

# Three Trails Family Handbook



## 2024-2025

**Contact Information:**

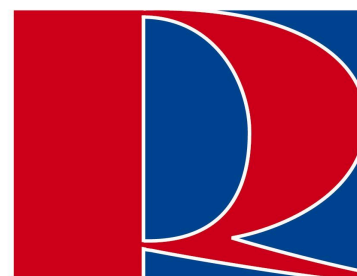
Three Trails Preschool  
8812 E. Gregory Blvd. Raytown, MO 64133  
Phone (816) 268-7145  
Fax (816) 268-7149

**Principal:** Ann Hudgens

**Secretary:** Jennifer Gutierrez

**Family Advocates:** Stacy Johnson, Jamelle Robinson

**Education Coordinator:** Deborah Sands



**RAYTOWN  
QUALITY  
SCHOOLS**  
Expect the Exceptional

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# Building Information

## Mission Statement

Three Trails provides families with an early educational opportunity that promotes a safe, nurturing and educational environment where children grow socially, emotionally, and academically.

## Vision Statement

Three Trails will provide an environment to prepare students and parents with the skills to achieve social, emotional and academic success in the Raytown School district.

## Beliefs

Three Trails is a high quality early learning program that:

- Recognizes parents as their children's first teachers and are an integral part of their children's early education experiences
- Evaluates the needs of individual children and families and provides access to comprehensive, research-based services.
- Focuses on all areas of early learning and development (social and emotional, language and literacy, math, science, motor, health and physical well-being, as well as positive attitudes and behaviors toward learning).
- Provides a seamless transition system to kindergarten entry.
- Implements culturally responsive practices and differentiated learning practices to promote the inclusion of all learning differences.

## School Hours

Monday, Tuesday, Thursday, Friday: 7:55-3:05

Wednesday: 7:55-11:45

## Student School Supplies

- Backpack
- [School Supply List Link](#)
- Labeled Water bottle (Optional)
- Extra set of clothes, underwear and socks in a labeled/in a ziplock bag: Left at school
- Donations:
  - Paper towels
  - Composition notebook
  - Watercolor paint
  - Quart Ziplock Bag

## Program Changes

The Raytown C-2 School District reserves the right to cancel, combine, change dates, times, fees, staff or make any revisions to the program which may become necessary. Advance notice of changes will be provided when possible

## Non-Discrimination Statement

Raytown Consolidated School District No. 2 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to programs, activities, or employment. Any person having inquiries concerning Consolidated School District No. 2's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Ms. Shirley Earley, 6608 Raytown Road, Raytown, Missouri 64133, (816) 268-7000.

# ATTENDANCE AND ABSENCES

## Communication: Absences, Late Arrival and Early Pick Up

When students must be absent, it is the responsibility of the parent/guardian to contact Three Trails.

- Parents/Guardians are to call within 30 minutes of the start of school if their child will not be in attendance on any given day.
  - If parents/guardians do not contact the school, a Three Trails staff member will make contact with the family
- Excessive absences may result in dismissal from Three Trails.

## Raytown Early Childhood Attendance Procedure:

Due to limited availability of preschool seats, families who choose to attend Three Trails will be expected to follow the Raytown Early Childhood Attendance Procedure. Failure to follow procedures may result in dismissal from Three Trails.

- **Three Trails will monitor attendance for all students monthly.**
- **Students with attendance under 95% will receive a letter monthly**
- Students will receive additional letters and/or communication when they have arrived late, left early, picked up late, or been absent 5 and/or 10 times.
- Families will be contacted to create an attendance plan once the student has arrived late, left early, picked up late, or been absent 10 times.
- Students that have arrived late, left early, picked up late, or been absent more than 10 times may be dismissed from the program.

Certainly, we do not expect students to attend classes if they are ill; however, every effort should be made to see that students are in class whenever possible.

