



# PARENT HANDBOOK

## 2024-2025

Wright City R-II School District

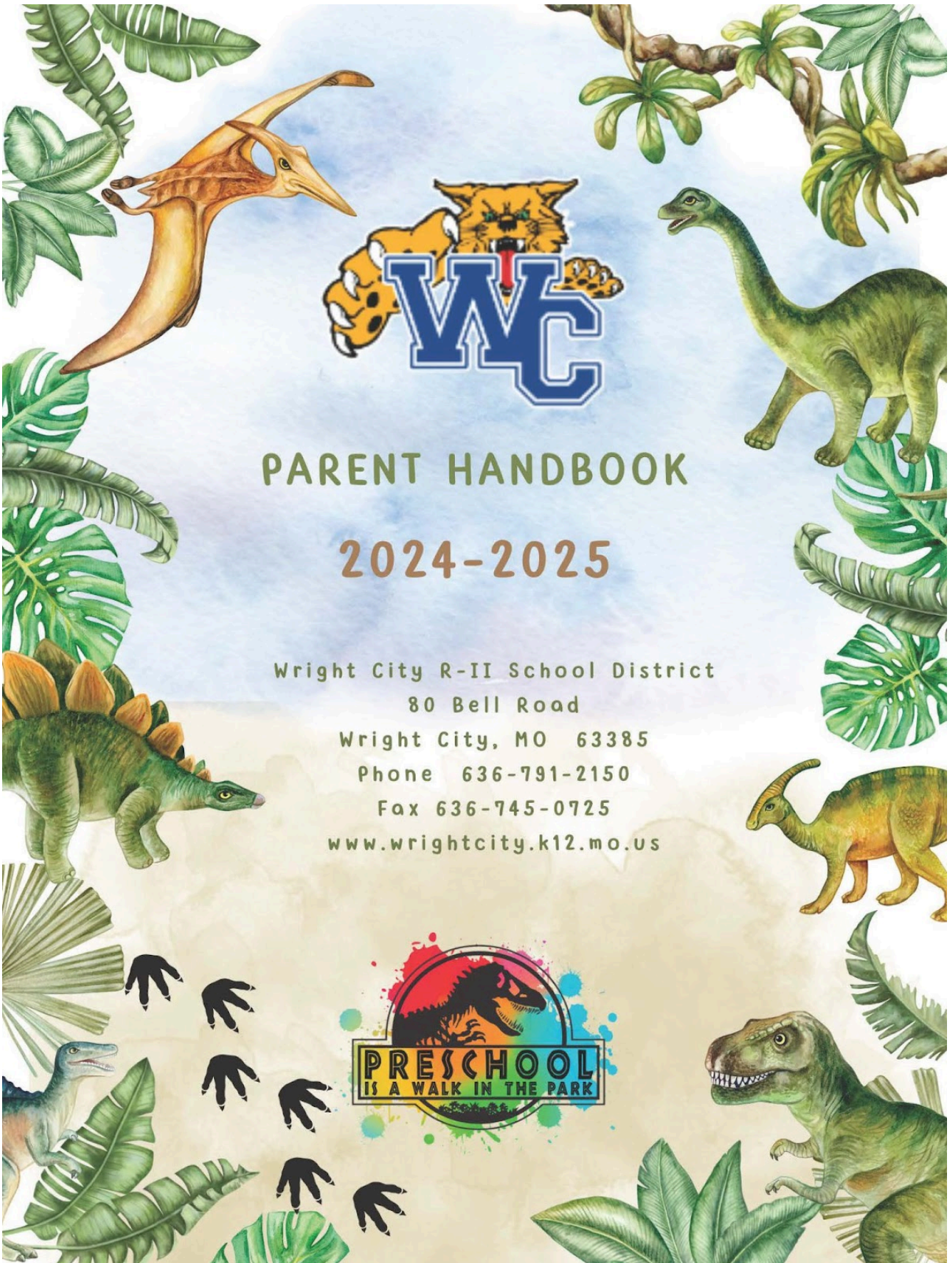
80 Bell Road

Wright City, MO 63385

Phone 636-791-2150

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[www.wrightcity.k12.mo.us](http://www.wrightcity.k12.mo.us)





## Program Times and Days

<b>AM Session</b> *no class on Mondays	<b>8:20-11:20</b>
<b>PM Session</b> *no class on Mondays	<b>12:00-3:00</b>
<b>MOQPK</b>	<b>8:45am-3:30pm</b>

<b>Full Day Transitional class</b> *no class on Mondays	<b>8:20am-3:00pm</b>
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### Preschool Sessions

*There are many sessions that run different schedules in our center. Please refer to the information in your welcome packet for exact times.*

The Early Childhood Center follows the Wright City R-II School District Board adopted calendar which is available on the website and also found on page 4 of this handbook.

- To ensure the safety of the children and staff, doors to the Early Childhood Center are locked during the hours of operation.
- Children must have written or verbal permission from the parent/legal guardian to leave the center with another adult. That adult must provide proper identification, such as a Driver's License, before the child will be released to them. The adult must also **be listed on the district authorized pick up list.**

## Parent-Student Handbook

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## Wright City R-II School District Early Childhood Center

*Dear Parent/Guardian,*

*Welcome to the Wright City Early Childhood Center in Wright City. We appreciate the opportunity to partner with you in supporting the growth and development of your child through our program. Your child is at the heart of our teaching and learning process, and we aim to create a safe, nurturing, and caring environment where each child can thrive socially and developmentally.*

*We recognize the importance of family involvement in a child's development, and we look forward to working closely with you to address your child's individual needs. Our dedicated team of teachers, who are well-versed in child development, are committed to providing engaging and age-appropriate learning experiences for your child, both independently and in small groups.*

*At Wright City Early Childhood, we prioritize preparing children for kindergarten in a supportive and stimulating environment that fosters a love for learning. We are excited for the upcoming year and are confident that you and your child will have a positive and fulfilling experience with us.*

*Please do not hesitate to reach out if you have any questions or concerns, or if there is any way we can support you further.*

*Thank you for your support!*

*Kelly Brooks  
Early Childhood Principal/Director of Special Education*

### **Vision Statement:**

Wright City R-II School District Early Childhood Center is committed to providing a positive classroom culture and environment for our students that promotes and teaches students social and thinking skills. One of the best ways to teach these skills to preschool children is through play. At the Wright City R-II Early Childhood Center, our students will play, learn, and grow together!

