

# **Daniel Boone Elementary**



**2020-2021**

**Student/Parent Handbook  
“Together We Can!”**

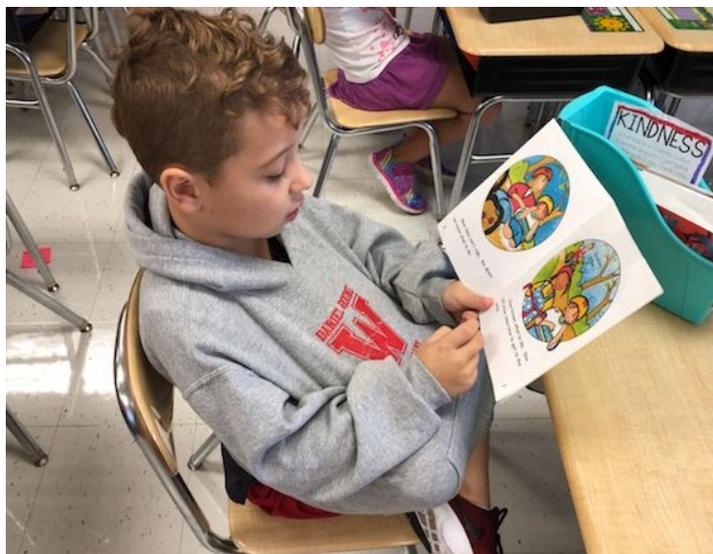


## Table of Contents

Welcome Letter	1
School Hours, Communication, Emergency Forms	2
Attendance	3
Cafeteria	5
Transportation Regulations	6
Drop-off and Pick-up Procedures, Bicycles	7
Academic Programs, Report Cards	8
Honor Roll, Physical Education Program	9
Homework, Individual Reading Plans	10
Character Education, Family Educational Rights and Privacy Act of 1974	11
No Child Left Behind Act, Individual Academic Plan	12
Guidance, Conferences, Field Trips, Discipline	13
Student Discipline Policy, Safe Schools Act, Positive Behavior Supports (PBS)	14
Dress and Grooming, Personal Items, Cellular Phone/Electronic Devices	17
Balloons, Flowers, Gifts, Telephone, Visitors, PTO	18
Medical Information	19
Immunization Policy	20
Attendance at Varsity Home Football Game, Late Start Policy.....	20
Child Abuse and Neglect, Notice of Nondiscrimination	21
District, State, and Federal Contacts	22
Public Notice	23
Surrogate Parent Program, Insurance	24
SchoolReach – Telephone Broadcast Service	25
Standard Complaint Resolution Procedure for No Child Left Behind Programs	27
Parental Information and Resource Center	34
FEMA What To Do Before, During, and After an Earthquake.....	37
Appendix A: Student Discipline: BOE Policy JGR	38

### **Mission Statement**

**The Mission of Daniel Boone Elementary is to educate all students and develop lifelong learners by expecting excellence every day.**





## Welcome to Daniel Boone Elementary

It is a great honor to be the principal of Daniel Boone Elementary School, where a dedicated staff and supportive parents work together to provide an array of positive experiences for children. The Warrenton community is truly a special one, where neighbors help neighbors, and life long friendships develop. It is a community where parents send children to school eager to learn and grow.

I wanted to share a little information about myself. I have served the Warren County School District for 24 years. I taught second grade and was an assistant principal. I feel very privileged to have worked with thousands of students, parents, and staff. My goal is to make a difference each and every day. My favorite part of the day is being with the children. They never cease to amaze me with their take on life, their personal growth and their creativity. They are fun to be with and teach me many “life” lessons. Their growth and accomplishments are extremely rewarding.

Our school’s culture and climate are predicated on the “BIG 3” – Being safe, Being responsible, and Being respectful. These guiding expectations govern every facet of school operations and interpersonal interactions.

We will provide research-based learning that is rooted in developmentally sound practices. The social, emotional, and intellectual well-being of your children will be given utmost consideration. Our mission is to help each child achieve his or her full potential.

