

WICHITA FRIENDS SCHOOL

Engaging minds. Embracing values.

***Parent Handbook
2012-2013***

Table of Contents

Philosophy of School	
Mission Statement	1
Vision	1
Development of Christian Morals and Values	
Daily Devotions	1
Peaceful Conflict Resolution	2
Enrollment Procedures	
Application	2
Registration	2
Early Childhood	3
Waiting List	3
Students with Exceptional Needs	3
Finances	
Tuition	
Termination of Financial Agreements	3
Resource Fees	3
Financial Aid	4
Extended School Day	4
Latchkey	4
School Lunches	4 & 5
Attendance	
School Hours	5
Tardy Policy	5
Absences	5
Student Arrival / Dismissal	
Traffic Flow	6
Arrival	6
Dismissal Procedure	6
Policy for Release of Children	6
Leaving School during School Hours (9am-4pm)	6
Program Enrichment	
Field Trips	6 & 7
Transportation	7
Guest Speakers	7
Library Media	7 & 8
Technology-Social Media Policy	7 & 8

Table of Contents Continued

Behavior in School

Responsibility	8
Behavior	8
Discipline	8

Health and Safety

Safety System	8 & 9
Playground Rules	9
First Aid	9
Illness or Injuries at School	9
Immunization Record	10
Medication at School	9 & 10
Communicable Disease	10
Substance Abuse Policy	10
Pets	10
Reporting of Suspected Child Abuse	10

Parent Responsibilities

Parent Agreements	10
Parent-Teacher Conferences	10 & 11
Volunteering	11
Newsletter	11
After Hour Events	11

Home Responsibilities

Dress Code	11
Homework and Make-up Work	11
Home Routines and Chores	11 & 12
Healthy Meals	12
Money and Valuables	12
Birthday Parties	12

General Policies

Change of Telephone Number and Address Change	12
Telephone Usage	12
Severe Weather / School Closing	12
Fire and Severe Weather Precautions	12 & 13
Photograph, Media, Website and/or Video Release	13
Grievance Procedure	13

Questions / Concerns

13

Philosophy of School

Mission Statement

Wichita Friends School seeks to provide a high quality academic experience within a supportive learning environment that reflects the Quaker/Christian values of Simplicity, Peace, Integrity, Community, Equality and Stewardship.

Vision

Children discovering their world academically, socially, and spiritually rooted in a community that fosters self-directed life-long learning.

A Wichita Friends School Education...

1) ...reflects our belief that faith is an integral part of education.

The values and practices of WFS are rooted in those of the Religious Society of Friends. Each student will experience time to reflect on spiritual growth and religious awareness which speaks to the spiritual dimension of the human experience. Students of all faiths or none are welcome.

2) ...encompasses 3 years to 6th grade.

We meet the needs of children during their most critical learning stages by offering a rigorous and dynamic Pre-K-6th grade curriculum. By establishing excellence early on, students develop their full potential, preparing them for a lifetime of learning.

3) ...educates the whole child.

We engage students both creatively and intellectually, providing strong grounding in academics, with experience in arts and physical education. Students are challenged with new knowledge as they are ready to move forward yet the full scope of academic subjects is explored.

4) ...calls for a variety of teaching methods and assessments.

Methods for acquiring knowledge and demonstrating understanding reflect the multiple intelligences of our students. The curriculum builds on the strengths of each child and enables students to be engaged in a developmentally appropriate education through a variety of approaches.

5) ...allows for individual paced learning.

The academic program is structured so that students can progress through concept learning at a pace that is challenging. Academic groupings are also sensitive to social development and growth. Small class sizes facilitate individualization.

6) ...is rooted in community.

From the belief that the whole is greater than the sum of the parts, we recognize the interconnectedness among people and work to discover the value of diversity in the context of community. We come together as individuals continually building relationships through collaboration, cooperation and peaceful conflict resolution. We also seek ways to integrate and connect the subject areas and age groups.

7) ...offers skills for lifelong learning, discovery and growth.

Children affirm their own unique skills in being a positive role model now and in future settings. With the foundation of values, skills and knowledge developed at WFS, students gain awareness of the natural world and their responsible place in it.

Development of Christian Morals and Values

Daily Devotions ~ Specific time is set aside each day for devotional time and is directed by the faculty. One day a week we worship together as a whole school. This may take place at the school or at Heartland Meeting, the church located adjacent to the school's property.

Peaceful Conflict Resolution Program ~ Embedded in the philosophy of WFS is the desire for peaceful relationships in our school community. Our program which teaches peaceful conflict resolution skills is designed to have the children identify and carry out a solution that may keep the problem from reoccurring.

We use a process called face-to-face which is separate from any consequences that might be needed and is held after a disagreement has happened. Research has proven that conflict resolution skills, which include empathy, greatly increase the ability for moral reasoning.