***Play, Learn, and Grow Together!***



***Wright City Early Childhood Staff 2024-2025***

<b>Last Name</b>	<b>First Name</b>	<b>E-mail Address</b>	<b>Position</b>
Baker	Alanna	alanna.baker@wrightcity.k12.mo.us	Speech/Language Pathologist Asst.
Bone	Jessica	jessica.bone@wrightcity.k12.mo.us	Nurse
Borgman	Sandra	sandra.borgman@wrightcity.k12.mo.us	Psych Examiner
Brooks	Kelly	kelly.brooks@wrightcity.k12.mo.us	Early Childhood Principal/SPED Director
Buchheit	Rylee	rylee.buchheit@wrightcity.k12.mo.us	Early Childhood Teacher
Cornman	Jennifer	jennifer.cornman@wrightcity.k12.mo.us	Paraprofessional
Cornman	Kaela	kaela.cornman@wrightcity.k12.mo.us	Paraprofessional
Hessee	Sarah	sarah.hessee@wrightcity.k12.mo.us	Parents As Teachers
Hohenstreet	Carol	carol.hohenstreet@wrightcity.k12.mo.us	Occupational Therapist
Holiway	Michelle	michelle.holiway@wrightcity.k12.mo.us	Parents As Teacher
Holloway	Arilla	arilla.holloway@wrightcity.k12.mo.us	Process Coordinator
Hund	Romy	romy.hund@wrightcity.k12.mo.us	Paraprofessional
Lee	Rachel	rachel.lee@wrightcity.k12.mo.us	Speech/Language Pathologist
Mallett	Becky	becky.mallett@wrightcity.k12.mo.us	Physical Therapist
McGinnis	Tabatha	tabatha.mcginis@wrightcity.k12.mo.us	Paraprofessional
Mendenhall	Lauren	lauren.mendenhall@wrightcity.k12.mo.us	Paraprofessional
Newcomb	Aimee	aimee.newcomb@wrightcity.k12.mo.us	Admin Assistant
Rausch	Lisa	lisa.rausch@wrightcity.k12.mo.us	Paraprofessional
Simpson	PJ	patricia.simpson@wrightcity.k12.mo.us	Paraprofessional
Skillman	Julie	julie.skillman@wrightcity.k12.mo.us	Early Childhood Teacher
Smith	Nichole	nichole.smith@wrightcity.k12.mo.us	Early Childhood Teacher
Talley	Sadie	sadie.talley@wrightcity.k12.mo.us	Early Childhood Teacher
Talley	William	william.talley@wrightcity.k12.mo.us	Paraprofessional
Utrecht	Lisa	lisa.uetrecht@wrightcity.k12.mo.us	Custodian

<b>Last Name</b>	<b>First Name</b>	<b>E-mail Address</b>	<b>Position</b>
Villinger	Melissa	melissa.villinger@wrightcity.k12.mo.us	Paraprofessional
Ward	Crystal	crystal.ward@wrightcity.k12.mo.us	Paraprofessional
West	Amy	amy.west@wrightcity.k12.mo.us	Early Childhood Teacher
Williams	Kamie	kamie.williams@wrightcity.k12.mo.us	PAT
Zuhone	Ashley	ashley.zuhone@wrightcity.k12.mo.us	Early Childhood Teacher



# WRIGHT CITY R-II SCHOOL DISTRICT 2024-2025 ACADEMIC CALENDAR

**LEGEND:** [ Beginning of School/Semester ] End of School/Semester  
 ■ Holiday - District Closed ■ No Student Attendance ■ Half Day Student Attendance

**JULY 2024**

M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**JANUARY 2025**

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1-3: NO SCHOOL- Winter Break  
 6: NO SCHOOL- CSIP Day #2  
 7: 2nd Semester Begins  
 20: NO SCHOOL- MLK Day  
*if no snow days on or before Jan 3*

**AUGUST 2024**

M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

8-9: New Teachers  
 14-19: Staff Development  
 20: Students Begin

**FEBRUARY 2025**

M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

10-13 Parent Teacher Conferences  
 14: NO SCHOOL- Staff Development  
 17: NO SCHOOL- Presidents Day  
*if no snow days on or before Jan 31*  
 28: Staff Workday

**SEPTEMBER 2024**

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2: NO SCHOOL- Labor Day  
 20: Staff Workday  
 23: NO SCHOOL: CSIP Day #1  
 30: PTC for East and MS 4-7 pm

**MARCH 2025**

M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

14: End of 3rd Quarter  
 17-21: NO SCHOOL- Spring Break

**OCTOBER 2024**

M	T	W	R	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

1: PTC for West and EC 4-7 pm  
 2: PTC for HS 4-7 pm  
 3: Early Release for 4 hours of PTC  
 4: NO SCHOOL  
 25: End of 1st Quarter

