



Wichita Christian School

School Board Policy Manual

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Table of Contents

Vision and Statement of Faith	3
Mission Statement	4
Goals, Objectives and Principles	4
Statement of Educational Philosophy	5
Board Policies	6-62
Article I - Board of Directors	6-12
Article II - Committees of the Board	13
Article III - Administration	14-16
Article IV - Financial	17-22
Article V - Instruction	23-31
Article VI - Personnel	32-34
Article VII - Students	35
Article VIII - Discrimination Policy	36
Article IX - Principles of Ethics and Integrity	37-45
Article X - Transportation	46-47
Article XI - Facilities Use	48-51
Article XII - Information Technology	52-59
Article XIII - Statement on Marriage and Sexuality	60-62

Wichita Christian School

Vision

The vision of Wichita Christian School is: Students equipped for this world and the next. (Board adopted January 2013; reconfirmed August 2016).

This is accomplished via:

- Educating and developing students who are committed to leading productive, faithful lives of service to God, family, church, community, and country.
- Equipping students to excel in higher education, in the work place, in family life, and in Christian ministry.
- Encouraging students to excel academically, spiritually, emotionally and physically.

Statement of Faith

The Wichita Christian School community believes that:

- God is the creator of the universe and author of life (Genesis 1);
- Jesus Christ is God's son who was born of a virgin, lived a sinless life, was crucified for the sins of the world, was resurrected from the dead, and is coming again to judge the world (Matthew 1:22, Hebrews 4:14-15, 1 Corinthians 15:3-4, Acts 17:30-31);
- The Holy Spirit indwells Christians and helps them live a godly life (John 14:26);
- The Bible is the inspired word of God given to humankind to reveal God's love and his will for our lives (2 Timothy 3:14-17);
- The church is God's community of believers who encourage one another and communicate God's message to the world (1 Timothy 3:15, 2 Corinthians 13:11); and,
- The family is the social unit God has designed to shape the faith of children and help them realize their God-given value (Deuteronomy 6:4-9, Ephesians 6:4).

Signature

Date

Mission Statement

The mission of Wichita Christian School is to provide a quality education in a Christian environment that inspires hearts, minds and souls for successful living.

Goals and Objectives

Wichita Christian School (WCS) is a Christian school to assist the family and church in providing God-centered Christian education for our students based upon the truths and principles found in the Bible. Our purpose is to instill in our students the faith and knowledge that they are created in the image of a loving God (Gen 1:26-28) whose law must be the moral standard of our lives.

Wichita Christian School is dedicated to the total education of its students. WCS provides a curriculum where the student can develop academically, spiritually, physically, socially and culturally. In each subject, a conscious effort is made to integrate the Bible into the lessons. In addition to our curriculum, a Christian environment is created to allow God's Word to dwell in our students. Students must strive to help us keep this environment, so our school will be recognized as a Godly Christian school. The goal of WCS is to assist parents in producing committed, steadfast Christians with moral strength, courage and character whose personal goals are to glorify God.

Every teacher at WCS is a committed Christian. Thus, every subject is taught from a Christian viewpoint. Bible classes are taught on a daily basis with chapel being an integral part of the student's weekly schedule. Christian education is the goal of Wichita Christian School. We believe in educating the child to know God as his Creator, Protector, Provider and Friend.

Objectives of Wichita Christian School:

1. To create a Christian learning environment.
2. To establish and maintain a positive school climate.
3. To encourage and reinforce wise decision making skills.
4. To inform students and parents of expectations.

Principles that Should Motivate and Guide our Lives

1. Obedience – To God, parents and those in authority.
2. Service – God wants and expects us to be servants like His Son.
3. Glorify God – In thought, word, and action.
4. Love – God, neighbor, and self.

Wichita Christian School Statement of Educational Philosophy

1. WCS views parents as the primary educators of their children with the responsibility for choosing and/or providing appropriate education and training for their children.
2. WCS believes that the church has an integral role in helping families train their children to be committed, steadfast Christians with moral strength, courage, character and responsibility.
3. WCS believes that the purpose of Christian education is to collaborate with families and churches in providing for the intellectual, physical, spiritual, and social growth of children, and WCS values its role as a partner in this endeavor.
4. WCS will strive to educate the whole child by integrating God's Word into all of its curriculum.
5. WCS will arm its students with a Christian faith and world-view with which they can overcome sin and show God's love to a sinful world.
6. WCS will equip students to exercise Christian leadership in the world by providing for them a Christian environment for academic and spiritual instruction.

Wichita Christian School Board Policies

Article I - Board of Directors

- 1.1. The governing board of Wichita Christian School (WCS) is the Board of Directors.
- 1.2. Qualifications for Directors are those set out in Article IX of the Articles of Incorporation of WCS.
- 1.3. The number, manner of election and terms of office for Directors are provided in Article II – Sec. 1,2,3,4 and 5 of the By-Laws of WCS.
- 1.4. Rights, powers and authority of the Board of Directors are those provided in Article III – Sec 1,2,3,4, and 5 of the By-Laws of WCS.
- 1.5. Policies for meeting, voting and manner of acting, as well as for the removal of Directors, are set out in the By-Laws of WCS, Article X – Sec. 1 and 2, and Article II – Sec. 4 and 6.
- 1.6. The officers of the Board of Directors, their election, removal, duties and responsibilities are set out in the By-Laws of WCS, Article V – Sec. 1 and 2; Article VI – Sec. 1 and 2; Article VII – Sec. 1; Article VII – Sec. 1, and Article IX – Sec. 1.
- 1.7. Every meeting of the Board of Directors shall be closed to the public. The Board of Directors may enter in open or executive session as it deems appropriate.
- 1.8. No director may exercise any authority with respect to the management, administration, or operation of WCS by virtue of his or her status as a Director, except such authority as shall be expressly vested in a Director by action of the Board of Directors. Directors may exercise the right to interact with the CEO, administration, teachers, students, and parents for informational purposes only. The Board may exercise authority to act only as the Board assembled in a meeting duly called and held with quorum present.
- 1.9. The Board of Directors shall delegate administration, authority, and responsibility to the Chief Executive Officer (CEO) of WCS (whose title shall be Superintendent, Executive Director, or such other title as the Board of Directors may select). All employees of WCS shall report to the CEO of WCS or his/her designee.
- 1.10. The President of the WCS Board shall have the authority to sign documents on behalf of the Board of Directors and Wichita Christian School.
- 1.11. Policy on Conflicts of Interest and Disclosure of Certain Interests

- A. Conflict of Interest Defined. For purposes of this policy, the following circumstances shall be deemed to create potential Conflicts of Interest:
1. Outside Interests.
 - a. A Contract or Transaction between Wichita Christian School and a Responsible Person or Family Member.
 - b. A Contract or Transaction between Wichita Christian School and an entity in which a Responsible Person or Family Member has a Material Financial Interest or of which such person is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative.
 2. Outside Activities.
 - a. A Responsible Person competing with Wichita Christian School in the rendering of services or in any other Contract or Transaction with a third party.
 - b. Responsible Person's having a Material Financial Interest in; or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative of, or consultant to; an entity or individual that competes with Wichita Christian School in the provision of services or in any other Contract or Transaction with a third party.
 3. Gifts, Gratuities and Entertainment. A Responsible Person accepting gifts, entertainment or other favors from any individual or entity that:
 - a. does or is seeking to do business with, or is a competitor of Wichita Christian School; or
 - b. has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from Wichita Christian School;
 - c. is a charitable organization operating in Texas;
 - d. under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Responsible Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of WCS.

B. Definitions.

1. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
2. A "Responsible Person" is any person serving as an officer, employee or member of the Board of Directors of Wichita Christian School.
3. A "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of a Responsible Person.
4. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a Responsible Person's or Family Member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.
5. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship, or review of a charitable organization by Wichita Christian School. The making of a gift to Wichita Christian School is not a Contract or Transaction.

C. Procedures.

1. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting.
2. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
3. A person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

4. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a Conflict of Interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of Wichita Christian School has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
5. Responsible Persons who are not members of the Board of Directors of Wichita Christian School, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to the Chair or the Chair's designee any Conflict of Interest that such Responsible Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the responsible person knows the conflict of interest. The Responsible Person shall refrain from any action that may affect Wichita Christian School's participation in such Contract or Transaction. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether there exists a Conflict of Interest that is subject to this policy.

D. Confidentiality.

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of Wichita Christian School. Furthermore, a Responsible Person shall not disclose or use information relating to the business of Wichita Christian School for the personal profit or advantage of the Responsible Person or a Family Member.

E. Review of policy.

1. Each new Responsible Person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.
2. Each Responsible Person shall annually complete a disclosure form identifying any relationships, positions or circumstances in which the Responsible Person is involved that he or she believes could contribute to a Conflict of Interest arising. Such relationships, positions or circumstances might include service as a director of or consultant to a nonprofit organization, or ownership of a business that might provide goods or services to Wichita Christian School. Any such information regarding business

interests of a Responsible Person or a Family Member shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

3. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

F. WCS Conflict of Interest Information Form

1. Name: _____ Date: _____
2. Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in Wichita Christian School 's Policy on Conflicts of Interest) arising:
3. I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Wichita Christian School that is currently in effect.
4. Signature and Date shall be included in the document.

1.12. Application Process - The following forms shall be used to add new board members.

A. Wichita Christian School Board of Directors Information.

WCS was established in 1963 and began with one kindergarten class. We now celebrate over 50 years of quality education and have grown to nearly 300 students in pre-school through the 12th grade at two campuses. What sets Wichita Christian apart is a purposeful integration of Christian faith and excellent academics. We made the choice at WCS to emphasize both Christian character and exceptional academics because we believe preparation for a meaningful life requires both.

B. A person who accepts election to the role of WCS Board Member understands that he/she shares in the board's responsibility for:

1. Setting the overall policies of the school;
2. Establishing strategic plans of the school;
3. Employing and evaluating the Administrator of the school; and
4. Ensuring the long-term financial viability of the school.

- C. Some of the qualities sought in a board member for WCS are:
1. A reputation of Christian character and moral integrity in the community;
 2. A passion for Christian education; and
 3. Leadership skills, as manifested in his or her ability to positively influence others to help carry out the mission of WCS.
- D. The mission of Wichita Christian School is to provide a quality education in a Christian environment that inspires hearts, minds and souls for successful living.
- E. Faith Considerations for Board Members:
Dedicated supporters of Wichita Christian School believe children of God are brothers and sisters within the Christian Family. They use their diverse backgrounds and talents to work together in unity toward the glorification of God. Members of the Christian family are those that have accepted Jesus as the Son of God and have entered a relationship with Him through faith in Jesus Christ and obedience to his commandments and teachings in God's plan of salvation as outlined through His inspired word. As a result, it is the prayer of those dedicated supporters that the students of Wichita Christian School are brought to an understanding of their role within this Christian Family.
- F. Expectations of a Board Member:
1. Be an ambassador for WCS.
 2. Promote the mission of WCS.
 3. Support WCS administration and staff publicly.
 4. Help identify and solicit potential donors.
 5. Participate in WCS fund raising events, including:
 - a. Auction – by buying/selling eight tickets and/or sponsorship (minimum \$250);
 - b. Leadership Breakfast – by buying/selling a \$600 sponsorship;
 - c. Fall Banquet – by buying/selling a \$1000 sponsorship;
 - d. Capital Campaigns; and
 - e. Providing periodic emergency funds as needed.
- G. Board of Directors Application (listed on the pages following):

Article II - Committees and Meetings of the Board of Directors

- 2.1. The Executive Committee of the Board shall consist of the President, Vice President, Secretary and Past President.
 - A. The Executive Committee shall hold regular meetings with the Administrator to keep informed of any important matters concerning the school.
 - B. The Executive Committee cannot pass/approve new policies. Any new policy needs to be brought before the board at regularly scheduled meetings.
 - C. The Executive Committee shall have the power to act on matters concerning existing policies that have previously been approved by the Board.
- 2.2. The Board of Directors may have committees in keeping with the provisions of the Articles of the Bylaws of WCS. These may include, but not limited to:
 - A. Development and Fundraising
 - B. Budget/Finance/Audit
 - C. Public Relations/Marketing
 - D. Education/Academic
 - E. Facilities
 - F. Governance
- 2.3. Each Board Meeting will conclude with an Executive Session.
- 2.4. Administrators may be required to attend Board Meetings.