On behalf of the Daniel Boone Staff, I would like to thank you for the opportunity to work with you and your children. Whenever the need arises, please feel free to contact me. Your questions, concerns and/or suggestions and feedback are always welcome. I know your family’s experiences at Daniel Boone Elementary will be rewarding and hopefully these experiences will be cherished for many years to come.

Dr. Stacie L. Goldsmith

Principal of Daniel Boone Elementary





## DANIEL BOONE SCHOOL HOURS

Classes Begin	7:40 am
School Dismissed	3:15 pm

## COMMUNICATIONS

A monthly newsletter will be sent home to inform students and parents of upcoming school activities, meetings and other important information. Our website is [www.warrencor3.org](http://www.warrencor3.org). For specific information about the school district or an immediate response to questions, call 456-6901. To call directly to an extension you may dial 456-4311 and enter the correct extension number. Daniel Boone's direct line number is 456-6905.

Elementary Principal	Dr. Stacie L. Goldsmith (Ext. 5360)
Assistant Principal	Mrs. Jodi Brown (Ext. 5355)
Elementary Counselor	Katie Shaw (Ext. 5354)
Special Education Director	Sandy Borgman (456-6901)

## EMERGENCY FORMS

Each student has an "emergency form" on file at school. These forms are used to contact parents in emergency health situations as well as many other kinds of necessary communication. The home address, home phone number, the work phone number, and the names and phone numbers of two close family friends and/or relatives are listed on the form. It is the responsibility of each parent to inform the Daniel Boone school office when the home address, any one of the phone numbers, or contact persons changes. **This is crucial to the health and well being of your child and we encourage parents not to forget to keep us updated.**

## ATTENDANCE

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

### **Definitions**

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

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

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

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

### **Attendance Standards**

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

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

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

### **Consequences for Violations**

Building 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 twelve 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 to complete makeup work.) 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. Unless excused by the principal or teacher, any student not in his/her 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 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.

## CAFETERIA

Hot lunches and breakfasts are provided by the school cafeteria. Lunch and breakfast costs are set by the Board of Education in August. Parents are encouraged to make meal payments by the week, month, or year. Free or reduced lunches are available to all eligible families. All checks need to be made payable to Warren Co. R-III Schools. Money/checks must be sent in a sealed envelope with the student's name, date, grade and dollar amount prominently posted on the outside of the envelope. A menu is included each month with the newsletter. Students who wish to bring lunch or purchase milk may do so. **Microwaves are unavailable for student use. Lunches brought from home will not be able to be heated up for students during lunch.**

1. Lunches brought from home will not be able to be heated up during lunch time.
2. Microwaves are unavailable for student use.

Application forms for free or reduced lunch are available in the office and we encourage all families to obtain and fill out a free or reduced lunch form. These forms are available throughout the school year. If your financial status changes at any point throughout the school year, please contact the office to obtain a form. Parents are responsible for food charges until an application is turned in and approved by the Director of Food Service. If you have any questions, please contact the office.

We encourage all parents to sign up for Parent Portal through the school office in order to check your child's account balance on the District web page at [www.warrencor3.org](http://www.warrencor3.org).

## TRANSPORTATION REGULATIONS

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.

Only students who are eligible for transportation are to ride the school bus. 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. Bus students are to go immediately to the buses as soon as they are dismissed.

Phone requests to change the method of transportation home can only be accepted in emergencies and then only if made **before 1:00 p.m on full school days and before 11:00 a.m on early dismissal days.** The nature of the emergency must be disclosed to make a request. Examples of this would be car accidents, 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. Students will only be allowed to ride the bus to the location which they are normally assigned. This means no guest riders will be permitted due to student population growth in the district resulting in over-crowding on the buses.

