



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

2009-2010
STUDENT & PARENT HANDBOOK
FOR THE
LOWER SCHOOL DIVISION

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HEAD OF LOWER SCHOOL

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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 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
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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

LOWER SCHOOL GOALS

Wichita Collegiate School is an independent, college preparatory school that provides a variety of academic, athletic, artistic, and musical opportunities for the Lower School student. These opportunities occur in a supportive atmosphere designed to:

- develop academic skills
- motivate and empower individuals to educate themselves continually
- cultivate an appreciation for learning
- promote respect towards others
- strengthen moral values
- enhance aesthetic understanding
- foster emotional, social, and physical well-being
- develop responsibility and self-discipline



W I C H I T A
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Dear Lower School Students and Parents,

Welcome to the 2009-2010 school year at Wichita Collegiate School! As families with children in the Lower School, you have made a commitment to the importance of an excellent education for your children. We believe the education that you experience here will make a real difference in the lives of the students entrusted to our care. We will endeavor to fulfill your expectations.

This handbook will provide helpful information concerning policies and procedures for the Lower School. It will be augmented by newsletters to the whole school community and notes from the classroom teacher and me throughout the year. Please read the material carefully and feel free to contact us if you have any questions.

Exceptional intellectual, emotional, and physical growth takes place during the Lower School years. Thus, the Lower School faculty is committed to working toward the development of the whole child. The child's needs are met as they emerge so that the child may gain the maximum benefit from the prescribed curriculum.

Our purpose is to allow children to be themselves, to have many opportunities for success, but at the same time to stretch beyond their comfortable boundaries to experience new and challenging activities. Basic to our values is respect for children and their development.

The staff at Collegiate School believes that we offer students a unique opportunity to learn in a Preschool through Grade Twelve community. To each family in this community we wish a rewarding school year!

Sincerely,

A handwritten signature in cursive script that reads "Suze Anne Norton".

Suze Anne Norton
Head, Lower School

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 demands an understanding of our core values. Behavior guided by a sense of responsibility and integrity will foster the growth of all within our community.

ACADEMIC REPORTING TO PARENTS

Written academic reports are issued each quarter, every nine weeks. Students in Lower School receive academic reports of skills-based achievement in reading, mathematics, spelling, handwriting, behavioral development, and activity classes. Students in 3rd and 4th grades also receive percent grades in curriculum areas which equal letter grades as follows:

A = 100-93 B = 92-86 C = 85-76 D = 75-70 F = 69

Commentaries for each student are written periodically throughout the school year as needed.

ARRIVAL AND DISMISSAL

8:00 A.M. - 3:00 P.M.

The time before school is valuable planning time for the faculty. Students arriving between 7:15 and 7:40 A.M. should go to Kid’s Club. From 7:40 to 7:50 A.M., students may sit quietly in the hall outside their classrooms. Classrooms will be open to students at 7:50 A.M. Class will begin promptly at 8:00 A.M.

Dismissal is at 3:00 P.M. Students are encouraged to take all homework materials with them when leaving the building.

First and second grade students waiting for rides are to exit by the west and south doors and proceed directly to their waiting cars or wait calmly with the parking lot teacher until their rides come. The east doors will remain locked and are not to be used as a 3:00 P.M. exit. Third and fourth grade students will be dismissed from the black top playground or the Multipurpose Room during inclement weather. Students are not to play “chasing” or “ball” games while waiting for rides. Students not picked up by 3:15 P.M. will be taken to Kid’s Club (after-school program) to wait for their rides. Late drivers must retrieve students from Kid’s Club. We encourage carpool drivers to be prompt because some students become anxious when they are not picked up on time.

All students leaving early need to be checked out through the office with parents or approved pick-up person checking them out by signing them out in the “Sign-in/Sign-out Book” in the Lower School office. Students will not be sent out to cars to be picked up. The “pick-up person” must come into the office and sign students out.