Article III - Administration

- 3.1. It is believed that the administrative team approach to school management can best achieve the educational goals of the school. The free exchange of ideas among personnel at each level of the school operation is encouraged.
- 3.2. The Chief Executive Officer shall be guided by the knowledge that the Board of Trustees holds the CEO directly accountable for the effective administration of school program and operation. All other administrators shall be accountable to the CEO, either directly or indirectly.
- 3.3. The following general principles shall govern the administrative operation and management of the school:
 - A. Within established guidelines, the staff of the school unit shall be encouraged to develop the educational program most appropriate for the students attending the school.
 - B. The CEO, his/her staff and principals shall have specific responsibilities for overseeing the scope and sequence of educational experiences provided for children from preschool through twelfth grade.
 - C. The CEO shall be responsible for communicating Board policies and actions to the school staff and students of the School. The CEO shall, at the request of the Board or an authority-vested Director, schedule an assembly so that the Board or an authority-vested Director may address the staff, administration, teachers, students, or parents for clarification of any Board policies or action.
 - D. When no Board policy exists as a guide for administrative action, the CEO shall delay the administrative action, unless there is eminent threat to life or property, and request policy from the Board or an authority vested Director.
 - E. The Board of Directors shall hold the CEO responsible for communicating and applying the rules and procedures under which WCS will operate.
 - F. **Document Retention:** Wichita Christian School will ensure that document retention is maintained for all transactions, transcripts, grades, and applicable surveys for future reference and archives. (Board adopted 16 May 2011)
Documents will be stored electronically on one of six district computers: Superintendent's office, business manager's office, administrative assistant to the superintendent's office, admissions officer's office, counselor's office, or one of three campus administrators (elementary, secondary, pre-school). All of these computers will be pass-worded and inaccessible to students or other employees. (Board adopted 20 June 2011)

- G. **Document Destruction:** Wichita Christian School will ensure document destruction is conducted with crosscut shredding device in the central office periodically. All document destruction will cease in the case of federal investigation, prosecution or bankruptcy proceedings. Financial records will be retained for 10 years. Student transcripts and employment records will be maintained as long as WCS is in existence. (Board adopted 20 June 2011)
- 3.4. The CEO shall possess at least the minimum qualifications required by the accrediting agency or association that accredits WCS and shall be selected and employed by the Board of Directors.
- 3.5. The CEO shall be delegated the necessary authority by the Board of Directors in order to fulfill his/her responsibilities.
- 3.6. The general role of the CEO is one of leadership, administration and management. The CEO shall:
- A. Act as the CEO of the corporation by:
1. Attending all meetings of the Board of Directors and participating in all of the Board's deliberations, except in special circumstances and in executive sessions at the discretion of the President of the Board of Directors;
 2. Assisting and advising the Board of Directors by developing and recommending policies and plans to the Board;
 3. Administering all board policies systematically and efficiently;
 4. Preparing and distributing up-to-date handbooks of the board policies and of administrative procedures;
 5. Developing and implementing procedures which inform the board of the status and progress of school programs, operations and plans, and;
 6. Administering and managing the school program within the framework and authority of established policies of the board.
- B. Have overall but limited responsibility for the financial oversight of WCS including:
1. Planning, directing and participating in the development program with primary emphasis on fund raising;
 2. Planning and recommending the budget;
 3. Recommending salaries and charges for tuition and fees in accordance with approved budget;
 4. Administering the budget and controlling costs;

5. Managing the school's assets;
 6. Planning, directing and participating in the recruitment of new students and retention of existing students;
 7. Maintaining the most cost effective teacher/student ratio consistent with WCS academic standards.
 8. Collecting outstanding accounts receivable; and
 9. Such other actions as may be reasonably required to provide for the financial stability of the school.
- C. Develop and monitor a comprehensive master planning system.
 - D. Establish and maintain an administrative organizational structure and delegate responsibilities and authority to others for carrying out the policies and for achieving the goals and objectives of the school.
 - E. Develop and maintain a comprehensive personnel management system.
 - F. Plan and implement an efficient school plant management system.
 - G. Assume direct responsibility to the Board for planning, supervising, administering and evaluating an education program designed for academic excellence consistent with the goals of the School while meeting the needs, interests, and aptitudes of all students in the school.
 - H. Design and monitor a student management system for the School which includes such areas as enrollment, placement, attendance, progress, records, discipline, student activities, and health and safety, and report this information periodically to the Board of Directors.
 - I. Develop and Administer plans to direct the operation of support and service programs for the School including food service, transportation, health services, and other special services necessary to the supplement and assist the operation of the total school program.
 - J. Develop and direct plans designed to establish and maintain a climate of understanding, cooperation, and positive interaction within the school.
 - K. Consistently develop and exhibit a positive style of educational leadership that includes a sound philosophic perspective, insight into contemporary educational issues, competence in speaking and writing, orientation to the team concept of administration, and skill in dealing with conflict and controversy.
 - L. Delegate, when appropriate, certain responsibilities and authority to others for performing specific functions of the CEO.
 - M. Discharge other duties and responsibilities that may be assigned by the Board of Directors.

Article IV - Financial

- 4.1. Five percent (5%) of the Gross Income of WCS main fund-raisers will be placed in an endowment fund.
- 4.2. The WCS logo or name may not be used in conjunction with any fund raising event, activity, or solicitation without the written permission of the WCS Administration. All fund raising events, activities, functions, and/or solicitations must receive written approval by the WCS Administration. All monies, goods, or services raised or secured through fund raising efforts are for WCS use only, unless specifically designated by the WCS Board.
- 4.3. Procurement Policy:
 - A. Authority and Responsibility:

It is the intent of the WCS Board to obtain high quality goods and services at a reasonable cost and to conduct its purchasing procedures in a fair and impartial manner without impropriety. Maximum feasible competition will be sought, giving all qualified vendors access to WCS Board procurement business with no offer arbitrarily or capriciously excluded and has a means to appeal or protest any complaint. The WCS Board procurement decisions for approval, review or appeal are final.
 - B. Procurement Approval Process:

Procurement of goods and services, not approved in the budget, in excess of \$5000 will be presented to the Board Executive Committee for approval prior to any expenditure, leasing agreement, or letter of intent to purchase or lease is initiated. No change, modification or termination of an existing contract, service agreement, lease or letter of intent to lease or purchase may be awarded or granted without advance approval by the WCS Board or its vested designates.
 - C. Procurement Guidelines:
 1. All items purchased in the name of WCS will become the property of WCS, unless specifically designated by the WCS Board.
 2. Purchase of goods or services in the name of WCS for personal use may not be made.
 3. Every WCS employee is responsible for compliance with the policies contained herein regarding contracting and purchasing. The WCS CEO is responsible for ensuring compliance with these policies and procedures.

4. No person is authorized to obligate the institution without reserving, in advance, sufficient funds to meet the obligation, nor can anyone commit the institution for the acquisition of goods or services without the prior approval of the WCS Board.
5. Any non-compliance by a WCS employee, staff, or administrator with the WCS Procurement Policy subjects the employee, staff or administration with disciplinary action up to and including termination of employment.
6. Procurements and Agreements to Procure (Purchase Order) made by WCS employees that do not conform to the approved WCS Procurement Policies and have not been acknowledged by the issuance of written approval will not be honored.

4.4. Investment Policy:

The Board of Directors will make all decisions regarding investments, endowments and financial gifts made to WCS.

4.5. Debt Collection Policy:

A. The Board of Directors will make all decisions regarding debt collection.

B. Debt collection procedures are as follows:

1. Payment on all invoices is due within 30 days of invoice date. Accounts overdue by 30 days shall result in personal courtesy phone call. Students with accounts that are over 30 calendar days past due will not be allowed to participate in WCS extracurricular activity, event, or sponsored trip.
2. Accounts which are overdue by 60 days will receive a warning letter.
3. Accounts which are overdue by 90 days may be turned over to a third party collection agency.
4. All overdue invoices shall bear interest at 2.0% per month (24% annual percentage rate on the unpaid balance).
5. Credit applicant agrees to pay all costs of collection, including court costs and attorney fees.
6. Credit terms and limit may be canceled or changed by Creditor at any time without notice.
7. All transactions are governed by the laws of the Creditor's state.
8. All transactions are governed by the terms of the Creditor's documents.
9. Borrower must give permission for any creditor to disclose information.
10. Borrower must give permission to contact all references, inquire as to credit information, and receive any confidential information relevant to approving credit.
11. Paperwork shall be included in enrollment documents and be signed at the beginning of each school year. (Board adopted 30 July 2012)

- 4.6. Borrowing Capital Policy:
The Board of Directors will make all decisions regarding debt collection.
(Board adopted 30 July 2012)
- 4.7. All Trustees, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved Wichita Christian School financial transactions shall act with integrity and diligence in duties involving the District's fiscal resources. There shall exist a sufficient checks and balances system such that no one employee is solely responsible for all collection of funds, deposit of funds, bank statement reconciliation, or bill payment. (Board adopted 16 May 2011)
- 4.8. Fundraising:
- A. Definition: Fundraising is defined as any activity of raising money whether for the benefit of WCS, other non-profit or charity, or student organization. The means of asking for money through the form of a donation, entry fee, event fee or purchase of a product from our prospective donors and/or constituents is considered fundraising. (Exceptions to this policy include Box Tops, Coke Rewards, Mall Receipts, Yearbooks, School Pictures, Trips associated with school functions.)
 - B. The Board of Directors of Wichita Christian School has ultimate authority for all fundraising done in the name of the school. The Board delegates oversight of fundraising done in the name of Wichita Christian School to the Superintendent and Event Coordinator.
 - C. The Event Coordinator analyzes how the funding needs of the school will be met, to create fundraising strategies and to set fundraising goals. The Superintendent and Event Coordinator create an annual plan and timeline for all fundraising done in the name of the school. The Superintendent approves the plan, which then provides the scope and sequence of fundraising work for the year.
 - D. Students, faculty/staff, parents, departments, organizations or affiliate groups (i.e. WCS Booster Club and WCS Parents for Christian Education) who solicit funds in the name of Wichita Christian School or on its behalf must have prior authorization. Capital campaigns must be approved by the Board of Directors. Major fundraising efforts affecting the school's operating budget like the Annual Fund, Fall Banquet, Auction, and Leadership Breakfast must be approved by the Superintendent. The Superintendent may delegate approval for smaller fundraising to the Event Coordinator.
 - E. The school and its affiliate organizations will spend funds raised for the purposes stated and according to any agreed upon donor restrictions.
 - F. The Board of Directors and staff of Wichita Christian School will conduct all fundraising activities according to accepted professional standards of accuracy,

truth, integrity and good faith. The Association for Fundraising Professionals Donor Bill of Rights and Code of Ethics (see APPENDIX).

