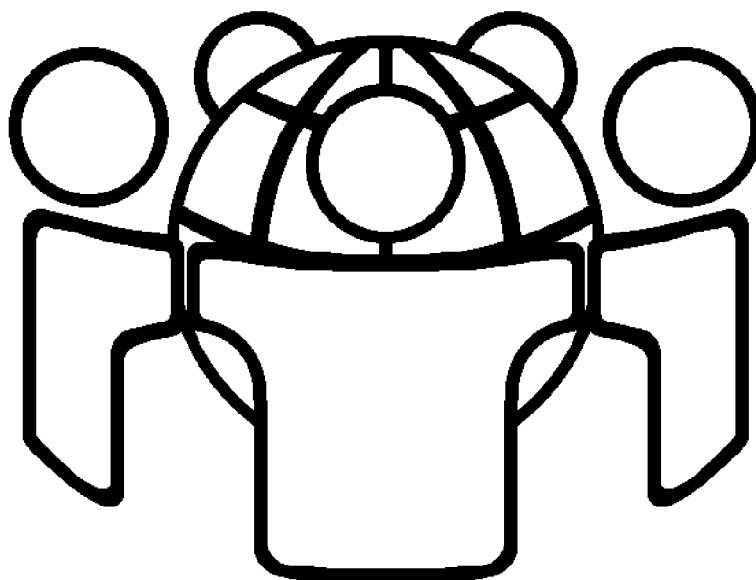


WICHITA FRIENDS SCHOOL, INC.

PARENT HANDBOOK

Revised August 2009



Wichita Friend's School Parent Handbook

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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.

A Wichita Friends School Education...

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

The values and practices of WFS will be 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, the 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.

Enrollment Procedures

Application

To enroll in Wichita Friends School, parents must fill out an enrollment application, pay the application/testing fee, and have their child complete any testing necessary. Admission into WFS programs will be determined by chronological age and academic placement and/or developmental assessments. It is possible additional testing 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 secure a testing date.
3. Admission testing by the Wichita Friends School staff – fee \$50.00, nonrefundable.
4. Notification of acceptance or non-acceptance will be sent to the parents.
5. The financial manager will contact parents to arrange a tuition payment plan.

Registration packet and contract will be sent to you from Wichita Friends School. The forms need to be filled out and returned before the first day of attendance.

Registration

After the student has been accepted into our WFS program, the student will need to have the registration packet completed appropriately before the student's first day of attendance.

The registration packet includes:

1. Kansas Department of Health and Environment Medical Record (must be completed by physician)
2. Certificate of Immunization (must be completed by physician on green form)
3. Kansas Department of Health and Environment Authorization for Emergency Medical Care (must be witnessed and dated or notarized)
4. Copy of birth certificate
5. Authorized Release Form
6. WFS Photograph Release Form

Enrollment Procedures (cont'd)

7. WFS Computer and Internet Policy
8. WFS Discipline Procedure
9. Directory Information

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 testing fee. The date the student is accepted they will be placed on the waiting list. Priority is given to families who have children presently enrolled, and to children of employees of Wichita Friends School.

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 disability, the tools the staff has to adequately serve this student, and the ratio of students with exceptional needs. Some additional testing (testing over and beyond regular admittance testing) may be required to help determine the admissibility of a student. The responsibility of the parent will be: any cost for additional testing, to cooperate in giving full information about the child involved and to 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 class as space becomes is 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. Because we are nonprofit, parents are expected to help with fund-raisers, benefits for the school, and all donations are welcome. Each of these avenues contributes to the overall quality and excellence that can be provided for each student.

Tuition

General Tuition policies are as follows:

- Tuition may be paid on a monthly payment plan, which allows tuition to be paid in full, by the end of the school year.
- All parents will be required to sign a contract agreement for payment of tuition.
- Tuition is due on the first of the month, unless otherwise arranged.
- Late fees, in the amount of \$30, will be assessed on the fourth business day following the tuition due date.