As the children focus on resolving conflicts peacefully each day, it is our hope that these skills can transfer to problem solving outside of the school setting and will set a pattern for a life long strategy for peaceful solutions to conflict. The steps for a face-to-face are listed below:

Agree to the rules

- 1) Agree to work hard to find a solution.
- 2) Listen and take turns talking.
- 3) Use a respectful voice and face.

Clarify the issue

- 1) Identify the behaviors that contributed to the conflict.
- 2) Use simple summary statements to describe the conflict.
- 3) Identify feelings that were felt during the conflict.
- 4) Identify solutions.
- 5) Closure.

Enrollment Procedures

Application ~ To enroll in Wichita Friends School, parents must fill out an enrollment application, pay the application/assessment fee, and have their child complete any necessary assessments.

Admission into WFS programs will be determined by chronological age and academic placement and/or developmental assessments. It is possible additional assessments will be necessary. In addition, an interview with Administrative Personnel will be scheduled for new families. Upon completion of this process, new students will receive a letter of acceptance or non-acceptance into Wichita Friends School.

The application steps are:

1. Send completed application to Wichita Friends School.
2. Wichita Friends School will contact parents to set up an interview with the Head of School and secure an assessment date.
3. Admission assessment by the Wichita Friends School Faculty – fee \$50.00, nonrefundable.
4. A notification letter of acceptance or non-acceptance will be mailed to you.
5. Balance of enrollment fee due to secure the child's place.
6. Arrange tuition payment plan.

Registration ~ After the student has been accepted into the WFS program, the registration packet must be completed appropriately before the student's first day of attendance.

The registration packet includes:

1. Acceptance Letter
2. Kansas Department of Health and Environment Medical Record (must be completed by physician)
3. Certificate of Immunization (must be completed by physician on green form)
4. Kansas Department of Health and Environment Authorization for Emergency Medical Care (must be witnessed and dated or notarized)
5. CACFP (applies to those enrolled in Pre-K and/or Latchkey Programs only)
6. Authorized Release Form
7. WFS Photograph, Media, Website and/or Video Release Form / Heartland Friends Meeting Field Trip Form
8. WFS Technology Policy
9. WFS Family Directory
10. WFS School Calendar
11. WFS Supply List

Early Childhood ~ WFS does allow for part-time enrollments in the Preschool and Jr. Kindergarten classrooms. When classroom ratio is nearing capacity, enrollment would be paused so that administration and staff could evaluate what classroom spots are available.

Part-time families would be matched with another family to create a full-time spot between them. This would secure the spot for both families. Part-time families, whose attendance days cannot be matched, will remain unsecured. If a full-time family qualifies for admission, any non-secure, part-time family would have the option of becoming full-time or releasing their spot to the full-time applicant.

Once the classroom is at capacity, any enrollments received at that time, would be placed on a waiting list and admitted according to the date accepted into the program.

Waiting List ~ When enrollment for any room is full, a waiting list shall be maintained. Should an opening occur, children will be enrolled based on the enrollment procedure and payment of the assessment fee. Students will be placed on the waiting list on the day of acceptance and will be admitted according to that date. Priority is given to families who have children presently enrolled, and to children of employees of WFS.

Students with Exceptional Needs ~Wichita Friends School firmly believes in the quality of education for each child. To be able to offer quality, we have set aside certain standards to which we will adhere to enable us to deliver the quality we are seeking.

Because of our limited capabilities in serving children with exceptional needs, we have identified the boundaries of those student needs, so that we may adequately serve each child. The boundaries include limiting our class size to twenty students and specific admission policies. Exceptional students will be admitted on a case by case basis.

The admittance will be based on the nature of the exceptionality, the tools the staff has to adequately serve this student, and the ratio of the students with exceptional needs. Some additional testing (testing over and beyond regular admittance testing) may be required to help determine the admissibility of the student.

The responsibility of the parent will be:

1. Any cost for additional testing.
2. Cooperate in giving full information about the needs of the child.
3. Conference with school personnel when needed.

When the class has reached capacity for exceptional students, a waiting list will be maintained with admittance being granted to the class as space becomes available.

Finances ~ Wichita Friends School wishes to provide care and education to students of all socio-economic levels. Our goal is to keep our fees affordable and still provide quality education.

Tuition ~ General Tuition Policies are as follows:

- ❖ Tuition may be paid in advance or through an installment plan approved by the Finance Manager.
- ❖ All parents will be required to sign a contact agreement for payment of tuition.
- ❖ Tuition is due on the first of the month, unless otherwise stated in the contract.
- ❖ Late fees, in the amount of \$30, will be assessed on the fourth business day following the tuition due date. **All late fees** must be paid prior to the next due date of tuition payment.
- ❖ Written notice will be given when tuition is overdue. Two months of non-payment may result in dismissal of the child from the school.
- ❖ A \$30 fee will be assessed for all returned checks.
- ❖ Reservation of class space will begin when the child has been accepted, the enrollment form has been received and the entire enrollment fee is paid.

