

New Trails Student Handbook



2025-2026

Welcome to New Trails Early Learning Center!

Mission Statement

Where students excel, families dream, the community is inspired, and where teachers make a difference... through inclusive relationships, quality instruction and rigorous expectations.

Vision:

Empowering children and families through education.

We thank you for entrusting your child to the Raytown School District and look forward to a fantastic school year.

Christy Hustad
Principal

Contact information:

New Trails Early Learning Center
6325 Hunter. Raytown, MO 64133
Phone (816)268-7430

Principal: Christy Hustad
Special Education Coordinator: Kristin Jones-Franklin
Secretary: Rachel McCarroll
Social Worker: Nicole Wolf-Burton
Nurse: Lexi Holtorf
Clerk: Ammie Holtorf
Behavior Interventionist: Larnic Edgar

Full Day Program Hours (PreK)	
Monday, Tuesday, Wednesday, Thursday	8:30-3:35
Friday	No School

Half Day Program Hours	
Monday, Tuesday, Wednesday, Thursday	AM 8:30-11:30/ PM 12:35-3:35
Friday	No School

School Supplies:

Qty.	Description
2	Large box of tissues
1	Box of 24 Count Crayola Crayons
4	Elmer's White Glue Sticks
1	Box Crayola Washable Markers
2	Container of baby wipes
1	Folder
1	Spiral Notebook – 70 page, wide line (

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.

General Information

CONTACT INFORMATION:

- Current phone numbers, emails and emergency contacts must be current and stay updated.
 - Due to safety, dismissal from the program may occur if New 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.

ENROLLMENT PROCEDURES:

- All new and returning families must prove residence and enroll prior to starting school.
- Parents must attend orientation prior to starting school. Orientation will be scheduled after residency and enrollment are complete.

ABSENCES, LATE ARRIVAL, EARLY PICK UP:

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

- Parents are to call the school by 8:30/11:30 a.m. if their child will not be in attendance on any given day.
 - If parents do not contact the school, a New Trails staff member will contact the parent.
- For the sake of a child's health and the health of others, children should not come to school when they are running a fever, vomiting, or have diarrhea.
- A doctor's note may be required for absences.
- Excessive absences and/or tardies may result in dismissal from New Trails.
- Students who arrive after 8:30 or picked up before 3:35p.m. must be escorted and signed into school by an adult.
- Tardies and early dismissals are counted against a student's attendance and cause students to miss valuable learning time. Please make sure your student arrives on time and stays the full day whenever possible.

The following absences will be excused. In certain circumstances, written documentation may be required as indicated.

1. Illness or injury of the student, with notification from parent as specified by school officials.

2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with notification from parent as specified by school officials.
3. Medical and dental appointments, with notification from parent as specified by school officials. The principal may require written appointment confirmation by medical provider.
4. Funeral, with notification from parent as specified by school officials. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with notification from parent as specified by school officials.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with notification from parent as specified by school officials.
7. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

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

ELECTRONIC DEVICES:

- Students are not allowed to use electronic devices at school.
- Students with electronic devices in their possession, without permission, will be required to turn the device in to the office, and it must be picked up by a parent.
- School is not responsible for lost or stolen personal devices

Arrival and Dismissal

ARRIVAL:

It is important that the children arrive on time

- Children **may not** be brought to school **earlier than 8:20 am/12:25pm. Repeated failure to follow this policy may result in dismissal of your child from the program.**
- Those children arriving after AM 8:30/PM 12:35 are considered late and will need to be walked in by an adult and signed in at the office.

LOADING AND UNLOADING OF CARS:

- Parents are to use the car tag provided by the school for pick up. This car tag is an indicator that the adult with the tag has permission to pick up the student.
 - Any adult without a car tag must park and go to the walker door with photo identification.

Unloading Cars

Parent will unload child and wait by their car, in the car line, for a staff member to come and escort the student to the building.

Loading Cars

- All cars must have a car tag hung from the rearview mirror so it is visible. This tag gives the adult permission to pick up the child.
- **Due to liability, staff will not load children into cars. Please read the process carefully:**
 - Parents pull into one of the two lanes and wait in a numbered spot (please do not switch lanes.) Staff gets kids into the correct lane prior to the cars pulling up.
 - Parent or guardian puts the car into park and gets out and waits next to the back passenger door.
 - Staff will walk the child to parent for parents to load into the car seat/ booster and buckle. This needs to be done quickly so that we can move cars through the line. **NOTE** - New Trails aged

students all require a car seat. If your child is not in a car seat, you will be asked/contacted by New Trails staff about this.