Dismissal Rules:

- Teachers must be notified of any changes in transportation plans for your children.
- Parents are to pull into parking lot stalls when picking up students.
- Students must not enter the parking lot to be picked up from cars not parked in a stall.
- Lower School students should be picked up from the N.E. lot, not from the circle drive.
- Students must use the marked crosswalks when crossing to the north side of the lot.

Note: Lower School students are not permitted at any time to walk unattended to or from the Upper School.

ASSEMBLIES

On scheduled Friday mornings at 8:30 A.M. the Lower School students and faculty gather in the lunchroom for assemblies. When appropriate, assemblies may be held in the “wide space” in the hall outside first and second grade rooms. We consider these occasions special times when we can discuss topics of interest to the Lower School students as well as focus on important values necessary to living a fulfilling, meaningful life. Some of these programs may be presented by individual grade levels. We also invite speakers from the community. Parents are welcome to attend, especially if their child’s class will be presenting a program.

ATTENDANCE

MEDICAL APPOINTMENTS: Please make an effort to schedule medical appointments before or after school if at all possible. Please notify the classroom teacher ahead of time if you will be picking up your child early for an appointment.

UNEXCUSED ABSENCES: Absences from school for illness or medical appointments are considered excused absences. To have absences excused for other reasons (e.g. family trips) a note must be written to Mrs. Beauchamp. We discourage unnecessary absences. Even though missed assignments may be completed, the missed class time is never fully recovered. Please consider the emotional and academic consequences before taking your children out of school for an extended time. The burden for seeing that the student completes the missed work on an unexcused absence falls upon the parent.

ILLNESS: As a safety precaution, if your child is to be absent, we ask that you call the Lower School Assistant, Mrs. Pettersen, at 771-2251 before 8:30 A.M. Please tell her if your child will be absent for several days because of illness or if your child has a communicable disease. She will notify the classroom teacher. **We ask that ill children be fever-free for twenty-four hours before returning to school.** If your child is too ill to go outside, probably he or she is too ill to be at school. If you are going to arrange for the missed assignments to be picked up after school, please ask Mrs. Pettersen to notify the classroom teacher by noon so that the assignments will be ready.

BIRTHDAYS AND CLASS PARTIES

We recognize that birthdays are important to young children. You are welcome to send a birthday treat on your child’s birthday. We recommend that birthday treats be served during the last twenty minutes of the day. Private party invitations should not be brought to school to be distributed. We want to protect each child’s right to feel accepted.

Class parties for special holidays are given under the direction of the classroom teacher. Parents may be asked to help with these parties. These parties are usually confined to the last half hour of the school day.

BULLYING

Bullying is the repeated, systematic harassment and attack on others, perpetrated 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 students.** We have developed a comprehensive approach to address bullying. It includes bully awareness activities, information made available to parents, and a process for dealing with reports of bullying. For repeat offenders these steps may include disciplinary action, parent involvement, student education and counseling. This policy does not supersede the existing policy on fighting. On a case-by-case basis, the school may waive any or all levels of discipline and proceed with suspension or expulsion.

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. The following stations will be called regarding the decision: television channels 3,10, and 12; and radio stations KKRD, KRZZ, KZSN, KFDI, KFH, KWSJ, KQAM, KEYN, and KRBB. The decision will also be posted on our school website: www.wcsks.com. 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.

CLASS PLACEMENT

The administration reserves the right to place students in programs for which they are best suited. We hope that parents will allow us to make these decisions in order to serve all of the students in the most beneficial manner. Since balanced classrooms are a prime concern, we cannot guarantee that requests will be honored. Students will receive notification of their class placement from their teachers by mail before the start of school.

