



“Learning and Growing Together”

Parent Handbook

Wentzville R-IV School District

A Word About Our Namesake

Mr. Kevin Barfield retired in 2015 from the Wentzville School District after 32 years of service. Kevin served as the custodian of the Early Childhood Center since its inception in 2003. While Kevin's primary responsibility was to ensure the building was clean and safe he was considered the patriarch of the school. As a result of his dedication he transcended his role and touched the lives of students and staff alike.

INTRODUCTION

Welcome to the Wentzville School District! The day your child enters preschool marks the beginning of an exciting new phase in their life. We know that children learn in different ways and at different rates. Our goal is to help your child develop to their fullest potential by providing them with a variety of experiences. Our partnership with you is essential in this process. We welcome your involvement and want you to feel comfortable visiting our campus so that you may learn more about your child's education. We hope that the information presented in this handbook will acquaint you with our program and help your family better prepare for the transition to our school. We look forward to partnering with you as we begin the journey of helping your child realize their potential. Once again, welcome to our district. If you ever have any questions or concerns please feel free to call our office at (636) 561-5757.

WENTZVILLE R-IV SCHOOL DISTRICT MISSION STATEMENT

Learning today, leading tomorrow.

BARFIELD EARLY CHILDHOOD MISSION STATEMENT

Our mission is to provide a safe and nurturing environment where children come together to explore, learn, and grow. Our goal is for each of our students to reach their fullest potential by fostering language, cognitive, social, and physical development.

ABOUT OUR SCHOOL

The Barfield Early Childhood Special Education Center of the Wentzville School District is an integrated preschool in which children with disabilities participate in classes with their typically developing peers. We believe that all children benefit when educated in an inclusive environment, regardless of their ability. It is through these interactions that children learn to accept differences, but more importantly, learn to recognize and appreciate similarities.

Our program is predicated upon the belief that early identification and intervention will help children and their families. The Barfield Early Childhood Special Education Center offers a full range of early intervention services to help all children develop to their fullest potential and prepare for greater success when they start Kindergarten.

EARLY CHILDHOOD SPECIAL EDUCATION

The Early Childhood Special Education (ECSE) component of our school provides services to children ages 3 through 5 who have been identified with a significant delay or disability. An Individual Education Program (IEP) is developed with consideration of each child's unique strengths to remediate identified weaknesses. A wide range of intervention services are available for eligible children. Our program provides children the opportunity to work on their individualized goals within a child-centered environment that offers developmentally appropriate activities and a variety of language experiences.

Our guiding principle is to provide children early intervention services in the least restrictive environment in the hope that over time they will excel without the need for such services. These services are free of charge for eligible children. Children that are ineligible for special education services may attend the Barfield Early Childhood Special Education Center on a tuition basis, until enrollment capacity is reached.

INTEGRATED PRESCHOOL

Students not eligible for special education services that wish to participate in our Integrated Preschool classrooms (classrooms comprised of “typically developing” and special education students) may do so on a tuition basis. Children that turn 5 before August 1st of the current school year are not eligible to attend the Barfield Early Childhood Special Education Center. Children that turn 5 before August 1st should be enrolled in their respective Kindergarten. The tuition rates are based on days of attendance.

DAYS PER WEEK	Monthly Tuition Fees	Multiple Sibling Discount
Tuesday/Wednesday/Thursday	\$150.00	\$135.00
Monday/Tuesday/Wednesday/Thursday	\$200.00	\$180.00

Multiple sibling rates:

10% discount off highest fee, the second child would pay the full fee.

Three or more sibling rates:

10% discount off the highest child's fee, the second highest would pay the full fee, the third, fourth, etc., children would each get 10% discount.