Termination of Financial Agreements ~ Should the need arise to withdraw a student at the parent's request before the end of the school year, written notice must be given to the Head of School. Written confirmation of the termination will be given to the parents. Tuition will be due for the full month if a student has attended 1 day of school during the month.

Resource Fees ~ The Resource Fee (which includes books, some supplies & field-trip fees) is due on or before the first day of school. If a book is lost, the parent will be responsible for the cost of replacement.

Financial Aid ~ Once a child has been accepted and is enrolled in our program, any WFS family interested in Financial Aid may apply through an independent on-line provider. More information is available at the school office or on our website. Financial Aid is available on a first-come, first-served basis, according to the determined need as well as the funds available for a specific program.

All families receiving financial aid are expected to volunteer at school. If a family does not qualify for financial aid, they may appeal to the Finance Committee to consider their particular needs. The appeal must be made in writing and be addressed to the Chair of the Finance Committee (Administration may facilitate in this matter).

Payments are expected to be paid according to the contract. Late payments will be handled as stated in the tuition payment policies, in the "Tuition" section of the handbook. Additionally, **financial aid may be revoked if payments are not kept current.**

Extended School Day ~ Effort will be made to schedule special Pre-Kindergarten and Kindergarten activities in the morning hours so that all students may participate. On occasion this will not be possible. If a half-day Pre-Kindergarten and Kindergarten student would wish to stay all day, the fee is \$15 per day. This fee does not include latchkey care.

Latchkey ~ WFS offers before and after school care for those who need it. Parents may enroll or withdraw a child from latchkey at any time during the school year. When turning in the latchkey enrollment contract, a \$25 enrollment charge will be assessed. Drop-in care is available for those needing care on an occasional basis. The charge for each drop-in session is \$5 per session. Parents will be allowed to use drop-in services three times, after the third time the \$25 enrollment charge will apply.

On day of attendance, all latchkey students must be signed in at arrival and out upon leaving WFS.

Latchkey Fee Chart

Enrollment	\$25.00
Before School Care 7-8:50am	\$25.00 per week
After School Care 4:15-6:00pm	\$25.00 per week
Both Before & After School Care	\$45.00 per week
Full Day, Full Pay Early Childhood	10 hours per week free upon Latchkey Enrollment
Late Payment Fee	\$15.00
Late Pick-Up Fee	\$15.00 per half-hour
Fee for All-Day Care (when school is not in session)	\$18.00 per day

Full day care is available during some days when school is not in session for a fee. See the all-school calendar for days that are designated as such. Regular school behavior policies apply as well as the policies regarding bringing and sharing toys. Movies that are to be shared must also be G rated.

All latchkey payments are due Friday at 6:00pm. A \$15 late fee is applied when payments are not received by Monday at 6:00pm. **An additional fee of \$15 per half hour will be applied for children who have not been picked up by 6:00pm.**

School Lunches ~ Nutritious lunches are provided to our school through a partnership with Christ the King Catholic School. They make the lunches from scratch, on site. The lunch program is provided to all Early Childhood students as part of the program (No additional charge).

Elementary students may participate voluntarily. The cost for lunches is \$3.25. Lunch totals will be billed weekly. Look for e-mailed statements each Monday.

Lunch Meal totals are called into CTK at 9:10am. Elementary students simply need to notify the front office if they need a hot lunch. Menus are emailed out to parents monthly, can be found on the WFS website and posted on the parent board in the front foyer.

Starting this school year, schools who participate in the USDA's School Meal Programs are required to meet new nutrition standards for lunch meal patterns. This change has been implemented because of the 2010 Healthy Hunger-Free Kids Act (Public Law 111-296) which was signed into law by President Obama and is part of the First Lady's *Let's Move! Campaign* to improve the health of our nation. The standards will be implemented gradually over multiple years.

The meal patterns will include more fruits, vegetables, and whole grains; contain less fat and sodium, and will meet specific calorie ranges. You may check out the meal patterns, timeline, question

and answers, policy memo and final rule at this site:

<http://www.fns.usda.gov/cnd/Governance/Legislation/nutritionstandards.htm>

Kindergarten through sixth grade students may also bring lunches from home.

Nutritional lunches should be provided and should include:

- ❖ A meat or protein product
- ❖ A fruit
- ❖ A vegetable
- ❖ An item from the grain group
- ❖ Milk or a dairy product
- ❖ **Pop, candy and gum are not to be brought to school for lunch.** Milk may be purchased from the school for \$.25 per serving. Please clearly label drink and lunch money and place it in the tuition box.

The school does have a microwave to warm up pre-cooked foods. The staff requests that you please limit items to things that can be reheated in **3 minutes or less.**

We frequently have many students waiting for the microwaves and this limits the amount of time that they have to eat lunch.

