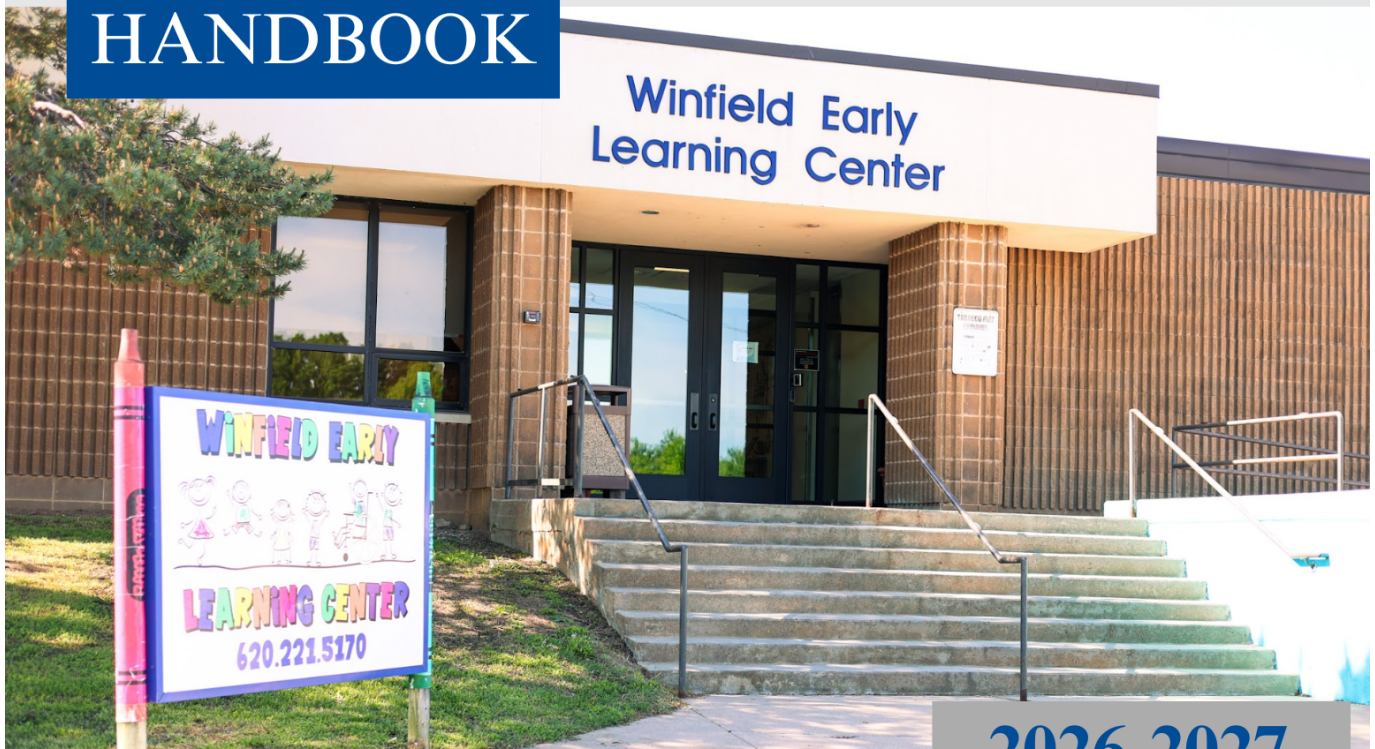




WINFIELD EARLY LEARNING CENTER

STUDENT HANDBOOK



2026-2027

509 E 8th Winfield, KS 67156
Phone: 620-221-5170 Fax: 620-221-5169

PRE-K HANDBOOK

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The USD 465 Board of Education will be reviewing Board of Education policies and student outcomes during the school year. The policies and/or outcomes in this handbook may be revised during this process.

The revised Board of Education policies and/or outcomes will take precedence over those stated in this Handbook

An Equal Employment/Educational Opportunity Agency

USD 465 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Assistant Superintendent, 1407 Wheat Rd., Winfield, KS 67156.

BOARD OF EDUCATION

BOE President- Kinnie Ledford: kinnie_ledford@usd465.com

BOE Vice President- Jalaine Richardson: jalaine_richardson@usd465.com

Sarah Morton: sarah_morton@usd465.com

Ed Trimmer: ed_trimmer@usd465.com

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To message the BOE group: BOE@usd465.com



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(620) 221-5100

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Director of Technology & Support Services

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WELC Principal

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(620) 221-5170

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Lori Schwartz

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(620) 221-5170

Parents as Teachers

(620) 221-5124

REACH- Infant/Toddler Services

(620) 229-8304

COWLEY COUNTY SPECIAL SERVICES COOPERATIVE ADMINISTRATION

Director of Special Services Cooperative

Zachary Lawrence

zachary_lawrence@usd465.com

(620) 221-7021

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Deana Waltrip

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[Winfield Public Schools Website](#)