PAYMENT POLICY

A non-refundable, non-transferable enrollment fee of \$75 for each new first time, \$35 for returning students and siblings is due at time of enrollment. Registration is valid for one school year. Parents must reenroll for each new school year. We do not offer partial payment for days missed. There is no refund policy for weeks/days missed. If divorced, both parents will have access to account information unless we have court papers stating otherwise. We do not get involved in custody situations determining payment of preschool; the parent who registers the child is responsible for payment on the account.

The monthly tuition is due on the first day of each month. A \$15 late fee will be assessed if an account has a balance after the 10th of each month. Your payment must be received by the 10th. Parents will receive a notice that their account is delinquent, and an opportunity will be given to pay the account in full. If you are late on your payment for two consecutive months you will have to set up an automatic credit/debit on the first of each month thereafter. If payment plan is not followed your child could be removed from our program.

TAX STATEMENTS

Tax statements are mailed by the IRS deadline of January 31 of the tax year to the address of the responsible billing party on the Barfield Early Childhood Center account. We cannot send out separate tax statements to more than one address, it is the parent(s) responsibility to forward that information to the correct person if it is someone other than who is listed on the account

DELINQUENT ACCOUNT POLICY

Once a child has been terminated from the program due to non-payment of tuition, a letter will be sent to the parent responsible for the account and an opportunity will be given to pay the account in full. If the balance remains unpaid, a fine will be placed in your child's school account.

PAYMENT INSTRUCTIONS

Payments can be in check form payable to the Wentzville School District. We also accept Visa/MasterCard/American Express and Discover, which can be set up for automatic payment each month. Online payments may be paid on our website <http://wentzville.k12.mo.us/> under "School Information" then "Early Childhood Center". The "Pay Now" button is located in the top right corner of the homepage. There is a \$20 return check/debit fee that you will incur in the event your check/debit does not clear. Payment may be placed in the teacher's folder in your child's backpack, mailed, made via on-line bill pay, or delivered in person to the Early Childhood office.

ENROLLMENT

All students that attend the Barfield Early Childhood Center must be properly enrolled in the Wentzville School District prior to their first day of attendance. In order to enroll you must provide the following information:

- ❖ Screening through Wentzville School District Parents As Teachers
- ❖ The child's most recent immunization records
- ❖ Two proofs of residence, one from Category A, and one from Category B
- ❖ Category A
 - Paid Real Estate Tax Receipt
 - Contract for Home
 - Lease Agreement
- ❖ Category B
 - Driver's License
 - Utility Bill
- ❖ Official copy of child's birth certificate is requested, but not required.
- ❖ Missouri Department of Health & Senior Services Child Care Enrollment Form and Income Eligibility Form for Child Care Centers

The enrollment packet may be obtained from the school office.

IMMUNIZATIONS

Missouri State law requires that all immunizations must be current in order for your child to attend school. Immunization information must be given to the Barfield Early Childhood Center office and reviewed by our school nurse prior to your child's first day of attendance.

TOILET TRAINING

Children who have an IEP are not required to be toilet trained before they may attend. If your child with special needs is not yet toilet trained, we ask that you send diapers and wipes each day. If you prefer, you may leave a supply at school. It is preferred, but **not required** that all other students enrolled in our Integrated Preschool program be toilet trained before their first day of attendance.

If you are ready to begin toilet training with your child, or if you want information or assistance with this topic, please ask your child's teacher.

CURRICULUM

The Emerging Language and Literacy Curriculum (Ornes, Patterson, McMillan, & Thomas, 2007) provides the foundation for instruction, and the Missouri Pre-K Standards form the framework. The curriculum guides our instruction, while the IEP directs the specific programming for students receiving special education services.

Classrooms offer the following components: Writing-Drawing-Journal Time, Circle Time (large group instruction), Center Time (small group instruction), Directed Activities, Snack Time, Outdoor Play, Fine/Gross Motor Activities, Music and Movement, and Individualized Instruction.