Finances (Cont.)

- 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 \$15 fee will be assessed for all returned checks.
- Reservation of class space will begin when 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

Wichita Friends School families are asked to apply to School and Student Services (SSS) for financial aid, once the child has been accepted and is enrolled in our program. These forms are available in the office. The school will award financial aid on a first come first served basis, based on the amount of financial assistance needed and the money available. To best award financial aid, the board asks that all forms be turned in to SSS by the Friday closest to June 15 for the upcoming school year. 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 board to consider their particular needs. The appeal must be made in writing and be addressed to the Clerk of the Board. (Address can be obtained from the school's office.)

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 \$15.00 per afternoon. This fee does not include latchkey care.

Attendance

School Hours

School hours are from 9:00 a.m. to 4:00 p.m. for full-day students or 9:00 a.m. to 12:00 noon for half-day Pre-Kindergarten and Kindergarten students. Students are to arrive after 8:45

Attendance (Cont.)

a.m. with class starting at 9:00 a.m. A latchkey program is provided for children who arrive before 8:45 a.m. or stay after 4:15 p.m. Students who arrive early, a half-day student who is not picked up by 12:10 or a full-day student who is not picked up by 4:15 p.m. 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 8:55 a.m. and 4:05 p.m. unless invited by the teacher.

Tardy Policy

Children arriving after 9:00 a.m. 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 9:00 a.m. 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:

- A. Notify the school office of any absence from school.
- B. The attendance clerk will evaluate all absences to determine whether it is an acceptable excuse.
- C. Excused absences
 1. Fever above 100 degrees
 2. Diarrhea
 3. Vomiting
 4. Funeral
 5. 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.
- D. An unexcused absence will be:
 1. Any absence without a signed note or a phone call from the parents.
 2. Any absence due to illness for 3 days or more without a doctor's release.

Attendance (cont'd)

Student Arrival Each Morning

When dropping off your child between 8:45 and 9:00, please escort them to the building. We prefer that the parents retain the security cards instead of letting the students keep them. This helps prevent lost cards and helps maintain our security.

If your child arrives before 8:45, please come in and sign them in, in the latchkey room. Students who arrive late should be signed in on the sheet that is located by the office window.

Leaving School during School Hours

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.

Parents must sign their child out in the school office and should they return during the school day, the parent must come and sign their child back into school. If your child is in an Early Childhood Classroom (Preschool or Junior Kindergarten), the sign in/out form is located in the classrooms.

Please notify the school if unusual 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.

Dismissal Procedure

When students are dismissed at 4:00 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. The staff will bring your child to you. 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 4:15, your child will be considered part of latchkey and you will need to come in and sign him/her out.

Children enrolled at Wichita Friends School will be released only to parents or guardians, and to those designated by the parents/guardians on the "Authorized Release Form". The school office must be notified in advance if other arrangements have been made; children will not be allowed to use the phone to make alternate arrangements.

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. When you are in front of the columns, your child will be brought out to you. **Please do not park in front of the columns at any time for safety reasons. Please do not to 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 on inside. When in our driveway, please be on the alert for children who might dart in between cars without looking.

Attendance (cont'd)

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/guardians on the “Authorized Release Form”. Both parents have the right to pick up their child until Wichita Friends School, Inc. has the legal documents or a 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.

Development of Christian Morals and Values

Daily Devotions

Specific time is set aside each day for devotional time. 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. The daily devotions occur in the classroom at a time and place according to the discretion of the teacher.

Peaceful Conflict Resolution Program

Embedded in the philosophy of WFS is the desire for peaceful relationships in our school community. Our daily program, that teaches peaceful conflict resolution skills, uses a tool called face-to-face. A face-to-face is separate from any consequences that might be needed and is held after a disagreement has happened. This program is designed to have the children identify and carry out a solution that may keep the problem from reoccurring. 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.

