

Concordia R-2 Schools

PRESCHOOL and PREKINDERGARTEN STUDENT/PARENT HANDBOOK 2026-2027



HOME OF THE ORIOLES

APPROVED BY THE BOARD OF EDUCATION ON AUGUST 12, 2026

Concordia R-2 Schools
Preschool & PreKindergarten Student/Parent Handbook

This handbook is intended as a guide for parents participating in the Concordia R-2 Preschool. In the following paragraphs we set forth the goals and purposes of our preschool/prekindergarten and how we are working to attain them.

THE MISSION OF CONCORDIA ELEMENTARY SCHOOL

The Mission of the Concordia Elementary School is to promote the highest possible standards of learning for all students in a positive, collaborative environment involving parents, staff and community.

THE VISION OF CONCORDIA ELEMENTARY SCHOOL

For our future, Concordia Elementary School envisions the following:

- Staff, students and families will work together to promote learning.
- We will develop life-long learners using varied curricula to meet the needs of all students.
- All students will have a safe, nurturing environment that develops them physically, mentally and socially.
- We will help students develop social skills, self-esteem and decision-making skills necessary for their future.
- We will use open communication between home and school through email, parent portal and the school website.
- We will provide the necessary instruction in technology to meet the needs of an ever-changing society.
- We will provide the most modern equipment and materials for students and staff.

EDUCATIONAL PHILOSOPHY

Concordia R-2 welcomes the opportunity to be involved in building the future by providing the best educational atmosphere possible for all young people. We believe in promoting academic excellence, social responsibility, and personal growth in each individual by assisting with career or educational choices to prepare for the challenges that lie ahead.

Introduction

A good preschool and prekindergarten provide the child with the companionship of children his or her own age in an environment scaled to his or her needs under trained adult supervision. In addition to the child-directed area, there is provision for activities requiring special adult direction such as storytelling and reading, use of rhythm instruments and singing games. Some of the things that enrich a child's experience in preschool are:

1. Companionship with others his/her own age who have similar interests and abilities.
2. Learning to share.
3. Opportunities for creative expression with paints, blocks, clay cutting, pasting.
4. Quiet concentration with books, puzzles, pegboards.
5. Dramatic play-doll corner, kitchen, dress-up clothing, acting out simple stories.
6. Music in many forms: listening, singing, dancing, and rhythmic.
7. Stories and poems with all their possibilities.
8. Outside play-use of large equipment and development of the "big muscles".

The curriculum will follow the PreSchool and PreKindergarten curriculum guide established by the Missouri Department of Education in conjunction with the Project Construct philosophy.

ORGANIZATION

PreKindergarten meets in classroom number 26, and Preschool meets in room number 27 of the Concordia Elementary School. In addition to the lead teachers in each room, there are paraprofessionals, giving a staff to student ratio of 2:20, meeting State guidelines.

Preschool students that are accepted must have reached the age of 3 by August 1st of the school year. They must be potty trained—explained later in this handbook section. **There is a one time, \$25 registration fee and a \$255 per month tuition requirement.**

PreKindergarten students that are accepted must have reached the age of 4 by August 1 of the school year. They must also be potty trained—explained later in this handbook. **There is NO CHARGE for the PreKindergarten student as we receive a grant for the 4 year olds to attend.**

CONCORDIA R-2 PRESCHOOL STAFF INFORMATION

Mrs. Heather Watson, , PreKindergarten teacher hwatson@concordia.k12.mo

Ms. Bailey Heimsoth, Preschool teacher bheimsoth@concordia.k12.mo.us

Mrs. Rachel Brunkhorst, Principal rbrunkhorst@concordia.k12.mo.us

Mrs. Hailee Brown, School Counselor hbrown@concordia.k12.mo.us

HOURS

The Preschool and PreKindergarten program will be held according to the times and dates as follows:

Monday through Friday, 8:00 am to 3:20 pm

The programs follow the normal District calendar for Professional Development days, Holidays, and school closures.

TRANSPORTATION

Children in the Preschool program are not allowed to ride the school bus for regular attendance. This is deemed a safety issue to protect our smallest learners.

Children in the PreKindergarten program can request to ride the bus to and from school. However, only **two** PreKindergarten students can ride each bus, per safety seat requirements.

Children who are enrolled in the ECSE program are eligible for bus services through their individualized education plans.

To request bus services for your prekindergarten student or find out if your child is eligible to ride the bus, please contact Mrs. Haley at Fowler Bus Company at (660) 463-2756.