**APRIL 2025**

M	T	W	R	F
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

18-21: NO SCHOOL- Easter Break

**NOVEMBER 2024**

M	T	W	R	F
			1	
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1: NO SCHOOL- Staff Development  
 27-29: NO SCHOOL- Thanksgiving

**MAY 2025**

M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

23: Last Day of Semester/Year  
*if no snow days needed (half day)*

**DECEMBER 2024**

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

20: 1st Semester Ends  
 23-31: NO SCHOOL- Winter Break

**JUNE 2025**

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Make-up/Snow Days: **1:** If school is cancelled on or before January 3, we will attend school on January 20 (if needed) **2:** If school is cancelled on or before January 31, we will attend school on February 17  
**3-7:** 5 days of AMI (Alternative Methods of Instruction)  
**8-10:** May 27, 28, 29 (Traditional/Additional Days)

\*\*



**Wright City R-II School District  
Preschool Supply List  
2024-2025**

**Ms. Nichole, Ms. Julie and Ms. Rylee Only**

- 1 - backpack (big enough to hold a folder, change of clothes, and materials being sent home)
- 1 - change of seasonal clothing to stay in backpack
- 1 - 1" three ring binder
- 2 - 50 ct 5 oz Cups
- Girls - 1 box of Sandwich zip plastic bags
- Boys - 1 box of Gallon zip plastic bags
- 2 - Lysol Wipes
- 2 - package of Baby Wipes
- 1 - pk Crayola Fat Markers
- 4 - glue sticks
- 4 - boxes of facial tissues
- 2- 100 count 7" paper plates
- 4- paper towels
- 4 pack of dry erase markers- fat

**Ms. Ashley's class only**

- 1 - backpack (big enough to hold a folder, change of clothes, and materials being sent home)
- 1 - change of seasonal clothing to stay in backpack
- 1 - 1" three ring binder
- 2 - 50 ct 5 oz Cups
- Girls - 1 box of Sandwich zip plastic bags
- Boys - 1 box of Gallon zip plastic bags
- 2 - Lysol Wipes
- 2 - package of Baby Wipes
- 1 - pk Crayola Fat Markers
- 4 - glue sticks
- 4 - boxes of facial tissues
- 2- 100 count 7" paper plates
- 4- paper towels
- 4 pack of dry erase markers- fat
- 1- optional water bottle
- 1- Blanket for nap (will bring on Tuesdays and will come home on Fridays to wash.

### **MOQPK FULL DAY CLASSROOMS (Ms. Sadie and Ms. Amy)**

- 1 - backpack (big enough to hold a folder, change of clothes, and materials being sent home)
- 1 - change of seasonal clothing to stay in backpack
- 1 - two pocket folder
- 1 - Spiral Notebook - wide rule, 100 page count
- 2 - 50 ct 5 oz plastic cups
- 1 - 1" three ring binder
- Girls - 1 box of Sandwich zip plastic bags and 2 pack 100 ct 7" paper plates
- Boys - 1 box of Gallon zip plastic bags and 1 pack 100 ct 9" paper plates
- 1 - container of Baby Wipes
- 2- Lysol wipes
- 2 packs of pencils
- 1 - pk Crayola Fat Markers
- 1 - pk Crayola Skinny Markers
- 1 - pk 16 ct regular size crayons
- 3 - glue sticks
- 4 - boxes of facial tissues
- 4- paper towels
- 1- Blanket for nap (will bring on Mondays and will come home on Fridays to wash, students will nap on cots)

*\*Each classroom teacher will be sending out notes to parents regarding snacks needed for the classroom. **Due to student allergies, there may be specific requests of items we can or cannot have in the rooms to accommodate those needs.\****

*\*\*Anyone needing assistance with purchasing school supplies, please contact the Preschool office at 636-791-2150.*

## **Program Overview**

The Wright City Early Childhood Center (WCECC) is a preschool that was funded by a grant from the Early Childhood Special Education Department of Missouri's Department of Elementary and Secondary Education (DESE) for the purpose of housing the District's growing Early Childhood Special Education population. Wright City Early Childhood Center is an integrated preschool where children with disabilities participate in classes with their typically developing peers. It is located at 80 Bell Road Wright City, Missouri.

### *Early Childhood Special Education (ECSE)*

ECSE services are provided for preschoolers with disabilities. MO ECSE eligibility criteria are used for initial eligibility determination for students who are identified as disabled. Many of those ECSE students are determined to be in need of an integrated setting per their Individual Education Program (IEP). A variety of settings are available in order to provide the Least Restrictive Environment, or most integrated setting, at Wright City Early Childhood Center.

### *Typically Developing Peers*

Typically developing peers are invited to participate as spaces are needed for Least Restrictive Environment considerations at no charge. The District considers initial criteria such as age in relation to going to kindergarten, Parents As Teachers (PAT) DIAL-4 Screening scores, employee dependents and parent availability for transportation as factors in selecting typically developing peers. All children have much to contribute in an inclusive setting where learning is enriched by diversity among students. Wright City R-II School District does not discriminate on race, color, religion (creed), gender, or national origin (ancestry) on who is selected for typically developing peers. **Parents/Guardians are required to provide transportation for typically developing peers.** The Wright City R-II School District goal is for students to have 95% attendance.

PLEASE NOTE: On occasion, a program is not an optimal fit for a child or family. WCEC is a school that will make every effort to work collaboratively with families to resolve any challenges that arise including attendance concerns. Additional resources may need to be used to support a child's success in the school environment. If, after all reasonable efforts are exhausted, and the problem cannot be resolved, WCEC reserves the right to dismiss a typically developing child from the program.

