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**Wichita Christian School**

**K-12  
PARENT/STUDENT HANDBOOK  
2011-2012**

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## **WICHITA CHRISTIAN SCHOOL MISSION STATEMENT**

It is the mission of Wichita Christian School to provide a quality education in a Christian environment that inspires hearts, minds and souls for successful living.

Our goals are:

- 1) to assist the family and the Church in providing God-centered, Christian education for our students which will produce committed, steadfast Christians with moral strength, courage and character whose personal goals are to glorify God in the totality of their lives and to enjoy Him forever.
- 2) to equip students for Christian leadership
- 3) to arm students with a Christian faith and a world view with which to combat and overcome a humanistic world
- 4) to teach our students that no sense can be made of anything apart from God and His Word and that He must be Lord in all aspects of our lives.

Wichita Christian School does not discriminate on the basis of race, gender, creed or religious preference. It is our policy to allow enrollment in Wichita Christian School of all those who seek Jesus Christ and His righteousness. It is not our aim to establish a secular school with a Bible class but a Christian school governed in all aspects by biblical truth.

*"...so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe..." Philippians 2:15*

**INTRODUCTION:**

This handbook was written and adopted by the administration and Board of Trustees of Wichita Christian School (WCS). The entire document is considered official Board policy. The Board reserves the right to change portions of this document throughout the course of the school year as might be necessary. Parents/guardians will be given prompt notification should changes occur.

WCS is governed by a Board of Trustees made up of responsible Christians whose function is to set policy for the operation of the school. The administration of the school is assigned to the superintendent, who oversees the total school program, and principals, who supervise academic programs, student activities and disciplinary procedures. Questions and other concerns should be directed to these administrators.

The intent of this handbook is to provide information about the policies of WCS. The following pages will help you, as a student or as a parent of a student, to understand the standards that WCS seeks to maintain. The faculty and staff are dedicated to these ideals of Christian education and seek to help each student realize his/her full potential.

**WCS PHILOSOPHY:**

WCS provides a curriculum where the student can develop academically, spiritually, physically, socially and culturally. In each of the subjects a conscious effort is made to integrate the Bible. In addition to our curriculum, a Christian environment is created to allow God's Word to dwell in our students (Colossians 3:17). Students must strive to help us keep this environment so our school will be recognized as a godly Christian school.

WCS maintains a discipline policy that is biblical, firm and loving. Proverbs 22:6, "Train up a child in the way he should go and even when he is old he will not depart from it." The purpose of discipline is to teach the student to discipline himself. When this is learned at an early age, it brings joy to the students and a lasting joy for the parent. WCS's goal is to assist parents in producing committed, steadfast Christians with moral strength, courage and character whose personal goals are to glorify God.

Every teacher is a committed Christian; thus, every subject is taught from a Christian viewpoint. A large majority of the students are Christians, and Bible classes are offered at all grade levels. Devotional periods are an integral part of the program with special emphasis placed on training for service.

Christian education is the goal of Wichita Christian School. We believe in educating the child to know God as our Creator, Protector, Provider and Friend.

**ACCREDITATION:**

Wichita Christian School is accredited by the National Christian Schools Association, Kindergarten through 12<sup>th</sup> grade and is a member of Texas Christian Schools Association and the Texas Association of Private and Parochial Schools.

**PARENTS FOR CHRISTIAN EDUCATION (PCE):**

WCS has organized PCE to work for the mutual interest of the students and school. Parent involvement is encouraged at WCS, and the PCE serves an important function in parent-teacher communication. Meeting times will be announced periodically through Renweb (the web-based school information system used by WCS) email.

**PARTNERSHIP BETWEEN SCHOOL AND HOME:**

Parents can help to reinforce Christian values, responsibilities and conduct. To accomplish these objectives, the parent:

- Recognizes that the school is an extension of the parent while the child is at school;
- Teaches the child respect for the law, for authority, for the rights of others and for private and public property;
- Teaches the child that he/she will be held accountable for a high standard of conduct
- Shares with the child and with the school an active interest in the child's schoolwork and personal development;
- Arranges for the child's regular school attendance and complies with the attendance regulations and procedures;
- Works with the school in carrying out our recommendations which both the school and parents feel are in the best interest of the child;
- Cooperates with the school in carrying out our disciplinary plan when such action is necessary.

Wichita Christian School and a student's parents are partners in the education of their student at WCS. When a student has applied to and been accepted by WCS, it is understood that the parent(s) and the student have read and accepted the regulations outlined in this handbook and agreed to abide by these in full support of the school program from the time of acceptance until graduation or until a student terminates his/her attendance from WCS. WCS reserves the right, in its sole discretion, to enforce the policies and the "spirit thereof" regarding student accountability in the handbook. If the parent(s)/guardian(s) fail to support WCS's administrator's enforcement of handbook policies as applicable to their student, WCS may, in its sole discretion, determine that there is no effective partnership between the school and the home; and accordingly the student will not be permitted to continue in the school.

**CHANGE OF RESIDENCE/EMPLOYMENT/CUSTODY:**

WCS administration believes in the importance of close working relationships with our parents. This is especially critical in terms of every student's safety, health and security. As a result, all parents are required to notify the school

promptly of any changes in addresses, phone numbers (home and work) or custodial arrangements that might occur during the course of the school year.

In cases where parents are divorced, WCS will provide school records upon request to both parents UNLESS supplied with a copy of court order/divorce decree that prohibits this. It is the parents' responsibility to provide the school with updates of any court orders. ONLY the custodial parent will be allowed to check a child out of school unless WCS is otherwise notified in writing by the courts.

## ACADEMICS

### Grading Scale:

90-100	A
80-89	B
70-79	C
69 & below	F

### Semester Grades Less than 70:

In the event a student **fails** the first semester of a core class but is able to pass the second semester and the second semester grades bring the final grade to a 70 or more the student will not be required to retake the course and the final grade will be posted as a **passing**. If a student **passes** the first semester and **fails** the second semester, but the final grade is passing, it will be up to the administrator's discretion as to whether the student will have to take the second semester over. (Example: It would be hard for a student to progress into the next year's math class if the second semester grade were less than a 70. There could be extenuating circumstances; therefore, administrator's discretion will be considered).

### Final Exam Exemption Policy:

Wichita Christian School offers exemptions from final exams based on the following criteria:

- The student must be classified as a junior or senior
- The student must have an average of 85 or above in the course
- The student must not have missed more than three classes during the semester
- The student has the teacher's permission to be excused from the final exam.

Note: Exemption from finals is a privilege based on teacher discretion. The criteria listed above pertain to a particular class rather than to the student's entire course schedule. Sophomores taking upper level classes may be exempt their second semester if they meet these criteria.

**Class Ranking:**

Graduating seniors shall be ranked on a four-point scale on the basis on their academic achievement in the Foundation courses required for completion of the recommended Program of Study. Computation of the grade point average of common courses shall include only the following:

1. English – English I, II, III, IV
2. Mathematics – Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus
3. Science - Integrated Physics and Chemistry (IPC), Biology, Chemistry, Physics
4. Social Studies – American History, World Geography, World History, Government and Economics
5. Foreign Language – Spanish I, Spanish II, Spanish III: or additional foreign language courses approved by the Texas Education Agency.

Any Advanced Placement, Pre-Advanced Placement, or Concurrent Enrollment class taught in substitution for one of the above listed classes will be considered advanced and will receive the “Advanced” grade points. Further any dual credit class will be considered advanced and will receive the “Advanced” grade points. Both the original grade points and those earned while retaking a class will be utilized in the final GPA.

The following grade average/grade point’s conversion chart shall be used:

Number grade	regular	advanced
100	4.0	5.0
99	3.9	4.9
98	3.8	4.8
95	3.5	4.5
90	3.0	4.0
85	2.5	3.5
80	2.0	3.0
75	1.5	2.5
70	1.0	2.0

No grade point shall be awarded for a grade lower than 70.

**Transferred Grades From Other High School:**

No grade transferred to Wichita Christian School can be more than 100.

