

Wakefield Elementary Student Handbook

2008 - 2009

Wakefield Elementary School

Wakefield, Nebraska 68784

<http://www.wakefieldschools.org>

Elementary Telephone: 287-9892

High School Telephone: 287-2012

Bus Barn: 287-2943



TABLE OF CONTENTS

Intent of Handbook/Philosophy

People Who Care

2008-2009 School Calendar

School Supply Lists (English & Spanish)

Notice of Non-Discrimination/Designation of Coordinators/
Notice Concerning Staff Qualifications/K-6 School Hours

School Closings/Telephone Calls-Daily Announcements

Accidents-Emergencies-Illness/School Visits

Parent Involvement/Written Communication/Entrance-Admissions/
Student Attendance/Tardies-Absences

Leaving School During School Day/Make-Up Work/Homework/
Staying After School/Meals/Breakfast-Lunch Prices

Family Vacations/Parties/ Academic Progress

Grade Placement/Permanent Records

School Behavior

Code of Behavior (Playground/Lunchroom/Hallways/Restroom)

Recess Temperature Guidelines/Bicycles-Skateboards

Bus Rules/Disciplinary Action Relating to Bus

Rules for the Computer Network/Dress Code/Publication of
Student Pictures and Products

Safe and Drug-Free Schools/Safety Patrol/Disaster Drills/
Student Services/Student Insurance

Care of School Property & Vandalism/Personal Property/
Dangerous Items/Search & Seizure/Harassment by Students

Complaint-Grievance Procedures/Due Process/Abuse-Neglect/
Police Questioning of Students

Custody & Parental Rights/Homeless Children & Youth

Student Fees

Health Practices/Immunizations/Illnesses & Communicable Diseases

Medication Permissions

WELCOME TO WAKEFIELD ELEMENTARY SCHOOL

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Wakefield School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Philosophy

The basic purpose of the Wakefield School System is to educate all children to the maximum extent of their abilities. Thereupon, when the individuals enter adulthood, they will be responsible, contributing members of the community in which they live. The school system will instill within the students the desire to be self-motivated and to become life-long learners.

To achieve these objectives, the system shall provide competent administrative, instructional and support staff. The district decisions shall be based upon the mission of the school, which is the education of all students.

The Wakefield School System shall accept the responsibility of providing a curriculum that enhances the students’ mental, social, physical and behavioral growth. Educational programs shall prepare the students for future education or entrance into the working world.

Facilities shall provide an atmosphere to motivate the students’ development and growth.

PEOPLE WHO CARE

Administrators:

Bill Heimann - Superintendent
 Jason Heitz - High School Principal
 Craig Patzel - Elementary Principal

Board of Education:

Mark Victor - President
 Kim Cloninger – Vice President
 Lisa Lunz – Secretary
 Renee Kindschuh
 Tim Bebee
 Doug Christensen



Elementary Staff:

Branislava Knezevic.....	Guidance Counselor
LaVon Anderson.....	Elementary Secretary
Linda Steinman.....	Kindergarten
Timarie Bebee.....	Kindergarten
Cathy Hoffart.....	First Grade
Shelly Schultz.....	First Grade
Jan Johnson.....	Second Grade
Brian Johnson.....	Second Grade
Janelle Eaton.....	Third Grade
Janie Gutzmann.....	Third Grade
Megan Nixon.....	Fourth Grade
Jaime Manz.....	Fourth Grade
Susan Metzler.....	Fifth Grade
Deb Garwood.....	Fifth Grade
Matt Brenn.....	Sixth Grade
Lynette Haisch.....	Sixth Grade
Deb Youngmeyer.....	Special Education Resource
Jean Dorcey.....	Special Education Resource
Donna Johnson.....	Special Education Para
Morris Jacobsen.....	Title I (K-12)
Teresa Soderberg.....	Title I Para
Amy Gould.....	Title I Para
Brenda Tello.....	ESL (K-6)
Rhonda Lorenzen.....	ESL Para
Sylvia Hernandez.....	ESL Para
LaVonne Carson.....	Spanish
Jolene Klein.....	Library/Media (K-12)
Carol Kielty.....	Library/Media Para
Mike Hassler.....	Art (K-12)
Deb Nicholson.....	Vocal Music (K-12)
Bill Trenhaile.....	Instrumental Music
Paul Eaton.....	Physical Education
Lori Harding.....	Keyboarding
Angie Borg.....	School Nurse
Kim Halle.....	Language Clinician
Mike Nesbit.....	Behavioral Psychologist
Ofelia Calleros.....	Migrant Recruiter
Mary Brudigam/Bree Brown.....	Elementary Paras
Gary Rastede.....	Maintenance
Candi Barge.....	Custodian
Kristi Foote/Roxanne Thompson/Donna Johnson/	
Josie Paulson.....	Kitchen

**WAKEFIELD COMMUNITY
SCHOOL**

2008-2009



August 2008

S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2008

S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2008

S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2008

S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008

S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009

S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009

S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2009

S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2009

S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2009

S	M	Tu	W	Th	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2009

S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2009

S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 15 & 18 Teacher Pre Service
 August 18 Meet & Greet -6:00 p.m.
 August 19 Students 1st Day

August 25 K-6 No School
 August 29 1:30p.m. Dismissal
 September 1 Labor Day No School

October 2 Parent Teacher Conferences
 3:00 p.m. – 9:00 p.m.
 1:00 p.m. Dismissal

October 3 No School
 October 17 End of 1st Quarter

November 27-28 Thanksgiving Vacation

December 23 End of 2nd Quarter
 2:00 Dismissal

January 5 Begin 2nd Semester

February 12 Parent Teacher Conferences
 3:00 p.m. – 9:00 p.m.
 1:00 p.m. Dismissal

February 13 No School

March 6 Spring Break
 March 13 End of 3rd Quarter

April 10-13 Easter Break

May 17 Graduation
 May 19 2:00 p.m. Dismissal
 End of 4th Quarter
 May 20 Teacher Work Day

Snow Days May 21-22, 26-28

Two- hour late starts for teacher in-service

Sept. 8, 22 Dec. 1, 15 March 9, 23
 Oct. 6, 20 Jan. 19 April 20
 Nov. 17 Feb. 2, 16 May 4

**WAKEFIELD ELEMENTARY
SUGGESTED SCHOOL SUPPLY LIST
2008 - 2009**

Kindergarten

1 large box tissues
3 #2 pencils – name or initial
initial
One box of 16 regular-sized crayons
3 large glue sticks – name or initial
1 small pencil box – name or initial
1 pocket folder
1 eraser – name or initial
Scissors – name or initial
Backpack (no rollers) – name or initial
Beach towel for rest time



First Grade

3 or 4 #2 pencils – name or initial
Colors – 16 or smaller
Eraser - name or initial
Scissors - name or initial
1 or 2 large boxes of tissues
3 glue sticks – name or initial
1 plastic school box – name or initial
Backpack

Second Grade

3 or 4 #2 pencils
Eraser
Colors - any size box
Scissors - name or initial
4 plain-colored pocket folders with tabs (NOT a 3-ring binder)
Large box of tissues
1 bottle of glue

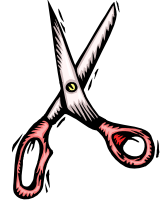
Third Grade

Pencils – 4 or 5
Eraser
Colors or colored pencils
Scissors
1 pocket folder
2 large boxes of tissues
Bottle of white glue
1 school box



Fourth Grade

3 spiral notebooks
4 pocket folders
1 box of colors or colored pencils
Scissors
Glue
Ruler – inches and centimeters
Pencils & Pen (black or blue)
Large eraser
Large box of tissues
1 box of markers



Fifth Grade

4 spiral notebooks - red, blue, green, yellow
Notebook paper for assignments
4 pocket folders
1 box colored pencils
1 ruler – inches and centimeters
1 box of colors
1 small pocket calculator
1 protractor
Large box of tissues
Pencils, Eraser & Pen
Pencil Sharpener
1 spiral notebook (for Spanish class)

Sixth Grade


5 spiral notebooks - green, blue, red, yellow, your choice
1 ruler – inches and centimeters
1 box of colors
Pocket folders
1 box colored pencils
Scissors
1 bottle of glue
1 small pocket calculator
1 protractor
1 compass
1 large box of tissues
Pencils, pen, & eraser
1 spiral notebook (for Spanish class)



All students need a second pair of shoes to serve as PE shoes. These need not be new. They must be clean to protect students from falling and to protect the gym floor from damage.

