

Wakefield Elementary  
Student Handbook  
2021-2022



Wakefield Schools  
P.O. Box 40  
502 3<sup>rd</sup> Street  
Wakefield, KS 67487  
(785) 461-5437

## Wakefield Elementary Faculty

Principal	Mr. Tom DeBauche
Counselor	Mrs. Kelly Hughes
Kindergarten	Mrs. Ashley Dumler
First Grade	Mrs. Lisa Judy
Second Grade	Mrs. Melissa Shivers
Third Grade	Mrs. Angie Adams
Fourth Grade	Mrs. Cari Pfizenmaier
Fifth Grade	Mrs. Barbara Bergmeier
Special Education	Mrs. Anna Knepper
Gifted	Mrs. Amy Graves
Library	Mrs. Lynn Auld
P.E.	Mr. Rich Steppe
Vocal Music & Band	Mrs. Toni Croxton
Reading Specialist	Mrs. Krista Thomas

## PTO

We need energetic people who are committed to the students at Wakefield School to help volunteer for PTO. This wonderful organization is committed to provide support and enrichment for our curricular program. Their role is powerfully instrumental in our success. If you are interested in volunteering to be on PTO please contact the office.

## ARRIVAL AND DISMISSAL TIMES FOR STUDENTS

Grades K, 1,2,3,4 & 5

Classes start .....8:10 a.m.

Classes dismiss.....3:20 p.m.

### CLASSROOM STANDARDS

1. To be present and on time.
2. To bring learning materials.
3. To exhibit respect for other people and their property.
4. To be prepared to participate.

### VISITOR PERMITS AND VISITORS TO SCHOOL

Visitor permits will be restricted and granted by the administration only to members of approved groups and to those with official business with the counselor or main office. Persons requesting to relay messages to students, teachers, or other employees shall stop in the office to make the proper arrangements. Those who do not comply with the regulation will be considered and unauthorized person and will be reported to the authorities and charged with trespassing, as loitering on school property is a violation of state law governing public schools. This restriction does not apply to parents of students attending Wakefield Schools as you are encouraged and invited to visit the school to become acquainted with the program.

### **Volunteers**

USD 379 takes the responsibility of safeguarding our students very seriously while they are in our care. We have contracted with Background Investigation Bureau (BIB) to conduct high quality background checks on our potential volunteers using their Secure Volunteer Technology. It is district policy to require anyone interested in being a school volunteer to complete a volunteer screening process online through Secure Volunteer. To see a detailed list on what past offenses would prevent a potential volunteer from "passing," refer to the Past Offenses Guideline at the district website: <http://www.usd379.org>, click the Parent & Community tab and look under the Volunteer heading. The process should only take a few minutes to complete and all information gathered will be confidential.

Volunteers are anyone who will be in the school on a regular basis. School visitors do not need to complete a background screen. Visitors would be guest speakers or parents visiting their own student, for instance to have lunch with their student. To see a more detailed list of what makes you a volunteer vs. a visitor, review the Visitors Vs. Volunteers document under the Volunteer tab.

Playground supervision and breakfast do not begin until **7:50 a.m.** Please do not arrive before this time. In inclement weather children will go to the new gym. Otherwise students will remain on the playground until the supervising teacher releases them to their classes.

**PLAYGROUND SUPERVISION IS NOT PROVIDED AFTER SCHOOL.**

## PARKING/STUDENT ARRIVAL AND LEAVING BY CAR/WALKING

1. Parking Lot: High School students and staff vehicles will be parked across third street in the front of the school, on the east side and back lot of school. Visitors are asked to use these areas, also.
2. Parents who bring students to school or pick them up after school are asked to use the front of the building or the parking area northwest of the new gym.
3. Students are expected to maintain their normal pick-up and delivery process, unless the teacher receives written notification. Telephone messages will not be allowed unless it is bonafide emergency.
4. All Kindergarten through fifth grade students are required to leave school grounds following the dismissal bell until 4:00 P.M. The only exception will be students who are supervised by an adult (such as parent, day-care provider or teacher.)

## PARENT/TEACHER CONTACT

Parents are the most important people in their child's life. Parental involvement in school is essential for the educational success of each student. Teachers and parents who communicate with each other will often present the student with the support necessary for a successful learning experience. All types of communication are important.