- G. The Superintendent will schedule and may coordinate all fundraising done in the name of Wichita Christian School to avoid conflicting, confusing or excessive solicitations.
- H. The Event Coordinator will work collaboratively with the Superintendent to assure that the annual WCS events meet the financial needs of the school.
- I. On-Campus Fund Raising to benefit WCS, students or organizations.

All fundraising projects need must be approved by the Superintendent.

- 1) Contact the Superintendent with any new idea or proposal of fundraising to support our WCS – due the third week of August each year.
 - 2) Upon submitting the fundraising request, the Superintendent will review the request for possible approval. Approval will be based on **four** major criteria:
 - a) The request is for a school-approved use of funds.
 - b) Priority will be given to activities and events in support of the Annual Fund Drive, capital campaign, and WCS events.
 - c) The request is to solicit a donor or donor base that is not being solicited actively by Wichita Christian School, or other approved fundraising initiative.
 - d) The request scheduled is at a time that is not close to an existing fundraising activity or event held by the WCS or other approved fundraising initiative.
 - 3) After project approval, an optimal time of year will be selected to maximize effectiveness and consider our prospective donor. All projects will be coordinated with each other so there is minimal overlap.
 - 4) The approved timeline will be sent to the organization, faculty, staff or volunteer requesting the effort approval.
 - 5) If more information is needed, the Superintendent or Event Coordinator will contact the requesting organization for details.
- J. On-campus fundraising to benefit outside charitable organizations. See procedures above for approval and communication. Not all fundraising efforts will obtain approval. WCS will also utilize this policy period to limit the number of fundraising activities for WCS.
 - K. On-campus fundraising and communication to benefit personal causes and/or charities. WCS supports various charities throughout the year. In addition, many

of our wonderful staff, volunteers and family have outside charitable causes and efforts. While WCS believes in making a difference to worth endeavors and charitable causes, please refrain from using WCS to communicate personal efforts. Do not use WCS email, teacher boxes or the school itself as a personal way to raise funds. These efforts can be confused with WCS charitable activities approved and planned and can cause another way for our constituents to be inundated with requests for donations which may negatively impact fundraising attitudes and participation at WCS.

L. Communication:

- 1) All emails, flyers, or other communication materials for approved effort should be coordinated with the Superintendent.
- 2) All requesting organizations should send their communication message to the Superintendent for review and editing (including flyers, email communications, *etc.* Printed materials and use of WCS logo, including merchandise and clothing designs must be submitted to and approved by the Superintendent prior to use.
- 3) All communications for fundraising will occur on Mondays only of each week to minimize the asking of donations sent home or communicated at WCS. In this way, we avoid the potential of having multiple requests for money in one week from several different and worthy causes.
- 4) Email Communication: The Event Coordinator or Superintendent will be responsible for communicating all approved fundraising messages to prospects selected through RenWeb or other means of communication. Allow 2-3 working days after approval for communication to be sent.
- 5) Take Home Flyers: After flyer approval, it may be distributed on Mondays by the requesting person with coordination of the Superintendent. Please plan in advance. Allow 2-3 working days after approval for communication to be sent.
- 6) No fundraising emails shall be communicated through Preschool or K-12 campuses directly. This will help in creating consistent fundraising messages, allow for objectivity in the message, proofing and editing.

4.9. Marketing Procedures:

A. All forms of promotion, marketing, and advertising must be approved by the Superintendent or Administration Office prior to use and distribution.

B. Procedures: Submit a written request (email or other) for approval of promotion, marketing, or advertising to the office of the Superintendent. Include a description of the advertisement, flyer, or promotion and how or where it will be

used. Approval must be granted prior to proceeding with advertisement, flyer, promotion or marketing effort. Exceptions to this policy: Classroom/Teacher/Administrator communications to students' parents only. However, these publications will be regarded with the same professionalism and quality image in order to properly represent Wichita Christian School.

C. Examples of promotion, advertising, or marketing for approval:

- 1) Flyers, handouts, and pamphlets sent home
- 2) Email communications
- 3) School newsletters (e.g., Preschool, K-6, or 7-12; teacher communications are exempt)
- 4) Clothing items, hats, buttons, pens, apparel, *etc.*
- 5) Information to be posted on the WCS website
- 6) Lists of names used for marketing purposes
- 7) Television and radio commercials including videos
- 8) Billboards, signs, and banners
- 9) Direct mail marketing and form letters
- 10) Special event invitations, flyers or programs.
- 11) If in question, submit the request.

(Board adopted 30 July 2012)

4.10. Tuition Calculation: Tuition rates shall be set in January for the coming school year. Tuition for grades preschool through -12th grade will be paid according to the following options:

- A. Auto draft of 10 equal payments, August through May
- B. Pay by semester (2% discount)
- C. Pay in full (5% discount)

Students in grades K-12 who enroll late will pay according to the following schedule: Enrolled during the first nine weeks -- pay full annual tuition. Enrolled during the second nine weeks -- 75% of annual tuition. Enrolled during the third nine weeks -- 50% of annual tuition. Enrolled during the final nine weeks—25% of tuition. No new students will be enrolled during the final six weeks of school unless granted by the superintendent. Preschoolers who enroll late will pay for the month in which they enroll and subsequent months through May or until they withdraw. No refunds will be made for partial months for non-attendance. Summer tuition for preschool will be the same as the previous school year. (Board adopted 20 October 2014)

Article V - Instruction

- 5.1. Believing that Christianity promotes the highest ideals, develops the strongest character, and holds the greatest promise of any way of life, WCS centers its entire program on Christian principles. These guiding principles are incorporated into a curriculum that provides an opportunity for intellectual development, physical development, and civic responsibilities.
- 5.2. WCS exists to provide a quality education in a Christian environment. It is our mission to help our students grow spiritually, academically, physically, and socially to the fullest extent of their abilities.
- 5.3. We believe that the means utilized to reach the ends outlined in the school's mission are as important as the ends themselves. We believe that our students must see in our faculty and administration the qualities of Christian living that we ask them to adopt in their own lives.
- 5.4. At its regular January meeting, the Board of Directors, upon the recommendation of the CEO, shall approve the calendar for the following school year. The CEO shall consider the number of days required by law, the instructional needs of the school, the traditional holidays, the voice of parents and teachers with regard to holidays, and the beginning and ending dates. In case of an emergency during the school year, the CEO is authorized to make changes in the calendar.
- 5.5. Courses and programs of courses may be added or deleted throughout the school year following appropriate investigation and planning.
- 5.6. Classes with students from ages four years through third grade will be capped at sixteen (16) students per class. (Board adopted 24 February 2014)
- 5.7. All interruption of classes during the school days for non-academic activities, such as announcements and sales promotions, shall be limited. Campus Administrators will ensure minimal distraction from, interruption to, or loss of scheduled class time by an activity (including sports, music, and literary meets) during the day.
- 5.8. WCS shall offer a well-balanced curriculum for Pre-Kindergarten through Twelfth Grade that references state guidelines and NCSA standards.
- 5.9. The CEO shall, with the assistance of the professional staff, develop plans to evaluate the effectiveness of the instructional programs of the School. He/she shall submit reports to the Board of Directors showing the strengths and weaknesses of the instructional programs and assessing the progress toward strengthening and improving the programs.
- 5.10. The guidance and counseling services of the School shall provide a means of helping individual students understand, wisely use, and develop those educational,

vocational, and personal skills that they possess. These services shall be designed to aid all students in adjusting to school and to life.

5.11. Medications and Medication Administration.

Medications-definitions. A Medication is defined as either *Prescription* or *Over-the-counter (OTC)* that requires administration during school hours. A *Prescription Medication* is defined as any medication prescribed by a Physician that requires administration during school hours. An *Over-the-Counter Medication* is a non-prescription medication that may be provided by the school or brought to school by the parent.

Prescription Medications. The Prescription Medication Authorization Form must be completed by the prescribing Physician and Parent/Legal Guardian prior to administration in the health clinic to ensure correct dosage amount and time. This form will then be kept on file in the school office. The *Prescription Medication* must be signed in to the office in its original prescription-labeled container by the parent/legal guardian or another adult authorized by the legal guardian, using side B of the Student Medication Record. All *Prescription Medications* must be kept locked in the health clinic or school office. Exceptions to this will only be allowed on a case-by-case basis, upon completion of Use of Prescription Medications outside the Health Clinic Form by the school nurse. The Use of Prescription Medications Outside the Health Clinic Form will be kept on file, with a copy kept by the teacher who will maintain that specific *Prescription Medication*.

Over-the-Counter Medications. The Over-the-Counter (OTC) Medication Administration Form must be completed by the Parent/Legal Guardian prior to administration in the health clinic. This form will then be kept on file in the school office. *OTC Medications* will be kept locked in the health clinic or school office. Each *OTC Medication* must be kept in its original container with visible directions for administration and expiration date.

Medication Administration. Medications, either *Prescription* or *OTC*, may be administered only by staff members who are either licensed as an RN or LVN, or trained by a licensed RN/LVN. Completion of the Demonstration of Medication Administration/Training Checklist must be accomplished prior to a non-licensed staff member administering medications to students, and be kept on file in the school office. Documentation on the Student Medication Record will be completed each time by the staff member who administered the medication. A student may self-administer a *prescription medication* only if the Physician prescribes such. In such cases the Prescription Medication Authorization Form must still be completed and kept on file in the school office. (Board adopted 18 March 2011)

5.12. The grade placed on a student's record is simply a numerical measurement of the quality of a student's work. It is the responsibility of the teacher to determine the grade as objectively as possible, and to motivate each student to achieve the highest possible grade.

Report cards are sent home to parents at the end of each grading period (every 9 weeks). All grades will be posted in a timely manner on the web-based records management system.

Student behavior is also evaluated for each grading period. Conduct in class should not be considered in the determining the academic grade, but should be reflected in the conduct evaluation. If there are problems of conduct, parent conferences are recommended because a student's behavior can negatively impact the learning environment of the entire class.

In addition to report cards, progress reports are sent home on regular intervals through each grading period so that parents may know their student's progress up to that point. A copy of the progress report will be kept in the office. At any time a teacher determines that a student is doing below standard work in class, the parents will be contacted for the purpose of initiating a teacher/parent conference.

The goal of the communication is to determine what can be done to improve the student's grades.

In an emergency situation, an "incomplete" may be given on the report card. These, however, should be removed within two weeks and the resulting grade put on the student's record. No grade of "incomplete" should be reported at the end of the school year unless expressly approved by the administration.

The grading scale at WCS is:

A = 90-100

B = 80-89

C = 70-79

F = 69 or below

- 5.13. Curriculum offerings, required courses and requirements for graduation are published annually in the Parent/Student Handbook and are incorporated herein as so published from time to time.
- 5.14. The CEO or his designee shall be responsible for supervising the purchase of textbooks for all grade levels. In the textbook selection process, careful attention shall be given to:
 - A. Continuity from grade to grade of the textbooks selected for use
 - B. Compatibility with appropriate guidelines
 - C. Consistency with the philosophy, goals, and objectives of WCS
- 5.15. Students shall be responsible for textbooks issued to them. The CEO shall be responsible for the development of systematic procedures for the issuance and return of textbooks. Students shall be required to pay for lost or damaged textbooks and materials that shall have been issued to them.

