



WICHITA  
COLLEGIATE  
SCHOOL

## STUDENT HANDBOOK

2009-2010

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***This agenda belongs to:***

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**RIGHT TO AMEND**

The Student/Parent Handbook is for informational purposes only, but 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.



**MIDDLE SCHOOL  
HANDBOOK INTRODUCTION**

**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 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 GRADING AND REPORTS**

The Middle School academic year is divided into two semesters. Conferences are held once a semester. Parents and students meet with the student’s advisor to discuss overall progress. Follow-up conferences with individual teachers are also encouraged. (Faculty are available for conferences throughout the year as needed.) In addition, a grade card is prepared at the end of each year to present that information in a more traditional format. The student’s permanent record will list first semester grades, second semester grades, and the final grade which is an average of the two semesters.

The Middle School uses numerical grades as follows:

<b>Assessment</b>	<b>Numerical Grades</b>
Exceptional	93-100
Commendable	86-92
Acceptable	70-85
Unacceptable	0-69

Teachers report academic grades, but also evaluate the attitude, willingness, cooperation, and effort of the student in the comments they make about each student. Effort and citizenship are important factors to be considered in the student's progress and any constructive criticism offered by the teachers should be noted and the student should make an effort to adjust behavior accordingly.

#### NEW STUDENTS GRADES 5 - 8

New students at Collegiate will receive written comments either by progress report or commentary three times during the first nine weeks of school.

#### ADVISING GROUPS

Each Middle School student will be a part of a small group that meets daily with an advisor for twenty minutes.. These sessions will be group discussions on issues like honesty, caring, trust, respect, responsibility, and commitment. In addition, the advisor will spend time with each student in the group on individual goal-setting and study strategies. The advisor will communicate with parents throughout the year.

#### 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 at the end of this handbook. Enrollment at Collegiate is conditional on adherence 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. Fifth through eighth graders are scheduled in Transitions at some time during the year. Appropriate programs are presented throughout the year and through the athletic teams.

#### ARRIVAL AND DISMISSAL

The regular school day begins at 8:00 A.M. and ends at 2:55 P.M. Students should arrive at school no more than fifteen minutes early and depart no later than fifteen minutes after school ends unless they are attending a supervised activity. Students who remain on campus beyond those limits must attend a tutorial, supervised practice or activity, or be in Kid's House, our after-school program. Parents will be charged \$3.75 an hour or portion of an hour for this service. The first 15 minutes are free of charge.

**If students need to leave school during the day, they must check out in the Middle School office and check back in if they return during class.** Students leaving during the day for appointments should bring a note from home. Parents should make every attempt to schedule these appointments outside the school day. If that is impossible, it would help for appointments to be scheduled at different times to avoid a student missing the same class repeatedly. **Students remaining on campus for athletic practices or tutorials should make arrangements to be picked up as soon as they are finished.** Supervision of students after school is not provided by the faculty who are engaged in other responsibilities at that time.

#### TARDIES

Being on time to class, both at the beginning of the day and for each class throughout the day, is very important. Being late means that a student will miss instruction, interrupt others, and burden the teacher with re-teaching. Students who are frequently tardy hurt themselves academically as well as their whole class. To maintain an optimal learning environment, after three unexcused tardies, students may receive a detention. Students who are chronically tardy will meet with their parents and the Division Head and/or Dean to solve this problem.

#### CUTTING CLASS

A student who cuts a class will be required to ask his/her parents to come to school for a conference with the Dean of Students and Head of Middle School. He or she will then serve a detention with the teacher of the class cut and will make up any work missed that day with the penalty of an unexcused absence. A second occurrence would mean a second conference and suspension day. Any further occurrences would warrant serious consideration about continued attendance at Collegiate.

#### ASSEMBLIES

The Middle School has regular assemblies to educate, inform, and build a sense of community within the student body. There are also several types of recognition assemblies throughout the year including Celebration of Learning Day featuring our traditional Honors Awards, and three Sports Awards Assemblies. (Please see the Middle School Web Page for a complete description of the recognition assemblies.)

#### ATHLETIC PRACTICES

Athletic practices do not take precedence over tutorial time. **Middle School students must attend school all day in order to participate in after-school practices, activities or games.** Doctor and dentist appointments do not apply to this policy. Head coaches of each sport will provide parents and participants with a schedule of practice time and competition.