## PROGRESS REPORTS

Any time a student is doing unsatisfactory notification will be sent home. District policy indicates the parent must be informed any time a student is receiving a "D" or an "F". We would encourage a line of communication any time a student is not working to their potential. You may also check PowerSchool through the Internet.

## REPORT CARDS

There are four grading periods and report cards will be sent home at the end of each 9 weeks via e-mail or mailed. Please look over the report card with your child and telephone your child's teacher if you have questions. The information on the report card should not be a surprise. If communications have taken place between you and your child's teacher, you should have a good indication of your child's progress. You can also review your child's grades and attendance online at the USD 379 PowerSchool site:  
<http://usd379.powerschool.com>

## PARENT/TEACHER CONFERENCE

Parent/ teacher conferences will be held once in the fall and again in the spring semester. Wakefield faculty will make an effort to hold conferences at a time convenient for parents. Special arrangements for additional conferences may be made for situations that warrant them.

## PHONE CALLS TO THE SCHOOL

Please understand that the individuals within our building are teaching and that can best be accomplished with fewest disruptions. The secretary usually handles phone calls to the school and general messages will be taken and relayed to the individual at the earliest convenience. Calls that need a return message will be made at recess or lunch break. Emergency calls will be referred to the individual immediately.

## TARDIES

A student will be considered tardy if he/she is not in his/ her classroom at the 8:10 a.m. bell. Students eating breakfast at school will be considered tardy if they are still in the lunchroom and not in their classroom at 8:10 a.m. bell. Teachers will record tardiness on the daily attendance sheet. Any students coming to class after attendance has been taken must report to the main office to record arrival time. The classroom teacher will handle discipline for tardiness. Parents will be made aware of excessive tardiness. If tardiness becomes a consistent issue the principal may get involved and administer consequences as well.

## DRESS CODE

If a student's modes of dress or personal grooming habits are disruptive to the educational process, steps will be taken to eliminate the source of disruption. Shirts considered unacceptable at Wakefield include: mesh shirts, halter-tops, bare midriff shirts, and shirts with pictures or slogans that are indecent, profane, or which advertise alcoholic beverages, tobacco, or drugs. Shorts and dress length must be long enough to cover decently in a standing or sitting position. No undergarments should show. Students are not allowed to wear hats or bandannas while in the building except at special designated events.

## RECESS

At Wakefield Elementary School we believe that it is imperative that our students get outside for recess as much as possible. Weather permitting, recess will be held outdoors. We expect students to dress as warmly as needed. If the administrator/teacher feels that the student is not dressed adequately for the temperature, then appropriate clothing may be provided.

## BIKE REGULATIONS

Bicycles are the only allowed student transportation on school property during school hours. Some examples of wheeled items that will not be allowed other than bicycles are scooters, skateboards, roller blades, hee-lies, etc. If these items are brought onto school property, they will be confiscated by the staff and will need to be picked up by the parents from the office. Students riding bikes to school may park their bikes in the racks located between the elementary wing and the lunchroom. Bikes are not to be ridden on the school grounds. Bicyclists are encouraged to wear proper protective gear and bicycle safety rules.

## BREAKFAST POLICY

If your child would like to eat breakfast, the doors will open at 7:40 A.M. Breakfast will end at 8:05 A.M. The children will need to arrive early enough to be finished by the time the bell rings at 8:10 A.M. or they will be considered tardy.

## LUNCHROOM POLICY

We expect Wakefield students to be able to manage themselves at breakfast and lunch. The demonstration of appropriate behavior reflects on the child as one who can accept responsibility. Table manners and behaviors that are not acceptable include:

- \*Spitting
- \*Throwing or taking food
- \*Foul language/gross conversation or gestures
- \*Physical contact with other students
- \*Insubordination to any adult

These infractions may lead to removal of student from class or grouping and/or removal from lunchroom.

## BREAKFAST/LUNCH PRICES

The following prices will be charged for student breakfast and lunch:

Breakfast: \$1.35

Lunch: \$2.80

## BOOK RESPONSIBILITY

Students are responsible for any textbook or library book checked out their name. If any damage or loss occurs, they will be required to pay for it.

## TRANSPORTATION CHANGES

When a student is to change transportation plans at the end of the school day from what has been arranged at the start of school, a note or a phone call is necessary. For example, if a student normally rides the bus, but is to be picked up by a parent, we need to be notified of the change.