WINFIELD

UNIFIED SCHOOL DISTRICT 465

2026-2027

CALENDAR

#WinningInWinfield

*CALENDAR SUBJECT TO CHANGE

JULY

July 4 - 4th of July

S	M	T	W	T	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 2026

S	M	T	W	T	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 2026

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026

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22	23	24	25	26	27	28
29	30					

DECEMBER 2026

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

August 5-7 - Professional Development
August 10-12 - Professional Development
August 12 - Gr. 6 & 9 Orientation (Half Day)
August 13 - First Day of School

SEPTEMBER

September 7 - NO SCHOOL / Labor Day
September 18 - NO SCHOOL / WV Festival

OCTOBER

October 1 - Parent-Teacher Conferences
October 2 - NO SCHOOL / Conference Exchange Day
October 5 - NO SCHOOL / Professional Development
October 15 - End of 1st Quarter
October 16 - NO SCHOOL / Report & Record

NOVEMBER

November 23-27 - Thanksgiving Break

DECEMBER

December 18 - End of 2nd Quarter
December 21-31 - NO SCHOOL / Winter Break

JANUARY

January 1 - NO SCHOOL / Winter Break
January 4 - NO SCHOOL / Report & Record
January 5-6 - NO SCHOOL / Professional Development
January 18 - NO SCHOOL / MLK Day

FEBRUARY

February 11 - Parent-Teacher Conferences
February 12 - NO SCHOOL / Conference Exchange Day
February 15 - NO SCHOOL / Presidents Day
February 22 - NO SCHOOL / Professional Development

MARCH

March 11 - End of 3rd Quarter
March 12 - NO SCHOOL / Report & Record
March 15-19 - NO SCHOOL / SPRING BREAK
March 26 - NO SCHOOL unless needed as weather make up day

APRIL

April 5 - NO SCHOOL / Professional Development

MAY

May 13 - Last Day of School
May 14 - Teachers' Last Contract Day
May 31 - Memorial Day

SCHOOL HOURS

WELC: 7:45 am - 3:15 pm
K-5 Elementary: 7:55 am - 3:30 pm
Middle School: 8:00 am - 3:35 pm
High School: 8:00 am - 3:35 pm

LEGEND

	Holidays or NO SCHOOL Days
	Professional Development
	Report & Record
	Student Enrollment
*	Parent Teacher Conferences
+	Gr. 6 & 9 Orientation (Half Day)
	End of Quarter/Semester
{ }	First/Last Day of School

JANUARY 2027

S	M	T	W	T	F	S
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31						

FEBRUARY 2027

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28						

MARCH 2027

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28	29	30	31			

APRIL 2027

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18	19	20	21	22	23	24
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MAY 2027

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23	24	25	26	27	28	29
30	31					

JUNE 2027

S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30			

Updated 1-13-26

USD 465 District Calendar will be observed at the WELC for all holidays/recess dates, and weather cancellations.

WINFIELD EARLY LEARNING CENTER MISSION AND PROGRAM

WINFIELD EARLY LEARNING CENTER MISSION STATEMENT

We believe in building relationships with students and staff while individualizing instruction to support a child's development in social/emotional and academics through play-embedded learning.

OUR PROGRAM

The Winfield Early Learning Center (WELC) Preschool is an early childhood educational program serving children who are 3-5 years of age. The WELC is affiliated with the Unified School District of Winfield 465. The objective of our school is to provide an exclusive preschool program for all children of the Winfield community and school district. Our preschool offers a safe and nurturing learning environment that stimulates young children's natural growth and development through play-embedded learning. We believe that learning takes place when we allow students the opportunity to engage in activities through play. This can be accomplished both through unstructured and structured play and interactions with others. In addition, we prioritize developing your child's social skills so they can successfully function at school, at home and in the community. Every classroom is taught by highly certified educators and at least two support staff members. The staff at WELC believe that all children can and will learn when healthy relationships are built and instruction is implemented with fidelity.

INTERGENERATIONAL CLASSROOM

In addition to the classrooms at the WELC, there is an off-site preschool classroom serving 4 and 5 year olds at Cumbernauld Village. This preschool classroom is an intergenerational all day classroom that incorporates the Cumbernauld Village residents, or grandparents, throughout the day. The staff as well as grandparents support preschoolers' learning through the play-embedded learning approach. Spots are limited in this program.

AGE REQUIREMENTS

**3 year olds = 3rd birthday is on/before August 31st*

4 year olds = 4th birthday is on/before August 31st

5 year olds = 5th birthday is after August 31st (Cannot be eligible for kindergarten)

**attendance in the 3 year old program requires a delay shown through our screenings in one of the following developmental areas: Language, Motor, Concepts*

PROGRAM INFORMATION

	Half-Day Preschool	Full-Day Preschool
Available Classes	3 year old classrooms* (2) *admission into the 3 year old ½ day classrooms are based on qualifying factors 4 year old classroom (1)	3 year old classroom+ +3 year old full day is for children of USD 465 Staff only 4 year old classroom (5)
Age Requirements	Student must turn 3 or 4 on or before August 31 st , 2026	Student must turn 3 or 4 on or before August 31 st , 2026
Available Seats	12 seats in the AM/PM Session- 3yo 15 seats in the AM/ PM session- 4yo	15 seats in 4yo sessions 12 seats in the 3yo session

PROGRAM TIMES

All-Day Classes: 7:45am-3:15pm

AM Classes: 7:45am-10:45am

PM Classes: 12:15pm-3:15pm

OUR CURRICULUM

Our school offers a variety of developmentally appropriate curriculum, activities and materials that support the development of the whole child.

