



2018-2019  
Faculty & Staff  
Handbook

~~(Revised August 2018)~~ Board Adopted September 2018

*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.*

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**2018-2019 Administration**

**DISTRICT**

**Karla Wallace**, Superintendent  
**Theresa Arrington**, Admissions Director  
**Julie Barger**, Business Manager  
**Julie Barger**, Marketing Director

**PRESCHOOL CAMPUS**

**Margaret Gfeller**, Preschool & Summer Adventure Director

**K-12 CAMPUS**

**Courtney Cummings**, Elementary Principal/Curriculum Coordinator  
**Julie Foster**, Secondary Principal/Academic Counselor  
**Josh Johnson**, Athletic Director/Transportation Director  
**Kallye Johnson**, Assistant Athletic Director

**2018-2019 WCS Board Members**

Stephen Wolf, President  
Bonnie McCabe Vice President  
Sarah Landes, Secretary/Treasurer  
Kelly Fristoe  
Sarah Landes  
Harry Patterson  
Jessica Vasquez

### **VISION STATEMENT**

The vision of Wichita Christian School is to equip students for this world and the next by:

- Educating and developing in students the commitment to lead productive, faithful lives of service to God, family, church, community, and country.
- Equipping students to excel in higher education, in the workplace, in family life, and in Christian ministry.
- Encouraging students to grow intellectually, physically, spiritually, and socially, just as Jesus did (Luke 2:52).

### **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.

### **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).

### **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.

### **PURPOSE STATEMENT**

The purpose of Wichita Christian School is to create a distinctively Christian environment in which students will learn what they need to know to be truly successful. By our very design, we are a unique community. It should be the mission of every teacher to encourage each student to be more like Jesus and to help each student grow "in wisdom and stature, and in favor with God and man."

### **STATEMENT OF FAITH REGARDING MARRIAGE AND SEXUALITY (Article XIII in Board Policy)**

(Adopted 13 FEB 2017)

#### **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, 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, to include 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.

#### **Religious Beliefs**

The beliefs of Wichita Christian School are based on Holy Scripture and the constant moral teaching of the universal Church. Following is an abbreviated statement of those beliefs, the full text of which can be found in the WCS Board Policy Manual.

We believe that the Bible is the inspired and infallible Word of God, acting as the source of authority over our morality and beliefs, and our lifestyle and conduct as Christians.

We believe what Jesus said: Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. Matthew 22:37-39

We affirm the Biblical description of marriage as outlined in God's Word. (Genesis:1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, I Corinthians 6:9-11, I Corinthians 1:1-7, Ephesians 5: 25-27, 31-33)

We believe in abstinence for unmarried persons, whether students or adults. (Genesis 1:27-28, Matthew 19:4-6, Mark 10:5-8, I Corinthians 6:19-20, 7: 8)

We believe that God created mankind in His image: Male (man) and female (woman) different but with equal personal dignity. Consequently, WCS members must affirm their biological gender and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological gender. (Genesis 5:2, Deuteronomy 22:5, Mark: 10:5-6).

The Wichita Christian School community, including students, faculty, staff, and volunteers must affirm and adhere to this belief in order that we accomplish our religious mission, goals and

purpose. We believe in the grace of God to redeem and save us and to forgive our sins, though consequences may still occur.

The school administration is charged with implementing school policy as formulated by our Board of Directors.

## **RESPONSIBILITIES/EXPECTATIONS REGARDING CHRISTIAN PROFESSIONAL CONDUCT**

WCS staff are held to a high standard of conduct that is consistent with Biblical principles in their personal lives, including, but not limited to, justice, honesty and good morals. Every employee of WCS is expected to be a member of a local congregation of Christians and is expected to attend and participate regularly in the services and activities of that church.

### **Principles of Ethics and Integrity**

The following policy, found in Wichita Christian School Board Policy manual, applies to all staff. These principles shall be followed by WCS personnel:

- A. School personnel will exhibit the highest Christian ethical standards and personal integrity.
- B. School personnel will conduct themselves in a manner that is consistent with the mission of Wichita Christian School.
- C. School personnel shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- D. School personnel will avoid taking unfair advantage of a counseling relationship for the benefit of themselves.
- E. School personnel will not exploit others.
- F. School personnel will share concerns about suspicious or inappropriate behavior with, in order, their campus administrator, their principal, the school administrator, or the Board.
- G. School personnel will report any suspected abuse or neglect of a minor to the Department of Child Protective Services (1-800-422-4453); in emergencies call 911.
- 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 —appropriate chain of command (defined above in F). Failure to report fraudulent or unethical behavior will not be tolerated and may result in termination. **(Board adopted 12/12/2011)**
- J. Whistleblower Policy: Any form of retaliation against a person who reports a suspected violation will lead to disciplinary action which may include termination.
- K. Whistleblower Policy: Any employee who suspects a violation but does not report it is subject to disciplinary action which may include termination. **(Board adopted 6/20/2011)**

### **Alcohol and Substance Abuse**

It is the policy of WCS to maintain a work environment that is free from the effects of drug, alcohol, and controlled substance abuse. Abuse of alcohol, drugs, and controlled substances in the workplace increases the potential for absenteeism, performance deficiencies, poor employee morale, accidents and injury to others.