Our faculty will assess and document your child's development with the Desired Results Developmental Profile (DRDP). In addition work samples will be compiled in a portfolio that will also include photographs of your child engaged in a variety of educational and social activities. At the end of the school year you will receive the portfolio as a keepsake. Understand that your child may appear in photos included in other students' portfolios. If you wish for your child not to appear in any photos, please contact the office so that we can ensure your child is not photographed.

ELECTRONIC MEDIA

Technology will be utilized to enhance the communication between home and school. There are many helpful features on our homepage such as the building/district calendars, the monthly instructional theme, and letters to parents.

We believe it is important to provide our students an introduction to computers because they are such an integral part of our society. Each classroom has a computer, which the teacher may choose to utilize as part of a lesson. It is possible that your child may use the computer to complete a project. Please refer to the Acceptable Use Policy (AUP) or contact the office for further details.

The use of recording devices of any kind by our patrons is not permitted in the school at any time.

DISCIPLINE

The acquisition of social skills is no different than the development of any new skill, in that it must be taught and learned. Therefore our focus at the Barfield Early Childhood Center is the instruction and reinforcement of pro-social behaviors rather than the administration of consequences for misbehavior. It is developmentally appropriate for young children to test limits. Our school implements the Positive Behavior Support (PBS) program to reinforce the expected behavior and to address misbehavior.

PBS is a program designed to strengthen and improve our students' social skills by clearly stating and reinforcing the behaviors we expect. There are four Universal Expectations we will reinforce in our building.

- ❖ **Safety**
- ❖ **Kindness**
- ❖ **Responsibility**
- ❖ **Respect**

When a student exhibits a behavior that is contrary to a Universal Expectation, the teacher will remind the student of the expectation and provide redirection. The vast majority of misbehaviors will be addressed by the teacher in the classroom. Our classrooms provide structure and routine which are

key elements in reducing negative behavior. Students that behave in an unsafe manner by exhibiting aggressive behaviors will be referred to the office. The administrator will discuss the behavior with the student and remind them what the expectation is. The student may miss recess or other desired activity. You will be contacted and a “Bee Report” will be completed with information surrounding the context of the situation in the hope of preventing a similar behavior in the future.

CLOTHING

Preschool can be a fun and often messy experience. Although children wear smocks for many activities, they still seem to attract paint, glue, clay and other substances. Clothing suitable for play is most appropriate. We ask that children wear sneakers or rubber soled shoes in order to prevent falls in the hallways and on the playground. **We strongly discourage parents from dressing their child in flip-flops or sandals, as this is not appropriate footwear for our active school day.**

WHAT YOUR CHILD SHOULD BRING TO SCHOOL

We ask that children bring a backpack with a change of clothing each day in case of spills or other accidents. We will also use the backpack to send home information with your child. A list of required school supplies follows:

School Supplies

- 2 boxes of 8-color crayons
- 1 box broad-line markers
- 1 pkg. of dry erase markers
- 2 boxes of tissues
- 1 pair of 5” blunt scissors
- 2 bottles of white glue
- 12 glue sticks
- 1 spiral notebook
- 1 2” 3-ring binder
- 1 folder with prongs (solid color)
- 1 box sandwich size zippered storage bags (girls only)
- 1 box gallon size zippered storage bags (boys only)
- 1 pkg. lunch bags
- 1 pencil box
- 2 rolls of paper towels

CLASS HOURS

Morning session hours are from 9:05 A.M. – 12:05 P.M. Children can be dropped off no sooner than 8:55 A.M. and must be picked up by 12:20 P.M.

Afternoon session hours are from 1:05 P.M. – 4:05 P.M. Children can be dropped off no sooner than 12:55 P.M. and must be picked up by 4:20 P.M.

TRANSPORTATION

The only students eligible for transportation services are special education students. The Wentzville School District only provides transportation to and from the Barfield Early Childhood Center for children with special needs. Specific transportation needs will be addressed at the I.E.P. meeting. Parents who have children participating in the Preschool component must provide their child’s transportation to and from school.