#### ATTENDANCE

It is impossible to make up a missed class. Of course, students can complete the paperwork for the class, but portions of the class, especially the discussions and hands-on activities, can never be duplicated. Therefore, the student should attend school every day. When the student is sick with a temperature or is not feeling well enough to function at school, he/she should remain home to recover fully before returning to school. **On days**

**when the student must be absent, parents should call the school to report the absence.** The student should call a responsible classmate to find out about assignments. Special arrangements to get assignments during an extended absence (2 or more days) can be made by calling the school. **If the student needs to be excused from physical education, he/she should bring a note for that teacher. Students who are chronically absent will meet with their parents and the Division Head and/or Dean to solve the problem. We will require a signed physician's release to return to school if the student is absent 10 consecutive days or more.**

#### EXCUSED ABSENCES

An excused absence is granted when the student is sick or misses school for a family emergency. Upon returning, students are expected to make up quickly any missed work according to a schedule agreed upon by the teacher. Making up missed work takes priority over activity or sports practices.

Excused absences will be given to students for participation in out-of-school activities such as horse shows, swim meets, tennis meets, drama performances, etc. Excused absences may also be given to students whose parents feel a family trip during scheduled class time is a priority. Extended absences for these types of activities are strongly discouraged because class attendance is essential if students are to do their best.

**Written requests for an excused absence for an out-of-school activity or for family activities must be made in advance to the Head of Middle School at least a week prior to the absence. Students are responsible for making up any work missed during the absence. The make-up work should be turned in to the teacher on the day of the student's return to class. Quizzes and tests may be made up without penalty within three days of return to class or at the discretion of the teacher.**

#### UNEXCUSED ABSENCES

An unexcused absence results when the student is absent from school for an unacceptable reason including school suspension. A student can receive no more than 75% on any assignment, test, project, or quiz missed during an unexcused absence. Students should return to school from an unexcused absence with work completed.

Disciplinary action taken following an unexcused absence will be decided case by case and may include detentions, making up missed time, and/or appropriate academic penalties.

#### BIRTHDAY CELEBRATIONS

Students' birthdays may be celebrated in advising. Parents should make arrangements with the advisor if they wish to provide treats. Summer birthdays are celebrated in May.

#### 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 Middle School students.** We have developed a comprehensive Middle School-wide approach to address bullying. It included bully awareness activities, information made available to parents, and a three-step process for dealing with reports of bullying. For repeat offenders these steps include disciplinary action, parent involvement, student education and counseling. Copies of the policy are available on request. This policy does not supersede the existing policies on fighting or suspension for five detentions. 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., 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, and 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.

#### CELL PHONES

Students may not have cell phones at school. They potentially create major distractions and a variety of problems for our learning environment as well as undermine the independence and resourcefulness we are building during the Middle School years. Every classroom has a phone that students may ask to use. If you need to reach your son or daughter during the school day, please call the office. If you need to reach them after school in Kid's House, call 771-2305. The cell phone rules apply to school trips. (Parents who advise students to break our rules undermine our ability to work with both the student and the family.) If a student has a cell phone during normal school hours it will be confiscated and a parent will be responsible for picking it up from the Dean after school. The only exception to this rule is for evening, off-campus trips when the coach/sponsor has specifically given permission for students to bring cell phones to facilitate parent pick up upon returning to campus.

#### CHEATING/PLAGIARISM

Cheating and plagiarism will be met with severe academic penalties. Any student found to have cheated on an examination or assignment, including a student who provides information or help for others to cheat, will at a minimum receive a grade of zero (0%). Repeated incidents of cheating or other conduct that calls into question the integrity of the coursework will result in suspension from school and/or other penalties.

Teachers will address the issue of plagiarism with their students and monitor all written work carefully. Plagiarism is considered cheating. The use of Cliff Notes, Spark Notes, and other online “study aids” that replace student effort is strongly discouraged. Teachers will confiscate these aids if found on campus. Students who need extra help in a class should seek tutorial help from their teachers. If additional help is indicated, the teachers and parents will have a conference to determine what the most beneficial situation would be. 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.

#### **CO-CURRICULAR EVENTS & ELIGIBILITY**

Wichita Collegiate School has an outstanding co-curricular athletic and activity program that is committed to excellence in academics, athletics and the arts. The Collegiate staff of teachers and coaches seeks 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.