- 5.16. The CEO shall establish procedures to be followed in the event of emergencies resulting from fire, civil disturbance, and weather. The CEO shall notify board members of extreme emergencies.
- 5.17. WCS shall offer a balanced program of academic studies and extracurricular activities. Extracurricular activities shall be varied and numerous enough to meet the wide range of student interest and needs in the school. Activities that require public performance shall be supervised and shall not be held for private gain or advantage.
- 5.18. The athletic policies for WCS are those contained in the WCS Athletic Handbook.
- 5.19. Chapel speakers who are deemed qualified by the Principals or Superintendent will be allowed to share devotional thoughts during elementary and secondary chapel times.
- 5.20. WCS Administration will allow qualified Christian faculty/staff to teach Bible or substitute teach for Bible classes.
- 5.21. Students from Wichita Christian School may graduate on any graduation plan approved by the Texas Education Agency. The student will be expected to meet all requirements set forth by the TEA under these plans.
- 5.22. Students being considered for Valedictorian or Salutatorian upon graduation must have attended WCS their entire Junior and Senior years.
- 5.23. A student graduating from WCS must attend a state approved, accredited high school for four (4) years to be eligible for valedictorian or salutatorian. Home school high school credits will not qualify a student for valedictorian or salutatorian consideration.
- 5.24. Students wishing to enroll or re-enroll at WCS must have the courses and credits necessary for their grade level. Students failing a required class for graduation must take and pass that course in summer school in order to re-enroll/enroll at WCS.
- 5.25. Instructional Resources – Selection and Adoption:
(Board adopted 16 May 2011)
 - A. Wichita Christian School shall provide a wide range of instructional resources for students and faculty that present varying levels of difficulty, diversity of appeal, and a variety of points of view. Although trained professional staff are afforded the freedom to select instructional resources for their use in accordance with this policy and the state mandated curriculum, the ultimate authority for determining and approving the curriculum and instructional program of Wichita Christian School lies with the Board of Directors.

B. In this policy, “instructional resources” refers to textbooks, library acquisitions, supplemental materials for classroom use, and any other materials, including electronic resources, used for formal or informal teaching and learning purposes. The primary objectives of instructional resources are to deliver, support, enrich, and assist in implementing Wichita Christian School’s educational program.

C. The Board shall rely on Wichita Christian School professional staff to select and acquire instructional resources that:

- 1) Enrich and support the curriculum, taking into consideration students’ varied interests, abilities, learning styles, and maturity levels.
- 2) Stimulate growth in factual knowledge, enjoyment of reading, literary appreciation, aesthetic values, and societal standards.
- 3) Present various sides of controversial issues so that students have an opportunity to develop, under guidance, skills in critical analysis and in making informed judgments in their daily lives.
- 4) Represent many ethnic, religious, and cultural groups and their contributions to the national heritage and world community.
- 5) Provide a wide range of background information that will enable students to make intelligent judgments in their daily lives. In the selection of instructional resources other than textbooks, especially library acquisitions and supplemental materials for classroom use, professional staff shall ensure that materials:
 - a) Support and are consistent with the general educational goals of Wichita Christian School.
 - b) Meet high standards in presentation, format, readability, content, accuracy, artistic or literary quality, and educational significance.
 - c) Are appropriate for the subject and for the age, ability level, learning styles, and social and emotional development of the students for whom they are selected.
 - d) Are designed to provide information that will motivate students to examine their own attitudes and behavior, to understand their rights, duties, and responsibilities as citizens, and to make informed judgments in their daily lives.

D. Recommendations for library acquisitions shall involve administrators, teachers, other Wichita Christian School personnel, and school community representatives, as appropriate. Gifts of instructional resources shall be evaluated according to these criteria and accepted or rejected accordingly. Selection of materials is an ongoing process that includes the removal of resources no longer appropriate and the periodic replacement or repair of materials still of educational value.

E. The selection of library acquisitions on controversial issues shall endeavor to maintain a balanced collection representing various views. Library materials shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems.

F. A parent of a Wichita Christian School student or employee may formally challenge an instructional resource used in the Wichita Christian School educational program on the basis of appropriateness. The school receiving a complaint about the appropriateness of an instructional resource shall try to resolve the matter informally using the following procedure:

- 1) The principal or other knowledgeable professional staff shall explain Wichita Christian School's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned material.
- 2) The principal or other knowledgeable professional staff shall explain the role the questioned material plays in the educational program, its intended educational usefulness, and any additional information regarding its use.
- 3) If appropriate, the principal may offer a concerned parent another resource to be used by that parent's child in place of the challenged material.
- 4) If the complainant wishes to make a formal challenge, the principal shall provide the complainant a copy of this policy and a Request for Reconsideration of Instructional Materials.

G. All formal objections to instructional resources shall be made on the Request for Reconsideration of Instructional Materials form. The form shall be completed and signed by the complainant and submitted to the principal or designee.

H. Upon receipt of the request, the Principal shall appoint a reconsideration committee. The reconsideration committee shall include at least one member of the instructional staff who either has experience teaching the challenged material or is familiar with the challenged material. Other members of the committee may include District-level staff, library staff, secondary-level students, parents, and others deemed appropriate by the principal. All members of the committee shall review the challenged material in its entirety.

I. As soon as reasonably possible, the committee shall meet and determine whether the challenged material conforms to the principles of selection set out in this policy.

J. The committee shall then prepare a written report. Copies of the report shall be provided to the principal, the Superintendent or designee, and the complainant.

K. The complainant may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at Level Two. The appeal

shall contain a copy of the original complaint, the reconsideration committee's report, and dates of conferences with the principal or designee.

L. The following principles shall guide the Board and staff in responding to challenges of instructional resources:

- 1) A parent of a Wichita Christian School student, or any employee may raise an objection to an instructional resource used in a school's educational program, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for instructional resources set out in this policy.
- 2) A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own children. (Board adopted 16 May 2011)
- 3) The following pages for forms relating to reconsideration of instructional resources (Board adopted 16 May 2011):

Page 1 - Request for Reconsideration of Instructional Materials

Page 2 - Checklist for Reconsideration of Instructional Materials / Decision

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Do you represent yourself? ___ an Organization? ___ (Name of Org: _____)

Resource on which you are commenting:

- Book Magazine Audio Recording
- Textbook Library Program Newspaper
- Video/DVD Electronic information/network (please specify)
- Display Other _____

Title:

Author/Producer:

1. Have you reviewed the materials in their entirety? Yes No
(If not, please do so before completing and submitting this form.)

2. To what in the material do you object? (Please be specific: cite reason, pages, *etc.*)

3. What do you believe might be the result of using this material?

4. For what age group would you recommend this material?

5. In its place, what material of equal quality would you recommend that could be used to teach similar subject matter?

6. What do you believe should be done with the material in question?

 Remove it from the curriculum.
 Do not allow my child to use this material.
 Use it as resource material or a choice selection.

Complainant Signature _____ Date _____

**CHECKLIST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS /
DECISION**

Type of resource _____

Title _____

Author/Producer _____

1. Purpose

A. What is the overall purpose of the material or resource?

B. Is the purpose accomplished? ____ Yes ____ No

2. Authenticity

A. Is the author or presenter competent and qualified in the field? ____ Yes ____ No

B. What is the reputation/significance of the author or publisher/producer in the field?

C. Is the material or resource up-to-date? ____ Yes ____ No

D. Are information sources well documented in the resource or guides? ____ Yes ____ No

E. Are translations and interpretations faithful to the original? ____ Yes ____ No

3. Appropriateness

A. Does the resource promote the educational goals and objectives of the curriculum of Wichita Christian School? ____ Yes ____ No

B. Is it appropriate for the level of instruction intended? ____ Yes ____ No

C. Are the illustrations appropriate for the subjects and age levels? ____ Yes ____ No

4. Content

A. Is the content of this material or resource well presented by providing adequate scope, range, depth, and continuity? ____ Yes ____ No

B. Does it present information not otherwise available? ____ Yes ____ No

C. Does it give a dimension or direction that is new or different from others available for the subject? ____ Yes ____ No

5. Decision of board president: _____

Board President Signature: _____ Date: _____

Article VI - Personnel

- 6.1. The CEO shall assign all working positions for school personnel.
 - A. Assignments shall be based on the needs of the School.
 - B. In decisions relating to the assignment of personnel, no unlawful consideration shall be given to the race, color, sex, national origin, or age of the employee.
 - C. All personnel and faculty will be believers in Christ and active members in their local congregations.
 - D. All personnel of the School, regardless of classification, shall be subject to assignment and or reassignment by the CEO.
- 6.2. All administrative, instructional, and other certified personnel shall be employed on the basis of contracts properly executed by the employee and the CEO.
- 6.3. The CEO and his staff shall develop, and periodically update the Faculty and Staff Handbook. The handbook shall detail important information, policies and procedures for the faculty and staff and shall be provided to each employee. The Faculty and Staff Handbook will be approved by the Board of Directors.
- 6.4. Faculty/Staff Tuition Plan:
 - A. Fulltime employees (31-40 hours) receive 100% free tuition for their first child, as well as 50% off tuition on each additional child.
 - B. Three-fourths ($\frac{3}{4}$) time employees (21-30 hours) receive 50 % off tuition for their first child, as well as 50% off tuition on each additional child.
 - C. One-half ($\frac{1}{2}$) time employees (11-20 hours) receive 50% off tuition for their first child, as well as 25% off tuition on each additional child.
 - D. One-quarter ($\frac{1}{4}$) time employees (0-10 hours) receive 50% off tuition for their first child.
 - E. When husband and wife teams work for WCS, each employee will be allowed the 100% discount and the 50% discount. For example, a couple who works for WCS and has two children will pay no tuition (100% discount for each employee.) A

couple who works for WCS and has four children will receive two 100% discounts and two 50% discounts. Three-fourths and one-half time couples will each receive the benefit as outlined in Article VI, Section 6.4, B, C, and D. (Board adopted 19 April 2010)

6.5. Additional Tuition Discounts

- A. Ministers receive 50% discount on tuition. Minister is defined as a person in a full-time paid ministry position in a local area (Wichita and surrounding counties) Christian church. (Board adopted 28 February 2011) Written documentation will be required annually, *e.g.*, check stub. (Board adopted 20 August 2012)
- B. Full-time, active duty or career-retired military, law enforcement, firefighter, and active EMT's families receive 15% discount on tuition. Written documentation will be required annually *e.g.*, check stub. (Board adopted 20 August 2012)
- C. All families, except as described in part D of this section, receive a multiple-child discount.
 - 1) 2nd child 10% off tuition.
 - 2) 3rd child 20% off tuition.
 - 3) 4th child 30% off tuition.
 - 4) 5th of more will be under board review.
- D. WCS does not allow stacking two or more discounts to be used in the same school year, except as described in part E of this section. This includes the minister, military, law enforcement, firefighter, active EMT's or multiple-child discounts described in this section as well as tuition assistance that exceeds the amount of these discounts. The best financial plan for the family will be used.
- E. A referral credit will be applied to the tuition, fee, or lunch account of a currently enrolled student who is responsible for recruiting a new student, regardless of any tuition discounts the current student receives. The amount of this credit will be \$100.00 if the new student pays full tuition. The amount of this credit will be \$50.00 if the new student qualifies for any tuition discounts or financial assistance. In order for the current student to receive this referral credit, the new student must designate on the registration form the referring student. The credit will be applied after the new student has been enrolled for one full semester.