DROP OFF/PICK UP PROCEDURES

Our teachers receive students into their classrooms at 8:50 A.M. and 12:50 P.M. Parents that choose to escort their child to their classroom will not be permitted into the academic wings until 8:50 A.M. and 12:50 P.M. In order to reduce disruption, minimize congestion in the halls and to ease transitions, we request that parents vacate the academic halls no later than 9:05 A.M. and 1:05 P.M (the official start of the instructional day). Students that arrive to school after 9:05 A.M. or 1:05 P.M. will be escorted to their classroom by a staff member. After these times, parents will not be permitted into the academic wings. This will eliminate disruption to the classroom.

Parents do not ordinarily go to the classrooms to drop off their children. Typically, drop off occurs at curbside on the South side of the building. Refer to the map illustrating the traffic pattern included in the back of this handbook. Please wait at your vehicle until a staff member takes responsibility for your child. **Hold your child's hand and make sure that they are properly supervised before you leave them.**

Here are additional requests to keep traffic flow running smoothly and most importantly to keep everyone safe:

1. Please avoid cell phone usage while picking up or dropping off.
2. If you are interested in carpooling, send your name, phone number and subdivision name to your child's teacher along with permission to publicize this information to other parents for carpooling purposes only.
3. Install your child's car seat on the driver side of your vehicle.
4. Your child must remain in their car seat until you have stopped your vehicle. Your child should never be sitting in your lap behind the wheel of your vehicle as you approach the child drop-off area.

At dismissal time, please wait in your vehicle for a staff member to bring your child to you. In order to minimize wait time for everyone during departure, we respectfully request that you promptly secure your child. If you need to discuss a matter with your child's teacher, please contact them via phone call or email to resolve the matter or to establish a time for a meeting.

PICKING UP STUDENTS BEFORE DISMISSAL

If you need to pick up your child early, please inform your child's teacher via a note, email or a phone call to the office. You must sign in at the office when you arrive to pick up your child. Individuals will be expected to present photo identification before a child will be permitted to leave school with them. Our staff will notify your child's teacher and your child will be escorted to meet you in the waiting room. These procedures are in place to minimize disruption to the classroom and to ensure your child's safety on the parking lot. We appreciate your compliance and patience with these procedures.

In order to effectively manage dismissal, to maximize student supervision and to ensure student safety please understand that once all of the classrooms have assembled in the staging area for parent pick up we will **not** escort your child from the staging area to the office. What does that mean? If you **should you decide to pick your child up before dismissal, you must arrive and sign out before 11:45 and 3:45**. If you sign your child out after 11:45 or 3:45 then they will be escorted to you in the office **after** their teacher has escorted each of her students to their parents that waited in the parent pick up line.

VISITORS

We welcome and encourage visits by parents/guardians. For safety reasons, any person who is not a staff member **must** report to the office immediately upon entering the building. In order to confirm identity and to safeguard our students we will ask for a form of identification when you register at the front desk, so please bring identification with you when you visit our school. After registering at the front desk, a visitor's tag will be issued. This tag must be worn while in the building. In order to minimize the potential harm to staff and students, persons listed on the sex offenders list shall not be allowed in the school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities.

VOLUNTEERS

The Wentzville School District values parents, guardians, and community members who take the time and effort to volunteer in our schools and classrooms. Volunteers are important resources that help our teachers, administrators, and support staff better serve our students. The District also strives to insure that the volunteers in our schools are screened to help maintain the safety of our students and staff.

An annual background check is required for all volunteers that include child abuse and neglect screenings as well as a check of the National Sex Offender Registry. Anyone who has a substantiated incident of child abuse or is on the sex offender list will not be allowed to volunteer in our school. The required paperwork takes only a few minutes to complete and can be found on the District website. These services are offered free of charge, but do take some time, so please allow at least one week for the school personnel to process the request.