“Employer's premises” shall be defined as any property, space, or facility occupied, owned, or leased by WCS or any such place at which school business is conducted. The term “illegal substances” specifically refers to marijuana, cocaine, heroin, or any other substance, the use or

possession of which is prohibited by law. The term “controlled substance” specifically refers to any substance that by law only a physician may prescribe.

During work hours or at any other time when an employee is on the employer’s premises, it is a violation of the policies of WCS for the employee to possess, ingest, use, sell, traffic, and/or be under the effects or influence of alcohol or any illegal substances or under the influence of any controlled substance that is taken in a time or manner other than prescribed by a physician.

In addition, it is a violation of WCS policy to misuse or abuse alcohol, prescription drugs and over-the-counter drugs. Any employee taking medication that could affect the senses or impair the employee’s judgment, alertness or coordination should notify the Administration in advance of such use and obtain clearance to continue to work. The employee is responsible for ascertaining any possible side-effects of any medication he/she takes. Ignorance of such effects is no excuse for avoiding discipline should job performance of the employee be affected or safety in the workplace be compromised. No employee undergoing treatment with a prescription or over-the-counter drug that impairs or affects the employee’s senses, alertness or judgment may operate a vehicle on school business.

Employees will be subject to disciplinary action, up to and including immediate termination, for violations of this policy.

#### **Faculty Disciplinary Action**

When a matter arises which requires disciplinary action of an employee (as distinguished from termination), an oral warning will be given and, if the matter requires additional action, the member of the Administration who administers the warning will prepare a written report. This written report will clearly outline the problems which exist, the action to be taken in connection with the warning, and a time period given the employee for the correction of the problem. The employee will be advised of the contents of the report and the nature of the problem. The employee will be required to sign the report, and the report will be placed in the personnel file of the employee.

#### **Grievance Procedures for All Employees and Staff**

Step 1: The employee having the complaint shall meet with his/her site administrator to discuss and resolve the matter. If an acceptable resolution is not achieved at this step, the site administrator will arrange for a step 2 meeting.

Step 2: The employee shall meet with the superintendent. If an acceptable resolution is not achieved at this step, the employee proceeds to step 3.

Step 3: The employee shall submit a written description of the grievance to the Superintendent at least five (5) days prior to the next board meeting requesting that his/her grievance be placed on the board meeting agenda. If the employee would like to present the issue in person he/she may contact the Superintendent at least five (5) days prior to the next board meeting requesting to be placed on the agenda. The president of the board will determine the amount of time, if any, allotted to the issue.

Step 4: The Board shall consider the grievance in executive session. The Board President or a designee will contact the employee as to action, if any, taken by the Board on the issue.

### **Appraisals and Evaluations**

The teacher appraisal system used by WCS Preschool and K-12 consists of the following components:

- AdvancED evaluation ELEOT will be used for teacher appraisal (see appendix)
- Walk-throughs (from director, principal and/or superintendent)
- Self-Evaluation
- Formal Class Observation
- Formative Conference
- Summative Conference

When it is determined that a teacher needs improvement in specific areas, an intervention plan will be implemented for that teacher.

### **Dress and Grooming**

Professionalism is expected in dress. Appropriate jeans and WCS school shirts are permissible for teachers and staff on Friday.

Examples of professional appearance:

- Appropriate necklines; sleeves and collared shirts
- Dresses, skirts and shorts at the knee or below
- Sandals rather than flip flops
- Tattoos covered, not visible
- Men clean shaven or with beards neatly trimmed at all times
- Well-groomed at all times
- No athletic or work-out clothes in the main building
- Staff should always dress professionally.

## **RESPONSIBILITIES AND EXPECTATIONS REGARDING INSTRUCTION AND STUDENTS**

### **General Expectations and Duties**

Teachers in WCS: (1) must be Christians who are faithful, active members of a local church; (2) must maintain all requirements for certification and/or accreditation; and, (3) must have no criminal history.

Teachers are accountable to arrive promptly, to begin classes on time, to take accurate roll and report absences and tardies in a timely manner, to maintain an orderly classroom conducive to learning, to insure that students are accounted for at all times, and to use all class time so that students are working in a constructive manner.

All teachers, including preschool, must have daily lesson plans which are posted on RenWeb by Monday morning for the current week. Curriculum guides must be up to date. Syllabus must be included in curriculum guides at the secondary level, 7<sup>th</sup> grade through the 12<sup>th</sup> grade. Christian

principles must be integrated into the curriculum and reflected in the lesson plans for preschool through 12<sup>th</sup> grade.

All teachers are to be with their students at all times in the classroom and on the playground.

**At no time should a class be left unattended. In an emergency, use the intercom or phone to call the office to send someone to supervise if you must leave the class.** Students must remain in classroom at all times unless there is an emergency. Students will not be excused from class to make or receive telephone calls unless there is an emergency. Secondary students are given four (4) minutes between classes.