**An adult must meet kindergarten children at the bus stop. Kindergarten children will not be allowed off the bus unless an adult is there to meet them.**

Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied. Students are responsible for their behavior on the bus. Student behavior can affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, misconduct infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

## **DROP-OFF AND PICK-UP PROCEDURES**

### **Morning Drop-off/Afternoon Pick-up**

Parents will enter the main entrance parking lot at Daniel Boone Elementary from Vosholl Avenue. Then please proceed down the drive to the sidewalk located along the side of the building in front of the main entrance. Please only allow your child to exit the vehicle next to the sidewalk from the passenger side of the vehicle. Please do not pass vehicles unloading other students. **Children should only exit a car when the car is fully stopped and next to the sidewalk.**

If you need to enter the building with your child, please utilize the parking spaces provided in the main entrance parking lot. 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.

### **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. Please pull all the way forward to allow as many cars as possible to fill the parking lot.

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. Anyone picking up a student must have a Pick Up Identification card, which will be provided by the school, on the dashboard of each vehicle.

## **BICYCLES**

If your child rides a bike to school, he must observe these regulations: (1) All bikes must be placed in the racks provided. (2) Bikes must be locked. (3) There will be no bike riding on the school ground during school hours. (4) Skateboards, scooters, roller blades or skates are not allowed on school property during school hours.

## ACADEMIC PROGRAMS

The various instructional programs offered at Daniel Boone Elementary are developed with the view toward maintaining a balanced and sequential curriculum that will serve the educational needs of our children. The curriculum meets requirements established by state law, the Missouri State Board of Education, and/or the Missouri Department of Elementary and Secondary Education. Teachers utilize Board approved curriculum based on Missouri's Grade-Level Expectations.

## REPORT CARDS

Grades serve several necessary educational purposes to inform parents how their child is progressing in school, socially and academically, and to help the student see himself as a learner and set his goals for further areas of learning.

Kindergarten Students and First Grade students will not receive letter grades.

All students in Kindergarten and First Grade will be rated on specific Priority Standards with the following:

- 3- Met Standard
- 2- Approaching Standard
- 1- Not Meeting Standard
- NA- Not Assessed Yet

Report cards are issued at the end of each quarter. Grades are:

A-Excellent B-Superior C-Satisfactory D-Unsatisfactory F-Failure

The following scale for determining letter grades is as follows:

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

In addition, progress reports for Kindergarten and 1st Grade will be sent home mid-quarter to inform parents of any problems and to update their academic progress.

## HONOR ROLL

### HONOR ROLL

A = 4.000

A = 3.667

B+ = 3.333

B = 3.000

4.000 – Principal's Honor Roll (Second-Fifth Grades only)

B = 2.667

C+ = 2.333

3.667 – 3.999 = "A" Honor Roll

C = 2.000

C = 1.667

2.667 – 3.666 = "B" Honor Roll

D+ = 1.333

D = 1.00

D = 0.667

F = 0.000

Honor roll grades will include Communication Arts, Math, Science, and Social Studies for 4<sup>th</sup> and 5<sup>th</sup> grade.

## PHYSICAL EDUCATION PROGRAM

All children are expected to participate in the school's Physical Education class. If there is some reason why your child should not participate due to medical condition or illness, a doctor's note/excuse must be provided to the office and the Physical Education teacher.

All children should wear tennis shoes in the gym for their protection. It is very easy to slip and fall when wearing street shoes. The use of tennis shoes will also protect the floors.

### 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 may be 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 PHILOSOPHY

Homework is viewed as:

- 1). A means of extending and supporting learning beyond the regular school day.
- 2). An opportunity for students to be self-directed, independent thinkers, and wise decision makers.
- 3). A resource for students to be better equipped to achieve success in the classroom and promote lifelong learning.
- 4). An opportunity for students to gain skills and attitude about homework that will help them achieve their future academic work
- 5). A way for parents to stay in touch with their child's progress and help to instill a sense of responsibility in their child.