The parent must also see that the child is put in the seat or removed from the seat at the bus stop. The driver cannot be responsible for buckling/unbuckling the student from the car seat. School staff will see that the student is buckled/unbuckled at school. There is a limit of no more than two car seats per bus. Requests will be taken on a first come, first served basis. If a student does not ride the bus for a period of over three weeks, their place on the bus may be given to another student unless the parent contacts Mrs. Haley.

REGISTRATION

Children must be three by August 1 to attend the Preschool program. . To attend the four-year-old PreKindergarten program, the children must be four by August 1. The registration forms can be picked up at the Concordia Elementary School office.

FEES

A nonrefundable registration fee of \$25.00 is required at the time the **Preschool** application is accepted. The registration fee is used for large equipment, tapes, and any other permanent equipment needed. There is no registration fee for the **PreKindergarten** student.

The monthly tuition fee for the three-year-olds of \$255 is payable on the first day of each month. (If the first day of the month falls on a Saturday or Sunday, the fee is due on the Monday following that day.) This fee should be given to the teacher or to the office at the Elementary School or mailed to Concordia R-2 Schools, 117 W. 11th Street, P.O. Box 879, Concordia, MO 64020-0879. (PLEASE NOTE: You will pay for the month of August in the month of May.) A reminder note that the fees are due will be sent home with your child a week before the first of the month. The tuition fee checks need to be paid by a separate check than lunch money since the money needs to be kept in separate accounts.

Monthly fees are to maintain space for your child and to operate the program. If you know your child is going to be absent, please call the office at 463-2261.

ATTENDANCE

Preschool is not required by law, but since you have made the commitment to enroll in our program, we hope you will do your best to have students here each day. If you have a trip planned or an extended illness, we certainly understand. **We respectfully request that when scheduling appointments and other things like that, you try to allow for your child to come to school during the year.** .. We understand that this is not always possible, but we would appreciate it if you could try. **We also ask that you call to notify us when your child needs to be absent.**

District procedure is that if a student misses 10 CONSECUTIVE days, they are dropped from enrollment. We will notify you in advance if you are getting close to this. We are also happy to hold your spot if you plan to return (like if you are visiting family or something). We usually operate with a waiting list so we feel like attendance is important. If your child has 10 absences, you will be notified that your attendance is being monitored.

At 15 days, a meeting with the director will be scheduled and an attendance plan will be developed.

At 20 days, you will receive notification of potential removal from the program.

Please advise in advance if you know of an extenuating circumstance and we will do all we can to work with you!

The bottom line is that Preschool is all about establishing a positive routine where school is concerned. This means learning routines that become familiar and building on the academics and social/emotional skills from there. When a student doesn't have regular attendance, this can be very difficult to do. It also robs another student of the opportunity to benefit from our program on a consistent basis.

MAKING PAYMENTS TO CES

All payments to CES for meals and tuition should be made out to Concordia R-2.

OTHER REQUIREMENTS - POTTY TRAINING

Students who enter the Concordia Elementary Preschool should be able to use the toilet facilities on their own. No diaper wearing children can be accommodated in the Preschool or PreKindergarten programs.

SHOW AND TELL

The children are expected to bring one item from home to show and tell. A show and tell schedule will be sent home with your child in August. The four year olds will have show and tell on Wednesdays only. Your child should bring one item that begins with the letter of the alphabet that we are studying.

RECESS

Preschool students will participate in up to 30 minutes of recess play a day. Please send your kiddo to school in clothes that are safe for indoor and outdoor play, that can get a little dirty and that your child feels comfortable wearing.

- Please send your child in safe shoes for playing outside.
- Please send your child in layered clothing or keep a light jacket in the backpack.
- We follow the handbook policy of no outdoor play when the heat index is above 100 degrees and the windchill is below 15 degrees. We also use abbreviated recess times in extreme weather but do feel it is important to get that motor time and some fresh air whenever possible!

CURRICULUM

The CES Preschool and PreKindergarten Programs use a Missouri approved preschool curriculum framework called Project Construct. The district approved supplementary curriculum, Savvas Three cheers for Preschool is also utilized to serve our young learners. This framework has been developed to support the Missouri Early Learning Standards. We are play-based and are committed to developing the whole child. We have implemented a Ready Bodies, Learning Minds Motor Lab to help our students have all the sensory experiences that their brains and bodies need to be successful learners. We want your child to be free to make discoveries that help him/her "construct" their own

knowledge. We provide meaningful and purposeful materials and scaffolding to allow play to be the focal point of their learning while they are with us.