Teachers are to be proactive in the communication of a student's progress with parents (whether negative or positive). Avenues of communication may be progress reports, report cards, parent/teachers conferences, and correspondence by phone or through RenWeb.

Each teacher is responsible for sending home any messages sent out by the office. **All teachers** will use RenWeb to the greatest extent possible for communication with parents, staff and students. All correspondence will be handled in a professional manner. As with all communication representing WCS, please use professionalism, correct grammar and spelling on all correspondence. The administrative staff will provide proofreading for communication in order to ensure greater accuracy. Every teacher must remember that communication regarding his/her classroom (the teacher's class only) is at his/her discretion, but any district-wide or campus specific emails should be pre-approved and/or coordinated by the Marketing Director (940-687-1643).

Full time teachers may be assigned to early morning or after school duties on a rotating basis. **All** teachers are expected to help with the monitoring of hallways and restrooms between classes, and each classroom teacher is to keep students on task for the full class period.

Any teacher arriving or leaving the campus during their assigned duty time should inform the office. All staff must be at assigned posts. Supervisors must be informed in case of absence. Teachers should arrive at school at least 15 minutes before the start of their school day. Teachers should not address the other teachers or staff by their first names in the presence of students. Teachers or staff should not allow students to address them or other teachers and staff by their first names or nicknames. Students must address staff by their appropriate title.

Courteous conduct of all students in the halls, classrooms, restrooms, and on the playground is to be encouraged and exemplified by each teacher and staff member. Teachers should make it clear to all students that students are expected to demonstrate proper manners and give respectful responses (i.e. "yes, ma'am", "no, ma'am", "yes, sir", "no, sir", etc.)

Allowing snacks and drinks, other than water, in classrooms is discouraged except with special permission by the principal.

Each teacher is responsible to see that equipment or property is not damaged intentionally. In case of damage, it is to be reported to the office immediately.

WCS teachers are **expected** to be present at WCS functions, such as dinners, plays, fund-raising events, student events and activities, and graduation. Full-time teachers are expected to attend chapel.

**Information for Substitutes (Preschool and K-12 Campus)**

The following preparations should be made for a substitute:

Each class taught should have pre-planned appropriate activities available for substitutes. These activities and class rolls will be available in the principal’s office or the classroom.

**Classroom Management**

Each teacher must carefully create and write a classroom management plan that includes rules, rewards for compliance, and consequences for violations. The teacher must provide a copy of that plan to the principal for approval before the first day of school or, if revised, before it is communicated to parents, announced to students, and implemented.

Teachers are encouraged to handle discipline within their classrooms. Teachers will post a list of their classroom rules. When problems arise, it is expected that the teacher will handle these situations appropriately and consistently. If the problem persists, the teacher should contact the parent. If the problem continues beyond this, the student should be referred to an administrator. If the problem creates an immediate serious disruption of the teaching/learning process, the teacher may refer the student to administration immediately. In all cases, the teacher should document each step of the discipline process with times, dates, and pertinent information concerning the situation.

**Grading Procedures (K-12 Campus Only):**

**K-12 Grading Scale:**

90-100	A
80-89	B
70-79	C
69 & below	F

**Elementary and Secondary Grading**

Grades will be posted on Renweb on a weekly basis. Grades for progress reports and report cards will be uploaded 2 days prior to printing.

**Transferred Grades from Other High Schools**

No grade transferred to Wichita Christian School shall be greater than 100. WCS school officials will determine the WCS grade equivalency of grades transferred from a non-US school system.

**Calculation of Grade Point Average (GPA) for Academic Honors**

Grade Point Average will be calculated on a four point scale (five point scale for advanced courses) based on a student’s academic achievement in the courses required for completion of the Foundation Plan Plus Endorsements program of study as adopted by SBOE on January 31, 2014.

1. Bible – Bible 9, Bible 10, Bible 11, Bible 12, (But only courses from this list that are taken while enrolled in WCS.)
2. English – English I, II, III, IV
3. Mathematics – Algebra I, Algebra II, Geometry, Pre-Cal, Trigonometry, or College Algebra
4. Science – Integrated Physics and Chemistry (IPC), Biology, Chemistry, Physics, Anatomy and Physiology
5. Social Studies – American History, World Geography, World History, Government and Economics
6. Foreign Language – Spanish I, Spanish II, and Spanish III: or additional foreign language courses approved by the Texas Education Agency.

Any Advanced Placement, Pre-Advanced Placement, or Dual Credit class taught in substitution for one of the above listed classes will be considered advanced and will receive the “Advanced” grade points. Colleges and universities will provide number grades for dual credit classes when contacted by the administration. Both the original grade points and those earned while retaking a class will be utilized in calculating the final GPA.

The following grade average/grade point conversion chart shall be used: (Please note. These numbers are not GPA, but rather a scale for calculating top graduates.)

