



***Parent Handbook***  
***2016-2017***

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## **Philosophy of School**

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

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

### **A Wichita Friends School Education...**

#### **...reflects our belief that faith and learning are deeply connected**

Children are guided to discover their own unique gifts through spiritual reflection. Character development is shaped through the emphasis of Simplicity, Peace, Integrity, Community, Equality and Stewardship. These values and practices of Wichita Friends School are rooted in those of the Religious Society of Friends. Students and families of all faiths or none are welcome.

#### **...encompasses 3 years to 3<sup>rd</sup> grade**

A rigorous and dynamic preschool – 3<sup>rd</sup> grade curriculum meets the needs of children during these most critical learning stages. Our facility and curriculum are designed with specific features that encourage optimal social/emotional development for these age levels. From the full scope of academics come the building blocks which form a foundation that sets the stage for future learning success.

#### **...educates the whole child**

Children at Wichita Friends School are presented with a learning environment where play is valued and intellect is challenged. Content-rich curriculum is explored through activities based on developing the whole child. Theme based units with a problem solving focus allow the children to ask questions and explore answers. By design, indoor and outdoor play areas intentionally enhance all areas of growth.

#### **...calls for a variety of teaching methods**

Faculty explores a variety of hands-on and experiential learning techniques to help make learning meaningful. Children are introduced to early reading concepts and experience an intentional progression into learning how to read. Mathematical awareness transitions into computation and problem solving skills. Our small class settings allow us ample time to discover the vast world around us through science, social studies, art, music, movement and so much more.

#### **...allows for individual paced learning**

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

#### **...is rooted in community**

From the belief that the whole is greater than the sum of the parts, we recognize the interconnectedness among people and work to discover the value of diversity in the context of community. Through collaboration, cooperation and peaceful conflict resolution we seek ways to continually build relationships among our children, families and wider world.

**...offer skills for lifelong learning, discovery and growth**

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

Wichita Friends School does not discriminate because of race, religion, or socio-economic background.

**Services Offered**

**Open Door Policy** ~ Parents are invited to visit school anytime. Prior notice is appreciated. Check with the teacher if you wish to observe a specific activity or subject area.

**School Hours** ~ School hours are from 9:00am-4:00pm for full-day students; 9:00am-12:00pm or 1:00-4:00pm for half-day Pre-Kindergarten and Kindergarten students.

Students are to arrive after 8:45am with class **starting at 9:00am SHARP!**

Our before and after school care is provided for children who arrive before 8:50am or stay after 4:10pm. Students who arrive early or who are picked up after their contracted attendance hours may be assessed a late fee or Before and After School Care fee.

**Extended School Day** ~ Effort will be made to schedule special Pre-Kindergarten and Kindergarten activities in the morning hours so that all students may participate. On occasion this will not be possible. If a half-day Pre-Kindergarten and Kindergarten student would wish to stay all day, the fee is \$35 per day. This fee does not include Before and After School Care care.

**Full Day Care** ~ WFS may offer a full day care program during scheduled in-service days for a fee. Regular school behavior policies apply as well as the policies regarding bringing and sharing toys. Movies that are to be shared must also be G rated.

**Before and After School Care** ~ WFS offers before and after school care for those enrolled at WFS. Parents may enroll or withdraw a child from Before and After School Care at any time during the school year. When turning in the enrollment form, a \$25 enrollment charge will be assessed. Please see our Before and After School Care enrollment policy on our fee sheet for complete details.

**School Lunches** ~ Nutritious lunches are provided to our school through a partnership with Christ the King Catholic School (CTK). They make the lunches from scratch, on site. The lunch program is provided to all Preschool and Junior Kindergarten students as part of the program (No additional charge). Monthly menus can be found on the WFS website.

Elementary Students may participate voluntarily. The cost for lunches is \$3.50 per day for children and \$4.25 for adults. Lunch Meal totals are called into CTK at 9:10am. Simply notify the front office if your child needs a hot lunch. Lunch totals will be billed weekly. Look for e-mailed statements each week.

Elementary Students may also bring lunches from home. Nutritional lunches should be provided and should include:

- ❖ A meat or protein product
- ❖ A fruit and vegetable
- ❖ An item from the grain group

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

The school does have a microwave to warm up pre-cooked foods. The staff requests that you please limit items to things that can be reheated in **3 minutes or less**. We frequently have several students waiting for the microwaves and this limits the amount of time that they have to eat lunch.