WCS Middle School is part of the Parochial League. The following information provides details concerning participation in activities and the major rules and regulations under which WCS operates and abides.

We participate in the following: Football, Cross Country, Volleyball, Tennis, Basketball, Golf, Track, Softball, Baseball, Cheerleading, Dance, Encore, Scholars’ Bowl and academic and performance competition programs.

#### **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. Our co-curricular activity program has the following ideals:

- Striving for academic excellence in every student
- 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.

#### **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 that may include suspension or dismissal from the activity.

- Because academics take precedence over activities, a student who is failing two or more courses at any monthly grading period will not be allowed to participate in performances or competitions until passing at least four academic courses. An Academic Action Plan will be developed following a meeting between the student, his/her teachers, and parents that will delineate specific steps to address the academic problems. This Plan will also address rehearsal/practice eligibility, which will be determined on a case-by-case basis. A copy of the Action Plan will be provided to the activity teacher or coach.

- Unsportsmanlike (foul language, fighting, tantrums, etc.) or disrespectful conduct 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.
- Participants will abstain from the use of tobacco, alcohol or other drugs.

#### TRAVEL

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

1. Students must be in school for the entire day in order to participate.
2. Students 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.
3. Students may not drive to or from any event unless parents have sent written permission and the coach agrees. Students may not transport other students under any circumstances.

#### PLAYER ELIGIBILITY

1. A student must have attended school for the entire day on the day of a game to be eligible for participation. This rule also applies to non-athletic co-curricular activities. 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.

2. WCS policy is that any student receiving a suspension may not participate in any practice or activity during the day or days of the suspension.

#### SPORTSMANSHIP

WCS believes that sportsmanship is a general way of thinking and behaving. Students should:

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

As we become aware of Catholic Schools Activity League regulations, they will also apply. We will inform you of any changes.

#### CO-CURRICULAR ACTIVITY FEES

##### 2009-2010

<b>Basketball</b>	Fee: \$230
<b>Cross Country</b>	Fee: \$205
<b>Football</b>	Fee: \$230
<b>Musicals</b>	Participation Fee: \$50 Activity Fee: \$50
<b>Tennis</b>	Fee: \$205
<b>Track</b>	Fee: \$215
<b>Volleyball</b>	Fee: \$200

**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.

### CONCERT AND PROGRAM 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 parent 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

Reasonable, courteous, and respectful behavior is expected from each student. Given the voluntary basis of enrollment, it is assumed that each student and parent will lend support and cooperation to these expectations.

The administration of discipline in the Middle School is delegated to the classroom teachers. Students having repeated problems will be sent to the Dean of Students. Serious or repeated infractions are evaluated by the Dean of Students in consultation with the Head of the Middle School and the student's parents. Cooperative effort will be made to allow the student to make

adjustments in behavior enabling him or her to do the best work possible at Collegiate. Various disciplinary procedures will be taken to handle recurring or serious offenses.

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

### DETENTIONS

We use a detention system to monitor continued behavior problems. Teachers may issue their own detentions to be served at their discretion. Students may be given lunch cleanup detentions supervised by the Dean of Students.

Written detentions are handled by the office. Detentions will be served on Tuesday and Friday mornings at 7:15. The detention will last 30 minutes and will be monitored by the Middle School Faculty. Students will spend the time in detention writing information about school rules. Unserved detentions will be doubled. We understand that serving detentions in the morning puts an extra burden on teachers and parents as well as the students. Students should find adults in agreement that the way to avoid this burden is to follow the rules. An accumulation of five written detentions during a semester will result in a day of suspension.

### SUSPENSIONS

Suspensions are issued to students who have accumulated 5 or more detentions during one semester. More serious behavior problems will result in immediate suspension: for example, fighting and serious incidents of disrespectful or inappropriate behavior. Students who disobey rules while on school trips may face suspension when they return to school. Suspensions are administered by the Dean of Students and/or the Head of Middle School. Parents will be fully informed of the problem.

A suspension is intended to remind the student that attending Collegiate is a privilege. Only students who are willing to follow the rules can continue to have that privilege.

#### EXPULSIONS

Collegiate students rarely require more severe disciplinary intervention, however, in the case of serious infractions or repeated suspensions, students will be put on probation and face the possibility of expulsion from the school.

