



**2018-2019**  
**Wichita Christian School**  
**Midwestern Parkway Campus**  
**PARENT/STUDENT HANDBOOK**  
(Revised August 2018)

**Our Vision:**  
**Students equipped for this world and the next.**

**Our Mission:**  
**Wichita Christian School provides a quality education in a  
Christian environment that inspires hearts, minds and souls for  
successful living.**

*Wichita Christian School does not discriminate on the basis of race, gender, creed or religious preference*

**WCS Alma Mater  
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.**

**2018-2019 Administration**

**DISTRICT**

**Karla Wallace, Superintendent  
Theresa Arrington, Admissions Director  
Julie Barger, Business Manager  
Julie Barger, Marketing Director**

**PRESCHOOL CAMPUS**

**Margaret Gfeller, Preschool & Summer Adventure Director**

**K-12 CAMPUS**

**Courtney Cummings, Elementary Principal/Curriculum Coordinator  
Julie Foster, Secondary Principal/Academic Counselor  
Josh Johnson, Athletic Director/Transportation Director  
Kallye Johnson, Assistant Athletic Director**

**2018-2019 WCS Board Members**

**Stephen Wolf, President  
Bonnie McCabe Vice President  
Sarah Landes, Secretary/Treasurer  
Jim Cummings  
Kelly Fristoe  
Sarah Landes  
Harry Patterson  
Jessica Vasquez**

## TABLE OF CONTENTS

<b>VISION, MISSION, STATEMENTS OF FAITH AND PHILOSOPHY</b>	PAGE 6
<b>INTRODUCTION</b>	PAGE 7
Our Pledge to WCS Families	PAGE 7
Accreditation	PAGE 7
Parents for Christian Education (PCE)	PAGE 7
Partnership between School and Home	PAGE 7-8
Change of Residency/Employment/Custody	PAGE 8
<b><u>ACADEMICS:</u></b>	
Grading Scale	PAGE 8
Semester Grades less than 70	PAGE 8
Final Exam Exemption Policy	PAGE 9
Guidance & College Planning	PAGES 9
Academic Honors for Seniors	PAGE 9
Transferred Grades from Other High School	PAGE 9
Calculation of GPA for Academic Honors	PAGE 9-10
High School Transcripts	PAGE 11
Texas Scholar	PAGES 11-12
Homework and Make-up Work	PAGE 12
Report Cards and Progress Reports (K-12)	PAGE 12
Parent/Teacher Conferences	PAGE 12
Honor Roll	PAGE 12
Activities/Sports Programs	PAGES 12-13
Eligibility for Extracurricular Activities	PAGE 13
<b><u>ADMINISTRATIVE POLICIES:</u></b>	
Bulletins and Announcements	PAGE 13
Chapel	PAGE 13
Electronic Communication Devices Use Policy	PAGE 13
Closed Campus	PAGE 13
Field Trips	PAGES 13-14
Computer/Internet Use Policy (12-1)	PAGES 14-16
Electronic Communication and Data Management (12-2)	PAGES 16-19
Computer/Internet User Agreement (12-3)	PAGE 19
Fundraising and Logo Policies	PAGE 20
Lockers	PAGE 20
Lunch	PAGE 20
Music Policy	PAGE 20
Parties (elementary)	PAGE 20
Pets	PAGE 20
Problem Resolution	PAGES 20-21
Search and Seizure	PAGE 21
Senior Trip	PAGE 21
Special Events Programs	PAGE 21
Student Activities	PAGE 21-22
Student Valuables	PAGE 22
Textbooks and Other School Property	PAGE 22
Visitors	PAGE 22
<b><u>ADMISSIONS POLICY:</u></b>	PAGE 22
Admissions Process	PAGES 22-23
Financial Policy	PAGES 23-24
Tuition Assistance	PAGE 24

After School Care/Supervision	PAGE 24
<b><u>ATTENDANCE/ABSENCE</u></b>	
Elementary School Hours	PAGE 24
Junior High and High School Hours	PAGE 24-25
Student Absence Status	PAGE 25
Tardiness	PAGE 25
Absence Reporting and Authorization Procedures	PAGE 25-26
Loss of Credit Due to Absence	PAGE 26
P.E. Excuse	PAGE 26
Signing In or Out	PAGE 26
Phone Calls	PAGE 26
<b><u>HEALTH GUIDELINES:</u></b>	PAGE 27
Immunization Requirements	PAGES 27
Clinic Guidelines for Illness or Injury	PAGE 27
State Required Screenings	PAGE 28
Medications Given at School	PAGE 28
<b><u>SCHOOL SAFETY:</u></b>	
Student Driver Vehicle Policy	PAGES 28- 29
Bullying/Intimidation	PAGE 29
Harassment	PAGE 29
Dangerous Weapons Policy	PAGE 29
Fire and Tornado Drills	PAGE 29-30
Insurance	PAGE 30
School Cancellations	PAGE 30
Transportation of Students	PAGE 30
Asbestos Management Plan	PAGE 30-31
<b><u>STUDENT CONDUCT:</u></b>	
Christian Code of Conduct	PAGE 31
Academic Integrity	PAGE 31
Athletic Fan Behavior	PAGE 31
Discipline Policy	PAGES 31-32
Student Conduct Expectations (K-12)	PAGE 32
Disciplinary Range of Consequences (K-12)	PAGES 32-33
Procedures Relating to Suspensions & Other Disciplinary Consequences	PAGES 33-34
Public Display of Affection Policy	PAGE 34
School Representation	PAGE 45
Statement of Principles	PAGE 34
<b><u>WCS DRESS CODE:</u></b>	PAGES 34-36
<b><u>SIGNATURE PAGES:</u></b>	
Technology User Agreement for Student Signature Page	PAGE 37
Technology User Agreement for Parent/Guardian Signature Page	PAGE 38
Electronic Communication Devices Use Agreement Signature Page	PAGE 39
Debt Collection Agreement Signature Page	PAGE 40
WCS Privacy Form Signature Page	PAGE 41
WCS Parent/Student Handbook Signature Page	PAGE 42
Pre-Arranged Absence Form	PAGE 43
Off-Campus Permission Form	PAGE 44

## **OUR VISION**

The vision of Wichita Christian School: Equipping students for this world and the next by:

- Educating and developing in students the commitment to lead productive, faithful lives of service to God, family, church, community, and country.
- Equipping students to excel in higher education, in the workplace, in family life, and in Christian ministry.
- Encouraging students to grow intellectually, physically, spiritually, and socially, just as Jesus did (Luke 2:52).

## **MISSION STATEMENT**

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

## **STATEMENT OF FAITH**

The Wichita Christian School community believes that:

- God is the creator of the universe and author of life (Genesis 1);
- Jesus Christ is God's son who was born of a virgin, lived a sinless life, was crucified for the sins of the world, was resurrected from the dead, and is coming again to judge the world (Matthew 1:22, Hebrews 4:14-15, 1 Corinthians 15:3-4, Acts 17:30-31);
- The Holy Spirit indwells Christians and helps them live a godly life (John 14:26);
- The Bible is the inspired word of God given to humankind to reveal God's love and his will for our lives (2 Timothy 3:14-17);
- The church is God's community of believers who encourage one another and communicate God's message to the world (1 Timothy 3:15, 2 Corinthians 13:11); and,
- The family is the social unit God has designed to shape the faith of children and help them realize their God-given value (Deuteronomy 6:4-9, Ephesians 6:4).