**Academic Honors for Seniors:**

Recognition for academic honors shall be given to the following graduating seniors:

1. Valedictorian – highest-ranking student
2. Salutatorian – second highest-ranking student

To receive graduation honors as valedictorian or salutatorian, a senior must have enrolled in Wichita Christian School by the first day of his/her junior year in high school. If a tie occurs between students for top honors, co-awards will be declared.

**Homework and Make-up Work:**

Teachers believe in homework; however, by our Board's directive, homework will not be given on Wednesday evenings to encourage families to attend midweek Bible study.

Make-up work will be allowed in the case of excused absences. Students who have excused absences will be given one school day for each day absent to turn in make-up work. Students with avoidable absences will be expected to turn in assignments upon the student's return to school. Any test that was missed due to absence, but was assigned when the student was in class, will be taken the day the student returns. Work that is turned in after the allowable period will be considered late and considered at the teacher's discretion. Students with unexcused absences will not receive credit for any work missed. Exceptions may be made in make-up work at the discretion of the administration and/or teacher.

**Report Cards and Progress Reports (K-12):**

All progress reports and report cards will be sent via Renweb. If you do not have Internet access, it is the parent's responsibility to contact the school for a hard copy report. Grades can also be monitored from home by accessing your students' grades on Renweb, and parents are encouraged to do so weekly. Students whose progress report/report card has a grade less than a 70 will be required to have the progress report/report card signed by a parent and returned to the secondary principal.

**Parent/Teacher Conferences (K-12):**

The week following the first grading period will be designated Parent/Teacher Conference week. Parents may call 763-1347 to schedule conferences. Parents should feel free to contact teachers whenever need for an additional conference arises. Please do not try to conference with a teacher when he or she is involved with a class. Instead, set an appointment time to speak with that teacher.

**Honor Roll:*****Principal's Honor Roll (Elementary):***

Students who earn all "A"s for the reporting period will be eligible for the Principal's Honor Roll

***A-B Honor Roll (Elementary):***

Students who earn all A's and Bs for the reporting period will be eligible for the Teacher's Honor Roll.

***A Honor Roll (Junior High and High School):***

Students who earn all A's for their semester grades will be eligible for the A Honor Roll.

***A-B Honor Roll (Junior High and High School):***

Students who earn all "A's and B's" for their semester grades will be eligible for the "A-B" Honor Roll.

### **ACTIVITIES/SPORTS PROGRAMS:**

An activities program has been developed for WCS in order to achieve the following purposes:

- To instill the teaching of Christian goals
- To teach the principles of fair play and sportsmanship
- To help students develop new and advanced skills
- To develop a spirit of cooperation among students
- To increase the student's ability to communicate and get along with others
- To build within the students a pride in the school

### **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES:**

It is the philosophy of WCS that participation in extracurricular activities is a privilege and that each student should strive to maintain an academic standard set by the Board of Directors. Grade checks for students will be taken from each 3-week grading period. A WCS student must maintain a combined C-average in all classes with no failing grade in any class to participate in extracurricular activities.

If a student does not meet the academic standard, he/she will be placed on "academic probation" the following week with no action taken. The student will be able to participate in activities during the week of their academic probation. If the student does not meet the academic standard at that time, they will forfeit their privilege to participate in any activities the following week. Grade checks will be taken each Friday thereafter. The student will remain ineligible to participate in any activities until the academic standard is met.

*(See the athletic handbook for specifics for sports.)*

### **ADMINISTRATIVE POLICIES:**

#### **Bulletins and Announcements:**

All notices of club meetings, athletic and social events, general information for the day and specific instructions will be approved by the principal.

Special notices may be posted on the bulletin boards in the lobby. All notices and posters must be approved by the administration.

#### **Cell Phone Use Policy**

Cell phones must be kept in the student's locker during the school day. Any cell phone discovered during the school day in the student's possession, heard during class or seen in a class will be confiscated and given to an administrator.

Any cell phone taken from a student will result in the following consequences: One hour detention, \$25 fine and the loss of the phone until the end of the next school day. (Note: If a cell phone is taken up on Friday, it will not be returned until the following Monday at the end of the school day.)

**Chapel:**

WCS chapel is an important element in the educational program, and time is devoted daily to Christian edification. Student attendance is required. Chapel is also an appropriate forum for announcements and for recognition of outstanding performances. Elementary will have chapel on Tuesday and Friday of each week. Junior High and High School will have chapel on Fridays.

**Closed Campus:**

For all students the campus is closed for lunch. Students may be permitted to go with youth ministers, parents, grandparents or school groups to lunch with prior written parental permission and approval from the administration.

**Field Trips:**

Several field trips will be taken during the year, and assistance from parents in providing transportation is appreciated. If parents' cars are provided, they will need to be equipped with seatbelts. Precautions for airbags must be observed. Sponsors are responsible for emergency meds, i.e. inhalers, epi-pens, etc. on school trips. For the protection and safety of all students who ride in school vans or parent vehicles, rules of courtesy and safety are to be observed at ALL TIMES. Your child's cooperation will be expected.

**COMPUTER / INTERNET USE POLICY:**

Wichita Christian School believes that the Internet is a valuable tool for education. Access to the Internet provides a wealth of information, research opportunities, communication services and international exposure in ways that would be otherwise unavailable.

However, the Internet also contains some material that is inaccurate, offensive, satanic, illegal, or otherwise inappropriate for any school setting. WCS has taken precautions to limit access to such materials through the use of Internet filters. It is, however, impossible to control all access to such information and a user may find such material either deliberately or by accident. We believe, however, the benefits to students from on-line access outweigh the possibility that a user may obtain material inappropriate for an educational setting.

The Internet user is held responsible for his/her actions when on-line. All users, therefore, must abide by the guidelines that are outlined here. If a user violates these guidelines, further access to the Internet and/or use of computers at WCS may be denied.

**Guidelines:**

1. Access is a privilege, not a right. This privilege requires consideration and responsibility on the part of the user. Inappropriate use will result in suspension or cancellation of computer privileges. The school administration and system administrator will determine what is

- inappropriate use. The administration, faculty or staff may request that the system administrator deny a specific user access.
2. Internet access will be permitted only for those who are authorized to use the system and only for an authorized purpose.
  3. Students are expected to use good behavior, proper etiquette and act responsibly, politely and ethically as they use the Internet.
  4. Students will be held accountable for any information they publish on the Internet that is publicly accessible or accessible to a large number of people such as on Facebook or My Space.
  5. Users are not permitted to use the school computer resources for commercial purposes, product advertising, political campaigning or lobbying.
  6. Network users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
  7. Physical or electronic tampering with computer equipment is not permitted. This includes, but is not limited to, deliberate changing of settings, activating screen savers, installation of unauthorized software, vandalism, "hacking" or other disruption in the operation of the computer or network. Users shall be responsible for damages to equipment, systems and software from deliberate acts. Any and all costs incurred by WCS for repairs, and/or replacement of software, hardware, and data files shall be the responsibility of the user who created the problem.
  8. Users must not violate copyright laws in the use, installation, distribution, duplication or modification of copyrighted material. Plagiarism will not be tolerated.
  9. Internet users will in no way use the network for financial gain nor carry out financial transactions of any kind.
  10. If a user discovers a security problem in the school's computer network, he will notify the system administrator. They will not demonstrate the problem to others. Users shall not attempt to "hack" the computer system.
  11. Users must not use another's account or password nor reveal passwords to others. A user must not attempt to impersonate another person nor use the network to disrupt the work of others or use others folders, work, data or files.

12. Students shall not use a computer logged in under another student's name. Users are not to use a computer logged in under a teacher's name.
13. Users are not to post notes to newsgroups or bulletin boards (i.e. MySpace, Facebook) nor enter any chat rooms. Internet users shall not reveal addresses, phone numbers or other personal information to others on the Internet.
14. Information retrieved by a user is that person's responsibility and at his own risk. Wichita Christian School assumes no liability for the accuracy of any information from the Internet. WCS is not responsible for the loss of data, delays, lack of delivery of information or service interruptions. Although every effort will be made to insure a reliable connection, there may be times when the Internet service is "down" or unavailable.
15. Students may not download files from the Internet nor upload to/through the school network unless granted permission from a faculty member. Any such files must be checked by a virus scan.
16. Users shall realize that communications over the network are not guaranteed to be private. System administrators may review files, messages, or data to insure that the system is being used responsibly. Messages supporting illegal activities may be reported to the authorities.
17. Users shall not load unauthorized games, programs, files or nor any other media on any school computer system. This includes the use of flash or thumb drives and external hard drives. The computers at WCS are educational tools and are not to be used for one's personal use or recreation.