Language Arts Curriculum

*FrogStreet

*Heggerty

Math Curriculum

*FrogStreet

*Eureka Math

Social Emotional Curriculum

*Capturing Kids' Hearts

*Conscious Discipline

EARLY CHILDHOOD SCREENING

In order to enroll in our early childhood program, your child must attend an early childhood screening. These screenings are offered throughout the year. Please contact the WELC at (620) 221-5170 to schedule an appointment.

ENROLLMENT

PROCESS

All students enrolled in the Winfield Early Learning Center (WELC) will complete two forms of enrollment. A packet, that can be picked up at our building, as well as an online form. **Both must be completed and submitted before your child can be placed in a classroom. Failure to complete both forms of enrollment and pay your activity fee will result in your child being pushed back on the placement list. Classroom slots fill fast.**

SCHOOL FEES

All students attending the WELC are required to pay an activity fee of \$25. This fee covers school trips, activities and a school t-shirt. The activity fee must be paid at the time of enrollment.

Students who are enrolled in our STAFF ONLY all day 3 year old program are required to pay a monthly fee of \$150.

BIRTH CERTIFICATES

Proof of identity is required of all children entering USD 465 for the first time. Proof of identity means a certified state copy of the birth certificate. For a child who is in the custody of the Secretary of Social and Rehabilitation Services, a certified copy of the court order placing the child in the custody of the secretary is acceptable. Additional proof of identity, if birth certificate is not available, are as follows:

baptismal certificate, family Bibles that dutifully record births and deaths, or other hospital documents or certificates. An affidavit filled out by the enrolling adult, attesting to the child's name and age, will also be accepted. Proof of identity of the child must be presented to school officials within 30 days after enrollment.

VACCINATIONS/IMMUNIZATIONS REQUIREMENTS

All students entering Kansas schools must follow Kansas laws for immunizations and vaccinations. Proof of immunizations must be presented upon enrollment. Families who have recently moved into the district will be allowed 30 days to obtain immunization records. If your child is in the process of completing his or her required vaccines, documentation must show at least one of each of the required vaccines has been received. The school will inform you of additional shots needed for fall enrollment. Exclusion date for students who are not up to date on immunizations is October 1st, 2026.

HEALTH ASSESSMENT

Any new preschool student will need a school entry health assessment completed by a physician, another provider working under direct supervision of a physician, or a nurse certified by KDHE to perform health assessments prior to school entry. Documentation of this physical must be provided to the school prior to attending the first day of school.

STUDENT DEMOGRAPHIC INFORMATION

It is important that the school office be informed of any changes in the student's home situation. This includes changes in home/cell phone numbers, home address, and emergency contacts. Please notify the school if there is a person not permitted to take your child, or if there are custody orders in place for your child. Notify the school whenever custody changes and provide the school with a copy of the court order designating custody. The school must have a copy of the custody papers if the student does not reside with their natural parent.

SCHOOL SUPPLY LIST

[WELC School Supply list 2026-2027](#)

OUT OF DISTRICT REQUESTS

All out of district requests must go through the building principal and Superintendent of schools. To apply for a seat, you will be required to complete an out of district request form. The building principal has this form and will share it upon request. This form, once completed, needs to be sent to the Superintendent of schools for approval. If the number of applications for our school building is greater than the number of available seats for the grade level in the school building, district administration shall randomly select nonresident students deemed in good standing using a confidential lottery process.

FOOD SERVICE INFORMATION

INFORMATION REGARDING BREAKFAST, LUNCH, AND MILK PURCHASES

Students who attend an all day program at the WELC are offered breakfast, lunch and a snack. Students who attend our AM half day program will be offered breakfast and a snack. Students who attend our PM half day program will be offered lunch and a snack. If you wish for your child to eat breakfast and/or lunch, it is your responsibility to maintain adequate funds in your child's account. Parents may apply for

free or reduced meals by filling out an application form which is available in the school office. The building secretary will monitor accounts that are nearing a negative balance. A note will be sent home to parents indicating that a child needs money in their account before reaching a negative balance. If you are unable to make a payment, please send a lunch from home with your child. Students may charge no more than \$ -25.00. Please see [Board Policy EE](#) for additional information.

FOOD SERVICE PRICES

<i>BREAKFAST</i>	<i>LUNCH</i>
<u>Reduced:</u> .30 a day \$24.30 1st semester \$23.40 2nd semester \$47.70 Yearly	<u>Reduced:</u> .40 a day \$32.40 1st semester \$31.20 2nd semester \$63.60 Yearly
<u>Full:</u> \$2.30 a day \$186.30 1st semester \$179.40 2nd semester \$365.70 Yearly	<u>Full:</u> \$3.00 a day \$243.00 1st semester \$234.00 2nd semester \$477.00 Yearly
<u>Snack Milk</u> .50 a day \$40.50 1st semester \$39.00 2nd semester \$79.50 Yearly	*Please pay in the office or by efunds from the parent portal in PowerSchool.