Homework is an extension of class time and effort both at school and at home that is in place to help students attain the goals of Daniel Boone's educational program. Homework is a learning activity which should increase in complexity as the student's maturity grows. With increasing maturity, learning becomes more of an independent activity. Students receive homework at their teacher's discretion. Homework may include the following:

- 1) Work which was missed from absences from school.
- 2) Work which the student did not get completed during the normal school day.
- 3) Occasionally students are asked to complete a task that cannot be done at school such as clipping magazine pictures, newspaper articles, interviewing a family member etc...
- 4) At times extra drill and practice may be needed on routine fundamentals such as math facts, and homework can reinforce concepts that have already been taught in school.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

The above law grants to you the following rights:

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

## **INDIVIDUAL ACADEMIC PLAN**

The Warren County R-III School District is committed to ensuring 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 highest growth mentally, emotionally and socially. This is accomplished in several ways:

1. Helping the new student feel at home in our school with new teachers and friends.
2. By conducting guidance learning activities in the class at the appropriate developmental level of the students.
3. Individual conferences whenever a student, a teacher or the counselor deem it necessary.
4. By conducting a testing program designed to help a student learn as much as possible about his capabilities.

The counselor welcomes the opportunity to talk things over with any student, parent or teacher.

## **CONFERENCES: PARENT TEACHER**

Parent Teacher conferences are scheduled during the school year. All parents are urged to attend, since it is felt that conferences are the most effective way of reporting pupil progress. Other individual conferences are encouraged and may be scheduled with a child's teacher by calling the school office any time during the school year.

## **FIELD TRIPS**

As a part of the educational program, pupils may take field trips during the year. In each case, parents will be notified of the trip and asked to sign a permission slip. Parents who will be attending any field trips will be required to complete a background check with the Warren County R-III School District.

## **DISCIPLINE**

Daniel Boone 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. Discipline procedures are to be appropriate with the behavioral offense, age, and special needs of the student. The School Resource Officer may be utilized at the discretion of the building administrator.

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

## **STUDENT DISCIPLINE POLICY**

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct, which is

prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events. Detailed information regarding Board adopted discipline policies can be found on the Warren County R-III School District website at [www.warrencor3.org](http://www.warrencor3.org).

### **SAFE SCHOOLS ACT**

The State of Missouri adopted the Safe Schools Act in 1996 which specifies how the school has to deal with certain acts of violence or possession of weapons. The specifics of this law as it relates to the school are found in the discipline section of the Board policy which is available on the District's website. Written copies of Board policy are available in the office upon request.

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

### **POSITIVE BEHAVIOR SUPPORTS**

Daniel Boone is a PBS school and has been recognized by the state for our efforts in the past. PBS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school wide, and classroom discipline systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific discipline plans. PBS includes school-wide procedures and expectations intended for:

**ALL** students, **ALL** staff, and in **ALL** settings; non-classroom settings within the school environment; individual classrooms and teachers, and individual student supports for the estimated 3-7% of students who present the most challenging behaviors.

PBS IS NOT a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation.

## SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT EXPECTATIONS

The “Big 3”

### **Safe**

\*KHFAAOOTY

- \*Report any problems
- \*Ask permission to leave any setting
- \*Follow Emergency Procedures

### **Respectful**

- \* Treat others the way you want to be treated
  - \* Be an active listener
  - \* Follow adult direction
  - \* Use kind words
- \* Help keep the school orderly

### **Responsible**

- \* Be a leader
- \* Be ready to learn

We, the staff and students at Daniel Boone Elementary, commit ourselves to working together to provide a safe, respectful, and responsible school environment that encourages learning and cooperation. The Daniel Boone Elementary PBS Expectations Matrix will be attached to the back of the handbook.

## **DRESS AND GROOMING**

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

1. Dress and grooming will not be such as to disrupt the teaching/learning process, cause a threat to safety, or cause undue attention to an individual. 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 not to be worn at any time.
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. These items may be worn as the student is exiting the building.
5. Students shall not wear clothing or accessories bearing the following messages:
  - a. statements advocating obscene, profane, immoral, illegal, sexual or violent behavior
  - b. statements advertising, promoting or picturing alcohol, tobacco or drugs
  - c. language or symbolism that reflects the occult or gang affiliation or racism
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. All undergarments, including bra straps, must not be visible. Tank tops, spaghetti straps, strapless shirts and muscle shirts are not permitted. Tank top straps must be at least two inches wide (two finger widths).
  - c. Bellies and lower backs must be covered.
  - d. Buttocks, top and bottom, must be covered at all times.
  - e. Low-cut shirts that expose the breasts are not permitted.
  - f. Sagging pants are not permitted. Pants should be worn at hip height and cover all undergarments.
  - g. Blankets may not be brought to school.
7. 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.
8. Additional dress regulations may be imposed upon such standards participating in extracurricular activities.

