Warrensburg School District

Early Childhood STUDENT Handbook

Mission Statement

"The Warrensburg R-VI School District will educate and empower all to be confident and successful through engaged learning in a safe community."

Vision

Our vision for the Warrensburg R-VI School District is to promote student success.

NON-DISCRIMINATION

The Warrensburg R-VI School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs and activities and provides equal access to the Scouts BSA and other designated youth groups in accordance with federal law. Use the following link for more information: https://www.warrensburgr6.org/page/non-discrimination. The following person has been designated to handle Title IV inquiries regarding the non-discrimination policies:

Dr. John Finnane, Assistant Superintendent for Student Services
201 S. Holden St.
Warrensburg, MO 64093
(660) 747-7823

For further information on discrimination on the basis of race, color, national origin, sex, disability, or age, visit https://ocrcas.ed.gov/contact-ocr for the address and phone number of the U.S. Department of Education, Office for Civil Rights enforcement office that serves your area, or call 1-800-421-3481.

NOTICE TO PROVIDE EDUCATION AND ASSISTANCE TO HOMELESS, MIGRATORY AND/OR ELL STUDENTS

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college-prepared and career-ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact the Executive Director for Special Programs at 660-747-7823.

School Information, Calendar and Hours

Welcome to Morris L. Collins Early Childhood Center. We are so glad you are a part of this journey and hope that your child's first experience with school is positive and rewarding. Please never hesitate to reach out to us with any questions.

Jennifer Fox
Principal

Staci Capranica
Process Coordinator

Hannah LaFernier
Social Worker

Morris Collins
1047 S. Maguire St.
660-422-5535

District Office
201 South Holden Street
660-747-7823

Parents as Teachers
1047 S. Maguire St. (south entrance)
660-747-7424

First Student Bus Company
660-747-6403

Adventure Club Program
660-747-8313

We open our doors each morning at 7:30am. Students may not be dropped off prior to this time.
*Full day preschool is from 8:00am-3:00pm.
*Half day ECSE AM session is from 7:30-10:30 and the PM session is from 12:00-3:00pm, **Monday through Thursday. There are no half day ECSE classes on Fridays.**
*Early dismissal days will dismiss full day preschool at 1:00pm. **There are no ECSE half day classes on early dismissal days.**

August 21	Meet the Teacher | 4:00-5:30pm	January 5	Students Return
August 25	First Day for Students | **1:00 Dismissal**	January 18	MLK Jr. Day | **No School**
August 26	Second day of school | **1:00 Dismissal**	February 8-11	Book Fair
September 7	**No School** | Labor Day	February 10	Family Night | 5:00-6:30pm
September 17	Family Night | 5:00-6:30pm	February 11	Teacher Collaboration | **1:00 Dismissal**
September 21	Teacher Collaboration | **1:00 Dismissal**	February 12	Teacher Collaboration | **No School**
September 28	Teacher Collaboration | **No School**	February 15	President's Day | **No School**
October 2	WHS Homecoming Parade | **1:00 Dismissal**	March 8-12	Spring Break | **No School**
October 9	End 1st Quarter | **1:00 Dismissal**	March 19	End 3rd Quarter
October 15	Fall Picture Day	March 26	**No School**
October 20	Parent Conferences | 4:00-7:00 (by appointment)	April 5	Teacher Collaboration | **1:00 Dismissal**
October 22	Parent Conferences | 2:00-7:00 (by appointment | **1:00 dismissal**	April 15	Spring Picture Day
October 23	**No School**	April 16	Teacher Collaboration | **1:00 Dismissal**
November 2	Teacher Collaboration | **1:00 Dismissal**	April 19	Teacher Collaboration | **No School**
November 11	Veteran's Day| Family Night | 5:00-6:00pm	April 30	Off Site Family Social | **No School**
November 23-27	Thanksgiving Break | **No School**	May 25	Preschool Graduation | 5:30
December 18	End 2nd Quarter | **1:00 Dismissal**	May 27	Last Day of School | **1:00 Dismissal**
December 21-January 4	Winter Break | **No School**		