### *MOQPK (Missouri Quality Preschool Program Grant Classroom)*

Two additional classrooms are made possible through the MOQPK (Missouri Quality Pre-K) Grant. This is a grant that was started last school year. To be eligible for the 5 full days a week program, students must be 4 years of age by July 31, 2024 and qualify for Free & Reduced Meals. The program does allow for some non Free & Reduced Meal students. Transportation is not provided for students participating in this program.

## **Address and/or Phone Number Changes**

For the safety and well-being of the students, parents/guardians are asked to make certain the school office has the most current home address and phone number; each parent's place of employment and phone number; and an emergency phone number. **PLEASE NOTIFY THE SCHOOL OFFICE OF CHANGES DURING THE YEAR** by updating information through the parent portal account. All

information is maintained and released in accordance with the regulations in the Family Educational Rights and Privacy Act (FERPA) of 1974.

### **Administration**

Dr. Amy Salvo, Superintendent  
Kelly Brooks, Director Special Education  
Glen Oberle, Director of Food Services

Dr. Holly Broadway-Yates,, Asst Supt/Curriculum & Instruction  
Andrea Schremp, Director of Technology  
Dr. Jeremy Way, Asst Supt/Facilities & HR

### **Board of Education**

Austin Jones, President  
David Mikus, Secretary  
Heidi Box Halleman  
Beth Dean

Erin Williams, Vice President  
Mary Groeper, Treasurer  
Kyle Lewis

The Board of Education is a representative body elected by the registered voters of the Wright City R-II School District. The Board is responsible for the development of policies, rules and procedures to serve as guidelines for the general management and administrative actions of the district. Board Policy supersedes any and all procedures listed in this handbook.

For a complete listing of Policies, Regulations, and Procedures you may log onto the [Wright City R-II website](#) under the heading of Our District select Policies. If you need additional information regarding a specific policy, please contact the central office at 636-745-7200.

### **Arrival and Dismissal**

Safety is our number one priority with student drop off and pick up. **Parents are expected to abide by Missouri State law by not passing stopped buses while they are loading and unloading students. For the safety of the child and adult, please do not walk your child across the busy parking lot, use only the sidewalks.**

As a reminder, Missouri's Child Restraint Law (RSMo 307.179) is as follows:

- Children less than 4 years old or less than 40 pounds must be in an appropriate child safety seat.
- Children ages 4 through 7 who weigh at least 40 pounds must be in an appropriate child safety seat or booster seat unless they are 80 pounds or 4'9" tall.

During arrival, students will be picked up by staff from the carpool line starting at 8:10 AM or 11:55 AM, when doors open. Arrival carpools will be located in the circle drive around the flagpole. Parents will be required to get their child out of the carseats and hand them off to a staff person. **Please do not exit your vehicle until you have reached the sidewalk of the circle drive.** Hallway doors will be locked at 8:20 and 12:00 PM. Parents will be required to sign their child in if they arrive after these times. No student supervision is available prior to doors opening.

Dismissal's carpool is located in the parking lot directly in front of WCECC at either 11:20 AM or 3:00 PM. Parents are solely responsible for securing their children into their vehicles following dismissal. Enter through the southern entrance (closest to highway 70,) beginning at the dumpster, two lines are

formed that stretch to the southern entrance. **Do not block this entrance or the road leading to the bus garage, this impedes transportation for other buildings in the district.** Staff members will release carpool lines after all students have been safely loaded into their vehicles.

MOQPK student arrival and dismissal procedures- carpool is located in the parking lot directly in front of WCECC at 8:45 AM and 3:30 PM. Parents are solely responsible for securing their children into their vehicles following dismissal. Enter through the southern entrance (closest to highway 70,) beginning at the dumpster, three lines are formed that stretch to the southern entrance. **Do not block this entrance or the road leading to the bus garage, this impedes transportation for other buildings in the district.** Staff members will release carpool lines after all students have been safely loaded into their vehicles.

Students who require specialized transportation will be escorted to their bus safely.

## **Attendance**

Regular and punctual patterns of attendance are expected of each student enrolled in the district. Student attendance at school is primarily the responsibility of the parents/guardians.

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. When the benefit of regular classroom instruction is lost it cannot be entirely regained. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the supervision of a competent teacher are vital to this purpose. Attendance and punctuality play a significant role in a student's success at school and are essential life skills. This is a well-established principle of education which underlies and gives purpose to the requirement of compulsory schooling.

Typically developing peer students are expected to strive to achieve a 95% attendance goal throughout the school year. Drop off and pick up promptness of students at school is included in our attendance goal. Typically developing peer students who do not strive to meet our attendance goal may have their standing in the Early Childhood program reevaluated.

## **Audio and Visual Recording** ([Board Policy KKB](#))

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

See policy KKB for complete guidelines.

## **Behavior & Discipline (Board Policies JFCF, JFCH, JFCJ, JG, JG-R1, JGA, JGE, JGF)**

Our goal of positive behavior is to have the children feel safe in the classroom. We follow these steps:

- Set limits and expectations. We establish classroom rules. We review and remind the children of the rules when needed. We talk about expectations when new materials are brought in or new situations occur.
- Create a sense of belonging. We recognize and greet each child daily. We involve children in cooperative and interactive activities with peers each day.
- Help children learn how to behave appropriately in social situations. We try to consistently praise the positive choices the children make. We redirect children to make a better choice. At times we separate the child from the whole group until they regain self control.
- Help children process and accept their feelings and the feelings of their peers. Use and create teachable moments to allow children to think through what is happening and what might be a positive solution.
- Allow children to make choices. As teachers, we then help the children understand the natural consequences of the choices they made.