### DRESS CODE

#### PHILOSOPHY

We have a dress code at WCS because we believe that a reasonable dress code contributes positively to student behavior and a learning environment. It isn't meant to be a burden or stifle individuality, but students are asked to respect these guidelines and use good judgment as part of their participation in WCS community. We ask students and parents to cooperate in following these guidelines for the good of the community. The Division Head and Dean of Students of Middle School reserve the right to decide if clothing is appropriate and to revise the dress code as needed. Students who come to school out of dress code will need to change before going to class.

#### APPEARANCE

Students are expected to dress neatly and in good taste. Clothing should be in good repair and in the appropriate size. Because Middle School students are growing, occasional monitoring of clothing length and size is necessary. Hair needs to be a color naturally occurring on humans and any accessories must not cause distractions. Pierced ears are welcome, but we ask students not to wear studs or jewelry in piercings on other body parts. Additionally, any body art including tattoos must not be visible. Hats, bandanas, etc. are not to be worn inside, and outdoor coats should be left in lockers, not brought to class. Students may wear Collegiate sweatshirts to class, as long as they are clean and in good repair. **Other**

**sweatshirts may not be worn to class.** Students need to wear a shirt in dress code underneath their WCS sweatshirt.

#### BOYS' CLOTHING

**Tops:** shirts, sweaters, and vests. Shirts need to be tucked in. Sweaters and long sleeved, thick, sweater-type shirts need not be tucked in. T-shirts, screen printed shirts, tanks tops, shirts with writing (except a small logo), sweats, and athletic wear are not in dress code.

**Pants:** slacks, khakis, and corduroys. Blue jeans, scrubs, pajamas, camouflage, sweats and athletic wear are not in dress code. Hand-above-knee length walking shorts (not athletic shorts) are welcome from August through mid-October and mid-April through May.

#### GIRLS' CLOTHING

**Tops:** shirts and blouses should fit loosely with necklines no lower than armpit level, and cover the shoulder—neither spaghetti straps, tank tops, nor halter tops are in dress code. Tops need to be long enough to cover one's waist even with arms raised. T-shirts, screen printed shirts, and shirts with writing (except a small logo) are not in dress code, even in combination with other clothes.

**Pants & Skirts:** dresses, skirts, capris and pants. Blue jeans, stretch pants, scrubs, pajamas, camouflage, sweats and athletic wear are not in dress code. Skirts and dresses need to be at least hand-above-knee length. Walking shorts and "skorts" (not athletic shorts) are welcome from August through mid-October and mid-April through May.

#### FREE DRESS DAYS

On announced "Free Dress Days," more casual clothing (like sweats, jeans and T-shirts) is welcome. Excessive skin showing such as tank tops or spaghetti straps or bare midriffs is not acceptable. Shorts should be hand-above-knee length. Shoes are necessary. Any pictures or writing needs to be school appropriate (no references to sex, drugs, alcohol, nudity, or violence).

#### DRESS-UP DAYS

Students are expected to dress more formally for sports awards assemblies and for the Celebration of Learning in May. Boys should wear dress slacks, collared shirt and tie, or a buttoned, banded collar; girls need to wear dresses, skirts or dressy pants outfits. **Please note that the general guidelines apply to these special dress occasions;** for example, prom style dresses, spaghetti straps or halter dresses, etc. are not appropriate.

#### SPIRIT DRESS

To show support for our sports teams on announced “Spirit Days,” students may wear blue jeans and a Collegiate T-shirt or sweatshirt. Collegiate T-shirts are shirts that students have purchased from our Shirt Shack or have received as part of another WCS activity or WCS event. The shirt should say WCS or Collegiate or Spartans, etc. somewhere on it.

#### CASUAL FRIDAYS

On announced Casual Fridays, students who have been in dress code all week may wear nice jeans and a Collegiate or other dress code shirt untucked. Students who have not been in dress code all week must wear regular dress code clothing that day.

#### DRIVING ON CAMPUS

Middle School students may NOT drive on campus at any time. This rule includes driving with parents under a learner’s permit. The campus driving conditions are often crowded, and the constant presence of children makes it an unsuitable place for practice driving. Students may drive on campus when they go to Upper School if they have valid licenses. For safety reasons, we also do not permit students to use bikes, scooters, motorcycles, skateboards or roller blades on campus.

#### 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 horn heard throughout all areas of the building. All individuals in the Middle School evacuate the building.