## **STATEMENT OF EDUCATIONAL PHILOSOPHY**

1. WCS views parents as the primary educators of their children with the responsibility for choosing and/or providing appropriate education and training for their children.
2. WCS believes that the church has an integral role in helping families train their children to be committed, steadfast Christians with moral strength, courage, character and responsibility.
3. WCS believes that the purpose of Christian education is to collaborate with families and churches in providing for the intellectual, physical, spiritual, and social growth of children, and WCS values its role as a partner in this endeavor.
4. WCS will strive to educate the whole child by integrating God's Word into all of its curriculum.
5. WCS will arm its students with a Christian faith and a Biblical world-view with which they can overcome sin and show God's love to a sinful world.
6. WCS will equip students to exercise Christian leadership in the world by providing for them a Christian environment for academic and spiritual instruction.

## **STATEMENT OF FAITH REGARDING MARRIAGE AND SEXUALITY (Article XIII in Board Policy)**

### **Preamble**

We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Timothy 3:16–17). Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the eternal and unchanging principles of scriptural truth, because these principles express the love our Creator has for every one of his creatures.

### **Religious Beliefs**

The beliefs of Wichita Christian School are based on Holy Scripture and the constant moral teaching of the universal Church. Following is an abbreviated statement of those beliefs, the full text of which can be found in the WCS Board Policy Manual.

We believe that the Bible is the inspired and infallible Word of God, acting as the source of authority over our morality and beliefs, and our lifestyle and conduct as Christians.

We believe what Jesus said: Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. Matthew 22:37-39

We affirm the Biblical description of marriage as outlined in God’s Word. (Genesis:1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, I Corinthians 6:9-11, I Corinthians 1:1-7, Ephesians 5: 25-27, 31-33)

We believe in abstinence for unmarried persons, whether students or adults. (Genesis 1:27-28, Matthew 19:4-6, Mark 10:5-8, I Corinthians 6:19-20, 7: 8)

We believe that God created mankind in His image: Male (man) and female (woman) different but with equal personal dignity. Consequently, WCS members must affirm their biological gender and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological gender. (Genesis 5:2, Deuteronomy 22:5, Mark: 10:5-6).

The Wichita Christian School community, including students, faculty, staff, and volunteers must affirm and adhere to this belief in order that we accomplish our religious mission, goals and purpose. We believe in the grace of God to redeem and save us and to forgive our sins, though consequences may still occur.

The school administration is charged with implementing school policy as formulated by our Board of Directors.

### **INTRODUCTION:**

This handbook was adopted by the Board of Directors 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 Directors 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 who, in turn, delegates responsibility to campus administrators who supervise academic programs, student activities and disciplinary procedures. Parents who have questions and concerns about the governing principles and the administration of school policies will follow the “Steps for Problem Resolution.”

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.

### **OUR PLEDGE TO WCS FAMILIES:**

WCS provides a curriculum that will enable the student to develop academically, spiritually, physically, socially and culturally. In each subject or course 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 maintain this environment so our school will be recognized as a godly Christian school.

WCS maintains a discipline policy that is biblical, firm and loving. See Proverbs 22:6. The purpose of discipline is to teach the student to discipline oneself. When this is learned at an early age, it brings joy to the students and a lasting joy for the parent. The goal of WCS is to assist parents in producing committed, steadfast Christians with moral strength, courage and character and whose personal goals are to glorify God.

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

### **ACCREDITATION:**

Wichita Christian School is accredited by AdvancED (Southern Association of Colleges and Schools, or SACS), and the National Christian School Association (NCSA), and is a member of Texas Christian Schools Association (TCSA), Texas Private School Association (TPSA), and the Texas Association of Private and Parochial Schools (TAPPS).

### **Parents for Christian Education (PCE)**

WCS parents have organized PCE to work for the mutual interest of the students and school. Parent involvement is encouraged at WCS, and PCE encourages all families to support WCS thru PCE membership.

### **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 recommendations that the school believes are in the best interests of the child; and
- 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 students 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’s enrollment in WCS is terminated. WCS reserves the right, in its sole discretion, to enforce the policies in this handbook, and the “spirit thereof,” as they pertain to student accountability. If parent(s)/guardian(s) fail to support a WCS 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 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 or by the custodial parent.

**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 **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, the administrator’s discretion will be considered).

### **Final Exam Exemption Policy**

Wichita Christian School teachers may offer exemptions from Semester exams at the end of the spring semester based on the following criteria:

- The student must be enrolled in senior level courses.
- The student must have an average of 90 or above in the course.
- In order to qualify for exemptions in any classes, the student must not have missed more than three total classes during the semester except for school activities or absences with a doctor's note.
- Final exams account for 15% of the student's grade for each semester.
- Exemptions will only be allowed during the spring semester.

### **Guidance & College Planning**

One of the academic goals of Wichita Christian School is to equip all students with the skills necessary to succeed at the college or university of their choice. As parents, you play an important role in that process. Before your student is accepted into a college, a lot of work will have to be done. The following suggestions will help guide you as you work your way through the maze of college preparations:

1. Start a dialogue with your student about the future.
2. Help your student understand the value and importance of a college degree in the current economic environment.
3. Talk about the characteristics of the college he/she may like to attend.
4. Make sure your student fully understands the implications and future impacts of laziness, poor grades, procrastination, and lack of attention to their studies on their chances of getting into the college of their choice.
5. Keep a diary of all the sporting, musical, church, civic, scouting and other miscellaneous activities your student participates in during their high school career.
6. Beginning in the freshman year, make good use of summer time for academic/volunteer service activities.
7. During the sophomore year be sure your student takes the PSAT and/or ACT and/or SAT.
8. In the fall of the senior year, together, fill out all applications and send them in before the spring semester.
9. In the spring of the senior year, file applications for grants, loans and scholarships.

### **Academic Honors for Seniors**

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

1. Valedictorian – student with highest final GPA calculated to the nearest 0.01 point
2. Salutatorian – student with 2<sup>nd</sup> highest final GPA calculated to the nearest 0.01 point

If two or more students have the same GPA qualifying for top honors, co-awards will be declared.

To receive graduation honors as valedictorian or salutatorian, a senior graduating before 2020 must have been enrolled in Wichita Christian School by the first day of his/her junior year in high school.

Beginning with the graduating class of 2020, a senior must have been enrolled in WCS by the first day of his/her freshman year in order to receive these graduation honors.

### **Transferred Grades from Other High Schools**

No grade transferred to Wichita Christian School shall be greater than 100. WCS school officials will determine the WCS grade equivalency of grades transferred from a non-US school system.

### **Calculation of Grade Point Average (GPA) for Academic Honors**

Grade Point Average will be calculated on a four point scale (five point scale for advanced courses)

based on a student’s academic achievement in the courses required for completion of the Foundation Plan Plus Endorsements program of study as adopted by SBOE on January 31, 2014.

1. Bible – Bible 9, Bible 10, Bible 11, Bible 12 (But only courses from this list that are taken while enrolled in WCS.)
2. English – English I, II, III, IV
3. Mathematics – Algebra I, Algebra II, Geometry, Pre-Calculus, Trigonometry, or College Algebra
4. Science – Integrated Physics and Chemistry (IPC), Biology, Chemistry, Physics, Anatomy and Physiology
5. Social Studies – American History, World Geography, World History, Government and Economics
6. Foreign Language – Spanish I, Spanish II, and Spanish III: or additional foreign language courses approved by the Texas Education Agency.

Any Honors or Dual Credit class taught in substitution for one of the above listed classes 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 calculating the final GPA.

The following grade average/grade point conversion chart shall be used: These numbers should not be confused with GPA but are simply used in calculating top graduates.