In the event discipline is required for a student, discipline policy JG-R1, adopted by the Wright City R-II School District Board of Education, states guidelines for dealing with some, but not all offenses that may occur. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. These will be considered maximum guidelines. Students with disabilities will be disciplined in accordance with this policy subject to the modifications of the discipline process mandated by law. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

The Wright City School District understands the importance of maintaining a safe school environment and a climate that allows teachers to communicate effectively with all students in classes so that student learning can be maximized. The Wright City School District views student discipline as a learning opportunity for all students that has as its ultimate goal improved student behavior and a safe school environment. Discipline will be trauma-informed, equitably applied, restorative in nature, and will be developmentally appropriate. The district seeks to minimize the exclusion of students from classrooms and schools and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment.

Please refer to Wright City R-II District website for complete details of this policy.

## **Bullying (Board Policy JFCF)**

In order to promote a safe learning environment for all students, the Wright City R-II School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

See policy JFCF for complete guidelines.

## **Communication & Parent/Guardian Involvement**

Parents/Guardians are their children's first and most important teachers. Parent involvement is necessary for the program to be most successful for children. Parents know their child best and we value parental input about each child. Communication between home and school is vital to a

successful preschool program. We look forward to parent communication and involvement in the following ways:

**\*Open House**

In August before school begins, an Open House is held. Information will be provided regarding the upcoming school year and a chance to visit the classroom and meet the teacher.

**\*Parent/Teacher Conferences**

Conferences are held in September and February (fall and spring). During a scheduled time we will discuss how your child is doing at school and discuss strategies to help them have a successful year.

**\*Classroom Visits**

Parents are able to visit their child's classroom during pre-scheduled times. You may want to help with holiday parties or volunteer to help with an activity.

**\*Parent/Teacher Communication**

- Teachers communicate with parents in a variety of ways. Some provide weekly newsletters, some send daily notes, and others send regular emails to let parents know what activities the children are involved with, upcoming events and other information as needed.
- Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.  
The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members are discouraged from communicating with students electronically for educational purposes between the hours of 10:00 p.m. and 6:00 a.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.
- Please see the "Emergencies" section of the handbook and our Emergency Plan about how communications will occur during a school-wide emergency.
- Child-Specific Information: During arrival and dismissal times, staff members must devote full attention to all of the children for their safety. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred. If, at any time, you have special concerns, please feel free to contact your child's teacher – use email, send a note, or call the office to leave a message. During school hours, teachers cannot accept phone calls. If you have a message for a teacher during school hours, please call or email the office, and we

will relay the message. The teacher will respond as soon as possible. If you wish to talk to the teacher at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone. We ask that you please do not discuss problems or concerns in the presence of your child or other parents. Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments. Wright City Early Childhood will always respect your privacy. If your child is going to be out of school for any reason, please let the office know.

- For School-Wide (Non Emergency) Information: The office communicates with parents in a number of ways: \* Email \* Telephone \* WCEC website \*Back-to-School Night \* Notices sent home in children's backpacks, Facebook and monthly newsletter.
- Classroom Information: Newsletters from each class are sent to parents as needed.

### **Confidentiality**

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. Wright City Early Childhood takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. Wright City Early Childhood recommends that conversations about a child's behavior, or incident should be conducted in private, away from the child and other members of the WCEC community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss.

### **Curriculum**

Wright City Early Childhood is guided by the Missouri State Standards for pre-kindergarten education in conjunction with research and best practices on a child's ability to learn. Students with disabilities have Individual Education Programs. As needed, teachers provide instruction and assessment of a child's growth in the following learning domains:

- Social Emotional Development
- Language & Literacy
- Mathematical Thinking
- Scientific Thinking
- Physical Health and Development

Our preschool programming is aligned with Missouri Early Learning Standards and follows a curriculum that is tailored to meet the needs of each child. Lessons and activities are generally crafted into theme based units that encompass all aspects of learning, to best ensure success for each child at their appropriate level of development.

### **Custodial/Non-Custodial Parent Rights and Responsibilities**

When parents of a student are separated, involved in divorce proceedings, or are divorced, the Early Childhood Director will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to



provide the Early Childhood Director a copy of such a court order if restricted access to student(s) or student's(s') information is requested. For the school's purpose, the parent who resides with the child(ren) is known as the custodial parent.

Parent rights include access to student records and school mailings, attendance at parent/teacher conferences and Individual Educational Program (IEP) meetings, and authority to request that a student be released early or be absent from school for a legitimate reason. If the non-custodial parent asks to take the child from school, the custodial parent may be contacted.

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and phone number if he/she wishes to be consulted regarding his/her child or wish to be placed on the school's mailing list.

### **Distribution of Materials** ([Board Policy IGDBA](#))

Anyone wishing to distribute unofficial materials must have approval from our District Office, for more information call 636-745-7200. Refer to board policy IGDBA.

### **Dress**

We work with messy materials on occasion, such as paint, shaving cream, glue, etc. Send your child in clothes that can get dirty. We try our best to protect the clothing, but sometimes accidents occur. Also, be sure to keep an extra set of seasonal clothing in the child's bookbag in the event of an accident and write your child's name on all his/her personal things.

### **Emergency Procedures**

Emergency drills are conducted periodically during the school year. These drills provide the students and staff practice in following correct procedures in case of a fire, a tornado, an earthquake, and intruders. Proper student behavior is expected during the drills. Emergency exiting procedures are posted near the door in all instructional areas. At all times the students' well-being is the first priority.

In the event of a natural disaster or terrorist attack, we will follow the directives of local law enforcement agencies. Students will only be released to parents/legal guardians with valid identification. **Be sure to keep all work, home and emergency contact numbers up to date throughout the school year.**

### **Enrollment and Placement**

Enrollment into the Early Childhood program is by invitation only for Typically Developing Peers. Students who qualify for enrollment after district screenings held by Parents as Teachers (PAT) and therapy staff and who are selected based on qualifying for special education services will be instructed to follow district procedures for enrollment as outlined.