FORMAL CLASSROOM OBSERVATION

Parents are welcome to observe their child in the classroom setting. In accordance with School Board Policy 1430, please submit a written request to the building principal within five school days of the date you wish to observe, with the following information:

1. The name and position of the individual(s) who will be observing;
2. The date and time he or she wishes to observe;
3. The amount of time he or she wishes to observe;
4. The specific purpose for which he or she wishes to observe.

When possible, please submit your requests the full five days prior to the chosen date to ensure that adequate time is available for the request to be considered and processed. The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

PARENT TEACHER CONFERENCES

Parent teacher conferences are held two times per year, in October and in March. Your child's teacher will contact you to schedule an appointment. Teachers are available to you throughout the year and you are encouraged to contact them with any questions you may have.

ATTENDANCE/ILLNESS

Attendance is important to your child's progress in school. We ask that your child be on time for class and attend regularly unless ill. Children are not to be sent to school if they have the following symptoms:

- ❖ Fever of 100 degrees or higher
- ❖ Diarrhea
- ❖ Skin rash
- ❖ Nausea or vomiting

Children **must** be fever free without medication for 24 hours before returning to school.

Parents will be notified if their child becomes ill and needs to be picked up from school. If for any reason you are unavailable to pick your child up, please have a friend or family member pick them up. We will ask them for photo identification. Your child will not be released to anyone without proper identification and notification of approval from you.

If your child is under a physician's care due to serious injury, illness, or hospitalization, we require a written doctor's release before your child can attend school. Please notify the school nurse at (636) 561-5757 ext. 19116. The release may be brought to the nurse's office or faxed to (636) 561-5755.

OUTDOOR PLAY

Outdoor play is an important part of our daily activities. Each class will go outdoors daily, except in extreme weather. If the wind chill or temperature is 25° or below, we will **not** go outside. If the heat index or temperature is 95° or above we will **not** go outside. Parents are reminded that children need to be dressed appropriately for the weather of the day. Hats and mittens are a must in the winter. If your child seems ill and you would prefer that they not go outside, it is best to keep your child home as staff members are required to be outside with children to facilitate play and ensure safety.

MEDICATIONS

If medications are to be taken during school hours, the following guidelines must be followed to ensure your child's safety:

1. The medicine must be in a container with the prescription on the container. The container must be marked with:
 - ❖ Student's name
 - ❖ Doctor's name
 - ❖ Date prescribed
 - ❖ Dosage
 - ❖ Time medicine is to be given
 - ❖ Name of medication
2. All medicine must be kept in the nurse's office and taken in the presence of the nurse.
3. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions. A parent/guardian will

provide a written request that the District comply with the authorized prescriber's request to give medication.

4. As a precautionary measure, the first day's dosage of any new medication must have been given at home before it can be administered at school.
5. If the doctor gives sample medicine to take at school, that should be indicated in a note from the doctor.

SNACKS

A snack will be provided to your child each day. Each month a snack menu will be posted on our homepage. The menu is comprised of a list of foods that comply with the nutritional guide lines set forth by the Missouri Department of Health and Senior Services. The Barfield Early Childhood Center participates in the Child and Adult Care Food Program sponsored by the Missouri Department of Health and Senior Services in order to recoup a portion of the cost associated with providing a snack to our students. Great care was given to the creation of the approved snack items in order to reduce the number of possible allergens as well as to expose our students to a diverse diet. There is a significant and important difference between food allergies and food preferences. Students that are allergic to a specific food may have an anaphylactic response when the food is ingested. The fact is there are far too many allergies to permit the creation of a list of foods that all children could enjoy. Therefore we remain diligent in the preparation and serving of snack to ensure that your child is not served a food to which they may be allergic. If your child is allergic to a specific food and requires a medical action plan please complete the Health Inventory Form included in the enrollment packet and contact the school nurse.

Due to health and safety concerns we ask that parents not send food to school. Only students with medical action plans that have been submitted, approved and on file with the school nurse will be permitted to send food to school. In such cases food must be sent in daily and not stored at school.