<b>Number Grade</b>	<b>Regular</b>	<b>Advanced</b>
100	4.0	5.0
99	3.9	4.9
98	3.8	4.8
97	3.7	4.7
96	3.6	4.6
95	3.5	4.5
94	3.4	4.4
93	3.3	4.3
92	3.2	4.2
91	3.1	4.1
90	3.0	4.0
89	2.9	3.9
88	2.8	3.8
87	2.7	3.7
86	2.6	3.6
85	2.5	3.5
84	2.4	3.4
83	2.3	3.3
82	2.2	3.2
81	2.1	3.1
80	2.0	3.0
79	1.9	2.9
78	1.8	2.8
77	1.7	2.7
76	1.6	2.6
75	1.5	2.5

74	1.4	2.4
73	1.3	2.3
72	1.2	2.2
71	1.1	2.1
70	1.0	2.0
>70	0.0	0.0

**Academic Honors for Seniors, High School Transcripts, Texas Scholar, Honor Roll K-12 (See Parent/Student Handbook)**

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**Homework and Make-up Work**

Homework will not be assigned on Wednesday to be due the following day so that families may attend evening midweek Bible study. Homework may be due on Thursday if assigned earlier. Make-up work will be allowed in the case of excused absences. Students will be given one school day for each day absent to turn in make-up work. Students with absences not due to illness or family emergency will be expected to turn in assignments upon return to school. Any test that was missed due to absence, but was assigned when the student was in class, will be taken the day the student returns. Work that is turned in after the allowed period will be considered late and awarded credit at the teacher’s discretion. Students with unexcused absences will not receive credit for any work missed. Exceptions may be made in make-up work at the discretion of the administration and/or teacher.

**Report Cards and Progress Reports (K-12)**

All progress reports and report cards will be issued via RenWeb. Students whose progress report/report card has a grade lower than a 70 will be required to have the progress report/report card signed by a parent and returned to the teacher. Students with grades lower than 70 shall attend mandatory tutorials until the grade is confirmed as passing.

**Parent/Teacher Conferences (K-12)**

The week following the first grading period will be designated Parent/Teacher Conference week. Parents may call (940) 763-1347 to schedule conferences.

**Eligibility for Participation in Extracurricular Activities (7-12)**

It is the philosophy of WCS that participation in extracurricular activities is a privilege and that each student should strive to maintain an academic standard set by the Board of Directors. If a student fails ANY class(es) for the nine week grading period, he/she will be ineligible for three weeks. If after three weeks, the student is passing previously failed class(es), he/she will be allowed to participate in extra-curricular activities. A student who is failing ANY class, at any time, may at the discretion of the administration, be declared ineligible to participate.

**Permanent Records (K-12)**

Student records are kept in locked areas and are available to be checked out by authorized personnel only. However, records should remain in the building at all times and are to be turned into the office at the end of the school day.

**School Calendar Policy (Preschool – 12)**

All school-related events must be placed on the official all-school calendar. To place an event on the calendar, a “*School Calendar/Transportation Use Request Form*” must be filled out and filed in the admissions office.

### **Field Trip Policy (Preschool – 12)**

**All trips must be educational in nature and approved by an administrator.**

The teachers and volunteer parents may provide transportation for a field trip. Permission forms are signed by the parents and filed in the office before students leave the campus.

The WCS field trip policy is as follows:

- One teacher is in charge of all arrangements including emergency meds, i.e. inhalers, epi-pens, etc., for a field trip involving more than one class.
- The teacher in charge gathers all information, and secures administrator permission, and makes all notifications.
- The teacher in charge supplies all information to the other teachers at least **two weeks in advance**.
- The teacher in charge prepares a permission form to be sent home at least **one week in advance**.
- The teacher in charge makes arrangements for the use of school transportation. Permission for school transportation is obtained at least **one week** prior to the trip and is placed on the official calendar in the office. *A **School Calendar/Transportation Use Request Form** must be filled out, signed by an administrator and filed in the Admissions office.* Buses/vans are used on a first-come, first-serve basis. Some activities may preclude others on rare occasions. If parents are asked to help with transportation, please ask one week in advance.

### **School Transportation Use (Preschool – 12)**

Employees wishing to use School Transportation (for school use only) must have approval from the Administration. Buses/vans must be reserved one week in advance through the office. A

### **Movie Policy (Preschool and K-12 Campus)**

Showing movies in their entirety in a school setting can be a violation of copyright laws. Only movie clips should be used to augment classroom teaching. Movies must not be used as “babysitters”, as class rewards, or a substitute for classroom instruction. It may be beneficial for classroom instruction that pre-edited movie clips are worked into lesson plans. No full length movies will be shown unless WCS has purchased viewing rights. Movie clips must not offend or embarrass the student spiritually or socially.

### **Safety Policies (Preschool – 12)**

Refer to Crisis Management Plan (See separate plans for each campus.)

### **Student Attendance and Absence Policies (K-12)**

Each teacher is responsible for administering and enforcing all of the following student attendance and absence policies.