Absences will be considered excused for the following reasons and written documentation may be required:

- Illness or injury of the student
- Medical, dental or mental health appointments
- Funeral, religious observances, and other critical appointments that cannot be scheduled outside of school hours

# ARRIVAL AND DISMISSAL

**Arrival and Dismissal Expectations:** For the safety of our students all families must follow transportation procedures. Failure to follow expectations may result in dismissal from Three Trails.

- All students must be in a booster/car seat
- All cars must follow designated arrival and dismissal routes
- For safety purposes, volume of car audio must be at a volume that is not audible to others
- Weapons, alcohol, and smoking of any kind is prohibited on school grounds including the parking lot
- Car Rider Tags:
  - 3T will provide car tags for all students. Every family will receive 2 tags. Families may request additional tags by calling the office **816-268-7145**.
  - During arrival and dismissal, all families must have a car rider tag and the tag must be in clear view from the outside of the vehicle or shown on their phones.
  - Any adult without a car tag must provide photo ID and be on the students pickup list. The adult will then be given a temporary tag.
  - The car tag is an agreement that the adult with the tag has permission to pick up the student. The car tag may be shared with other pick up adults.
  - Parents/Guardians may contact 3T before 2:20 for changes in dismissal. Adults picking up students will need to bring a photo ID and a temporary tag will be provided for that day.



## Car Rider Drop Off/Pick Up Procedures

### Arrival - Drop Off

1. When it is your turn, place your car in park, step out of the vehicle, unbuckle the student.
2. Adult and the student will stand next to the car, waiting for a 3T Staff member to receive the student.
3. Wait for a signal from a 3T staff member before taking your car out of park, then follow the designated exit route.

### Dismissal - Pick Up

1. 3T staff members will signal for you to put your car in park, step out of the vehicle, and walk to the yellow line by the building with your green tag.
2. A 3T staff member will escort the student to you and will hand over the student once the green tag is shown to 3T staff member.
3. Wait for a signal from a 3T staff member before taking your car out of park, then follow the designated exit route.

### Authorized Pick Up

- Students will only be dismissed to authorized adults. Using a valid photo ID, School personnel will verify the identity of a parent or other authorized person before releasing the student
- Parents/Guardians may contact the school to designate temporary adults who the student may be released to.
  - Designated temporary adult must show valid photo ID or green tag to office staff
- District staff may refuse to release a student if they have concerns regarding the student's safety or whether a person is authorized to transport the student.
- The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation.

### DISMISSAL: LATE PICKUP

- Parents/Guardians must contact the school if a student will be picked up late.
- When students are not picked up on time, the school will attempt to contact the parent/guardian and emergency contacts.
- If the school is unable to reach the parent/guardian and/or emergency contacts within 30 minutes after dismissal, the Missouri Children's Division of the Department of Social Services and the police may be called to pick up the student.
- Excessive late pick-ups may result in dismissal from the program.

### Dismissal: Early Pick Up

- For the safety of the students, students may not be released from Three Trails during the -final 20 minutes of school except in case of an emergency.



## CAR SEAT SAFETY

Here at Three Trails the safety of every student is a top priority. Please partner with us to ensure all students arrive and depart from school safely.

- **ALL children must be in a car seat.**
- Three Trails staff are mandated reporters and will be required to contact DFS if a child is not in a car seat.

- If you need support with a car seat contingency plan, please contact our Family Advocates: [Stacy Johnson](mailto:Stacy.Johnson@raytownschools.org) or [Jamelle Robinson-816-268-7145](mailto:Jamelle.Robinson@raytownschools.org) or [stacy.johnson@raytownschools.org](mailto:stacy.johnson@raytownschools.org)  
[jamelle.robinson@raytownschools.org](mailto:jamelle.robinson@raytownschools.org)