## **Student Arrival / Dismissal**

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

If you wish to come inside, please park in our paved parking lot and come inside. ***When in our driveway or backing out of the spaces, please be on the alert for children who might dart in between or behind cars without looking.***

**Arrivals** ~ Please sign in on the clipboard located at the front desk stating time of arrival; please escort your child into the multipurpose room. **ALL students must be signed in/out in the classroom between the hours of 7:00am and 6:00pm.**

**Dismissal Procedure** ~ Students are dismissed at 4:00pm and will be released to their parents/guardian at that time. Please come into the building and sign your child out. We need the time of your child's dismissal and signature. Please park in our paved parking lot and come inside. ***When in our driveway or backing out of the spaces, please be on the alert for children who might dart in between or behind cars without looking.***

***Please remember that if you arrive after 4:10pm, your child will be considered part of our after school care and you will need to come in and sign him / her out.***

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

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

**Leaving School during School Hours (9:00am-4:00pm)** ~ Notification from the child's parents for leaving school may be made verbally or in writing to their teacher. Scheduled appointments (medical, dental, etc.) should be communicated in advance.

***If your child leaves during normal attendance hours, they must be signed out. If they return during school hours, they must be signed back in. ALL students must be signed in/out in the classroom between the hours of 9:00am and 4:00pm.***

## **Attendance**

**Immunization Records** ~ **All Students** enrolled at WFS **MUST** have all immunizations and health assessment forms current and completed in accordance with the requirements of the Kansas Department of Health and Environment.

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

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

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

### **In accordance:**

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

### **Excused absences include but are not limited to:**

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

### **An unexcused absence will be:**

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

## **Health and Safety**

**Illness at School** ~ When a child becomes ill at school, parent/guardians will be notified. If the parents/guardians cannot be reached, the designated emergency person will be called. The child will need to be picked up promptly.

Students with elevated temperatures, vomiting or severe diarrhea are not permitted to remain at the school for their own protection, as well as for the protection of others in the classroom.

***As a safeguard to other children, faculty and staff, we ask that you keep your child home if they have been running a fever, have had diarrhea and/or vomiting or have signs of any of the communicable diseases listed below, 24 hours prior to a school day session.***

***If your child has been sent home with any of the above symptoms during the school day, we ask that you keep your child home 24 hours after they have been picked up from school.***

**Communicable Diseases** ~ The following regulations are for the safety of all children, faculty and staff members of WFS. If your child experiences one of the illnesses below, please contact the school office ASAP and keep your child home as stated below:

- ***Ringworm of the skin and scalp*** ~ until he or she is under active treatment by a physician. The physician shall state that the child is under continuing medical care at two-week intervals until a cure has been effective.
- ***Streptococcal disease, including strep-throat*** ~ 24 hours after appropriate antibiotics have been administered or for 10 days if an antibiotic is not given.
- ***Pinkeye*** ~ no discharge from the eye and/or 24 hours after an appropriate antibiotic has been administered.
- ***Headlice*** ~ needs to be treated with an antiparasitic drug and until all nits have been removed from the scalp. Please consult with your physician regarding treatment of personal and household items.
- ***Chickenpoxes*** ~ ***6 days after the first crop of eruptions or until all scabs are*** dry. (scabs are not infectious)
- ***Measles*** ~ 4 days after the rash appears.
- ***Mumps*** ~ 9 days from onset of illness.
- ***Rubella (German Measles)*** ~ 7 days after the rash appears.
- ***Scabies*** ~ needs to be treated adequately with scabicide or is under active treatment by a physician. The physician shall state the child is under continuing medical care until a cure has been effective.
- ***Impetigo*** ~ is under active treatment by a physician. The physician shall state the child is under continuing medical care until a cure has been effective.
- ***Pinworms*** ~ Remain home for 24 hours after taking prescribed medication. Please consult with your physician regarding treatment of personal and household items.

If a child has any of the following diseases, they may not attend school until a written release is obtained from a private physician and/or The Wichita-Sedgwick County Health Department:

- Whooping Cough
- Meningitis
- Tuberculosis
- Diphtheria
- Typhoid Fever

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



**In case of an emergency** ~ If neither the parents nor designated adult can be reached, one of our staff will accompany the child to the emergency facility for treatment. A signed *Authorization for Emergency Medical Care* will need to be on file in the school office. Please update any changes in contact information immediately for emergency purposes.

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

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

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

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

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

- ❖ Medication must be submitted by a parent or legal custodian
- ❖ Child's name and birth date
- ❖ School, room and teacher name
- ❖ Name of medication
- ❖ Specific directions for administering including time and dosage amounts, as well as when the last dosage was given
- ❖ Medication must be age-appropriate
- ❖ Reason for medication
- ❖ Expected duration of medication

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

**Any substance without proper forms (i.e. sunscreen, bug spray...) may not be shared among children.**

**Severe Weather / School Closing** ~ School closures due to inclement weather will be at the discretion of the Head of School. Major TV and radio stations will be notified of school closures as well as the Wichita Friends School Webpage and Facebook page.

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

- ❖ Fire drills are conducted monthly. Designated Fire Exits are used and children are taken a safe distance away from the building.

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

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

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

**Weapons Policy** ~ The possession of any and all dangerous weapons are prohibited at any time on school premises.

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

**Pets** ~ Due to Health Department requirements, pets are not allowed in the building or on the playground unless prior permission has been given. Service animals with appropriate paperwork are permitted.

