



W I C H I T A  
COLLEGIATE  
S C H O O L

**2009-2010**  
**STUDENT & PARENT HANDBOOK**  
**FOR THE**  
**UPPER SCHOOL DIVISION**

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COLLEGIATE  
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## MISSION STATEMENT

The mission of Wichita Collegiate School is to provide the highest quality education for each student which will maximize his or her ability to understand and enjoy the complexities of the world and successfully meet the challenges of life.

Adopted by the Board of Trustees, November 23, 1993  
Reviewed by the Board of Trustees, May 22, 2007

## STATEMENT OF PRINCIPLES

The mission of Wichita Collegiate School will be accomplished by providing innovative and challenging educational programs in order to:

- prepare each student for higher education and a productive and personally fulfilling life, endowed with independence, responsibility, confidence, and the ability to build upon acquired learning skills;
- instill an enduring commitment to personal improvement;
- impart to students the excitement that comes from understanding and from solving genuine problems;
- foster integrity, humility, tolerance, and a realization of the worth of others.

Adopted by the Board of Trustees, September 20, 1994  
Reviewed by the Board of Trustees, May 22, 2007

The Student/Parent Handbook is for informational purposes only, and is not intended to be all inclusive of the policies of Wichita Collegiate School. Wichita Collegiate School reserves the right to change, amend or alter any statement herein without prior notice. The provisions of this Handbook do not constitute a contract, express or implied, between any applicant, student, parent, or faculty member and Wichita Collegiate School. Wichita Collegiate School retains sole discretion in determining the application of the policies contained in this Handbook including modifying those policies as it deems appropriate for a given situation.



W I C H I T A  
C O L L E G I A T E  
S C H O O L

Dear Parents and Students,

Welcome to the 2009-2010 school year! It is my great privilege to be here at Wichita Collegiate, and I am looking forward to a year filled with wonderful accomplishments.

As it has been for the last 46 years, Wichita Collegiate School is committed to providing an unmatched educational experience for students. Whether in the classroom, on the stage, in the halls, or on a playing surface, we strive for excellence in working with children.

Our School motto is Proba Te Dignum: “prove yourself worthy.” I will strive to prove myself worthy each day by upholding traditions, maintaining excellence in everything that we do, and providing the best atmosphere for the for the students at Collegiate. I am confident that I am surrounded by teachers and staff who are both dedicated and passionate toward our school. I would ask the students to continue their outstanding work and be always mindful of proving themselves worthy. Parents, I appreciate your continued support and see great things coming from our partnership in this educational endeavor.

This handbook is designed to set the framework for success on a daily basis. The policies and procedures detailed inside are meant to be followed, and the administration and staff will do our best to provide consistency in following its guidelines. We require that parents and students read this Handbook so that they are thoroughly informed about the policies and procedures of the Collegiate Upper School. Every year, we revise the Handbook, so it is important that current families, as well as new families, read the updated information. If you are confused by anything, please don’t hesitate to contact us.

The 2009-2010 school year is going to be incredible. I cannot wait to witness the myriad talents that our student body possesses and to develop lasting relationships with students and their families. We are going to have a great deal of fun as we strive for excellence and celebrate our accomplishments. I wish you all well this year. Go Spartans!

Sincerely,

Head of Upper School

## Table of Contents

Mission Statement / Statement of Principles	1
Welcome letter from the Head of Upper School	2
Table of Contents	3-4
<b>Section One: Academics and Curriculum</b>	<b>5-9</b>
Academic Philosophy	5
Grades	5
Grading Scale, Cumulative Grade Average, Incomplete Grades and Grade Reports	5-6
Examination Policy	6
Final Examinations and Exemptions	6
Graduation Requirements	7
Repeat Classes	7
Off-Campus Coursework Policy	7
Requests for Transcripts and Letters of Recommendation	7
Tutorials	8
Academic Honors, Honor Rolls, and Honors Day	8
Standardized Tests	8
Academic Support Program	9
<b>Section Two: Citizenship</b>	<b>9-16</b>
The Honor Code and Honor Council	9-10
Academic Integrity	11
Study Aids	11
Code of Conduct	11
Student in Good Standing	12
Attendance and Tardiness Guidelines	13-14
Bullying	14
Detentions, Suspension and Dismissal	14-15
Dress Code	15
Driving Privileges	15
Fighting	16
Food and Drink	16
<b>Section Three: Co-Curricular Events, Eligibility and Fees</b>	<b>17-18</b>
Co-Curricular Philosophy	17
Co-Curricular Standards of Conduct	17
Travel	18
KSHSAA Rules for Member School	18
Fees	19

<b>Section Four: General Information</b>	<b>19-26</b>
Assemblies	19
Athletic Practices	19
Cancellation of School	19
Closed Campus Policy	19
Emergency Procedures	20
Enrollment and Renewal	20
Harassment	20
Health Issues / Administration of Medication	21
Lockers	21
Lost and Found	21
Lunch	22
Messages for Students	22
Parent Conferences	22
Parent Meetings, Parent Visits, and Parent Volunteer Organizations	22
Personal Electronics	23
Property Damage	23
Public Displays of Affection	23
Religious Themes	23
Study Halls	23
Technology Code of Conduct	24-25
Textbook Policy	25
Tobacco	25
Transportation	25
Trips	25
Use of Plant and Equipment	26
Weapons	26
<b>Section Five: Wichita Collegiate School Substance Abuse Policy</b>	<b>27-30</b>

## INTRODUCTION

The Wichita Collegiate School motto, “Proba Te Dignum,” Prove Yourself Worthy, focuses attention on core values that our school and its community cherish. Above all else we strive to do what is honorable, to seek justice, and to pursue excellence. All members of the community are expected (1) to be honest, (2) work independently when it is expected and contribute fully to any group work of which they are a part, and (3) to show respect for individuals and for property at all times. The Collegiate handbook addresses the details of rules that help govern our community. Growing and learning at Collegiate demand an understanding of our core values. Behavior guided by a sense of responsibility and integrity will foster the growth of all within our community.

## ACADEMICS & CURRICULUM

### ACADEMIC PHILOSOPHY

The foundation of the Wichita Collegiate School educational program is the academic curriculum. Since 1963, the Upper School has dedicated itself to the mission of preparing students intellectually for an enriched life and, secondarily, for success in their continuing education. This mission is based on three fundamental goals:

- students will develop the intellectual skills necessary for success in college and in life.
- students will develop a mastery of a body of knowledge in mathematics, science, languages, literature and writing, and history.
- students will develop and demonstrate academic integrity in all of their work.

The most important of these goals is the development of academic integrity, since the acquisition of knowledge and intellectual skills is dependent on the character of the student. Academic integrity is demonstrated by the following characteristics:

- students will demonstrate curiosity, discipline, and enthusiasm in their academic work
- students will demonstrate respect for each of the academic disciplines, for their teachers, and for their peers.
- students will accept responsibility for their own academic work and demonstrate intellectual honesty in all academic endeavors.

### GRADES

At a school like Collegiate, grades have little value unless they further our educational mission. The use of percentage grades provides a consistent incentive for achievement, since, unlike under a letter grade system, any improvement in a course grade will be reflected on the transcript. In addition to its educational value, the use of percentages also contributes to the success of our students in the college admission process. The colleges and universities that our students attend understand and appreciate the greater subtlety and accuracy of percentage grades relative to letter grades.

Grading Scale: **The official grading scale, as reflected on the student transcript and grade reports, is as follows:**

#### **Numerical Grades Descriptor**

93-100	Exceptional
86-92	Commendable
70-85	Acceptable
0-69	Unacceptable

Note: The descriptors listed above do not correlate with letter grades.

A student earns credit by passing an academic class with a course grade of 70% or higher. The course grade is computed by averaging the first and second semester grades. WCS does not grant half credit for a semester’s work unless (a) a student transfers from WCS after the completion of the first semester or (b) a new student enrolls in the Upper School for the second semester of the year. **Note: while a course grade of 70% typically earns a student credit in an academic course, no credit will be awarded for a course should a student earn a second semester grade below 60%.**

Letter grades (A, B, C, F) are used to evaluate performance in co-curricular courses.

Students may encounter some situations which require that grades be reported on the 4.0 scale. Examples include paperwork for “Good Student” discounts with insurance companies, applications for sororities, and registration with the NCAA Clearinghouse. In these and in any other situation which asks for a 4.0 grade average, students should meet with the Dean of Upper School. In the majority of circumstances, the WCS grade average is acceptable, even if a 4.0 grade average is requested. If a 4.0 grade average is essential, that average will be computed using the WCS grade conversion scale. The WCS conversion scale does not correspond directly to our official grading scale, and therefore all conversions to the 4.0 scale should be computed by the Dean of Upper School.

**Cumulative Grade Average:** The cumulative grade average is computed by averaging the final course grade for all of a student’s work in core academic courses in the Upper School. Non-core courses are not included in the cumulative grade average.