6.6. Expense Reimbursement Policy:

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out school business only with the prior approval of the superintendent. Accounting records shall accurately reflect that no funds were used to reimburse travel expenses beyond those authorized for WCS employees. For any authorized expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures. When traveling in a school vehicle or personal vehicle, the school credit card should be checked out and used when possible. Receipts must be turned in to the central office. When using a personal vehicle,

only fuel costs are reimbursed when the receipt is turned in. Expenses for meals associated with authorized travel shall be paid to employees on as follows:

- (1) No meal reimbursement is made unless overnight travel is required.
- (2) Meals may be reimbursed for travel days only when travel is required during normal meal times.
- (3) Additionally, no meals are reimbursed when meals are provided as a part of the workshop, meeting, banquet, *etc.*
- (4) Meals will be reimbursed at the following rates: \$6.00 for breakfast, \$8.50 for lunch and \$12.00 for dinner.
- (5) Receipts shall be required for expenses paid and reimbursement will not exceed actual cost incurred. (Board adopted July 2012)

6.7. Staff Development:

Teachers and support staff shall participate in five (5) staff development days per school year. (Board adopted 17 December 2013)

6.8. All Wichita Christian School employees shall be evaluated on an annual basis. The evaluation instrument for teaching staff will be the Effective Learning Environments Observation Tool (ELEOT). (Board adopted 17 December 2013)

Article VII - Students

- 7.1. Policies for students at WCS concerning admission, conduct, discipline, attendance, absences, dress code, motor vehicles, extracurricular activities, educational records, dispute resolution, and other important matters are contained in the WCS Parent/Student Handbook published annually and, as adopted annually by the Board of Directors, is incorporated herein by reference and shall be considered a part hereof and of equal standing herewith.
- 7.2. Wichita Christian School teachers and administrators strive to discipline in a firm, loving manner according to each student's needs. Disciplinary policies and procedures of WCS will not include or permit any form of corporal punishment by WCS teachers and administrators.

- 7.3. Extracurricular Standards of Behavior:

With the approval of the CEO and Principal, sponsors and coaches of extracurricular activities may develop and enforce standards of behavior that are higher than regular student code of conduct and may condition memberships or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. Extracurricular behavioral standards shall not have the effect of discriminating on the basis of gender, race, color, disability, religion, ethnicity or national origin.

Students shall have access to copies of the athletic handbook [or other extracurricular policies] at the beginning of the school year or when students first begin participation in an extracurricular activity. Students and their parents shall sign and return to the sponsor or coach a statement that they have read the extracurricular behavior standards and consent to them as a condition of participation in the activity.

Standards of behavior for an extracurricular activity are independent of the violations of the Student Code of Conduct may result in independent disciplinary actions.

A student may be removed from participation in extracurricular activities and may be excluded from school honors for violation of extracurricular standards of behavior for an activity or for violation of the Student Code of Conduct.

- 7.4. Enrollment and Admissions Policy – Refer to Student/Parent Handbook.

Article VIII – Discrimination Policy

- 8.1. It is the policy of Wichita Christian School to provide equality of opportunity in education and employment for all students and employees. Accordingly, Wichita Christian School does not practice, tolerate or condone unlawful discrimination in any form against students, employees or applicants on the grounds of race, color, religion, creed, sex, national origin, age, disability or veteran status. As permitted under federal law, Wichita Christian School will in its hiring and admission practices exercise appropriate discrimination based on its religious beliefs.
- 8.2. Retaliation against any person complaining of discrimination is in violation of federal law and Wichita Christian School policy, and will not be tolerated.
- 8.3. Wichita Christian School will respond promptly to all complaints of discrimination and retaliation. Violation of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees.
- 8.4. Disciplinary action for violations of this policy will be the responsibility of the superintendent or his/her designee as may be appropriate in accordance with applicable procedures.
- 8.5. Wichita Christian School hereby affirms its desire to maintain a work of environment for all employees and an academic environment for all faculty and students that is free from all forms of unlawful discrimination and free from discrimination which is otherwise prohibited by Wichita Christian School policy or regulation. Unlawful discrimination is completely incompatible with the values and goals of Wichita Christian School
Wichita Christian School strives to maintain an environment that supports and rewards individuals on the basis of such relevant factors as ability, merit, and performance. As permitted under federal law, Wichita Christian School will in its hiring and admission practices exercise appropriate discrimination based on its religious beliefs.
- 8.6. Definitions:
 - A. Discrimination is unequal treatment based upon race, color, religion, creed, sex, national origin, age, disability, or veteran status.
 - B. Retaliation is any conduct causing any interference, coercion, restraint or reprisal against a person complaining of discrimination or participating in the resolution of a complaint of discrimination.
 - C. Harassment is a form of discrimination. See separate policy on Unlawful Harassment and Resolution Procedure for Harassment Complaints.
- 8.7. Violations: Any individual with a concern, grievance or complaint of discrimination or retaliation should utilize the procedure available in the Student Handbook or the Employee Grievance and Appeals Procedures (See Faculty Handbook).

Article IX - Principles of Ethics and Integrity

- 9.1. Relationships among people are the foundation of Christian ministry and are central to Christian school life. Defining healthy and safe relationships is not meant, in any way, to undermine the strength and importance of personal contact or the ministerial role. Rather, it is to assist all who fulfill the many roles that create the Christian school to demonstrate their love and compassion for children and adults in the most sincere and genuine relationships.
- 9.2. It is the board's intention that relationships be expressed at all times as charitable and without intention to do harm or allow harm to occur. All school personnel are asked to carefully consider each standard in the following list of principles before agreeing to adhere to the standards and to continue in service to Wichita Christian School.
- 9.3 The following principles shall be followed by WCS personnel:
 - A. WCS personnel will exhibit the highest Christian ethical standards and personal integrity.
 - B. WCS personnel will conduct themselves in a manner that is consistent with the mission of Wichita Christian School.
 - C. WCS personnel will ensure their professional work environment is free from physical, psychological, written, or verbal intimidation or harassment.
 - D. WCS personnel will avoid taking unfair advantage of a counseling relationship for the benefit of themselves.
 - E. WCS personnel will not physically, sexually or emotionally abuse or neglect a minor or an adult.
 - F. WCS personnel will share concerns about suspicious or inappropriate behavior with their campus administrator, their principal, the school administrator or the Board.
 - G. WCS personnel will report any suspected abuse or neglect of a minor to the Department of Child Protective Services or proper authorities.
 - H. School personnel will accept their personal responsibility to protect minors and adults from all forms of abuse.
 - I. School personnel are obligated to report any fraudulent or unethical behavior following the chain of command in the handbook. Failure to report fraudulent or unethical behavior will not be tolerated and may result in termination. (Board adopted 12 December 2011)
 - J. Whistleblower Guidance. Any form of retaliation against a person who reports a suspected violation will lead to disciplinary action which may include termination. Moreover, any employee who suspects a violation but does not report it is subject to disciplinary action which may include termination. (Board adopted 20 June 2011)

9.4. General Definitions.

A. **Personnel.** For the purposes of this policy, the following are included in the definition of WCS personnel:

- 1) All paid personnel whether employed in areas of education or other kinds of services by Wichita Christian School, or other agencies. This also includes those who contract their services to the school.
- 2) All volunteers. This includes any person who enters into or offers himself/herself for a school related service of his/her own free will.

B. Types of Misconduct. For the purpose of this policy, misconduct includes the four types of behavior listed below:

- 1) Immoral conduct: Conduct that is contrary to the moral and ethical teachings of Scripture and the mission of Wichita Christian School.
- 2) Harassment: Conduct or language which creates an intimidating, hostile or offensive working environment.
- 3) Exploitation: Taking unfair advantage of a counseling relationship, or other relationship where one person exerts a dominant influence over the other, in order to benefit the dominant person.
- 4) Abuse of students: Deliberately causing physical, sexual or emotional harm to abuse of students or adults who are uniquely vulnerable to abuse due to immaturity, naiveté, or physical or mental limitations.

9.5. Immoral Conduct Prevention: Guidelines/Definitions for Ethical & Moral Behavior

A. **Immoral conduct is defined as behavior that is contrary to the moral and ethical teachings of Scripture and the mission of Wichita Christian School and that may result in scandal to the faithful or harm to the ministry of the school.**

B. Scandal is an attitude or behavior that offends moral feelings and leads to disgrace or shame. Scandal damages virtue and integrity.

C. WCS personnel enjoy a public trust and confidence. It is essential that school personnel view their own actions and intentions objectively to assure that no observer would have grounds to believe that irregularity in conduct exists. All school personnel have a responsibility to uphold the standards of WCS in their day-to-day work and personal lives.

9.6. Prevention of Harassment: Guidelines/Definitions for Professionalism

A. Harassment encompasses a broad range of physical, written, or verbal behavior that includes, but is not limited to, the following:

- 1) Physical or mental abuse;
- 2) Racial insults;
- 3) Derogatory ethnic slurs;

- 4) Unwelcome sexual advances or touching;
- 5) Sexual comments or sexual jokes;
- 6) Display of offensive materials.
- 7) Requests for sexual favors used as a condition of employment, or to affect other personnel decisions, such as promotion or compensation.

B. Harassment is an offensive use of power where the purpose or the effect is to create a hostile or intimidating work relationship or environment.

C. Harassment may be severe and/or pervasive.

- 1) Severe conduct is sufficient to alter a workplace environment even though it may occur only once.
- 2) Pervasive conduct is a persistent pattern of offensive conduct.

9.7. Prevention of Exploitation: Guidelines/Definitions for Counseling Relationships

A. Exploitation in the context of this policy refers to school personnel taking unfair advantage of the counseling relationship for the benefit of the counselor.

B. Sexual exploitation includes any form of sexual contact between school personnel and the recipient of his or her counseling services, regardless of whether the counselor initiates the contact or permits the counselee to make that contact.

C. Conflicts of interest exist when school personnel take advantage of counseling relationships in order to further their own personal, religious, political, or business interests.

D. School personnel are expected to avoid situations and conduct that are or may give the appearance of exploitation or conflicts of interest.

E. Confidentiality

- 1) Information disclosed to school personnel during the course of counseling, advising, or spiritual direction shall be held in the strictest confidence possible.
- 2) School personnel should discuss the nature of confidentiality and its limitations with each person in counseling.
- 3) Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.

- a) If there is clear and imminent danger to the client or to others, the school personnel are to disclose the information necessary to protect the parties involved and to prevent harm.
 - b) If feasible, before disclosure is made, the school personnel should inform the person being counseled about the disclosure and the potential consequences.
- 4) The school personnel providing counseling services or spiritual direction should keep minimal records of sessions.
 - 5) If school personnel discover, while counseling a student, that there is a serious threat to the welfare of the student and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the counselor or spiritual directors should disclose only the information necessary to protect the health and well-being of the student.

9.8. Conflicts of Interest

- A. School personnel should avoid situations that might present a conflict of interest between a counselor and a person being counseled. Even the appearance of a conflict of interest can call integrity and professional conduct into question.
- B. If a conflict of interest exists or arises, school personnel should inform all parties. Resolution of the issues must protect the person being counseled.
- C. School personnel must establish clear, appropriate boundaries with anyone with whom they have a business, professional, or social relationship.

9.9. Prevention of Abuse: Guidelines/Definitions for Working with Students

- A. A student is defined as anyone enrolled at WCS. For the purposes of this policy, the term "minors" also includes adults who would be considered uniquely vulnerable to abuse because of physical or mental disabilities.
- B. Physical abuse is non-accidental injury, which is intentionally inflicted upon a student.
- C. Emotional abuse is mental or emotional injury to a student that results, or is likely to result, in an observable and material impairment in the student's growth, development or psychological functioning.
- D. Neglect is the failure to exercise reasonable care to provide for a student's basic needs or the failure to exercise reasonable care to protect a student from harm.