Any violations of the above guidelines may result in loss of computer access, as well as other disciplinary or legal action that is consistent with and in accordance with the applicable State and federal laws.

#### **ELECTRONIC COMMUNICATION AND DATA MANAGEMENT:**

**PHILOSOPHY AND PURPOSE:** The School may provide an electronic communications network and Internet access to electronic mail, voice mail, databases, libraries, museums, and other information sources for the following limited purposes:

1. Promote educational excellence in its schools by facilitating resource sharing, innovation, and communication.
2. Improve learning and reach the School's instructional goals.
3. Achieve effective and efficient administration at all campus levels.

Any use of the School's information and communication systems and resources by authorized users must be in furtherance of these limited purposes and conform to the School's expectations for legal, efficient, and ethical use.

**INTERNET SAFETY AND LIMITATIONS ON SITE ACCESS:** Recognizing that the Internet can give access to sites containing information that is obscene, child pornography, or harmful to minors or that would be otherwise inappropriate for distribution to students, unsuitable for use in the approved curriculum, or irrelevant to accomplishing the School's stated purposes for operating an Internet-accessible network, the School has installed technology protection measures to filter, screen, analyze, and block site content in an effort to make it more difficult for students or staff to gain access to such material through the School's network.

The I.T. Director or designated campus administrators may disable technology protection measures during use by an adult to allow access to otherwise prohibited or blocked sites or information for bona fide research or other acceptable purposes under this policy.

Nonetheless, the School makes no representation that it can control access to all Internet sites. Network users are responsible for their actions in accessing available resources and will be held accountable for receiving information that is inconsistent with the requirements for acceptable and unacceptable use of the network and Internet.

#### AUTHORIZED USERS

The School permits individuals in the following categories to become authorized users of its computer network and/or have access to the Internet, subject to administrative regulations developed by the Information Technology Director and approved by the Superintendent.

1. Campus administrators and campus administrative support employees.
2. Instructional personnel.
3. Instructional support and student services personnel, i.e., librarians, counselors, and school nurses.
4. Students in grades K-12. Students in grades K-12 may have access through class accounts and regulations for those accounts.

To become an authorized user, a person must sign the User Agreement, and return both forms to the I.T. Director or designee. Minor students applying for a user account must also return a signed Parent Agreement.

## GENERAL REQUIREMENTS FOR NETWORK AND INTERNET USE

Student and employee use of the School's computer network and/or access to the Internet must be in accordance with this policy. No account sharing will be permitted, and each authorized user is responsible for all activities, transmissions, or actions that occur under that account identifier.

Any user who identifies a security problem with the network must immediately notify the School I.T. Director and may not communicate the problem to any other person.

## MONITORING USE

Use of a personal network account through the School's system is voluntary and constitutes a privilege provided by the School, not a right. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or the specific consent of the user. By signing the User Agreement, each authorized user acknowledges the possibility of such monitoring and consents to it.

Professional employees overseeing student instructional use of the School's computer network or access to the Internet will be vigilant in determining that students are using the School's system only in compliance with this policy to enhance student safety and security, particularly when students are using electronic mail, chat rooms authorized under this policy, and other forms of direct electronic communication.

## SUSPENDING OR REVOKING PRIVILEGES

Access to the network, the Internet, or both may be suspended or revoked and user IDs deleted if a student or employee is determined to have violated this policy or the User Agreement each user signs as a condition for obtaining access to the School's network and/or the Internet.

Any user identified as a security risk or who has a history of violations with other computer systems will be denied access to the network. A user whose access has been suspended or revoked may request a conference with the principal and I. T. Director to discuss the basis for that action and have an opportunity to respond. A decision by the I. T. Director to suspend or revoke system privileges may be appealed to the Superintendent or the Board. System privileges are revoked during any appeal.

## ACCEPTABLE USE

Any use described below is deemed "acceptable" and consistent with the User Agreement and this policy. Occasional personal use is acceptable during no

instructional or break/lunch periods. Personal use will be monitored. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee, in consultation with the IT Director.

Acceptable use:

1. Supports instructional purposes and goals.
2. Furthers the School's educational and administrative purposes, goals, and objectives.
3. Furthers research related to education and instruction.
4. Is consistent with network rules established by the IT Director.
5. Does not violate the student code of conduct or employee standards of conduct.

Users may use Internet radio or video for academic purposes only, but such use may be disconnected without notice if it affects the performance of the School's communications network.

#### UNACCEPTABLE USE

Any of the following uses is deemed "unacceptable" and a violation of the User Agreement and this policy. The final decision regarding whether any given use of the network or Internet is unacceptable lies with the Superintendent or designee, in consultation with the Technology Director. Unacceptable use includes:

1. Unauthorized use of copyrighted material, including violating School software licensing agreements and sharing of copyrighted audio files.
2. Posting or distribution of threatening, racist, harassing, excessively violent, sexually explicit, or obscene material.
3. Personal or political use to advocate for or against a candidate, office-holder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.
4. Participating in chat rooms other than those sponsored and overseen by the School.
5. Tampering, i.e., accessing, reading, deleting, copying, or modifying, with the electronic mail of other users, regardless of where the message is displayed or stored.

6. Tampering, i.e., accessing, reading, deleting, copying, or modifying the files or data of another user, regardless of where the files or data are displayed or stored.
7. "Hacking," i.e., attempting unauthorized access to any computer whether within the school's network or outside it.
8. Any use that would be unlawful under state or federal law.
9. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
10. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages.
11. Use that violates the student code of conduct or employee standards of conduct.
12. Use related to commercial activities or for commercial gain by a student or employee.
13. Advertisement for purchase or sale of a product.
14. Online Games

## SERIOUS VIOLATIONS

If Administration determines that a student's or employee's use of the system violates the student code of conduct or employee standards of conduct and that disciplinary action other than or in addition to suspension or revocation of system privileges is warranted, those disciplinary actions will be in accordance with the applicable policies.

## SYSTEM OR OTHER USER INTERFERENCE

Users must not attempt to exceed, evade, or change established resource quotas, i.e., allocations of local hard drive storage space or network time. The School quotas are designed to ensure all users have a fair opportunity to access resources.

Vandalism and mischief are prohibited. Vandalism includes any attempt to harm or destroy another user's data on the network or on any network connected to the School's network and any deliberate creation or propagation of a computer virus (es). Mischief includes any interference with another user's work, such as attempts to delete, examine, copy, or modify data, files, fields, or any other element of another user's information.

## DISCLAIMER

The School makes no warranties of any kind, expressed or implied, for its network facilities and bears no liability for users' copyright violations; users' inappropriate or tortuous use of the network system or resources; any damages incurred by users, including loss of data resulting from the action or inaction of any School employee or a user's errors or omissions; and phone charges, credit card charges, or any other charges incurred by users without prior School authorization and according to established purchasing procedures. The School specifically denies any responsibility for the accuracy, age-appropriateness, or quality of information obtained through its network facilities.

## INTELLECTUAL PROPERTY RIGHTS

Students retain the copyright and all other intellectual property rights to works of any kind they create using the School's electronic information resources and system, including those created in fulfillment of course requirements or through participation in extracurricular activities.

The School is the copyright owner of any work created or developed by an employee within the scope of his or her employment, regardless of whether the work is prepared at school using school equipment or out of school using

### **Computer/Internet User Agreement**

*Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things. Philippians 4:8*

### ***Expectations and Condition:***

1. It is my responsibility to avoid abusive conduct with would include, but is not limited to, the altering of system software, placing unlawful information, computer viruses or harmful programs on or through the system, in either public or private files or messages.
2. I am accountable for the use of my password. My password must not be revealed to anyone. I will not use the passwords of others.
3. I will not use the school's computers to obtain, view, download, send, print, display or otherwise gain access to or transmit materials that are unlawful, obscene, pornographic, or abusive.
4. I will not use the school's computers to harass, insult, or attack others.
5. I will only used authorized software on the school's computer system.