**Incomplete Grades:** A semester grade of “incomplete” will be accompanied by a list of requirements necessary to complete the course and a time schedule for completion. The usual time period allowed will be one week. Any extensions of the time schedule must receive the approval of the Head of Upper School and the instructor of the course. If the required work is not completed during the scheduled time or extensions, the grade will be recorded as a failure (the lower of 69 and the last reported grade.) No academic distinctions such as honor roll, class rank, etc. may be earned until the incomplete is removed from the record.

**Grade Reports:** Effective communication between teachers and parents is essential to the educational mission of Wichita Collegiate School. Through Powerschool (found on teachers’ web pages), parents will be able to track their students’ progress on a weekly basis. A list of planned assignments for the upcoming week as well as grades on assignments from previous weeks will be available.

- Grades issued at the end of all grading periods other than semester grades are “progress” grades that go up or down daily based on assignments and tests. These grades allow students the opportunity to discuss their progress with instructors and to formulate goals for the rest of the year. These grades are not recorded on the transcript.
- The grades issued at the end of the first and second semesters reflect work during the entire semester-long period. The second semester report also includes a final course grade, which is the average of the two semester grades. These grades are recorded on the student’s transcript and become part of the permanent record.

Parents are encouraged to contact individual teachers at any time for additional information regarding the progress of a student.

**Examination Policy:** The format and method of administration for daily exams will vary according to the nature of the course and the preferences of the instructor. The guidelines and expectations for exams will be made clear to students at the beginning of each course. Instructors will be kept informed of exams being given in other classes and will attempt to avoid overburdening students with more than two examinations on the same day. Such situations, however, are sometimes unavoidable. The demands of multiple examinations will be eased if students avoid a reliance on “cramming” the night before an examination as the primary means of preparation.

**Final Exams:** Academic courses will have finals either first or second semester. Exceptions to this rule are foreign language classes and AP courses that are offered for concurrent college credit. These exceptions will have finals both semesters.

The following courses will have final exams in the fall semester: Science, Math, Foreign Languages, and History Seminar. The following courses will have final exams in the spring semester: English, History (excluding History seminar), and Foreign Language classes.

## **GRADUATION REQUIREMENTS**

A student must accumulate 22 units for graduation. Twenty units must be from the core academic curriculum, as indicated below:

- 4 units English (English I, English II, AP English III, and AP English IV)
- 3 units Science (Biology, Chemistry, and either Physics, AP Physics or Chemistry Research)
- 4 units Mathematics (students are required to have completed Algebra I, Geometry, Algebra II, and one additional higher-level math course)
- 3 units History (World Cultures and Geography, AP US History, Globalization and History or Modern History)
- 3 units Foreign Language (3 units in the same language strongly recommended)
- 1 unit Humanities
- 1 unit Social Studies (AP Government, AP Economics, Government/Economics, or History Seminar)
- 1 additional academic elective

A student may only take one study hall per semester.

## **OFF-CAMPUS COURSEWORK**

Courses taken off-campus, for example at Wichita State University, may be taken to satisfy graduation requirements at Wichita Collegiate School only with the permission of the Dean of the Upper School and Head of the Upper School, and only under the following circumstances:

- a student who fails a course at WCS may take an approved course to rectify the failure.
- a student enrolls in a course at another institution to fulfill a prerequisite in order to progress to a higher-level Upper School course at Collegiate. (Example: a student might take a “PreCalculus” course at WSU after the junior year in order to take Calculus as a senior.) In this circumstance, the course taken off campus will not count as one of the student’s twenty required academic credits.

Courses taken off campus will not be listed on the student’s transcript and will not be included in the student’s grade average.

## **REQUESTS FOR TRANSCRIPTS / LETTERS OF RECOMMENDATION**

The purpose of the transcript is to provide a record of each student’s academic work, involvement in school activities, and testing results. As such, it is an integral part of the college admissions process. Students should be aware that all work in the Upper School becomes part of a permanent record.

Requests for official transcripts, for other than college applications, should be made through the Upper School Registrar, Karen Hawley, in the College Counseling office. All college application transcript requests should be initiated through Kevin Mykel, the College Counselor, in the same office. Kevin Mykel should be notified when any letter of recommendation is being requested of a faculty member. This provision includes and is particularly important for letters supporting college admittance.

*Tuition and fees must be current (and confirmed through the Business Office) before official transcripts can be released or issued.*

## TUTORIALS

Tutorials are given daily before and after school and are an integral part of the school day at Collegiate. A tutorial may be requested by the student, parent, or by the instructor, or may be required by the instructor. Students of all ability levels take advantage of tutorials to review concepts presented in class or to catch up on work missed due to an absence. Tutorials are generally requested if:

1. the student feels this is an opportunity for him or her to excel
2. the student feels that additional instruction or practice is needed, or
3. the instructor feels that the student needs greater understanding of the concepts or techniques

Tutorials may be required when a student's assignments are submitted in an unsatisfactory fashion. Failure to attend required tutorials is considered an Unexcused Absence.

After school tutorial runs from approximately 3:00 – 4:00 p.m. After-school activities may not officially begin until 4:00 p.m. to allow all students to attend tutorial as needed.

## ACADEMIC HONORS

The Honor Roll is announced for the first semester and the second semester. To be eligible for the Honor Roll, a student must have earned an average of 86 or above (Commendable level) in the five academic classes. To be eligible for the High Honor Roll, a student must have earned an average of 93 or above (Exceptional level) in the five academic classes. Students with an incomplete at the time of the publication will not be listed. If a student with an incomplete grade completes the grade and meets the grade requirement for an Honor Roll, then the Honor Roll notation will be added to the student's transcript.

Each year, the Upper School recognizes student achievement at Honors Day. At the ceremony, faculty members recognize students who have demonstrated excellence of scholarship and character in a specific academic course with an "Honor." The *minimum* academic criterion for an Honor is that a student must have achieved a 93% average or higher in a course. Each faculty member will award an Honor to those students who have both met the academic criterion and demonstrated an exceptional level of commitment to the shared academic values of Wichita Collegiate School.

Graduation Honors will be awarded to any senior who has demonstrated consistent excellence in his or her academic work during their Upper School career. The criteria for these honors are as follows:

Cum Laude: a cumulative grade average of at least 89.5 but less than 92.5

Magna Cum Laude: a cumulative grade average of at least 92.5 but less than 94.5

Summa Cum Laude: a cumulative grade average of at least 94.5

## STANDARDIZED TESTS

An important aspect of the WCS academic program is preparation for the standardized college entrance examinations, such as the SAT and the ACT. As part of the preparation, all freshmen, sophomores, and juniors will take the PSAT examination in October. In addition to providing practice for the SAT examination, the PSAT taken during the junior year is the qualifying exam for the National Merit Scholarship Competition.

The best preparation for the ACT, SAT and PSAT is an active engagement in the WCS academic curriculum. In addition, students will receive some test preparation work in their English and mathematics classes. More significantly, WCS offers courses in SAT and PSAT preparation as part of the Summer Explorations program.

## ACADEMIC SUPPORT PROGRAM

The faculty and administration will work diligently to support all of our students in their academic endeavors. Students who find themselves in need of academic support will work with the Dean of Students to develop an action plan that leads to their academic success. Required tutorials, daily homework logs, and weekly progress reports may be utilized to help ensure this success.

## CITIZENSHIP

### THE HONOR CODE AND HONOR COUNCIL

In addition to developing students' minds and bodies, Wichita Collegiate School is responsible for developing character, social responsibility, and strong morals. To that end, the Upper School asks all Collegiate students to adhere to the Honor Code, which simply states, "**As a member of the Wichita Collegiate School community, I will uphold the values of honesty and integrity, and I pledge that I will not lie, cheat, steal, or plagiarize.**" At the beginning of each school year, both students and adults are asked to **sign the Honor Code Pledge** as a symbol of their commitment to the Collegiate Honor Code.

Consisting of both students and adults, the Collegiate **Honor Council** exists to demonstrate and ensure that honor and integrity are fundamental principles of our school. The primary role of the Honor Council is educative, and a secondary role is to *recommend* consequences to the Head of Upper School. *The Head of Upper School has sole discretion in determining how an Honor violation will be addressed.*

### QUALIFICATIONS AND MEMBERSHIP

In addition to the Faculty Chair and Dean of Students, the Honor Council consists of the following elected members:

- 2 seniors, one of whom will be selected to serve as Student Chair
- 1 junior
- 1 sophomore
- 1 freshman

The Head of Upper School may participate at any stage of the Honor process, including, but not limited to, the investigation of and Honor Council meeting with the offending student.