ESCUELA PRIMARIA WAKEFIELD
LISTA (SUGERIDA) DE UTILES ESCOLARES
2008-2009

KINDER

- 1 Caja grande de pañuelos de papel
- 3 Lápices # 2-con nombre o iniciales
- 1 caja de 16 colores tamaño regular
- 3 palos de resistol (glue sticks) grandes-con nombre o iniciales_
- 1 caja pequeña para lápices-con nombre o iniciales 
- 1 carpeta con bolsillos
- 1 borrador -con nombre o iniciales
- 1 par de tijeras -con nombre o iniciales
- 1 mochila (**sin ruedas**) - nombre o iniciales
- 1 toalla playera-para el descanso

PRIMER GRADO

- 3 o 4 lápices número # 2 (nombre o iniciales)
- Colores -16 o menos
- Borrador -con nombre o iniciales
- Tijeras -con nombre o iniciales
- 1 o 2 cajas grandes de pañuelos de papel
- 3 palos de resistol -con nombre o iniciales
- 1 caja de plástico para lápices (escriba el nombre o iniciales)
- Mochila

SEGUNDO GRADO

- 3 o 4 lápices número # 2
- 1 borrador
- Colores -de cualquier tamaño
- Tijeras - con nombre o iniciales
- 4 carpetas sencillas con bolsillos y agaraderas en medio (no aros)
- 1 caja grande de pañuelos de papel
- 1 botella de resistol

TERCER GRADO


- 4 o 5 lápices (#2)
- 1 Borrador
- Colores (o lapices de color)
- Tijeras
- 1 carpeta con bolsillo
- 2 cajas grande de pañuelos de papel
- 1 botella de resistol blanca
- 1 caja de plástico para lápices




CUARTO GRADO

- 3 cuadernos de espiral
- 4 carpetas con bolsillos
- Tijeras
- Resistol
- Regla con pulgadas y centímetros
- 1 caja de colores o lápices de color
- Lápices
- Pluma (negra o azul)
- Borrador Grande
- 1 caja grande de pañuelos de papel
- 1 caja de marcadores

QUINTO GRADO

- 4 cuadernos de espiral --roja, azul, verde, y amarillo
- 1 cuaderno para tareas
- 4 carpetas con bolsillos
- 1 caja de lapices de color 
- 1 regla con pulgadas y centímetros
- 1 caja de colores
- 1 calculadora chica
- 1 transportador (protractor)
- 1 caja grande de pañuelos de papel
- Lápices
- Borrador
- Pluma
- Sacapuntas
- 1 cuaderno de espiral (para la clase de Español)

SEXTO GRADO

- 5 cuadernos de espiral--verde, azul, roja, amarilla y uno opcional
- 1 regla con pulgadas y centímetros
- 1 caja de colores
- Carpetas con bolsillos
- 1 caja de lapices de color 
- Tijeras
- 1 botella de resistol
- 1 calculadora chica
- 1 transportador (protractor)
- 1 compás
- 1 caja grande de pañuelos de papel
- Lápices
- Borrador
- Pluma
- 1 cuaderno de espiral (para clase de Español)

****Todos los estudiantes necesitan un par de zapatos para Educación Física. Estos no necesitan ser nuevos solo deben estar limpios para proteger al estudiante de caerse y proteger el piso del gimnasio de daños.**

Notice of Non-Discrimination

The Wakefield Community School District does not discriminate on the basis of race, color, national origin, gender, age, marital status, religion, or disability in the admission, access to its facilities or programs, treatment, or employment in its programs and activities.

Designation of Coordinators

Any person having inquiries concerning this district's compliance with Title VI (discrimination or harassment), Title IX (gender equity), Section 504 of the Rehabilitation Act and the Americans with Disability Act, Homeless student laws, or Safe and Drug Free Schools and Communities should contact the Wakefield Community Schools Administrative Office.

Notice Concerning Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Please contact the Wakefield Community Schools Administrative Office for such information.

K-6 School Hours

8:15 a.m. to 3:35 p.m. (Grades K-6)

Playground supervision is not provided by the school district before or after school except for those students eating breakfast.

STUDENT SCHEDULES

7:30 - 8:00 a.m.....	Breakfast served at school
7:45 - 8:00 a.m.....	Bus students arrive
8:00 - 8:14 a.m.....	Town students arrive (if not eating breakfast at school)
8:15 a.m.....	School day begins
11 - 11:40 a.m.....	Lunch/recess (3rd-6th grade)
11:20 a.m. - 12:05 p.m.....	Lunch/recess (K-2nd grades)
3:35 p.m.....	Dismissal for K-6
3:50 p.m.....	Buses leave

School Closings

School closings due to inclement weather will be announced on local radio and television stations before 8:00 a.m.

- ❖ TV – Siouxland television stations.
- ❖ Radio – KNEN, KEXL, & KUSO (US92), all in Norfolk; KZ100, Columbus; and KTCH, Wayne.
- ❖ Internet – Check the following websites – <http://www.horizons-software.com/iccap/> follow the prompts; and <http://www.ktiv.com> (click on the “Alert 4 School Announcements”).

It may become necessary to dismiss classes during the school day because of bad weather. In such an event, it is important that parents/guardians provide ahead of time to the school, the procedures the child should follow (i.e., go home with a specific friend, go to a relative’s home, babysitter’s, etc.)

Parents may decide to keep their children home during inclement weather. Students absent due to severe weather when school is in session will be marked absent. The absence will be treated like any other absence. Parents may pick up their children during inclement weather at any time during the school day.

Telephone Calls/Daily Announcements

Parents are encouraged to call the school with questions, concerns and suggestions. While it is not always possible to visit a teacher or administrator at that time, your phone call will be returned as soon as possible or you may schedule an after school appointment. Parents can contact the school using the following directory:



Wakefield Elementary – 802 Highland St.	287-9892
Administrative Offices – 802 Highland St.	287-2012

Parents/guardians who have an emergency message for their student, or sponsors of various groups that wish to have an announcement should contact the elementary secretary before 2:45 p.m. to allow adequate time for the message to be announced or delivered before the end of the school day.

The school telephones are for school business only. Students may use the phone only in case of an emergency (this does not include calling parents for forgotten items) or to notify parents if they must remain at school beyond the regular school day. Other plans or arrangements should be made at home by the student and parents/guardians prior to the school day.

Accidents/Emergencies/Illness

Parents are asked to complete and sign a “Student Information” at the beginning of each school year. We need the following information it provides, such as:

1. The name of your family doctor.
2. The home phone number and business phone of both parents.
3. The name and phone number of a close friend or relative, in the event you cannot be reached.

If a child becomes seriously ill or injured during school hours, every effort will be made to notify the parent/guardian or the person designated by the parent for emergency contact. No child will be sent home without this contact being made. If the illness or accident is of a serious nature and parents/guardians cannot be reached, the family physician will be contacted and their directions followed. In the event that none of these persons can be reached, reasonable judgment of school personnel regarding the interest of the child will be used.

If a child is well enough to come to school, the child is well enough to participate in the daily school program (including recess and P.E.). A school official may grant short-term non-participation (one to two days) if requested by parents. The building principal reserves the right to require a written excuse for non-participation at any time it appears warranted.