FOOD ALLERGIES

If your child has a food allergy, please alert the school secretary and nurse so that can be communicated to food service. Food service can accommodate students with allergies, but we have to have documentation of such allergies. We will have you fill out a Meal Modification Form which can be found on the school website or requested from the nurse.

FOOD SERVICE PROVIDER

Taher, Inc. [For more information](#)

GENERAL HEALTH INFORMATION FOR STUDENTS AND PARENTS

ILLNESS

Students shall follow the guidelines for readmittance to school following communicable diseases in order to stop disease transmission and prevent outbreaks. Kansas law (K.S.A. 65-122) directs exactly how we must work to control the spread of communicable diseases. USD 465 follows the Kansas Classroom Handbook of Communicable Diseases authored and provided by the Infectious Disease Epidemiology and Response Section within the Bureau of Epidemiology and Public Health Informatics at the Kansas Department of Health and Environment (KDHE) and is available on the KDHE website. *K.A.R. 28 1-5: When the conditions of isolation and quarantine are not otherwise specified by regulation, the isolation and quarantine of persons afflicted with or exposed to infectious or contagious diseases shall be ordered and enforced by the local health officer or the secretary of health and environment in order to preserve the public health, safety, or welfare.

- **Children with a fever (temperature greater than 100°F) should not come to school until they are fever free at least 24 hours without fever reducing medication.**
- Vomiting and/or diarrhea (≥ 2 episodes): May return 24 hours after symptoms resolve.
- Streptococcal Infections (strep throat/impetigo): May return 24 hours after the initiation of appropriate prescribed therapy.
- Respiratory Viral Infections (COVID-19, RSV, Influenza): May return when fever free at least 24 hours without fever reducing medication and improvement of symptoms (reduction of cough, body aches, and headache)
- Pertussis (Whooping Cough): Infected persons may return upon completion of prescribed antibiotic therapy. Otherwise, remain in respiratory isolation for 3 weeks if untreated.
- Ringworm (Tinea): No exclusion if receiving treatment and taking measures to avoid skin-to-skin contact until skin lesions are completely healed.
- Conjunctivitis, Bacterial (Pink-eye): May return to school once any prescribed therapy is implemented.
- Hand, Foot, and Mouth Syndrome (Vesicular stomatitis): No exclusion, however, children with fever and rash should stay home until 24 hours fever free.
- Fifth Disease (Erythema Infectiosum): No exclusion - may return immediately. Once rash appears, they are no longer contagious.
- Scabies: May return to school 24 hours after initiation of prescribed antiparasitic therapy.
- Head Lice: No exclusion- students are sent home at the end of the day and must be treated before returning the following day.
- Bed Bugs: No exclusion, however, seek pest control treatment and notify the school nurse.

CHRONIC HEALTH CONDITIONS

Please inform the school nurse of any chronic health condition and all emergency medications prescribed for your child. Please keep your school nurse updated on your child's health status, such as surgeries, any new diagnosis and/or other health conditions that may affect your child's academic success.

In accordance with HB 2547, injectable epinephrine (Epi-pen) may be kept at school for use in the presence of potential anaphylaxis (life-threatening allergic reaction). If the Epi-pen is administered, an immediate call to 911 and parents will be made. If your child is already prescribed an Epi-pen, a physician's order is required for this medication to be used at school. Please contact your school nurse for the Epi-Pen form that parents and the student's physician will need to sign.

DISPENSING OF MEDICINE AT SCHOOL

The supervision of medications shall be in strict compliance with the rules and regulations of the board as carried out by district administrators, K.S.A. 72-8252.

Administrative Procedure:

1. A student is eligible to take medication at school if it is to be given at a specific time during the school day or if it is to be given more than three times a day. When medication is prescribed three times daily, the medication should be given before coming to school, after returning home from school, and before going to bed.
2. All student medications must be administered under the supervision of the school nurse. The medication must be brought to school in the original container labeled with the student's name. When it is necessary to administer medication during school hours, written requests will be submitted to the student's school signed and dated by both the lawful custodian and licensed physician/dentist containing the following information:

- a. Name and birth date of student to receive medication
- b. Diagnosis/reason for medication
- c. Name of medication to be given
- d. Dosage/amount to be given (A new physician/dentist written order will be required for dosage changes.)
- e. Times to be given
- f. Method of administration
- g. Expected duration of treatment.
- h. Lawful custodian signature must authorize school health services personnel to exchange information with prescribing physician/dentist and personnel from the dispensing pharmacy.
- i. Medication authorization form may be obtained from school nurse or downloaded from the district website.
- j. The physician order must be updated at the beginning of each school year and dated not prior to May 1 of the previous school year.

3. Short term prescription medication:

- a. This includes medication that will be given for less than 10 school days such as antibiotics, steroids, etc. Parent signature will be required for administration. Current prescription label (dated within the current school year, and not expired) may be used as a substitute for the primary healthcare provider's written authorization.