### PROCEDURES

If a member of the Upper School community believes that an Honor violation has occurred, he or she should discuss the incident with the Dean of Students. After careful consideration and consultation with the Honor Council Chair and Dean of Students, the Head of Upper School will determine whether the case should be sent to the Honor Council or be dealt with in another way. An admission of guilt does not preclude an Honor Council meeting. If an Honor Council meeting is to be convened, the student and parents will be promptly notified, and the Honor Council meeting will be scheduled as soon as possible. At the meeting, the members will hear from the Faculty Chair and Dean of Students a brief description of the incident and any previous disciplinary concerns or extenuating circumstances. After this procedure, the Council will hear from the offending student descriptions of the events and his/her thought process. During this session, the Council's primary responsibility is educative. After a thorough discussion, the Honor Council will make a recommendation of consequences to the Head of Upper School, who has sole discretion in determining how the honor violation will be addressed.

## RECOMMENDATIONS

The Honor Council maintains the right to view each case as an individual situation while at the same time respecting precedent. After the committee has reached a consensus, the Faculty Chair will take a recommendation to the Head of Upper School. The Head of Upper School, in consultation with the Headmaster, may alter the recommendation for reasons he deems appropriate. If the Head of Upper School finds the recommendation to be unfit, changes to the recommended consequences will be discussed in a meeting with the Head of Upper School and the Honor Council. Typically, after the Head of Upper School has made a decision, the Dean of Students will meet with the offending student to inform the offending student of that decision. In some cases, the Head of Upper School may choose to meet with the offending student and parents to inform them of that decision.

The Head of Upper School has sole discretion in treating the situation as he sees fit. Repeated Honor violations may result in dismissal.

## CONFIDENTIALITY

Members of the Honor Council are obligated to keep all cases confidential. Violations of confidentiality by a member may result in his/her dismissal from the Council and possibly in further actions determined by the Head of the Upper School. While offending students are encouraged to keep their own cases confidential, they are not obligated to do so.

## COMMUNICATING WITH COMMUNITY

To educate the Upper School students and to promote an atmosphere of integrity, the Honor Council will inform the community of the resolution of Honor cases, while protecting the confidentiality of those involved. Soon after an Honor Council meeting, the results of the meeting will be posted on the Honor Council Board. Once a semester during an assembly, the Honor Council will report to the whole school about the nature of the cases from that semester.

*The handbook information regarding the Honor process is not intended to be a complete description of all aspects of the process. Questions regarding the Honor Council process and requests for copies of the Honor Council constitution should be addressed to the Faculty Chair, Mrs. Tammy Mykel.*

## **ACADEMIC INTEGRITY**

As members of the Wichita Collegiate School community, students are expected to cultivate and demonstrate integrity in all of their endeavors. In the area of academics, integrity is demonstrated by a commitment to intellectual growth. Intellectual growth is developed when students assume full responsibility for the academic work.

The most serious violation of academic integrity is cheating. Common examples of cheating include the following:

- Copying work from another student; copying in full and partially copying are considered honor violations
- The use of “crib sheets” or copying from another student on a test
- Discussing an exam or quiz with students who have a class earlier in the day
- Plagiarizing the work of others by representing it as one’s own

Cheating not only indicates the failure of a student to assume responsibility for his or her work, it also undermines the bonds of trust that create a positive intellectual community. Any student found to have cheated or plagiarized on an examination or assignment will, at a minimum, receive a grade of zero (0%) for that work. In addition, the student will appear before the Honor Council and also risks the loss of “Good Standing” status. Repeated incidents of cheating may result in additional disciplinary action, up to and including suspension and dismissal.

Each teacher will have a discussion in class to define cheating and plagiarism and to remind students of the serious nature of this offense and of the consequences. It is the responsibility of the student to understand what constitutes cheating and plagiarism in each class.

## STUDY AIDS

The guiding principle behind the use of all study guides, such as Cliff Notes or AP guides, is that the use of any material that interferes with the educational mission of the course is inappropriate. The following general guidelines may be helpful in determining the appropriateness of a study guide:

- The use of AP guides as a *supplement* to class notes and readings is generally acceptable in history, mathematics, and science courses. The use of any study guide as a *replacement* or *substitute* for class notes and readings is usually ineffective, and more importantly, not permissible.
- **The use of Cliff Notes, Monarch Notes, Sparks Notes, or Internet literary summaries, either as a supplement or as a substitute for reading the literature assigned in a class, is prohibited.** The study of literature emphasizes the development of interpretive reading skills and the development of an individual perspective on the writing. Therefore, the use of any literary study guide undermines the educational purpose of the course and its use in answering questions on a quiz or exam or in writing a paper may constitute plagiarism.

**Prior to the use of any study guide, a student should discuss the guide with the appropriate teacher and receive approval.**

## CODE OF CONDUCT

The expectations of Wichita Collegiate School regarding conduct arise from our desire to build a community based on respect. The respect necessary to build a productive, dynamic, supportive educational community takes many forms:

- Respect for the educational mission of the school
- Respect for the value of each academic discipline and for every aspect of school life
- Respect for each individual member of our community, regardless of our differences

No set of rules can dictate the expectations for student behavior in every possible circumstance. We believe that our students understand the principles of good behavior and can apply those principles to all of their actions. Wichita Collegiate School has established specific guidelines for student conduct in areas that are significant in creating the most productive educational environment possible or that are necessary for the safety of our students. These specific areas are attendance, dress, driving and parking, and conduct on campus, as well as at school functions.

The goal of the faculty and administration of Wichita Collegiate School is to provide the highest quality education to its students. Disciplinary measures are designed to ensure that an appropriate educational environment is maintained and to promote the development of integrity and courtesy. Wichita Collegiate School expressly reserves the right to decide, in its sole discretion, what conduct warrants punishment and what level of discipline is warranted.

## STUDENT IN GOOD STANDING

The designation “Student in Good Standing” is used to identify students who are acceptably fulfilling the academic and citizenship obligations associated with membership in the Collegiate community. To the degree that students fulfill these obligations, they are accorded academic and co-curricular privileges. All students begin the year with Good Standing status. Failure to fulfill the obligations of membership in our community may result in the suspension of those privileges until the student regains Good Standing status. Virtually all school activities, other than activities taking place inside the classroom, are considered to be privileges, including open study hall and open lunches.

The Upper School Administrative team may **convene at any time to conduct a formal review of a student’s Good Standing status.** *Good Standing Reviews* may be requested by any faculty member or administrator for the following reasons, among others:

- failure to make adequate academic progress.
- excessive unexcused tardies
- excessive absences (absences incurred while representing the School do not count towards excessive absences)
- repeated negative and disrespectful behavior
- an incident of gross misconduct
- violations of the Honor Code
- violations of the Substance Abuse Policy

The decision to suspend the status of Good Standing will be made by the Head of the Upper School in consultation with the Dean of Upper School, the School Counselor, and the Dean of Students. Parents will be notified when a student is subject to a Good Standing Review. The committee of aforementioned individuals will determine and communicate when a student's Good Standing status is suspended. When Good Standing status is suspended, it is suspended for a minimum of four weeks.

The Head of Upper School, in consultation with the administrative team, has sole discretion in determining if and when a student's status of Good Standing is suspended and reinstated.

*\* Upon notification of the suspension of Good Standing status, the student will immediately lose the privileges of open study hall (if applicable) and off campus lunch. In addition, the participation in co-curricular activities will be officially suspended ten calendar days after notification that his/her Good Standing status is suspended. The grace period of ten days serves as a courtesy to coaches, directors, and instructors of co-curricular activities. The ten days will afford the affected program an opportunity to make preparations to minimize the adverse effect caused by the absence of the student with suspended Good Standing.*

A student must request **reinstatement** of Good Standing status during the fourth and final week of suspended Good Standing status. A formal written request must include the following information:

- current grades in all classes
- a description of actions taken by the student to rectify the deficits that resulted in the suspension of Good Standing status
- written testimonial(s) from relevant faculty verifying a change in behavior and attitude
- A written pledge to actively strive for continued growth as a member of the Wichita Collegiate School community

After five weeks, in the absence of a request for reinstatement, the Good Standing Committee will initiate a review. Failure to progress toward meeting expectations may result in the imposing of additional restrictions. Chronic failure to meet obligations may result in a student's dismissal from the Collegiate community.

## ATTENDANCE

Attendance is an academic issue in the Upper School. The learning that takes place within the confines of the classroom cannot be fully predicted by a meticulous lesson plan, duplicated by notes, replaced by tutorials, or recouped by any other means. The interaction between students and with the faculty is essential to the learning process. Every absence detracts from the attainment of our goals. It is therefore **critical** that students attend class daily in order to fully take advantage of the Collegiate experience.

Attendance policies were adopted for the following reasons:

- to reassure students that the faculty and administration will assist with makeup work in times of true emergency or illness
- to cultivate responsibility and long-term planning
- to help ensure that Collegiate students obtain the excellent education we strive to provide.

