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**Contact Us:**  
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900 Homefield Blvd  
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636-272-6710  
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# Weekly Westhoff

Weeks of: October 24<sup>th</sup> and October 31<sup>st</sup>, 2016

Volume 1 – Issue 9

## Principal's Corner

Families,

Parent Teacher Conferences are already next week! They are scheduled for Tuesday, October 25 from 5pm-8pm and Wednesday, October 26 from 10am-8pm. This is an important time to talk to your child's teacher about his/her progress this school year. With the implementation of Standards Based Grading, our teachers will be reporting out on standards and how the students are progressing using the year end goals on the proficiency scales. Please remember if you visit our website, <http://wes.fz.k12.mo.us/> you will find information on Standards Based Grading and the scales the teachers are using to assess student's progress. If you go on the parent portal, you will still see percentages, but you need to ignore those percentages and letter grades. Thank you all for your support and understanding as we work through this "pilot" year of Standards Based Grading.

Don't forget, class will not be in session next Wednesday, Thursday, or Friday of next week for a Fall Break. I hope to see everyone at conferences.

Alicia Hooton  
Principal



2016-2017 WES Attendance  
Average as of 10/20:  
96.5%

**“Make Me PROUD Today, Show The Westhoff Way!”**

**\*Do not get out of car in car line  
in mornings, this slows down the  
line.**

**Please make sure that you are  
NOT dropping off students  
before 8:05 a.m.**

**There is no Supervision before then.**



[Click Here](#) for the link to Westhoff's Webpage with more information on Standards Based Grading

The Fort Zumwalt School District is currently seeking qualified candidates for: Bus Driver, Bus Monitor, Cook Helper, Paraprofessionals, Custodians Clerical and Substitute Staff. [Click here](#) to learn more.

### October

25<sup>th</sup>-26<sup>th</sup> – Parent Teacher Conferences

26<sup>th</sup>-28<sup>th</sup> – NO SCHOOL

### November

1<sup>st</sup> – **Picture Retake Day** / Great Skate Night 6:15 – 8:15pm

3<sup>rd</sup> – Early Release 12:50

7<sup>th</sup> – Fall Festival / Taste of FZ

### November

8<sup>th</sup> – NO SCHOOL / Election Day Polling Place

11<sup>th</sup> – Dress for Respect / PTC Student Fun Night Kindergarten

17<sup>th</sup> – Mid Term

18<sup>th</sup> – All Pro Dad Breakfast K-2

23<sup>rd</sup> – 25<sup>th</sup> – NO SCHOOL – Thanksgiving Break

### Week at a Glance

Monday, October 24<sup>th</sup> – C Day

Tuesday, October 25<sup>th</sup> – D Day

Wed – Friday – NO SCHOOL

Monday, October 31<sup>st</sup> – E Day

Tuesday, November 1<sup>st</sup> – A Day

Wednesday, November 2<sup>nd</sup> – B Day

Thursday, November 3<sup>rd</sup> – C Day

Friday, November 4<sup>th</sup> – D Day

# Missouri Department of Elementary & Secondary Education No Child Left Behind Act of 2001 (NCLB) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)<sup>2</sup>.

Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs Table of Contents	
<b>General Information</b> 1. What is a complaint under NCLB? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

## 1. What is a complaint under NCLB?

For these purposes, a complaint is an 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 NCLB.

## 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 locally developed and adopted procedures.

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

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

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C

<sup>2</sup> In compliance with NCLB Title IX Part C, Sec. 9304(a)(3)(C)

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

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

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within forty-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.
5. **Verification.** Within ten 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, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to private school children handled differently?**

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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 Departments' resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The 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.

# Pride Pictures

Fort Zumwalt  
School District

Dr. Bernard DuBray  
– Superintendent

Mrs. Alicia Hooton  
– Principal WES  
[ahooton@fz.k12.mo.us](mailto:ahooton@fz.k12.mo.us)

Dr. Tanya Deering –  
Administrative  
Intern WES  
[tdeering@fz.k12.mo.us](mailto:tdeering@fz.k12.mo.us)

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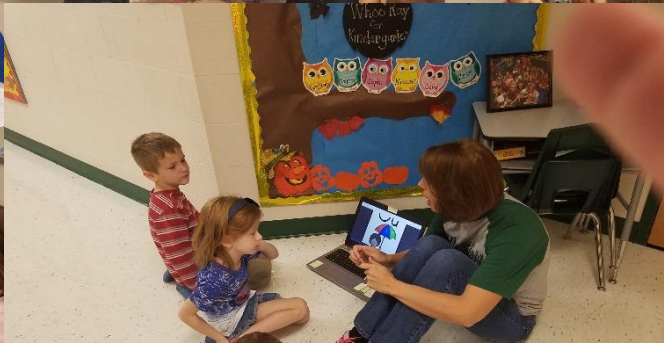
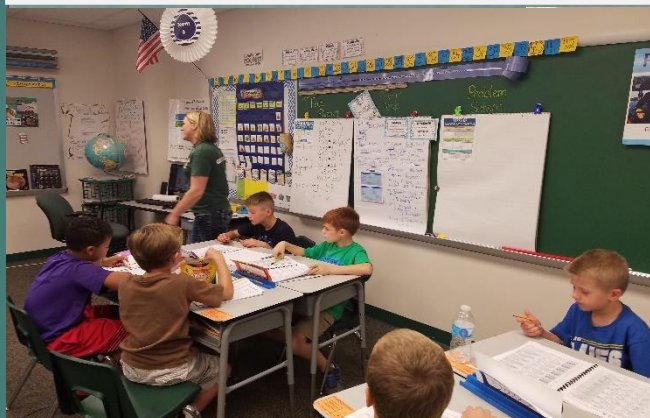
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## Early Release Days

The following are the early release days at Westhoff Elementary School during the 2016-2017 School Year:

November 3  
December 1  
January 12  
February 9  
March 2  
April 6  
May 4

Westhoff Dismisses on these days at 12:50 pm. Students will attend their lunch times.

## Club Dates October:

Art: 5, 12, 19  
Choir: 4, 11, 18  
Metro Choir: 12, 19  
Drama: 6, 13, 17, 20  
Earth: 5  
Fiber: 3  
Math: 4, 11, 18  
Newspaper: 10  
PE Club: 5, 12, 19  
Safety Patrol: Daily  
Scrapbooking: 5, 12, 19  
SHARE / CUBS: 10  
Spanish: 19  
Student Council: 10  
Robotics: 5, 12, 19  
Running Club: A – 10,17,24  
Running Club B – 7,12  
Orchestra: 5, 7, 10, 12, 19,21, 24  
Yearbook: 18

## Curriculum Corner

Co-Teaching – There is a lot of Co-teaching occurring at WES. Co-Teaching is a method that has stemmed from Class within a Class (CWC) where a special education teacher and general education teacher work together to ensure increased success in academics as stated by Marilyn Friend (2008). Gloria Wilson (2005), added that Co-Teaching also assists with students receiving extra assistance with academics they struggle in increasing success in the general education setting.