4. Self-administration of medications

- a. Students with asthma or allergies may carry and self-administer emergency medication. The self-administration policy requires written lawful custodian and physician signature including information as listed in #2, and information that describes the conditions under which the medication is to be self-administered and verification that the student has been instructed in self-administration, etc
- b. Self-administration authorization form may be obtained from the school nurse or downloaded from the district website.

5. Lawful custodians are responsible for:

- a. Verbalizing request for medication order to school nurse
- b. Obtaining physician or dentist order
- c. Supplying medication in the original container
- d. Authorizing school health service personnel to exchange information with the attending physician and personnel from dispensing pharmacy

6. The School Nurse is responsible for:

- a. Keeping medications in a locked cabinet.
- b. Counting all regulated medications when received.
- c. Initiating a medication order
- d. Instructing unlicensed school personnel who have been identified as necessary to implement the administration plan and documenting training and supervision according to the delegation regulations of the Kansas Board of Nursing.
- e. Observing students for desired and potential effects.
- f. Completion of necessary medication documentation.
- g. Providing necessary feedback to lawful custodian and physician.

7. Termination of Medication

- a. Short term medication: The medical plan will be terminated when medication supplied by the lawful custodian has been administered.

b. Long term medication/PRN (as needed): During the school year the termination of a medication plan by the lawful custodian, prescribing physician or school must be by written or verbal notice.

8. Over-the-counter (OTC) medications

a. Written authorization from a lawful custodian and licensed physician/dentist is required.

9. The school nurse or designee will count and record all regulated meds upon receiving.

10. Only FDA approved prescriptions and over the counter medications may be administered by school personnel.

11. In accordance with state law, injectable epinephrine is stocked at student buildings by staff who reasonably believe a student with unknown history is displaying signs and symptoms of a severe allergic reaction (anaphylaxis). Use of the injectable epinephrine requires an immediate call to 911 and notification of parents.

12. In accordance with state law, nasal spray naloxone is stocked at student buildings by staff who reasonably believe a student has a known or suspected opioid overdose, as manifested by respiratory and/or central nervous system depression. Use of the nasal spray naloxone requires an immediate call to 911 and notification of parents.

GENERAL RULES OF STUDENT CONDUCT

At the WELC, we strive to nurture and teach students acceptable school behaviors. This requires cooperation and support from parents and caregivers. We implement curriculum and techniques on a daily basis to support the students where they are. Conscious Discipline and Capturing Kids Hearts are two curriculums we utilize that focus on areas of social/emotional learning. These curriculums provide an assortment of behavior management strategies and classroom structures that teachers can use to turn everyday situations into learning opportunities.

We do believe the following at our school:

- 1. Students are responsible for their actions. We expect students to demonstrate developmentally appropriate behavior and self- control, but understand that this is an ongoing learning process.*
- 2. We expect students to observe the rules of the school for their own safety and that of others.*
- 3. Students are expected to follow classroom social contracts as well as the rules established by the classroom teacher.*
- 4. NON-NEGOTIABLES include:**
 - a. Aggressive Behavior with the Intent to Harm*
 - b. Chronic Disruption/Disrespect*
 - c. Abusive Language/Threats of Harm*

**If a student repeatedly engages in the above NON-NEGOTIABLE behaviors, the principal will be notified and appropriate action will be taken. This could include a conference with parents and/or being dismissed for the remainder of the school day.*

DISCIPLINE

We are here to teach acceptable school behavior. However, when a student's behavior is repetitive, disruptive and/or aggressive in nature a discussion with the student and with the student's parents will occur. Depending on the nature and occurrences of the unwanted behavior, there are certain measures that may be taken to ensure the safety and continued learning in our building. Such measures may

include short-term removal from the classroom setting to allow time for the student to recoup and return to normal activity and engage in learning. In some instances, dismissal for the remainder of the school day may be employed if a student's behavior poses a safety concern or hinders the learning environment.

CORPORAL PUNISHMENT

Corporal punishment is not permitted in the school district.

RESPECT(BULLYING) INITIATIVE AND HARASSMENT POLICY

Please see the USD 465 website to access the Bullying & Harassment Policy.

EFFECTIVE COMMUNICATION

We welcome any questions and/or concerns regarding your child. Please use these basic guidelines when addressing questions or concerns:

- *General questions, enrollment, fees, attendance- Contact the office*
- *Questions regarding school policies and procedures- Contact the principal*
- *Questions about your child's progress/behavior- Contact the classroom teacher*
 - *Such questions will not be addressed by a support staff member due to reserving your child's confidentiality rights.*
 - *Teachers are available to take calls 15 minutes before and after school. Our office can take phone messages for the appropriate person to return your call.*
 - *Feel free to contact your child's teacher via email or through other means of communication your child's teacher has set in place.*
 - **IF YOUR CHILD WILL BE ABSENT, YOU MUST CONTACT THE OFFICE FIRST, AND THEN YOUR CHILD'S TEACHER IF YOU WISH.**

There may be times when you need to visit privately with your child's teacher. Please contact your child's teacher in advance for an appointment. These conversations cannot take place during school hours for supervision and safety reasons

BACKPACKS

All children will need a backpack to bring to school each day. Please label this with your child's name. All information from our school, and your child's teacher, as well as your child's work, will be sent home in their backpack. Please check this DAILY!!!