<b>Number Grade</b>	<b>Regular</b>	<b>Advanced</b>
100	4.0	5.0
99	3.9	4.9
98	3.8	4.8
97	3.7	4.7
96	3.6	4.6
95	3.5	4.5
94	3.4	4.4
93	3.3	4.3
92	3.2	4.2
91	3.1	4.1
90	3.0	4.0
89	2.9	3.9
88	2.8	3.8
87	2.7	3.7
86	2.6	3.6
85	2.5	3.5
84	2.4	3.4
83	2.3	3.3
82	2.2	3.2
81	2.1	3.1
79	1.9	2.9
78	1.8	2.8
77	1.7	2.7
76	1.6	2.6
75	1.5	2.5
74	1.4	2.4
73	1.3	2.3
72	1.2	2.2
71	2.1	3.1

70	1.0	2.0
>70	0.0	0.0

### High School Transcripts

Graduates of Wichita Christian School may earn the same diploma designations as public school graduates as outlined at the TEA website: <http://www.tea.state.tx.us/graduation.aspx>

Those diploma designations are: distinguished, recommended and minimum. All Wichita Christian School students are encouraged to graduate with the distinguished diploma. The recommended diploma will be approved only with administration and parent approval. The minimum diploma will be approved only when it is determined that the student has circumstances that would prevent him/her from earning either the recommended or distinguished diploma. Any student who is permitted to graduate on the minimum plan must, along with his or her parent/parents, sign a statement that they understand the ramifications of graduating on the minimum high school plan.

**Distinguished Diploma:** Students that have attended high school at WCS four years will graduate with 31.5 credits on the distinguished high school plan, to include 3 credits in the same foreign language and 4.5 elective credits. For students who transfer in without Bible credits, this number will be reduced by 0.5 credits for each high school semester student was not enrolled at WCS. [Note: Texas Education Code states that a student must earn distinguished level of achievement to be eligible for top 10% automatic public university admission.]

**Recommended Diploma:** Students that have attended high school at WCS four years will graduate with 31.5 credits on the recommended high school graduation plan, to include 2 credits in the same foreign language and 5.5 elective credits. For students who transfer in without Bible credits, this number will be reduced by 0.5 credits for each high school semester the student was not enrolled at WCS.

**Minimum Diploma:** Students that have attended high school at WCS four years will graduate with 28 credits on the minimum high school graduation plan. For students who transfer in without Bible credits, this number will be reduced by 0.5 credits for each high school semester student was not enrolled at WCS.

Courses which are not listed on the TEA website but are required by the Wichita Christian School Board include: Four Bible credits--One credit for each year a student attends WCS, and one credit for Senior Leadership.

The Wichita Christian School transcript records individual accomplishments, achievements, and courses completed. The diploma also displays appropriate graduation stamps.

All credit for graduation must be earned before graduation day in order to participate in the Wichita Christian School graduation ceremony.

### Texas Scholar

The Texas Scholar distinction will be awarded to Wichita Christian School students who meet the following requirements:

- 1) Complete the Distinguished Diploma Plan: 4 Math to include Algebra I, II, Geometry and Pre-Cal or (College Algebra and Trigonometry at the college level); 4 English; 4 sciences to include A&P, chemistry and physics; four social studies.
- 2) Complete three foreign language classes in the same language.

- 3) Complete Senior Leadership class.
- 4) Complete 4 Bible Classes (Students who transfer for junior or senior year may substitute other courses for Bible).
- 5) Complete 30 ½ credits.
- 6) Maintain a cumulative grade point average of 3.0 or higher from grades 9-12.
- 7) Complete two concurrent enrollment college courses for a total of 6 hours (not restricted to dual credit TEA approved, but must be core—English, math, science or social studies) with an earned grade point average of 3.0 or higher.
- 8) Score 23 on the ACT or a composite of 800 on the SAT

### **Homework and Make-up Work**

Teachers believe in homework; however, to encourage families to attend evening midweek Bible study, our Board has issued a directive requiring that any homework that is to be due on a Thursday will be assigned prior to the Wednesday immediately preceding that due date.

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 absences not due to illness or family emergency 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 allowed period will be considered late and awarded credit 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 issued via RenWeb. If one does not have Internet access, it is the parent's responsibility to contact the school for a printed report. Grades can also be monitored from home by accessing the students' grades on RenWeb, and parents are encouraged to do so weekly. Students whose progress report/report card has a grade lower than a 70 will be required to have the progress report/report card signed by a parent and returned to the teacher. Students with grades lower than 70 shall attend mandatory tutorials until the grade is confirmed as passing.

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

The week following the first grading period will be designated Parent/Teacher Conference week. Parents may call (940) 763-1347 to schedule conferences. Parents should feel free to contact teachers whenever a need arises for an additional conference. Parents should not try to conference with a teacher when he or she is involved with a class but should 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 B's 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 development 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 Participation in Extracurricular 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. If a student fails ANY class(es) for the nine week grading period, he/she will be ineligible for three weeks. If after three weeks, the student is passing previously failed class(es), he/she will be allowed to participate in extracurricular activities. A student who is failing ANY class, at any time, may at the discretion of the administration, be declared ineligible to participate.

### **ADMINISTRATIVE POLICIES:**

#### **Bulletins and Announcements**

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

#### **Chapel**

WCS chapel is a key element in the Christian educational program, and time is devoted regularly 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 Thursday of each week. Junior High and High School will have mandatory chapel on one day each week. As with any class, three tardies equal one absence.

#### **Electronic Communication Devices (Cell Phone, Smart Watch, Laptop) Use Policy**

Electronic communication devices can save lives in the event of an emergency. They can also be useful as academic learning tools. Therefore, WCS students are allowed to carry a cell phone/Smart watch during the school day. However, unless directed by school personnel, students will turn off these devices by 8:00 AM and keep these devices off until they are dismissed at the end of the day. Also communication devices may be taken up at the beginning of each class period and returned when class is dismissed. A student found to be using their device without permission is in violation of this policy and the device will be confiscated and secured in the principal's office. Any device taken from a student will result in payment of a \$25 fine and the loss of the device until the end of the next school day. (Note: If a device is taken up on Friday, it will not be returned until the following Monday at the end of the school day.) Second offense will result in turning phone into the office at the beginning of the school day for the remainder of the nine weeks.

#### **Closed Campus**

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

**Seniors will be permitted to leave campus for lunch provided they have the required documentation handed in to the office.**

#### **Field Trips**

Several field trips will be taken during the year. If parents' cars are utilized, they will need to be equipped with seatbelts and/or car seats for children ages eight and under. 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 required.

WCS I.T. REGULATION 12-1

### **Computer/Internet Use Policy**

Wichita Christian School believes that the Internet has much to offer with its wide variety of resources. Access to the Internet provides a wealth of information resources, research opportunities, communication services and international exposure in ways that would be otherwise unavailable.

Because there is such a wealth of information available on the Internet, material not considered to be of educational value is also available. Some material may contain items that are offensive, satanic or illegal. We have 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 online access outweigh the possibility that a user may obtain material inappropriate for an educational setting.

We desire that this resource be used in a manner that ensures the continued smooth operation of our computer network and that it will fit into our overall goals and objectives for students at WCS. The Internet user is held responsible for his/her actions when online. All users, therefore, must abide by the guidelines that we are outlining here. If a user violates these guidelines, further access to the Internet and/or use of computers at WCS may be denied. Basic rules will be gone over with users of the network/Internet in instructional sessions.