BIRTHDAYS AND OTHER CELEBRATIONS

Due to the prevalence and risk associated with allergies **we do not permit parents to send in food to school for classroom parties.** Parents may send in non-consumable treats such as pencils or stickers to celebrate their child's birthday. The Wentzville Child Nutrition Services will provide and deliver a birthday treat to your child's classroom. Birthday treats may be pre-ordered and purchased a minimum of five school days in advance from Wentzville Child Nutrition Services. Healthy birthday treat forms are available for download from our homepage, from the school office, or you may contact Child Nutrition Services directly at (636)327-3858 ext. 21321 to make arrangements.

COMMUNICATION

At BEC we realize the importance of effective communication between our school and your family. Clear, concise and timely information helps our students achieve at a higher level and keeps you “in the know.” We want to be sure that you are aware of all of the different communication channels we will use this year, both at the school and District level, so you always know where to find the information you need. Your responses to the District-wide Communications Survey during the past school year have helped to shape some of these efforts, and your input has resulted in some changes to our communication plan!

❖ Teacher Home Note (Daily Buzz)/ Teacher Newsletter

Each day, classroom teachers will send home a brief note, which we refer to as the Daily Buzz. It is a very brief note that may include classroom news and curricular information, special events, and contact information for the teacher.

❖ Emergency School Closings

Timely communications with our families is always a priority, but especially important in emergency school closing situations. If District schools are forced to close due to inclement weather or other factors (i.e. power outages, water main breaks) parents/guardians and students will be notified in the following ways.

❖ District Phone Call

The Wentzville School District has implemented a telephone broadcast system that will enable school personnel to notify all households by phone within minutes of an emergency or unplanned event that causes early dismissal or school cancellation. The service may also be used occasionally by individual schools to communicate general announcements or reminders. Please be sure to notify the school office about any change in your contact information!

❖ Website

Our school website is the first place that a majority of our parents go to for information, and we will increase our efforts to keep that information current and relevant. Here are some of the things you can expect to find on our school website:

- Upcoming events (school events calendar)
- Stories about student learning and achievement
- Information about extra-curricular activities
- Topical and timely news you can use
- A link to school snack menus

❖ WSD App

Our WSD App has quickly become the second most popular place parents go to for information accessed on the go via mobile device. It is available for both [Apple](#) and [Android](#) devices and it can be used to quickly access the latest news, calendars, directory information and cafeteria menus, as well as access to the Parent and Student Portals.

❖ WSD eNews

The District publishes a monthly electronic newsletter called the WSD eNews that is emailed to district patrons. This newsletter gives patrons information about what’s happening in the District that affects our students, families, and community.

❖ **School Newsletter**

A school newsletter will be sent home quarterly, and will include a message from the principal. The newsletter will include stories about what is happening at school and more information about upcoming events. Over 80% of District parents have expressed an interest in receiving the newsletter electronically via email, but you can always “unsubscribe” if you decide you would rather not receive it. If you would like to receive the newsletter as a hard copy instead, please let us know in the school office.

❖ **School Events Calendar**

The school events calendar is linked to our school website, and is the most comprehensive way to see the complete list of all of the activities going on at school. Assemblies, testing dates, holidays, sporting events, PTA/PTO meetings and much more are all listed on this calendar. Use the drop-down menu at the top of the page to select an individual school, or look at all of the events going on in the entire District. Click on the event you’re interested in to find out even more detailed information.

❖ **TV/Radio**

When inclement weather causes the District to cancel school or dismiss classes early, please check the following television and radio stations for school closing information.

KTVI	TV Channel 2
KMOV	TV Channel 4
KSDK	TV Channel 5
KMOX	Radio 1120 AM

The above television stations also have web sites with the same school closing information. Look for the Wentzville R-IV School District. Please be advised that individual schools will not be listed separately, closings will always be listed as the Wentzville R-IV School District.

