Authority)
 - AR (Academic Reassignment)

UNAUTHORIZED ENTRY – entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

- First
 - Conference with student
 - Possible AR (Academic Reassignment)
- Subsequent
 - Possible AR (Academic Reassignment)
 - Possible OSS (Out of School Suspension) 1-180 days
 - Possible expulsion

VANDALISM (Board policy ECA) – willful damage or attempts to damage any property, real or personal belonging to school, staff, or student. NOTE: in case of flagrant vandalism, more severe penalties may be used including contacting LA (Legal Authority), and up to expulsion.

- First
 - Parental contact
 - Make restitution
 - Possible loss of privileges
 - Possible contact with LA (Legal Authority)
- Second
 - Parental contact
 - Make restitution
 - Time out
 - Loss of privileges
 - Possible AR (Academic Reassignment)
 - Possible contact with LA (Legal Authority)
- Subsequent
 - Parental contact
 - Make restitution
 - Contact with LA (Legal Authority)
 - Possible AR (Academic Reassignment)
 - Possible OSS (Out of School Suspension)

WEAPONS – POSSESSION, USE, OR ATTEMPTED USE (Board policy JFCJ) – all weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building or designee. These environments include, but are not limited to district-owned buildings, leased or rented facilities, school-sponsored activities, field trips, school vehicles and buses, and any school bus stops. This policy is in effect before, during and after school.

Student Reporting – students who see or become aware of a weapon in school must not touch it or remain in its presence. Notify an adult immediately.

Exceptions – Pursuant to Missouri statutes, exemptions are granted to licensed peace officers, military personnel or students participating in military training while performing official duties, school district-approved firearm safety courses, school district-approved possession and use of dangerous weapons by a ceremonial color guard, school district-approved gun or knife shows, school district-approved possession and use of starter guns for athletic contests.

Category I Weapons: a blackjack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, projectile weapon (including bow, arrows, pellet gun, sling shot, paint ball gun), a rifle, a shotgun, a spring gun, or a switchable knife.

First and **Category I Firearms Loaded or Unloaded**

Subsequent Parental contact
Confiscate weapon
Contact with LA (Legal Authority)
OSS (Out of School Suspension) 10 days
Referral to the superintendent
Recommend LT (Long Term Suspension)

Category I Non-Firearm Use or Attempted Use

Parental contact
Confiscate weapon
Contact with LA (Legal Authority)
OSS (Out of School Suspension) 1- 10 days
Referral to the superintendent
Recommend LT (Long Term Suspension)

Category I Non-Firearm Possession

Parental contact
Confiscate weapon
Contact with LA (Legal Authority)
OSS (Out of School Suspension) 1 - 10 days
Referral to the superintendent
Recommend LT (Long Term Suspension)

Category II Weapons: poisons, numchucks, throwing stars or other devices that could be used as a weapon to threaten others.

First and **Category II Use or Attempted Use**

Subsequent Parental contact
Confiscate weapon
Contact with LA (Legal Authority)
OSS (Out of School Suspension) 10 days
Referral to the superintendent
Recommend LT (Long Term Suspension)

Category II Possession

Parental contact
Counseling
Confiscate weapon
Possible contact with LA (Legal Authority)
Possible OSS (Out of School Suspension)

Category III Weapons (other items which will be viewed as weapons): fireworks, firecrackers, smoke bombs, throwing darts, laser pointers, nuisance items and toys, unauthorized tools, mace, etc. NOTE: any knife may be classified as a Category I Weapon regardless of blade length.

First and **Category III Possession or Use**

Subsequent Parental contact
Counseling
Confiscate object

Possible time out
Possible contact with LA (Legal Authority)
Possible detention
Possible AR (Academic Reassignment)
Possible OSS (Out of School Suspension)

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

Adopted: 09/10/1995 Revised: 08/14/2003; 06/09/2005; 06/12/2008; 09/29/2008; 10/01/2008; 02/12/2009
MSIP Refs: 6.6 Warren County R-III School District, Warrenton, Missouri

TRANSPORTATION PROCEDURES

Students are eligible to ride a school bus if they reside one mile or more from school. Children that live less than a mile from school must find other transportation or walk to school.