Tornado drills will be conducted during the months of September, March, April and May. The sound for the tornado alarm is a series of three bells, repeated over and over. All individuals in the Middle School evacuate to the basement located beneath the Rounds 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 school and practiced with students on a regular basis.

#### ENROLLMENT AND RENEWAL

Enrollment is a privilege that Wichita Collegiate School (The School) extends to students and to their parents or other interested persons. 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 granted only for one school year at a time. The School 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 The School 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, attendance, academic record, and whether the conduct and general citizenship of the student and of his family/interested persons have been consistent with the aims and welfare of the Wichita Collegiate School community.

#### **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 Middle School will contact the parents to arrange the suspension. Repeated offenses will result in probation or expulsion.

#### **FINAL EXAMS**

Seventh and eighth graders take final tests at the end of each semester. The tests may be 45 to 90 minutes and are given in a shortened school day. Students take finals over a two-day period. A final schedule is posted for the students a week prior to finals. A student who maintains a 93 average may be exempted from final exams with teacher permission. A maximum of two courses may be exempted.

#### **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, sexual orientation, 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 that 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 MIDDLE SCHOOL - DR. ANN RAI**

The Middle School Head responds to the needs of the students, faculty, and parents in the Middle School Division. Dr. Rai 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 individual teachers.

## HEALTH

A child 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:

**Diphtheria**  
**Meningitis**  
**Whooping Cough**  
**Tuberculosis**  
**Typhoid Fever**

### **Other unusual diseases:**

**Ringworm of the skin and scalp** - the child must remain at home until he/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 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** - students infested with lice shall be excluded from school until treated with an antiparasitic drug and until all nits have been removed.

**Impetigo** - remain home until under medical treatment by a physician.

Please keep the student at home under the following conditions: the student has a severe cold, sore throat, rash, sores, fever, or vomiting 24 hours prior to school session. School personnel do not administer prescription or over-the-counter medications without written authorization by parents. Parents are asked to inform the school in writing if a student uses medications on a sustained basis.

Each family is required to complete and sign a medical "appointment of agent" form that enables the school to secure emergency medical care when immediate treatment is imperative and parents cannot be contacted. When necessary, minor first aid will be administered by faculty trained in first aid services. 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.

## HOMEWORK

Homework develops a student's ability to follow directions, think independently, and assume responsibility. All assignments are to be carefully prepared and clearly written. Student's parents should monitor homework, but the student is responsible for the work he/she does. The student should work in an environment free of distractions. Remember that homework demands concentration. Teachers assign new work or expect review study daily in all subjects. On the average a student should spend one to two hours in homework preparation. Of course, students do work at

different rates, and occasionally there is extra time for study during school. Therefore this load will vary from student to student, and from night to night. If a student is regularly doing much more or much less homework than has been suggested, the student or parent should contact his or her advisor.

**If an assignment is unsatisfactory, the student may be required to remain after school to complete the work properly.** Students will be asked to contact their parents when they must remain late to complete work. A parent who requests that a student be excused from this procedure because of some other obligation compromises the priority the faculty places on academic responsibility and achievement. Each grade-level team may have specific homework rules.

#### **HONOR ROLL**

The Honor Roll is announced for the first semester and the second semester. To be eligible for the Honor Roll students must have earned an average of 86 or above in the five academic classes. To be eligible for the High Honor Roll a student must have earned an average of 93 or above in the five academic classes. Students who have an incomplete in a subject when the Honor Roll is published will not be listed.

#### **KID'S HOUSE**

Kid's House is an after-school supervision service designed to accommodate parents and students whose work hours conflict with the end of school. Students who attend pay \$3.75 per hour or portions thereof. Activities include snacks, videos, study time, and outdoor play.

#### **LOCKERS**

Lockers are assigned at the beginning of the school year. Students will have a locker in the Middle School building and one for P.E. Only the student and the office or the P.E. teacher will have the combination for those lockers. *It is important to keep that information confidential.* The student is responsible for keeping the lockers in working order and free from graffiti. The student should report any problems with lockers quickly. He/she is also responsible for cleaning them at the end of the year. It is extremely important that students label P.E. clothing and lock all valuables and clothing in the lockers while in P.E. class. All belongings should be labeled with the student's name and should be kept safely in his/her locker while in classes or while in P.E. class. The student may not leave loose items (books, notebooks, pencils, papers, shoes, etc.) on top of the lockers. Wichita Collegiate School owns all locks and lockers, and reserves the right to inspect all contents at any time.