Unexcused absences, habitual absence, and absences of convenience (to provide an additional day of test preparation, write a major paper, rest for an extracurricular event, etc.) all detract from the integrity of the school, as well as directly affect the individual's progress and relationship within the school.

**Every attempt should be made to schedule routine medical procedures during lunch, study halls, or before and after school.** Attendance at each of the scheduled daily class periods, whether academic, extra-curricular, or recreational, is **MANDATORY**. Failure to attend any class period or mandatory event without parental notification will be considered an unexcused absence. Students returning from appointments need to have notes from their doctors.

Parents will be notified in writing when their student has missed a class 5 times regardless of whether the absences are excused or not excused. They will receive notification by mail when their student has missed a class 8 times and will meet with the Dean of Students to develop an attendance plan. Excessive absences will lead to a review of a student's Good Standing.

Parents will be notified any time their student(s) has a unexcused absence. Students who miss any class without being excused will earn a detention or loss of lunch privileges. Unexcused absences will result in a 1% grade deduction for any classes missed. Three unexcused absences will result in a meeting with parents and the Dean of Students to develop an attendance plan.

**ABSENCES:** Parents are strongly urged to excuse their child from school *only for serious illness or injury*. On days when the student must be absent, parents **must call** the school to report the reason for the absence. If a student has not reported to school and the parent has not phoned by 9:00 A.M., a call will be made to the parent. We therefore thank you in advance for prompt communication with the School regarding student attendance. To report an absence, call the Registrar, Karen Hawley, at 771-2280.

**Student Sign Out/In Procedures Between 8:00 a.m. - 2:50 p.m.**

- 1) When students are absent, **parents** are expected to **notify** the Upper School Office in advance or on the day of the absence.
- 2) **Students** have the responsibility to **sign out/in between 8:00 a.m. - 2:50 p.m.** in the school's front office to avoid being issued a detention for improper sign-out.

Students who miss class time while representing the School (athletic contests, I.S.A.S. Fine Arts Festival, etc) are excused. *\*Even with Excused Absences, it is the student's responsibility to find out what work was missed and to see if there are any additional teacher expectations regarding missed work.*

**Wichita Collegiate School requires students be in school by 9:30 a.m. for athletic and co-curricular contests and performances.** Students that arrive after 9:30 a.m. for medical appointments (and with prompt parental notification) are eligible. In addition, WCS students who chronically miss school on event day or on the day following a game, performance, or contest may face additional eligibility penalties. The Head of Upper School has sole discretion in determining participant eligibility. On a daily basis, the Dean of Students will notify coaches and co-curricular instructors of any ineligible students because of this 9:30 rule.

**Requests for Planned Absences must be given in writing to the Head of Upper School at least one week in advance.**

Such absences will be unexcused until the Head of Upper School excuses it. Parents and students must notify teachers about planned absences. Students are responsible for making up any work missed during these absences. With **Planned Absences**: All work should be turned in to the teachers on the day of the student's return to class. Students should be expected to take quizzes and tests on the day they return to school or at the discretion of the teacher.

In the case of **Unplanned Absences** (illness, family funeral, etc.), the student then has twice the number of days absent to make up work missed during this time. Quizzes and tests may be made up without penalty within three days of returning to class or at the discretion of the teacher. Students should make every effort to make up the work as quickly as possible so that he/she can devote energies to the current class work.

**Tardies:** Students have 2 tardy exceptions in each class. Each subsequent tardy will receive a detention. Tardy detentions will vary in length from 15 minutes for tardies 1-3, 30 minutes for tardies 4-6, and 1 hour for each subsequent tardy. Any student who accumulates 10 or more tardies will meet with their parents and the Dean of Students to develop an individualized plan. There will be no consequence for an excused tardy due to:

- illness or injury, with prompt parental notification and/or a doctor notification
- necessary and authorized conferences with teachers or administrators
- other reasons with the approval of administrators

## **BULLYING**

Bullying is the repeated, systematic harassment and attack on others, perpetuated by individuals and groups. It may include threats, taunts, physical attack or intimidation, exclusion, theft and extortion. We are committed to a “bully-free” climate for all Collegiate School students. Offenders will be subject to disciplinary action.

## **DETENTIONS, SUSPENSION AND DISMISSAL**

Detentions will be served Monday through Friday from 4:00 to 5:00 p.m. Detentions can be given by any teacher or member of the administration for unexcused absences, repeated negative behavior, or for blatant and offensive behavior.

Detentions will be served the day after they are received unless approved with permission from the Upper School Head or Dean of Students.

Students are expected to study or read quietly in detention. Students who do not bring appropriate materials will be given work to do.

Students who fail to serve their detention at the appropriate time will earn an additional detention. Failing to serve more than one detention at the appropriate time will result in the loss of lunch privileges for an entire eight-day rotation. A third failure to serve a detention at the appropriate time will result in loss of student in good standing.

Students earning 5 detentions in one semester will face the potential loss of their “student in good standing” and lose lunch privileges for the remainder of the semester.

**DISRESPECTFUL BEHAVIOR:** The use of profanity and/or other disrespectful behavior towards faculty, staff, or students will result in disciplinary action. The severity of the penalty will be determined by the appropriate teacher, Dean of Students, and the Head of the Upper School. Students are expected to address teachers by their surnames and titles (Mr., Mrs., Ms., Dr.).

**CLASSROOM AND PASSING PERIOD CONCERNS:** Detentions or required tutorials may be given for any behavior that detracts from the quality of the class or violates school policy. This includes, but is not limited to:

- excessive talking or the passing of notes during class
- the presentation of assignments that are incomplete or display insufficient effort
- disruptive behavior

**SUSPENSION:** This penalty will be imposed for behavior that warrants temporarily nullifying membership in the school community. The suspension is a complete separation of the student from the school and hence is served off-campus. A student suspended from school will be expected to complete all missed work and will receive credit for the daily work. A student will have *a one percentage grade point reduction* for each day suspended in all academic courses for the semester in which the suspension occurred.

**DISMISSAL:** A student may be dismissed from Wichita Collegiate School for behavior that is injurious to Wichita Collegiate School, including other students, faculty or other members of the Wichita Collegiate School community or for any other reason that is deemed appropriate by Wichita Collegiate School. No student dismissed from school is eligible for re-enrollment at a later date. If a student is dismissed, his/her transcript will reflect his/her grades for semesters completed at the time of dismissal. No credit will be given where a final grade was not earned.

## **DRESS CODE**

The dress code at WCS exists to provide a guideline for student appearance. It is our belief that a reasonable dress code contributes to the creation and maintenance of a productive learning environment and that appropriate dress complements appropriate behavior. This code is not intended to be overly restrictive, but students are expected to respect its guidelines and use good judgment in choosing their clothing for school. The Upper School administration and faculty reserve the right to decide if clothing is appropriate.

In general, students are expected to dress neatly and in good taste for school. Clothing should be in good repair and of an appropriate size. Hair should be of a color naturally occurring on humans and any accessories must not cause distraction. Pierced ears are welcome, but we ask students not to wear studs or jewelry in piercings on other visible body parts. Additionally, any body art including tattoos must not be visible. Shoes must be worn at all times. Regular dress will be in effect unless otherwise announced.

Dress code will be checked every morning. Students in violation will be asked to change immediately. Students will not be allowed to attend classes until proper clothing has been secured. Students who drive may be sent home to change clothes after notifying parents. Non-drivers will be required to phone and ask a parent to bring clothing. Missing class due to a dress code violation will be considered an unexcused absence.

Students may wear jeans (without rips or holes) every Friday (Spartan Fridays) unless notified of an occasion where more formal dress is required. Official Collegiate T-shirts (club shirts, team shirts, shirts purchased from the Shirt Shack) may be worn on Friday's ONLY.

Students will be expected to dress more formally at Honors Day and other special occasions.

### **Acceptable routine clothing for boys includes:**

- slacks
- shorts (below fingertip length; up to mid-October and after mid-April only)
- corduroys
- sweaters
- vests
- jackets (blazers)
- Collared shirts (Shirts are expected to be tucked in at all times.)

### **Acceptable clothing for girls includes:**

- dresses
- skirts (within 3" of the knee)
- slacks
- shorts (within 3" of the knee; up to mid-October and after mid-April only)
- blouses or tops (no tank tops or spaghetti straps and no cleavage or midriffs showing).
- sweaters
- vests
- jacket
- full-length hose or tights (Dance pants and sweats are not allowed.)

## **DRIVING PRIVILEGES**

Any licensed driver may drive to school provided that the automobile is registered with the Dean of Students and all policies relating to the use of the vehicle are strictly followed. Students are not allowed to be in the vehicle during the school day. If a student must leave campus during the day, then permission must be given by a school official.