- Children not picked up by 11:30/3:35 will have to be picked up in the office by an adult and signed out.

These guidelines are to ensure safety for your child as well as serve as a safeguard for the school. We appreciate your cooperation with these guidelines.

WALKERS:

- Any child that is walked into school is considered a walker.
- Please park in the parking lot and walk your child to the east doors next to Blue Ridge Elementary.
- If picking up your child you will need to pick him or her up using the same entrance/exit. Staff will assist you in getting your child. There is a sidewalk that leads to the entrance. Parents need to park in a parking spot. Do not misuse handicapped parking or the fire lane.
- Children should hold their parents hand while in the parking lot. Doors will **not** open prior to 8:20, and 3:25. Parents are not allowed in the building without an escort per Board Policy, therefore the doors to the walker area will not be unlocked until there is adult supervision.
- Adults picking up at the walker door need to have a car tag and/or picture ID.

GENERAL DISMISSAL/PICK UP STUDENT PROCEDURES:

- Students will only be dismissed to guardian or authorized adults, using a valid photo ID, or school tag. School personnel will verify the identity of a parent or other authorized person before releasing the student.
 - Parents may contact the school to designate temporary adults who student may be released to.
 - Changes in authorized adults must be made in the school office by a guardian with a photo ID.
- 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.
 - Children will not be released to individuals who appear to be intoxicated or under the influence of any other substance or are incoherent or any other condition which staff suspect will put the children in danger.
 - 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.
 - If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders and/or contacting the other parent or contacting the appropriate authorities.

STUDENT PICK-UP AT DISMISSAL:

- Students are expected to be picked up at 11:30/3:25.
- Guardian must contact the school if a student will be picked up late.
 - Principal will consider the circumstances when handling a situation in which a student is not picked up within 10 minutes of dismissal.
- When students are not picked up on time, the school will attempt to contact the parent/guardian and emergency contacts.
 - If the school does not hear from the parent/guardian 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 and assist in locating parent/guardian.
- Excessive late pick-ups may result in dismissal from the program.

EARLY STUDENT PICK-UP AT DISMISSAL:

- For the safety of the students, parents may not pick their child from the office during the last 15 minutes of school.

- From 11:15-11:30/3:20-3:35 the office will be closed for student pick up and parents will need to wait in the car rider line for their child.

SCHOOL CLOSURE:

- 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 have reason to think school might be canceled or dismissed early because of weather, please check the district website. **DO NOT CALL THE SCHOOL.**
 - A message will be sent out using the district automated School Reach system. Our district is called “*Consolidated School District No. 2, Raytown.*” You may also call the District Information Line at 816-268-7001.

Instructional Day

LEARNING INSTRUCTION AND DAILY SCHEDULE:

- Lessons are planned to offer a balance of learning instruction.
- 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 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 (am/all day students), Lunch (all day students), snack (pm students)

NAP TIME: We do not offer napping at New Trails. We will work with students that absolutely need a nap but there will not be a classroom nap time.

MEALS:

- Menus for breakfast and lunch are posted on the District Website, here is the link to [Menus](#)
- If your child has a food allergy(ies) please see the District website for the process and medical forms. [Food Service Link](#)
- Breakfast is served daily and is free to all Raytown students. All PreK and morning 3 year olds will be offered breakfast.
- Lunch will be served to our full day PreK children. Parents can send lunch with your child, however, lunches cannot be refrigerated or warmed at school.
- Payment
 - Families can apply for Free and Reduced lunch. **This has to be done every year.** Click on the link to access the forms: [Free and Reduced Lunch](#) If you need further assistance please contact our New Trails School Social Worker.
 - Please do not send cash with your child to school. You can pay online using [MyPaymentPlus](#)
- Free Snack will be provided for half day students attending the afternoon session.