Attendance

School Hours ~ School hours are from 9:00am-4:00pm for full-day students or 9:00am-12:00pm for half-day Pre-Kindergarten and Kindergarten students. Students are to arrive after 8:45am with class **starting at 9:00am SHARP!**

A latchkey program is provided for children who arrive before 8:45am or stay after 4:15pm. Students who arrive early, a half-day student who is not picked up by 12:00pm or a full-day student who is not picked up by 4:15pm may be sent to latchkey and the appropriate charges will be assessed. Children who are not enrolled at WFS may not be in the classroom between the hours of 8:55am and 4:05pm unless invited by the teacher.

Tardy Policy ~ Children arriving after 9:00am are tardy. An explanation or reason for being tardy is requested. If a child is chronically tardy, a parent-teacher conference may be requested. Chronically tardy children miss out on academics, as well as some important social interaction. Please help your child to be prompt and in their classroom ready to work by 9:00am since this will help your student start their day successfully.

Absences ~ One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development, and possible academic failure. Regular attendance is essential for continuity in learning.

According to state law each school aged child is required to be in attendance for 1,116 hours each school year.

In accordance:

1. A student may not miss more than 3 unexcused/unverified consecutive days.
2. A student may not miss more than 5 unexcused/unverified days in a semester.
3. A student may not miss more than 7 unexcused/unverified days in a school year.
4. A student with 7 or more absences may be retained.

Wichita Friends School will enforce this law with the following policies:

- ❖ Notify the school office of any absence from school.
- ❖ The faculty will evaluate all absences to determine whether it is an acceptable excuse.

Excused absences:

- ❖ Fever above 100 degrees
- ❖ Diarrhea
- ❖ Vomiting
- ❖ Funeral
- ❖ Family trip of 2 or more days. The office should be notified at least one week prior to the trip. Arrangements will be made with the teacher for the completion of all schoolwork.

An unexcused absence will be:

- ❖ Any absence without a signed note or a phone call from the parents.
- ❖ Any absence due to illness for 3 days or more without a doctor's release.

Student Arrival / Dismissal

Traffic Flow ~ To help ensure a quick and safe traffic flow, we request that you please enter our circle driveway and proceed in a counter clockwise manner. If you are just dropping off or picking up a child, we ask that you form a line on the right side of the circle drive. The loading / unloading area is in front of the front doors. **Please do not park in front of the front doors at any time for safety reasons. Please do not block the center driving area.**

If you wish to come inside, please park on the left side of the circle or park to the west of the building and come inside. When in our driveway, please be on the alert for children who might dart in between cars without looking.

Arrival ~ If your child arrives before 8:45am, please come in and sign them in, in the latchkey room. Early Childhood students who arrive late should be signed in on the sheet located in their child's classroom. Elementary students who arrive late should be signed in on the sheet that is located by the office window.

Dismissal Procedure ~ When students are dismissed at 4:00pm by their teachers they are all taken to the latchkey room. There the students retrieve their lunch boxes and wait for a staff member to call their name. When picking up your child, please feel free to wait in your car in the circle area. If you need to speak with a staff member, please park to the west of the building and feel free to come inside. Please remember that if you arrive after 4:15pm, your child will be considered part of latchkey and you will need to come in and sign him / her out.

Policy for Release of Children ~ Children enrolled at Wichita Friends School will be released only to parents or guardians, and to those designated by the parents or guardians on the "Authorized Release Form." The school office must be notified in advance if other arrangements have been made. If parents telephone to authorize someone not on the list, they must give a description of the person. The staff may request to be shown ID by a person picking up a child for the first time. Children will not be allowed to use the phone to make alternate arrangements.

Both parents have the right to pick up their child until Wichita Friends School Inc. has the legal documents or court order defining parental rights and limits. Terms of agreements as outlined by the court for child custody, if applicable, will be in each child's folder on file in the Wichita Friends School Office. Non-custodial parents will be allowed to pick up their child only if written permission is signed and delivered by the custodial parent. Wichita Friends School reserves the right to verify whether non-custodial parents are allowed to take their child from the school.

Leaving School during School Hours (9:00am-4:00pm) ~ Notification from parents for leaving school may be made via a note, telephone call, or personal contact with the teacher or school office. Scheduled appointments (medical, dental, etc.) should be communicated in advance.

If your child is leaving during normal attendance hours, please sign them out. If they return during school hours, please sign them back in. Early childhood students sign out and back in on the form located in the classrooms. Elementary students sign out and back in on the form located in the office window.