6. I will use all computer equipment for the purpose for which it is intended. I will not tamper with terminals, associated equipment, or otherwise disable the system.
7. I will not change, copy, rename, read, delete, or otherwise access files or software that I did not create unless I have permission to do so.
8. I will not use a school computer for anything other than course-related work without permission to do so.
9. I will not violate copyright laws or use the school's computers for commercial purposes.
10. If I identify a security problem on the school's computer system, I will immediately notify the IT Director of designated campus administrator.

***Network/Internet Policy:***

I will abide by the generally accepted rules of network/internet etiquette. These include, but are not limited to the following:

1. I will be polite and will not send abusive messages.
2. I will use only appropriate language.
3. I will not engage in illegal activities of any kind.
4. I will not reveal my personal information or the personal information of others.
5. I will only use the network account assigned to me.
6. I will use the network in such a way that I do not disrupt the use of others on the network.
7. I will not use external storages devices. These include but are not limited to USB drives and external hard drives.

**Fund Raising and Logo Policies:**

The Wichita Christian logo or name may not be used in conjunction with any fund raising event, activity or solicitation without the written permission of the appropriate grade level principal and WCS Superintendent. All fund raising events, activities, functions and/or solicitations must receive written approval by the appropriate grade level principal and the WCS Superintendent before any correspondence, notification or other communication is made. All fund raising must be coordinated through the WCS Administration.

**Lockers:**

Wichita Christian School provides lockers to students in the intermediate and secondary campus as a courtesy. Therefore, students are expected to treat their assigned locker with special care. Lockers should be kept neat and clean at all

times. Students should not write on lockers. Posters must not detract from the mission of WCS. Any damage which occurs to the locker will be assessed to the assigned student.

Students are encouraged to bring locks for their lockers in order to secure valuables and personal items. However, if a student utilizes a lock for his/her locker, they are expected to supply the office with an extra key or the combination of the lock. Only the student and the administration know the combination of the lock or are in possession of a key. The administration reserves the right to examine the contents of the student's locker at any time. Students have no cause for complaint if items are lost from an unlocked locker. No student is allowed to open any locker other than his or her own.

**Lunch:**

Students will have the option of bringing their lunch from home or purchasing a lunch in the cafeteria.

At the beginning of the school year you will receive information concerning the lunch program.

**Students may not take food or drinks out of the cafeteria.**

**Music Policy:**

Music is a means of communication. Christians should be selective in the kind of music enjoyed and in the kind in which they participate. In order to maintain this standard, it is necessary for the school to require that music which tends to appeal to the suggestive and sensuous be omitted from all activities which are under the supervision of the school.

The school will maintain the right to supervise the kind of music performed by or for any group of students on campus and at all school-sponsored activities.

**Parties (elementary):**

Homeroom classes will have parties at various times during the year (Harvest Party, Christmas, Valentine's, Easter, etc.) Please sign up with your child's teacher to help with the parties. Birthdays may be celebrated if scheduled with the teacher in advance.

**Pets:**

Wichita Christian School must have a 24-hour notice and principal approval if your pet is coming for "Show and Tell" or other activities due to allergies and other issues.

**Problem Resolution:**

*It is the school's intent that all disagreements be resolved at the level where they originated.*

Throughout the appeal or concern process, all parties must demonstrate mutual

respect and the dignity of all parties involved will be preserved. The focus of discussions shall be on problem resolution rather than on developing an adversarial conclusion. No reprisals or retaliation of any kind shall be taken against a student or parent for utilizing this procedure.

***Steps for Problem Resolution:***

1. Problem solving should begin with the person most directly involved with the situation.
2. If the situation cannot be resolved to the satisfaction of both parties, discuss the problem with the principal.
3. If no satisfactory resolution is found, the next step would be to discuss the situation with the Superintendent.
4. Finally, if all the above steps have not proven satisfactory, ask the Superintendent for an appeals review with the Board of Directors. Requests to address the board must be received at least 3 calendar days prior to the board meeting on the third Monday of each month.

**Search and Seizure:**

Administrators may search or authorize a search of the property of any student, including vehicles, when based upon facts which are supported by reasonable suspicion that a student is concealing prohibited material. When a specific search is conducted, except pursuant to life, health and property, the student will be invited to be present during the search which will be witnessed by one other school official. At random, WCS reserves the right to search at the administration's discretion.

**Special Events Programs:**

WCS will have several programs throughout the year which will involve all the students. Participation in the programs is mandatory with the exception of legitimate excuses. In grades K through 12, grades will be affected by non-participation.

**Student Activities:**

Since sponsors must accept responsibility for insuring that all activities contribute to the mission of the school, students must cooperate with them in all activities. Student groups must be under the complete supervision of the sponsor. This means that the sponsor and principal must approve all programs, projects and parties in writing. WCS faculty and staff will not sponsor school dances.

**Student Valuables:**

Students are responsible for all valuables, i.e. money, or electronic devices which they bring to school.

**Textbooks and Other School Property:**

WCS furnishes textbooks for students in grades K-12. Loaning or sharing books with other students is discouraged. Any student that loans his book to another student remains responsible for the book issued to him/her. Books that are lost, torn, marked on or otherwise abused must be paid for by students/parents according to the extent of the damage. Books should be kept covered at all times. Students will not highlight or mark in books. Grades and records will not be released until all charges for damaged textbooks and or school properties are paid.

Any student defacing, destroying, removing or in any other way damaging property or trespassing on another person's or group's property will be subject to disciplinary action. Students (or their parents) will be required to pay for either repairs of or replacement of the damaged property.

**Visitors:**

WCS does not allow students to be visited by anyone other than parents, ministers and former students who have left WCS in good standing. School administrators can deem other individuals appropriate in special cases. In such cases the visitor is only allowed on campus during lunch and chapel times. A visitor is not allowed in the classroom without permission from the administration. All visitors must sign in and receive a visitor's tag from the office. Proper attire must be worn by visitors.

**ADMISSION POLICY:**

Wichita Christian School is open to children of parents who seek a Christ-centered education. *WCS does not discriminate in the administration of its educational policies, admissions policies, or athletic or other school administered programs and admits students of all races, nationalities and ethnic origin. All rights, privileges, programs and activities are made available to all students.*

All students who are admitted to the school agree to abide by the requirements, regulations and policies established by the administration and the Board of Trustees in the Wichita Christian School Policy Manual and in the Parent/Student Handbooks. Enrollment implies a commitment to compliance with school policies.

In order to insure that Wichita Christian School is the best choice for your student, please reference the overview of the appropriate admissions process. For any additional questions, or to schedule a personal tour, contact the Admissions Director at 940-763-1347. Prospective students in upper grades are encouraged to spend a day, or portion of a day on campus prior to enrollment.

## **Admissions Process:**

### ***Steps for Admission to Preschool:***

1. Fill out the enclosed registration form and pay registration fee
2. Provide copy of up to date immunization record and birth certificate
3. Tuition arrangements made with the business office

### ***Steps for Admission to Elementary (Kindergarten-6<sup>th</sup> grade):***

1. Request an enrollment packet
2. Complete and submit **ALL** forms and \$25 non-refundable application fee to be applied to registration fee if accepted
3. All records from student's last school must be received prior to acceptance
4. Discuss with admissions and administration any pertinent information about student's academic levels, schedule, learning styles, behavior, or health
5. Tuition arrangements made with the business office

### ***Steps for Admission to Secondary (7<sup>th</sup>-12<sup>th</sup> grade):***

1. To be considered for admission to WCS, the student must:
  - Be eligible to re-enroll in the last school attended
  - Have accumulated adequate credits or be willing to make up credit, i.e. correspondence courses or summer school separate from WCS
  - Be free of behavioral and learning problems
2. Request an enrollment packet
3. Complete and submit **ALL** forms and \$25 non-refundable application fee to be applied toward registration fee if student is accepted
4. All records from student's last school must be received prior to acceptance
5. Discuss with admissions any pertinent information about student's academic levels, learning styles or health.
6. Discuss with school counselor student's class schedule, credits and graduation plan
7. Interview with admissions committee (student and parent)
8. Be notified of acceptance
9. Pay registration fee and make tuition arrangements made with the business office
10. Fill out additional forms received on first day of school; parents must complete and return

Note: All new students will be accepted on behavioral and academic probation for a period of one calendar year. During this period, conduct and scholarship will be monitored closely. Continued enrollment is dependent on acceptable levels of attendance, behavior, psychological maturity and academic achievement, and WCS reserves the right to refuse admittance or re-admittance based on noncompliance in any of these areas. The Admissions Committee may make exceptions to the above stated policies after a prayerful and thorough review of any mitigating circumstances.