School Visits

Parents/guardians are encouraged to visit school. Please check with your child’s teacher regarding the best time to visit. *We request that parents not plan visits during the first two weeks or the last two weeks of school.*

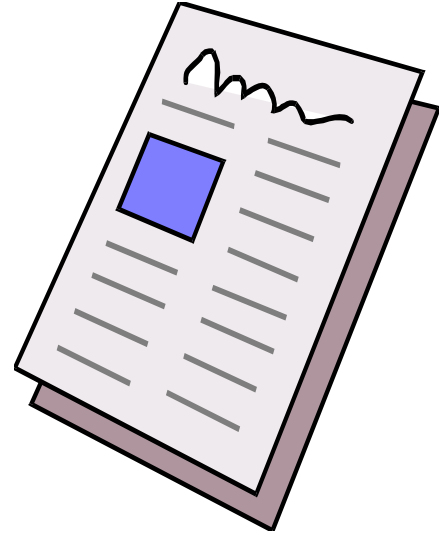
- 1) All parents and visitors must enter and exit the building through the main doors during school hours. Before visiting a classroom, permission must be given through the school office. Visitors will be asked to sign in and will receive an identification tag, which they are required to wear throughout their time in the school building.
- 2) Preschool brothers and sisters are permitted to visit if accompanied by parents, but we ask that they do not attend parties or field trips.
- 3) Relatives or friends from other schools who wish to visit may do so for a period of time *not to exceed 1/2 day*. These visitors are to have advance approval from classroom teachers and the principal.
- 4) If a child wishes to bring a pet to school for show and share time, he/she must ask the homeroom teacher for permission. An adult must accompany the child and pet to school, and the pet must be returned home immediately after sharing time. Animals may not be left at school all day.

Parent Involvement

Parents/Guardians are encouraged to become involved with school and to participate in school events and activities. Parents have access to all textbooks, curriculum materials, and any other instructional materials used by the school. Parents have the right to be informed and choose non-participation in any surveys of a sensitive nature in accordance with the No Child Left Behind Act of 2001.

Written Communication

School newsletters are posted monthly on the school's website (www.wakefieldschools.org). Additional notes/flyers are sent home on a regular basis to keep parents informed of monthly activities, calendar changes, and other school news.



Entrance-Admissions

Nebraska school law states that, “Any child not less than seven and not more than sixteen years of age is to attend school each day that such schools are in session except when excused by school authorities.” Children in the School District will be allowed to enroll in the District’s regular education program in kindergarten beginning at age five if the child’s fifth birthday is prior to October 15.

Student Attendance

More than seven (7) absences from ANY class or classes per semester, for any reason, with the exception of school sponsored activities, and out of school suspension absences, may prohibit the student from advancing to the next grade the ensuing year. Exceptions to this policy can only be granted by the administration with Board approval.

Parents/guardians of students with excessive absences or tardies will be notified by school officials. In this notification an opportunity to hold a conference with school officials shall be provided. The conference will be designed to develop a plan to improve the attendance of the student.

Tardies/Absences

Students absent or planning on leaving school early must submit a note from parent/guardian stating reason for absence. Students arriving after 8:15 a.m. will be considered tardy. A meeting will be scheduled with the building principal to discuss solutions for students with excessive tardies.

Parents/guardians must notify the school by note or telephone before 8:10 a.m. of a student's absence or tardiness. If the school is not notified, a call will be made to the parent/guardian to determine the child's whereabouts and safety. For parent convenience, an answering machine will take calls prior to 7:45 a.m.

Leaving School During the School Day

Students who must leave school for any reason during the school day must check out at the office. A sign-out sheet is available for this purpose. Students are only released to a parent or parent designee. When students return to school they are expected to sign back in.

Make-Up Work

Classroom work and assignments missed during an absence, regardless of the type of absence, **must** be made up unless special arrangements are made with the appropriate teacher(s). Students are responsible for obtaining make-up work and parents and siblings may make arrangements to pick up assignments, books or other materials by contacting the school office.

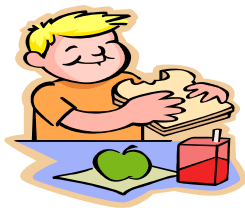
Homework

Homework may be assigned to elementary students and is contingent upon factors such as the student absences, the need for additional practice, or the lack of student effort or attention during school hours.

Staying After School

State law 79-257 states that school personnel may keep students after school for disciplinary reasons or to further school purposes. When it is necessary to keep students after school, we try not to keep students past 4:00 p.m. without attempting to call parents first.

Meals



A hot lunch program is available at school. Children staying at school for lunch are expected to abide by the district's Code of Behavior. Lunchroom privileges can be denied if students do not follow these guidelines.

A 7:30 a.m. breakfast program is also offered at Wakefield Community School for those students wishing to participate.

Breakfast/Lunch Prices

Prices will be determined annually and communicated to students and parent/guardians by building principals. Money is collected throughout the school year for lunches. It is strongly encouraged that lunches be paid by the week or

month whenever possible. Parents are notified when students deplete their lunch money. A family that has a negative \$10.00 balance in their lunch account will need to send a sack lunch with their student(s) until payment is received.

Applications for free/reduced price meals are available at the school's office. Names of students eligible for free/reduced price meals will be kept confidential.

Family Vacations

Parents/guardians should notify the school at least one week in advance of family vacations planned during the school year. Students are responsible for getting and completing all work missed during the vacation. Absences due to vacations will count toward the absence limitations specified under Student Attendance. Families are encouraged to use scheduled school breaks for vacations whenever possible.

Parties

Halloween: A costume parade at the Wakefield Health Care Center and through the Wakefield business district, at the end of the school day, is **voluntary** for students in grades K-3. Students choosing to remain at school during that time participate in alternate activities. Grades 4-6 spend a short time recognizing the day in a way that the class chooses.

Christmas: There are no gift exchanges. On the last day of school before Christmas break, students and teachers may choose to view a movie in their classroom or play games. Popcorn is furnished by the elementary office.

Valentine's Day: Valentine or friendship card exchanges are done on an individual classroom basis.

Fun Day: Fun Day is held in May, beginning at 12:30 p.m., for all students in grades K-6. Students participate in a variety of events, including an obstacle course, Frisbee throw, jump rope, softball throw, etc. Parent spectators are welcome and encouraged to attend the afternoon events. The school provides ice cream treats at the end of the day.

Birthdays: Parents and guardians may choose to celebrate their child's birthday with small treats (candy bars, cupcakes, etc.) for their classmates. Please do not send treats without first consulting with the classroom teacher or building administrator.

Academic Progress

Student academic progress is evaluated on a daily basis using curriculum guidelines and appropriate assessments. In addition, Nebraska academic standards and nationally normed tests are used to evaluate student achievement.

Student academic achievement, effort, and social development is communicated to parents in a variety of methods:

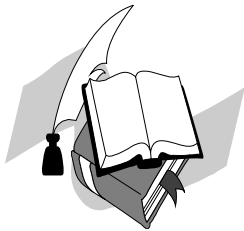
- Report cards are issued at the end of each quarter (progress reports at mid-quarter for students in grades 4-6)
- Regularly scheduled Parent/Teacher conferences provide parents, teachers, and students with the opportunity to exchange information about student progress.
- Student portfolios, used to document individual progress and accomplishments, may be shared with parents.
- Informal communication with parents may include telephone calls, after-school meetings, weekly progress reports, and notes.

Kindergarten Legend

E – Excellent
 S - Satisfactory
 N – Needs Improvement

Grades 1-6 Legend

E - Excellent
 S - Satisfactory
 N- Needs Improvement



A - 94-100
 B - 87-93
 C - 77-86
 D - 70-76
 F - Failing

Grade Placement

The principal will determine the appropriate grade placement for students. Input from the student, student’s parent/guardian, and the student’s teacher(s) will be considered. The decision may be referred to the Superintendent of Schools for review if necessary.