Program Enrichment

Field Trips ~ Wichita Friends School has long held the belief that the classroom continues past the four walls of the building. Efforts are made regularly to tie the information learned in the classroom to real-life experiences. Most classrooms will go on several field trips to facilitate the philosophy. Our Field Trip policy follows:

- ❖ Children shall conduct themselves in a manner that is safe, respectful and appropriate at all times once leaving the building. Children misbehaving while being transported or while attending the field trip may have the privilege of attending field trips revoked.
- ❖ Children shall be buckled in the appropriate child restraint system AT ALL TIMES. Drivers should pull to the right side of the road and contact a teacher should a child unbuckle their seatbelt.
- ❖ At the field trip location, drivers are responsible to direct the conduct of the children assigned to them. Please notify the teacher if there is a child misbehaving.

- ❖ Parents are asked to pay any admission fees for a field trip to the school. This allows us to make one payment on our outings. Please give these fees to your child's teacher.
- ❖ Field trips are a part of our curriculum and students will be given an alternate assignment if missed.
- ❖ Please check with the teacher before purchasing food or trinkets for any child other than your own. We request that you use the rules of courtesy and do not purchase something for your child if no one else is purchasing at that time. If purchases are to be made, the teacher has usually made arrangements so that all children have an equal opportunity to purchase food or trinkets.
- ❖ To ensure that each individual student has a seatbelt, the field trip coordinator will assign seats by 4:00pm of the previous day with the field trip information that we have in writing. This assures that there are an adequate number of drives and cars.
- ❖ Drivers will be assigned their own children and the remaining number of seatbelts will be filled. Neither drivers nor students may choose who does or does not ride with them.
- ❖ 24 hour notice needs to be given to the school if you are unable to drive for a field trip that you committed to previously. Please leave a message on the school phone or email your child's teacher as soon as you know that you are unable to drive.

Transportation ~ Drivers shall be eighteen years of age or older and have proof of a valid driver's license appropriate to the vehicle being used. Each academic year, a photocopy of the license and insurance that meets minimum state requirements shall be on file with the school.

Each vehicle shall:

- ❖ Follow the same route to and from the destination.
- ❖ Have in possession each child's Appointment of Agent, medical emergency and telephone numbers.
- ❖ Be equipped with an individual seat belt restraint for each child.
 - ✚ Children ages 1 to 4 who are between 20 and 40 pounds shall be strapped in a safety seat in accordance with Kansas State Law.
 - ✚ Children ages 4 to 7 who are between 40 and 80 pounds or less than 4 feet 9 inches tall shall be strapped in a booster seat in accordance with Kansas State Law.

Guest Speakers ~ One way that the teachers at WFS supplement their lessons is having a special guest presentation made from knowledgeable people from our community. Whether the presentation is at school or at a different location, the staff expects the children to be attentive, well-behaved, and to focus on the presenter's information.

Library Media ~ Most classrooms check out books or other library media weekly. Please return the media by the date specified by teacher and/or librarian. Children will not be allowed to check out new materials until old materials are returned. If a book or other library media are lost, we ask that it is replaced. It doesn't have to be a new book or other library media; it can be a used one in good condition.

Technology-Social Media Policy ~ Each user of Wichita Friends School is accountable for their behavior and communications while using technology / social media at WFS. WFS has the right to restrict access to materials that are controversial or inappropriate. We take precautions to restrict access to any controversial material; however, it is impossible to completely regulate technology and internet usage.

Each user is responsible to adhere to the following guidelines:

- ⌘ Each user will only run programs or contact internet sites that are considered appropriate by the staff.
- ⌘ Each user will use the technology in a lawful and ethical manner.
- ⌘ Each user will respect the rights and privacy of others and use "school appropriate" language and pictures.
- ⌘ Each user will not alter any equipment or program, reconfigure, hack or destroy any information.
- ⌘ Each user will not attempt to circumvent security systems or block anti-virus software.
- ⌘ Each user will not add any programs or passwords to the computers without authorized permission.
- ⌘ The Staff reserves the right to review any file or program on the computers.

- ✚ The Staff reserves the right to suspend or revoke computer privileges for not following the rules listed above.

For the purposes of this policy, technology / social media is described as follows:

- ✚ Smartboards
- ✚ Computers
- ✚ Copiers
- ✚ Cameras
- ✚ Any other electronic devices
- ✚ Facebook
- ✚ Youtube
- ✚ Internet accessibility

Behavior in School

Responsibility ~ Responsibility is an important character trait. To develop this characteristic in students, we expect each one to be accountable for his or her own actions and to be accountable for the group action of a class in so far as he or she is a member. It is the responsibility of the student to take care of property, his or her own, and that of others.

Students will be taught how to keep their school clean. They will learn how to maintain a calm and orderly environment that is essential for thinking and learning.

Behavior ~ Fighting, foul language, and inappropriate behavior will not be tolerated at school. Students are not allowed to talk back to any adult. Such incidents will follow the discipline procedure outlined below.

Discipline ~ The long-term goal of discipline at WFS is to teach students that discipline is imposed from within rather than from relying on external controls. Individual responsibility is stressed and is a pre-requisite to learning.

