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**2019-2020**  
**Kindergarten-5<sup>th</sup> Grade**  
**PARENT/STUDENT HANDBOOK**  
(Revised July 2019)

**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.**

### **2019-2020 Administration**

#### **DISTRICT**

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

#### **PRESCHOOL CAMPUS**

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

#### **K-12 CAMPUS**

**Courtney Cummings**, Elementary Principal  
**Julie Foster**, Secondary Principal  
**Seth Nolan**, Athletic Director  
**Don Wallace**, Transportation Director

### **2019-2020 WCS Board Members**

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

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## **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 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” on page 25.

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).

### **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-5)**

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-5)**

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.

### **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.

#### **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.)

#### **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.

## **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", (page 23 in the Student Handbook). 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 which 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 school's 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 storage 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 WCS Superintendent before any correspondence, notification or other communication is made. All fund raising must be coordinated through the WCS Administration.

### **Lockers**

Wichita Christian School provides lockers to students in the intermediate and secondary campus as a courtesy. 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 designated eating areas.**

### **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.

### ***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 2<sup>nd</sup> Monday 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, the student will be invited to be present during the search which will be witnessed by one other school official. WCS reserves the right to search, at random, at the administration’s discretion.

## **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.

## **ADMISSION 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 4th birthday to enter Transitional Kg, their 5th birthday to enter Kindergarten, and their 6th birthday to enter 1st grade.
2. Be eligible to re-enroll in the last school attended;
2. Have accumulated adequate credits or be willing to make up credit, i.e. correspondence courses or summer school separate from WCS (secondary); and
3. 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 30 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 30 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. (See attached signature page.)
  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**

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.

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).

## **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. Below are some standards that are followed at WCS. Websites are provided for additional information.

## **2019-2020 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:**

**Asbestos Management Plan  
NOTIFICATIONS**

August 15, 2019

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 940-763-1347.

Sincerely,  
Asbestos Designated Person

August 15, 2019

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 940-763-1347.

Sincerely,  
Asbestos Coordinator for WCS

### **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. 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.

## **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. Romans 12:1; 1 Corinthians 3:17; 6:19; Ephesians 1:4; Colossians 3:12; 1 Thessalonians 2:10; 1 Timothy 4:12; 2 Timothy 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.

### **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.
- 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**

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, as defined and described in the WCS Statement of Faith Regarding Marriage and Sexuality (Pages 7ff).
- Students will not use or illegally possess tobacco, 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**

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 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 procedures will be administered in an **age-appropriate manner**:

**1st Offense:** Student is given a verbal warning in the classroom, and an email of the incident is sent home to parents through Renweb. Documentation of student behavior begins. Parents may schedule a conference with the classroom teacher for more details, by contacting the teacher directly.

**2nd Offense:** Student will be issued a detention, with a verbal explanation given. A detention note will be sent home regarding the detention, to be signed by the parent and brought back to the teacher the following day.

**3rd Offense:** Student will be sent straight to the office, an email will be sent to the parents from the principal through Renweb, and student will begin in-school suspension immediately. Student will have ISS for the remainder of the day **and** the following day.

**4th Offense:** Student will be sent straight to the office, a call will be made to the parents from the principal, and student will either be sent home for a 2 day out of school suspension or begin 5 days in school suspension. All work missed during the suspension period is still due by the teacher's due date. Quizzes and Tests will be made up at the end of the suspension period. Parents may schedule a conference with the principal for more details, by emailing the principal directly.

**5th Offense:** Expulsion. Dismissal from the school. A parent meeting will be scheduled with the principals for the following day, during which parents will sign a withdrawal form. Parents will be given student records once all accounts have been paid in full.

To appeal any decision made by the campus administration, please contact the assistant to the superintendent for a meeting regarding the dispute.

### **Behaviors warranting immediate referral to the principal**

Examples include but are not limited to: Fighting, 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.

### **Behaviors warranting immediate expulsion**

Examples include but are not limited to: Bringing weapons on campus, possession or use of drugs, alcohol, or tobacco on campus or at a school related activity, vandalism, or physical aggression on school faculty or students, criminal activity, incorrigible behavior, off campus behavior that reflects negatively on the student or the school and as defined and described in the WCS Statement of Faith Regarding Marriage and Sexuality in board policy.

### **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 as discipline shall not participate in 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.

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

## **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:**

- All Students will be required to purchase a black monogrammed jacket (either full or three quarter zip) from the school vendor. These jackets will be the only jacket worn in the classroom. Other coats will be put in the locker for the day.
- Each student is required to have a **monogrammed WCS polo shirt**, either black or royal blue. **Black polos are to be worn with khaki bottoms, or Royal Blue polos will be worn with Black bottoms. (Students needing new shirts will be purchasing them from the school vendor; however, students may wear black monogrammed shirts from last year.)**  
**For field trips and other designated times students must wear one of the above options with the black jacket.**
- Style of other shirts must be traditional, solid color polo with long or short sleeves.
- All other shirts will be solid colored polos. No tight-fitting, feminine cut shirts, or brand insignia polo shirts are allowed (Under Armor, Lacoste, Adidas, etc.). Polo Shirts may be purchased from the school vendor.

- Friday attire will be the student's choice of:
  - polo shirt
  - WCS Spirit shirt
  - WCS sweatshirt or hoodie may also be worn on Fridays only.
- No "skin-tight" shirts will be allowed.

### All K-5 Students:

#### Bottoms:

- Pants, skirts, skorts, capris, walking shorts – plain (no embroidery or printed designs) pleated or flat front must be navy, black, khaki, or denim.
- Skirts must have modesty shorts or **solid black leggings underneath**. (No printed leggings will be allowed.)
- All bottoms must be no more than 3" above the middle of the back of the knee. Excessively tight pants will not be permitted for either gender.
- Exercise clothing or athletic attire (ie Yoga pants, short athletic shorts) will not be worn in the building.
- All pants, jeans, skirts and shorts made with belt loops must have a belt worn **if the shirt is tucked into the pants**.
- Pants and jeans must be worn above the hip bone.
- Cargo pants with sagging pockets, sweatpants, baggy pants, jeggings, or joggers (to include khaki or denim pants with elastic banding at the bottom) are **not permitted**.
- Frayed edges, holes or tears are **not permitted**.
- Flat pocket cargo pants are permitted.

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

- No backless shoes, slides or flip-flops are permitted. (ie Birkenstocks without a heel strap)
- No torn or frayed clothing is permitted.
- No undergarments are to show at any time.
- Scarves or other outward adornments 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 groomed and not distracting from the learning environment. This includes:
  - Boy's hair above the collar with no bun or ponytail
  - No facial hair
  - Boy's sideburns must not be below ear lobes
  - Boys hair will fall no longer than the middle of the ear 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 will be followed by the disciplinary consequences as stated in the handbook.

For after school events, **both home and away**, the following guidelines apply:

- *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 appropriate. 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  
2019-2020

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.)

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**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  
2019-2020

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  
2019-2020 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

\_\_\_\_\_  
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 \_\_\_\_\_

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

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

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