Permanent Records

Parents/guardians have the right to examine their child’s permanent records. The following records are maintained as permanent records of the student:

- The record of dates of attendance
- Highest grade level completed
- A transcript of classes taken with grades and credits received
- The records of inoculations and health examinations

Teachers, counselors, or school administrators shall have access to student records. Authorized representatives of the State or Federal government and state educational authorities connected with the enforcement of requirements of certain educational programs as prescribed by law shall have access to student records within the limitations of state statutes. No one else shall have access to the records

unless permission is granted by parents/guardians or the courts. This policy does not apply to student directory information.

School Behavior

The codes of behavior will include measures to prevent or discourage behavior which interferes with the educational program, behavior which disrupts the orderly and efficient operation of the school or the functioning of school activities, behavior which interferes with the maintenance of a learning environment, behavior that is violent or destructive, or behavior which interferes with the rights of other students to pursue their education. Procedures will be available to allow rights of due process for all students.

Administrative and teaching personnel may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process when such activity occurs on School District property or on property within the jurisdiction of the School District; while on school-owned, operated, or chartered transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and educational processes of the School District. Such actions may include, but need not be limited to, verbal reprimand, removal from the classroom, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspension during the day. When in-school suspension, after-school assignment, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

State law 43-801 states that “the parents shall be liable for the willful and intentional infliction of personal injury to any person or destruction of property occasioned by their children residing with them, or placed by them under the care of other persons.”

Following are the codes of behavior which are reasonably necessary to carry out, or to prevent interference with carrying out, the educational function of the District. Failure to refrain from the following behavior shall constitute grounds for suspension, mandatory reassignment, or expulsion.

Code of Behavior

Golden Rule: Treat others the way you want to be treated.

Classroom rules are established by each teacher and they will review these with students at the beginning of each year. Students are expected to abide by the established rules in each classroom.

General rules that apply to all students are as follows:

- ❖ Students are not to be in the building before 8:00 a.m. (unless eating breakfast at school) or after 3:35 p.m. without permission unless they are part of a school approved activity.
- ❖ Town students are to be picked up on Eighth Street. **The east elementary parking lot is closed to vehicles between the hours of 7:00 a.m. and 4:00 p.m.**
- ❖ Students are only allowed to sell items to the staff before 8:00 a.m. and after 4:00 p.m.
- ❖ Invitations to parties may be passed out in school if they are given to the whole class or to all the boys or all the girls in a classroom. (Exclusion of one or two students causes hurt feelings).
- ❖ Elementary children should not walk through the high school building after school, without permission, or play on the high school steps.
- ❖ By Board of Education directive, the Wakefield Community School (K-12) has a closed campus. This means that students are not allowed to leave the school campus without administrative approval.
- ❖ When students attend school activities we expect them to watch the event and not to be running in the hallways at school or to be involved in sideline games at the football field. As parents, we request your cooperation in this matter.

No student shall:

- ❖ Use violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- ❖ Willfully cause, or attempt to cause, substantial damage to property; steal, or attempt to steal, property of substantial value; or engage in repeated damage or theft involving property;
- ❖ Cause, or attempt to cause, personal injury to a school employee, to a school volunteer, or to any student (personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this rule);
- ❖ Threaten or intimidate any student for the purpose of, or with the intent of, obtaining money or anything of value from such student;
- ❖ Knowingly possess, handle, or transmit any object or material that is ordinarily or generally considered a weapon including any imitation or look-alike object or materials which can be reasonably considered, or mistaken

for, a weapon or which is represented as a weapon and interferes with school purposes;

- ❖ Engage in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance;
- ❖ Sexually assault, or attempt to sexually assault, any person;
- ❖ Engage in any other activity forbidden by the laws of the State of Nebraska, which activity constitutes a danger to other students or interferes with school purposes;
- ❖ Distribute or display obscene material printed or otherwise;
- ❖ Smoke tobacco, gamble, or use obscene or profane speech;
- ❖ Willfully fail to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel;
- ❖ Dress or groom in such a manner as to cause an interference with school work, to create a classroom or school disruption, or to present a clear and present danger to a student's health or safety;
- ❖ Participate in any activity which substantially disrupts or materially interferes with, or is likely to disrupt or interfere with any school function, activity, or purpose;
- ❖ Engage in any conduct where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare, or safety of other students; employees of the District; or other persons on the school grounds;
- ❖ Engage in any other conduct which may not be proscribed above, but which constitutes a substantial interference with school purposes, including without limitation, repeated violation of any rules or regulations governing student conduct as established and promulgated by the Superintendent of the District or the student's building principal.

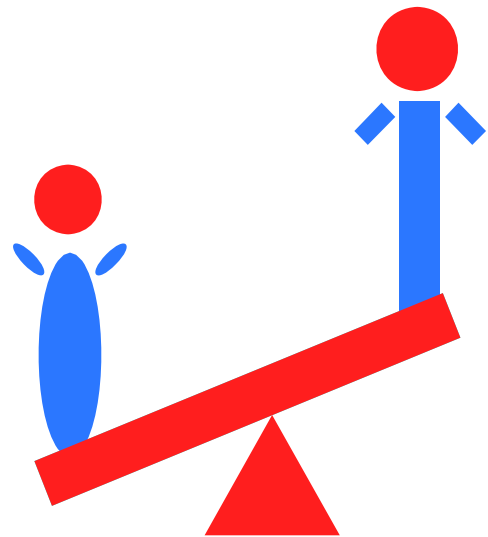
In addition, students are expected to abide by the following rules regarding the school playground, lunchroom, hallways, and restroom.

PLAYGROUND:

➤ **Be Safe, Respectful & Responsible**

- a) No sliding on icy areas; always walk on the sidewalks and play in designated areas.
- b) Use appropriate language and behavior; treat others as you want to be treated; use "I'm sorry," "Excuse me," and "Thank you" when appropriate.
- c) Play in a safe manner (no fighting, kicking, hitting, wrestling, pushing, grabbing, pulling, tripping, or throwing objects such as dirt, clods, rocks, sticks, snowballs, woodchips, ice, or anything that would injure someone);
- d) Play touch football only if playing football;
- e) Play ball or catch in open areas;
- f) Use all equipment as it was intended and take turns on equipment;

- g) Stay in a swing until it stops moving. Do not swing with two people on a swing, and no jumping from or standing in swings;
- h) Take turns and play on the jungle gym, not under it. Playing tag on jungle gym is forbidden and students are not to stand or walk on top of the horizontal ladder or parallel bars of the jungle gym;
- i) Go feet first down slides in a sitting position. There will be no pushing or shoving on slides and no walking or crawling up slides. Also, one person on the ladder at a time;
- j) Stay out of mud and water;
- k) Stay on the cement when the ground is covered with snow unless wearing snow boots;
- l) Leave the trees alone;
- m) Line up immediately when the bell rings to return to building;
- n) Leave dangerous objects alone;
- o) Stay on the playground unless there is an emergency or an adult supervisor has given permission to leave;
- p) Candy, gum, and food are not allowed on the playground;
- q) Help keep the playground free from litter;
- r) Only plastic sleds may be brought to school. Leave personal toys at home unless special permission is received from the teacher or principal;
- s) Remember that every adult is in charge and follow their directions;
- t) Go immediately inside of the building if requested to do so;
- u) Settle differences peacefully – Stop/Think/Plan/Talk.



LUNCHROOM:

(Soda and other carbonated beverages are now allowed in sack lunches)

- **Be Safe** – Walk at all times in the lunchroom; throwing of food, utensils, napkins or any other items will not be tolerated; wait behind the blue line until the student in front of you has left the serving window.
- **Be Respectful** – While waiting in line, please stand with your hands to your sides and make sure you give enough room for others to walk past you; use pleasant table manners such as “please,” “thank you,” and “excuse me”; use “triangle talk” at your table (talk to those next to you and across from you).
- **Be Responsible** – Please visit the salad bar before sitting down; sit at the assigned table with your class; pick up all trash on, under and around your table when your class leaves; eat most of the food on your plate before asking permission to get a snack; ask permission before leaving the table for

any reason (restroom, snack, clean up); food will not be allowed outside the lunchroom.