## CHANGE OF ADDRESS/PHONE

If at any time during the year a student moves to a different address in the county, the changes must be reported to the office. A change of telephone number must also be reported. Please keep the office posted of any change in employment phone numbers also.

## CELL PHONE POLICY

Elementary students who bring cell phones, or any other electronic communication device, to school will have them turned off and left in their book bags during school hours (7:40 A.M. to 3:20 P.M.) The school will not be responsible for lost items brought to school by the student.

## VENDING MACHINES

Elementary students are not allowed to use the vending machines during the school day but may use them before or after school.

## PETS AT SCHOOL

According with our district policy, we need to take special steps regarding animals at school. They are as follows:

1. We have stated guidelines regarding vaccinations, which need to be documented.
2. Approval by teacher and/or principal.
3. Must fit into units being taught.
4. Must be sure no one has an allergy, which would be aggravated by the animal's presence.

Please contact us and work through your child's teacher before bringing animals!

## ATTENDANCE AND TRUANCY

It is the policy of this district to encourage regular attendance at school by all students. Students who form good habits of regular attendance at an early age have a greater opportunity for scholastic success and the development of attitudes that carry into adult life.

Routine dental and physical checkups are encouraged to be scheduled outside of the regular school day. When emergencies occur or when a child is ill and needs to be absent, we need notification. If your child is ill, you need to telephone the school office by 8:00 a.m. that morning so that we can notify the teacher and arrangements can be made to make up work missed.

During the day, if a student vomits or runs a fever of 100.5 or above at school, a parent or guardian will be notified and the child must be picked up from school. Your child may return to school after they have been fever free for 24 hours without fever reducing medication.

If, for some reason, you know in advance your child will need to be absent, please send a note to the teacher so that class work can be made up before the child leaves.

When a student is absent, it is the child's responsibility to complete assigned work within two days of each day absent.

**NO CHILD SHOULD BE ABSENT FROM SCHOOL FOR AN EXTENDED PERIOD OF TIME WITHOUT THE PARENT CONTACTING THE PRINCIPAL.**

The following procedures shall be used in determining truancy at Wakefield Elementary.

Whenever a child is required by law to attend school and such child is not enrolled, such child is truant.

In accordance with K.S.A. 72-1111 and K.S.A. 72-1113, if a student is absent from school unexcused for three consecutive days or five days in a semester, that student shall be reported to Social Rehabilitation Services (SRS). A student is truant from school if he/she is unable to provide valid excuse from the parent.

An absence with parental consent is excused for the following reasons:

1. Illness
2. Funeral
3. Doctor's appointment
4. Attendance at school approved and/or related events
5. Other reasons determined reasonable by the principal.

A written excuse from a doctor may be required for more than three (3) consecutive days absent or five (5) days within a semester. The principal in consultation with the school nurse will determine exceptions.

## EXCESSIVE ABSENCES

If a student has missed an excessive amount of school in a semester the following procedure may be utilized:

After the 6th absence (all types) of a semester, a letter may be sent to parents/guardians of the student and a conference may be held. Any future absences will only be excused with written documentation from a doctor, county health personnel or the school nurse.

NOTE: School activities are exempt from the above procedure and will not count as absences.

NOTE: Should a student miss an excessive number of days because of a serious illness, injury, personal or family crisis, and these absences are verified by the building administration, the above procedure may be waived.



## ATTENDANCE AT AFTER-SCHOOL ACTIVITIES

A student must be present for half the school day (be in attendance before noon) in order to attend any after-school or evening activity. Activities include:

Project LEAD  
High School and Junior High games  
Elementary trips, programs, etc.

## NURSES

Two school nurses are assigned to serve the entire school district. In addition to handling various health and accident emergencies, the school nurses are responsible for carrying our health related programs by the state of Kansas. The school nurse is not in the Wakefield building on a daily basis.

## MEDICATION

Diagnosis and treatment of illness and the prescribing of medication, including over-the-counter drugs are not the responsibility of the school and should not be practiced by any school personnel including the school nurses without proper authorization. The Nurse Practices Act makes it illegal for school nurses to administer prescription medicines and treatment that have not been prescribed by a medical person authorized to prescribe medication.