#### **A-A Elementary School Hours/Arrival/Dismissal**

Transitional Kindergarten—8:00 AM to 3:00 PM

Grades K-5 – 8:00 AM to 3:15 PM

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Students arriving to their designated classrooms after 8:00 AM will be counted tardy. Three tardies will be considered equal to one absence.

Grade 6 – Sixth grade students in athletics will report to school at a time specified by the junior high coaching staff; students not in athletics will report at 8:00 AM for P.E.

The elementary building is open at 7:00 AM for those K-6 students who must arrive early due to parents' work schedules. Students are supervised in the cafeteria until 7:50 and then dismissed to their homerooms.

Elementary students should be picked up promptly at dismissal time, following appropriate dismissal procedures, unless participating in the After-School Care program. An elementary student who is not picked up by 20 minutes after dismissal will be placed in the After-School Care program and parents will be charged \$10.00. Parents who are running late and realize they will not be able to pick up their child at dismissal are to call the office (940-763-1347).

#### **B. Junior High and High School Hours/Arrival/Dismissal**

Grades 7-12 – 8:00 AM to 3:30 PM

WCS provides supervision beginning at 7:00 AM. WCS does not provide supervision after 3:15 PM except by specific arrangement with parents. WCS will require students to go to designated areas before or after school for their safety.

Students are not allowed to remain in the parking lot at any time before, during or after the school day.

#### **C. Student Absence Status**

- **Excused** - personal or serious family illness, death in the family, participation in official school events, doctor appointments, or for other emergencies or urgent business.

Patterns of absences (i.e. test day, first period) will trigger a review. State law requires students to be in attendance 90% of the school year. Upon return after an absence, a student will have one day for each day of absence to turn in any required make-up work. Juniors and Seniors are allowed two days each year for college visits; students must see counselor to obtain or provide required documentation.

If, due to late arrival or early dismissal, a student misses more than 1½ hours but less than 4 hours of the school day, the student will be considered absent for ½ day. If the student misses 4 hours or more in a school day, the student will be considered absent for a full day.

- **Pre-arranged Absences** - Assignments are to be turned in the day the student returns to school. It is the student's responsibility to obtain assignments in advance and submit the completed *Pre-arranged Absence Form*.
- **Unexcused** - Any absence not verified by the parent as fitting the above criteria for being excused. No make-up work is allowed for unexcused absences.

#### **D. Tardiness**

Teachers will direct all students arriving late for school in the morning to sign in through the office. The teacher records tardies in his/her classroom. Arrival up to 90 minutes late will be

recorded as a tardy, but secondary students that miss an entire class period will be considered absent from that class. **Three unexcused tardies = one daily absence.**

#### E. Loss of Credit Due to Absences

Loss of credit for a course can be appealed through the grievance process.

### EMPLOYMENT BENEFITS AND CONSIDERATIONS

#### Payroll Withholdings

Federal taxes and Social Security taxes are withheld from pay. If an employee has children at WCS, tuition may be withheld, after taxes, from pay. An optional annuity, campaign pledges or gift to the school may be withheld from the employee's pay. Staff may elect to participate in a tax sheltered annuity.

#### Policy for Accrual and Use of Paid Time Off (PTO)

##### Principles Governing the Policy:

1. Paid Time Off (PTO) is a non-salary benefit provided at the discretion of the WCS school board; PTO is granted according to policy and not earned as wages.
2. The policy adopted for the implementation of PTO is designed (a) to benefit the employee, and (b) to protect the school from unforeseen liability.
3. Provisions of the PTO policy may be revised at the discretion of the board.

##### Policy Provisions:

#### 1. Accrual of Leave

PTO accrues at a rate that is proportional to the portion of the contract year that has elapsed rather than being allotted as a total amount at the beginning of the contract year. Eight (8) days will accrue throughout the entire contract year at a rate of one (1) day per month. PTO may not be used in advance of being earned.

#### Use of Accrued Leave

PTO used for illness of any other emergency is granted at the time of the emergency, and the employee will complete the necessary absence report no later than the day following return from paid leave.

Earned PTO desired for a non-emergency must be requested at least 48 hours prior to the desired leave time, requires approval by the supervisor, and will be granted subject to the immediate needs of the school (i.e. might not be granted if substitutes are unavailable, or if several other employees are out on already approved leave for the same dates, or if the absence will in the judgment of the supervisor create a significant hardship for effective operations on the dates requested).

#### 2. Carry-over (Banking) of Unused PTO Leave

Five (5) days of unused PTO leave may be saved, banked, or carried over for use in a subsequent year. Employees may use PTO leave carried over from prior years for sick leave or for any emergency leave. Banked PTO leave (leave carried over from prior years) may be accumulated up to a maximum of 15 days.

~~a. Use of banked PTO leave is not permitted until all~~ All current year leave ~~is~~ must be used before banked PTO leave.