Cars must be properly parked to occupy no more than one parking stall and must not be parked on the grass. There is to be no parking at any time along the sidewalk in front of the Upper School in the fire lane, nor in the visitor or handicapped spaces. Students must observe all Kansas state driving regulations in order to maintain driving privileges at WCS.

Students who take classes across campus (weights, drama) and want to drive there may not drive through campus on the intercampus road. Students must use the entrances and exits off of Webb and the west access on 13<sup>th</sup> street. At NO time during the school day (8:00 a.m. 3:30 p.m.) may a student drive through campus.

**DRIVING VIOLATIONS:** Driving privileges will be suspended for **one week for a first offense**, for **one month for a second offense**, and for the **remainder of the school year for a third offense**.

Driving privileges will be suspended for any of the following:

- parking in spaces other than the one designated for the individual student
- parking in any designated fire lane
- operating any vehicle above 10 mph on campus at any time
- operating any vehicle in an unsafe manner on campus or during an open lunch
- driving any vehicle off-campus in violation of the closed-campus policy
- allowing one's vehicle to be used in violation of the closed-campus policy
- operating any vehicle in violation of Kansas state laws
- reckless driving that results in any accident on campus
- use of a motorcycle on campus

**SPECIAL NOTE:** Kansas Law is clear that a 15-year-old driver may drive only to and from school and to and from work. Students who are fifteen years old are prohibited from driving to school events unless that event takes place on school premises and occurs either immediately before or after school. Carrying passengers at any time is also not permitted by a 15-year-old driver and six months after receiving your driver's license at the age of 16.

### **FIGHTING**

Fighting is **absolutely prohibited** on campus. In most cases, both students involved in a fight will be sent home. The Dean of Students and/or Head of Upper School will contact the parents to arrange the suspension. Any teacher witnessing the fight will be consulted. Repeated offenses will result in dismissal.

### **FOOD AND DRINK**

During the academic day, food and drink should not be in the halls or classrooms without permission.

### **CO-CURRICULAR EVENTS AND ELIGIBILITY**

Wichita Collegiate School has an outstanding co-curricular athletic and activity program that is committed to excellence in academics, athletics and the arts. Collegiate teachers, instructors, and coaches seek to provide students with the opportunity to develop their individual talents to the fullest within the framework of our activities. The welfare of each student and the rules of good conduct and good sportsmanship are of prime concern in the daily conduct of our programs.

In addition to the School's own rules, WCS operates under the rules of the Kansas State High School Activities Association and is a member of the Mid-Central Activities Association League. The following information provides details concerning participation in activities and the major rules and regulations under which WCS operates and abides. The following WCS activities fall under the jurisdiction of this Handbook: Student Council, Honor Council, Football, Cross Country, Volleyball, Tennis, Basketball, Golf, Track, Softball, Baseball, Cheerleading, Dance, Madrigal, Dynamics, Debate, Scholar's Bowl, Bowling, Robotics, Science Olympiad, and all other academic and performance competition programs including the ISAS Arts Festival, and other school-sponsored trips.

## CO-CURRICULAR PHILOSOPHY

**The philosophy of co-curricular activities at Wichita Collegiate School reflects the School's goals and objectives for the education of each student at WCS. We seek to provide a co-curricular program that is beneficial for all individuals who participate.**

Some activities require participation fees. Please see the head coach or instructor for details.

Our co-curricular program has the following ideals:

- Striving for academic excellence in every subject
- Maintaining a strong moral and ethical code of conduct
- Building self-discipline and establishing personal, group and team goals for success
- Developing pride, confidence, and self-respect in the school and all activities
- Establishing appropriate physical and mental health habits to develop successful participants

## CO-CURRICULAR STANDARDS OF CONDUCT

The WCS co-curricular activity programs are built on the bedrock belief that academics should always take precedence over activities. We also believe that it is the responsibility of our performers and competitors to show courtesy, respect, and pride in their school when participating in any activity.

The following specific standards are to help ensure that the students who represent WCS in all activities conduct themselves in an appropriate manner. Violation of the following will result in disciplinary action in accordance with the "Student in Good Standing" statement that may include suspension or dismissal from the activity:

- Unsportsmanlike or disrespectful conduct (foul language, fighting, tantrums, etc.) toward coaches, school officials, game officials, teammates or opponents is not allowed. Good sportsmanship is not just expected at Collegiate, it is required!
- Unexcused absences from class, rehearsals, practices, games or performances will not be tolerated.
- Theft or destruction of WCS property, or the property of any school we are visiting, is forbidden.
- Abstinence from the use to tobacco, alcohol or other drugs. Violations of the rules concerning alcohol and drugs will be handled according to the Wichita Collegiate School Substance Abuse Policy (see page 27).

## TRAVEL

When traveling to an away performance or contest, participants must be aware of the following:

- Participants must ride the school van/bus to and from all events. Parents must inform the teacher/coach if they wish to take their son/daughter home from the event.
- Participants may not drive to or from any event unless participant travel is arranged by the Athletic Director or if parents have sent written permission and the coach agrees.

## THE KANSAS STATE HIGH SCHOOL ACTIVITIES ASSOCIATION

**ELIGIBILITY:** As a member of the KSHSAA, Wichita Collegiate School endorses and will enforce the following mandated eligibility rules:

- Students who are 19 years or older as of August 31 are ineligible to participate in interscholastic athletics. All athletes must be examined and certified as being physically fit to participate. Each student must present a signed doctor physical form to the Division Office before they may begin practice.
- A student must be in academic good standing as defined by KSHSAA, for eligibility. This means that each student must have passed five courses the previous full semester. The five courses may include academic and non-academic elective courses. Successful completion of a summer course does not qualify a student who did not pass five courses the previous spring semester.
- A student must have attended school for a half-day on the day of a game to be eligible for participation. *Wichita Collegiate School, however, requires students be in school by 9:30 a.m. for athletic and co-curricular contests and performances.* Students that arrive after 9:30 a.m. for medical appointments (and with prompt parental notification) are not penalized. In addition, WCS students who chronically miss school on event day or on the day following a game, performance, or contest may face additional eligibility penalties. The Head of Upper School has sole discretion in determining participant eligibility.
- Any student receiving a suspension may not participate in any practice or activity during the day or days of the suspension.

The KSHSAA also has rules for transfer students that may keep a student from participating when he/she first enrolls in our school. If you have questions, please contact the Upper School Administration.

**SPORTSMANSHIP:** KSHSAA reminds us that sportsmanship is a general way of thinking and behaving. They clarify with the following:

- Be courteous to all (participants, coaches, officials, staff and fans).
- Know the rules, abide by and respect the official's decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, team and school.
- Permit only positive sportsmanlike behavior to reflect on your school and its activities.

**GIFTS TO TEACHERS AND COACHES:** It is common for individual participants or teams or casts to give teachers, coaches, or directors a gift at the culmination of the activity. While we appreciate our families' generosity, we would like to make all students and parents aware of KSHSAA's Rule 20:

“Member schools may not allow their interscholastic coaches and directors to accept gifts from any source(s) (accumulative per year), valued at more than \$100, in recognition for their services.”

It is important that we abide by this, and all, KSHSAA rules.

## CO-CURRICULAR ACTIVITIES FEES

2009-2010

<b>Baseball</b>	Fee: \$260
<b>Basketball</b>	Fee: \$260
<b>Bowling</b>	Fee: \$195
<b>Cross Country</b>	Fee: \$215
<b>Football</b>	Fee: \$260
<b>Golf</b>	Fee: \$225
<b>Musicals</b>	Participation Fee: \$100 per person per show Activity Fee: TBA
<b>Softball</b>	Fee: \$260
<b>Tennis</b>	Fee: \$215
<b>Track</b>	Fee: \$225
<b>Volleyball</b>	Fee: \$225

**Please note:** Physicals for the 2009-2010 school year must be obtained after May 1, 2009. They are not valid if obtained before May 1.

## GENERAL INFORMATION

### ASSEMBLIES

The Upper School student body gathers daily for Assembly, and as often as necessary during the rest of the week. This is an opportunity for the entire Upper School community to come together to hear news of past and upcoming events, as well as to enjoy musical performances and guest speakers. Students sit together by advisor, and proper decorum is expected. As with all classes, attendance is required.

### ATHLETIC PRACTICES

Athletic practices may not begin until the end of tutorial time (4:00 p.m.). Head coaches of each sport will provide parents and participants with a schedule of practice times and competitions.

### CANCELLATION OF SCHOOL

In the event of inclement weather, a decision regarding closing will be made by the Headmaster in consultation with the Division Heads and communicated to local television and radio stations by 6:00 A.M., as well as being posted on the school website: [www.wcsks.com](http://www.wcsks.com). The following stations will be called regarding the decision: television channels 3, 10, 12; and radio stations KKRD, KRZZ, KZSN, KFDI, KFH, KWSJ, KQAM, KEYN, and KRBB. Parents should exercise their own discretion about whether or not to bring or send their children to school given prevailing weather conditions. On days when school is canceled due to weather, the campus will be closed and all after-school activities (practices, lessons, tutorials, meetings, etc.) will be canceled as well.