HANDWRITING

Children are encouraged to hold their pencil with the thumb and index finger. Please help them to hold their pencil that way at home also. We encourage and model using the Handwriting Without Tears handwriting method, and this program is used in the classroom as a supplemental curriculum to prepare students for kindergarten.

REFRESHMENTS

Parents will be scheduled to provide a small snack for the children at school. A schedule will be completed so that a parent will know in advance and will have to bring a snack only once every six weeks.

We ask that, if at all possible, you send a water bottle for your child to have at school. We know kiddos get thirsty and we want them to be able to have a drink when needed.

If your child has specific food allergies that keep them from enjoying a community snack with the class, please share this information with your child's teacher. Otherwise, we have a snack each day. We ask that you send in a snack to be shared about once a month. Individual teachers will communicate with you when things are needed. Snacks must be store bought. This includes birthday treats. If you would like to send a special treat to help celebrate a birthday, please let your child's teacher know so we can be sure to allow time.

Please remember that we have a short time set aside for daily snacks so prepackaged items in individual servings are really appreciated! Also, we view snack time as a chance to teach independence and responsibility. In some classrooms, snacks are available during free exploration/play time. When a child gets hungry, they help themselves to a snack. This is often how they learn to use scissors! If this will be the case in your child's classroom, single serve snacks and things that are less messy are preferred.

Parents wishing to celebrate your child's birthday at preschool can send special treats for snack time. To prepare them for kindergarten, the children purchase milk to drink with their snacks. We teach them how to open their milk cartons. (If your child is allergic to milk or has been sick and needs to drink juice, please write a note or phone me and we will provide juice for the same amount of money that particular day.)

TOYS

Parents are expected to discourage your child from bringing toys to Preschool or Prekindergarten for play purposes. Your child can bring a toy for "share time." During this time your child will be encouraged to share something about that toy. They may want to tell about who gave them the toy, where they bought the toy, or why they like to play with that toy.

FIELD TRIPS

Field trips will be limited to occasional short walks in the neighborhood of the school.

CONFERENCES

An informal progress report will be given periodically. At the end of the first quarter individual parent conferences will be held by appointment with any parent who requests them. Special appointments for consultations may be made at other times throughout the school year.

DRESS: Please choose clothing items that are suitable for your child's ability to dress themselves. These features are desirable: In colder weather, please send your child in warm/winter gear

1. Few fasteners
2. Armholes and sleeves of good size
3. Simple styles
4. Loose fitting for freedom of movement
5. Easily washed

6. Closed toe shoes. Sandals should have a heel strap.

DISCIPLINE PLAN

Preschool is an adventure. For many students, it is the first time regularly being away from home and the security of a routine that is familiar. The number one job of our staff is to help students learn how to BE STUDENTS. Not only in an academic sense, but in a community sense as well. Our staff is responsible for laying the foundation and our students are responsible for their own behavior.

- Students will learn the rules for the classroom, halls, building and playground. Asking your child to talk to you about the rules is a good way to enforce their importance and to be sure they are aware of them.
- In the event of a minor behavior issue, teachers will use dignity and grace to redirect the student. We will not put our hands on students to discipline them or isolate them in any way.
- If a redirect doesn't solve the problem, students will sit in "time out" for one minute per year of age. This will be done in a "safe spot" such as a "CALMING ZONE" or wiggle stool or even the child's table spot. It will be a place where the child feels comfortable, safe, seen and not embarrassed.
- We will use PBIS language and practices to align with the rest of CES Elementary when dealing with student behaviors. This is a research based discipline plan that uses grace and dignity to help students learn how to deal with feelings and looks for solutions to problematic behaviors. We usually don't see these kinds of behaviors with our students, but are committed to helping students in any way we can so that they are happy and healthy in the school setting.
- If a student demonstrates difficulty following the rules or adapting to our classroom expectations, a personal plan can be created to help the student find success.
- Behavior disruptive to the learning or safety of others in the classroom will result in the student going to the CES office to calm down and work through whatever the issue may be. At this point, parents will receive communication from the teacher and/or the principal..

Any behavior that results in the physical harm (or attempted harm) of another student or any staff member will result in the aggressor being sent home for the day. While we are willing to help students learn how to handle both disappointment and anger, we have to keep in mind that our students need to feel safe at school.