### ROUTINE MEDICATION ADMINISTRATION:

1. Permission documentation must be on file at school where student is attending.
2. In lieu of a physician's written prescription, the following information must be included on the bottle label: a) name of individual, b) prescription number, c) name of medication and strength, d) dosage and direction for administration, e) date prescription was filled, f) prescribing physicians name, and g) when applicable—expiration date and storage directions.
3. Parental permission and a newly labeled pharmacy container shall accompany any changes on type of drugs, dosage and/ or time of administration. The school nurse must be notified immediately of any changes.

## HEALTH PHYSICALS

Subject to the provisions of subsection (d) and subsection (g) of K.S.A. 1993 Supp. 72-5214 Section 1:

On or after July 1, 1994, every pupil up to the age of nine years who has not previously enrolled in any school in the state, prior to admission to and attendance in school, shall present to the appropriate school board the results of a health assessment, pursuant to subsection (g), which assessment shall have been conducted within 12 months of school entry by a nurse who has completed the department of health and environment training and certification, by a physician or by a person acting under the direction of a physician.

## IMMUNIZATIONS

Section 1. K.S.A. 1993 Supp. 72-5209 is hereby amended to read as follows:

1. In each school year, every pupil enrolling or enrolled in any school for the first time in Kansas shall present prior admission to the attendance at school certification from a physician or local health department that the pupil has received inoculations as are deemed necessary by Secretary of Health and Environment.
2. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the pupil has received the most recent appropriate inoculations in all required series.
3. Failure to timely complete all required series should be deemed noncompliance.
4. As an alternative to the above required certification a pupil shall present:
  - a. An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the inoculations would seriously endanger the life or health of the child.
  - b. A written statement by one parent or guardian that the child is adherent of a religious denomination whose religious teachings are opposed to such inoculations.

If a student transfers from one school to another, immunization records must accompany the student's transcripts.

## TORNADO DRILLS

A tornado procedure has been set up for the school. Students should make certain that they understand what they should do in case of a tornado because any delay could mean the difference between injury and safety.

When the tornado alarm is sounded, all students and teachers should report to their assigned areas of safety. There should be no talking during the course of a tornado drill. Students should move quickly to their assigned areas of safety so they can hear instructions that are given by the principal or teachers. Your safety and health are dependent upon following rules.

## FIRE DRILLS

A fire drill plan is posted in each room. Students should become familiar with the plan. A fire drill will be run every month that school is in session. Students will proceed quietly according to the plan for evacuating the building when the fire alarm is sounded.

## GUIDELINES FOR A SAFE ENVIRONMENT

A student shall not knowingly possess, handle, or transmit any object or facsimile that can reasonable be considered a weapon (including firearms, explosives, firecrackers, bullets, knives, and lasers):

1. On the school grounds, before, or after school hours.
2. On the school grounds at any other time when the school is being used by any school personnel or school group.
3. Off the school grounds at a school activity, function, or event.

Consumption of food, candy, gum and beverages can be distracting so they can only be allowed in the classroom with permission of the teacher.

Skateboards, radios, tape players, cameras, electronic games, cell phones, and items of this nature are not permitted in school. They disturb classes and may be stolen. Such items may be taken by staff and turned into the office for parents to pick up.

## SEXUAL HARRASSMENT

District employees shall not or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action. Any individual who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal or another certified staff member.

## SUSPECTED CHILD ABUSE AND/OR NEGLECT

The Kansas Child Protection Act requires that suspected cases of child abuse and/or neglect must be reported by teachers and school personnel to the Department of Children and Families.

## DRUG FREE SCHOOLS

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on the premises or as part of any school activity is prohibited. This policy is required by the 1989 amendment to the Drug Free School and Communities ACT, P.L. 102-226, 103 St. 1928 (Cf. LDD).

## USE OF POSSESSION OF TOBACCO

Smoking by students and/or possession of any tobacco product (including smokeless) is prohibited in any attendance center, on the school grounds, or at any school-sponsored activity (on school property and at events away from the school). Student's violation of this policy will be subject to disciplinary action.

## REPORTABLE CRIMES

The following incidents are those that are to be reported to the local law enforcement agency at their request:

- Any incident involving a deadly weapon e.g. guns, knives, bludgeon, or explosives.
- Any incident involving illegal drugs.
- Any theft or destruction of property.
- Any other felony crime.
- Any battery, which results in a visible injury (including blood).
- Any alleged crime when the victim desires to file a police report.
- Any out-of-school suspension of a student when officers may see the student on the streets during the regular school day.
- An excused absence or several absences where there is at least a possibility that the excuse may be fraudulent.