~~a.~~

- b. For the purposes of this policy, maternity/paternity leave will be considered as sick or emergency leave. Per applicable law, any maternity/paternity leave in excess of the employee's available PTO (current or banked) will be permitted as unpaid FMLA leave and limited to six weeks for a normal birth or eight weeks for cesarean/cesarian delivery. If childbirth results in additional medical complications for the mother or if the infant has extraordinary medical needs, FMLA is extended to twelve weeks total in a contract year.
- c. The donation of banked PTO leave to another WCS employee will be permitted for medical emergency in cases where: (i) the recipient employee's own leave has been exhausted; and, (ii) the recipient employee is expected to eventually return to work at WCS after the emergency leave period.
- d. Employees who leave Wichita Christian, voluntarily or otherwise, will forfeit all PTO. Should the employee return as a WCS employee, PTO begins at zero (0).

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#### Non-PTO Leave

##### 1. Definition of Non-PTO Leave

WCS Employees may arrange other leave that is not accounted for as PTO, provided:

- a. That the duration of leave is no more than two (2) hours on any given date; AND
- b. That the employee's absence does not require paying a substitute; AND
- c. That the employee agrees to perform missed duties at another time OR arranges for his/her duties to be covered by another WCS staff member who does so without extra pay; AND
- d. That the employee gives timely notice to the supervisor of plans for taking time off and of the arrangements that she/he has made to have duties covered.

##### 2. Compensation for and Use of Non-PTO Leave

- a. Employees who are asked by their supervisor to substitute in a class or classes, when such substituting will require them to do their other duties after the normal school day, are entitled to be paid at the substitute teacher pay rate for the times when they are subbing.
- b. The employee whose absence creates the necessity for this substitute will be required to use PTO, except when the employee is absent from class in order to carry out another assigned or required school function, including attendance at a Professional Development event, leaving during the school day to coach an academic or athletic team event, leaving to drive a bus to transport WCS students to another school-related event, leaving class to conduct a parent conference at the request of their supervisor, leaving class to tend to a student disciplinary issue, or another situation of this type.

**Bereavement Leave** – In addition to accrued paid time off, up to five days of paid bereavement leave are allowed for the death of an immediate family member. Immediate family includes spouse, children, siblings, parents, grandparents, and grandchildren. Up to two days of paid bereavement leave are allowed for the death of the employee's extended family member. Use of accrued banked leave shall be permitted for additional bereavement leave as needed.

#### Tuition Discounts (from Board Policy Article VI)

Faculty/Staff Tuition Plan:

- A. Full\_time employees (31-40 hours per week) receive 100% free tuition for their first child, as well

as 50% off tuition on each additional child.

- B. Three-fourths (¾) time employees (21-30 hours per week) receive 50 % off tuition for their first child, as well as 50% off tuition on each additional child.
- C. One-half (½) time employees (11-20 hours per week) receive 50% off tuition for their first child, as well as 25% off tuition on each additional child.
- D. One-quarter (¼) time employees (0-10 hours per week) 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

- 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 \$300.00 ~~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.

#### After-School Care Discounts

While performing duties related to their job responsibilities, all WCS teachers will receive after-school care for their children at no charge for 30 minutes following the end of their regular duties. All other WCS staff, including coaches, will receive this same benefit until 30 minutes following the end of their after-school duties or until after-school care closes at 5:30 PM, whichever comes first. Teachers/staff supervising after-school care will be expected to supervise their own Preschool and/or Elementary children that remain after school dismissal.

Extended care will be available for teachers/staff as needed. The charge for this extended care will be: \$5.00/day for one hour or less; \$10.00/day for more than one hour. Charges will be billed monthly and may be deducted from pay or paid directly in the school office.

#### Teacher Files

Teachers are expected to have each of the following on file in the administrative office:

- Job Description
- All transcripts
- A valid teaching certificate
- A signed contract
- I-9
- Withholding form for federal income tax
- Evaluations
- Staff development certificates
- Application
- Consent Form for Background Check †
- Criminal Background Check ‡
- Receipt for Fingerprinting (when applicable)
- Notarized Affidavit for Employment in Childcare (when applicable)
- Signature pages (from Faculty Handbook)
- Service Record

**Note: The teacher must provide the completed Consent Form† and the official Background Check‡ must be received by the school before a contract or offer of employment will be official.**

### **Staff Development**

All teacher contracts are for 168 instructional days 7 days of required staff development per school year. Teachers who do not complete 56 hours of staff development will have their pay reduced accordingly. Up to two (2) of the 168 instructional days may be used for approved Staff Development leave.

### **Resignations**

As a matter of courtesy, WCS requests that all employees give a timely notice prior to resignation.

### **Rehiring**

Should an employee terminate for any reason and at a later date desire to return to the employment of WCS, such employee shall be considered, and, if re-employed, shall be treated as any new employee.

**SEE BOARD POLICIES RELATING TO FINANCIAL, INSTRUCTION, AND PERSONNEL  
(WCS Board Policy Manual Revised and Adopted 13 FEB 2017)**

### **WCS IT REGULATION 12-1: Computer/Internet Use Policy**

Wichita Christian School believes that 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, satanic 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. Basic rules will be gone over with users of the network/Internet in instructional sessions.