**Financial Policy:**

Wichita Christian School is a non-profit institution that receives its primary support from tuition and contributions from friends. All income is directed toward student services.

Charges paid by the parent are considerably less than the cost of the services given to each child. The remainder of this cost is made up by gifts from friends who are interested in the superior education that is provided by the school and through fundraising efforts.

As a privately funded Christian education facility, it is critically important that all tuition be paid in a timely manner. Charges for tuition may be paid in the following terms:

1. Annual, semi-annual or monthly payments are paid directly to WCS. If you choose to pay monthly, you are required to use the FACTS Management Plan, an electronic withdrawal program. You have the choice of a 10 or 12-month payment plan.
2. All accounts are due by the 1<sup>st</sup> school day of the month.
3. Students that have accounts that are 30 calendar days past due will not be allowed to participate in WCS extracurricular activity, event or sponsored trip.
4. Students that have accounts that are 60 calendar days past due will not be allowed to attend Wichita Christian and will not receive their report cards or school records until all past due accounts are paid in full.
5. There will be a \$25.00 fee for returned checks.
6. Any account not in good standing may be required to pay for the school year in full if the student plans to return the following year.

***Fees are paid directly to WCS and are NON-REFUNDABLE after the student is accepted into WCS.***

Students leaving school for any reason prior to the last day of a month will be responsible for the costs of the entire month at the 10-month rate.

**Tuition Assistance:**

Tuition assistance is offered to families who are currently enrolled in WCS and have a strong commitment to Christian education, but are struggling financially. WCS has chosen FAST (Financial Aid for School Tuition), powered by ISM (Independent School Management) to process all financial aid applications. Awards are based on need and also the funds the school has available. Families applying for tuition assistance will need to complete an online application to FAST which is accessible only through the school's website, [www.wichitachristian.com](http://www.wichitachristian.com), by June 15 each year.

**After-School Care Program:**

A supervised After-School Care (ASC) program is available for elementary students by the month. Parents who have children attending ASC will be billed

**\$1,790.00** per child for the school year. This fee will be added to tuition. All students must be picked up from the building by 5:30 P.M. After 5:30, a charge of an additional **\$5 will be assessed for every additional 10 minutes per child.**

**ATTENDANCE/ABSENCES:**

**Elementary School Hours**

**Grades K-5: 8:30 a.m. to 3:30 p.m.**

**Grade 6: 8:00 a.m. to 3:30 p.m.**

The elementary building is open at 7:30 A.M. for those K-6 students who must arrive early due to parents' work schedules. Students are supervised in the cafeteria until 8:00 and then dismissed to their homerooms.

**Students should be picked up promptly at dismissal time, following appropriate dismissal procedures, unless participating in the after-school care program. A student who is not picked up by 20 minutes after dismissal time will be placed in the after-school care program and charged \$5. Please call the office (763-1347) if you realize you are running late.**

**Junior High and High School Hours**

**Grades 7-12 – 7:45 to 3:15**

- WCS does not provide supervision before 7:30 in the morning or after 3:30 in the afternoon. WCS reserves the right to require students to go to designated areas before or after school for their safety.
- Students are not allowed to remain in the parking lot at any time before, during or after the school day.

***Student Absence Status:***

***Excused*** - personal or serious family illness, death in the family, official school events, doctor appointments, etc. The student must bring a note from parent stating the reason for the absence. A student has 1 day per day of absence to turn in any required make-up work. Juniors and Seniors are allowed 2 days each year for college visits. Documentation is required-see school counselor.

***Avoidable*** - family trips, etc. Assignments are turned in the day the student returns to school. It is the student's responsibility to obtain assignments in advance.

***Unexcused*** - Any absence not verified as excused by parent. No make-up work is allowed.

**Tardies:**

All students arriving late for school in the morning must sign in through the office. The teacher records tardies in his/her classroom. **Students will be counted absent for the day if not present by 10:30, except those students arriving later and presenting proof of early doctor's appointments.**

**Three unexcused tardies = one daily absence.**

Parents and students need to be especially aware of absence totals. If a student is absent **9** times in a given semester, regardless of the absence status, he/she will not receive credit for the course unless the absences are made up to the satisfaction of the administration. It is the responsibility of the parent and student to be aware of the student's absences and totals. Parents will be advised when their child is in danger of excessive absences.

A parent should call the office when a student is to be absent. Please state the reason for the absence and the approximate date he/she will return. If the absence extends to 3 consecutive days or more due to illness, a doctor's release or explanation is required.

In an effort to provide optimal education for the student, please do not take your child out of school for events, appointments or vacations that can be scheduled after the school day or during regularly scheduled vacations, i.e. fall, Christmas and spring break. Regular class work is more valuable to the student than make-up work. Students need to be present for the presentation of new concepts as well as for the clarification of work done in class.

Loss of credit for the course can be appealed to the principal on the following basis:

1. Chronic or extended illness
  - a. A letter of explanation from the parents must accompany the appeal.
  - b. A letter noting absences from an attending doctor must also accompany the appeal.
  - c. If your child has a chronic illness, contact the principal at the beginning of school or upon diagnosis for an appointment.
2. Extended educational trip factors
  - a. Parents must make timely written request with enough time for appeals
  - b. Principal must approve based on educational value.
3. Death in the immediate family.

Appeals may be made to the superintendent.

Please note: Trips should not be scheduled before or during test weeks or before or after scheduled school vacations.

**P.E. Excuse:**

Please send a note from a physician if your child is to be excused from P.E. for more than one day. If a child is excused from P.E. under doctor's orders, he/she will be allowed to participate again with a doctor's release.

**Signing In or Out:**

Students arriving at school at any time after 8:00(Secondary) and 8:30 (elementary) must sign in through the school office and have the tardy determined to be excused or unexcused. Students leaving school early must have parental permission (written/verbal) received by the school office and must

sign out through the office. Social security number verification may be required. Students leaving early who are driving their own cars must sign out after the school secretary or administrator has received permission (written/verbal) from the parent. Failure to sign out using the proper procedure described above will result in the student being considered truant and will have consequences.

### **Phone Calls:**

In case of an emergency or illness, the office must give permission for the student to call. Personal calls will need to be approved by the principal. Calls to correct irresponsibility on the student's part will not be permitted after the school day begins, **i.e. forgotten homework, field trip attire, or athletic clothes.**

Any sports cancellations or athletic changes that require a call to a parent will be done through the office or coaches.

*NO CALLS MAY BE MADE DURING CLASSES* except in the case of illness.

### **HEALTH GUIDELINES:**

WCS believes that healthy students make better learners. Value is placed in the health and well being of each student and staff member. Below are some standards that are followed at WCS. Websites are provided in some sections for additional information.

#### ➤ **2010-2011 Immunization Requirements**

To comply with the Texas Education Code Section 2.09, students must present a valid record from a physician or health clinic for the following immunizations:

**Preschool:** <http://www.dshs.state.tx.us/immunize/school>

**Grades K-12:** <http://www.dshs.state.tx.us/immunize/school>

**Phase-In Schedule For Immunization Requirements:**

<http://dshs.state.tx.us/immunize/school/default.shtm>

All students are required to present a current immunization record upon enrollment to WCS. Students must keep an up-to-date record and will be notified if immunizations are non-compliant. Please submit all records to the school nurse. An affidavit for exemption from immunizations can be provided in place of an immunization record. Failure to comply with requested immunizations/affidavit request will result in exclusion from school.