CONFERENCES

There will be two parent/teacher conferences throughout the school year. One in September/October and one in February. They are strongly recommended as it is a crucial component of your child's academic progress. Your child's teacher will be in contact to schedule those times.

GENERAL INFORMATION

WELC ATTENDANCE POLICY

USD 465, the WELC and the USD 465 Board of Education recognizes that regular attendance in school is the foundation for learning. Arriving on time for school and regular attendance develops student responsibility, establishes good work habits, and ensures the continuity of education. The Winfield Early Learning Center functions as a school, so it is crucial that your child arrives on time and attends daily to receive the foundational skills needed for the next level of learning. Any absence from school, other than for illness, is discouraged. Parents/guardians are asked to notify the office with an explanation of their child's absence either before the absence or before 8:30 a.m. the day of the absence. When a student is absent from school, if a parent/guardian has not contacted the school on or before the day of the absence, an attempt will be made by the school to contact the parent/guardian to determine the reason for the absence. There are cases where our school will conduct porch visits to determine the reason for an absence if the school is not contacted and a child has not been in school for 2 or more days. If a student is absent for 5 or more consecutive days, without contact from the parent offering a reason for absence, that child will be dropped from the program. If a child has been absent more than 10% of a semester, a meeting will be held to determine if additional assistance is needed for the family.

USD 465 ATTENDANCE POLICY

Absences and Excuses

JBD

USD 465 is dedicated to collaborating with parents and guardians to ensure regular school attendance for all students. Ensuring your child arrives at school on time every day is crucial for academic success. According to KS Statute K.S.A. 72-3121 school attendance is mandatory (see statute below).

K.S.A. 72-3121 (c) (1): Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

Chronic Absenteeism: According to the Kansas State Department of Education (KSDE), "being chronically absent means a student is missing 10 percent or more of school, for both excused and unexcused reasons. This puts the student at a higher risk of not graduating high school and possibly becoming a high school dropout." Chronic absenteeism is not the same thing as truancy. Chronic absenteeism considers excused and unexcused absences, and truancy considers only unexcused absences.

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Notification Procedures: Guidelines for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/Unexcused Absences:

The definition of "excused absence" includes the following:

- *Personal illness;*
- *Health-related treatment, examination, or recuperation;*
- *Serious illness or death of a member of the family;*
- *Obligatory religious observances;*
- *Participation in a district-approved or school-sponsored activity or course;*
- *Absences pre-arranged by parents and approved by the principal; and*
- *Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations relative to leave or deployment.*

All absences which do not fit into one of the above categories would be considered unexcused absences. A student serving a period of suspension or expulsion from the district shall be considered inexcusably absent.

Unexcused Absences from School: *A student is unexcused when absent without a valid reason. Leaving without permission will be counted as unexcused when school is in session. Students who skip school or arrive late for unexcused reasons will be addressed in accordance with the building policy.*

Excessive Absence: *Parents may excuse students up to ten (10) absences per year without documentation from a health care provider. Subsequent absences will be considered unexcused unless supported by a healthcare provider's note, except in cases of hospitalization or long-term illness under a physician's care. Long-term illness is defined as an illness that keeps a student out of school for at least four consecutive days.*

K.S.A. 72-3121 (d) (1): *Prior to making any report under this section that a child is not attending school as required by law, the designated employee of the board of education shall serve written notice thereof, by personal delivery or by first class mail, upon a parent or person acting as parent of the child. The notice shall inform the parent or person acting as parent that continued failure of the child to attend school without a valid excuse will result in a report being made to the secretary for children and families or to the county or district attorney. Upon failure, on the school day next succeeding personal delivery of the notice or within three school days after the notice was mailed, of attendance at school by the child or of an acceptable response, as determined by the designated employee, to the notice by a parent or person acting as parent of the child, the designated employee shall make a report thereof in accordance with the provisions of subsection (a). The designated employee shall submit with the report a certificate verifying the manner in which notice was provided to the parent or person acting as parent.*

USD 465 Excessive Absence/Tuancy Procedure	
Time Frame	Intervention
<i>Daily</i>	<i>An attempt will be made to contact parents for all unexcused absences.</i>
<i>3 consecutive (in a row) unexcused absences</i>	<i>Per state law, after three consecutive (in a row) unexcused absences, a truancy report will be made to DCF.</i>
<i>5 unexcused absences per semester</i>	<i>Per state law, after five unexcused absences in a semester, another truancy report will be made to DCF.</i>

7 unexcused absences per year	Per state law, after seven unexcused absences per year, another truancy report will be made to DCF.
10 excused or unexcused absences	A note from a health care provider may be required, or verification by the school nurse may be required to excuse further absences.

Vacations: All vacations must be pre-arranged with the building administrator at least five days before the student leaves. The vacation will be excused only if it falls within the district absence limit. Any days, which exceed the limit, will be counted as unexcused. Students who miss classes for vacations need to make arrangements in advance with their teachers for make-up work and may be required to complete assignments before leaving.