Guidelines:

1. **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.

2. Internet access will be permitted only for those who are authorized to use the system and only for an authorized purpose.
3. Students and staff are expected to use good behavior, proper etiquette and act responsibly, politely and ethically as they use the Internet.
4. 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.
5. Users are not permitted to use the school computer resources for commercial purposes, product advertising, political campaigning or lobbying.
6. Network users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
7. 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.
8. 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.**
9. 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.**
10. 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 shall not attempt to “hack” the computer system.
11. Users must not use another’s account or password or reveal passwords to others. A user must not attempt to impersonate another person nor use the network to disrupt the work of others or use others folders, work, data or files.
12. 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.
13. Users are not to post notes to newsgroups or bulletin boards (i.e. SnapChat, Facebook, Instagram and Pinterest) nor enter any chat rooms. Internet users shall not reveal addresses, phone numbers or other personal information to others on the Internet.
14. 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.

15. 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.

16. 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.**

~~16.~~

17. 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.**

~~17,18.~~ Students must be logged in to the student access point at the school. Students may not log into a hotspot on their phones. Students who do this will be required to turn in their phones to the office while using their laptops.

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.

## **WCS IT REGULATION 12-2: Electronic Communication and Data Management**

### 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.

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.

### INTERNET SAFETY AND LIMITATIONS ON SITE ACCESS

Recognizing that the Internet can give access to sites containing information that is obscene, child pornography, or harmful to minors or that would be otherwise inappropriate for distribution to students, unsuitable for use in the approved curriculum, or irrelevant to accomplishing the school’s stated purposes for operating an Internet-accessible network, 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.

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IT support personnel **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.

#### AUTHORIZED USERS

**Wichita Christian School** 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 (IT) support personnel and approved by the Superintendent:

1. Campus administrators and campus administrative support employees
2. Instructional personnel
3. Instructional support and student services personnel, i.e., librarians, counselors, and school nurses
4. Students in grades K-12: Students may have access through class accounts and must comply with the regulations for those accounts.

To become an authorized user, a person must sign the Technology User Agreement, and return the form to the school office, where personnel will transmit it to IT support personnel. Minor students applying for a user account must return signed Technology User Agreements for both the Parent and the Student.

#### 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 campus administrator and **is not** to communicate the problem to any other person.

#### 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.

#### 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 support personnel to discuss the basis for that action and have an opportunity to respond. A decision by administration to suspend or revoke system privileges may be appealed following the "Steps for Problem Resolution", (page 23 in the Student Handbook). System privileges are revoked during any appeal. **Once the appeal procedure is completed and the decision is handed down by the 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.**

#### ACCEPTABLE USE

Any use described below is deemed "acceptable" and consistent with the User Agreement and WCS REGULATION 12-2. 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 IT support personnel. Acceptable use is defined as:

1. In direct support of instructional purposes and goals.
2. The use of any and all electronic devices will further the school's educational and administrative purposes, goals, and objectives.
3. The use of any and all electronic devices will furthers research related to education and instruction.
4. Is consistent with network protocols as established by IT support personnel.
5. Does not violate the student code of conduct or employee standards of conduct.

Users may use Internet 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.

#### UNACCEPTABLE USE

Any of the following uses is deemed "unacceptable" and a violation of the Technology 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 IT support personnel. Unacceptable use includes:

1. unauthorized use of copyrighted material, including violating School software licensing agreements and sharing of copyrighted audio files

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; 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

#### SERIOUS VIOLATIONS

If Administration determines that 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.

#### 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.

#### 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.

#### 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. The School 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.

#### WCS IT Regulation 12-3: Computer/Internet User Agreement

*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*

#### Expectations and Condition:

1. It is my responsibility to avoid abusive conduct with 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 ~~used~~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 support personnel or IT faculty.
8. I will not use the schools' 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 campus administrator.

#### Network/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 the 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.

**Wichita Christian School**  
**Technology User Agreement for Staff**

**I have been provided with copies of WCS IT Regulations: 12-1 (Computer/Internet Use Policy), 12-2 (Electronic Communication and Data Management Policy), and 12-3 (Computer/Internet User Agreement)**

**I agree to adhere to the stated regulations and policies, and any other regulations that may be developed, and to any changes adopted by WCS. I also agree to comply with any related policies of Wichita Christian School that may be contained in Student and/or Staff Handbooks.**

**I understand that failure to comply with these policies will result in the loss of my access to the WCS computer system, and may in addition result in the imposition of discipline under the school's conduct and disciplinary policy. I further understand that the school reserves the right to pursue any and all legal action (local, state, and federal) against me if I knowingly, willfully, maliciously and/or unlawfully damage or destroy school property or seek to compromise any WCS databases or compromise any student, faculty, staff, or administrators' work or privacy via any electronic means onsite and on campus or offsite and off campus.**

**Name (printed): \_\_\_\_\_**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**\*\*\*\*By signing this agreement you are stating that you have read and fully comprehend each WCS IT Regulation.**