School Calendar and Hours

Off Site Family Social Day

Once during the school year, on April 30th, our school will have a scheduled (local) off site family social day in lieu of a typical school day. This optional day is parent/guardian-supervised and requires a parent or guardian to attend the family social with their child and transport them to and from the venue. This family social day is an opportunity for parents, teachers and students to gather in a social setting, build relationships, and give parents the opportunity to meet the families of their child's first friends. This week will have prorated tuition. You will not be charged for April 30th. Our goal is **not** to create a work-related hardship for you, which is why we want you to have the date in advance. Your child's teacher will provide you with specific family social day information in advance so you know the itinerary for the day. If you are unable to attend, your child is welcome to be accompanied by another guardian you have appointed to bring and supervise your child (a grandparent, for example).

Our school will be closed on this day. Students and their parents/guardians that participate will meet the other students' families, and the Morris Collins teachers at the family social venue. Teachers will have activities planned at the off site location for all to participate in. At the conclusion of the family social, you will then depart with your child for home. Our hope is that you enjoy a special day bonding with your child, your child's new friends, the parents of other Morris Collins children, and the teachers who care for your children each day.

If this date is canceled due to inclement weather, we will conduct a regular school day, and tuition will remain prorated for the week.

Expectations & Behavior

Children learn from successes and missteps, don't rush to help them through every challenging situation. Help them learn how to stay calm and ask for help when needed.

Self-Care Skills

Being responsible for oneself is an important milestone in preschool. Teach your child to be independent with basic skills. These skills need to be in place before your child starts preschool.

- Wash their hands and wipe their own nose.
- Open their own lunch containers and snacks.
- Sit and eat an entire meal/snack at the table without electronics/tv.
- Select weather/activity/size appropriate clothes and shoes.
- Manipulate simple clothing fasteners during dressing routines.
- Independently put on and take off their own shoes.
- Students who are enrolled are required to independently take care of toileting needs including the following steps:
    - Taking clothing down and up for toileting
    - Using the toilet
    - Wiping themselves
    - Washing and drying hands after restroom use

We understand that a preschooler may have an infrequent accident. However, if a child has multiple accidents, we will assume that potty training has not been achieved.

***In the event of 3 accidents within one week,** you will need to send your child to school in a pull-up until they are accident free for one week.

***In the event of 5 total toileting accidents,** a meeting with the principal, teacher and/or social worker will be scheduled and a toileting plan will be developed and/**or potential removal from the program. .**

***Additional toileting accidents may result in removal from the program.**

Organizational Skills

- Being responsible for personal and classroom items. Teach your child ways to organize clothes and toys in their room.
- Knowing where personal items (glasses, shoes, hearing aids, etc.) are and having a designated place to keep them safe.
- Being able to complete clean-up routines with minimal assistance.
- Remember to check their folder with a parent each night and bring their folder and backpack to school each day.
- Taking care of books and papers by putting them away neatly.
- Leaving all personal toys/books/money at home.

Social Emotional Skills

- Using appropriate self-regulation strategies during times of frustration.
- Using manners like please, thank you, and excuse me to show respect and consideration for others.
- Teaching emotions and appropriate ways to handle them.
- Following directions, the first time they are asked.

- Sharing, playing, taking turns, and handling losses during games with peers.