CONCERT, PROGRAM, AND ASSEMBLY ETIQUETTE

1. All telephones and pagers should be turned off during the performance.
2. Communication from the audience with on-stage performers, including waving or shouting, should not occur.
3. Out of respect for the complete performing ensemble, it is inappropriate to leave when your child has finished performing. One should stay for the entire concert if at all possible.
4. Siblings or children not involved in the concert should not be allowed to roam. Children should sit with their parents where proper concert behavior can be taught. This is especially important when concerts take place in the amphitheater.
5. Arrivals and departures should be made only during applause breaks. If a visit to the bathroom is necessary, please leave before or after a song or presentation.
6. All school-related concerts are required attendance for those students involved. Communication to the appropriate director must come from a parent if a student needs to miss a performance.
7. Excessive talking with a neighbor is disrespectful and rude, especially to those around you who are trying to enjoy the concert.

DISCIPLINE

Acceptable behavior must be taught as continually as the other life skills. As at all levels of the school, children are encouraged to learn acceptable ways of expressing their feelings. Our goal is that each child gain control of his or her own behavior and accept responsibility for his or her own actions.

When a student behaves contrary to the classroom rules, he or she is given a chance to change his or her behavior. If the behavior does not improve, the classroom teacher may decide that further action is necessary. If the inappropriate behavior continues, the teacher and the child may meet with Mrs. Norton and/or the parents may be called to a conference about the problem. We believe that we can educate the children in this respect without publicly embarrassing them. We do not practice corporal punishment. The strongest immediate consequence for not adhering to our expectations is to be sent home. Profanity or other inappropriate language or gestures will not be tolerated and may result in the parents being called to take their child home.

Wichita Collegiate School expressly reserves the right to decide, in its sole discretion, what conduct warrants punishment and what level of discipline is warranted.

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 Division Heads 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. Shirts are to be buttoned and tucked in, shoes laced and tied. Clothing should be in good repair and of an appropriate size (not too “sloppy” or tight.)

Regular dress will be in effect unless otherwise announced. Some occasions will call for dressier clothes, and some free dress days will be allowed. Students may be expected to dress more formally for concerts. During August, September and May, students may wear casual shorts **of appropriate length** (no sport shorts or “short-shorts”) as regular dress for school. Students wearing inappropriate shirts or tops will be required to change into polo-style shirts furnished by the school. Parents are requested to launder and return these “school” shirts on the following day.

ACCEPTABLE CLOTHING FOR BOYS ON MONDAY THROUGH THURSDAY:

- dress slacks
- wash-and-wear slacks
- corduroys
- denim trousers (with the exception of blue jeans)
- shirts with collars, mock turtlenecks, or crew necks - tucked in (no T-shirts with writing or screen prints)
- sweaters
- vests
- jackets

Non-athletic shorts may be worn **ONLY** during the months of August, September and May. (fingertip length -- no “short-shorts”)

Belts are required for 3rd and 4th grade boys with tucked-in shirts.

Athletic shoes are the preferred footwear because of safety on the playground.

Lower School students may wear nice Collegiate sweatshirts with collared shirts underneath.

ACCEPTABLE CLOTHING FOR GIRLS FOR MONDAY THROUGH THURSDAY:

- dresses
- skirts (fingertip length) We recommend that girls must wear shorts, tights, or leggings under skirts for playing on playground equipment.
- dress slacks
- denim trousers (no blue jeans)
- blouses
- sweaters
- leggings with long tops, skirts, or dresses

Athletic shoes are the preferred footwear because of safety on the playground.

Lower School students may wear nice Collegiate sweatshirts with collared shirts underneath.

Capri pants must be below the knee.

Non-athletic shorts may be worn **ONLY** during the months of August, September and May. (fingertip length -- no “short-shorts”)

INAPPROPRIATE CLOTHING FOR MONDAY THROUGH THURSDAY:

- hats and caps (unless on a pre-announced “hat day”), bandanas, etc.
- blue jeans, blue jean shorts, blue jean Capris (unless on a pre-announced “jeans day”)
- athletic shorts (unless on a free dress day in warm weather)
- sweatshirts and sweatpants
- shirts with large pictures, emblems, or writing
- T-shirts with writing or screen prints
- hooded sweatshirts are to be worn outside only
- thong sandals, clogs, “flipflops”
- shirts or blouses revealing the midriff when arms are raised
- spaghetti strapped shirts and tank tops

FRIDAY SPARTAN SPIRIT DRESS DAYS

Lower School students will have Spartan Spirit Dress Days on all Fridays, unless specifically notified to the contrary. Students may wear blue jeans with their Spartan T-shirts, sweatshirts, or blue and gold Spartan colors. If students are not wearing Spartan attire with their blue jeans, they must be in regular dress code.