Frequently asked questions and instructions for requesting an affidavit can be found at: <http://www.vaccineinfo.net/exemptions/index.shtml>

#### ➤ **Clinic Guidelines For Illness or Injury**

- In the event a student becomes ill or injured during school hours, the parent will be contacted.  
All students will check out through the office.
- If you receive a call from the office that your child is sick or injured, please pick him/her up immediately. If no response is received within 30

minutes, the school will call the emergency contact listed on the child's registration form.

- A student that has experienced vomiting, diarrhea or fever must be asymptomatic for a period of 24 hours before returning to school.
- Parents are responsible for any costs involved in a 911 call.

Use the following guidelines in determining when to keep a student home from school due to illness.

1. **Fever –Student will not be allowed to attend school if temperature is 100.0 degrees F orally or higher.** Do not give student any fever reducing medicine and send them on to school. This practice only reduces the fever for a short time and does not take care of the illness that is causing the fever. Also, coming to school sick can delay your child's healing time.
2. **Uncontrolled Vomiting/Diarrhea** – if vomiting or diarrhea occurs more than once in 24 hours, you must keep student home.
3. **Skin rashes** – if the rash has any fluid or pus coming from it, student must remain out of school until the rash is gone,(dried or scabbed over with no new spots appearing) or provide a physician note stating student may return to school.
4. **Red eyes, especially if there is also drainage or crusting around the eyes** – If the eye/eyes are red with colored drainage present and there is crusting, student must receive treatment or provide a physician note stating student may return to school.

➤ **State Required Screenings (Vision, Hearing & Spinal)**

Under the guidelines for the Texas Department of Health, the school nurse will conduct screenings for vision and hearing for students in the 4 year old class, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> and all students new to the state of Texas.

Spinal screenings will be conducted by the school nurse for students in the 6<sup>th</sup> and 9<sup>th</sup> grades.

Parents will be notified by written communication of any abnormal screening results.

Results of any follow-up care, related to vision/hearing/spinal screenings, should be sent to the nurse to update the student school health record.

➤ **Medications Given At School**

The only medication that may be given at WCS is that which is necessary to enable the student to remain in school. If possible, all medication should be given outside of school hours. Three times a day medications can be given before school, after school and at bedtime. If necessary, medication can be given at school under the following conditions:

1. Medications must be in original, properly labeled containers. Medications sent in unlabeled containers will not be given.

2. Prescription medications will not be given without a specific written request signed by the parent/guardian and physician/licensed prescriber. The **Prescription Medication Authorization Form** is available in the school office or through the website, [www.wichitachristian.com](http://www.wichitachristian.com)
3. Over the counter medications, such as Tylenol or Advil, will be given at school with parent/guardian written permission. The **Over The Counter Medication Authorization Form** is available in the school office or through the website, [www.wichitachristian.com](http://www.wichitachristian.com)
4. Medications may be given by a staff member designated by the principal and trained by the school nurse.
5. **Medications will not be accepted from a student.** The parent/guardian or an adult designated by the parent/guardian must deliver medications to the school office/clinic. **Medications will not be sent home with a student.** The parent/guardian or designated adult must pick up medications from the school office/clinic.
6. Herbal medications, dietary supplements and other nutritional aids not approved as medication by the FDA may not be administered at school.

## SCHOOL SAFETY

### **Automobiles: Student Driver Vehicle Policy:**

Students with authorized driver's licenses will be permitted to drive vehicles to school if parents have signed and filed a permission form in the school office. Students who are drivers are to observe safe driving practices, speed limits and rules of courtesy. No students will be permitted to leave campus without authorization. Students must leave cars immediately upon arrival in the morning. No student may return to his car during the day without permission. Students who create disturbances or violate rules regarding vehicles will lose the right to bring a vehicle to school.

The policies for both the drivers and non-drivers are set forth to ensure the safety of all students, parents and staff and to ensure the security of the vehicles as well.

- Drivers will not exceed 10 miles per hour in the parking lot.
- Drivers will never display an exhibition of speed or drive in any unsafe manner.
- Drivers will park only in places designated for students on the street adjacent to the school.
- Drivers will be responsible for any damages done to other vehicles or the facility.
- Drivers will accept only passengers who have a written parental permission form on file at the school office. No student may ride with another unless written parental permission forms for that particular driver are on file in the assistant principal's office. Each student must have a separate form for each driver he/she is allowed to ride with and not one form in general. Even if the student has a signed permission form to ride with another student, he/she

- must never get in that vehicle without permission from the driver.
- No student is to touch another car without permission. (This naturally includes sitting on, leaning on, standing on, sitting in, or driving, etc.)
- Students are not to play ball or rough house near any vehicles.
- No student is to stand in front of or, in general, “horse around” in the path of moving vehicles.

Permission to drive to school at Wichita Christian is considered a privilege, not a right. Therefore, driving privileges can be revoked or restricted as part of a course of disciplinary action if deemed necessary by the administration.

The following progressive action will be taken if a student violates these policies:

- ✓ First offense: Notification to parent stating that the driver is not permitted to drive a car on campus for two days
- ✓ Second offense: Loss of vehicle privileges for one week
- ✓ Third Offense: Loss of vehicle privileges for a nine weeks period
- ✓ Fourth offense: Loss of vehicle privileges for the year

### **Bullying:**

Bullying which includes teasing is inappropriate and unacceptable at WCS. The litmus test for whether teasing is just an act of playfulness or bullying is to ask, “Who is laughing?” If the target is not laughing and asks to be left alone, and the initiator ignores the verbal and nonverbal signals, then teasing is bullying!

Victims of bullying should confide in a school official at WCS and their parents.

Bullying is damaging, causes harm, and not be tolerated in our Christian school where above all places, children can seek asylum from such a worldly act as bullying. Bullying is considered a **Level II offense**.

*Let no corrupt word proceed out of your mouth, but what is edification, that it may impart grace to the hearers.* Ephesians 4:29

All accusations of bullying will be investigated. A parent conference will be scheduled with the student who is alleged to have been involved in the bullying offense. Further incidents will result in additional consequences which are outlined on pages 33-35 of this document.

### **Dangerous Weapons Policy:**

The policy of WCS toward dangerous weapons is “**zero tolerance**” which **absolutely prohibits the use and/or possession of dangerous weapons on school premises or at school functions**. Students who violate this policy will be withdrawn from school. The policy on dangerous weapons is applicable to all students without regard to age or grade.

### **Fire and Tornado Drills:**

There will be unannounced fire and tornado drills during the year. Instructions for evacuation of the buildings and/or where to go to a place of safety will be posted in each room. During these drills, students must keep in line, walk (no running) and be quiet. Each student is to remain with his/her class. After all students are

accounted for, an “All Clear” will be given.

In the event of a tornado drill or real tornado, students will be directed to a place of safety and will be required to sit on the floor in a tucked position with arms covering their heads. (*See crisis management document for other emergency situations.*)

**Harassment:**

WCS is committed to maintaining a learning and working environment free of harassment and intimidation; therefore, harassment of or by a board member, parent, volunteer, administrator, faculty member, staff member, student or guest is strictly forbidden. See Board Policy Manual pg. IX article 9.6-9.7

Any person who believes he or she has been the victim of harassment is encouraged to report and discuss the alleged act immediately.

**Insurance:**

Parents should keep health and accident insurance on their own children. The school does not furnish this insurance.

**School Cancellations:**

The two television network affiliates, KAUZ (channel 6 or 4 on cable) and KFDX (channel 3 or 12 on cable), and KMOC (89.5 FM radio station) will be notified if school is to be cancelled or dismissed early due to weather conditions.