Class placement is made on the basis of the Individual Education Program (IEP) and need for Typically Developing Peers.

*Withdrawal:* Written notice must be provided to WCEC upon withdrawal.

Student enrollment for all schools in the Wright City R-II School District is done through the district website or at the district's central office (90 Bell Road). Parents/Guardians are asked to provide the following information upon enrolling students: proof of residency (e.g., property tax statement, utility bill, real estate contract, rental agreement/receipt, telephone bill, legal property description), birth certificate, social security number, and immunization record. These items will be copied and the originals returned. Additional information (e.g., emergency contact numbers, medical information, day care information) will also be needed for the completion of school forms.

## **Family Educational Rights and Privacy Act (FERPA)**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records and standardized procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

### **Definitions**

*Eligible Student* – A student or former student who has reached age 18 or is attending a postsecondary school.

*Parent* – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

*Student* – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

## **Parent and Eligible Student Access**

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

## **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed.

Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information. To opt out, use the District's [Disclosure Opt Out](#) form.

The school district designates the following items as directory information.

*General Directory Information* - The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in

district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course-work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information* - In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and the parents' addresses, telephone numbers.

### **Military and Higher Education Access**

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18 that they may opt out of these disclosures.

### **Food at Wright City Early Childhood Center**

For information about bringing food for birthday and classroom parties, please make sure to review this "Food at WCECC" section. In accordance with our Class Party and Birthday policy, **only** store-bought foods can be served.

At WCECC breakfast is offered to students whose parents have requested it. Breakfast is served between 8:10 am and 8:25 am for those students. Price for breakfast is set by the food service department annually. Contact the Early Childhood office for current pricing. Students qualifying for reduced breakfast price pay a lesser amount or no cost if eligible for free breakfast. Free/Reduced Application forms can be filled out on the District's website, will be handed out to families, and are also available in the office.

Full day classes have the opportunity to purchase lunch. Lunch is served per the classroom schedule. Menus are sent home with students or via email every month. Price for lunch is set by the food service department annually. Contact the Early Childhood office for current pricing. Students qualifying for reduced lunch price pay a lesser amount or no cost if eligible for free lunch.

Free/Reduced Application forms can be filled out on the District's website, will be handed out to families, and are also available in the office.

Unless meals are provided at no charge, the district expects parents to pay for breakfast/lunch prior to or at the time of receipt. Please refer to [district policy EF-AP \(1\)](#) for complete food service management procedure. Please refer to [district policy ADF](#) and [ADF-AP\(1\)](#) regarding the district's nutrition standards for food brought by parents to be served during school hours.

All children have a daily snack. Classroom teachers will send home a snack calendar at the beginning of each month. You will be asked to bring in a snack for the entire class periodically. It is important that you check the calendar each month so you know when it is your turn to bring in a snack. Snacks must be store bought so ingredients for students with allergies are known. Make sure your child's teacher is informed of any known allergies your child has. Please be sure to check the contents of your child's backpack each night so that you can find important information.

## **HEALTH SERVICES**

### **Insurance**

Our primary concern is for the health and safety of our students. It is recognized that even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents/ Guardians need to be aware of this and be prepared for possible medical expenses that may arise should their child(ren) be injured at school.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents/ guardians. The district does make student medical insurance available to families for their individual purchase. A website is available in the office.

### **MO HealthNet for Kids Children's Health Insurance Program**

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. Additional information can be found [Here](#).

### **Communicable Diseases**

It is very important that we attempt to control the spread of communicable disease. We would appreciate your consideration in following these guidelines.

- Students should be fever-free (without the influence of fever-reducing medication) for 24 hours before returning to school.
- Students should be free of continuous coughing.
- Students should remain at home for 24 hours after the last episode of vomiting or diarrhea.
- Students should remain at home for 24 hours after taking the first dose of an antibiotic for an infection.

### **General School Health Guidelines**

- Never send an obviously sick child to school.

- A child with a sore throat, severe cough, earache, vomiting, or a fever over 100 degrees within the past 24 hours, should not be sent to school.
- A child with a contagious disease such as Covid, pink eye, chicken pox, impetigo, strep throat, or scarlatina...may not come to school until completely well. Proof of treatment may be required.
- If your child has been ill, please use common sense and good judgment as to whether or not to send him/her back to school.
- Any child with a temperature of 100.4 degrees or higher will be sent home. He/she must be fever free for 24 hours without the use of fever reducing medication (ibuprofen, Tylenol) before returning to school.
- The school nurse/office must have a way to contact the family during school hours at all times.
- Students are not allowed to keep prescription medications with them while at school.
- Inform the school nurse/office immediately of any new health information that may affect your child at school, for example, diabetes, seizure disorder, asthma, contagious disease, new or change in medications.

### **Immunizations**

- All students must present documentation of month, day, and year for each immunization before they attend school.
- All immunizations must be up-to-date before students are permitted to attend classes.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period, so students in all grade levels may receive immunizations up to 4 days before they are due.
- To remain in school, students “in progress” must have an Imm.P.14 form on file and must receive immunizations as soon as they become due.
- For Preschool age children medical exemptions are allowed. The appropriate exemption card must be on file (Imm.P.11 or Imm.P.12).
- Parents are notified upon enrollment in the Early Childhood program of the Missouri Revised Statutes, that they may ask if any child in the preschool has an immunization exemption on file. We will not release the name of any student who has an exemption, the type of exemption, or any information other than the fact that there is at least one student attending with an exemption. ([Policy JHCB](#))
- For more information on student immunizations, please contact the Early Childhood Office at 636-791-2150 for referral to a district school nurse.