The responsibilities of students are:

- ❖ Staying on task
- ❖ Respecting the rights of others
- ❖ Allowing others to learn
- ❖ Taking care of supplies and furniture
- ❖ Keeping hands and feet to themselves

When a student is unable to behave in an acceptable manner, the school and parents have a joint responsibility to cooperatively identify the problems and develop appropriate behavior goals. A variety of discipline methods, according to the child's emotional and behavioral needs, will be used. As much as possible, natural/logical consequences and peaceful conflict resolution techniques will be used when correcting children.

In-school suspensions, a time away from the classroom during the day, maybe used to allow a student to reflect on safe and appropriate actions and to formulate a plan for better behavior. The child whose behavior consistently distracts other children in school may be asked to leave the school.

Prohibited punishment of children would include:

- ❖ Corporal punishment
- ❖ Verbal abuse, threat, or derogatory remarks about the child or the child's family
- ❖ Binding or tying to restrict movement, or enclosing in a confined space such as a closet, locked room, box or similar cubicle.
- ❖ Screaming, threatening, and sarcasm

Health and Safety

Safety System ~ To help ensure the safety of our students and the security of our building, WFS has installed a security system. The system will be activated at all times. In order to enter the building parents will need to have a card that will unlock the door, when scanned by the system. This card will be programmed to allow parents access to the building on school days during normal school hours.

Every family will be given two cards for access during the school year at no charge. Additional cards may be purchased for \$15 each. For security reasons, should you lose your card, it is imperative you tell us immediately so we can deactivate your card. Replacement cards are \$15. **The teachers will not be able to leave their classroom to open the door. You must have your card to enter the building.**

Playground Rules ~ To help ensure the safety of all students, the staff of WFS implements playground rules. To help prevent injuries and arguments, these rules should be followed at all times while on the playground. If a staff member witnesses a child not following our safety rules, consequences may be given. To eliminate as many problems as possible, WFS does not permit the following:

- ❖ Fighting
- ❖ Toys not approved by the school
- ❖ Wrestling
- ❖ Rock throwing
- ❖ Baseballs
- ❖ Weapons of any kind (including make believe weapons and violent games)
- ❖ Tackle football
- ❖ Bullying or shunning

Toys should not be brought to school unless previously approved by the teacher or staff on duty and must fit the guidelines above. The school is not responsible for lost or damaged toys.

First Aid ~ The school attempts to provide a safe environment, one that is free from accidents. First aid is administered at school for minor injuries. Accident reports will be sent home as needed.

Illness or Injuries at School ~ If a child becomes ill at school, parents will be notified. If the parents cannot be reached, the designated emergency person will be called. The child will need to be picked up promptly. Students with elevated temperatures, vomiting or severe diarrhea are not permitted to remain at the school for their own protection, as well as for the protection of others in the classroom. **As a safeguard to other children, please do not send the child to school for twenty-four hours following a fever, vomiting or severe diarrhea.**

In case of an emergency, if neither the parents nor designated adult can be reached, one of our staff will accompany the child to the emergency facility for treatment. A signed *Authorization for Emergency Medical Care* will need to be on file in the school office.

Immunization Record ~ All children enrolled in WFS must provide evidence that all requirements of immunization are met (e.g., Kansas Certificate of Immunization and/or Kansas Certificate of Immunizations – Form B Medical Exemption). Forms are available in the school office.

Medication at School ~ For the safety of the children, Wichita Friends School will cooperate with the doctor in accordance with the State Department of Education when administering medication during school hours. **Please do not send medication in your child's backpack or lunch bag. Only authorized personnel may administer medications of any kind.**

Wichita Friends School requires a medication authorization form to be completed by the child's parents. Forms are available in school office. This form needs to be filled out completely and turned in to the office along with the medication. This is for your child's protection, as well as that of the other children and the school. Children will not be allowed to take any unidentified medication.

All medications, prescriptions and non-prescription, must be in its original container with clear instructions as to dosage, how to administer and must be accompanied by the completed form including, but not limited to, cough drops, lotion, bug spray, sunscreen, orajel, etc.

Any over-the-counter drugs that are not for children (e.g., adult Tylenol) must be accompanied by a doctor's written instructions in order for us to administer it at school. This would also include a requested dosage that is more than allowed on the original container.

When it is necessary to administer medication during school hours, written requests must contain the following:

- ❖ Medication must be submitted by a parent or legal custodian
- ❖ Child's name and birth date
- ❖ School, room and teacher name
- ❖ Name of medication

- ❖ Specific directions for administering including time and dosage amounts, as well as when the last dosage was given
- ❖ Medication must be age-appropriate
- ❖ Reason for medication
- ❖ Expected duration of medication

Parents must certify that at least one dose of the medication has previously been given and no adverse reactions were experienced.