- a. Students will be assigned to a bus and bus stop according to their home address. In a special case when parents/guardians have a valid reason to have their child assigned to an alternate regular stop, communication requesting such a change shall be directed to and approved by the office of the Director of Transportation.
- b. Students who come to school on the bus should return home on the bus unless they have a note from their parents. All notes regarding the bus need to be given to the teacher when the student arrives at school not the bus driver.
- c. Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied.
- d. Only students who are eligible for transportation are to ride the school bus.
- e. Bus students are to go immediately to the busses as soon as they are dismissed.
- f. Phone request to change a bus or method of transportation home can only be accepted in emergencies and then only if made before 1:00 p.m. The nature of the emergency must be disclosed to make a request. Examples of this would be car accident, physical injury, a death, or an unscheduled unavoidable incident. An identification question will be asked when telephone changes are made for children. This is for safety reasons.
- g. Buses will travel to each school and pick up the bus riders. Students that load the buses will be the students that normally ride that bus home from school. The bus will be the same bus that brings the students from home to school. Example: If your child rides Bus #2 to school in the morning, it will be the same Bus #2 that will bring them back home after school.
- h. Only bus riders will be able to load the buses at each school. In order to operate the school buses in a safe and efficient manner no other students will be allowed to ride. Students that have used the shuttle buses to travel to the main campus in the past will no longer have that option. This includes students that walk home, pick up siblings at other buildings, and bus riders that transfer to a building and walk from there. Once an eligible bus rider loads the bus it is our responsibility to transport them home. We cannot allow students to load the bus and be dropped off at any location except their residence. The only students that will be allowed to transfer from other buildings will be students that are enrolled in the Latchkey Program. Students that have used the bus shuttles in the past to transfer to other buildings will now need to be picked up by their parents/guardian at their respective building in the proper pick up areas.

CAFETERIA - BREAKFAST AND LUNCH

Hot lunches and breakfasts are provided in the school cafeteria. Lunch and breakfast costs are set by the Board of Education in August. Food Service will have a table at the Back to School Night. Parents can then find out what will be the costs for lunch and breakfast. Parents can prepay for lunch and breakfast at that time. All checks should be made payable to Warren County R-III Schools.

Free or reduced lunches are available to eligible families. Application forms are available in the office.

Students who wish to bring lunch may do so. If a student wants to buy milk, they may do so.

Every student is eligible to purchase extras. To help make our cafeteria more efficient we have a form in the office that parents can complete giving their children permission to purchase extras. The children must have cash or money in their account to purchase extras. Parents must give written permission for their child to receive extras at school.

Breakfast \$ 1.50, Lunch \$ 2.25, Milk & Juice \$.45 Adult Lunch \$2.75

IN CASE OF BAD WEATHER

Announcement of school closing will be made by radio stations KWRE (730 am) or KFAV / V100 (99.9 fm) and/or by the Superintendent using School Reach. These announcements are repeated at intervals of about 15 minutes or so. The name of the school district is Warren County R-III.

The school office will send home early dismissal forms for the parents to complete and return to school. The information on this form is used in the event we have to dismiss school early because of bad weather or extreme heat. If a change in routine becomes necessary during the year, please contact the office.

PICK UP AND DELIVERY OF STUDENTS OTHER THAN BY BUS

For the safety of all students, we ask your cooperation in picking up and dropping off your children. Parents who pick-up their children at the end of the school day are asked not to wait or meet their children outside of their classroom. This causes an interruption in classes and there is a lot of confusion when children are taken to the busses or dismissed to walk. Please wait and/or pick-up students in the lobby area on the carpet. Your cooperation in these matters will be greatly appreciated.

DRESS

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:

- Clothing that promotes tobacco, alcoholic beverages, controlled substances, weapons, or suggestive language or obscene pictures. Students who wear inappropriate shirts will be asked to wear them inside out.
- Gang related apparel.
- Revealing clothing, but not limited to, spaghetti straps, strapless or backless shirts/dresses, sagging pants or shorts that reveals underwear, midriff (bare) tops, and sideless shirts. A parent may be called to bring their child a change of clothing or the child may borrow something from the health room.

At times the children sit on the floor and are active in physical education and at recess. Girls that wear short skirts should wear shorts under their skirts so they are comfortable throughout the school day in any of our activities. Students are expected to follow the dress code at all school-sponsored activities. This includes school programs, field trips, and athletic events.

VISITATION OF FRIENDS OR RELATIVES

Students from other schools who are friends or relatives of Warrior Ridge students will not be allowed to attend school for a day at Warrior Ridge. Parents of students are invited to visit the classroom at any time. When a visitor arrives at school, he/she must sign in at the office.