Peaceful Conflict Resolution Program (cont’d)

2. Use simple summary statements to describe the conflict.
 3. Identify feelings that were felt during the conflict.
- ◆ Make a solution.
 - ◆ Closure.

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 approximately one field trip per month to facilitate this 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.
- Siblings may not attend a field trip unless permission has been previously obtained from the teacher. Please pay any admission fee 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 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 insure that each individual student has a seatbelt, the field trip coordinator will assign seats in advance. This assures that there are an adequate number of drivers.
- 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.

Transportation

Drivers shall be eighteen years of age or older and have proof of 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 destination.
- Carry a first aid kit supplied by WFS.
- 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.
 1. 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.
 2. 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 special guest presentations 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 and well-behaved, and to focus on the presenter's information. Students, who have behavior problems during a presentation, may have the privilege of attending guest presentations revoked.

Library Media

Most classrooms check out books or other library media library weekly. Please return the media by the date specified by the teacher. Children will not be allowed to check out new materials until old materials are returned. Parents will be responsible to replace damaged or lost items.

Technology Policy

The staff and students of Wichita Friends School are accountable for their behavior and communications while using technology. 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. All persons using school technology are accountable for their behavior and communications. Therefore before any person is allowed access to technology they must comply with this policy and the following guidelines. Access will be permitted only after this agreement has been signed by the student and their parent.

For the purposes of this policy technology is described as smartboards, computers, copiers, cameras, and/or any other electronic devices. All users are responsible to adhering to the following guidelines:

Technology (cont'd)

- ◆ Users will use technology only under the supervision of the staff.
- ◆ Users will only run programs or contact internet sites that are considered appropriate by the staff.
- ◆ Users will use the technology in a lawful and ethical manner.
- ◆ Users will respect the rights and privacy of others and use “school appropriate” language and pictures.
- ◆ Users will not alter any equipment or program, reconfigure, hack or destroy any information.
- ◆ Users will not attempt to circumvent security systems or block anti-virus software.
- ◆ Users will not add any programs or passwords to the computers without authorized permission. Any password applied must be given to the Financial Manager.
- ◆ 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.

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. 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. The child whose behavior consistently distracts other children in school may be asked to leave the school.

Discipline (cont'd)

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

A variety of discipline methods, according to the child's emotional and behavioral needs, will be used. 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

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 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.**

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

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)

Playground Rules (cont'd)

- 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.

Immunization Record

All children enrolled in the school must provide evidence that all requirements of immunization are met (e.g., Kansas Certificate of Immunization).

Pets

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

Security System

To help insure the safety of our students and the security of our building, Wichita Friends School has installed a security system. This system will be activated at all times. In order to enter the building you will need to have a card that will unlock the door, when scanned by the system. This card will be programmed to allow you access to the building on school days during normal school hours.

Every family will be given one card 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. If you choose to replace your card, you will be charged \$15.

The door access system will be active 24 hours a day. If you do not have a card you will not be able to enter the building. The teachers will not be able to leave their classrooms to open the door. You must have your card to enter the building.

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, or 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 then 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.

Reporting (cont'd)

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.

Medication at School

For the safety of your child, Wichita Friends School will cooperate with the physician or dentist in accordance with the State Department of Education when administering medication during school hours. **Please do not send medication to school 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 the school office. This form needs to be filled out completely and turned in to your child's teacher 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, prescription and non-prescription, must be in its original container with clear instructions as to dosage & how to administer it 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 and room/teacher
- 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, and 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.

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.

Latchkey

WFS offers before and after school care for those that need it. You may enroll or withdraw your child from latchkey at any time during the school year. When turning in your child's latchkey enrollment contract, you will be charged the \$25 enrollment charge.

Drop-in care is available for those needing care on an occasional basis. The charge for each drop-in session is \$10 per session. You will be allowed to use drop-in services three times, after the third time you will be charged the \$25 enrollment fee to enroll your child in latchkey.

Full day care is available during some days when school is not in session. 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 6:00 p.m. (There is a \$15 late fee for payments that are not received by Monday at 6:00.)