### CLOSED CAMPUS

Students are not permitted to leave the campus during the school day without the permission of their parents or a school official. The school should be notified by phone or by note in advance of any plans to leave campus. Students should check in with the office whenever they leave campus or arrive on campus after the start of the school day. This includes going to the parking lot. **Students are not to visit the parking lot during the school day without permission from the office.**

While parents reserve the right to take their student out to lunch during the school day, such dismissals are strongly discouraged except for most special of circumstances in order to ensure that students are on campus to promptly attend their next class.

## EMERGENCY PROCEDURES

Procedures to be followed in the event of a fire or tornado drill or any other circumstance requiring the orderly evacuation of the school building are posted in each classroom, lounge, gymnasium, and the library. These procedures will be reviewed with the student body at the beginning of the school year.

Fire drills, tornado drills and lock-down drills will be conducted monthly during the school year. The sound of the fire alarm is a continuous horn heard throughout all areas of the building. **All individuals in the Upper School evacuate to outside the building.**

The sound for the tornado alarm is a series of three bells, repeated over and over. **All individuals in the Upper School evacuate to the basements located at the east and west ends of the building.**

The school has policies that dictate how we evacuate buildings and move to a safe location, and policies to lock-down the classrooms in the event of an intruder or problems in the buildings. All procedures are reviewed by teachers before the start of the school year and practiced with students on a regular basis.

## ENROLLMENT AND RENEWAL

Wichita Collegiate School reserves the sole right and discretion to terminate a student's enrollment during the school year for any violations of the policies and provisions contained in the Wichita Collegiate School Handbook. No tuition reimbursement will be allowed except as provided in the Tuition Refund Plan.

Enrollment is a privilege that Wichita Collegiate School extends to students and to their parents for one school year at a time. Collegiate reserves the sole right and discretion to offer or deny enrollment for any subsequent school year, and to base its re-enrollment decisions on whatever considerations it deems appropriate at the time. Among the factors which Collegiate may consider in making its decision to grant re-enrollment are the manner in which the student's tuition and other financial obligations have been met and whether the conduct, academic standing, and general citizenship of the student have been consistent with the aims and welfare of the Wichita Collegiate School community.

## HARASSMENT

Wichita Collegiate School is committed to providing all of its students and employees an environment which is free of discrimination, intimidation, insult and harassment based upon race, color, religion, sex, age, sexual orientation, national origin, ancestry or disability. All students and employees are expected to uphold and abide by this policy.

Discrimination or harassment based upon race, color, religion, sex, age, national origin, ancestry or disability of a student by a student, of an employee by another employee, or of a student by an employee is always improper and will not be tolerated. This includes vulgar, offensive, profane or insulting behavior, and comments or jokes directed toward a student or employee, either in person or written form.

Students who engage in sexual harassment will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of sexual nature that is unwanted or unwelcome, including - but not limited to - unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

A student who believes that he or she has been subjected to sexual or other forms of harassment or discrimination should discuss the problem with a teacher, a counselor, or the Division Head.

All complaints will be promptly and thoroughly investigated. If Wichita Collegiate School determines that the accused student or employee acted improperly, appropriate action shall be taken which is reasonably calculated to end the harassment. Every reasonable effort as allowed by law will be made to keep the specifics of the complaint confidential.

False complaints will result in discipline, up to and including termination or expulsion, of the person making the false accusation.

## **HEALTH ISSUES**

Collegiate is committed to the safety and security of all members of the community. We recognize that special health-related conditions may arise during the course of the school year. We recommend that any student and family with such considerations contact the Head of the Upper School or Dean of Students. Each situation will be discussed on a confidential basis with a subsequent plan of action developed to best meet the needs of the student, family, and the larger Collegiate community. All students must have all current immunizations and forms in accordance with requirements of the Kansas Department of Health and Environment.

A student who has any of the following diseases should be excluded from school until a written release is obtained from either the Wichita-Sedgwick County Health Department or from a private physician:

Whooping Cough	Diphtheria	Tuberculosis
Meningitis	Typhoid Fever	

Each family is required to complete and sign an authorization for emergency medical treatment form that enables the school to secure emergency medical care when immediate treatment is imperative and parents cannot be contacted. Faculty and staff will administer over-the-counter medications if a written authorization form is submitted to the office.

In the event of a serious injury, the school will notify the appropriate county and city medical personnel and will take steps that appear to be necessary. Any costs associated with emergency medical care are the responsibility of the parent.

**ADMINISTRATION OF MEDICATION:** Students are prohibited from having possession of over-the-counter and prescription medications while on campus. Students needing to take medication during the school day must bring the medication in its original container or pharmacy bottle to the Administrative Assistant (Julie Smitherman) in the main office.

A parent or guardian must have completed and signed forms (provided by the School Counselor) authorizing the dispensing of prescription medications. These medications must be brought to the Administrative Assistant in the original pharmacy containers with instructions written on pharmacy labels. Student with health conditions requiring them to self-medicate (e.g., diabetes, asthma) may keep medications in their possession provided that the parent or guardian has provided **written permission** to do so.

Non-prescription medication cannot be administered without written consent from a parent or guardian and is to be left with the Administrative Assistant. The Administrative Assistant may provide over-the-counter mild analgesics (e.g., ibuprofen, acetaminophen) to relieve minor discomfort so students can remain in school and focus on learning. Such medications will be distributed on an as-needed basis, and as prescribed on the label, provided that a parent or guardian has given written permission. The Administrative Assistant will keep a log of medications dispersed for each student, and this information will be sent home four times a year (with the Attendance Report). Naturally, parents may contact the Administrative Assistant for more regular monitoring of administration of medication.

## **LOCKERS & VEHICLES**

Wichita Collegiate School owns all locks and lockers, and reserves the right to inspect all contents at any time. Students may not place any loose items on top of lockers. All vehicles parked on WCS property are subject to search, and WCS reserves the right to inspect the content of any such vehicle at any time.

## **LOST AND FOUND - VALUABLES**

Do not bring expensive items or large amounts of money to school. **All belongings should be labeled and kept safely in lockers.** Items left on top of lockers are unsightly and in danger of being lost and moved to lost and found. Students should check with the Dean of Students for lost items.

## **LUNCH**

Students may choose to purchase the daily lunch options provided by SAGE Dining Services or they may bring lunch from home. SAGE provides an “a la carte” menu based on healthy choices from a variety of entrees, individually priced. Daily menus will be available on the school website. All students may purchase beverages (fruit juice, milk, bottled water, soda) from SAGE during hours of kitchen operation. Students will need a pre-established “My Kid Spending” account to be able to purchase items. SAGE will not handle cash transactions.

It is the responsibility of students to conduct themselves appropriately in the lunchroom and to clean up after themselves. Students are expected to dispose of all personal trash following break and lunch.

Students may not order food for delivery without permission from the Dean of Students or Upper School Head.

## **MESSAGES FOR STUDENTS**

Because of the volume of routine, non-emergency messages that the Upper School office receives for students, we will use locker notes. Students should check their lockers periodically over the course of a day to see if a message is waiting. Emergency messages only will be delivered directly to students in class by an administrator.

## **PARENT CONFERENCES**

Formal parent-teacher conferences are held two times a year, once in the fall and once in the spring. During these conferences, teachers will share with parents academic progress, personal successes and concerns. During the school year, parents may schedule conferences with individual teachers, but we recommend that parents meet with all teachers in a group conference. Parents and teachers often benefit from the exchange of ideas in this type of group setting. Please phone Julie Smitherman (ext. 237), the Upper School Administrative Assistant, to schedule conferences.

Please feel free to contact teachers for other conferences at any time as the need arises. One of the greatest benefits of a Collegiate education is the close working relationship of the parents and faculty. Many emerging problems can be quickly solved by a phone call. Our philosophy promotes parental involvement in the educational process. Through ongoing communication, we hope to acquaint you with the ideas and beliefs to which the school is committed.

## **PARENT MEETINGS**

Parents are strongly encouraged to attend the annual Parent Night, which will be held in September. Parents will not only have a chance to meet all of their child’s teachers, but will also get an important overview for the entire year.

## **PARENT VISITS**

Parents are welcome to visit classrooms at any time. Please contact the appropriate teacher or Head of Upper School to arrange a time and date. Thursday, December 3 will be Upper School Parent Visitation Day. You are encouraged to come and spend the morning with us in the Upper School.