## INSTRUCTIONAL DAY

### Learning Instruction and Daily Schedule

- Lessons are planned to offer a balance of learning instruction
- A variety of learning formats are used daily, such as child-initiated and teacher-directed activities, large group and small group activities, and learning centers
- Instruction is provided in language and literacy, mathematics, fine and gross motor, science, social studies and social/emotional standards
- Ongoing assessment is used to provide individualized instruction based on the needs of students
- A consistent daily schedule is followed that includes:
  - Whole Groups
  - Small groups
  - Centers
  - Recess
  - Meals: Breakfast and Lunch
  - Nap

### Nap Time

- A mat and a small blanket are provided by Three Trails for every child
- Every child is expected to rest and stay in their assigned space during nap time
- No child is forced to sleep or to stay awake.
- Students must keep their shoes on during nap time.

### Physical Activities and the Playground

- It is expected that all students will participate in regular school activities such as recess. Students are expected to come to school dressed appropriately for the weather.
  - We will consult guidelines, as appropriate, from the Missouri State High School Activities Association (MSHSAA) and the Jackson County Health Department when determining when the weather may be unsafe for students to be outside. Several considerations may be evaluated when determining whether to permit students to go outside, including lightning, tornadoes, storms, temperature, and wind-chill factor.
- If your child has any physical limitations, please furnish the principal with a written statement from a physician explaining the limitations.

### Meals

Three Trails serves breakfast and lunch daily. Three Trails provides sufficient time for children to eat. Food is not used as a reward or punishment, and students are not forced to finish their food.

Meals are provided by the Raytown School District Food Service Department. Menus, food information including carbs and allergens as well as information about the department can be found at the Food Service District website: <https://www.raytownschools.org/departments/food-services>:

- Breakfast: The School Breakfast Program provides funding that makes it possible for Three Trails to offer every student a free nutritious breakfast.
  - All students participate in breakfast
  - Breakfast is served the first 20 minutes of the day (outside food is not allowed)
  - Late arrivals will not be guaranteed a breakfast.
- Lunch: The National School Lunch Program (NSLP) is to protect the health and well-being of the nation's children by providing nutritious school meals every day. NSLP provides funding that makes

it possible for schools to offer a nutritious school lunch.

- Children may be eligible for reduced or free lunch based on household income. To apply: <https://www.raytownschools.org/departments/food-services/free-and-reduced-lunch-application>
- Children are encouraged to eat school lunch.
  - Children may pack a healthy lunch. Three Trails is not able to refrigerate, reheat or cook items. Children must be able to independently open items brought.

Information about payments, lunch prices, students accounts, food service information can be found at:

- <https://www.raytownschools.org/departments/food-services/student-welcome-back-letter-and-waiver-forms>

If you wish to have lunch with your student, please notify the office by 9:30am the day of your visit in order to be included in the lunch count. Food from restaurants i.e Taco Bell, McDonald's, Sonic, etc. may be brought in but must be eaten in an area designated by the principal.

### **Classroom Management and Behavior Supports**

- Students are provided with structure and management in the classroom, including the following models of support:
  - **Conscious Discipline:** Creates learning environments where children will know, "Yes, I am safe," and "Yes, I am loved." From this foundation of safety and caring, children will begin learning how to solve conflicts, manage their emotions, and take responsibility for their actions.

## **PARENT PARTICIPATION AND COMMUNICATION**

### **Contact Information**

- Phone numbers, emails and emergency contacts must be current and stay updated.
  - Due to safety, dismissal from the program may occur if Three Trails is unable to consistently contact families.
- Changes of address must be made at the residency offices. Families no longer living in the district will no longer be able to attend preschool at Three Trails.
- All families should provide at least 2 emergency contacts