## **PERSONAL ITEMS**

Personal property brought to school is the responsibility of the student. The school does not assume responsibility for lost or stolen articles.

Students are discouraged from bringing personal items such as money, wallets, and purses from home. If such items are brought to school, the student must assume responsibility for safekeeping of valuables.

Articles found in and around the school should be put in the lost and found cabinet where the owners may claim their property. The lost and found is located in the alcove beyond the library.

## **CELLULAR PHONES/ELECTRONIC DEVICES**

Please refer to the Student Discipline Policy that is attached to this Student Parent Handbook for specific information regarding the policy for cellular phones and electronic devices.

## **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. Should a delivery be made to school, items will be held in the office until the end of day.

## **TELEPHONE**

Students are allowed to use the school phones in emergency situations and with teacher permission. In the event that a student receives a call, he/she will be called out of class only in the case of an emergency.

## **VISITORS**

As a protective measure for children, all visitors are asked to check in at the office and obtain a visitor's pass. **All school visitors will be asked to present identification (driver license, or a government-issued ID) which will pass through a scanner. If you do not have a government-issued ID, we will enter the information manually.** Within a few seconds, the Raptor system will check a visitor's name and date of birth against a national database of registered sex offenders. No other information from the ID will be gathered or recorded. Once an entry is approved, Raptor issues a visitor badge. In order to maintain an effective learning environment for all students, parents must make prior arrangements with the classroom teacher before visiting the classroom while class is in session. Visiting students will not be allowed to attend class.

## **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 volunteer aides, room mothers, officers or committee chairpersons; you could make a meaningful contribution to our school and your child.

## **MEDICAL INFORMATION**

**Subject to change according to Warren County Health Department requirements.**

**PLEASE FILL OUT EMERGENCY INFORMATION ONLINE CAREFULLY.** This information is what the school uses to reach you if your child is injured or ill. IT IS VITAL THAT YOU KEEP THESE NUMBERS UP TO DATE...change of home phone number, change of job or change in babysitter must be reported to us.

**MAKE CAREFUL CHOICES IN PEOPLE THAT CAN CARE FOR YOUR CHILD:**

- Relatives or close friends who live in the Warrenton area
- Make sure that they have a way to pick your child up.
- Let them know that you have chosen them and ask that they contact you so you know that they are caring for your child.

**INFORM THE NURSE OF ANY MEDICAL DIAGNOSES**

Diabetes, asthma, seizure disorders, severe allergies, visual disorders, hearing disorders or health related problems that may need to be cared for, or special provisions made at school, should be brought to the nurse's attention as soon as possible.

**CHILDREN WHO MUST TAKE MEDICATION AT SCHOOL:** A medication form online must be filled out and arrangements made with the nurse's office so that your child gets the correct medication. Medication should be in a current prescription bottle labeled with the child's name and the time that the medication is to be given. All medication must be brought to the school by a parent/guardian. Medication that the child brings without arrangements by parents will not be given. (Pick up PHYSICIAN MEDICATION SHEET from the nurse.)

### **Over-the-Counter Medications**

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by completing the online forms. The district will provide Advil or a generic substitute, Tylenol or a generic substitute, upon written permission from parent/guardian up to six (6) doses per semester. Further dosage will only occur with written doctor's permission. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

### **Prescription Medications**

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

**HEAD LICE:** Any child who has live bugs in their hair will be sent home and must be checked by the nurse to see that all bugs have been removed before returning to class.