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 inappropriate use is. 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 and staff are expected to use good behavior, proper etiquette and act responsibly, politely and ethically as they use the Internet.
4. Students and staff will be held accountable for any information they publish on the Internet that is publicly accessible or accessible to a large number of people, i.e. Facebook or social networking sites. Parents will be called in cases of inappropriate postings. In the presence of administrators, students will be required to remove such posts and other consequences will be invoked; for example detention, or in extreme cases – expulsion.
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. **Users must not violate the Privacy Act of 1974.**
9. Student Internet users will in no way use the network for financial gain nor carry out financial transactions of any kind. **(i.e.) Craig’s List, eBay, Amazon, banking, buying/selling securities, bill payments or online businesses while at school.**
10. If a user discovers a security problem in the school’s computer network, they 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 or 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. Students 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. SnapChat, Facebook, Instagram and Pinterest) 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. **Users’ computers will be inspected at random by system administrators.**
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, external hard drives, SMART phones, and internet TABLETS. **The computers at WCS are educational tools and are not to be used for one’s personal use or recreation.**
18. Students must be logged in to the student access point at the school. Students may not log into a hotspot on their phones. Students who do this will be required to turn in their phones to the office while using their laptop.

Any violations of the above guidelines **in this regulation will** result in loss of computer access, as well as other disciplinary or legal action that is consistent with and in accordance with the applicable local, state and federal laws.

## WCS REGULATION 12-2

### Electronic Communication and Data Management

#### PHILOSOPHY AND PURPOSE

WCS 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.

IT support personnel **and/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

**Wichita Christian School** permits individuals in the following categories to become authorized users of its computer network (intranet) and/or have access to the Internet, subject to administrative regulations developed by the Information Technology (IT) support personnel 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 Technology User Agreement, and return the form to the school office, where personnel will transmit it to IT support personnel. Minor students applying for a user account must return signed Technology User Agreements for both the Parent and the Student.

#### GENERAL REQUIREMENTS FOR NETWORK AND INTERNET USE

Student and employee use of the school's computer network (intranet) 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 campus administrator and **is not** to 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 regulation or the User Agreement each user signs as a condition for obtaining access to the school's network (intranet) 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 IT support personnel to discuss the basis for that action and have an opportunity to respond. A decision by administration to suspend or revoke system privileges may be appealed following the "Steps for Problem Resolution". System privileges are revoked during any appeal. **Once the appeal procedure is completed and the decision is handed down by the Superintendent or school board not to resume system privileges then the decision will be deemed as FINAL. If through the appeal procedure the decision is to resume privileges then full privileges will be granted.**

#### ACCEPTABLE USE

Any use described below is deemed "acceptable" and consistent with the User Agreement and WCS REGULATION 12-2. Occasional personal use is acceptable **ONLY** during **non**-instructional or break/lunch periods.

**Personal use of SMART phones, internet TABLETS, and laptops will be subject to monitoring at all times.** The final decision regarding whether any given use of the network (intranet) or internet lies with the Superintendent or designee, in consultation with IT support personnel. Acceptable use is defined as:

1. Use in direct support of instructional purposes and goals.
2. Use of any and all electronic devices that will further the school's educational and administrative

purposes, goals, and objectives.

3. Use of any and all electronic devices that will further research related to education and instruction.
4. Use that is consistent with network protocols as established by IT support personnel.
5. Use that does not violate the student code of conduct or employee standards of conduct.

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

#### UNACCEPTABLE USE

Any of the following uses is deemed "unacceptable" and a violation of the Technology 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 IT support personnel.

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, officeholder, 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. "Hacking," i.e., attempting unauthorized access to any computer whether within the school's network or outside of it;
7. Any use that would be unlawful under state or federal law;
8. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees;
9. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages;
10. Use that violates the student code of conduct or employee standards of conduct;
11. Use related to commercial activities or for commercial gain by a student or employee;
12. Advertisement for purchase or sale of a product; or
13. Online gaming that is not deemed educational and/or part of the curriculum.

#### 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. Egregious violations of the user policy may be grounds for termination/dismissal.

#### SYSTEM OR OTHER USER INTERFERENCE

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

Vandalism and mischief are prohibited.

**Vandalism** as defined by **Wichita Christian School** includes any and all attempts to knowingly harm or destroy another user's data on the network or on any network connected to **Wichita Christian School's** network and any deliberate creation or propagation of a computer virus(es).

**Mischief** as defined by **Wichita Christian School** includes any and all attempts to knowingly interfere 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

**Wichita Christian 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. **Wichita Christian 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 personally owned or other equipment.

WCS I.T. Regulation 12-3

#### **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. **I will not reveal my password 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, bully, or attack others.
5. I will only use WCS 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 from the IT support personnel or IT faculty.
8. I will not use the schools' computer for anything other than course-related work.
9. I will not violate copyright laws or use the school's computers for commercial purposes.
10. I will comply with the Privacy Act of 1974.
11. If I identify a security problem on the school's computer system, I will immediately notify the campus administrator.

#### **Network/Internet Policy:**

**I will comply with the WCS rules of network/internet conduct and 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 will 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, cell phones, external hard drives, and tablets.

### **Fundraising and Logo Policies**

The Wichita Christian logo or name may not be used in conjunction with any fundraising event, activity or solicitation without permission of the WCS Superintendent. All fund raising events, activities, functions and/or solicitations must receive approval by the marketing director 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. Students are expected to treat their assigned lockers 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. No student is allowed to open any locker other than his or her own.

### **Lunch**

Students will have the option of bringing his/her lunch from home or purchasing a lunch in the cafeteria. At the beginning of the school year parents and students will receive information concerning the lunch program. **Students may not take food or drinks out of the cafeteria. Seniors will be allowed to leave campus for lunch provided a permission slip is on file in the school office.**

### **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 (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. Birthday or party invitations will not be given out in class unless ALL students in the homeroom receive an invitation.

### **Pets**

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

### **Problem Resolution**

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

Throughout the appeal or resolution 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.

### **Problem Resolution (continued)**

#### ***Steps for Problem Resolution:***

1. Questions and other concerns should be directed first to the person where clarification/resolution is desired – usually the classroom teacher.
2. If resolution is not reached, the complaint should next be directed to the campus administrator.
3. Complaints and/or problems may be brought to the superintendent if remedy is not possible at the campus level.
4. Requests can be made to address the board regarding unresolved concerns at a regularly scheduled board meeting **ONLY** after following steps 1-3. Meetings are usually held on the 3<sup>rd</sup> Thursday of each month, and written request to appear before the board must be submitted by Friday before the Monday meeting.

### **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, it will be witnessed by one other school official. WCS reserves the right to search, at random, at the administration's discretion.

### **Senior Trip**

During the spring semester of each year the senior class is invited and encouraged to participate in a school-sponsored senior trip. In order to attend the trip, sometime before departure the senior is required to work three days on a local clean-up/fix-up/construction project that benefits disadvantaged families or for a charitable organization, such as Habitat for Humanity, that serves the needs of these families. WCS seniors and designated faculty/staff will work together on this project that serves the Wichita Falls community.

The senior trip will be chaperoned by appointed WCS faculty/staff for the duration of the trip. Seniors are encouraged to raise funds with class fundraising projects to help fund some of the costs of the trip so that the individual cost for the student will be kept to a minimum.

### **Special Events Programs**

WCS will have several programs throughout the year which will involve all the students. Since such programs are a part of the recitation of lessons learned in class, participation in the programs is mandatory unless students have a legitimate excuse. 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 sponsors 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. Wichita Christian School will not sponsor school dances.

### **Student Valuables**

Students are responsible for all valuables, i.e. money, electronic devices, etc. that 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 or replacement of the damaged property.

### **Visitors**

All visitors must sign in at the office and wear a visitor's name badge while on campus. Visitors must sign out in the office before leaving campus. Visitors are allowed on campus during designated lunch and chapel times, but are not allowed in the classrooms without permission from the administration. Proper attire must be worn by visitors at all times.

### **ADMISSIONS POLICY:**

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

Due to the unique character of its mission, WCS is unable to serve the needs of and will not admit (1) students that have reached the legal age of majority (18 years) prior to enrollment, (2) minors who have been emancipated, (3) students who are married, or (4) students who are parents of a child. Students who after admission become pregnant or impregnate another will not be allowed to continue as students at WCS.