Expectations & Behavior

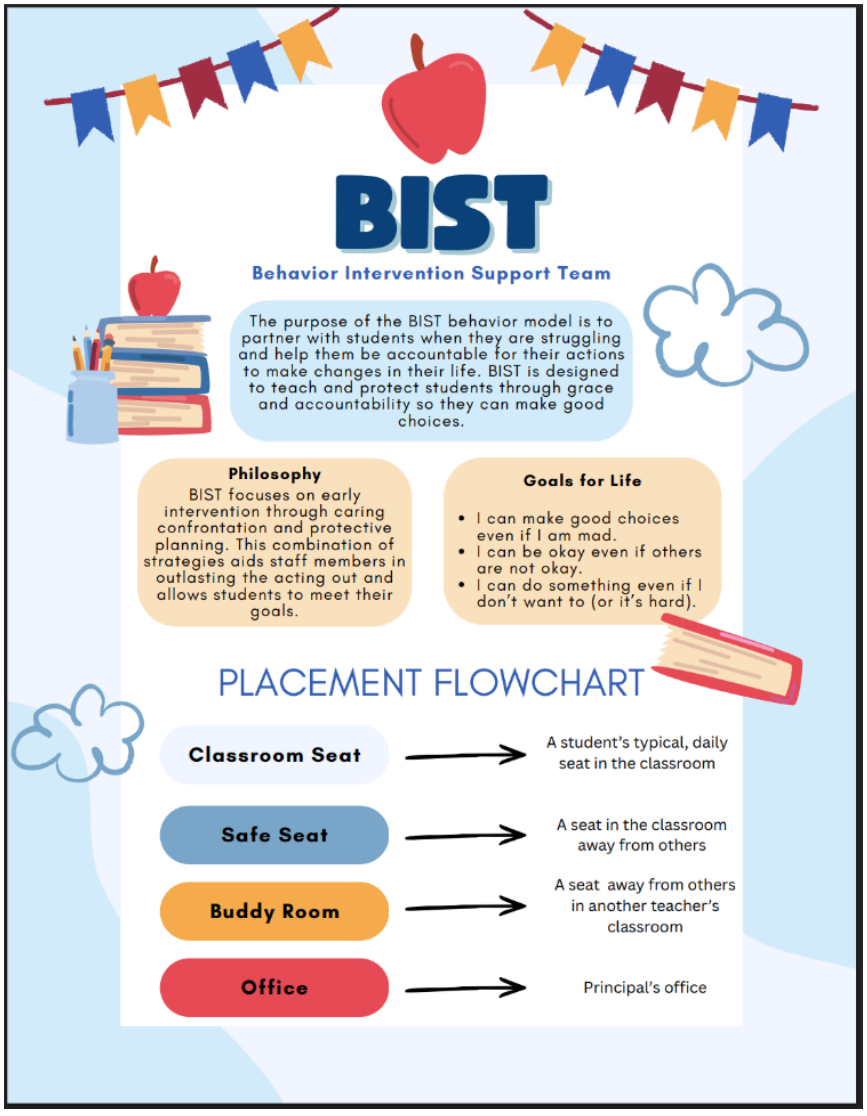
Behavior

Conflict among preschoolers is inevitable. Most times it is age appropriate types of behaviors that appear in a preschool classroom. At Morris Collins we view conflict as an opportunity to teach as well as an opportunity to learn.

We will spend time working on ways to connect with one another and build a classroom community. Part of this will involve restorative practices. If a child feels connected to his peers and teachers he/she is more likely to be able to manage his/her own emotions and more effectively deal with conflicts or disagreements.

When a child is exhibiting a negative behavior, staff will take steps to help the child make choices resulting in positive behaviors. We will use BIST language and practices to align with the rest of the district when dealing with student behaviors. See flyer for information on BIST (Behavior Intervention Support Team).

If an ongoing behavior concern does not seem to be improving the teacher and/or principal may request a parent meeting. Severe negative behaviors, as determined by the building principal, may result in being sent home for the remainder of the day, possibly more than one day. If a pattern of parent pick up persists, and an ongoing behavior concern routinely disrupts the classroom, this may result in removal from the preschool program immediately and indefinitely.



Expectations & Behavior

BIST flyer on previous page

The purpose of the BIST behavior model is to partner with students when they are struggling and help them be accountable for their actions to make changes in their life. BIST is designed to teach and protect students through grace and accountability so they can make good choices. The flyer explains that BIST focuses on early intervention through caring confrontation and protective planning. This combination of strategies aids staff members in outlasting the acting out and allows students to meet their goals. Goals for Life include: "I can make good choices even if I am mad." "I can be okay even if others are not okay." "I can do something even if I don't want to (or it's hard)." A placement flowchart shows the progression from Classroom Seat, described as a student's typical, daily seat in the classroom; to Safe Seat, a seat in the classroom away from others; to Buddy Room, a seat away from others in another teacher's classroom; to Office, the principal's office.

Curriculum

Warrensburg R-VI Preschool program follows the Department of Elementary and Secondary Education (DESE) Missouri Early Learning Standards.