Guidelines of health conditions indicating that your child should not attend school:

Your child should remain home:

1. 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)
2. If your child's oral temperature exceeds 100 F, or 1 to 2 degrees above the child's normal temperature. A child with such a fever should remain home for 24 hours after the

temperature returns to normal.

3. If the child vomits and continues to experience nausea and/or vomiting
4. If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
5. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
6. If there are signs of conjunctivitis ("pink-eye") with matter coming from one or both eyes, itching, crust on eyelids, the child should be evaluated by a doctor.
7. If there are open sores that have not been evaluated by a physician.
8. If there are signs of infestation with lice (nits in the hair, itchy scalp) the child should be evaluated for treatment with a pediculicide.

### **IMMUNIZATION POLICY**

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

### **ATTENDANCE AT VARSITY FOOTBALL GAMES**

All students below 9th grade attending varsity football games must be in attendance with their parent or guardian. Parents are allowed to bring 3 guest students with them and are responsible for those students. During the game, students are required to remain in a seat in the bleachers.

### **LATE START POLICY**

In rare instances of inclement weather or below freezing temperatures, Warren County R-III School District may choose to delay the start of school by two hours. In these rare cases, a district school reach call will alert all families to the intent to have school, but to delay the starting time by two hours. School will begin at 9:40 am, breakfast and lunch will be served, and dismissal will take place at 3:15 pm as usual.

## CHILD ABUSE AND NEGLECT

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

## NOTICE OF NONDISCRIMINATION

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

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

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

Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
Telephone: 816-268-0550

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

Robert A. Young Federal Building  
1222 Spruce Street  
Room 8.100  
St. Louis, MO 63103  
Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights  
Department of Labor and Industrial Relations  
P.O. Box 1129, 3315 W. Truman Blvd.  
Telephone: 573-751-3325

U.S. Department of Justice  
950 Pennsylvania Ave., NW  
Washington, DC 20530-0001  
Telephone: 202-353-1555

**HARASSMENT OF ALL TYPES IS PROHIBITED IN THE  
WARREN COUNTY R-III SCHOOL DISTRICT**

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

**Compliance Officer**

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

**Missouri Commission for Human Rights**

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

**U. S. Department of Justice**

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

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

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

## **PUBLIC NOTICE**

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

The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The public school has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the Warren County R-III Special Education office from 8:00 a.m. until 3:00 p.m. Monday thru Friday.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Jamie Smith, Coordinator of Special Services, Warren County R-3 School District, 302 Kuhl Ave., Warrenton, MO 63383 (314-456-4311).

This notice will be provided in native languages as appropriate.

### **SURROGATE PARENT PROGRAM**

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

include a person whose parental rights have been terminated.

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

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

## SchoolMessenger Telephone Broadcast Service

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

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

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

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

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

Here is some specific information you should know:

Caller ID: The Call ID will display 636-456-6905, which is the main number for Daniel Boone Elementary.

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

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

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

Message Repeat: At the end of the message you will be prompted to 'press one' to hear the message again. This is very effective when a child answers the phone and hands it to a parent, who can then 'Repeat' the message in its entirety.

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

If you have any further questions about SchoolMessenger, please contact the office at Daniel Boone Elementary (456-6905) and we will be happy to assist you.

## **Parent Notification**

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

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

Missouri Department of Elementary and Secondary Education

### **Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES**

**This guide explains how to file a complaint about any of the programs 1 that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeed Act of 2015 (ESSA)2.**

**Missouri Department of Elementary and Secondary Education  
Complaint Procedures for ESSA Programs**

**Table of Contents**

**General Information**

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

**Complaints filed with LEA**

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

**Complaints filed with the Department**

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

**Appeals**

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What will happen if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will the complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.

2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of

Education.

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education. Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17  
2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

## **Parental Information and Resource Center (PIRC)**

(03/10)

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 programs.

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

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

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

Dear Parent or Guardian:

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

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

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

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

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

## **ANNUAL NOTIFICATION OF FERPA RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION**

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

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

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

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

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

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

The District may disclose directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file a 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.