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 Directors in the Wichita Christian School Board Policy Manual and in the WCS Parent/Student Handbooks. Enrollment implies the parent's and student's 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.

### **Admission Process**

To be considered for admission to WCS, the student must:

1. Have reached the state-required age for entry into school by or before September 1; specifically,

students must have reached their 5<sup>th</sup> birthday to enter Kindergarten, and their 6<sup>th</sup> birthday to enter 1<sup>st</sup> grade. Transitional Kindergarten (TK) is not a standard grade level regulated by the State, but it is an extra service offered for students who have completed a 4-year-old preschool program and are not academically, socially or emotionally ready to enter Kindergarten and/or have not reached the attained age for enrollment in Kindergarten. For acceptance in TK, WCS requires that a student reach his/her 5<sup>th</sup> birthday by November 1<sup>st</sup>.

2. Be eligible to re-enroll in the last school attended;
3. Have accumulated adequate credits or be willing to make up credit, i.e. correspondence courses or summer school separate from WCS (secondary); and
4. Have no behavioral and learning problems that would prevent WCS from meeting the educational needs of the student.

#### Steps for Admission to Elementary and Secondary:

1. Request an enrollment packet.
2. Complete and submit **ALL** forms and \$25 non-refundable application fee to be applied toward registration deposit if student is accepted.
3. All records from student's last school must be received prior to acceptance.
4. Discuss with admissions any pertinent information about student's academic levels, learning styles or health.
5. Discuss with school counselor student's class schedule, credits and graduation plan (secondary).
6. Interview with admissions committee (student and parent).
7. Receive notification of acceptance.
8. Pay registration deposit and make tuition arrangements with the business office.
9. Complete and sign debt collection agreement form in business office.
10. Fill out additional forms received on first day of school (parents must complete).

Note: All new students will be accepted on behavioral and academic probation for a period of 90 days. During this period, conduct, scholarship, and tuition balance 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 deficiencies or non-compliance in any of these areas. At the conclusion of the 90 day probationary period, administration will meet with the parents and the student to evaluate the success of the student.

#### **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 through fundraising efforts and by gifts from friends who are interested in the superior education that is provided by the school.

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 on the following terms:

1. Annual or semi-annual 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. Parents may choose a 10, 11, or 12-month payment plan.
2. All accounts are due by the 1<sup>st</sup> school day of each 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. Accounts which are 90 days overdue may be turned over to a third party debt mediation company, and students may be withdrawn from school. (See Debt Collection Signature Page at the end of this Handbook.)
6. There will be a \$25.00 fee for returned checks.
7. Students who have outstanding balances will not be allowed to re-enroll at WCS.

**Registration deposits for new students 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 registered and currently enrolled in WCS and have a strong commitment to Christian education, but are financially unable to afford full tuition costs. 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 upon the funds the school has available. By June 15 each year, families applying for tuition assistance will need to complete the FAST online application, which is accessible through the school's website, [www.wichitachristian.com](http://www.wichitachristian.com).

### **After School Care/Supervision**

Supervised After School Care (ASC) is available for preschool and elementary students for a monthly charge. This fee may be added to tuition and collected through FACTS. Please see the current registration form for ASC fees. Secondary students must report to supervision if on campus 15 minutes after dismissal from school or from an after-school practice or activity if the teacher or coach is unable to stay and supervise; a charge of \$5.00/day will be billed weekly. All students must be picked up from the school by 5:30 P.M. After 5:30, a charge of an additional **\$1 will be assessed for every minute late the child is picked up.**

### **ATTENDANCE/ABSENCES:**

#### **Elementary School Hours**

Transitional Kindergarten: 8:00-3:00

Grades K-5: 8:00 a.m. to 3:15 p.m. Students arriving to their designated classrooms after 8:00 AM will be counted tardy. Three tardies will be considered equal to one absence.

6<sup>th</sup> grade: students in athletics will report to school at a time specified by the junior high coaching staff; students not in athletics will report at 8:00 for P.E.

The elementary building is open at 7:00 A.M. for those K-6 students who must arrive early due to parents' work schedules. Students are supervised in the cafeteria until 7:50 and then dismissed to their homerooms.

Elementary students should be picked up promptly at dismissal time, following appropriate dismissal procedures, unless participating in the After-School Care program. An elementary student who is not picked up by 20 minutes after dismissal time will be placed in the after-school care program and parents will be charged \$10.00. If you are running late and realize you will not be able to pick up your child at dismissal, please call the office (940-763-1347).

#### **Junior High and High School Hours**

Grades 7-12 – 8:00 a.m. to 3:30 p.m.

- WCS provides supervision beginning at 7:00 in the morning. WCS does not provide supervision 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 (K-12)**

- **Excused** - personal or serious family illness, death in the family, participation in official school events, doctor appointments, or for other emergencies or urgent business.

WCS urges parents to ensure that their students are in school whenever possible. Obvious abuse of absence/tardy policy may result in review of the student's continued enrollment in WCS. Patterns of absences (i.e. test day, first period) will trigger a review. State law requires students to be in attendance 90% of the school year. Upon return after an absence, a student will have one day for each day of absence to turn in any required make-up work. Juniors and Seniors are allowed two days each year for college visits; students must see counselor to obtain or provide required documentation.

If, due to late arrival or early dismissal, a student misses more than 1½ hours but less than 4 hours of the school day, the student will be considered absent for ½ day. If the student misses 4 hours or more in a school day, the student will be considered absent for a full day.

- **Pre-arranged Absences** - Assignments are to be turned in the day the student returns to school. It is the student's responsibility to obtain assignments in advance and submit the completed *Pre-arranged Absence Form*.
- **Unexcused** - Any absence not verified by the parent as fitting the above criteria for being excused. No make-up work is allowed for unexcused absences.

### **Tardiness**

All students arriving late for school in the morning must sign in through the office. Students who fail to sign in upon late arrival will be subject to disciplinary action. The teacher records tardies in his/her classroom. Arrival up to 90 minutes late will be recorded as a tardy, but secondary students that miss an entire class period will be considered absent from that class.

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

### **Absence Reporting and Authorization Procedures**

Parents and students need to be especially aware of absence totals. If a student is absent **eight (8) days** 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 total absences. 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 three 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. Thanksgiving, 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. If a parent does plan a family event/trip that will result in a student's absence, at least one full week in advance of the planned absence, the parent must complete the Pre-arranged Absence Form. The student must then take the form to each of his/her teachers for approval and assignments before submitting the completed form to the Principal. Please note: Trips should not be scheduled before or during test weeks or before or after scheduled school vacations.

### **Loss of Credit Due to Absences**

Loss of credit for a 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.
2. Extended educational trip factors
  - a. Parents must make timely written request with enough time for appeals
  - b. Principal approval will be determined based on educational value.
3. Death in the immediate family.

Appeals may be made to the superintendent.

### **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 upon receipt of a doctor's release.

### **Signing In or Out**

Students arriving at school at any time after 8:00 a.m. 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. Failure to follow this procedure will result in disciplinary action. Students leaving early who are driving their own cars must sign out after the administrator has received permission (written or verbal) from the parent. Failure to sign out using the proper procedure as described will result in the student being considered truant and receiving disciplinary action.

### **Phone Calls**

In case of an illness or need for parent contact, parents will be contacted by the nurse or a campus administrator. Calls to correct irresponsibility on the student's part will not be permitted during class time, i.e. forgotten homework, field trip attire, or athletic clothes. Students may not use personal cell phones to call parents; they may use the office phone during non-instructional times of the day (lunch, passing periods, etc.)