HALLWAYS:

- **Be Safe** – Walk single file; stay in the center of the hallway; look straight ahead.
- **Be Respectful** – Use quiet voices; keep hands and feet to yourself; wait quietly; keep body, hands, and feet off the wall.
- **Be Responsible** – Follow instructions from school staff members; keep school clean; carry possessions as instructed.

RESTROOM:

- **Be Safe** – Wash hands with soap and water after using the restroom; keep all body parts to yourself.
- **Be Respectful** – Use appropriate language and behavior; flush toilet after every use; put toilet paper/paper towels in the correct place after use.
- **Be Responsible** – Use restroom facilities correctly; tell the teacher/office immediately if the restroom needs cleaning or repair; return to the class or the playground immediately.

Retraining will be immediate or, if necessary, on the student's valued time

Recess Temperature Guidelines

Outside recesses are required throughout the year for all students. They are expected to wear adequate clothing and boots for cold and wet weather. Please mark all outdoor clothing for identification. Building administrators make the final decision as to whether students remain outside or in the building due to a variety of playground and weather conditions, including:

- ✓ When weather is raining or snowing heavily.
- ✓ When the temperature or chill factor is 0° F.
- ✓ When lightning or approaching storm is in the immediate area.

Parents may send a note to have a child remain inside at recess for one day if a child is returning from an illness or another related reason. A doctor's note is required for an extended (more than one day) indoor recess.

Bicycles/Skateboards

Bicycles may be ridden to and from school. Parents are responsible for student safety during those trips. For the safety of all children, bike riders must dismount their bicycles while on school property and while crossing school intersections. The school is not responsible for damage to, or the theft of, bicycles brought to school. Skateboards should not be brought to school because of safety reasons.

Bus Rules

1. Under direction of the driver each student is to be assigned a seat and held responsible for that seat. Students in rear seats may be permitted to move forward to a second assigned seat for added comfort on the part of route where the passenger load is lightened.
2. Pupils must be on time; the bus cannot wait for those who are tardy.
3. Unnecessary conversation with the driver is prohibited.
4. Outside of ordinary conversation, classroom conduct is to be observed by the students. Any pupil who is guilty of unbecoming conduct, of using inappropriate language, of abusing or casting reflections upon the driver or upon other pupils, forfeits the right to ride the bus.
5. Pupils must not throw waste paper or other rubbish on the floor of the bus.
6. **No pupil will at any time extend arms or head out of bus windows.**
7. Pupils must not get on or off or move about within the bus while it is in motion.
8. **When leaving, bus pupils crossing road must look both ways and make sure they can cross safely.**
9. The driver is in full charge of the bus and pupils. Pupils are requested to comply promptly, cheerfully, and fully with his requests.
10. If monitors or patrols are on duty, pupils must obey and respect their orders.
11. Any damage to bus is to be reported at once to the driver.

PENALTY: Violation of the above rules will render pupils immediately liable for temporary or permanent debarment from riding.

Disciplinary Action Relating to Bus

1. **Verbal Warning:** The driver will notify the student of unacceptable conduct. The student is expected to immediately and courteously follow the directions of the driver.
2. **Written Warning:** Prior to issuing a first write-up the driver may issue a *BUS REPORT WARNING*.
3. **First Write-up:** A *BUS CONDUCT REPORT* will be completed by the driver and submitted to the appropriate principal for all write-ups. A conference with the student and, if possible, the bus driver will be held by the principal. The parents will be contacted.
4. **Second Write-up:** The student will lose riding privileges for one (1) to five (5) days following parental contact and a conference between the principal, student, driver, and if possible the parent will take place.
5. **Third Write-up:** The student will lose riding privileges for two (2) weeks following parental contact. *The student may not ride again until a conference between principal, student, and parent has been held.*
6. **Fourth and Following Write-ups:** The student will lose riding privileges for six (6) weeks following parental contact. *The student may not ride again until a conference between principal, student, and parent has been held.*

7. **Other:** Students may lose riding privileges on the first offense for extreme violations.

Parents of students who are suspended long term (6 or more days) or excluded for the semester may request, in writing to the superintendent, that a hearing be held with the administration and/or Board of Education.

Rules for the Computer Network

Students are responsible for good behavior on the school's computer network, just as they are in classrooms and in school hallways.

- Do not tell anyone your password.
- Before you leave a workstation, be sure to logout properly, push in your chair, and collect any garbage.
- Do not waste paper – print only what you need for class.

The computer network and access to the Internet is the property of the Wakefield Community Schools District and shall remain under the control, custody and supervision of the District at all times. Users are required to follow district policy and procedures. The use of electronic resources is a privilege, not a right, and inappropriate use will result in cancellation of user privileges.

Dress Code

Students are expected to dress in a manner that is compatible with the requirements of a good learning environment and appropriate for the time, place, and occasion. Students are expected to come to school clean, neat, and appropriately dressed. The primary responsibility for appearance lies with the students and their parents. When in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

- ✓ Clothing that contains unbecoming slogans, profanity or insinuates, promotes or advertises alcohol, tobacco, gangs, drugs or sex will be strictly prohibited.
- ✓ No midriffs or muscle shirts.
- ✓ Head wear such as caps/hats, bandannas may not be worn.
- ✓ Shoes must be worn at all times (*no shoes with wheels will be allowed*).
- ✓ Clothing with inappropriate cuts, holes and tears may not be worn.
- ✓ No compression shorts allowed in classrooms.

Publication of Student Pictures and Products

Sometimes students are photographed for the newspaper, television, or Internet web pages. The news media may do stories on events occurring in school or other newsworthy events. Since pictures of students are personally identifiable information, you may have concerns about your student's picture appearing in the news media or on the Internet. If you do not wish to have your student's picture or works available to the media or displayed on the Internet, contact the school office.

If we don't hear from you, we will assume that you agree to have your student's picture or works available to the media or on the Internet should such occasion arise.

Safe and Drug-Free Schools

Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities *other than classroom instruction* a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Safety Patrol

Sixth grade students will serve as safety patrol members from 3:30 to 3:40 p.m. and will be posted on Seventh & Johnson, Eighth & Johnson, Seventh & Highland and Eighth & Highland. All elementary students must obey the safety patrol.

Disaster Drills

Fire and tornado drills are held on a regular basis. In cooperation with the Dixon County Police and Fire Departments, a district Crisis Plan has been established for each attendance area. In case of an emergency, teachers and students may be evacuated from the school and taken to an alternative site. In such an event, parents will be notified through radio and television broadcasts. Please do not come to the school or tie up the school's telephone lines with incoming calls during this time.

Student Services

In accordance with Section 504 Rehabilitation Act of 1973 there is a continuum of services provided to qualifying students throughout the district: 1) Speech pathologists work with children individually or in small groups; 2) Homebound instruction may be provided to children, who, according to medical recommendation, are physically unable to attend school over a period of time; 3) Enrichment and remedial instruction is designed to meet the needs of children who need extra challenges as well as those who need remedial assistance; and 4) Special Education programs are available to students who have verified handicapping conditions. Questions regarding any of these services may be directed to the building principal. Guidance counselors, school psychologists, Crisis Team members, and Student Assistance Teams are also available to support and help students and their families.

Student Insurance

Students shall have the opportunity to participate in the health and accident insurance plan selected by the School district. The cost of the program shall be

borne by the student. Participation in the plan is not a contract with the School District, but rather a contract between the insurance company and the student. Wakefield Community School does not assume financial responsibility for accidents or injuries to students engaged in school related activities.

Care of School Property and Vandalism

Students shall treat School District property with care and respect. Students found to have destroyed, or otherwise harmed, School District property may be required to reimburse the School District. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in the classroom, for overdue school materials, or for misuse of school property. Students may be subject to discipline under Board policy and the School District rules, regulations, and student code of behavior. They may also be referred to local law enforcement authorities. State law 43-801 states that parents are ultimately liable for the willful and intentional destruction of property by their children.