**Transportation of Students:**

Students participating in a school activity requiring transportation to another school or site must ride in transportation provided by or approved by the school. For the protection and safety of all students who ride the vans and/or buses, rules of courtesy and safety are to be observed at ALL TIMES. Seat belts will be worn at all times that vehicles are in motion. Your child’s cooperation will be expected. Any student who does not comply with these rules will lose the privilege and parents will be expected to provide transportation.

**STUDENT CONDUCT:**

**Academic Integrity:**

It is our goal that each Wichita Christian School student model academic integrity. Academic cheating is the attempt to obtain information, knowledge or material from any other source and submit it as one’s own work. This can be done either by giving or receiving information for homework, classroom assignments or tests. Cheating in any form is not in keeping with the expected moral, ethical or spiritual values. *Academic integrity is an attitude that values honesty above grades, friendship, social acceptance and peer pressure.*

Students who cheat or plagiarize on any assignment will be subject to appropriate disciplinary procedures. See Level III page 36.

**Athletic Fan Behavior:**

Students and parents are encouraged to support our athletic teams as families. Sports events provide opportunities for family sharing and enjoyment as well as times to teach values and sportsmanship. As a Christian school, it is important that our fans demonstrate courtesy and respect for our rivals and referees. Under no circumstances are our fans to have any personal confrontations with officials regarding our sporting events. Those who do not follow these guidelines may be asked to leave and may be restricted from attending future events.

**Christian Code of Conduct:**

WCS teachers strive to discipline in a firm, loving manner according to each student's needs. WCS can dismiss from school any student whose general attitude or habitual actions are contrary to the basic principles upon which the school is founded. This is especially true when a student has violated a major rule or has repeatedly been found in violation of the rules for student behavior set forth by the administration of Wichita Christian School.

**Discipline Policy:**

Students, principals, faculty and staff are responsible for maintaining a school environment in which educational programs can flourish and extracurricular programs can be conducted for the benefit of all participants. The teacher/student/parent relationship is the center of all educational activity. It is at this level that most discipline problems should be resolved. Teachers with their professional training and experience provide a Christian atmosphere of mutual respect in which students learn and grow.

Students who do not respond to the best efforts of staff members are to be referred to the principal. The WCS faculty and staff expect full cooperation from all students and will act fairly but quickly and decisively in dealing with those students who are disruptive.

***Understandings:***

- The faculty has the right and duty to model and teach the principles of respect and responsibility and to hold students accountable to those standards of behavior.
- Teachers will approach classroom discipline and consequences as part of an ongoing effort to promote and maintain the Christ-centered environment of WCS.
- The faculty will establish and use consequences to help students appreciate a rule's purpose, make amends for doing wrong and take responsibility for improving their behavior.
- Students have a right to be treated with respect and to expect fair and consistent treatment from the faculty.
- Students have the responsibility to be aware of the code of conduct and to follow all classroom procedures, rules and regulations.

***Encouraging positive behavior:***

- The faculty will develop and maintain a proactive stance on discipline as well as teach, promote and maintain positive attitudes and healthy habits.
- Most rewards will be intrinsic, though teachers shall use creative awards and activities when appropriate to recognize and encourage positive behavior among the student body.

**Discipline Procedures and Consequences (Elementary):**

Each teacher will have individual classroom rules, procedures, and consequences in effect. General school-wide rules are:

1. Students will be courteous and respectful to other students and adults at all times.
2. No items which are unrelated to the instructional program will be permitted at school. Electronic devices which enhance the instructional program may be allowed at teacher discretion.
3. Students will handle school and personal property with respect.
4. Students will follow the teacher's or administrator's instructions at all times.
5. Students will speak when appropriate, at an appropriate volume and in a respectful tone.

General consequences are:

1. Teacher handles the problem using various disciplinary actions appropriate to the behavior. (verbal warning, various privileges taken away, separation from class, parent contact, etc.)
2. Student is referred to the principal
3. Student may receive consequences as outlined below:

**Disciplinary Range of Consequences (Elementary):**

In cases of extreme or repeated infractions of the discipline policy, a student may receive the following suspensions:

1. ***In-School Suspension:***
  - Students are restricted in their movement throughout the school and are closely supervised while they complete their assigned work. Exams missed while on In-School Suspension may be taken upon return to class.
2. ***Expulsion:***
  - In situations where there is repetitive noncompliance with school rules, policies or procedures a student may be expelled from school.
  - In situations where the safety of others in the school community is threatened, a student is required to be expelled from school.

The Superintendent will be notified of any student who has received

suspension/expulsion as discipline. All notifications will be kept confidential.

Any student who has received suspension as discipline shall not participate in any scholastic or non-scholastic school sponsored activity for the duration of the suspension.

Any student who has received suspension as discipline twice in a semester shall not be allowed to return to school unless approval is granted by the Superintendent. Appeals may be made to the WCS Board of Directors. The decision of the Board of Directors is final.

Any student who has received three days of full suspension as discipline shall not be allowed to return to school unless approval is granted by the Superintendent. Appeals may be made to the WCS Board of Directors. The Board of Directors' decision is final.

No student shall be allowed to attend WCS who has received 3 suspensions during 1 school year or 2 contiguous semesters.

Suspensions are given only by the principal and take effect when given. Parents are required to remove the student from the school. If this is not possible, the student will be removed from contact with students. The suspension begins when the student remains at home during school hours. Any suspension issued after 10:00 a.m. does not count as a day of suspension.

### **Discipline Procedures and Consequences (Secondary):**

Noncompliance with any parts of this code of conduct constitutes a breach of discipline that could, depending upon the degree of offense, result in serious consequences.

- Students will obey all rules and regulations set down by the teachers, administration and Board of Directors in their individual classes.
- Students will respectively obey all directions, requests and directives relative to this discipline code without hesitation or debate at all times.
- Students will exercise self-discipline and self-control. Fighting, physical and/or verbal sexual harassment, rough housing, bumping or hitting of others nor bullying will be tolerated.
- Students will not use vulgar or obscene language, rude or insolent comments, gestures or inappropriate sexual behavior.
- Students will not use or illegally possess tobacco, drugs or alcohol in the school building, on school grounds or at school-sponsored activities.
- No student will be allowed to continue at Wichita Christian School if that student becomes pregnant or the parent of a child.
- Students will not have weapons in their possession or personal vehicle.
- **Cell phones must be kept in the student's locker during the school day. Any cell phone discovered during the school day in the**

**student's possession, heard during a class or seen in a class will be confiscated and given to an administrator. Any cell phone taken from a student will result in the following consequences: one hour detention, \$25 fine and the loss of the phone for three days.**

- Students will attend all classes and be on time. Three tardies=1 detention, six tardies=2 detentions, 9 tardies=3 detentions.
- Students must have a teacher-issued hall pass when out of the classroom during class periods.
- Students will bring all required materials to class and complete all assigned work.
- Students will dress in accordance with the approved dress code. Students may be sent home if not in compliance with the approved dress code.
- Students will respect the rights and dignity of other individuals, reflecting the values of WCS schools.
- Students will respect their own property and that of others including the school building, equipment and grounds.
- Students will not leave school grounds or school-sponsored activities without the written permission from a parent, guardian or a principal.

#### **Disciplinary Range of Consequences (Secondary):**

##### **LEVEL I: After School Detention:**

Examples: Three tardies, violation of classroom rules, disrupting class, off-task behavior, inappropriate language and inappropriate behavior (note writing, sleeping in class, etc.).

##### **LEVEL II: After School Campus Cleanup:**

Examples: Compilation of Level I violations; may include but not limited to refusal to follow directions, showing disrespect, showing defiance, talking back, incidental profanity or vulgar language, bringing unauthorized devices to school, verbal or physical harassment, bullying, abuse of school facilities (littering, etc.), inappropriate touching (public display of affection, horseplay, etc.).

##### **LEVEL III: Three Day Home Suspension:**

Examples: Compilation of Level II violations; may include but not limited to leaving campus without permission, truancy, fighting, dishonesty (cheating, lying, etc.), flagrant profanity or vulgar language, dangerous driving, obscene gestures, vandalism, sexual harassment, possession or transmission of sexually explicit material, theft, threats, gambling, racist remarks.