Any sports cancellations or athletic changes that require a call to a parent will be done through the office or coaches. Notifications may also be sent by way of RenWeb Parent Alert texts.

### **HEALTH GUIDELINES**

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

## **2018-2019 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 Injury, Illness, or Potentially Contagious Condition**

- 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.
- Students who are found to have head lice or nits (eggs) will be separated immediately and parents will be called to pick up the child. All soft materials such as coats, scarves, and hats will be bagged and sent home to be washed or dry-cleaned.
- 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 or potentially contagious condition:

1. **Fever –Student will not be allowed to attend school if oral temperature is 100.4 degrees F 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 and expose others to infection.
2. **Uncontrolled Vomiting/Diarrhea** – if vomiting or diarrhea occurs more than once in 24 hours, you must keep the 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 and/or provide a physician note stating student may return to school.
5. **Head Lice** – Students who are found to have head lice or nits (eggs) should not be sent to school. All soft materials such as coats, scarves, and hats must be washed or dry-cleaned. Any fabric item that cannot be cleaned must be sealed in a plastic bag for two weeks. Students may not return to school until their hair has been treated with a lice-killing shampoo and all the nits have been removed.

### **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 acetaminophen or ibuprofen, 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:**

#### **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. (Note: Pick up paperwork when getting Verification of Enrollment.) 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 drive a vehicle to school.

The policies for both the drivers and passengers 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 5 miles per hour in the parking lot.
- Drivers will never display an exhibition of speed or drive in any unsafe manner.
- Drivers will be responsible for any damages done to other vehicles or the facility.
- Drivers will transport only passengers who have a written parental permission form on file at the school office. No student may ride with another unless a written parental permission form is on file

in the principal's office. This form must specify each student driver with whom he/she is allowed to ride. Even if the student has a signed permission form to ride with another student, he/she must never get in that student's 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.

### **Student Driver Vehicle Policy (continued)**

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/Intimidation**

Bullying, which may include teasing, is inappropriate and unacceptable at WCS. The test for whether teasing is just "playing" 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 the initiator is bullying! Victims of bullying should confide in a school official at WCS and their parents. Bullying is damaging, causes harm, and will not be tolerated in our Christian school where above all places, children should be able to seek asylum from such a worldly act as bullying. Bullying is considered a **Level 2 offense**. All accusations of bullying will be investigated. If substantiated, a parent conference will be scheduled with the student who has been involved in the bullying offense. Further incidents will result in additional consequences which are outlined in this document.

### **Harassment**

WCS is committed to maintaining a learning and working environment free of harassment and intimidation; therefore, harassment of or by any person – 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 the alleged act to school officials immediately for investigation and follow-up.

### **Dangerous Weapons Policy**

The policy of WCS toward dangerous weapons **absolutely prohibits the use and/or possession of dangerous weapons on school premises or at school functions**. Dangerous weapons include, but are not limited to guns (pellets, bb, and stun), firearms, knives, clubs, brass knuckles, etc. Students who violate this policy may be required to withdraw 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 find 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 the designated area and will be required to sit on the floor in a tucked position with arms covering their heads as practiced in the drill. (*See crisis management document for other emergency situations.*)

### **Insurance**

Accident insurance is provided by WCS. Contact the business office for paperwork in case of school accident. Parents are encouraged to maintain health insurance.

### **School Cancellations**

If school is to be cancelled or dismissed early due to weather conditions, WCS Parents will be notified through the following: Two television network affiliates, KAUZ (channel 6 or 4 on cable) and KFDX (channel 3 or 12 on cable); RenWeb Parent Alert; Facebook; and KMOC (89.5 FM radio station).

### **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 when 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. Students will be expected to clean out the transportation vehicles after every trip.

### **Asbestos Management Plan**

#### **NOTIFICATIONS**

August 15, 2018

Dear Parents, Students, and Staff:

I am pleased to let you know that Wichita Christian School is working hard to maintain compliance with federal and state regulation concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as in the office of the superintendent.

If you have questions about the plan or this federally mandated program, please contact me at 940-687-1643.

Sincerely,  
Asbestos Designated Person

August 15, 2018

To: Wichita Christian School Staff and Parents  
From: Asbestos Coordinator, Wichita Christian School

RE: Federal regulations concerning the inspection, re-inspection, periodic surveillance, response activities and management planning for our Wichita Christian School.

I am pleased to advise you that Wichita Christian School is working hard to maintain compliance with the federal AHERA regulations.

We recently completed the process of re-inspecting and updating the management plan for each of our school campuses as required.

Should you desire to review the management plan for your child's school, a copy of the plan is available in the principal's office and in the office of the superintendent.

If you have any questions about the plans or this federally mandated program, please contact me at 940-687-1643.

Sincerely,  
Asbestos Coordinator for WCS

## **STUDENT CONDUCT:**

### **Christian Code of Conduct**

WCS teachers will strive to discipline in a firm, loving manner in accordance with God's Word and each student's needs. WCS has the authority to dismiss from school any student whose general attitude or habitual actions are contrary to the basic principles of Scripture upon which the school is founded. Dismissal may result 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. Rom. 12:1; 1 Cor. 3:17; 6:19; Eph. 1:4; Col. 3:12; 1 Thess. 2:10; 1 Tim. 4:12; 2 Tim. 1:9; 2:21; 3:10; James 3:13; 1 Peter 1:15, 16; 2:12; 3:16.

### **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 and spiritual values of WCS. *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 Disciplinary Range of Consequences, Level 3.

### **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.

Parents and fans are not allowed in locker rooms.

### **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 deep faith in God and with their professional training and experience, will 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 classroom management procedures that include positive reinforcement and consequences that help students to understand the rules, to make amends for doing wrong, and to take responsibility for improving their behavior.

### **Discipline Policy: *Understandings* (continued)**

- 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 Christian 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 by teaching, promoting, and maintaining 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 students.

### **Student Conduct Expectations (K-12)**

Noncompliance with any parts of this Christian Code of Conduct constitutes a breach of discipline that could, depending upon the degree of offense, result in dismissal from WCS.

- Students will obey all rules and regulations set down by the teachers, administration and Board of Directors in their individual classes.
- Students will respectfully 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 and bullying will not be tolerated.
- Students will not use vulgar or obscene language, rude or insolent comments, or crude or sexually suggestive gestures.
- Students will refrain from immoral or inappropriate sexual behavior.
- Students will not use or illegally possess tobacco, e-cigarettes, drugs or alcohol in the school building, on school grounds or at school-sponsored activities.
- Students will not have weapons in their possession or in their personal vehicles.
- Students will attend all classes and be on time. Three tardies shall be considered equal to one absence.
- 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, treating others as they want to be treated and showing the kind of love that Jesus did.
- 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 (K-12)**

Each teacher will be responsible for developing a classroom management plan and communicating that plan clearly to the students and their parents. That plan will include not more than five (5) classroom

rules, a list of positive rewards students will earn by following those rules, and a list of consequences students will experience for violating those rules. The highest level of consequence for violation of classroom rules will be referral to the school administration. The seriousness of certain student misbehaviors will sometimes be determined by the age or grade level of the student, and the classroom management plans will take this into account in determining whether and when referral is appropriate. When students are referred to administration for disciplinary action, the following levels of consequences will be administered in an **age-appropriate manner**:

#### **Disciplinary Range of Consequences (K-12) (continued)**

##### **LEVEL 1: Before-School Detention/After-School Detention/Lunch Detention:**

Examples include but are not limited to: Referral to the Principal or Dean of Students for excessive tardiness, repeated violation of classroom rules, disrupting class repeatedly, frequent off-task behavior, inappropriate language, showing defiance, talking back, horseplay, etc.