Healthcare Provider Appointments: Appointments after exceeding the district's absence limit require verification by appointment card. Students are typically excused for a maximum of half-day per appointment to minimize class disruption.

Military Families in Attendance: Students of active duty personnel shall have additional excused absences at the principal's discretion for visitations relative to leave or deployment.

Significant Part of a School Day/Class: An absence of two or more hours in any school day shall be considered a half-day absence at all buildings (grades pre-K-12).

CELL PHONE/PERSONAL ELECTRONIC DEVICES

No personal electronic devices are to be used during school hours. This includes, but is not limited to, cell phones and smartwatches.

WELC ARRIVAL AND DISMISSAL PROCEDURES

All-Day Classes: 7:45am-3:15pm

AM Classes: 7:45am-10:45am

PM Classes: 12:15pm-3:15pm

ARRIVAL: (doors open at 7:35am) Students **cannot** be dropped off before 7:35am. To ensure the safety of each child, all students arriving by vehicle, other than the bus, will be met in the drive-up lane by a staff member. Please remain in your vehicle during this time and allow the staff member to assist your child in exiting the vehicle. If you need to come into the building at arrival, you **MUST** park across the street to maintain a flow through the pick up lane. Students will then be escorted into the building by support staff. Do **NOT** drop your child off and leave before a staff member is present to bring your child into the building. If you arrive to drop your child off after 7:50am, you will be responsible for bringing them into the building.

DISMISSAL: (10:45am & 3:15pm) Students leaving by a vehicle, other than the bus, will be dismissed from the building as the person arrives in the pick-up lane. Each vehicle in the pick-up lane should display the card provided by the school in the passenger window. Once we see this card, students will be sent for and brought to the vehicle. We ask that you exit your vehicle, and a staff member will bring your child to you and you will be responsible for properly placing them in the vehicle. Please stay by your car to wait for your child. If you need to come into the building at dismissal, we ask that you park across the street to maintain a flow through the pick up lane. For the safety of your child, we will **NOT** release a

child if you do not have your card. If someone else is picking up your child, you must contact Ms. Kendall in the office first. If someone is picking up your child and their name is not on the approved pick-up list, we will **NOT** allow them to leave with that person. Please keep your approved list up to date! If you arrive to pick up your child after 3:30pm, you will have to come into the building to get them. Please be prompt when picking up your child, so our staff can leave accordingly.

Additional requests: Please place your child's car seat on the passenger side of the car to guarantee a quick and safe arrival/dismissal process.

*Changes to a child's regular pick-up arrangements should be called into the school office by 3:00 p.m. If your child receives transportation, you have to contact the office AND the bus barn to let them know if your child will not be riding to and/or from school home.

SCHOOL SOCIAL WORKER

The School Social Worker provides a liaison or link between the school and your home. They assist in the emotional needs of all children at the school. The School Social Worker offers assistance to the teacher in classroom presentations on relevant topics (such as stranger danger, how to make friends) and offers individual assistance to parents/guardians and children.

VISITATIONS TO SCHOOL

The board encourages its patrons and parents to visit the district schools. For the safety and protection of the students, all visitors must check in at the office when entering the building. Visits to school should be scheduled with the teacher and building principal/designee.

STUDENT DRESS AND APPEARANCE

At the WELC, we play! We want your child to participate in every part of the day. It is encouraged that students do not come to school in their 'nice clothes', unless it is picture day. Preschool can be messy! Please ensure that your students wear clothes that are ok to get dirty, because it happens! We also encourage students to wear **tennis shoes** to school as we will be on the playground every day or have PE. However, extreme, sloppy, or revealing styles, which are disruptive, will not be allowed. Clothing or other wearing apparel that promotes and/or advertises alcohol, tobacco, or illegal substances are prohibited. Skirts and shorts must be at least fingertip length. Any article of clothing that is considered too revealing, i.e., shirts that expose the midriff, spaghetti straps, halter tops, low cut shirts around the chest are not allowed. Outside play happens every day if the weather permits. Hot and Cold temperatures don't deter us much, so be sure to send your child in appropriate clothing for the weather. We use the following wind chill guidelines to determine if it is appropriate to play outside.

- Wind Chill above 35°= Outside play as scheduled
- Wind Chill below 35°= No outside play
- Heat index above 100°= Limited outside play

SCHOOL CANCELLATIONS

When severe weather and hazardous road conditions develop, parents will be notified through the district's Instant Alert calling system or you can visit the district's website or the WELC's Facebook page. Please make certain you are signed up to receive alerts in Powerschool. Parents can also listen to local radio and television newscasts for notification of school cancellation. Cancellation applies to all schools in USD 465. Any days that are missed because of emergency weather will be made up on the days set aside for that purpose on the school calendar.

CLASS PARTIES

If you wish for your child to bring a treat for his/her class, consult with the teacher ahead of time. If you have religious beliefs which prohibit the celebration of birthdays or other types of cultural activities or celebrations, please notify the teacher. Invitations may be distributed in the classroom provided every student receives one.