Communicable Diseases ~ Communicable diseases, chicken pox, strep throat, impetigo, ring worm, head lice, etc., must be reported to the school office so that notices can be sent to other student's parents. Students cannot return to school until the condition is adequately treated according to Health Department regulations and/or recommended by a doctor.

Substance Abuse Policy ~ Smoking, use of alcohol, or consumption of any non-prescribed substance is not allowed by anyone at any time on school premises.

Pets ~ Due to Health Department requirements, pets are not allowed in the building or on the playground unless prior permission has been given.

Reporting of Suspected Child Abuse ~ Child abuse and/or neglect are an action or inaction that results in the harm or potential risk of harm to a child. As governed by the Kansas Child Protection Act, every person employed to provide child care services and licensed by the Secretary of Health and Environment is required to report suspected physical, emotional, sexual abuse or neglect.

When a child is suspected of being a victim of child abuse, the employee noting such abuse should communicate with the Head of School or teacher in charge immediately. Documentation of the incident of suspected abuse shall be kept. The Head of School or teacher in charge will contact the SRS child protection office or police department.

It is the responsibility of all employees to report suspected child abuse. The Head of School or teacher in charge will notify a member of the Board of Directors of incidents and action taken. In addition, if a staff member is suspected of abusing a child, it must be reported to The Head of School.

Under state law, those who report suspected cases are protected by law from any personal or civil liability growing out of that report. Callers will remain anonymous. Wichita Friends School staff is not required by state law to notify the parent, guardian or the Head of School when reporting suspected child abuse.

Parent Responsibilities

Parent Agreements ~ Parents, by sending their child to Wichita Friends School, are joining us in the education of their child and will support the teacher and the school, philosophically and financially by doing the following:

- ❖ Providing a home atmosphere that is conducive to learning
- ❖ Participating in fund raising and volunteer work as needed
- ❖ Paying tuition on time
- ❖ Attending parent-teacher conferences

Parent-Teacher Conferences ~ Conferences with parents are held regularly. At conference time, the parent will receive a written report from the teacher that will be in the form of a skills check list or grade card depending on the grade level. This is a time to review progress in all areas of growth (academic, physical, spiritual, social and emotional) and to discuss needs and goals. The student may be asked to be present at the conference, at the discretion of the teacher. Because of the confidential nature of conferences, we request the siblings not attend. Conferences may also be requested by the parent at any time.

Teachers are generally available for appointments before and after school. Because the teachers' first priority is to the students, the teachers are not available between the hours of 8:55am-4:05pm. Each teacher will inform parents of their hours of availability during school hours should a conference need to be scheduled.

Wichita Friends School respects the right of each child to begin their day with a positive start and to have their matters discussed in private rather than in front of their peers. Additionally, if a child is experiencing difficulty, the matter should not be discussed in front of the child until the teacher and parent have had a time to create a plan of action.

Volunteering ~ We believe that an integral way to live out the principles of Community and Stewardship is to volunteer at WFS. This allows our families and educators the opportunity to work together as a community to maintain and improve the property, facilities, and programs for our children. We are funded and operated based on the generosity and abilities of each of our families. As such, each family and attending student is expected to make a tangible contribution in the form of goods, services or funds that benefit WFS.

Each family is expected to volunteer for at least 20 hours per semester, 40 hours per year. Opportunities are available to accommodate all range of skills, talents, and availability. Lists of work and jobs can be found in the front office. Special opportunities are often listed in the newsletter or on the parent information board. If there are any questions about how your family can serve, please call or email the Office Manager.

If you will be working around the children, the Health Department requires that we have a TB test, a Health Assessment and a KBI check on file.

Newsletter ~ A newsletter from your child's teacher will be available each week electronically unless otherwise requested. The newsletter is designed for you to know what is being covered in class and the important activities being planned, etc. Taking time to read the newsletter with your child reinforces your interest in his or her school activities.

A weekly school-wide newsletter will also be available electronically unless otherwise requested. This newsletter will cover topics that pertain to the entire school, such as fundraisers, special volunteer opportunities, general interest, upcoming events and health & wellness information.

After Hour Events ~ During the school year we frequently have programs and events at times other than regular school hours. Parents are expected to supervise their children, both inside and outside during these events.

Home Responsibilities

Dress Code ~ Students are expected to wear clothing appropriate for learning, with neatness, cleanliness and modesty as a guideline to promote a positive learning environment. Please wear shorts under dresses or skirts. The wearing of short shorts, gaping arm holes, and crop tops is discouraged.

Clothing, back packs, lunch boxes and tattoos with inappropriate advertisement and/or messages (e.g., violence, liquor, smoking products, etc.) are not permitted. We request that the students' clothing be free of rips, tears and holes.

Students are expected to have clean, neatly groomed, not extreme (dreadlocks, mohawks, or distracting styles) hair with a color naturally found on humans.