Depending on the nature of the offense, more than one day may be assigned. This decision may be made by Mrs. Brunkhorst.

CES BEHAVIOR MATRIX

Concordia Elementary School is a Positive Behavior Supports school. The purpose of CES Positive Behavior Supports is to support academic achievement for all students by creating a social curriculum that develops students who are respectful, responsible and safe. Our school strives to provide a clear set of positive expectations and behaviors. At CES we believe that there is a direct connection between academic success and behavior. Please consult the chart below for expected behaviors.

POSITIVE BEHAVIOR SUPPORTS

All settings	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
All Settings	● Follow Instructions ● Treat others like you want to be treated	● Clean up after yourself ● Be responsible with materials	● KHAFOOTY ● Walk Safely
Classroom	● Raise your hand ● Be a good listener	● Follow directions quickly ● Be prepared	● KHAFOOTY ● All four on the floor ● Keep your space clean
AM Gym	● Voice Level 2 ● Leave others' belongings alone	● Sit on the line ● Face the stage ● Sit in the order you arrived ● Take belongings with you	● Walk safely ● KHAFOOTY

Hallways	• Voice Level 0 • KHAFOOTY	• Get there quietly and quickly • Follow directions quickly	• Walk in line • Walk safely
Restroom	• KHAFOOTY • Give others privacy • Voice Level 0	• Flush • Use materials wisely • Clean up after yourself	• Walk safely • Wash hands with soap and water • Keep your feet on the floor
Cafeteria	• Voice Level 2 • Use your manners	• Keep your area clean • KHAFOOTY	• Walk safely • Sit on your pockets
Playground Recess	• Play Fair • Be a good sport	• Line up when the whistle blows • Be a problem solver	• Use equipment appropriately • KHAFOOTY
Dismissal	• Voice Level 2 • Follow instructions	• Listen for instructions • Go directly to your area	• Walk Safely • KHAFOOTY • Follow the line
Preparing For Substitutes	• Be a good listener • Raise your hand to be recognized	• Follow directions quickly • Be a good listener • Follow normal classroom rules/procedures	• KHAFOOTY • Walk safely
Assemblies	• Eyes and Ears on the speaker • Voice Level 0	• Listen attentively • Respond when appropriate • Ignore inappropriate behavior	• Sit on your pockets • KHAFOOTY
Bus	• Voice Level 2	• Be on time • Follow instructions quickly	• KHAFOOTY • Watch your step • Sit on your pockets

CHILD ABUSE AND NEGLECT (Missouri Public Law, Section 210.220 to 210.165 — June 1975)

When school officials, including teachers, school nurses, principals, and other persons with the responsibility for the care of children, have reasonable cause to believe that a child has been or may be subjected to abuse or neglect, he or she is required by law to report such suspicions to the Missouri Division of Family and Children's Services immediately.

SAFETY PROCEDURES

Fire, tornado, earthquake and intruder drills are held regularly throughout the school year and appropriate instructions are provided in each class.

INCLEMENT WEATHER

The early dismissal section of the enrollment form should be completed for each student each school year to inform the staff where the student is to go if school is dismissed early. If there is any uncertainty as to the student's early dismissal destination, the child will remain at school until a responsible adult can be notified.

In the event school is canceled due to weather, announcements are made through radio and television stations serving the area. A listing of those stations is provided: KMMO 1250 AM, KMMO 102.9 FM, KOKO 1450 AM, KMZU 100.7 FM, Channel 4 WDAF and Channel 9 KMBC. Inclement weather and activity information can also be received through Text-Me Concordia. You can sign up for text messages and/or emails on our website.

MEDICATION AT SCHOOL

Each student will need to complete a yearly data sheet. On this sheet, parents may give permission to staff to dispense Tylenol. Dispensing prescription medication at school should be kept to a minimum, but if required, should be delivered to the school health room/office by a parent or a designated adult on the school emergency card. The

medication must be in a current prescription bottle or the original container. (Pharmacies will provide two bottles, one for school and one for home.)

PRESCRIPTION MEDICATION MUST HAVE A PHARMACEUTICAL LABEL THAT INCLUDES: 1) student's name, 2) current date, 3) name of the medication and 4) specific directions for dispensing. The district and employees or agents shall incur no liability as a result of any injury arising from the self-administration of any medication by a student.

SICKNESS AT SCHOOL

Students demonstrating appropriate symptoms may be sent home from school. The school nurse and principal will make decisions based on each situation.