FIELD TRIPS (Out of the District)

Field trips are encouraged when a reasonable educational objective can be established. Teachers will notify parents when students will be going on a field trip. Parent signatures are required granting permission for students to participate. Students who fail to return the permission slip on time will not be allowed to attend the field trip. We often ask parents to help with supervision of students on field trips. It is important to the staff to have an extra set of hands and eyes on these trips. Parents who agree to attend should not bring younger siblings on the trip as the extra burden of watching younger ones would take away from the responsibility of supervising students on the trip. We also want this to be a special time with just your child. Parents wishing to attend or supervise field trips must complete a volunteer form and give permission for a background check at least one week before the field trip. The volunteer form is located on the district website. Students will be expected to travel to and from school sponsored events in school operated vehicles. Exceptions can only be approved by administration.

**Bus transportation rules will apply to all students whenever riding a bus.*

FIELD TRIPS (In the District)

Parent permission will not be required for any trips taken within the school district.

BUS TRANSPORTATION

Unified School District 465 provides bus transportation for all children that live 2½ miles or more from their attendance center, this includes both the WELC and Cumbernauld Village. Students who attend the WELC or the Cumbernauld Classroom and qualify for free meals will be given the option of transportation to school.

Student Conduct and Discipline

Students are considered to be under school rules from the time they board the first bus in the morning until they leave the final bus at the end of the day. Students are under the supervision of the bus driver, bus aide, or bus stop monitor while riding the bus or waiting at a supervised stop.

Discipline Process

1. **Initial concern:** *The driver contacts the parent/guardian about the concern and notifies the Director of Transportation. The Director will record the initial concern.*
2. **First written report:** *The report is sent to the principal upon receipt by the Transportation Secretary, with the Director of Transportation and the driver or aide copied on the email. The principal meets with the student and contacts the parent/guardian to review the matter and any disciplinary action taken, as well as outlining consequences for future infractions. The principal shall reply all with any disciplinary action taken and the consequence of a future infraction.*
3. **Second written report:** *The report is sent to the principal upon receipt by the Transportation Secretary, with the Director of Transportation and the driver or aide copied on the email. The principal meets with the student, the parent/guardian, and the driver or aide to review the matter and any disciplinary action taken, as well as outlining the suspension of riding privileges.*

The principal shall reply all to the email with any disciplinary action taken and the consequence of a future infraction.

4. Third written report: *The report is sent to the principal. The principal meets with the student, the parent/guardian, the driver or aide, and the director of transportation to review the matter and any disciplinary action taken, as well as outlining the timeline and any requirements of the student for reinstatement of riding privileges. The principal shall reply all to the email with any disciplinary action taken and the consequence of a future infraction.*

Building principals may, at their discretion, and in collaboration with the Director of Transportation, skip steps as outlined above based on the nature and severity of the infraction.

SPECIAL EDUCATION

All children, including handicapped and gifted children whose needs may require special education services, are entitled to public education that encourages them to achieve their full potential.

Parents/guardians have the legal right to participate in special education placement decisions. Therefore, special services personnel work closely with parents/guardians throughout the placement process. After identification and evaluation of a child's special needs, an Individual Education Program (I.E.P.) is developed before the placement is made with any special education service. Parents/guardians of exceptional children are guaranteed the right to due process if they are dissatisfied with the results of the placement procedures. For more information about special education programs, contact the Director of Special Education at (620) 221-7021.

ASBESTOS

This school has complied with the federal Asbestos Hazard Emergency Response Act by completing the following requirements:

1. *Inspecting all facilities for both friable and non-friable asbestos-containing building materials.*
2. *Samples were taken during the inspections of all materials suspected of containing asbestos, and the samples were analyzed at an EPA-accredited laboratory.*
3. *A management plan written, based upon the inspection report and laboratory findings, outlining the administration's intent in controlling and abating any asbestos-containing building materials.*

Some asbestos-containing building materials remain in some school facilities. However, an operations and maintenance plan, which is part of the Management Plan, describes the location of these materials and specific steps for maintaining the existing materials until their ultimate removal. The inspection results and management plan are available for review in the principal's office.

Winfield Public Schools Telephone Directory

Winfield Early Learning Center

509 E. 8th Ave

Phone: 221-5170 Fax: 221-5169

Cumbernauld Classroom

716 Tweed

Phone: 222-1257

Parents as First Teachers

400 East 9th

Phone: 229-6257

Country View Elementary

16300 151st Rd.

Phone: 221-5155 Fax: 221-5156

Irving Elementary School

311 Harter

Phone: 221-5140 Fax: 221-5142

Lowell Elementary School

1404 Millington

Phone: 221-5136 Fax: 221-5191

Whittier Elementary School

1400 Mound

Phone: 221-5150 Fax: 221-5154

Winfield Middle School

130 Viking Blvd.

Phone: 221-5130 Fax: 221-5147

Winfield High School

300 Viking Blvd.

Phone: 221-5160 Fax: 221-5165

Transportation Bus Barn

407 Harter

Phone: 221-5145 Fax: 221-5146

Cowley County Special Services Cooperative

1809 Main St.

Phone: 221-7021 Fax: 221-2977

William Medley Administration Ctr.

1407 Wheat Rd.

Phone: 221-5100 Fax: 221-0508