The fifth Level 1 infraction and each subsequent Level 1 infraction in a school year will be considered a Level 2 offense.

##### **LEVEL 2: In-School Suspension/Out-of-School Suspension – Up to two days**

Examples include but are not limited to: Refusal to follow directions, leaving campus without permission, showing disrespect, incidental profanity or vulgar language, harassment or bullying (verbal, physical, or cyber), damage or destruction of school property (under \$100 in damage), inappropriate public display of affection as determined by staff. Multiple infractions of Level 2 offenses in a school year will be considered a Level 3 offense.

##### **LEVEL 3: Three-Day Out-of-School Suspension:**

Examples include but are not limited to: Fighting, dishonesty, flagrant profanity or vulgar language, dangerous driving, obscene gestures, vandalism, sexual harassment, damage or destruction of school property (over \$100 damage), possession or transmission of sexually explicit material, racist remarks. All classes, exams or graded events missed while on Out-of-School Suspension will receive a zero grade and may not be made up.

The third Level 3 infraction within two contiguous semesters will be considered a Level 4 offense.

##### **LEVEL 4: Expulsion (Dismissal from School or Placed on Homebound Status for the remainder of the school year):**

Examples include but are not limited to: Bringing weapons on campus, possession or use of drugs, alcohol, or tobacco, including e-cigarettes, on campus or at a school related activity, vandalism, threatening material, or violence against school personnel or students, criminal activity, incorrigible behavior.

#### **Procedures Relating to Suspensions and Other Disciplinary Consequences**

The school superintendent will be informed of all disciplinary 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.

Suspensions are given only by the principal and take effect immediately. If suspension is an out-of-school suspension, parents are required to remove the student from the school. If this is not possible, the student will be removed from contact with students, but the term of the out-of-school suspension will not begin until the student is removed from school grounds. An out-of-school suspension will last for 72 hours from the time the student is removed from the school grounds. The Superintendent will be notified of any student who has received suspension/expulsion as discipline. All notifications will be

kept confidential.

Any student who is serving a suspension/expulsion as discipline shall not be allowed to attend any extra-curricular school sponsored activity for the duration of the suspension.

After a suspension, the student who received the disciplinary suspension and the parents of that student shall be required to attend a conference with the school administrator(s). During this conference, the behavior and attitudes of the student will be reviewed and the student will be interviewed to determine if the student is to be allowed to return to school. If the school administration decides to reinstate the student, the parents will participate with the school administration in the creation of an action plan for improved behavior and/or prevention of the recurrence of the behavior that resulted in the suspension.

Any student who has received three out-of-school suspensions during one school year or two contiguous semesters will be dismissed.

Appeals may be made following the Problem Resolution guidelines.

### **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 with this guideline will result in disciplinary action.

### **School Representation**

Student conduct reflects on the school both on and off the campus. As a result, every student will be held accountable for his or her representation of WCS on social media (i.e. Facebook, Twitter, Instagram, Snapchat, etc.) or otherwise as long as he or she is enrolled. Students are required to behave, both on and off campus, in a way that will bring honor and respect to God, to their families, to themselves, and to our school. WCS students are always expected to set a Christian example in attitude and behavior.

Students who are dismissed from WCS may only attend school events (home or away) if events if he or she remains in the immediate presence of the parent.

### **Statement of Principles**

WCS admits students of different religious and personal persuasions. It is the intent of the Board of Directors, 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 academic achievement 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

#### **Grades K-5 Shirts:**

- Each student is required to have one **monogrammed WCS black polo shirt**, and this shirt must be worn with **khaki pants** for all field trips and at other designated times.
- Style of other shirts must be traditional, solid color polo with long or short sleeves.
- T-shirts that are basic cotton t-shirt fabric may only be worn under shirts.
- WCS sweatshirts or hoodies or solid color outerwear may be worn OVER the polo only on Fridays.

#### **Grades 6-12 Shirts:**

- Each student is required to have one **monogrammed WCS black polo shirt**, and this shirt must be worn with **khaki pants** for all field trips and at other designated times.
- All other shirts may be solid colors or multicolored, but may not bear any commercial pictures or slogans; any designer logos or insignia must be no larger than 3 inches x 3 inches.
- Style may be traditional polo or any other collared shirt style with sleeves.
- T-shirts that are basic cotton t-shirt fabric may only be worn under shirts that are buttoned up. Students do not have to button the top three buttons if a t-shirt is worn under the collared shirt.
- On Fridays, WCS sweatshirts or hoodies may be worn OVER the collared shirts described above. The hoodie or sweatshirt must not bear any commercial pictures or slogans, and any designer logos or insignia must be no larger than 3 inches x 3 inches.
- No “skin-tight” shirts will be allowed.

#### **All K-12 Students:**

##### **Bottoms:**

- Pants, skirts, skorts, capris, jumpers, walking shorts – pleated or flat front must be navy, black, khaki, or denim.
- Skirts and jumpers must have modesty shorts underneath.
- Tights worn under skirts or shorts must be solid colors with no designs.
- All bottoms must be a modest length of 3” above the middle of the back of the knee or longer. Pants should not be excessively tight.
- All pants, jeans, skirts and shorts made with belt loops must have a belt worn if the shirt is tucked in to the pants.
- Pants and jeans must be worn above the hip bone.
- No cargo pants with sagging pockets, sweatpants, baggy pants, or joggers are permitted.
- No frayed edges, holes or tears are permitted.
- Flat pocket cargo pants are permitted.

##### **Friday “Spirit Day”**

- Any WCS sold spirit shirt is permitted.
- Traditional style jeans are permitted.
- Secondary students may wear t-shirts with Christian logos, slogans, and insignia.
- Uniform bottoms still apply.
- Fridays are not limited to spirit attire. Anything allowed Monday-Thursday may be worn on Friday.
- Hoodies may be worn on Fridays.

## **WCS DRESS CODE: (continued)**

General Dress Code Rules (in effect daily):

- No backless shoes, slides or flip-flops are permitted.
- No torn or frayed clothing is permitted.
- 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 cleavage visible in the front or back of the outfit.
- No off-the-shoulder or bare shoulder shirts.
- No caps or head coverings are permitted except as allowed for special events.
- No bare midriffs are permitted at any time.
- Hair must be neatly trimmed and groomed and not distracting from the learning environment.  
This includes:
  - Boy's hair above the collar with no bun or pony tail
  - 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

Consequences for Non-compliance with Dress Code – When a student must be reminded repeatedly about general dress code rules (i.e. get a haircut) after the first week of school reminders are followed by a Level 2 consequence. Students who do not comply with the dress code will be removed to an isolated learning environment for the remainder of the day.

***Modesty is required at all WCS events on and off campus, including:***

- ***NO bare midriffs,***
- ***NO short shorts,***
- ***NO strapless shirts,***
- ***NO improper logos***
- ***NO visible undergarments***
- ***Shirts or tops that are at least fingertip length must be worn over leggings.***

***The administration reserves the right to determine what is considered modest. Students are subject to removal from an event if their attire is considered inappropriate.***

**Wichita Christian School  
Technology User Agreement for Student**

I have been provided with copies of WCS IT Regulations: 12-1 (**Computer/Internet Use Policy**), 12-2 (**Electronic Communication and Data Management Policy**) and 12-3 (**Computer/Internet User Agreement**).

I agree to adhere **to the stated regulations and policies, and any other** regulations that may be developed, and to any changes adopted by WCS. I also agree to **comply to any** related policies of Wichita Christian School that may be contained in Student and/or Staff Handbooks.