Student Supplies

All students will need the following supplies

- Full size backpack
- Water bottle with name clearly written on it
- A full change of clothes (ziplock with first and last name containing the following items: shirt, bottoms, underwear and socks)
- Full Day will need a blanket with your child's name written on it.

Individual classes may request additional items throughout the year. The individual teacher will reach out as necessary.

Attendance and Tuition/Fees

Attendance

All children are expected to be in attendance and on time each day, barring illness or family emergency. Parents are asked to call the school before 9:00 a.m. if their child will be absent or arriving late. The school social worker will call parents to verify non-reported absentees. Being at school daily is the commitment you are making by enrolling in our school. If you have a trip planned or an extended illness, we certainly understand and respectfully request prior or continued communication when able to. Avoid scheduling appointments when school is in session. If your child is in the morning session, whenever possible, schedule outside things for the afternoon or vice-versa. If your child is in the full day program, whenever possible, schedule things around your child's rest time.

Excessive absences:

*After 10 days of absences or tardiness you will be notified that your attendance is being monitored.

*After 15 days of absences or tardiness, a meeting with the principal and/or social worker will be scheduled and an attendance plan will be developed.

***After 20 days of absences or tardiness, you will receive notification of potential removal from the program.**

Tuition/Fees

There is a one time $50 activity fee paid by all upon enrollment.

***Weekly tuition for full day preschool is $110 each week**. Other rates are applicable if you qualify for free/reduced meals.

***Payment of tuition is due weekly**. Delinquent accounts for more than 30 days may result in immediate student dismissal.

*All payments must be made online using the online payment method:
https://www.warrensburgr6.org/o/warrensburg/page/pay-for-fees-online

*No refunds, credit or any other allowance will be given for days your child is absent or scheduled early releases/collaboration days.

*Credits will be issued for unscheduled full day closures.

*Breakfast and lunch are provided at an additional charge (see more information in meals section).

Late pickup is considered 15 minutes after the scheduled dismissal time.

*After 3 late pickups, a meeting with the family, principal and/or social worker will be scheduled and a pick up plan will be developed, **or potential removal from the program. .**

***Additional late pickups may result in potential removal from the program.**

Parent Decisions to Withdrawal from the Program

A two (2) week written notice of withdrawal from the program is required. If this notification is not provided, parent/guardian will pay all tuition and fees for two (2) weeks, whether or not the student attends. When a student is withdrawn, s/he will only be eligible for re-admission based upon space availability and all other enrollment criteria.

Daily Activities

Recess

Preschool students will participate in up to 60 minutes of recess play a day. Please send your child to school in clothing that is safe for indoor and outdoor play, that can get dirty and that your child feels comfortable wearing.

*Please send your child in safe shoes for playing outside.

*Please send your child in layered clothing or keep a light jacket in the backpack.

*We follow the procedure of caution and/or limited outdoor play when the heat index is above 90 degrees. Recess will occur unless the heat index is above 105 and the windchill is below 15 degrees. We may use abbreviated recess times in extreme weather but do feel it is important to get that motor time and some fresh air whenever possible.

Nap/Rest Time

Our full day classrooms have a daily rest time. While resting, our program will provide a toddler cot for each child. Please provide your child with a small blanket; blankets will be sent home weekly for proper laundering. We understand that not all children will fall asleep during rest time; however, we do require that they rest quietly during this period.

Dress Code

Children need to dress for active involvement in learning and according to weather conditions. Clothing should not have inappropriate sayings or images on them. Sneakers, tennis shoes, or rubber-like soles are preferred to minimize accidents due to slipping. We wish to emphasize that when any type of clothing is worn which causes a distraction in the classroom, or creates a health or safety concern, the student wearing such apparel will be asked to change to a more appropriate dress.

Transportation and After School Care

Car Riders

Students will enter and exit through the playground gate/north commons doors. All cars should enter the Morris Collins property via the north entrance from Blake Anthony Drive (entrance nearest to the playground). Immediately turn right once on the property and follow the signs. Once your car is at a colored cone, stop and wait for an adult to welcome/dismiss your child out/into the car. All cars are required to have a Morris Collins sign easily visible in the front dash of the vehicle. **Parents should remain in the car and allow the children to open and close the car door independently.** School personnel will maintain safety while students are waiting. If you need to assist your child in the vehicle, please pull forward to an available spot past the cones. If you arrive after 8:00am please park in the parking lot and walk your child to the front doors. You will need to escort your child into the school to be signed in.