- E. Abuse of students is contrary to the mission of Wichita Christian School and is prohibited by the school. School personnel have a responsibility to actively protect students from all forms of abuse.
 - F. Physical Contact with Students. Appropriate affection between school personnel and students is important for a child's development and a positive part of school life and ministry. Physical contact should be age appropriate and becoming of Christians.
- 9.10. Reporting of Incidents, Allegations and Concerns.
- A. Reporting of Immoral Conduct, Harassment or Exploitation.
 - 1) School personnel have a duty to report violations of the Wichita Christian School faculty policy.
 - 2) When there is an indication of illegal actions by school personnel, school personnel will notify the police or other civil authorities immediately. School personnel are then required to inform their campus supervisor, principal, or school administrator.
 - B. When there is an indication that the actions of school personnel may constitute immoral conduct, harassment or exploitation, report it to one of the following:
 - 1) Campus administrator, principal or head administrator
 - 2) Wichita Christian School Board President
 - 3) Submit a specific and verifiable letter to the Administrative Office at 1615 Midwestern Parkway, Wichita Falls, TX 76302
 - C. Allegations of immoral conduct, harassment or exploitation will be taken seriously and Wichita Christian School procedures will be followed to protect the rights of all involved.
 - D. If there are questions about the applicability of these policies, consult the head administrator. If infractions of faculty handbook policy are confirmed, school personnel will be subject to disciplinary action up to and including termination and possible prosecution. Disciplinary action will follow the Progressive Discipline Process outlined in Article IX of these policies.
- 9.11. Reporting of Suspicious or Inappropriate Behaviors with Students.
- A. Due to fact the administration of Wichita Christian School is dedicated to the prevention of abuse to students, it is imperative for every member of this community to participate actively in the protection of students. In the event that school personnel observe any suspicious or inappropriate behaviors on the

part of other school personnel, it is their personal responsibility to immediately report their observations to the appropriate authority.

- B. Examples of suspicious or inappropriate behaviors that would be policy violations. Such behaviors may include, but are not limited to, the following:
 - 1) Neglectful supervision
 - 2) Poor role modeling
 - 3) Seeking private time with students
 - 4) Taking students on over-night trips without other adults
 - 5) Swearing or making suggestive comments to minors
- C. Inappropriate behaviors or policy violations that relate to interactions with students should be reported to one of the following:
 - 1) Campus administrator, principal or head administrator
 - 2) Wichita Christian School Board President
 - 3) Submit a letter containing specific and verifiable evidence to the Administrative Office at 1615 Midwestern Parkway, Wichita Falls, TX 76302
- D. All reports of suspicious or inappropriate behavior with students will be taken seriously. Wichita Christian School procedures will be carefully followed to ensure that the rights of all those involved are protected.
- E. When suspicious or inappropriate behaviors are reported to a campus administrator or principal, he or she will be asked to gather additional information about the nature of the concern and contact the head administrator.
- F. If at any point in gathering information about suspicious or inappropriate behavior, a concern arises that there is a possibility of abuse, the department for child protective services or proper authorities will be contacted and a report filed.
- G. If at any point, policy violations with minors are confirmed, school personnel will be subject to disciplinary action up to and including termination and possible prosecution. Disciplinary action will follow the Progressive Discipline Process outlined in Article IX of these policies.

H. Reporting Abuse of Students.

- 1) School personnel who have cause to believe a student may have been or is being abused must report their suspicions to the police or Wichita Falls Child Protective Services at 940-235-1995.
- 2) Failure to report suspected abuse of a minor by an educator in Texas is against the law. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice.
- 3) In addition to reporting to the police or department of child protective services, school personnel are strongly encouraged to report any suspected or known abuse of minors that may have been perpetrated by school personnel directly to the administrator of Wichita Christian School or board president, so that immediate and proper steps may be taken to ensure the safety of alleged victims or other potential victims.
- 4) Reports of suspected or known abuse may be made confidentially to any of the following:
 - a) Campus administrator, principal or head administrator
 - b) Wichita Christian School Board President
 - c) Submit a letter containing specific and verifiable evidence to the Administrative Office at 1615 Midwestern Parkway, Wichita Falls, TX 763025)
- 5) If the situation meets the criteria for a CPS investigation and/or a police investigation, the administration will cooperate fully with the investigation.
- 6) During investigations by civil authorities, school personnel who are the subject of the investigation may be temporarily removed from school responsibilities and duties.
- 7) If abuse of a minor is confirmed, school personnel will be subject to termination.
- 8) When a complaint is received regarding questionable conduct with a student on the part of school personnel, the following procedure will be followed:
 - a) The complaint will be date-stamped and acknowledged by letter as received by the administrator or his designee. In the event of verbal communication of a complaint, a memo shall be generated outlining the elements of the complaint, which will be acknowledged by letter.

- b) All reports of misconduct with students will be investigated. Depending on the nature of the complaint, a determination will be made as to whether it will be reported to civil authority.
 - c) Complainants will be advised of the course of investigation and under whose authority the inquiry is being made.
- 9.12. Maternity Leave. Maternity leave should be considered as health related leave and be administered according to the current leave policy.
- 9.13. Progressive Discipline Procedure.
- A. Standards of Wichita Christian School. It is the policy of Wichita Christian School to maintain the highest quality personnel who exhibit exemplary conduct and superior performance. To this end, all school personnel are to be informed by their supervisors what is expected of them in the performance of their roles, how to conform to WCS policies and how well their performance meets expectations.
 - B. When school personnel performance or conduct does not meet the expectations of Wichita Christian School, it is the responsibility of supervisors to address the problem(s) in a timely and equitable manner. The procedure would normally include four steps: 1) Counseling, 2) Formal Warning, 3) Probation, and 4) Termination.
 - C. All documents associated with the Progressive Discipline Procedure are to be retained in the personnel file of the school personnel. Formal Warning Documents may also be forwarded to the supervisor.
 - D. Steps in Progressive Discipline
 - 1) Counseling. A large portion of performance and conduct deficiencies are identifiable, and in many cases, can be addressed and resolved through informal counseling between the supervisor and the school personnel. Effective counseling includes the following:
 - a) Clear identification of the problem with specific examples;
 - b) A mutually agreed upon action plan to resolve the problem;
 - c) Documentation of the counseling and communication, which is kept in the personnel file of the individual who receives counseling.
 - 2) Formal Warning. Formal Warnings should be initiated when Informal counseling fails to resolve the problem, or the problem is of such a serious nature that immediate and formal resolution is required.
 - a) Formal Warnings should include:
 - i. A specific statement of the problem.
 - ii. Reference to any counseling that was attempted.
 - iii. A statement of the policy that was violated.

- iv. A summary of corrective actions to be taken including formal counseling with a licensed clinician.
 - v. A statement of the consequences of failure to resolve the problem(s).
 - vi. A reasonable timeframe for resolution.
 - b) Formal Warnings should be presented at a meeting with the supervisor.
 - c) School personnel should be required to sign the Formal Warning Document.
 - d) Formal Warning Documents and all accompanying materials should be stored in the personnel file of the individual who receives the warning.
- 3) Probation. Probation is the third step in the Progressive Discipline Procedure prior to dismissal.
- a) Probation should be initiated when a warning process has not succeeded or when the misconduct is such that a second infraction would clearly warrant termination.
 - b) The probation process consists of the same elements as the formal warning process, with an emphasis on the fact that failure to meet the conditions of the probation will result in termination if significant improvement is not demonstrated consistently in the probation period.
 - c) A second Formal Warning Document should be completed when the school personnel is placed on probation.
 - d) At the successful conclusion of probation, school personnel should be notified in writing that he or she is no longer in a probationary status.
- 4) Termination. Termination may be administered under one of two conditions:
- a) Failure to improve conduct during the steps of Progressive Discipline;
 - b) Serious and major offenses, including but not limited to, violations of the Policies of Wichita Christian School's Faculty Handbook.

Article X – Transportation

10.1. Definitions:

A. “Passenger car” refers to a motor vehicle, other than a motorcycle, used to transport persons and designed to accommodate ten or fewer passengers.

B. “Passenger van” means a motor vehicle, other than a motorcycle or passenger car, used to transport persons and designed to transport 15 or fewer passengers, including the driver.

C. “School bus” means a motor vehicle that was manufactured in compliance with the federal motor vehicle safety standards for school buses in effect on the date of manufacture and that is used to transport preprimary, primary, or secondary students to and from school or on a school-related activity trip other than on routes to and from school. The term does not include a school-chartered bus or a bus operated by a mass transit authority.

10.2. Licenses: All drivers will have the appropriate certification for the type of vehicles they operate.

A. Operators of 15 passenger vans will have a Class C license.

B. Operators of buses with a capacity greater than 15 passengers will have a CDL (Class B) license.

C. Operators who transport students by car will have Class C licenses.

10.3. Capacity Requirements

A person may not operate a bus or car if:

1. 1) Any door is ajar.

2. 2) The number of passengers on the bus is greater than the manufacturer’s design capacity for the bus.

10.4. Operator Requirements:

A. Operators will undergo training on an annual basis for the appropriate license.

B. Operators of vans, buses, and passenger cars used to transport students shall ensure that the number of passengers does not exceed the designed capacity of the vehicle.

C. Drivers will not allow students to stand on a moving bus or passenger van.

D. Drivers will not allow students to sit on the floor of the bus or van or any location that is not designated a seat.

E. All students will utilize seat belts when buses/vans are moving. Operators of vans, buses, and passenger cars must ensure that each passenger is secured by a safety belt.

- F. Bus/van operators may not operate a wireless communication device while operating a bus/van with a student on board. In case of an emergency, the driver must stop the bus before using a wireless communication device.
 - G. Accidents will be reported to the Texas DPS and to the school administration.
 - H. Operators may be subject to criminal background checks. Felony convictions or misdemeanor involving moral turpitude or for the use of alcohol or illegal drugs shall result in immediate termination.
 - I. Operators may be subject to required drug and alcohol tests. Positive tests shall result in immediate termination.
- 10.5. Training Requirements.
- A. Operators will undergo training on an annual basis for the appropriate license.
 - B. A program to educate drivers of buses will be provided.
 - C. Training sessions will be held twice annually (fall and spring) regarding emergency evacuation of a school bus/van during an emergency. Training will be held on the bus/van. Records of the same will be maintained in the high school principal's office.
 - D. A program to educate students on bus riding safety will be provided.
- 10.6. Maintenance Requirements: The maintenance and upkeep of all WCS transportation shall be assigned by the Superintendent. These duties shall include:
- A. Mechanical inspections;
 - B. Washing / vacuuming;
 - C. Changing oil;
 - D. Checking air pressure in tires;
 - E. Arranging transportation for all trips between campuses, all road trips, and all field trips, or other school related trips;
 - F. Fueling.
- 10.7. Searches.
- A. Video/audio equipment may be used for safety purposes to monitor student behavior while loading and during transit.
 - B. WCS reserves the right to conduct searches when there is reasonable cause to believe that a search will uncover evidence of work-related misconduct. Searches may involve employees, the employee's personal items, work areas, lockers, and private vehicles parked on WCS premises or worksites or used for school purposes including, but not restricted to, transporting students.
- 10.8. Other entities use of WCS transportation. No other entities will be able to use WCS transportation. (Board adopted 18 March 2011)