## **PARENT VOLUNTEERS**

One of the best ways for parents to become acquainted with other Collegiate parents is to become members of the parent organization Collegiate Association of Parents (CAP). This organization is responsible for publishing our yearly school calendar, which is vital to all members of the Collegiate community, as well as sponsoring many fundraising activities throughout the year. With these funds, CAP has purchased many valuable items for the school that are not included in the annual school budget. Other organizations of parent volunteers are Friends of the Library, Patrons of the Arts, Initiative for Science and Engineering Excellence, Focus on Diversity Committee, and Booster Club. Please contact the school if you are interested in finding out more about these organizations.

## **PERSONAL ELECTRONICS**

Personal electronic devices should never interfere with a teacher's ability to teach or another student's ability to learn.

## **PROPERTY DAMAGE**

**DESTRUCTION OF PROPERTY:** Any property that is willfully damaged or destroyed by a student will be repaired or replaced at the student's expense. Misusing textbooks and equipment, writing on desks, lockers or walls can incur similar liability. We expect students to respect all display cases. In addition, vandals may be subject to strict disciplinary measures and/or criminal penalties. Accidental damage to property belonging to WCS or to others will require restitution from persons responsible for such damage and will also result in disciplinary action.

## **PUBLIC DISPLAYS OF AFFECTION**

No excessive display of affection will be permitted. Only holding hands is permitted. Students shall not kiss, place arms around each other, or touch each other in any excessively affectionate manner. If a couple is observed violating this policy, they shall be reported to the Dean of Students or the Head of Upper School who will warn them of the consequences if they are guilty of violating the rule again. The second violation will be reported to the parents or guardians of each person involved, and disciplinary action will be taken.

## **RELIGIOUS THEMES**

At Wichita Collegiate School we seek to create an environment in which values are both taught and experienced. While our history is rooted in the Judeo-Christian tradition, we hold a position of openness and respect for other religious traditions represented in the Collegiate community. Celebrations and topics will frequently have a Christian emphasis, but over time a wide variety of religious ideas and values will be discussed and expressed. Students will be excused from activities or celebrations with a religious emphasis upon the request of the parents.

## **STUDY HALLS**

Students who elect to take a study hall are expected to use the assigned time to take care of work for any of their classes. Study halls should be looked upon as a place for preparation, for school work, research and serious study. Conditions of relative quiet and immobility should prevail.

Students who are enrolled in a study hall are expected to be in the assigned classroom. However, students with Open Study Hall may use the time to work outside the classroom, in the library, in the computer lab, or in the Commons. This privilege of working outside the assigned classroom can be revoked at any time if a student abuses it. Students with Open Study Hall must check in with a study hall teacher at the beginning of each study hall. Students must not use study hall time to sleep in the hallways or be so loud as to disrupt other classes. Juniors and seniors who have an 80% average in their classes and no grade below 76% for the last reported grading period are eligible for open study hall.

## TECHNOLOGY CODE OF CONDUCT

### COMPUTERS

#### **PHILOSOPHY**

WCS believes that technology can be effective tool that complements the curriculum while expanding our students' learning opportunities. As with any tool, however, it can be used with responsible stewardship and irresponsible stewardship. Use of the Collegiate network and its related computer facilities is a privilege afforded to members of the school community. All policies of the school apply when using technology. *Computers are to be used for ACADEMIC purposes only. The School reserves the right to monitor the use of computers. The student should not have an expectation of privacy when using WCS technology.*

#### **CHATTING**

During class, students may not use any chat or collaboration program to communicate with others unless a teacher or administrator expressly authorizes them to do so. This prohibition includes the use of e-mail and Instant Message during class time.

#### **GAMES**

Games should never be played on any computer during the academic day.

#### **NETWORK ACCESS**

Students are never permitted to use a faculty member's computer. Students may not access information on any of the school's non-public servers without permission of the administration. No student may change school information or portray himself or herself as another person over the Internet, e-mail, or Instant Message. Any use that unnecessarily slows other's access to the network, wastes storage, or wastes other technology resources is forbidden.

#### **DISTRIBUTING FILES**

All use of the computers and the Internet must be within the law. Copyright laws must be obeyed. Only software licensed to the school may be put on school computers. Copyrighted materials cannot be sent or received from school computers without written permission of the copyright owner.

No computer programs, MP3's, pornography, or copyrighted material may be distributed at any time. The use of virus and "spy"-ware programs or any other intentionally harmful programs is strongly prohibited and will be dealt with seriously.

#### **INTERNET USE**

The Internet is to be used exclusively for scholarly research. The Internet offers access to inappropriate sites such as those that are racist, pornographic, militant, extremist, and gambling-related. Students should not access any information of this kind at any time. Since websites may be created by anyone, no information or content should be taken at face value. Students need to carefully examine the source before using it. Finally, students should be very cautious about disclosing any personal information over the Internet. No one should ever disclose personal information about ANY member of the WCS community. Use of personal websites, "live journals," and "blogs" is strictly forbidden.

#### **E-MAIL**

WCS will teach our students proper "netiquette." A good rule of thumb is to never say anything through computer usage (e-mail, Instant Message, "live journals," etc.) that he/she would not say in person. Simply said, highly charged or personal computer communication should be addressed in person. Anonymous e-mail or Instant Messaging is forbidden. All computer communication should be courteous and appropriate. The school reserves the right to withhold WCS Internet access, access to the school computer network, and/or the use of school computers to any student who is found to be using the service, network, or computers in an inappropriate manner.

#### **SLANDEROUS / DISRESPECTFUL PERSONAL COMPUTER USAGE**

In addition to the aforementioned policies that govern usage of the school's service, network, or computers, students are not to use personal computers in any way that could be construed as slanderous, mean-spirited, inappropriate, or disrespectful. WCS reserves the right to address and administer appropriate consequences to students found violating this expectation.

## GRAPHING CALCULATORS

Graphing calculators are required of all Upper School students and are used within the Middle School math and science programs. The use of appropriate technology for analysis and problem solving is an important component of the mathematics education at Wichita Collegiate School and is beginning to extend into other curricular areas as well.

These devices have evolved into a tool that spans the curriculum. Study card programs and text editors allow students to use the calculator for vocabulary review in any language, drill major concepts in technical areas, store useful formulas for reference, and other educationally valid activities. While these features expand the utility of the calculator as a study device, the availability of these features demand a more formal understanding between the student and teacher as to what is acceptable and what is not acceptable in terms of their use. Therefore it is important that all students and their parents read and understand the following policy.

### **CLASSROOM CALCULATOR POLICY:**

Prior to any in-class work, such as quizzes and exams, the student is responsible for removing from the calculator any previously stored information or programs relevant to the class. Failure to do so will constitute an honor violation.

Exceptions to this policy, for educational reasons, must be specifically granted by the classroom instructor in the course syllabus provided at the beginning of the course.

Any questions about the above calculator policy should be directed to Rae Thiel, Math Department Chair.

Any violations of the school's Technology Code of Conduct will be addressed by the Dean of Students, School Counselor, and Division Head.

## **TEXTBOOKS**

Instructors issue textbooks appropriate for their classes. Students are expected to put their names in the textbooks and keep them in good condition. Students will be charged replacement costs for lost or abused books. In some courses, the school will encourage the purchase their books so that students can highlight and make notes in the text. If a student chooses to purchase the text, parents will be billed a prorated amount.

## **TOBACCO**

The entire WCS campus has been designated as “**no smoking**” and “**tobacco-free**.”

## **TRANSPORTATION**

Bus service is limited to particular geographic areas. If bus service is used and your children will be absent, please inform the office or the driver before 6:45 a.m. After one absence, service will not resume until the office or driver is notified.

## **TRIPS**

### **FINANCIAL ARRANGEMENTS**

Trip payments and other financial arrangements should be handled in conjunction with the business office. Tuition payments must be current, and trips must be paid for in full before a student may go on a trip.

### **EXPECTATIONS OF A WELL-PLANNED TRIP**

WCS plans trips for the benefit and education of the students.

#### **EXPECTATIONS OF STUDENTS:**

- Only students in Good Standing may be allowed to go on a trip
- All school rules will apply on trips.
- Leaving a group during supervised time is a violation of trip policy.
- Student baggage, including carry-ons, may be inspected at any time during the trip.

#### **EXPECTATIONS OF FACULTY:**

- Trips will be pre-approved by the administration.
- Sponsor may hire additional security at hotels at night to patrol halls and monitor the group.
- Faculty (employees of WCS) who are supervising the trip will abide by school rules during the entirety of the trip, specifically no consumption of alcohol or tobacco at any time.
- All trips should be planned with a minimum of unsupervised time.
- It will be communicated to students and parents about expectations and consequences of violation of trip policies. These will be signed off ahead of the trip by both students and parents.
- All student baggage, including carry-ons, must be inspected and isolated before loaded for a trip. Anyone who violates trip policy in their baggage or on their person will not be allowed to go on the trip.