Bus Conduct & Transportation

Bus transportation is provided only for students receiving specialized services or for school sponsored trips. Routes are assigned by the Director of Transportation. Safe, orderly conduct is expected at all times, and students must follow all bus driver instructions.

Bus riders will enter/exit from the main entry doors from/to the bus loading zone. An adult will supervise children as they board the bus.

Bus Conduct Expectations

*Stay at least 10 feet from the bus until it comes to a complete stop.
*Remain seated at all times.
*Never run alongside a moving bus.
*Seats may be assigned by the driver or administrator.
*Large items must be pre-approved through the Director of Transportation.
*All activity trips must follow school transportation rules.
*Requests for alternate bus arrangements (e.g., daycare/sitter) must be made to the school and bus company at least 24 hours in advance and be approved by the Director of Transportation.
For questions or concerns, contact the Director of Transportation at 660-747-6403.

Adventure Club

The Adventure Club Program offers a fun, safe place for children after school. Qualified supervision, nutritious snacks, activities centered on weekly themes are provided. Phone 660-747-8313. Details regarding the program can be obtained by visiting the district website.

Transportation Changes

Any transportation changes need to be made with the office **before 2:00pm each day**. If you need to pick your child up before regular dismissal time, we ask that you do this **prior to 2:30pm each day**. This allows us to ensure a smooth and safe dismissal routine at the end of our day.

Enrollment and Communication

Enrollment Information

Enrollment for Morris Collins follows a multi-step process which places interested students on a waitlist. Families on the wait list are contacted during the 4th quarter (March-May) about enrollment. Families moving into the district after school has started should contact the office for waitlist availability. All students enrolled in Morris Collins are required to participate in a preschool screening, conducted by the Warrensburg Parents as Teachers program.

Visitors to the Building

All parents/visitors MUST present a driver's license to the outdoor camera before entering the building each time. You may also be asked to state your reason for visiting. We welcome your visits and encourage you to ask questions about our school.

Volunteering

Parents wishing to volunteer may contact their child's teacher. All parents/visitors MUST sign in with the office upon entering the building and wear a visitor badge.

Change of Address/Telephone Number

It is vital for student safety that parents immediately notify the school office if there are any changes to a student's last name, street address, email, or telephone number. This ensures the school can contact a parent or guardian during an emergency. If parents or guardians and any emergency contacts are unable to be reached in an emergency, the School Resource Officer will be contacted to assist in locating parents or guardians.

Communication in the District

The District utilizes several tools to keep families informed:
***Thrillshare:** Used for notifications via email, text, and automated phone calls.
***District Website & App:** Provides updates, school closings, and links to building pages.
***Seesaw:** Often used for classroom-level communication
***Parent Portal:** Parents can check student attendance, and lunch accounts through **PowerSchool** (referred to as the Parent Portal in some contexts).
Warrensburg R-VI School App The Warrensburg School District has an App to keep our parents and community informed. The app will be used to provide information and notifications from your school principal and the Warrensburg School District. Please be sure to download the Warrensburg R-VI School App from the app store.
Download for Android https://bit.ly/3Jrla5Q Download for Iphone https://apple.co/42hTIQE

Guardianship

Children will be released only to a parent or their designee. If a parent has legal restrictions where he/she may not visit or pick up a child, it is the responsibility of the custodial parent to provide the school with current court documents stating that restriction. The school must be advised if custody or guardianship changes. Should you leave your children in the care of others while you are out of town, please notify school personnel of contacts to call in case of an emergency or questions that may arise regarding changes in transportation to and from school.

Enrollment and Communication

School Closing Information

Inclement weather occasionally forces the closing of schools. When this is a possibility, the following radio and TV stations will carry the information: KOKO 1450 AM, KXKX 105.5 FM and Channel 9. School closings will also be posted on the district website at www.warrensburgr6.org and relayed through Thrillshare.