All classes, exams or graded events missed while on Home Suspension will receive a zero for a grade and may not be made up.

##### **LEVEL IV: Expulsion(Dismissal From School):**

Examples: Compilation of two to three level III violations; bringing weapons on campus, bringing or using drugs/alcohol/tobacco on campus or during a school

related activity, vandalism, criminal activity.

The school superintendent will be informed of all such incidents referred to the principal or principal's designee. WCS rules and the authority of the school administration, staff, teachers and designated parties to administer discipline apply whenever the interest of WCS is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities regardless of time or location.

**Public Display of Affection Policy:**

WCS promotes healthy Christian relationships between students. WCS requires that all physical displays of affection be limited to holding hands while on school property or in attendance at school-sponsored events. Noncompliance to this guideline will result in disciplinary action.

**School Representation:**

Student conduct reflects on the school both on and off the campus. As a result, students will be held accountable for his or her representation of WCS as long as he or she is enrolled. Students are required to behave in a way that will bring honor and respect to our school both on and off campus. WCS students are always expected to set a Christian example in attitude and behavior.

WCS reserves the right to suspend students from attending WCS activities on and off our campus indefinitely even if that means students are prohibited from participating in the school-sponsored activity being conducted at this location. (See Level III, pg. 36)

**Statement of Principles:**

WCS admits students of different religious and personal persuasions. It is the intent of the Board of Trustees, administrators and faculty to maintain an atmosphere where exemplary Christian behavior and quality academic studies are developed. Students at WCS are encouraged and expected to exhibit those behaviors that contribute to the growth of such an atmosphere.

## **WCS DRESS CODE:**

There exists a close relationship between the behavior that is conducive to a proper learning atmosphere and the type of clothing that is worn. Many educational experts and administrators report an increase in academics and improved behavior when a strict dress code is adopted and properly enforced.

The purpose for a dress code policy at Wichita Christian School is two-fold.

1. To improve the learning environment and build an educational community that is not centered on fashions or fads, but is focused on student success in the classroom.
2. To avoid using clothing or fashion as a basis for making a statement of who we are as individuals, but to emphasize who a person is within and their importance as a child of God. "Man looks at the outward appearance but God looks at the heart." I Samuel 16:7

### **All shirts/sweaters/fleece will be the following approved school colors:**

-Red, white, navy blue, royal blue, light blue or **black**

-No other colors will be allowed.

### **All bottoms will be the following colors:**

-Navy, khaki or denim

#### Shirts:

- All shirts must be solid in approved colors
- Traditional style polo (plain or WCS monogrammed only)
- Oxford style shirt
- May be short or long sleeved
- Turtlenecks may be worn
- T-shirts that are basic cotton t-shirt fabric may be worn under shirts
- **ALL SHIRTS MUST BE TUCKED IN AT ALL TIMES**
- Sweaters/Sweatshirts/Fleece (school colors and gray) may be worn OVER the above collared shirts in the classroom. Sweaters/sweatshirts/fleece must be: a) button up or zip up cardigan, long sleeved cable sweaters, b) approved WCS sweatshirt and c) zip up fleece in approved colors
- No "skin-tight" shirts

#### Bottoms:

- Pants, skirts, skorts, capris, jumpers, walking shorts – pleated or flat front
- Traditional style blue jeans, shorts or capris, denim skirts
- Skirts and jumpers must have modesty shorts underneath
- All bottoms must be a modest length of 3" above the knee or longer
- All pants, jeans and shorts made with belt loops must have a belt worn at all times
- Pants and jeans must be worn above the hip bone
- No cargo, sweatpants, baggy pants, skate shorts, or skinny jeans
- No frayed edges, holes or tears

### Friday “Spirit Day”

- Any WCS sold spirit shirt
- Secondary students may wear a Christian t-shirt
- Uniform bottoms still apply
- Fridays are not limited to spirit attire. Anything allowed Monday-Thursday may be worn on Friday.

### General Dress Code Rules (in effect daily):

- No backless shoes, slides or flip-flops
- No torn or frayed clothing
- No undergarments are to show at any time
- Scarves will not be allowed
- Sagging pants are not permitted
- Clothes should not be excessively tight
- No caps or head coverings except as allowed for special events
- No bare midriffs at any time
- Hair must be neatly groomed and not distracting from the learning environment. This includes:
  - Boy’s hair above the collar
  - No facial hair
  - Boy’s sideburns must not be below ear lobes
  - Hair must be styled so that it falls no longer than the middle of the ears or below the eyebrows
- Jewelry, makeup and general appearance should not distract from the proper learning environment. This includes but is not limited to:
  - No tattoos
  - No body piercing
  - No earrings for boys

### **Required Field Trip Attire:**

All students will need a **monogrammed WCS black polo shirt** and **khaki bottoms** for field trips.

***Modesty is required at all WCS events on and off campus, including NO bare midriffs, short shorts, strapless shirts, improper logos or visible undergarments. The administration reserves the right to determine what is considered modest. Students are subject to removal from event.***

*Before signing this document parent/guardian and student should read the entire the Computer/Internet User Agreement and “Electronic Communications and Data Management” and “The Computer/Internet Use Policy.”*

**User Agreement for Student**

In consideration of the privilege of using the Wichita Christian School computer system, I agree that I have been provided with a copy of the school’s policy on the student use of computerized information resources. I agree to adhere to the policy, other regulations that may be developed, and to any changes or additions adopted by WCS. I agree to adhere to related policies in the Student Handbook.

I understand that failure to comply with these policies may result in the loss of my access to the school’s computer system, and may in addition result in the imposition of discipline under the school’s conduct and disciplinary policy. I further understand that the school reserves the right to pursue legal action against me if I willfully, maliciously or unlawfully damage or destroy property of the school.

Student’s Name  
(printed): \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**User Agreement for Parent/Guardian**

I am the parent/guardian of \_\_\_\_\_, the minor student who has signed the Wichita Christian User Agreement for student use of computerized resources. I have been provided with a copy and have read the WCS policy and regulations concerning use of the school’s computer system.

I also acknowledge receiving notice that, unlike most traditional instructional and library media materials the school’s computer system will potentially allow my student access to external networks not controlled by WCS. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for WCS to screen and review all of the available materials. I accept responsibility to set and convey standards for appropriate use to my student when using the WCS computer system and any other electronic media or communications.

I agree to release Wichita Christian School and its agents and employees from any and all claims of any nature arising from my student’s use of the WCS computer system in any manner.

I agree that my student may have access to the Wichita Christian School computer system.

Parent/Guardian’s Name  
(printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Wichita Christian School  
Cell Phone Usage Policy  
2010-2011

Please check one of the following:

My child does not have a cell phone.

My child will not have a cell phone at school

My child will have a cell phone at school and we agree to comply with the stated rules and consequences of cell phone usage.

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_

Parent's Name \_\_\_\_\_

Cell phones must be kept in the student's locker during the school day. Any cell phone discovered

during the school day in the student's possession, heard during class or seen in a class will be confiscated and given to an administrator.

Any cell phone taken from a student will result in the following consequences: One hour detention, \$25 fine and the loss of the phone until the end of the next school day. (Note: If a cell phone is taken up on Friday, it will not be returned until the following Monday at the end of the school day.)

I understand the cell phone usage policy and agree to abide by the rules and consequences of the policy.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**Wichita Christian School  
Parent/Student Handbook**

**Please sign and return this form to the office to indicate you have read the Parent/Student Handbook.**

**“I have read the Parent/Student Handbook of Wichita Christian School and agree to abide by the rules and regulations as stated.”**

\_\_\_\_\_  
**Please print name of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Please print name of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent/Guardian**

**I would prefer to be notified of school events by:**

**Email** \_\_\_\_\_ **or** **Mail** \_\_\_\_\_

*Hail to Blue and White*

*Wichita Christian.  
Hail to blue and white  
Shine forth her radiance  
As the stars at night.  
Striving for wisdom.  
Standing for the right.  
Trusting God to lead us by His might.  
Steadfast and faithful  
Those who've gone before.  
True and loyal we'll remain  
forevermore.*

(Words by Laura Burnam)