Personal Property

Personal property such as games, toys, CD/tape players, radios, all phones, pagers, PDA's etc. are not allowed at school without teacher permission. Such items may be confiscated by school personnel and will be returned to the student or their parent/guardian at the end of the school day or year. **Generally, if an item is not requested by school personnel for school purposes it should be left at home.** Students are encouraged to mark personal items (coats, caps, lunchboxes, etc.) with names or initials enabling "lost and found" items to be more easily returned to their rightful owners. The school is not responsible for lost, stolen, or damaged items.

Dangerous Items

Illegal drugs, alcohol, tobacco, firearms, weapons, ammunition, explosives, material that can be ignited, and look alike substances and objects are banned on school property or at school-sponsored events. Violence is expressly prohibited.

Search and Seizure

The principal or his/her designee may search a student's personal property (book bag, purse, clothing, etc.) and school property (desk, etc.) at anytime without notice, without student consent, and without a search warrant if there is a reasonable basis to believe that the student is in possession of material in violation of school policy and/or state and federal laws, and may seize illegal, unauthorized, contraband materials, or items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items").

Harassment by Students

Any harassment or bullying of students, staff, or visitors by other students will not be tolerated in the school district. Harassment or bullying on the basis of race, creed, color, religion, national origin, gender, marital status, or disability means

conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals. Retaliation against an individual because the individual has filed a harassment or bullying complaint or assisted or participated in a harassment or bullying investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

Complaint/Grievance Procedures

Students have certain rights. Procedures are in place for students and parents/guardians to follow if they are not in agreement with school actions. It is important that students and parents/guardians visit first with the school person directly involved in the decision or incident. If the problem cannot be resolved at that level, it may be taken to a higher level of authority. Generally, the following procedures should be taken if students or parents/guardians are not in agreement with school actions:

- Have a scheduled conference with the staff person involved in the complaint matter.
 - Appeal to the Principal if the matter is not resolved at Step 1.
 - Appeal to the Superintendent if the matter is still unresolved at Step 2.
 - Appeal to the Board of Education if the matter is still unresolved at Step 3.
- Grievance procedures are outlined in board policy.

Due Process

Due process is provided to all students. Students must have prior knowledge of the conduct which is required or prohibited at school. Students will be made aware of the specific behavior or charge against him/her. Prior to disciplinary action, students will have the opportunity to present his/her rebuttal regarding the behavior or charge.

If a student has a complaint and it has not been resolved the student may file a grievance. Grievance procedure packets are available from the building principal.

Abuse/Neglect

School employees and all adults are bound by Nebraska State Law LB 28-710 to report any suspected case of child abuse or neglect to authorities for investigation.

Administrative Practice Regarding Police Questioning of Students

The school will cooperate with law enforcement agencies so that the rights of the school, the home, civil authorities and individuals are understood and protected. The following regulations will be followed.

1. If a student as the result of court action is either a ward of the court or has been assigned a probation officer, the school shall permit the assigned

probation officer or social worker to interview the student at school without the presence of other students or school personnel, or to take the student into custody.

2. Law enforcement officers will not be permitted to remove a student from school while the student is properly in attendance, without permission of the student's parent or guardian, except when the enforcement officer has a signed warrant for the student's arrest or when the student is arrested because of the law officer's "active pursuit" resulting from commission of a specified crime.
3. Law enforcement officers will be permitted to question students within the school and without parental consent when a crime has been committed on school premises.
4. Every effort shall be made to notify parents or guardians prior to the release of a student from school or questioning of a student within school hours.
5. Law enforcement officials will be contacted in the event that a school discipline offense is also known or suspected to be a violation of Nebraska Criminal Code.

If an administrator makes a decision to discipline a student by long-term suspension or expulsion the following procedures shall be adhered to: On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two days of the decision, send written notice by registered or certified mail to the student and the student's parents or guardian informing them of the rights established under this act. Such written notice shall include the following:

1. The rule or standards of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
2. The penalty, if any, which the principal has recommended for the charge, and any other penalty to which the student may be subject.
3. A statement that, before long-term suspension or expulsion for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges.
4. A description of the hearing procedures provided by this act, along with procedures for appealing any decision rendered at the hearing.
5. A statement that the principal, legal counsel for the school, the student, the student's parents or the student's representative or guardian shall have the right (a) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and right (b) to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
6. A form on which the student and student's parents or guardian may request a hearing to be signed by such parties and delivered to the principal or

superintendent in person or by registered or certified mail as prescribed in Sections 15 and 16 of this act, and

7. Nothing in this act shall preclude the student, the student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing state. If a hearing shall be requested within five days of the receipt of the written notice by the student, the student's parents or guardian as described in these rules and regulations, the superintendent shall appoint a hearing examiner and all the provisions of the Nebraska Statutes which relate to such a hearing shall be adhered to.

Custody and Parental Rights

Disagreements between family members are not the responsibility of the School District. The School District will not take the "side" of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the School District. It shall be the responsibility of the person requesting an action by the school to inform and provide the school with a copy of the court order allowing such action. This policy does not prohibit an employee from listening to a student's problems and concerns.

Homeless Children and Youth

Homeless children and youth are provided a free and appropriate education. The Homeless Coordinator for the School District may be contacted at Wakefield Community Schools Administrative Office.

Student Fees

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. *[In other special cases where the parent/guardian requests that the student be exempted from charges, the superintendent shall determine granting of waivers.]* No fees, specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district.
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or prekindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

Approved _____ Reviewed _____ Revised _____

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students with approved Student Fee Waiver Applications will be provided a musical instrument of the school's choice. Student Fee Waiver Applications will be available to students who qualify for free or reduced-priced lunches and will apply to fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any nonspecialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

Student Fee Waiver Application

Students whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, and specialized attire waived as provided by district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

PLEASE PRINT

Date Completed: _____

Name of Parent or Guardian: _____

Street Address: _____

City, State, Zip Code: _____

<u>Student Name(s)</u>	<u>School Attending</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your signature below is required for the release of information regarding the student or student's family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian: _____

Specific fees, equipment, or attire to which this waiver applies:

Administrator's signature: _____

COURSE PROJECT PURCHASE FORM

Amendments to the Public Elementary and Secondary Student Fee Authorization Act prohibit the district from requiring students to furnish materials for standard course projects. In general, all course projects will remain the property of the district. However, it is the district's policy to allow students to purchase their projects provided they have agreed to such a purchase prior to beginning work on the project.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED
PRIOR TO BEGINNING THE PROJECT TO ALLOW PURCHASE BY THE
STUDENT

PLEASE PRINT

To Be Completed By The Instructor:
Course: _____ Expected Completion Date: _____
Project: _____
Estimated Cost: _____
Instructor's Signature: _____

I _____ agree to purchase this project and/or all
(Student's Name)

project materials following the project's expected completion date.

Student's Signature: _____

I permit my student to purchase this project and/or all project materials following
the project's expected completion date.

Parent/Guardian's Signature: _____

Student Fee Waiver Procedures

The board recognizes that while certain fees, specialized equipment, or specialized attire are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the dates listed below. Waivers will not be approved retroactively for fees previously paid or specialized items, or attire purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

[The following deadlines will apply to requests for waivers]:

- | | |
|--|--|
| 1. <i>Extracurricular Activity Participation Fees</i> | <i>None</i> |
| 2. <i>Extracurricular Activity Specialized Equipment or Attire</i> | <i>End of first week of practice of a particular sport</i> |

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

Student Fee Assessments

Districts are required to list the specific details of the following types of fees:

- 1. Participation in extracurricular activities, including extracurricular music courses;*
- 2. Admission fees and transportation charges for spectators attending extracurricular activities;*
- 3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;*
- 4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;*

5. *Copies of student files or records as allowed by state statute;*
6. *Reimbursement to the district for property lost or damaged by the student;*
7. *Before-and-after-school or prekindergarten services in accordance with state statute;*
8. *Summer school or night school; and*
9. *Breakfast and lunch programs.*

Specific types of fees are offered below as examples. Actual fees will vary according to district needs. Some activities will have multiple fee levels based on charges per session, per season, degree of participation, length of usage or pay period, transportation distance, cost of damaged property, and so on.