*Morris Collins will participate in AMI days, if there is a district-wide AMI day, teachers will communicate via our Seesaw communication platform.

*Credits will be issued for unscheduled full day closures.

Calls to the schools should be for the purpose of relaying transportation changes. Other calls will tie up the phone lines and reduce the flow of important information between the bus company and school officials. Discuss procedures for early dismissal with the office in advance so that the office staff is aware of where your child should be going. These days are extremely busy for the office; please avoid last-minute changes if at all possible.

Image and Contact Information Opt-Out Procedures

The District may release "directory information" (such as names and photos) without prior written consent unless parents notify the school in writing within **ten school days** of the annual public notice that they wish to opt-out.

Health, Food and Wellness

Health Services

Mo HealthNet for Kids Program Information: https://mydss.mo.gov/mhd
For more information: https://www.warrensburgr6.org/page/health-services

Fever/Illness:: A student should not be in attendance and shall be sent home for any of the following:
*Fever (an oral temperature of 100.2 F. or above)
Students may be readmitted to the classroom when there has been no fever in the preceding 24 hours without medication to reduce the fever.
*Vomiting, nausea, diarrhea
*Generalized skin rash (all over the body) or a rash that has not been identified by a physician.
*Persistent cough, earache, running ear, sore throat, or other symptoms related to communicable disease such as swollen glands. If a child has strep throat, they may return to school 24 hours after antibiotic treatment is begun AND the child has been fever free without the aid of fever reducing medication.

Head Lice: The school nurse or health aide will check students with suspected cases of head lice. If the presence of live lice is identified, the parent/guardian will be contacted to come and pick up the child as soon as possible. The student will not be allowed to return to school until adequately treated. The parent/guardian will be given written and/or verbal guidelines regarding adequate treatment procedures for the child, family, and environment. If the child has nits, the child will be allowed to stay at school.
*Return to School: Upon return to school, the student will be checked by the school nurse before being allowed to return to the classroom. At this recheck, there can be no live lice and nits should have been removed from the hair. The parent should be present at this recheck in the case the child does not meet return criteria and must be taken back home and retreated.
See Board Policy JHC-AP2 for more information.

Immunizations:
Students must be properly immunized against: Polio, Pertussis, Tetanus, Diphtheria, Measles, Mumps, Rubella, Hepatitis B, Varicella and Meningococcal conjugate. All immunizations must be up-to-date before any student will be permitted to enroll or attend school. It shall be the duty of the parents/guardians of every student entering the school district to furnish the school satisfactory evidence of immunization or exemption from immunization against disease as mandated by Missouri law (Section 167.181.1). Satisfactory evidence of immunization shall be a certificate of record from a physician, or other recognized health agency/entity, verifying the type of vaccine and the day, month, and year of administration. The record must contain the student's full legal name and date of birth. See Policy JHCB and Procedure KB-AP1, located at https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36031084&ptid=amIgTZiB9plushNjl6WXhfiOQ== for additional information.

Medications:
Report any medical needs, concerns, or medications needed to the health office. Medication must be brought in the original packaging and must be brought in/picked up by parent or guardian.

Health, Food and Wellness

Food Services information

Nutritious hot breakfasts and lunches are available to students wishing to purchase them. Students may also bring lunch from home. Free or reduced price breakfasts and lunches are available to those families meeting federal income guidelines. Parents are encouraged to pay on a monthly basis which lessens the chance of children losing their lunch money. Weekly or monthly lunch money should be brought to school in an envelope marked with the child's full name, teacher's name, and amount enclosed. You may also add money to your child's account by using Linq Connect, online.
For more information about the district's Food Services, or for information about FREE AND REDUCED, see the district's webpage. https://www.warrensburgr6.org/page/food-service

Wellness Program

The Warrensburg School District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. The district formally discourages the use of non-nutritious food/drink as a reward or incentive. All foods available on school grounds (including birthday treats, classroom parties, etc.) during the instructional day will meet or exceed district nutrition standards. Parents are asked to try and abide by the district policy when bringing in snacks and foods for the classroom. All classroom snacks and food being brought in must be pre-packaged with ingredient labels attached. Due to various health allergies, etc., any snacks or foods to be shared with the class need to be shown to the nurse so she can check ingredients, etc. We appreciate your cooperation in this matter.