Please dress your children appropriately for the season. We do go outside for recess unless the temperature or wind chill is 15 degrees Fahrenheit or below. Sweaters, jackets, caps, gloves, etc., should have the student's name on them.

Students are expected to wear shoes at all times. The students are asked to wear or bring a pair of closed-toed shoes to school on P.E. days. For safety reasons, we ask that these shoes fit properly.

Homework and Make-up Work ~ Home study is part of the educational process. Teachers will send home unfinished work or work that was assigned while the student was absent from the classroom. In addition, students will be assigned an appropriate amount of homework for each child.

The amount of homework may vary based on the age and ability of the child. Homework is given on topics that have already been taught during class time. If your child is struggling with an assignment and needs extra help from you, please contact your child's teacher to let them know.

Home Routines and Chores ~ A regular home routine is encouraged for all children. This predictable pattern helps children learn to follow a schedule and supports quality learning.

This would include:

- ❖ A regular time to wake up and eat breakfast
- ❖ A specific time and place to do their homework
- ❖ A set bedtime. Children require more sleep than adults. For children elementary age, 10-11 hours of sleep each night is recommended. Students who do not receive enough sleep regularly do not perform as well in school and are more likely to have behavior problems.
- ❖ Home responsibility is important. A child should have regular, consistent chores that are the foundation for good work habits in school and later in adult life.
- ❖ An emphasis will be placed on such terms as "thank you," and "please," in school. We encourage practicing good manners at home.

Healthy Meals ~ We encourage students to make healthy choices with meals. This begins with making sure that each child starts each day with a healthy meal. Students who do not eat breakfast often have problems concentrating in school. Frequently their attention will wander during lesson time. Balanced meals help create healthy children.

Money and Valuables ~ Money and valuables should not be brought to school unless specified by the teacher. The school is not responsible for lost or damaged valuables.

Birthday Parties ~ Birthdays are a special milestone in your child's life. To adequately set aside time to celebrate the special day, please notify the teacher at least one day in advance. Treats and treat bags brought for school should follow our non-violent policy.

If a child wishes to invite all classmates to a party held outside of school, invitations may be handed out during the school day. If **all** classmates are not to be invited, please do not send the invitations to school.

General Policies

Change of Telephone Number and Address Change ~ Due to emergencies, we request an immediate update to any phone number changes. Please communicate any contact changes ASAP to the front office or contact our Office Manager.

Telephone Usage ~ Students are not allowed to use the telephone at school without permission from a staff member. Students are not allowed to use the phone to make after school plans.

Severe Weather / School Closing ~ School closures due to inclement weather will be at the discretion of the Head of School. Major TV and radio stations will be notified of school closures. Links to these sites can be found on our website. Information can also be found on our Wichita Friends School Facebook site.

If the school closes during the school day, the parents and/or emergency contact will be notified; the children must be picked up immediately. Make up days will be scheduled as needed.

Fire and Severe Weather Precautions ~ An evacuation plan is posted in each classroom for fire and tornado procedures.

- ❖ Fire drills are conducted monthly. Designated Fire Exits are used and children are taken a safe distance away from the building.
- ❖ Tornado drills are conducted according to Kansas State Guidelines. Any time the National Weather Service issues a watch for severe weather in our area, the weather will be monitored by the office.
- ❖ In the event of a Tornado Warning for Sedgwick County, students will be taken down to the basement (door is located in the library) and allowed to return to their classroom after the warning has been canceled for the Sedgwick County area.
- ❖ In the event of a flood, children will go to the second floor.

Photograph, Media, Website and/or Video Release ~ As part of our ongoing efforts to increase the visibility and showcase our excellent academics of WFS, we will be having pictures taken throughout the year of students and staff. Photos taken will be used for a variety of reasons, including but not limited to: WFS Website, WFS Facebook Account, Youtube, Newsletters, Newspaper, Yearbook, Videos, and Promotional Materials including both electronic and printed materials and interviews.

If you do not wish to permit your child (ren)'s photograph to be used, we certainly understand and measures will be taken to ensure that your child (ren) are not featured in any of the above materials. Release forms will be distributed and WFS will abide by parent's wishes in this matter.

Grievance Procedure ~ When conflicts arise within the classroom, please follow the procedure below:

1. Present the problem directly to your child's teacher privately. (Not in your child's or another's presence).
2. If a solution is not reached, contact the Head of School.
3. If a resolution has not been reached, you may present the problem in writing to the School Board. The office manager will advise you of the next scheduled meeting.
4. You may make a personal appearance at the Board meeting to present your issue but you will be asked to leave when the Board goes into discussion.

Questions / Concerns ~ Questions and concerns outside of the classroom (e.g., policies and procedures) should be taken directly to the Head of School.

Thank you for choosing Wichita Friends School as the school to educate your child (ren). We are deeply grateful for the presence of your family in our Friends School Community.