The following fees, charges or fines will be assessed during the school year for students involved in the activities described.

Students may apply for waivers of some fees under district waiver guidelines. The student fee policy and guidelines will be published annually in the Student Handbook.

<u>ACTIVITY</u>	<u>MAXIMUM DOLLAR AMOUNT OF FEE</u>
Lunch	1.50
Milk break	.25
Gym towel fees	.00
Band uniform cleaning fees	10.00
Game admission fees;	
Varsity football	3.00
JV or Middle School football	1.00
Varsity basketball or volleyball	3.00
JV or Middle School basketball or volleyball	1.00
Other sports events	5.00
School dances	5.00
Junior-Senior prom	50.00
After prom party	.00
Science Club	5.00
	<u>MAXIMUM DOLLAR AMOUNT OF FEE</u>
<u>ACTIVITY</u>	
District football clinic	50.00
Pre-kindergarten attendance	.00
Before-school computer lab	.00
Summer School	.00
Night School courses (per credit)	.00
Cap and gown rental	25.00

Meal charge for field trips	5.00
Drivers education fee	200.00
Student association fee	20.00
Grade 9-12 class dues	20.00

General Clothing Requirement Regulations

Specific course criteria are offered below as examples. Actual criteria will vary according to district needs.

Teachers shall follow the guidelines below when establishing requirements for nonspecialized clothing to be worn for the specified courses. All requirements should be consistent with meeting the health, safety and instructional needs of the course. Color and brand of the clothing should not generally be criteria for appropriateness.

Physical Education	All students: T-shirt, tennis shoes, sports socks, gym shorts Middle and High School Boys: Athletic supporter Middle and High School Girls: Sports Bra
Industrial Arts, Mechanics or Vocational Agriculture	In workshop areas: Long trousers or denim jeans, steel-toed boots, long-sleeved shirts

Personal or Consumable Item Regulations

The District acknowledges that certain personal or consumable items may be necessary for use in credit courses. Although students can be requested but not required to supply these personal or consumable items, the District encourages and, to the extent permitted by law, requires student and parent contributions of such items to enhance the educational program of the District. The school must supply any items required for coursework that are not provided by the students.

Teachers may not require students to supply various personal or consumable items for use in courses. However they may state that students are requested but not required to bring the following items for use in school. The school must supply any items required for coursework but not brought by the students.

The district may set reasonable general guidelines on the use of consumables to avoid abuse and unnecessary waste of district resources.

The following list provides an example of the types of consumable items that teachers may request the students to provide.

Pencils	Erasers
Colored pencils	Scissors (Fiskars preferred)
Pens	Elmer's Glue (other types may create usage difficulties)
Paper	White Out
Graph paper	Highlighters
Tablets	Compass
Notebooks	Protractor
Activity calendars	Calculator
Organizers	Blank computer disks
Planners	Crayons
Markers (no neon or glitter)	

The district may require students to provide such personal and consumable items for extracurricular activities as the following:

Blank audio or video tapes
Reeds for musical instruments
Make-up kits for drama
Protective mouthpiece for sports

REGULATIONS FOR PROVIDING REQUIRED SPECIALIZED EQUIPMENT OR ATTIRE IN EXTRACURRICULAR ACTIVITIES

Specific items are offered below as examples. Actual activities and items will vary according to district needs.

The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy.

<u>Activity</u>	<u>Description</u>
Flag Corps	Flag Corps uniform
Golf	Golf clubs, bag, tees, balls
Track	Track shoes
Swing Choir	Performance outfit

Health Practices

- 1) Medication is strongly discouraged from being brought to school; if at all possible try to give at home. (EXAMPLE: An antibiotic ordered to be given four times a day could be given before school, after school, after supper, and at bedtime.) If a **prescription** medication does need to be given at school, we will first need an authorization form signed by the physician and the parent. The medication also needs to be in a prescription bottle – ask your pharmacist for 2 labeled bottles. (Forms can be found at the back of this handbook.) If a **non-prescription** medication needs to be given at school, we also need a permission form completed by the parent. The medication needs to be in the original container it came in. Any over-the-counter medication given longer than 2 weeks at school will need a physician’s authorization. (Forms can be found at the back of this handbook)
- 2) All medicine must be dispensed through the school office.
- 3) If any child becomes ill or injured, the office personnel will contact the parent or guardian as soon as possible.
- 4) The school nurse is usually here 2 days a week. If parents need to visit with her they can check with the school office.
- 5) Please inform the school when your child has an infectious disease or condition. Example: pinkeye, scabies, head lice, ringworm, etc.

Immunizations

Nebraska State Laws require all Nebraska children to be immunized against a number of specified diseases. Students are not allowed to attend school until such immunization is begun.

Upon first time enrollment in the Wakefield Community Schools, children must receive a physical and dental examination and any needed immunizations or booster shots. Parents may contact the school for specific information.

Exemptions or temporary waivers from the immunization requirement will be allowed only for medical, military, or religious reasons recognized under the law.

Illnesses & Communicable Diseases

Guidelines and Recommendations

School Guidelines:

1. If a child comes to the nurse's office and complains of not feeling well and has a temperature of 100.0 or above, we will ask you to get your child from school.
2. Chicken Pox - Chicken Pox is a highly contagious disease. If your child comes down with Chicken Pox, he/she will not be allowed to return to school until 7 days from the time they broke out.
3. Headlice - Please let the school nurse or school know. If one of your children has lice, the school nurse will check that entire grade and brothers or sisters. A special shampoo is required and may be either prescription or over-the-counter. The child may return to school the day following the shampoo. The special shampoo will need to be repeated in 7 days. The school nurse will then check everyone concerned again. All washable clothes, coats, hats, bed linens, afghans, throw pillows, etc., should be washed in hot water and dried on the highest drier setting. Carpets and upholstered furniture should be vacuumed. Non-washable items should either be dry-cleaned or wrapped in a plastic bag for 10 days.
4. Impetigo - Red lesions, often with scab and discharge. Highly contagious. If noted on your child, you will be asked to remove him/her from school. He/she may return to school as soon as an antibiotic salve is applied to the area. This may be over-the-counter or prescription. If the area does not improve dramatically in 2 to 3 days, your child will need an internal antibiotic medication prescribed by your doctor.
5. Conjunctivitis (Pink Eye) - If noted on your child, we will ask that you remove your child from school. He/she may return as soon as he/she is on medication - a prescription from your doctor.
6. Children with communicable diseases such as head lice, chickenpox, measles, mumps, and rubella will be excluded