Snack/Birthday Treats

Daily healthy snacks are provided by the school. We ask that snacks from home be kept at home. Birthdays are important milestones for preschoolers. Prepackaged birthday treats are allowed. However, we ask that you speak with your child's teacher before bringing in any food items to ensure no student allergies need attention.

Technology & Safety

Reporting Concerns Regarding School Safety
Student safety is a priority. The District complies with the **Missouri Safe Schools Act**, and students who become aware of weapons or dangerous situations must notify an adult immediately.

Tobacco/Vape Free Policy
The use of tobacco products, including vaping, is strictly prohibited on all school property, including school buses.

Cell Phone Usage
This building procedure applies to all students. Students must keep all personal electronic devices (cellphones, smart watches, etc) powered off and stored in backpacks and in lockers. Use of any camera or video-enabled device is strictly prohibited in restrooms at all times. Students may not access their device at any time during the school day.
***Morris Collins ECC is not responsible for lost, stolen, or damaged personal electronic devices.**

Technology Usage Resources
***Student Use:** All technology usage is monitored via **Securly** to ensure safety; students have no expectation of privacy on District-owned devices.
***User Agreement:** Students and parents must sign a **Technology Usage Agreement** annually to gain access to District resources.
***Prohibitions:** Prohibited activities include bypassing security, sharing passwords, accessing obscene material, or using technology for financial gain.

District Information and Procedures

Community & Staff Beliefs & Values

We share the following beliefs concerning our schools:

- We are most effective when we build caring, positive relationships and work together as a community.
- We are committed to providing effective resources and instruction that foster student success.
- We are committed to effectively prepare students for future success.
- We are committed to recruit, retain, and support highly-qualified employees.

CSIP Priorities

Governing Priority 1: Success Ready Students
Objective 1.1: Increase curriculum offerings and experiences to engage students in career exploration.
Objective 1.2: Refine curriculum, assessment, instructional practices, and resources planning process to strengthen student engagement and increase achievement.
Objective 1.3: Instruction will include integrating technology into the classroom to meet the needs of all students.
Objective 1.4: Student performance in state and local assessments will continue to improve.

Governing Priority 2: Leadership
Objective 2.1: Ensure long-term fiscal stability.
Objective 2.2: Prepare for the long-range facility needs of the district.
Objective 2.3: Develop a culture of effective governance.

Governing Priority 3: Collaborative Climate and Culture
Objective 3.1: Review and refine the communications plan.
Objective 3.2: Retain highly qualified faculty and staff.
Objective 3.3: The school system provides a safe and secure learning environment.
Objective 3.4: Continue to promote parent involvement and communication.

Governing Priority 4: Data-Based Decision Making
Objective 4.1: Explore the possibility of expanding Early Childhood Education Opportunities.

Governing Priority 5: Equity and Access
Objective 5.1: Continue to develop and implement responsive, inclusive programs and services to meet the needs of ALL students.

This comprehensive parent handbook is designed for Morris L. Collins Early Childhood Center. It includes required general information and district-wide policies

As with any policy manual or handbook it is impossible to include all the information that is pertinent to everyone. Additional information and policies can be accessed at this link:
https://www.warrensburgr6.org/documents/board-of-education/policies-and-regulations/433388

District Information and Procedures

Trauma-Informed Schools

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative". The implementation of a trauma-informed approach is an ongoing organizational change process. A "trauma-informed approach" is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. The continuum begins with becoming trauma aware and moves to trauma sensitive to responsive to being fully trauma informed. Additional information may be found at https://dese.mo.gov/traumainformed.

Federal Programs Complaint Resolution Procedures

In accordance with the **Every Student Succeeds Act (ESSA)**, the District provides specific procedures for resolving complaints regarding the administration of federal programs. Complaints may be filed with the local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (DESE) and must be submitted as a written, signed statement alleging a violation of a federal statute or regulation.