DRESS CLOTHES:

Boys: Dress slacks, dress shirt and tie or collarless dress shirts, socks, non-athletic shoes are required. A sweater or sports jacket is appropriate in cooler weather.

Girls: Dresses, or skirts and blouses or sweaters and non-athletic shoes are required.

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 will be conducted monthly during the school year. The sound of the fire alarm is a continuous bell heard throughout all areas of the building. All individuals in the Lower School evacuate to designated areas outside the building.

Tornado drills will be conducted during the months of September, March, April and May. The sound for the tornado alarm is a horn sound repeated over and over. All individuals in the Lower School evacuate to the Lower School basement.

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 school 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. Wichita Collegiate School also reserves the sole right and discretion to terminate a student’s enrollment during the school year at any time and on any basis which it deems appropriate at the time. No tuition reimbursement will be allowed except as provided in the Tuition Refund Plan.

Enrollment is a privilege which 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 and general citizenship of the student and of his family’s interested persons have been consistent with the aims and welfare of the Wichita Collegiate School community.

FIELD TRIPS

Individual teachers plan field trips throughout the year. Classroom teachers may request that parents drive for these special outings. Please let the classroom teachers know if you are available to help with these trips.

FIGHTING

Fighting is absolutely prohibited on campus. In most cases, both students involved in a fight will be sent home. The Head of Lower School will contact the parents to arrange the suspension. Any teacher witnessing the fight will be consulted. Repeated offenses will result in probation or expulsion.

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, 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 namecalling, 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.

HEAD OF LOWER SCHOOL - SUZE ANNE NORTON

The Lower School Head responds to the needs of the students, faculty, and parents in the Lower School. Mrs. Norton visits classrooms frequently. She meets regularly with the faculty to discuss curriculum and monitor individual student development. She is available to address any questions or concerns that cannot be answered by the classroom teacher.

HEALTH AND MEDICINE

A child who has any of the following diseases will 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

Other unusual diseases:

Ringworm of the skin and scalp. The child must remain at home until he or she is under active treatment by a physician. The physician shall certify that the child is under continuing medical care at two-week intervals until a cure has been effective.

For the following diseases, please adhere to these regulations:

Streptococcal disease, including strep throat - The child must remain at home until 24 hours after appropriate antibiotic therapy has begun, or for 10 days if antibiotics are not administered. Antibiotics must be continued for a complete course of therapy. Inadequate therapy may cause permanent damage.

Measles - remain home four days after rash appears.

Chickenpox - remain home until six days after the first crop of eruptions or until all scabs are gone. Scabs are not infectious.

Mumps - remain home for ten days from onset of illness.

Rubella (German Measles) - remain home seven days after onset of rash.

Pinkeye - remain home until there is no discharge from the eye.

Scabies - remain home until adequately treated with scabicide.

Pediculosis (Head Lice) - students infested with lice shall be excluded from school until treated with an antiparasitic drug and all nits have been removed. (See Lower School office for a copy of our Head Lice Policy and Procedures.)

Impetigo - remain home until under medical treatment by physician.

Please keep your child at home under the following conditions:

1. Your child has a severe cold, sore throat, rash, sores, fever, or vomiting 24 hours prior to a school session.
2. Your child is too ill to go outside for outdoor activities or to the gym for play.

MEDICINE

Parents are asked to inform the school if a student uses medication on a sustained basis. Faculty and staff will administer prescription or over-the-counter medications if a written authorization form is submitted to the office.

When necessary, minor first aid will be administered by faculty trained in first aid services. 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. 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.