FLYER DISTRIBUTION

Each District school has an area in or near the front office designated for “student availability” and here you can locate flyers from organizations such as the Boy/Girl Scouts, YMCA, and the Parks and Recreation Departments. The Wentzville School District only allows flyers to be sent home in student backpacks that are from internal clubs/teams, or partner organizations such as the school PTO/PTA. All materials intended for our students and their families must be approved by the Community Relations Department before they are made available for distribution.

WENTZVILLE SCHOOL DISTRICT NOTICE OF NON-DISCRIMINATION

The Wentzville R-IV School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation or perceived sexual orientation, disability, or age, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Section 504/Title II Coordinator for Students Laura Smith 1 Campus Dr. Wentzville, MO 63385 (636) 327-3800 Title IX and Section 504/Title II Coordinator for Employment Nathan Hoven 1 Campus Dr. Wentzville, MO 63385 (636) 327-3800 Individuals who wish to file a complaint with OCR may contact OCR: U.S. Department of Education, Office for Civil Rights One Petticoat Lane, 1010 Walnut Street, Suite 320 Kansas City, Missouri 64106 Telephone: (816) 268-0550; Fax: (816)268-0599; TTY(877) 521-2172; Email: OCR.KansasCity@edgov.

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

NOTICE OF REVISION

The Wentzville R-IV School District has revised 504 Procedural Safeguards and Regulation 2110 with respect to the filing time period for an impartial hearing. The filing period is now 90 calendar days from the date of the District's written notice of the proposed or refused action regarding the identification, evaluation, or accommodation of a student with a disability.

OBTAINING SCHOOL RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords parents certain rights with respect to their child's educational records. Those rights are listed here:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's educational record, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll. School officials may also disclose information from a student's education records in compliance with a lawfully issued subpoena or court order. Before complying with such a subpoena or court order, the school will make a reasonable effort to notify the student's parent. The school does not, however, need to notify the parent if the subpoena or

court order has been issued for a law enforcement purpose and the court order or other issuing agency orders that the existence or contents of the subpoena not be disclosed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed.

Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

2016-2017 BARFIELD EARLY CHILDHOOD CENTER STAFF DIRECTORY

Please feel free to call our staff members at any time to leave a message by calling the office (636) 561-5757 and using the appropriate voice mail extension listed below.

PRINCIPAL

Kevin Garcia 19224

TEACHING STAFF

Katie Bathe 19302

Natalie Benedict 19306

Kay Bragga 19304

Kim Burlette 19206

Rebecca Burleson 19307

Shara Cooper 19301

Angela Decarolis 19200

Tara Dunaway 19302

Debbie Dunn 19307

Denise Imperial 19213

Nikki Johnston 19203

Brook Kiel 19205

Holly McGuire 19305

Liz McNeil 19204

Liz Sandorf 19201

Carla Schonhoff 19303

Grace Sweeney 19202

Sonja Trower 19300

SPEECH-LANGUAGE STAFF

Alison Turner 19807

Amy Doorack 19804

Andrea Husmann 19805

Carla Wimmmler 19808

Jocelyn Butterfield 19803

Kiersten Swisher 19806

Susan Hupper 19810

Tori Waltz 19108

SECRETARIES

Connie Thompson 19222

JoAnn Allers 19221

PROCESS COORIDINATOR

Angie Basse 19236

DIAGNOSTIC STAFF

Mellissa Hartke 19812

Susan Rombach 19244

Jill Veness 19800

Amy Fetterhoff 19245

Caryn Leverenz-Miller 19801

SCHOOL NURSE

Laura Abegg 19258

Mary Loenard 19258

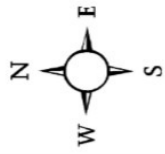
SOCIAL WORKER

Dave Salvatierra 19242

Christina Turner 19809

CONTRACTED SERVICES

OT/PT 19308



Barfield Early Childhood Center Traffic Pattern 2016-17