### **Board Policy KK**

- The Raytown C-2 School District Board of Education encourages parents to be actively involved in their childrens' education.
- The district is also committed to maintaining an instructional climate that is conducive to student success. Any parent may request to conduct an observation of their child regardless of the building, class or program to which the child is assigned.
- The district will only consent to such observations if it is possible to protect the legal privacy of other students in the classroom and that the observations will not disrupt the educational process. Observations will be processed in accordance with this policy and are subject to the following conditions:
  1. All observations should be arranged in advance with the building administrator. Parents should submit a request for observation in writing to the building administrator.
  2. The time, place and manner of the observation will be determined on a case-by-case basis by the building administrator based on factors including the purpose of the observation, potential disruption to the educational process, legal rights of other students, safety of staff and students, and best interest of the child.
  3. The district reserves the right to refuse any request for an observation that is deemed inappropriate, excessive or detrimental to the instruction process.
  4. The classroom teacher and building administrator or a certificated designee shall be present throughout any and all observations.
  5. The duration of the observation will be established at the time arrangements are made. The

observation shall not exceed 45 minutes.

6. The individual conducting the observation and the observer shall not intervene and/or disrupt the instructional process.
7. Audio recorders and/or cameras (still and video) are not permitted.
8. During any time of the observation, the superintendent, principal or a designee of either may require the observer to leave.

### Visitors and Volunteers

At 3T we encourage families to volunteer at school. For specific information regarding ways to volunteer, contact Three Trails office (816-268-7145) or reach out to your classroom teacher.

### Student Birthday

- Edible treats such as cookies, candy, cakes, etc. are prohibited due to dietary restrictions and allergies.
- Party invitations may be distributed but must include every child in the classroom.
- Delivery of flowers or balloons to school are not permitted.

### Parent-Teacher Conferences

- Parent-teacher conferences are scheduled at specific times during the school year.
- If you have any concerns about your student's educational experience, contact your student's teacher ASAP to address your concerns.

Three Trails Family Events		
<b>Back to School Night/ Open House</b>	September 19, 2024	6:00-7:30 p.m.
<b>Fall Parent/Teacher Conferences</b>	October 30, 2024 October 31, 2024	4:00-8:00 p.m. 8:00-4:00 p.m.
<b>Spring Parent/Teacher Conferences</b>	March 19, 2025 March 20, 2025	4:00-8:00 p.m. 8:00-4:00 p.m.

5/29/24

### School Closing

- Due to inclement weather or other unforeseen events, the Raytown school district may need to dismiss early or close.
- In the event of school cancellation or early dismissal, evening activities will also be canceled.
  - If you think school might be canceled or dismissed early because of weather, please check the Raytown School district website, Social Media, and local news stations.
  - A message will also be sent out using the district automated School Reach system. Our district is called "Raytown Consolidated School District No. 2," You may also call the **District Information Line at 816-268-7001.**

### Field Trips

- As part of the school program, sometimes children are taken on educational field trips requiring bus transportation.
- Your teacher will notify parents of upcoming field trips.
- Siblings who are not enrolled at Three Trails may not attend field trips.
- Parents will be sent a note allowing your child to opt out of the field trip.
- Students who are late to school or opt out of the field trip will participate in another class that day.
- If appropriate, parents may be invited to the field trip.



- Number of parents may be limited
- Parents may not ride the school bus

### **Photographic and Video Images**

- In honor of students' activities and accomplishments, the Raytown C-2 School District is proud to publish and display student photographs, video images and artwork in different ways including newsletters, promotional items, web sites and special events.
  - The building also uses images to help students navigate through the building and daily routines. In order to ensure the safety of our students, all of the district's buses are equipped with video cameras. This footage may be reviewed for disciplinary or positive reinforcement reasons.
  - Any parent who does not wish to have their student's image or artwork published or displayed should notify the school's principal via written request at the start of each school year. A sample form for this purpose is available at each school.
  - Special note: For safety concerns, any image of a student published on the district web site will not include any directory information outside of the child's name.