Inhalers: Students who use inhalers are asked to bring a fanny pack to be left at school. It will be used to take inhalers to P.E., music, library, etc. so they will be immediately available when needed.

HOMEWORK

Homework is the extension of the learning experience beyond the classroom. It is designed to teach responsibility and reinforce the classwork. The amount is determined by the age and readiness of the students. As a “rule of thumb” assigned work for first and second graders should not exceed one-half hour. For third and fourth-graders homework should not exceed an hour. The amount of work will probably vary from night to night depending on how well your student plans ahead for special projects and tests. We encourage you to allow your child to work as independently as possible. Parents who help too much can make students feel inadequate in completing assignments independently.

HONESTY AND INTEGRITY

As our young students mature through the WCS educational process, we begin to stress the importance of students taking responsibility for their own school work. Although we have many opportunities for students to work in groups, it is important for them to understand when assignments and tests must be a result of their own learning and effort. Cheating and plagiarism will be discussed with students as the need arises.

ILLNESS OR INJURY AT SCHOOL

If children become ill at school, parents will be called. Simple injuries will be cared for by the staff. If the injury seems to be serious, parents will be notified immediately. Obviously, we would rather err on the side of safety when dealing with injuries. In an emergency situation or if the parents cannot be reached, we will take immediate action and notify parents as soon as possible. (Please notify the school of any changes in work or home phone numbers.) Each parent is required to sign a medical “appointment of agent” form which enables us to secure immediate medical treatment when parents cannot be reached.

ITEMS BROUGHT TO SCHOOL

We prefer that students not bring valuables to school. We cannot assume responsibility for lost items. Please label all clothing articles brought to school. Clothing which is not labeled and not claimed will be put in the lost and found bin in the back stairwell on the first floor of the Lower School. Parents are urged to check for lost items. Students are not to bring the following items to school: bats, hard baseballs, lighters or matches, weapons or toys resembling weapons (knives, water pistols, etc.)

KID'S CLUB

Kid's Club is a before and after-school program for our Collegiate families. The free before-school care is for students needing to arrive after 7:15 A.M. and before 7:40 A.M. Students arriving between these times should be taken to the Kid's Club room where they will be supervised until 7:55 A.M. At that time, the supervisor will escort students to their classrooms.

The after-school program is in session 3:00—6:00 P.M., Monday-Friday, and 7:45 A.M. to 6:00 P.M. when regular classes are not in session due to faculty in-services, conferences, holidays, etc. Parents are billed monthly at the rate of \$3.75 per hour.

Skilled and caring staff members create an informal environment where students may do homework, choose independent activities, play in small groups or spend quiet time by themselves.

LIBRARY

All Lower School students visit the library once a week. Students check out two books for a two-week period. Fines for overdue books: 10 cents a day with a maximum of \$2.00 per book. The library hours are from 7:30 A.M. to 4:00 P.M.

LUNCH

Students have two options available for lunch. One option is to bring lunch from home daily. Students who bring their lunch may purchase beverages out of vending machines. The other option is semester enrollment in the school hot lunch program provided by Sage Dining Services. This all-you-can-eat program features a choice of hot entrees, salad bar, potato bar, desserts, fruit and beverage. Students enroll in the program by semester. **Those students enrolled in this program for the first semester must remain on the program until the end of the first semester (approximately January 18). Students will be allowed to drop from the program during the first semester for medical reasons only.** Likewise, those enrolling for the second semester must remain on the program until the end of the school year. Students who do not enroll in the lunch program at the beginning of the semester may enroll in the program at the beginning of any month.

The charge for the lunch program varies based on grade level. We do encourage parents to eat lunch with their children. For further details contact your Division Office.

PARENT CONFERENCES

Conferences are held the week prior to the beginning of school in August, at the end of the first quarter, in mid February, and optional conferences at the end of school. Students do not attend school on these designated conference days. During these conferences, teachers will share with parents academic progress, personal successes, and concerns. Please feel free to contact teachers for other conferences 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

On Monday, September 14, we will hold a Lower School Parent Night. This is an evening for parents only to learn more about the classroom procedures, goals for the year, and the curriculum and materials to be used.