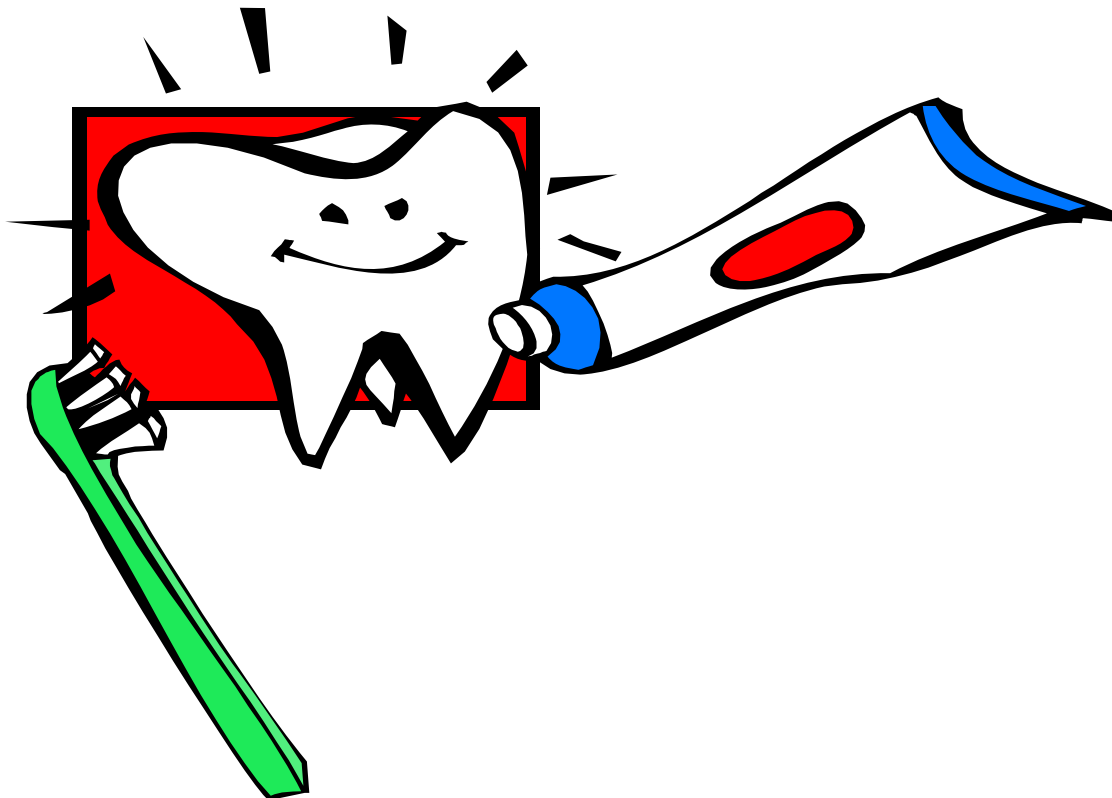
according to Nebraska State Department of Health and Human Services guidelines.

Recommendations:

- 1) If your child has any of these symptoms: above-normal temperature (100° or more), upset stomach, headache, earaches, diarrhea, sore eyes, cough, rash or skin eruptions, and/or pain or swelling, it is best to keep them home until consulting with your physician. Students may return to school when they are fever and symptom-free for 24 hours.
- 2) Students habitually absent due to illness may be required to provide the school with a doctor's written excuse for each absence.
- 3) Absences due to illness will count toward the absence limitations.

Remember

Students entering kindergarten must receive a physical examination before starting school.



**NON-PRESCRIPTION MEDICATION
PARENT PERMISSION FORM**

Student Name _____ Date _____.

Name of Medication _____ Dosage to be given _____

Time Medication is to be given _____

What is medication being given for? _____

Any special directions or comments? _____

If medication is being given when child has a specific complaint (EXAMPLE: headache), how many hours apart should above dosage be given? _____

--

I hereby grant the designated school personnel permission to administer the above named medication to the above named child according to my directions.

Parent/Guardian

Signature _____ Date _____

--

1. All medication must be in original container with a label and child guard cap.
2. All medication dosages and times to be given must correspond to directions on the container. (EXAMPLE: no Extra Strength Tylenol or adult cough syrup to a child under the age of 12)
3. The medication and permission form shall be left with the office personnel at the start of the day.
4. Parents/Guardians will assume the medication is administered per request unless the designated personnel or school nurse notifies them by phone or note that the medication was not given and the reason why.
5. Parents/Guardians are encouraged to pick up any unused medication as soon as possible after the child has completed taking it. At the end of the school year any medication that has not been picked up by the parent/guardian will be destroyed.

**NON-PRESCRIPTION MEDICATION
PARENT PERMISSION FORM**

Student Name _____ Date _____.

Name of Medication _____ Dosage to be given _____

Time Medication is to be given _____

What is medication being given for? _____

Any special directions or comments? _____

If medication is being given when child has a specific complaint (EXAMPLE: headache), how many hours apart should above dosage be given? _____

--

I hereby grant the designated school personnel permission to administer the above named medication to the above named child according to my directions.

Parent/Guardian

Signature _____ Date _____

--

1. All medication must be in original container with a label and child guard cap.
2. All medication dosages and times to be given must correspond to directions on the container. (EXAMPLE: no Extra Strength Tylenol or adult cough syrup to a child under the age of 12)
3. The medication and permission form shall be left with the office personnel at the start of the day.
4. Parents/Guardians will assume the medication is administered per request unless the designated personnel or school nurse notifies them by phone or note that the medication was not given and the reason why.
5. Parents/Guardians are encouraged to pick up any unused medication as soon as possible after the child has completed taking it. At the end of the school year any medication that has not been picked up by the parent/guardian will be destroyed.

**PRESCRIPTION MEDICATION
AUTHORIZATION FOR ADMINISTRATION OF MEDICATION AT SCHOOL**

Student Name: _____ Birth Date: _____

School: _____ Grade: _____

THIS PORTION TO BE COMPLETED BY PHYSICIAN/DENTIST/PROVIDER

<u>Name of Medication</u>	<u>Dosage</u>	<u>Route</u>	<u>Time of Day</u>
_____	_____	_____	_____

If give prn specify the length of time between doses

Inhalers:

Indicate if student must carry on his/her person

Student is capable of self-administration of medication _____ Yes _____ No

Possible side effects of medication _____

It is safe for unlicensed staff to provide this student this medication _____ Yes _____ No

Emergency procedure in case of serious side effects

I request and authorize that the above-named student be administered/provided the above-identified medication in accordance with the instructions indicated above from _____ to _____ (not to exceed the current school year) as there exists a valid health reason which makes administration of the medication advisable during school hours.

Date of Signature

Physician/Dentist/Provider Signature

Telephone Number

Name: _____
(Print or Type)

Please Note: If samples of medication are to be given, they must be labeled with the name of the student, dosage, route, and time to be given

THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

I request/authorize the school to give medication to my student in accordance with the health care provider's instructions written above. I understand that unlicensed staff may be assigned to provide medication to my student, and I accept ultimate responsibility for monitoring the effects of this medication.

Permission to carry inhaler _____ Yes _____ No Permission to self-administer medication _____ Yes _____ No

_____ Phone # _____

Date

Parent/Guardian Caretaker Signature

Home

Work

**PRESCRIPTION MEDICATION
AUTHORIZATION FOR ADMINISTRATION OF MEDICATION AT SCHOOL**

Student Name: _____ Birth Date: _____

School: _____ Grade: _____

THIS PORTION TO BE COMPLETED BY PHYSICIAN/DENTIST/PROVIDER

<u>Name of Medication</u>	<u>Dosage</u>	<u>Route</u>	<u>Time of Day</u>
---------------------------	---------------	--------------	--------------------

If give prn specify the length of time between doses _____

Inhalers: _____

Indicate if student must carry on his/her person

Student is capable of self-administration of medication _____ Yes _____ No

Possible side effects of medication _____

It is safe for unlicensed staff to provide this student this medication _____ Yes _____ No

Emergency procedure in case of serious side effects _____

I request and authorize that the above-named student be administered/provided the above-identified medication in accordance with the instructions indicated above from _____ to _____ (not to exceed the current school year) as there exists a valid health reason which makes administration of the medication advisable during school hours.

Date of Signature

Physician/Dentist/Provider Signature

Telephone Number

Name: _____
(Print or Type)

Please Note: If samples of medication are to be given, they must be labeled with the name of the student, dosage, route, and time to be given

THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

I request/authorize the school to give medication to my student in accordance with the health care provider's instructions written above. I understand that unlicensed staff may be assigned to provide medication to my student, and I accept ultimate responsibility for monitoring the effects of this medication.

Permission to carry inhaler ___ Yes ___ No Permission to self-administer medication ___ Yes ___ No

Date Parent/Guardian Caretaker Signature Phone # _____ Home _____ Work _____