There is a late pick-up fee of \$15 per half hour for children who have not been picked up by 6:00 p.m.

Latchkey Fee Chart

| | |
|----------------------------------------|------------------------------|
| Enrollment | \$25.00 |
| Before School Care 7:00 – 8:45 a.m. | \$25.00 per week |
| After School Care 4:15 – 6:00 p.m. | \$25.00 per week |
| Both Before and After School Care | \$45.00 per week |
| 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 |
|----------------------------------------------------------|------------------------|

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:

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

Parent-Teacher Conferences

Conferences with parents are held regularly and often but at least by the end of each nine-week grading period. At conference time, the parent will receive the 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 that 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 8:55 and 4:05. Each teacher will inform parents of their hours of availability during school hours when a conference can 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.

Open Door Policy

Parents are invited to visit school anytime. Prior notice is appreciated. Check with the teacher if you wish to observe a specific activity or subject area. Please do not visit the classroom during the first two weeks of school so that the teachers will be able to establish a daily routine.

Volunteering

Parents are expected to volunteer. Children receive enriching experiences by parental involvement in school. Parents can add diversity to the curriculum that could never be achieved otherwise.

Each year, a variety of skill sets are needed to facilitate a multitude of projects that help the school run smoothly. Some volunteer jobs require working around children, while others do not. 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. Please feel free to volunteer as interest and time allow.

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 or in the foyer. This newsletter will cover topics that pertain to the entire school, such as fundraisers, general interest, upcoming events, and health & wellness information.

After Hours 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, halters, bicycle shorts, gaping arm holes, and crop tops is prohibited. 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. Children will be asked to remove their hats inside the building.

Please dress your children appropriately for the season. We do go outside for recess unless the temperature or wind chill is 15°F 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 tennis 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 a 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

Homework and Make-up Work (Cont'd)

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 her know.

Home Routines & Chores

A regular home routine is encouraged for all children. This predictable pattern helps children learn to follow a schedule and helps them know what is expected of them. 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 of 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.
- There will be an emphasis in school on such terms as "thank you" and "please." 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 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.

Invitations for parties held away from school should be handed out by the student and must include the entire class. If all classmates are not to be invited, please send the invitations via the mail.

General Policies

Change of Address and Telephone Number

Due to emergencies we request address and phone number changes immediately. Remember to include daytime and cell phone changes, also. If your information is unlisted please notify the office and we will not publish it.

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 closure due to inclement weather will be at the discretion of the Head of School. If the school closes during the school day, the parents will be alerted and they must pick up their children immediately. Major TV and radio stations will be notified and the website will post the information as soon as possible. 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. Children go out the closest door and are taken a safe distance 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 **Flood**, children will go to the second floor.

Photographs

As part of our ongoing efforts to increase the visibility of WFS, pictures will be taken throughout the year of staff and students. These photos will be used for a variety of reasons, including but not limited to, school newspapers, yearbook, and promotional materials including both electronic and printed materials. 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 student(s) are not featured in print or electronic materials. Release forms will be distributed and WFS will abide by parent's wishes in this matter.

School Lunches

All-day students have a lunch hour beginning at 12:00 noon. This includes 30 minutes to eat and a 30 minute recess. Because of allergies and hygiene concerns, students may not share food with other children.

A hot lunch program is provided for all Early Childhood students. Elementary students have the option of participating in the hot lunch program as well, the charge is \$3.25 per day. These lunches are nutritionally balanced and are catered in by a licensed provider, milk is included. Any elementary students wishing to receive hot lunches must pre-pay by the month. Emergency lunches are available for purchase when needed and the parents will be billed \$3.25.

School Lunches (cont'd)

Juice or milk may be purchased from the school for \$.25. Please clearly label drink and lunch money and place it in the tuition box.

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 and milk or a dairy product. **Pop, Candy and Gum are not to be brought to school for lunch.** 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 their lunch.

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 receptionist 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.

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.