PARENT VISITS

Parents are welcome to visit classrooms any time after October 1. Please contact your child's teacher or Mrs. Norton to arrange a date and time.

PARENT VOLUNTEERS

One of the most rewarding aspects of being a Collegiate family is the opportunity to become involved in your child's education. From driving on field trips to helping with the Young Authors Conference, the parent is vital to the school in undertaking co-curricular activities. If you are interested in helping in a Lower School classroom, please contact Mrs. Beauchamp.

One of the best ways for new 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 they have purchased many valuable items for the school not included in the annual school budget.

Other organizations of parent volunteers are The Friends of the Library, Patrons of the Arts, Booster Club, Focus on Diversity Committee (FODC) and The Initiative for Science Engineering and Excellenc (ISEE). Please contact the school if you are interested in finding out more about these organizations.

PERSONAL ELECTRONICS

Students should not wear headphones in any school building. No televisions, cell phones, beepers or radios (including personal cassettes, CD or MP3 players, iPODs, and Walkman-type radios) are permitted to be used in school buildings unless consent has been given. Gameboys and other electronic games are prohibited on campus.

PHONING HOME

Students will not be allowed to phone home for forgotten homework, lunches, supplies, or equipment. We hope that this policy will encourage students to plan ahead and be responsible for their own needs.

PROPERTY DAMAGES

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. In addition, vandals will be subject to strict disciplinary measures up to and including expulsion. Accidental damage to property belonging to Wichita Collegiate School or to others may require restitution for such damage and will also result in disciplinary action.

RELIGIOUS THEMES

At Wichita Collegiate School we seek to create an environment in which values are both taught and experienced. Our history is rooted in the Judeo-Christian tradition, however 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.

SMOKING

The entire WCS campus has been designated as “no smoking.”

STANDARDIZED TESTING

For purposes of ascertaining performance relative to national norms and to assess program effectiveness and student progress, students take standardized tests in April. Testing is always given in a non-threatening environment to maximize student performance. We stress regular bedtime schedules during this week of testing.

TARDIES

Students who are not on time will be marked tardy. Since Lower School students are dependent upon their parents to get them to school on time, we feel it is unfair to penalize the child for being late. Please realize that you may be causing your child unnecessary anxiety by making him or her late for school. When a child comes into the room late and feels behind before he or she has an opportunity to begin the day, he or she is being placed at a disadvantage. Tardies will be recorded and reported on the academic reports to parents.

TECHNOLOGY CODE OF CONDUCT

COMPUTERS

PHILOSOPHY

WCS believes that technology can be an 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, MP3s, 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 student 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.

Any violations of the school’s Technology Code of Conduct will be addressed by the Division Head and the School Counselor.

TRANSPORTATION

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

TUTORIALS

Students may be requested to attend tutorials after school. This time is set aside by faculty to work with individual students or small groups who would benefit from added classwork. Parents will be notified in advance so that transportation plans can be made. Parents and students may request tutorials also. Tutorials are usually on Mondays, Tuesdays, and Thursdays. Wednesday afternoons are faculty meetings, and Friday afternoon tutorials rarely accomplish desired goals because students are already anticipating the weekend.

USE OF CAMPUS 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.

Computers: The computers on campus are to be used only with the knowledge and consent of appropriate faculty members and the director of the computer lab. No games are to be played on school computers at any time. See The Technology Code of Conduct or Mrs. Hoffman in the Computer Lab for more specific details about the use of the computers, especially regarding Internet access.

Gymnasium, Weight Rooms, Athletic Equipment: These areas may be used only with permission and with proper supervision.

VIDEOS / MOVIES

Only G-rated movies may be shown to Early Childhood and Lower School students (no PG movies). This rule applies to all Early Childhood and Lower School classes, Kids Club, field trips etc.