Article XI – Facilities - Use Policies and Procedures

- 11.1. Any facility used by any group should be scheduled with the Administrative Office in advance by that group. Usage depends on availability of the facility.
- 11.2. Every group should sign the Facilities Use Agreement before use. Groups using the facilities on a regular basis may keep such an agreement on file to be renewed each academic year.
- 11.3. If WCS activities need to be rescheduled, they will be given preference. Use of the Neta Lane facilities on Wednesday evenings and Sundays will be scheduled according to Edgemere Church of Christ's calendar. On these days, preference will be given to Edgemere Church of Christ. Therefore, groups may be asked to reschedule.
- 11.4. Groups using WCS facilities will provide for cleaning and repairs. If a group desires to do so, it can pay an additional fee for WCS to provide custodial services. This must be arranged in advance of use.
- 11.5. All groups are responsible for set-up and take-down of their equipment, furniture, *etc.* No school personnel will be available for this responsibility.
- 11.6. The facilities must be left in the same or better condition in which they were found (e.g., all utilities turned off, including restrooms and a/c and heating, tables returned to original locations, *etc.*) A \$100 deposit will be collected (in addition to usage fees) prior to use. It will be refunded on the condition that all guidelines are followed.
- 11.7. All groups shall follow these guidelines when using WCS facilities:
 - A. While in the facility, participants must act in a responsible manner. Participants are responsible for the conduct of their guests.
 - B. Children under the age of 18 must be accompanied by an adult.
 - C. Those not abiding by policies and procedures will be required to leave, and may lose the privilege of future usage.
 - D. The floors must be swept by user after each use.
 - E. No tobacco, alcohol, controlled or illegal substances, or weapons will be allowed on school property.
 - F. None of the following are allowed: profanity, abusive or offensive language, gambling, unsportsmanlike conduct, inappropriate displays of affection, abuse of property/furniture.
 - G. No PG-13 or R rated movies will be allowed in the facilities.
 - H. No pets will be allowed in the facilities (except service/medical-related dogs).
 - I. Clothing must be appropriate to the activity; shirts are to be worn at all times.
 - J. No dunking, hanging on the goals, supports or nets in the gymnasium.

- K. Each user will be responsible for any damage to school equipment or facilities. One person should be the designated person to be in charge and will be held responsible for deposits, damages, *etc.*
 - L. All keys must be returned as soon as the function/event is completed.
 - M. All special set-up and takedown must be prearranged and done by the group using the facility.
 - N. Any cooking or food preparation should be outlined in advance. User must furnish their own dishes, equipment, utensils, *etc.*
 - O. In the Neta Lane facility, food and drink will be allowed in the gym and kitchen only. In Midwestern Parkway facility, food and drink will only be allowed in the gym foyer or the cafeteria and kitchen area, but no food or drink will be allowed in the gym or in the classrooms.
- 11.8. The following document(s) should be used when renting facilities for usage:

**Wichita Christian School Facilities
Reservation Form**

Please sign and return with fees and deposit to:
Wichita Christian School, Attn: Facilities
1615 Midwestern Parkway, Wichita Falls, TX 76302
940-763-1347

**ALL WCS functions have priority over other requests.
All payments must be paid prior to the event. A separate \$100 deposit is required.**

Person Making Request _____
Other Contact Name: _____ Email Address: _____
Group Name: _____
Address: _____ City: _____ Zip: _____
Phone Numbers: Cell _____ Home _____ Work _____
Day(s)/Date(s) of Event _____
Type of Event: _____

Event Beginning: _____ am/pm Event End: _____ am/pm Total hours: _____

Number Attending: Adults _____ Youth _____ Children <12 _____ Total _____

Area Requested (Check all that apply):

_____ Neta Ln. Gym	_____ Neta Ln. Gym Kitchen
_____ MW Pkwy Cafeteria	_____ MW Pkwy Practice Field
_____ MW Pkwy Foyer	_____ MW Pkwy Concession
_____ Other, please specify: _____	

Fees

All fees are to be paid to Wichita Christian School by CHECK ONLY. Rates are subject to change at any time, and a new use agreement will be issued when such changes occur.

_____ Gym: \$100 first hour, \$25 each additional hour
_____ Kitchen: \$30 per hour
_____ Cafeteria: \$30 per hour
_____ Elementary Sports Teams (majority WCS families): \$30/1-hour use
_____ Elementary Sports Teams (majority non-WCS families): \$50/1-hour use
_____ WCS Facility Manager/Maintenance
_____ Total Fee
_____ \$100 Deposit – Please provide separate check

(Following the event, deposit will be refunded after building has been inspected by school personnel and compliance with Facility Use Agreement has been confirmed.)

Usage Fees Received _____ Check # _____ Received by: _____

Deposit Received _____ Check # _____ Received by: _____

-----*After Event*-----

*I (circle one) **RECEIVED** / **FORFEITED** my \$100 deposit*
Signature: _____ Date: _____

Article XII – Information Technology (IT)

(Board adopted 15 September 2014)

- 12.1. Computer/Internet Use Policy. Wichita Christian School believes the Internet has much to offer with its wide variety of resources. Access to the Internet provides a wealth of information resources, research opportunities, communication services and international exposure in ways that would be otherwise unavailable. Because there is such a wealth of information available on the Internet, material not considered to be of educational value is also available. Some material may contain items that are offensive, immoral, or illegal. We have taken precautions to limit access to such materials through the use of Internet filters. It is, however, impossible to control all access to such information and a user may find such material either deliberately or by accident. We believe, however, the benefits to students from on-line access outweigh the possibility that a user may obtain material inappropriate for an educational setting. We desire that this resource be used in a manner that ensures the continued smooth operation of our computer network and that it will fit into our overall goals and objectives for students.

At WCS, the Internet user is held responsible for his/her actions when on-line. All users, therefore, must abide by the guidelines that we are outlining here. If a user violates these guidelines, further access to the Internet and/or use of computers at WCS may be denied.

The following are basic rules and guidelines which will be briefed to all users of the network/Internet in instructional sessions.

- A. Access is a privilege, not a right. This privilege requires consideration and responsibility on the part of the user. Inappropriate use will result in suspension or cancellation of computer privileges. The school administration and system administrator will determine what inappropriate use is. The administration, faculty or staff may request that the system administrator deny a specific user access.
- B. Internet access will be permitted only for those who are authorized to use the system and only for an authorized purpose.
- C. Students and staff are expected to use good behavior, proper etiquette and act responsibly, politely and ethically as they use the Internet.
- D. Students and staff will be held accountable for any information they publish on the Internet that is publicly accessible or accessible to a large number of people, i.e. Facebook or social networking sites. Parents will be called in cases of inappropriate postings. In the presence of administrators, students will be required to remove such posts and other consequences will be invoked; for example detention, or in extreme cases – expulsion.

- E. Users are not permitted to use the school computer resources for commercial purposes, product advertising, political campaigning or lobbying.
- F. Network users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
- G. Physical or electronic tampering with computer equipment is not permitted. This includes, but is not limited to, deliberate changing of settings, activating screen savers, installation of unauthorized software, vandalism, “hacking” or other disruption in the operation of the computer or network. Users shall be responsible for damages to equipment, systems and software from deliberate acts. Any and all costs incurred by WCS for repairs, and/or replacement of software, hardware, and data files shall be the responsibility of the user who created the problem.
- H. Users must not violate copyright laws in the use, installation, distribution, duplication or modification of copyrighted material. Plagiarism will not be tolerated. Users must not violate the Privacy Act of 1974.
- I. Student Internet users will in no way use the network for financial gain nor carry out financial transactions of any kind. (i.e.) Craig’s List, eBay, Amazon, banking, buying/selling securities, bill payments or online businesses while at school.
- J. If a user discovers a security problem in the school’s computer network, they will notify the system administrator. They will not demonstrate the problem to others. Users will not attempt to “hack” the computer system.
- L. Users will not use another’s account or password nor reveal passwords to others. Users must not attempt to impersonate another person nor use the network to disrupt the work of others, use others folders, data or files.
- M. Students shall not use a computer logged in under another student’s name. Students are not to use a computer logged in under a teacher’s name.
- N. Users are not to post notes to newsgroups or bulletin boards (i.e. Facebook, Pinterest, Instagram, etc.) nor enter any chat rooms. Internet users shall not reveal addresses, phone numbers or other personal information to others on the Internet.
- O. Information retrieved by a user is that person’s responsibility and at his own risk. Wichita Christian School assumes no liability for the accuracy of any information from the Internet. WCS is not responsible for the loss of data, delays, lack of delivery of information or service interruptions. Although every effort will be made to insure a reliable connection, there may be times when the Internet service is “down” or unavailable.
- P. Students may not download files from the Internet nor upload to/through the school network unless granted permission from a faculty member. Any such files must be checked by a virus scan.

- Q. Users shall realize that communications over the network are not guaranteed to be private. System administrators may review files, messages, or data to insure that the system is being used responsibly. Messages supporting illegal activities may be reported to the authorities. Users' computers will be inspected at random by system administrators.
- R. Users shall not load unauthorized games, programs, files or nor any other media on any school computer system. This includes the use of flash or thumb drives, external hard drives, smart phones, and internet tablets. The computers at WCS are educational tools and are not to be used for one's personal use or recreation.

Any violations of the above guidelines in this regulation will result in loss of computer access, as well as other disciplinary or legal action that is consistent with and in accordance with the applicable local, state and federal laws.

12.2. Electronic Communication and Data Management.

- A. Philosophy and Purpose. WCS may provide an electronic communications network and Internet access to electronic mail, voice mail, databases, libraries, museums, and other information sources for the following limited purposes:
 - 1) Promote educational excellence in its schools by facilitating resource sharing, innovation, and communication.
 - 2) Improve learning and reach the School's instructional goals.
 - 3) Achieve effective and efficient administration at all campus levels.
- B. Any use of the school's information and communication systems and resources by authorized users must be in furtherance of these limited purposes and conform to the School's expectations for legal, efficient, and ethical use.
- C. Internet Safety and Limitations On-Site Access. Recognizing the Internet can give access to sites containing information that is obscene, pornographic, harmful, unsuitable, etc., the school has installed technology protection measures to filter, screen, analyze, and block site content in an effort to make it more difficult for students or staff to gain access to such material through the school's network. The IT Director and/or designated campus administrators may disable technology protection measures during use by an adult to allow access to otherwise prohibited or blocked sites or information for bona fide research or other acceptable purposes under this policy. Nonetheless, the school makes no representation that it can control access to all Internet sites. Network users are responsible for their actions in accessing available resources and will be held accountable for receiving information that is inconsistent with the requirements for acceptable and unacceptable use of the network and Internet.
- D. Authorized Users. WCS permits individuals in the following categories to become authorized users of its computer network (intranet) and/or have access to the Internet, subject to administrative regulations developed by the Information Technology Director and approved by the Superintendent:

- 1) Campus administrators and campus administrative support employees.
 - 2) Instructional personnel.
 - 3) Instructional support and student services personnel, e.g., librarians, counselors, and school nurses
 - 4) Students in grades K-12
- E. To become an authorized user, a person must sign the User Agreement, and return both forms to the IT Director or designee. Minor students applying for a user account must return a signed Parent Agreement along with their User Agreement.
- F. General Requirements for Network and Internet Use. Student and employee use of the school's computer network (intranet) and/or access to the Internet must be in accordance with this policy. No account sharing will be permitted, and each authorized user is responsible for all activities, transmissions, or actions that occur under that account identifier. Any user who identifies a security problem with the network must immediately notify the school IT Director and is not to communicate the problem to any other person.
- G. Monitoring Use. Use of a personal network account through the school's system is voluntary and constitutes a privilege provided by the school, not a right. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or the specific consent of the user. By signing the User Agreement, each authorized user acknowledges the possibility of such monitoring and consents to it. Professional employees overseeing student instructional use of the school's computer network or access to the Internet will be vigilant in determining that students are using the school's system only in compliance with this policy to enhance student safety and security, particularly when students are using electronic mail, chat rooms authorized under this policy, and other forms of direct electronic communication.
- H. Suspending or Revoking Privileges. Access to the network, the Internet, or both may be suspended or revoked and user IDs deleted if a student or employee is determined to have violated this regulation or the User Agreement each user signs as a condition for obtaining access to the school's network (intranet) and/or the Internet. Any user identified as a security risk or who has a history of violations with other computer systems will be denied access to the network. A user whose access has been suspended or revoked may request a conference with the principal and IT Director to discuss the basis for that action and have an opportunity to respond. A decision by the IT Director to suspend or revoke system privileges may be appealed following the "Steps for Problem Resolution." System privileges are revoked during any appeal. Once the appeal procedure is completed and the decision is handed down via the IT Director, Superintendent, or school board not to resume system privileges then the decision will be deemed as FINAL. If through the appeal procedure the decision is to resume privileges then full privileges will be granted.