Students may return to school after 24 hours of medication-free normal temperature (under 100 degrees). Students may return to school after 12 hours without vomiting.

HEAD LICE

Head lice infestation is endemic in school population. They are not life threatening and are simply considered nuisance diseases. However, a number of head lice cases in a school take a significant amount of time away from the educational program.

If a child is suspected of having live lice, the hair will be examined and checked under a microscope. If it is determined that the student does have live lice, parents will be contacted. The student shall return only after the student has been treated for lice and the school nurse will determine if the student is allowed to return to school or not. Students will be re-checked in 10 days to determine the success of treatment.

STUDENTS WITH COMMUNICABLE DISEASES

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

District Policy Information

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's building counselor. Requests to amend education records may be directed to the District's building counselor to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not 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 may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. 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 by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District 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); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; 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, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses 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.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

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 of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the building counselor.

Notice

Parents/Guardians and/or eligible students have 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 are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, at-risk, or in foster care is:

Name: Aaron Knipmeyer, Interim Director of Special Services

Phone #: (660) 463-7235

Email Address: aknipmeyer@concordia.k12.mo.us

English Language Learners I-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

For more information about the programs for students with LEP or assistance for families, please contact Aaron Knipmeyer, Interim Director of Special Services, 204 SW 11th Street, Concordia, MO 64020, (660) 463-2261, aknipmeyer@concordia.k12.mo.us.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Jeremy Covey, Superintendent
Phone #: (660) 463-7235
Email Address: jcovey@concordia.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Amanda Reid, Activities Director
Phone #: (660) 463-2246
Email Address: areid@concordia.k12.mo.us

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A, B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

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1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements 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:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **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).
- **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 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.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise

participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated against, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Jeremy Covey, Superintendent
Phone #: (660) 463-7235
Email Address: jcovey@concordia.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Amanda Reid, Activities Director
Phone #: (660) 463-2246
Email Address: areid@concordia.k12.mo.us

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name: Rachel Brunkhorst
Address: 401 SW 4th Street, Concordia, MO 64020
Email Address: rbrunkhorst@concordia.k12.mo.us
Phone #: (660) 463-2261

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of students are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building counselor.

All District policies can be located at: <https://egs.edcounsel.law/concordia-r-2-school-district-policies>.

School Nutrition Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

Fax: (202) 690-7442

Email: program.intake@usda.gov

This institution is an equal opportunity provider.

CONCORDIA R-2 SCHOOL DISTRICT

204 SW 11th STREET

• P.O. Box 879 •

CONCORDIA, MISSOURI 64020-0879

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660-463-7235
660-463-1326 Fax

RACHEL BRUNKHORST
Elementary Principal
660-463-2261
660-463-2413 Fax

BRIANNE BREDEHOEFT
Jr.-Sr. High Principal
660-463-2246
660-463-4081 Fax

August 15, 2026

Dear CES Preschool and PreKindergarten Students and Parents,

Welcome to Concordia Elementary School. CES is home to students from three years old through sixth grade. Our staff is committed to promote the highest possible standards of learning for all students in a positive, collaborative environment involving parents, staff and the community.

To help achieve our goals, we have created a handbook that contains many of our policies and practices. The purpose of this handbook is to inform you of the general rules and policies of Concordia Elementary School. It is our belief that these guidelines are important in helping our students reach their potential in the areas of academics, social development and citizenship. The Student/Parent Handbook is provided at registration.

We believe that family involvement is a vital part of a quality education and look forward to working with you throughout the school year. There are several opportunities in getting involved in your child's education such as: attending PTO meetings, literacy nights, music programs and visiting teachers on a regular basis.

Please read through the handbook for general information on attendance, grades and discipline. We will be reviewing these rules and expectations at school. We also encourage you and your child to review them at home as well. There is also an insert this year that explains about the No Child Left Behind Act of 2001 Complaint Procedures. All of this information is also available on our website.

Please sign the lower portion of this letter and return it to school, indicating that you are aware of the contents discussed in the handbook.

Our office hours are 7:30am – 3:30pm. Please contact us at (660) 463-2261 with any questions, comments or suggestions.

Sincerely,

Rachel Brunkhorst, , Principal

Please sign below after reviewing the handbook with your child.

Return this page to your child's teacher. Thank you!

Parent Signature _____ **Date** _____

Student Signature _____ **Date** _____