I understand that failure to **comply** with these policies **will** result in the loss of my access to the WCS 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 **any and all** legal action (**local, state, and federal**) against me if I **knowingly**, willfully, maliciously **and/or** unlawfully damage or destroy **school property or seek to compromise any WCS databases or compromise any student, faculty, staff, or administrators' work or privacy via any electronic means onsite and on campus or offsite and off campus.**

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*By signing this agreement you are stating that you have read and fully comprehend each WCS IT Regulation.**

**Wichita Christian School  
Technology 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 copies of WCS IT Regulations: 12-1 (**Computer/Internet Use Policy**), 12-2 (**Electronic Communication and Data Management Policy**) and 12-3 (**Computer/Internet User Agreement**)

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.

**I am legally/equally culpable for any and all online and computer misconduct caused by my child should my child be under the legal age of 18 years old during each occurrence of such misconduct.**

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

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

**\*\*\*\*By signing this agreement you are stating that you have read and fully comprehend each WCS IT Regulation.**



Wichita Christian School



**Electronic Communication Devices Use Policy  
2018-2019**

Please check one of the following:

- My child does not have any electronic communication devices.
- My child will not have an electronic communication device at school.
- My child will have one or more electronic communication devices at school and we agree to comply with the stated rules and consequences of the use thereof.

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

Grade \_\_\_\_\_

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

**Electronic Communication Devices (Cell Phone, Smart Watch, etc.) Use Policy**

Electronic communication devices can save lives in the event of an emergency. They can also be useful as academic learning tools. Therefore, WCS students are allowed to carry a cell phone/Smart watch during the school day. However, unless directed by school personnel, students will turn off these devices by 8:00 AM and keep these devices off until they are dismissed at the end of the day. Also communication devices may be taken up at the beginning of each class period and returned when class is dismissed. A student found to be using their device without permission is in violation of this policy and the device will be confiscated and secured in the principal's office. Any device taken from a student will result in payment of a \$25 fine and the loss of the device until the end of the next school day. (Note: If a device is taken up on Friday, it will not be returned until the following Monday at the end of the school day.)

I understand the electronic communication devices usage policy and agree to abide by the rules and consequences of the policy.

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

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

Date \_\_\_\_\_

**Wichita Christian School  
Debt Collection Agreement Page**

4.4 Debt Collection Policy:

The Board of Directors will make all decisions regarding debt collection.

Debt collection procedures are as follows:

1. Payment on all invoices is due within 30 days of invoice date. Accounts overdue by 30 days shall result in personal courtesy phone call. Students that have accounts that are 30 calendar days past due will not be allowed to participate in any WCS extracurricular activity, event, or sponsored trip.
2. Accounts which are overdue by 60 days will receive a warning letter. Students that have accounts that are 60 calendar days past due will not be allowed to attend WCS and will not receive their grade reports or school records until all past due accounts are paid in full.
3. Accounts which are overdue by 90 days may be turned over to a third party collection agency.
4. All overdue invoices shall bear interest at 2.0% per month (24% annual percentage rate) on the unpaid balance.
5. Credit applicant agrees to pay all costs of collection.
6. Credit terms and limit may be canceled or changed by Creditor at any time without notice.
7. All transactions are governed by the laws of the Creditor's state.
8. All transactions are governed by the terms of the Creditor's documents.
9. Borrower must give permission for any creditor to disclose information.
10. Borrower must give permission to contact all references, inquire as to credit information, and receive any confidential information relevant to approving credit.
11. Paperwork shall be included in enrollment documents and be signed at the beginning of each school year. (Board adopted 7/30/2012; Revised 8/8/2016.)

-----

**Please detach, sign and return with other forms below:**

I, \_\_\_\_\_, have read and understand the debt agreement policy.

\_\_\_\_\_  
**Signature**

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

**Wichita Christian School  
WCS PRIVACY FORM  
2018-2019**

Wichita Christian School may at times use student names or photos in official school publications or for commercial purposes. A student may also be an honoree of the school whose name, photo, or information from his/her school record requires publication (ex. GPA, or special honor such as "student of the month"). Parental consent is needed for such publication.

Please complete this form by initialing and signing where indicated and return this form to the school office. It will be filed in the student's records folder in the office.

\_\_\_\_\_ Yes, by **initialing below**, I hereby give permission for my child to be photographed, but ONLY for the following school and/or commercial purposes:

\_\_\_\_\_ Yearbook pictures

\_\_\_\_\_ Local newspaper articles

\_\_\_\_\_ Social media

\_\_\_\_\_ School newsletters

\_\_\_\_\_ Class pictures

\_\_\_\_\_ WCS marketing material

\_\_\_\_\_ No, I DO NOT give permission for my child to be photographed for ANY school purposes and/or for commercial purposes.

\_\_\_\_\_ I DO NOT give BLANKET permission for my child to be photographed for school purposes and/or for commercial purposes, but school staff may call me to request verbal permission for specifically described uses for which I may give my consent.

**HONORS RELEASE**

\_\_\_\_\_ Yes, I give permission for my child and his/her information to be honored in publications.

\_\_\_\_\_ No, I DO NOT give permission for my child and his/her information to be honored in publications.

Print Name of Student \_\_\_\_\_

Print Name of Parent \_\_\_\_\_

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

\_\_\_\_\_  
Date

**Wichita Christian School**  
**2018-2019 WCS Parent/Student Handbook**

Please sign and return this form to the office to indicate you have read the 2018-2019 WCS 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. If my child is younger than 6<sup>th</sup> grade, I have read to or with my child the relevant portions of the Handbook and hereby give my assurance that my child will comply with the policies stated in this Handbook.”

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

\_\_\_\_\_  
Signature of Student (6<sup>th</sup> – 12<sup>th</sup> Grade)

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date

I would prefer to be notified of school events by:

Email \_\_\_\_\_

Mail \_\_\_\_\_

Social Media \_\_\_\_\_

# PRE-ARRANGED ABSENCE FORM

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Date(s) of Requested Absence \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Parent Approval \_\_\_\_\_ Date \_\_\_\_\_

	Teacher Approval(s)	Class	Assignment(s)	Due Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

Administrator Approval \_\_\_\_\_ Date \_\_\_\_\_

# Off-Campus Permission Form

Wichita Christian School operates a closed campus during the school day. Seniors are allowed the privilege of off-campus lunch providing the student has had no tardies after lunch. All 12th grade students must have an off-campus lunch permission form on file in the office to be eligible to leave during their lunch break.

Please Note: Failure to comply with school policies on off-campus lunch will result in disciplinary action being taken and may result in the privilege being revoked. Examples that would cause loss of privileges: Forgery of parent/guardian signature, excessive tardies or unexcused absences driving/parking violations, driving any non-permitted student, or any level II through level IV offenses.

\*\*\*\*\*

I GIVE MY PERMISSION FOR \_\_\_\_\_, MY 12TH GRADE STUDENT, TO LEAVE THE SCHOOL PREMISES TO EAT LUNCH WHEN OPEN CAMPUS IS AVAILABLE, FOR THE 2018-2019 SCHOOL YEAR. I UNDERSTAND THAT THE LUNCH TIME IS 45 MINUTES LONG AND ANY MISSED/TARDY CLASSES WILL BE UNEXCUSED.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR THE 2018-2019 SCHOOL YEAR, I GIVE MY PERMISSION FOR MY STUDENT \_\_\_\_\_ TO RIDE WITH ANOTHER STUDENT DRIVER TO LEAVE SCHOOL PREMISES TO EAT LUNCH WHEN OPEN CAMPUS IS AVAILABLE.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR THE 2018-2019 SCHOOL YEAR, I GIVE MY PERMISSION FOR MY STUDENT \_\_\_\_\_ TO TRANSPORT OTHER SENIOR STUDENTS, WHO HAVE SIGNED PERMISSION FORMS, TO EAT LUNCH WHEN OPEN CAMPUS IS AVAILABLE.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_