**SCHOOL CALENDAR/TRANSPORTATION USE REQUEST FORM**

Teacher Name \_\_\_\_\_ Grade \_\_\_\_\_

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Start and End Times \_\_\_\_\_

Location (off campus, cafeteria, gym, etc.) \_\_\_\_\_

Address (if off campus) \_\_\_\_\_

**Transportation: (Must have *one week* notice for transportation to be guaranteed.)**

Are you needing school to provide transportation? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of faculty/staff that will be on school vehicle \_\_\_\_\_

Number of students that will be on school vehicle \_\_\_\_\_

Would you like for the office to secure a driver? Yes \_\_\_\_\_ No \_\_\_\_\_

**Facilities:**

Do you need chairs set up? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how many? \_\_\_\_\_

Do you need AC/Heat? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please fill out this form completely, place in the tray in Theresa's office and your request will be placed on the calendar. This form may also be faxed to 940-687-0744, Attn: Theresa Arrington**

**CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK  
IN COMPLIANCE WITH THE FCRA and the DPPA  
(Fair Credit Reporting Act and the Federal Driver's Privacy Protection Act)**

Date \_\_\_\_\_ Driver's License # \_\_\_\_\_ State Issued \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
Maiden and/or Other Last Names Used

\_\_\_\_\_  
Current Street Address City and County State and Zip Code

\_\_\_\_\_  
Date of Birth Social Security Number Check One:  Male  Female

This authorization and consent for release of personal information acknowledges that Wichita Christian School, Inc., (Hereafter referred to as "the School") and/or its agent may now, or at any time I am assigned to, volunteer with or am employed by the School, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, searches of educational institutions attended; financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved); records from the US Veterans' Administration; criminal history information of file in local, state or federal agencies; and motor vehicle records, and following an employment offer, workers' compensation reports from either the Department of Labor, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681 et seq. I also authorize the National Personnel Records Center, or other custodian of my military service record, to release to the school or its agent the following information and/or copies of documents from my military service record: DD214, service record, and any disciplinary records.

I understand that these searches will be used to determine work assignment or employment eligibility under the company's employment or volunteer policies. Therefore, I authorize and consent for full

release of records (either orally or in writing) to the authorized representatives of the company. In addition, I release and discharge the company and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, cost expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from my employer at telephone number (940) 763-1347. After reading this document, I fully understand its contents and authorize the background verification.

**I have initialed my responses to the following questions about my criminal record history and provided explanations to any question to which I have answered "YES":**

**CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK Page 2**  
**Questions Regarding Criminal History**

Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) **YES** \_\_\_\_\_ **NO** \_\_\_\_\_ If **YES**, please provide an explanation below:

\_\_\_\_\_

Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_ If **YES**, please provide an explanation below:

\_\_\_\_\_

Have you ever received probation or community supervision for any federal, state or municipal criminal offense? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_ If **YES**, please provide an explanation below:

\_\_\_\_\_

Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_ If **YES**, please provide an explanation below:

\_\_\_\_\_

As of the date of this authorization, do you have any pending criminal charges against you? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_ If **YES**, please provide an explanation below:

\_\_\_\_\_

**THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE AGE 18 OR HIGH SCHOOL GRADUATION. YOU MUST BE SPECIFIC ABOUT DATES OF RESIDENCE.**

CITY/TOWN	COUNTY	STATE	DATES FROM	TO

I hereby certify that all of the information I have provided in this authorization is true, correct, and complete to the best of my knowledge. I understand that incorrect or incomplete information may be grounds for termination or cancellation of any and all offers of employment or exclusion from any volunteer position(s).

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Applicant (Print Name) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

**Wichita Christian School  
Technology User Agreement for Staff**

**I have been provided with copies of WCS IT Regulations: 12-1 (Computer/Internet Use Policy), 12-2 (Electronic Communication and Data Management Policy), and 12-3 (Computer/Internet User Agreement)**

**I agree to adhere to the stated regulations and policies, and any other regulations that may be developed, and to any changes adopted by WCS. I also agree to comply with any related policies of Wichita Christian School that may be contained in Student and/or Staff Handbooks.**

**I understand that failure to comply with these policies will result in the loss of my access to the WCS computer system, and may in addition result in the imposition of discipline under the school's conduct and disciplinary policy. I further understand that the school reserves the right to pursue any and all legal action (local, state, and federal) against me if I knowingly, willfully, maliciously and/or unlawfully damage or destroy school property or seek to compromise any WCS databases or compromise any student, faculty, staff, or administrators' work or privacy via any electronic means onsite and on campus or offsite and off campus.**

**Name (printed): \_\_\_\_\_**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**\*\*\*By signing this agreement you are stating that you have read and fully comprehend each WCS IT Regulation.**

**Wichita Christian School Faculty Handbook  
Signature Page**

I, \_\_\_\_\_, ~~have~~ have read and understand and agree to abide by all of the policies included in the most recently adopted Wichita Christian School Faculty Handbook.

Signature \_\_\_\_\_

Date \_\_\_\_\_