Access to and Release of Student Information

The District maintains the confidentiality of education records in accordance with the Family Educational Rights and Privacy Act (FERPA). Parents and eligible students have the right to inspect and review these records, request amendments for inaccuracies, and provide written consent before the disclosure of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent. The principal of each building is responsible for the security and confidentiality of these records.

Annual Notice: Policy JFCF (Bullying)

The District is committed to a safe learning environment and strictly prohibits all forms of bullying, as well as any reprisal or retaliation against individuals who report such acts. Bullying is defined as when someone repeatedly says or does something intentionally hurtful, even after being told to stop.

Artificial Intelligence in the Classroom

Artificial Intelligence (AI) tools may be used in this class/building to support learning, increase engagement, and build students' digital literacy. The teacher may also use AI to support lesson planning, grading, and material creation. Responsible use, accuracy, and student privacy will be emphasized as part of our classroom expectations. Parents or guardians who have questions or concerns about classroom AI use are encouraged to contact the teacher.

Asbestos Information

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress in 1987. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

We continue to have our facility inspected by the Asbestos Program Manager and their representatives. In addition, a certified Inspector inspects the facility every three years as required by AHERA. All areas at this time are in good condition (non-friable) and show no change.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Our Asbestos Program Manager will answer all inquiries regarding the plan. We will continue to implement the asbestos management plan. We intend to comply with and exceed federal, state, and local regulations in this area. We plan on taking whatever steps necessary to ensure your children and our employees have a healthy, safe environment to learn and work.

Special Services Information

A goal of the Warrensburg R-VI School District is to provide appropriate educational programs and services for all students. In compliance with Federal and State laws, the Board of Education is required to notify the public of its responsibility to provide free appropriate special education programs and related services to all students with disabilities residing in this district. These programs are under the supervision of the Director of Special Programs.

The Warrensburg R-VI School District offers programs to meet the needs of students with disabilities under PL 94-142. Categories of special education programs as identified by the State Department of Education and offered by Warrensburg R-VI School District include: educable mentally handicapped, learning disabilities, behavioral disorders, speech disorders (voice, fluency or articulation); language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury. Children are eligible for Early Childhood Special Education services upon reaching their third birthday. Services are provided through self-contained classrooms, resource
rooms and mainstreaming.

The School District also works with the Department of Elementary and Secondary Education to help place severely handicapped children in state-administered programs and to provide contracted services for those children needing programs that are not available within the district.

In addition to providing special education services, the Warrensburg R-VI School District does an annual census of all students with disabilities who are under 21 years of age residing in the district, or whose parents or guardians reside in the district. The information collected for the census includes the name of the child, the parent's or guardian's name, the birth date and age of the child, and the handicapping condition(s).

Parents and guardians maintain the right to inspect and review any and all data which is collected and to require the accuracy of the information. They have the right to request an amendment if they feel the information is inaccurate, misleading or violates the privacy or other rights of their children. Parents have the right to file a complaint with the U.S. Dept. of Education or the MO Dept. of Elem. and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district if you wish to review the requirements provided in FERPA. The School District offers a remedial services program for kindergarten children with developmental delays.
Remedial reading and math programs are available for students in grades K-2. A remedial reading program is available for students in grades 3-5.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

The Warrensburg R-VI School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Warrensburg R-VI School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Warrensburg R-VI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the district's Central Office, 201 S. Holden St., Monday through Friday 8:00 AM to 4:00 PM.

This notice will be provided in native languages as appropriate.

Every Student Succeeds Act Complaint Procedures
https://www.warrensburgr6.org/page/title-i-information

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 Succeeds Act of 2015 (ESSA)[2].

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

2. The facts on which the statement is based and the specific requirement allegedly violated.

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Parent Right To Know
https://www.warrensburgr6.org/page/title-i-information

August 2025 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 so, 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 in which the teacher has been assigned.

If you have any questions please call Dr. John Finnane, Assistant Superintendent for Student Services or Ms. Shelbie Dalton, Executive Director of Special Programs at 660-747-7823.

Thank you.

Sincerely,

Dr. John Finnane
Assistant Superintendent for Student Services

Ms. Shelbie Dalton
Executive Director of Special Programs