#### **LOST AND FOUND - VALUABLES**

Do not bring expensive items or large amounts of money to school. All belongings should be labeled with the student's name and should be kept safely in his/her locker while in classes. Items left on tops of lockers are unsightly and in danger of being lost and moved to lost and found. Articles that are found should be turned in to the Middle School Office. Parents and students may check the lost and found area for lost items. Valuable items will be kept in the office and may be claimed by identifying the items. Unclaimed items will be given away to charity.

## 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 (January 22). 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 first 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,

Lunch time is enjoyed by visiting quietly with friends and good manners are expected.

### Remember:

- All students are responsible for cleaning up in the lunchroom.
- Students are dismissed by tables after the tables have been cleaned.
- Food or drink may be taken out of the lunchroom only with special permission or under direct supervision of a teacher.
- Students consuming any type of foodstuffs or drinks in any area other than the lunchroom will be asked to throw the item away and may be asked

to report to "Cleanup Patrol" with a teacher that day or at a scheduled time.

Students may bring lunch from home, however, **fast food deliveries (even by parents) are prohibited.** Advising groups may plan up to 2 special lunches together a semester.

Students are expected to stay on campus and in the lunchroom during the lunch period. Parents are asked to limit taking their child to lunch on special occasions and must have the student back in time for the next class period. The student's friends may not go along.

## PARENT CONFERENCES

Student-Parent Conferences are held twice each year, once in the fall and once in the spring. These conferences are a continuation of the goal-setting and planning session held before school starts. The initial conference is between the student, parent and advisor. There is time for parents to seek further conferences with any other teachers through the Middle School office. The advisor will have commentaries to hand out and an update on the student's progress. Special time is created during the school year for these conferences because we feel they are important in the student success cycle. We expect 100% participation since every student is important to us.

## 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 Dr. Rai to arrange a time and date.

### **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. 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 that are not included in the annual school budget.

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

### **PERSONAL ELECTRONICS**

No television, cell phones, beepers, radios, electronic games, iPods, CD or MP3 players (etc.) are permitted at school unless consent has been given. We are committed to our student planner as a consistent format for recording and checking assignments, as well as teaching organizational skills. Students who use hand-held electronic organizers (Palm Pilots, etc.) will need to receive special permission from their teachers to use those instead of the school planner. These organizers should not be used as a toy or to play games.

### **PHONE CALLS**

Students may phone home only if given permission by a faculty or staff member. Students will **not** be allowed to phone home for forgotten lunches, permission slips, homework, gym clothes, etc. Natural routines and consequences are outlined at the school to handle these predicaments.

### **POWERSCHOOL**

PowerSchool provides the world's leading technology solutions that help schools improve student performance by harnessing the power of parental involvement, supporting teachers, and engaging the learning community. You will be able to view your student's grades online, check attendance online, view commentaries online, and much more. This information remains confidential and is password protected for your personal access only. If you have any questions, please contact the Dean of Students.

### **PROMOTION**

A student must maintain a grade of 70 or higher to receive course credit. Upon recommendation of the faculty, a student failing a course (69-F) may be permitted/required to attend summer school or to receive tutoring in order to qualify for promotion. An overall grade of 70% with passing scores in the five basic academic classes is necessary for promotion to the next level.

### **PROPERTY - DAMAGES AND THEFT**

As noted in the student expectations, all students are expected to display respect for their own property, school property, and the property of others. Any property that is willfully damaged or stolen 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 measure. Accidental damage to property belonging to Wichita Collegiate School or to an individual will require restitution from persons responsible for such damage and may also result in disciplinary action. Acts of theft are not tolerated and detection of theft or the possession of stolen property is considered cause for suspension or dismissal.

Because most of the facilities are carpeted, students are not permitted gum, candy, pop and similar items. Students who are consuming any of these items outside the lunchroom will be asked to deposit them in the nearest trash receptacle and then will be assigned "Cleanup Patrol" during their next recess or activity period.

#### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Public displays of affection negatively affect our learning environment. Students shall not kiss, place arms around each other, sit on each other's lap, or touch each other in an excessive manner. Couples who violate this policy will be reminded of the rules and asked to stop. A further violation will result in notifying parents of each student 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. 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.