STUDENT BACKPACKS:

- Students will bring a backpack with an extra set of clothes to and from school daily.
- Parent’s will remove papers from the backpack daily

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 and play (Wind-chill or temperature below 15 degrees, heat index 100 degrees or precipitation will prevent outside play).
- If your child has any limitations, parents are required to furnish the principal with a written statement from a physician explaining the limitations. Children will be supervised during outdoor play at all times.

VISITORS

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 will 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.

SCHOOL EVENTS:

- Daytime and evening events will occur throughout the year.
 - RSVPS will be taken to ensure adequate space and materials
 - Siblings may not attend if the event is during the day. Due to space siblings may not be able to attend specific events. Parents will be notified of those special circumstances.
- Safety is a priority therefore all parents or guardians attending events during the day require a photo identification that will be scanned into the district .
- Other family members or guests can attend in lieu of a parent or guardian. Those adults must be 18 or over and must have photo identification that will also be scanned through our system.

BIRTHDAY TREATS:

- Parent's may recognize their child's birthday at school with store-bought, peanut free treats.
 - Treats must be sealed with the nutrition information labeled.

- Homemade treats are not permitted.
- Treats will be eaten at a designated time determined by the teacher.
 - Parents must contact teachers 24 hours in advance if they would like to visit the classroom at the designated time.
- Party invitations may be distributed but **must** include every child in the classroom.
- Delivery of flowers or balloons to school is not permitted.
- When bringing treats other activities are not permitted.

PARENT-TEACHER CONFERENCES AND HOME VISITS:

- Parent-teacher conferences are scheduled at specific times during the school year.
- The District goal and building expectation is 100% parent participation in home visits and conferences.
- If you have any concerns about your student’s educational experience, don’t wait for a conference – contact your student’s teacher at any time to address any concerns.

DRESS AND GROOMING :

- Students should come to school in clothing that is clean, washable, comfortable, and appropriate for school activities and weather.
 - Students must be able to manage clothing independently.
 - Flip flops and heeled shoes are prohibited.
 - As seasons change please send warm or cool clothing to match the temperature i.e. coats, hats, gloves.
- All students should keep an extra pair of clothes and underwear (labeled and in a ziplock bag) in their backpack.
- 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.
- **PLEASE DRESS YOUR CHILDREN IN PLAY CLOTHES.** They will play on the floor, outdoors, and with fun, messy materials! Children will be much more comfortable if they are not afraid of getting “dirty.”
- Please leave toys at home. The staff is not responsible for toys brought from home.

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 be put in 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. (We understand some children will require diapers due to size and/or age)
- There are times when preschool children need help with toileting – zipping, buttoning and hygiene. As Early Childhood Teachers, we will take care of those needs as you would as a parent.
- Our goal for 4 year olds is independence so please send children in clothing they can manage with minimal assistance.

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. 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.

Medical

FIRST AID/SICKNESS:

- 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.
- Parents will be notified for accidents that require nurse attention.
- Small scrapes or cuts located in a location other than the head, teachers may treat using a provided first aid kit. Parents may not always receive calls or notes for minor incidents.

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.

SICKNESS:

- 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 1 full school day and be symptom free for 24 hours before returning to school.
- Children who have 2 or more episodes of diarrhea while at school will also be sent home and must stay out for 1 full school day and be symptom free 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 provided by parent/guardian.
 - All over the counter medications must be in the original unopened packaging and are labeled age appropriate.
 - Prescription medicines must include the prescription label with student name, name of doctor, instruction and dosage.
 - Expired or medication not in correct packaging will not be able to be accepted.

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.
- Students with serious medical needs will require a health plan prior to starting school. Parents are an important member of the team in developing the plan. All plans are created by district nurses based on doctor's orders.

Student Discipline and Behavior

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. Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal.
- The Board 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.

BEHAVIOR SUPPORTS:

- Students are provided with strong structure and management in the classroom. Models used to support:
 - Behavior Intervention Support Team (BIST): Supports the teacher in helping the student proactively prevent unwanted behavior, support students in processing about behaviors and problem solving.
 - 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.
 - Positive Behavior Supports (PBS): Creates common structure and routines for students, teaching and emphasizing positive behavior.

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, the director of special education 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.
- The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person for reporting a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

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.

I have received a copy of the New Trails Student Handbook and agree to abide by the policies within.

Name _____

Date _____