TELEPHONE

Students will not be permitted to use the office phone except in emergency situations and only with the teacher's permission. In the event that a student receives a call, he/she will be called out of the class only in the case of an emergency.

LOST AND FOUND

Articles found in and around the school should be put in the lost and found. Students and parents are encouraged to check there periodically for lost items. Any item not claimed will be given to charity at Christmas time and at the end of the school year.

BALLOONS, FLOWERS AND GIFTS

We discourage the delivery of balloons, flowers, gifts, etc. to school. These items will not be delivered to the classroom. This causes an interruption in instructional time. Students may not take balloons and glass containers on the bus.

DIRECTORY ASSISTANCE

Please be advised that the school district will release "directory information" concerning your child upon request. This could include the following information; student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and the most recent school attended. If you do not want this type of information about your child released, we must have a letter from the parent/guardian by September 15 of the current school year stating you do not want your child's information included in directory information.

PARENT TEACHER ORGANIZATION

Our PTO does a tremendous job of fostering and promoting a positive educational program. We invite you to become involved with our PTO. We need volunteers, room helpers, officers, and committee chairpersons. You could make a meaningful contribution to our school and your child.

PTO meeting dates are listed on Warrior Ridge School Calendar.

ROOM PARTIES

Your child's class will have three parties during the school year. Room helpers will be asked to plan and help with the parties. The classroom teacher will decide time.

| | |
|----------------------------|-----------------------|
| Fall party..... | Tuesday, October 25 |
| Christmas party..... | Thursday, December 22 |
| Valentine's Day party..... | Tuesday, February 14 |

P.T.O. COMMITTEES

Box Tops for Education – Parents send in the Box Tops for Education labels off General Mills' products and send them to school. The committee counts and bundles the box tops and sends them to the company.

Reading Rocks Committee – This committee organizes the at home reading program..

Spring Carnival – The team coordinating this will need many volunteers. The team coordinator will be the PTO Vice President. Members of this committee will be responsible for obtaining donations for the raffle, finding workers for setting up, working, and taking down the carnival.

Fall Fund Raiser Committee - Each year a fund raiser is held to make money to pay for P.T.O. sponsored activities and purchase items for the school. This is an important source of income for our school. In the past, the money has been used for many things including computers, playground equipment, computer software, books, field trips, assemblies, and inside recess games.

Teacher Appreciation - Members of this committee provide a meal for the teachers on the nights of Parent - Teacher Conferences. This is a way to show the teachers how much we appreciate what they are doing for our children. Since the teachers usually do not have time between conferences to go out to get dinner, they really appreciate having this done for them.

Room Parent Coordinator - The purpose of this person is to make sure that every classroom has a room parent in charge of the Fall, Christmas, and Valentine parties. The children look forward to these school parties, so it is important to be sure that someone is planning a party for each classroom.

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, highly mobile children, such as migrant and homeless children, and the children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Warren County R-III 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, 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 Warren County R-III 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 Warren County R-III 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 children. 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 Warren County R-III 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 assurance that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Warren County R-III School District Special Education Office, 302 Kuhl Ave. Warrenton, Missouri, Monday through Friday, 8:00 a.m. to 3:00 p.m.

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. The 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 public school, please contact Warren County R-III School District Special Education Office.

This notice will be provided in native languages as appropriate.

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.

EARTHQUAKE SAFETY FOR MISSOURI'S SCHOOLS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above.) Stay in the car until the shaking stops.

FEDERAL PROGRAMS

Missouri Department of Elementary & Secondary Education NCLB COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, 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. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

Appeals

Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints

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 need 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 program.

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>

PARENTS RIGHT-TO-KNOW

Dear Parent or Guardian:

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

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

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

WARREN COUNTY R-III SCHOOL DISTRICT
Notice of Non-Discrimination

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. Jamie Smith Director of Special Services 302 Kuhl Avenue Warrenton, MO 63383 636-456-6901 | Title IX Coordinator Dr. Tom Muzzey Superintendent 302 Kuhl Avenue Warrenton, MO 63383 636-456-6901 |
| Americans with Disabilities Act (Title II) Coordinator Jill Lawson Director of Curriculum & Instruction 302 Kuhl Avenue Warrenton, MO 63383 636-456-6901 | Age Discrimination Act and Age Discrimination in Employment Act Coordinator Dr. Gregg Klinginsmith Assistant Superintendent 302 Kuhl Avenue 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