- I. Acceptable Use. Any use described below is deemed “acceptable” and consistent with the User Agreement. Occasional personal use is acceptable ONLY during non-instructional or break/lunch periods. Personal use of smart phones, internet tablets, and laptops will be subject to monitoring at all times. The final decision regarding whether any given use of the network (intranet) or internet lies with the Superintendent or designee, in consultation with the IT Director. Acceptable use is defined as:
- 1) Will be in direct support of instructional purposes and goals;
 - 2) Will further the school’s educational and administrative purposes, goals, and objectives;
 - 3) Will furthers research related to education and instruction;
 - 4) Is consistent with network protocols as established by the IT Director;
 - 5) Is not in violation of the student or employee standards of conduct.
- J. Users may stream radio or video on a limited basis for academic purposes only, but such use may be disconnected without notice if it affects the bandwidth performance of the school’s communications network.
- K. Acceptable Use. Any of the following uses is deemed “unacceptable” and a violation of the User Agreement and this policy. The final decision regarding whether any given use of the network or Internet is unacceptable lies with the Superintendent or designee, in consultation with the IT Director. Unacceptable use includes:
- 1) Unauthorized use of copyrighted material, including violating School software licensing agreements and sharing of copyrighted audio file;
 - 2) Posting or distribution of threatening, racist, harassing, excessively violent, sexually explicit, or obscene material;
 - 3) Personal or political use to advocate for or against a candidate, office-holder, political party, or political position. However, research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit;
 - 4) Participating in chat rooms other than those sponsored and overseen by the School;
 - 5) tampering, i.e., accessing, reading, deleting, copying, or modifying, with the electronic mail of other users, regardless of where the message is displayed or stored;
 - 6) Hacking, i.e., attempting unauthorized access to any computer whether within the school’s network or outside it;
 - 7) Any use that would be unlawful under state or federal law;
 - 8) Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees;
 - 9) Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages;
 - 10) Use that violates the student code of conduct or employee standards of conduct;

- 11) Use related to commercial activities or for commercial gain by a student or employee;
- 12) Advertisement for purchase or sale of a product;
- 13) Online gaming that is not deemed educational and/or part of the curriculum.

- L. **Serious Violations.** If Administration determines a student's or employee's use of the system violates the student code of conduct or employee standards of conduct and that disciplinary action other than or in addition to suspension or revocation of system privileges is warranted, those disciplinary actions will be in accordance with the applicable policies. Egregious violations of the user policy may be grounds for termination/dismissal.
- M. **System or Other User Interference.** Users must not attempt to exceed, evade, or change established resource network quotas and protocols, i.e., allocations of local hard drive storage space or network time. Wichita Christian Schools' quotas are designed to ensure all users have a fair opportunity to access resources. Vandalism and mischief are prohibited. Vandalism, as defined by Wichita Christian School, includes any and all attempts to knowingly harm or destroy another user's data on the network or on any network connected to Wichita Christian School's network and any deliberate creation or propagation of a computer virus(es). Mischief, as defined by Wichita Christian School, includes any and all attempts to knowingly interfere with another user's work, such as attempts to delete, examine, copy, or modify data, files, fields, or any other element of another user's information.
- N. **Disclaimer.** Wichita Christian School makes no warranties of any kind, expressed or implied, for its network facilities and bears no liability for users' copyright violations; users' inappropriate or tortuous use of the network system or resources; any damages incurred by users, including loss of data resulting from the action or inaction of any School employee or a user's errors or omissions; and phone charges, credit card charges, or any other charges incurred by users without prior school authorization and according to established purchasing procedures. Wichita Christian School specifically denies any responsibility for the accuracy, age-appropriateness, or quality of information obtained through its network facilities.
- O. **Intellectual Property Rights.** Students retain the copyright and all other intellectual property rights to works of any kind they create using the School's electronic information resources and system, including those created in fulfillment of course requirements or through participation in extracurricular activities. WCS is the copyright owner of any work created or developed by an employee within the scope of his or her employment, regardless of whether the work is prepared at school using school equipment or out of school using personally owned or other equipment.

12.3 Computer/Internet User Agreement

A. Expectations and Conditions.

Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things. -- Philippians 4:8

- 1) It is my responsibility to avoid abusive conduct which would include, but is not limited to, the altering of system software, placing unlawful information, computer viruses or harmful programs on or through the system, in either public or private files or messages.
- 2) I am accountable for the use of my password. I will not reveal my password to anyone. I will not use the passwords of others.
- 3) I will not use the school's computers to obtain, view, download, send, print, display or otherwise gain access to or transmit materials that are unlawful, obscene, pornographic, or abusive.
- 4) I will not use the school's computers to harass, insult, bully, or attack others.
- 5) I will only use WCS authorized software on the school's computer system.
- 6) I will use all computer equipment for the purpose for which it is intended. I will not tamper with terminals, associated equipment, or otherwise disable the system.
- 7) I will not change, copy, rename, read, delete, or otherwise access files or software that I did not create unless I have permission to do so from the IT Director or faculty.
- 8) I will not use the school's computer for anything other than course-related work.
- 9) I will not violate copyright laws or use the school's computers for commercial purposes.
- 10) I will comply with the Privacy Act of 1974.
- 11) If I identify a security problem on the school's computer system, I will immediately notify the IT Director or designated campus administrator.

B. Network and Internet Policy. I will comply with the WCS rules of network/internet conduct and etiquette. These include, but are not limited to the following:

- 1) I will be polite and will not send abusive messages.
- 2) I will use only appropriate language.
- 3) I will not engage in illegal activities of any kind.
- 4) I will not reveal my personal information or personal information of others.
- 5) I will only use the network account assigned to me.
- 6) I will use the network in such a way that I will not disrupt the use of others on the network.
- 7) I will not use external storages devices. These include but are not limited to USB drives, cell phones, external hard drives, and tablets.

User Agreement for Parent/Guardian I am the parent/guardian of _____, the minor student who has signed the Wichita Christian User Agreement for student use of computerized resources. I have been provided with copies of WCS IT Regulations contained within Section XII of the WCS Board Policy. I also acknowledge receiving notice that, unlike most traditional instructional and library media materials the school's computer system will potentially allow my student access to external networks not controlled by WCS. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for WCS to screen and review all of the available materials. I accept responsibility to set and convey standards for appropriate use to my student when using the WCS computer system and any other electronic media or communications. I agree to release Wichita Christian School and its agents and employees from any and all claims of any nature arising from my student's use of the WCS computer system in any manner. I agree that my student may have access to the Wichita Christian School computer system. I am legally/equally culpable for any and all online and computer misconduct caused by my child should my child be under the legal age of 18 years old during each occurrence of such misconduct.

Parent/Guardian's Name (printed): _____

Signature: _____ Date _____

Article XIII - Statement on Marriage and Human Sexuality (Board Adopted 13 Feb 2017)

- 13.1. Preamble._We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Timothy 3:16–17). Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters. We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the eternal and unchanging principles of scriptural truth, because these principles express the love our Creator has for every one of his creatures.
- 13.2. Religious Beliefs._Based on Holy Scripture and the constant moral teaching of the universal Church, we believe the following:
- A. Marriage - Wichita Christian School defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)
 - B. Sexual Immorality - Wichita Christian School believes that sexual acts outside marriage are prohibited as sinful. Consequently, Wichita Christian School members must resist and refrain from any and all sexual acts outside marriage – including, but not limited to: adultery, fornication, incest, zoophilia, pornography, prostitution, lust, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, or same-sex sexual acts. (Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 15:19, Matthew 5:27-28, Romans 1:26-27, 1 Corinthians 6:9-13, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5)
 - C. Sexual Identity - Wichita Christian School believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, Wichita Christian School members must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex - including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary “genderqueer” acts or conduct. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)

- D. Sexual Orientation - Wichita Christian School believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, Wichita Christian School members must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)
- E. Sexual Redemption - Wichita Christian School believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. Consequently, Wichita Christian School members must welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to Wichita Christian School Statement of Faith. (Matthew 11:28-30, Romans 3:23, Ephesians 2:1-10, 1 Corinthians 10:13, Hebrews 2:17-18, Hebrews 4:14-16)
- F. Celibacy - Wichita Christian School believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal “one flesh” marital union of one man and one woman, and (2) celibacy or total abstinence. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness is to be celebrated and affirmed within the Wichita Christian School. (Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8; Hebrews 13:4; 1 Corinthians 7:1-8; Matthew 19:12; 1 Corinthians 12:12-13; Romans 12:10; 1 Timothy 5:1-2)
- 13.3. Application. All of our members, employees, and volunteers must affirm and adhere to this Doctrinal and Religious Absolute statement on marriage and human sexuality to qualify for involvement with the Wichita Christian School. This is necessary to accomplish our religious mission, goals and purpose. Behavior or counter-witnessing that expresses disagreement or opposition to our position will impede and burden our integrity and religious mission. We believe that God’s grace can wipe the slate of guilt and sin, though the consequences may still be incurred.
- 13.4. Authority. The Bible is the inspired and infallible Word of God, acting as the source of authority over morality, our beliefs, Christian lifestyle and conduct. The Superintendent is charged with the ministerial responsibility of Biblical interpretation and promulgating religious policy. The Superintendent will determine life application as well as final matters relating to church theology, philosophy, Christian practice, faith, divine truth, morality, and theological and doctrinal resolutions.

13.5. Biblical References.

A. Marriage and Human Sexuality

Genesis 1:26-28	1 Corinthians 6:9-13
Genesis 2:18-24	1 Corinthians 5:11
Genesis 19:5-10	Galatians 5:19
Exodus 20:14	Ephesians 4:17-19
Leviticus 18:7-23	Ephesians 5:25-27
Leviticus 20:10-21	Ephesians 5:31
Deuteronomy 5:18	Colossians 3:5
Judges 19:22-24	1 Thessalonians 4:3
Matthew 5:27-28	Hebrews 13:4
Matthew 15:19	1 Timothy 1:8-10
Matthew 19:4-9	Jude 1:7
Mark 10:5-9	Revelation 19:7-9
Romans 1:26-27	Revelation 21:2

B. Pastoral Care

Matthew 11:28-30	1 Corinthians 10:13
Romans 3:23	Hebrews 2:17-18
Ephesians 2:1-10	Hebrews 4:14-16
Exodus 20:14	Ephesians 4:17-19