### **Medication Administration in the School Setting (over-the-counter and prescription)**

Giving medicine to students during the school hours is discouraged and restricted to necessary medication that cannot be given on an alternative schedule. All over-the-counter medications must be delivered by a parent/guardian to the school principal or designee in the manufacturer's original packaging and will only be administered up to 6 doses in a semester. Further dosage will only occur with written doctor's permission.

When medicine is to be administered by school officials, the medicine must be accompanied by a label affixed by a pharmacy/physician or a parent/guardian note in the case of a nonprescription medicine. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed. The prescription label must reflect the most recent fill or

refill. Further, a parent/guardian must provide the district with written permission to administer a prescription medication before the district will administer a prescription medication to the student.

In addition, written instructions signed by the parent/guardian and/or physician, will be required and are to include the following:

- Child's name
- Date prescribed
- Name of medication
- Purpose of medication
- Time to be administered
- Dosage
- Possible side effects
- Termination date for administering the medication

The administration of the medicine to a student, when all the above conditions have been met, will be limited to the school nurse, the principal, or other designated person(s). All medication will be kept under the supervision of the nurse. The parent/guardian of the student must assume responsibility for informing the school personnel of any changes in the student's health or change in medication. For the safety of our students, all medication is to be brought to and/or picked up from the school nurse's office by a parent/guardian. Do not send medication of any type to school with a student.

### **Medical Marijuana and Cannabidiol (CBD) Oil ([Policy JHCD](#))**

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy.

### **Homeless**

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.

If you need assistance or have questions regarding homelessness, please contact the Assistant Superintendent at (636)-745-7200.

### **Injuries & Accidents**

In case of a serious emergency or accident, you will be notified immediately by telephone. If you are unable to be reached, we will call the emergency contact number you provided during registration.

In the case of minor accidents (scraped knees, bumps, scratches, bites), the classroom teacher will care for it at school. The staff will wash the area with soap and water, a bandage will be applied if

needed, and a report of an accident or injury will be completed and sent home with the child. If the area needs an ice pack, it will be applied and documented on the injury report.

### **Neglect and Abuse**

As mandated reporters with responsibility for the care of children, all Wright City R-II staff who know or have reasonable cause to suspect a child has been subjected to abuse or neglect, or who observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect will immediately report or cause a report to be made to the Children's Division of the Department of Social Services in accordance with the provisions of sections 210.009 to 211.059 of Missouri Child Abuse and Neglect Law.

### **Notice to Building Occupants, Parents/Guardians, and Workers**

In compliance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA), the Wright City R-II School District conducts three-year re-inspection services as part of its asbestos management plan. Most recently this re-inspection was completed by Environmental Consultants, LLC. The only district building containing asbestos is Wright City High School. All asbestos was recently inspected by the outside firm as part of the management plan. No conditions warranting action were found. Select district personnel have received training and conduct semi-annual inspections as part of the management plan. A copy of the management plan is available for public review in the superintendent's office.

### **Notice of Non-Discrimination** ([Policy AC](#))

The Wright City R-II School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Assistant Superintendent      Wright City R-II School District  
90 Bell Road  
Wright City, MO 63390-0198  
Phone: 636-745-7200; Fax: 636-745-3613

### **Boy Scouts of America Equal Access Act**

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

### **Notice Regarding Integrated Pest Management System**

The Integrated Pest Management (IPM) program is specifically designed for the sensitive environment of the Wright City R-II School District and its guests, employees, and vendors. It involves a thorough inspection of our facilities and a monitoring program that utilizes the products and treatment methods that have the least impact on the staff, children, visitors and non-targeted organisms.



## **Photos**

Individual and class school pictures are taken each year. Parents/Guardians will be informed of the exact dates so the students will be prepared for their pictures to be taken. There is no obligation on the part of the parents/guardians to buy these pictures. Pictures are taken for school purposes even if no pictures are purchased by our students' families.

We also look for opportunities to photograph exciting lessons and school events to share on our District web page, school Facebook and Twitter pages. If you do not want your child's photo used, please use this [Disclosure Opt Out](#) form.

## **Playground**

School employees supervise play periods. Children are expected to participate in play activities unless excused by a doctor for medical reasons. Weather permitting, students are given recess time each day. Decisions to have outside recess during hot and cold weather depend upon the temperature and the wind chill factor. Shorter recess times may be scheduled. The National Weather Service Heat Index Guide cautions are used as a basis to determine if students are allowed to go on the playground during hot weather.

## **Public Notice**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The Wright City R-II School District assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, intellectual disabilities, behavior disorders/emotional disturbance, 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.

The Wright City R-II School District assures that it will provide information and referral services necessary to assist in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

The Wright City R-II School District is required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the Wright City RII School District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U. S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the Wright City R-II School District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact the Wright City R-II School District if you wish to review the requirements provided in FERPA.

The Wright City R-II School District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the Wright City R-II School District's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the Wright City R-II School District must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the Wright City R-II School District, or whose parent/legal guardian resides in the district. This census is compiled as of May 1, each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address, birthdate and age of each child, and each child's disability or suspected disability. Should the Wright City R-II School District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability, or know of a child with a disability, or know of a child that is not attending the Wright City R-II School District, please contact the Director of Special Education at the Wright City Early Childhood Center, telephone 636-791-2150.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese, or any other language as may be necessary.

### **Residency**

According to the school laws of Missouri (167 RSMO), students attending in the Wright City R-II School District must be a permanent resident within the defined Wright City R-II School District boundaries and reside with their parent(s), resident-caregiver, or court-appointed, legal guardian within such boundaries.