#### **SMOKING**

The entire WCS campus has been designated as "no smoking."

#### **STANDARDIZED TESTING**

All students in Grades 5-8 will be given Stanford Achievement Tests in April; 5th and 7th graders will also take the Otis Lennon School Ability Test.

#### **STUDENT RESPONSIBILITIES**

Students are expected:

- to respect all faculty members and classmates and the rights of others to learn, to participate, and to work. In this regard, students should

address teachers by their surnames and Mr., Ms., Mrs., or Dr., not nicknames.

- to be prepared for class and have all necessary supplies (books, pens, pencils, notes, etc.) with them.
- to assume responsibility around the school by actively participating to keep the school tidy, by seeing that others do not damage the building or property, and by leaving other people's belongings alone.
- to be kind and considerate. Everyone has weaknesses, but students should accept the individual differences in their classmates and should look for the good points in others.
- to be honest and trustworthy. Sometimes a student feels stressed and pressured to achieve, but a good student values honesty about receiving an "A" on an assignment or a test. Cheating and plagiarizing are serious offences that carry severe penalties.
- to be concerned about the good health of their minds and bodies.

#### **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 unless directed by the teacher.

#### **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 student should ever disclose personal information about ANY member of the WCS community. Use of personal websites, "livejournals," and "blogs" is strictly forbidden on school computers or while at school unless directed by the teacher.

#### **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 to fellow students, faculty, or the School itself. WCS reserves the right to address and administer appropriate consequences to students found violating this expectation.

#### **GRAPHING CALCULATORS (MIDDLE AND UPPER SCHOOL)**

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 a violation of the Technology Code of Conduct.**

**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 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. Any marks made should be made in pencil so that they can easily be erased. Students will be charged replacement costs for books when teachers feel they have been abused or lost.

**TRANSPORTATION**

Bus service is limited to particular geographic areas. If bus service is used and your student 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**

Since overnight trips are extensions of school, student behavior is governed by normal school rules and regulations as outlined in this Handbook. Students are expected to follow the school policy on alcohol, tobacco, and other drugs, as well as follow specific trip rules about spending time in other students' rooms. Students leaving a group during supervised time is a violation of trip policy.

Students may be sent home from trips for major violations of the rules at the parents' expense. Exceptions for behavior and consequences for non-compliance will be spelled out in material provided to parents and students prior to all trips.

For voluntary trips (such as the Washington, D.C. trip), all tuition payments must be current, and trips must be paid for in full before a student may go on a trip.

At its sole discretion, WCS may invite parents to accompany the students on certain trips. Parents are considered guests, not sponsors or supervisors, for Middle School trips. Parents on

trips can spend time with their own child (away from supervisor) 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.

#### **TUTORIALS**

Teachers may ask a student to stay for a tutorial when they feel additional help is needed. Students who would like additional help should not hesitate to request tutoring. Tutoring sessions are scheduled from 3:00 P.M. to 4:00 P.M. and before school for some teachers. The student will notify parents of any required tutorial before 2:45 P.M. A tutorial assigned a student by a teacher takes priority over an activity a student may have at 3:00 P.M.

#### **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.

**Computers:** The computers in the Middle School 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 Computer Lab faculty member 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.

#### **WEAPONS**

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. Additionally, replicas and toy weapons are also prohibited unless they are specifically requested by a teacher for a project or activity.

**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.

- D. The administration may require the student to undergo an AOD evaluation and/or chemical assessment by an outside agency, at the parents' expense.
- E. In addition to the penalty imposed by A, B, C, and D 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.
- B. The administration will hold a meeting with the parent, student, and school counselor. Expulsion is probable except in situations with mitigating circumstances.
- C. If a student is allowed to remain enrolled at WCS after a second offense,
  - a. 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.
  - b. The student will lose "Student in Good Standing" status.
  - c. 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.

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.

**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.

Drug

Alcohol or any chemical substance used illegally.

**Administrator:** Division Head(s), Dean(s) of Students, Headmaster.

Employee

Any member of the WCS faculty, staff, or administration.

**AOD** Alcohol and Other Drugs.

Expulsion

Permanent removal from Wichita Collegiate School.

**Confidentiality** Counselor/client relationship where information would be shared on a “need to know” basis.

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.

**Cost** Any cost incurred for outside assessment, drug testing (regardless of the results), or treatment will be the parent’s responsibility.

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, 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.