#### **EXPECTATIONS OF PARENTS AND GUESTS ON TRIP:**

- At its sole discretion, WCS may invite parents to accompany the students on certain trips.
- Parents are considered guests, not sponsors or supervisors.
- Parents on trips can spend time with their own child (away from supervisor) only with the permission of the sponsor.
- Parents will follow and support the instructions of the supervisors.
- Parents will not be allowed to consume alcohol on school trips.
- Parents will not be allowed to smoke in the presence of the students.

### **USE OF PLANT AND EQUIPMENT**

**Library:** Students are encouraged to use the resources of the library, but to respect the rights of others while doing so. The library should be used for research and quiet study. It is not the proper location for group study and socializing. Students are expected to follow all guidelines for the use of the library developed by the school administration or by the librarian. Daily library hours are 7:30 a.m. to 4:15 p.m.

**Gymnasium:** Open use of the Upper School gym during lunch and after school is a privilege that may be revoked at any time.

### **WEAPONS**

**Weapons (possession):** Students may not have weapons in their possession (i.e. on their person, in their cars or lockers, or at any time on school property.) Weapons are defined as firearms, knives, explosives, flammable materials, or any other item that may cause bodily injury or damage to property. Students found to be in possession of weapons will be dismissed.

*\*Some of the language for the Honor and Computer sections comes from Episcopal High School and is used with permission.*

### **ALCOHOL AND OTHER DRUGS**

The use of alcohol and other drugs is specifically prohibited. Students are expected to familiarize themselves with the WCS Substance Abuse Policy, which is printed below. Enrollment at Collegiate is a contract to adhere to the Substance Abuse Policy and enrollment provides general consent to abide by prevention and intervention procedures.

WCS is a smoke-free environment for students and adults. The use of tobacco on campus is prohibited. Students found smoking or using tobacco products will be suspended. Possession of tobacco products, alcohol, and illegal drugs on campus is also prohibited and will lead to suspension or expulsion. WCS is committed to drug prevention education. Appropriate programs are presented throughout the year and through the athletic teams. WCS reserves the right to use a breathalyzer to test students at school-sponsored events. In addition, WCS reserves the right, at its sole discretion and without prior notice, to utilize the professional services of trained canines to search all areas of our campus, including vehicles, for the detection of illegal drugs or alcohol.

**WICHITA COLLEGIATE SCHOOL**  
**SUBSTANCE ABUSE POLICY**  
**(REVISED MAY 23, 2006)**

**PHILOSOPHY AND GOALS**

We the students, parents, board of trustees, and employees of Wichita Collegiate School (WCS) working in partnership believe that a drug-free environment is essential to the health and welfare of our school community and in the best interest of each student and family.

WCS recognizes that student use of alcohol and other drugs (AOD) is illegal, is detrimental to adolescent development and undermines effective education and personal and social development.

**SUPPORT PROGRAM**

WCS believes that assistance should be provided for students who may be involved in the use of AOD or who are adversely affected by someone else's use — an acquaintance, friend, or family member. To that end a Student Support Program (SSP) is provided which is comprehensive, caring, supportive, and confidential.

WCS believes that if a student is involved in a chemical dependency program and is successfully addressing his/her harmful involvement with AOD, he/she may continue in the regular school setting.

**STATEMENT OF PARTNERSHIP**

We believe that the most effective way to discourage the use of AOD by our students is to have a consistent and clear “no-use” message that comes from home and is echoed by the school. The administration pledges to work with parents toward this goal. We will freely share information we have, encourage parents to talk to the school and to each other about specific problems related to this issue without fear of reprisal, hold regular parent and faculty workshops, and strive to keep all lines of communication open between the school, the students, and the parents.

**ROLE OF FACULTY, STAFF AND ADMINISTRATION**

The faculty, staff, and administration will work with the student, parents, and counselor to determine the possible need for intervention and appropriate support program. The school may require a chemical assessment and/or an AOD evaluation if signs suggest a significant, continuing, or growing problem for the student. The Student Support Program (SSP) is available to any student at WCS.

**POLICY GUIDELINES**

**WITNESSED USE**

Any WCS employee who observes a student under the influence of and/or possessing, using or supplying AOD at any time and at any place is expected to immediately notify the administration. Confirmation of use by test results, student's admission or by direct observation by faculty, staff, sponsors, administrators or parents will be treated as “witnessed use.”

**AOD USE ON CAMPUS OR AT SCHOOL-SPONSORED ACTIVITIES**

The possession, witnessed use or supply of AOD by students at school and school-sponsored activities (on or off campus) is prohibited. An infraction will be handled by the Head of the Division, Dean of Students of the Division, and the Headmaster.

**FIRST OFFENSE:**

- A. The administration will determine the action to be taken, up to a three-day suspension from school.
- B. The administration will meet with the parents and student.
- C. A follow-up meeting between the student and the school counselor will be held. The counselor will determine whether the student should be referred to the SSP.

The administration may require the student to undergo an AOD evaluation and/or chemical assessment by an outside agency, at the parents' expense.

In addition to the penalty imposed by A, B, and C above, a student will automatically lose "Student in Good Standing" status.

**SECOND OFFENSE:**

- A. The student will be immediately suspended from school, pending final review. The administration will hold a meeting with the parent, student, and school counselor. Expulsion is probable except in situations with mitigating circumstances.

If a student is allowed to remain enrolled at WCS after a second offense, an AOD evaluation and/or chemical assessment by an outside agency and compliance with the recommendations will be required as a condition of further school attendance, at the expense of the family. The student will lose "Student in Good Standing" status. The student will be under a zero-tolerance policy. A subsequent offense will result in immediate expulsion.

During the summer, sports camps and other activities supervised by Collegiate employees will be considered as on-campus or school-sponsored activities. Any participant who violates the AOD usage policy during those activities will be dismissed from that activity and subject to the consequences of this policy.

**OFF-CAMPUS USE OF AOD:**

In regards to witnessed student AOD use occurring off campus and not at school-sponsored activities:

- A. Where the incident occurs at events preceding or following the student's participation at a school event, the school "reserves the right" to respond in accordance with its policy guidelines for witnessed use or possession, use or supply of alcohol or drugs by students at school or school-sponsored activities.
- B. In other instances of witnessed off-campus student AOD use, while the school maintains its strong interest in monitoring its "no use" policy, it also realizes the limits of its jurisdiction. In such instances, the school may take the following intervention steps:
  - (i) The administration will meet with the parents and student.
  - (ii) In its discretion, the administration may require a follow-up meeting between the student and the school counselor. The school counselor will determine whether the student should be referred to the SSP.
  - (iii) If signs suggest a significant, continuing or growing problem for the student, the administration will require the student to undergo an AOD evaluation and/or chemical assessment by an outside agency at the parents' expense.
  - (iv) If intervention steps (i) – (iii) have been implemented and the parent and/or student are not participating in partnership with the school to help this AOD use, then the administration has the discretion to suspend or expel the student from Wichita Collegiate School.

**NOTE:** Violations of this policy are cumulative over the career of a student while attending WCS.

**SALE OF AOD:**

The manufacture or sale of AOD by students is prohibited (on or off school premises). A student may be expelled from school immediately for this infraction.

## DEFINITIONS

Activity Sponsor	Any employee or volunteer who is providing adult supervision for sanctioned school activity.
Administrator	Division Head(s), Dean(s) of Students, Headmaster.
AOD	Alcohol and Other Drugs.
Confidentiality	Counselor/client relationship where information would be shared on a “need to know” basis.
Cost	Any cost incurred for outside assessment, drug testing (regardless of the results), or treatment will be the parent’s responsibility.
Counselor	An employee knowledgeable in substance abuse prevention, intervention, and referral whose role is to facilitate the mission, philosophy, and goals of the policy, but whose scope of employment will extend to all appropriate areas of school counseling.
Drug	Alcohol or any chemical substance used illegally.
Employee	Any member of the WCS faculty, staff, or administration.
Expulsion	Permanent removal from Wichita Collegiate School.
In-school	During school hours on or off school grounds (including lunch), and at, to and from school or school-sponsored activities at any location.
Non-school	Off school grounds and without supervision by school employees or designates.
Parent	The person or persons having legal custody of the student.
Sale	An exchange of AOD for remuneration, whether in money, in kind, or in services.
Student	Any person, preschool through 12th grade, who is enrolled in any program of study offered by WCS, including summer session.
Student Support — Program (SSP)	The Program will utilize a team approach consisting of administration, faculty, and support personnel to educate, identify, intervene with, and refer students with problems interfering with academic performance and personal adjustment.
Student Support — Team (SST)	The team that will direct the Student Support Program. The Core team will consist of division administrators, referring teacher, student, and counselor with other members to be added.
Substance Abuse	Any manufacture, use, distribution, sale, or possession of AOD.
Suspension	Temporary removal from all school classes, activities, and programs for a limited time. Suspension runs from the time it is implemented until the end of the final day of the suspension. The student is removed from all activities and may not be on campus.