During the school year, if a student moves within the district, it is vital that a parent/guardian notifies the Early Childhood office or Central Office of the change of address. Please contact the office should other information pertaining to your child (e.g., phone number, immunizations, medications) change during the school year.

## **Standard Complaint Resolution Procedure For ESSA**

### **Missouri Department of Elementary and Secondary Education**

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

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

**Missouri Department of Elementary and  
Secondary Education Complaint Procedures for  
ESSA Programs  
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2. Who may file a complaint?
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**Complaints filed with LEA**

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**Complaints filed with the Department**

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

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

**1. What is a complaint?**

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

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

Any individual or organization may file a complaint.

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

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

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

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

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

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

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V  
Revised 4/17

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

## **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 a 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.

### **ESSA Parent/Guardian Notification** ([Policy GBL](#))

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (ESSA), 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.

### **Staff Qualifications**

Wright City Early Childhood Center employs teachers certified in Early Childhood and Early Childhood Special Education, Speech and Language Pathologists, Occupational Therapists, and Physical Therapists. We also employ paraprofessional educators to support students in the classrooms.

### **Surveying, Analyzing or Evaluating Students** ([Policy JHDA](#))

#### **Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional material that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

#### **Consent Required**

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written, positive parental consent (must opt student in).

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sex behavior or attitudes
- Illegal, antisocial, self-incriminating or demeaning behavior

- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
- Religious practices, affiliations or beliefs of the student or the student's parent(s).
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

### **Notice and Opportunity to Opt Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any protected information survey, funded by any source other than the U. S. Department of Education.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.
4. Any photographed, audio taped, and/or videotaped in public school activities of child/children.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

### **Technology / Internet Policy**

The Wright City R-II School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. Throughout the school year, preschool students will have the opportunity to participate in technology activities set up by their teachers in their classroom through the use of smart boards, tablets and chromebooks. Parents are required to electronically consent to the district's User Agreement granting permission for students to use district technology resources. Please see [Board Policy EHB](#) and [EHB-AP\(1\)](#) for complete policy description.

### **Toilet Training**

We will support and reinforce any toileting training efforts you are implementing at home if reasonable to do so at school. Please inform your child's teacher what you are doing at home so we can follow through at school. Once a child is toilet trained, we will supervise them in the bathroom but the children are expected to use the bathroom independently.

### **Toys**

Please do not send toys to school with your child in order to prevent disruption or loss of items. If the teacher needs something brought in for a special activity, or specific to a certain student, a note will be sent home.

## **Transportation**

Bus services are provided for students that require transportation services as a part of their Individualized Education Plan in the district. Transportation is *not provided* for typically developing peers. Students who will be riding a bus need to have the District Transportation Form filled out.

**\*\*\*\*\*There is only ONE pick up bus stop and ONE drop off address per student in the Wright City School District.** Information must be obtained in writing at Wright City Early Childhood office if a change of bus pickup/drop off address is requested. ***For the safety of students and per board policy, bus stops cannot change back and forth;*** if a change is required, 10 school days is required for bus route reconfiguration.

Ecco Ride services has an app available for parents that can tell you where your child's bus is in near real time, including the scheduled arrival time for stops. Go to the [Login page for Traversa Ride](#) to create an account and to have access.

## **Unscheduled School Closings**

In the event of inclement weather or an unforeseen emergency, listen/watch for the Wright City R-II School District name on the following radio and television stations:

- Radio Stations
  - KWRE 730 AM
  - KFAV 99.9 FM
- Television Stations
  - KTVI Channel 2
  - KMOV Channel 4
  - KSDK Channel 5

In addition, unscheduled closing will also be posted on our district's website, on the Parent Portal, and distributed through e-mail for those families having registered for Parent Portal.

Each child should have an Early Release form on file in the office which has been completed by a parent/guardian (at the beginning of each school year or when registering during the school year) detailing where their child(ren) should go in the event of a scheduled early release day or an unscheduled early release closing.

The district has chose to utilize AMI (Alternate Method of Instruction) days. In the event that the Superintendent declares an AMI day instructions will be given to you from your child's teacher in order for them to earn attendance that day.

## **Visitors**

In order to provide a secure environment, during academic hours all parents/guardians and other visitors are required to report to the office and sign in before going further into the building. Badges (e.g., visitor, volunteer, and staff) are required to be worn in an easily visible location by all visitors and staff. Parents/Guardians and other visitors must sign out in the office when leaving school property. Parents/Guardians are welcome to visit school. Visits should be prearranged through the Early Childhood Director and/or classroom teacher. Individuals, other than parents/guardians, who wish to observe in a classroom, must obtain prior permission from the Early Childhood Director. In order to ensure limited disruption to instruction and the learning environment, as well as student confidentiality,

the director reserves the right to limit the length of time as well as the date and time of day when visits may occur. Students may not bring other children to school as visitors in the classroom.

**Volunteer Opportunities**

Volunteers provide a valuable service to the students and staff at Wright City Early Childhood. Activities performed by the volunteers will be varied as determined by the classroom situation and teacher with approval of the Early Childhood Director. Confidentiality of information while volunteering must be maintained. Volunteers are to sign in and out in the office and wear a volunteer badge while in the building. Preschoolers or other children are not permitted to accompany volunteers during the school day outside of the classroom without prior authorization from the Early Childhood Director.

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PLEASE CONTACT KELLY BROOKS, EARLY CHILDHOOD PRINCIPAL WITH ANY QUESTIONS  
OR FOR ADDITIONAL INFORMATION AT 636-791-2150.