## **HEALTH AND SAFETY**

### **First Aid**

- The school attempts to provide an environment in which the child will be safe from accidents. If an accident does occur, and is brought to the attention of the school, reasonable first aid will be administered.
- If a child has a temperature of 100° or higher, the child will be sent home and must stay out until they are fever-free for 24 hours, without medication, before returning to school.
- Children who vomit while at school will also be sent home and must stay out for 24 hours before returning to school.
- If there is a question of communicable disease or an injury that requires medical attention, a doctor's note will be required in order for the child to return to school.

### **Medication Guidelines**

- If you want the school to administer an over-the-counter or prescription medication to your child during the school day, the medication must be transported to the school by the parent. The medication CANNOT be transported by the student. Once transported by the parent, the building will provide an appropriate permission form and notify the parent of all applicable guidelines.
- Approved over-the-counter or prescription medications will NOT be administered without a completed permission form or note signed by the parent/guardian. Additionally, failure of the parent and/or child to comply with the applicable guidelines may result in the medication NOT being administered to your child. It is the parent's responsibility to ensure compliance with all applicable guidelines.

### **Seizure, Asthma, Food Allergy Plans**

- If parents have identified health needs on any district documents or if any medical records indicate health needs, an action plan must be completed by the student's doctor along with doctor recommended medicines (inhaler/spacer, EpiPen, Diastat, etc)
- Students will not be able to attend school until an action plan has been provided to the school.

### **Immunizations**

- We adhere to state regulations regarding immunization records for your child. Current and complete immunizations are required for enrollment. Validated proof of immunizations should be submitted as your child receives new immunizations or booster shots.

### **Student Dress**

- Students' clothing should be washable, comfortable and appropriate for school activities and weather.
  - Students must be able to manage clothing independently.

- Flip flops and heeled shoes are prohibited.
- All students will send an extra pair of clothes and underwear (labeled and in a ziplock bag) to be kept in their cubby.
- Clothing with cut-outs or that displays words or inappropriate slogans are distracting to the learning environment and may not be worn. The principal reserves the right to determine the appropriateness of clothes to be worn at school.

### **Toilet Training:**

- Teachers will partner with parents to work on toilet training. Consistency between home and school is the key to success.
- Students who are not able to consistently use the restroom independently or have consistent accidents between scheduled restroom breaks (bowel and urine) must wear pull-ups.
- Students in pull-ups will continue to follow the class restroom breaks and are encouraged to use the toilet.
- Parents will provide pull-ups and wipes. Pull-ups must have velcro sides to allow for accessible changing.

## **STUDENT DISCIPLINE AND BEHAVIORS**

### **Student Discipline**

- The Raytown C-2 School District Board of Education has the legal authority to make the necessary policies, rules and regulations to establish a discipline policy as provided in the Excellence in Education Act of 1985, Section 5, and Missouri Revised Statutes.
- This authority includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events.
- Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. The rules and procedures developed by specific schools are published in school handbooks distributed to all students. The Board of Education expects each teacher to maintain a satisfactory standard of conduct in the classroom. The rules and procedures developed by specific teachers are written and communicated to all of the teacher's students.

### **Harassment**

- It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, or other legally protected characteristic.
- The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, or other legally protected characteristic.
- It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, or other legally protected characteristic.
- The District will act to promptly investigate all complaints and take appropriate action to protect individuals from further harassment or discrimination. If the District determines that unlawful harassment or discrimination occurred, steps will be taken to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

#### **Reporting Procedures**

- Any parent or student who believes he or she has been the victim of harassment or discrimination is encouraged to immediately report the alleged acts to his/her teacher, the principal, Ms. Ann Hudgens, or the District's compliance officer, Ms. Shirley Earley

(816- 268-7000).

**Investigation**

- Upon receipt of a report or complaint alleging unlawful discrimination or harassment, the Compliance Officer will undertake or authorize an investigation as outlined under Board Policy AC. Board Policy AC is available on the District's website. If you have any questions about Board Policy AC, please contact Ms. Shirley Earley.

**Retaliation**

- Submission of a good faith complaint or report of unlawful discrimination or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.