## BULLYING

Bullying shall not be tolerated at school or school activities. Bullying is defined as the act of one or more individuals intimidating one or more individuals through verbal, physical, mental, electronic or written interactions. Bullying can cause undue anxiety relative to attending school, participating in co-curricular activities, attending activities, or riding on the bus. Bullying will not be tolerated in USD 379 or at Wakefield Schools. Examples of bullying include, but are not limited to:

1. Intimidation
2. Threats of any kind
3. Assault-verbal, physical, or mental.
4. Battery is the intentional physical contact of another in a rude or insulting manner.

As a school, we enforce the following rules on bullying:

1. We shall not bully other students.
2. We shall try to help students who are bullied.
3. We will include everyone in all school events and activities.
4. When we know someone is being bullied, we will tell an adult at school and an adult at home.

Students must understand that bullying in the school building, on school grounds, on the bus, or at school-sponsored functions will be grounds for disciplinary action, including suspension or expulsion. Students may also be reported to law enforcement, since bullying may be, in some circumstances, a criminal act.

Wakefield Schools will make every effort possible to be aware of any intervene in any activities perceived to be bullying.

Parents are encouraged to communicate with teachers and other school officials to learn more about what they can do as parents to prevent bullying. Awareness and intervention are positive ways we can work together.

## NOTICE OF DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Clay County School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or

handicap in admission or access to, or treatment or employment in, its programs or activities. Any person having inquiries concerning the Clay County School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mike Folks, 807 Dexter, PO Box 97, Clay Center, Kansas 67432, (785) 632-3176 who has been designated by the regulations implementing Title VI, and Section 504.

## LEVEL SYSTEM FOR DISCIPLINE

Level	Examples include (but are not limited to...)	Consequences
<p>Level 1 (mild) infractions:</p> <p>Minor misbehaviors that can be adequately corrected at the time and in the setting in which they occur.</p> <p>Behavior that does not require formal documentation and only affects the misbehaving student.</p> <p>Any staff observing this behavior can and should correct it when the behavior is observed.</p>	<ul style="list-style-type: none"> <li>• Hallway misbehavior</li> <li>• Voice level violations</li> <li>• Personal space issues</li> <li>• Excessive talking</li> <li>• Being off task</li> <li>• Excessive tardies</li> <li>• Cheating</li> <li>• Inappropriate language</li> </ul>	<p>Level 1 consequences will vary by teacher, but may include:</p> <ul style="list-style-type: none"> <li>• Conference w/ teacher</li> <li>• Moved to a new seat</li> <li>• Loss of recess time</li> </ul> <p>Severity of consequences may increase if behavior continues.</p>
<p>Level 2 (moderate) infractions:</p> <p>Does not require immediate administrative involvement but is behavior that interferes with the teaching or learning of others</p> <p>Does require formal documentation to be filled out by witnessing staff. Student and documentation are to be sent to the office/</p> <p>Parent notification is necessary.</p>	<ul style="list-style-type: none"> <li>• Throwing things</li> <li>• Outburst/making noises</li> <li>• Non physical horseplay</li> <li>• Failure to comply with reasonable request</li> <li>• Defiance/Disrespect</li> <li>• Verbal threats</li> <li>• Repetitive occurrence of Level 1 infraction</li> </ul>	<p>Level 2 consequences will consist of an Incident Report being sent to the office. It may also include:</p> <ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Meet with Counselor</li> <li>• Non-social recess or lunches</li> <li>• Verbal Reprimand</li> <li>• Timeout in office</li> </ul> <p>* Severity of consequences may increase if behavior continues or escalates.</p>
<p>Level 3 (severe) infractions:</p> <p>Serious misbehaviors that require immediate administrative involvement and written documentation.</p> <p>Includes behaviors that are intended to threaten or cause physical and/or mental harm to others.</p>	<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Drugs</li> <li>• Alcohol</li> <li>• Physical Aggression</li> <li>• Weapons</li> <li>• Destruction of School Property</li> </ul>	<p>Immediate attention of an administrator who will apply the appropriate level of consequences, which could include</p> <ul style="list-style-type: none"> <li>• Time out in the office</li> <li>• ISS</li> <li>• OSS</li> </ul> <p>* Law enforcement may be called to assist</p>