**Reporting of Suspected Child Abuse** ~ Child abuse and/or neglect is considered any action or inaction that results in the harm or potential risk for harm to a child. By the "Kansas Child Protection Act" every person employed by WFS and/or licensed by the Secretary of Health and Environment is required to report suspected physical, emotional or sexual abuse or neglect.

When a child is suspected of being a victim of child abuse the employee noting such abuse should communicate with the Head of School immediately. Documentation of suspected child abuse shall be kept. **It is the responsibility of any employee to report suspected child abuse directly to DCF.**

It is the request of Wichita Friends School that the employee inform the Head of School of any such calls. The Head of School will then notify a member of the School Board of the incident and any action taken. In addition, if a staff member is suspected of the abuse the Head of School should be notified immediately.

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

**Safety System** ~ To help ensure the safety of our students and the security of our building, WFS has installed a security system. The system will be activated at all times. In order to enter the building parents will need to have a fob that will unlock the door, when scanned by the system. This fob will be programmed to allow parents access to the building on school days during normal school hours. **The teachers will not be able to leave their classroom to open the door. You must have your fob to enter the building.**

Every family will be given limited access during the school year at no charge. Additional fobs may be purchased for \$15 each. For security reasons, should you lose your card, it is imperative you tell us immediately so we can deactivate your card. Replacement cards are \$15.

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

- ❖ Fighting
- ❖ Toys not approved by the school
- ❖ Wrestling
- ❖ Rock throwing
- ❖ Violent games
- ❖ Weapons of any kind , including make believe weapons
- ❖ Tackle football
- ❖ Bullying or shunning

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

**Technology-Social Media Policy** ~ Each user of Wichita Friends School is accountable for their behavior and communications while using technology / social media at WFS. WFS takes precautions to restrict access to any controversial material and oversee the use of the internet by the children.

Students are responsible to adhere to the following guidelines:

- ⇒ Students will only run programs or contact internet sites that are considered appropriate by the staff.
- ⇒ Students will use the technology in a lawful and ethical manner.
- ⇒ Students will respect the rights and privacy of others and use “school appropriate” language and pictures.
- ⇒ Students will not alter any equipment or program, reconfigure, hack or destroy any information.
- ⇒ Students will not attempt to circumvent security systems or block anti-virus software.
- ⇒ Students will not add any programs or passwords to the computers without authorized permission.
- ⇒ The Staff reserves the right to review any file or program on the computers.
- ⇒ The Staff reserves the right to suspend or revoke computer privileges for not following the rules listed above.

**Photograph, Media, Website and/or Video Release Policy** ~ As part of our ongoing efforts to increase the visibility and showcase our excellent academic program, each family is required to sign our General Release Form. ***All persons are prohibited from publishing a photo of any WFS student at a school event without the written approval of WFS. Additionally, students may not be identified as a student of WFS without written approval from WFS.***

## **Enrollment Procedures**

**Application** ~ To enroll in Wichita Friends School, parents must fill out an enrollment application, schedule an assessment for their child and pay the assessment fee.

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

### **The application steps are:**

1. Send completed enrollment form to Wichita Friends School.
2. Wichita Friends School will contact parents to set up an interview with the Head of School and secure an assessment date.
3. Admission interview by the Wichita Friends School Faculty – fee \$25.00, nonrefundable. If student is admitted, this amount will be credited to the first month's tuition.
4. A notification letter of acceptance or non-acceptance will be mailed to the parent.

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

**Change of Telephone Number and Address Change** ~ Due to emergencies, we request an immediate update to any phone number changes. Please communicate any contact changes ASAP to the school office.

## **Finances**

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

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

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

## **Tuition**

- ❖ Reservation of class space will begin when the child has been accepted, the enrollment form has been received and the entire enrollment fee is paid.
- ❖ Parents will be required to sign a contract agreement for payment of tuition.
- ❖ Tuition may be paid in advance or through an installment plan approved by the Finance Manager.
- ❖ Payments are expected to be paid according to the contract.
- ❖ Written notice will be given when tuition is overdue. Two months of non-payment may result in a conference with the Financial Manager.

- ❖ Families may pay by the month. A late fee of \$40.00 will be assessed if a payment is late.
- ❖ Late fees for weekly tuition and Before and After School Care will be \$10.00 per week.
- ❖ **Financial aid may be revoked if payments are not kept current.**
- ❖ A \$30 fee will be assessed for all returned checks.

**Termination of Financial Agreements** ~ Should the need arise to withdraw a student at the parent's request before the end of the school year, written notice must be given to the Head of School.

Written confirmation of the termination will be given to the parents. Tuition will be due until the child is no longer attending and the termination agreement has been satisfied.

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

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

When enrollment is near capacity WFS is no longer able to offer alternate choices for missed days of school due to State regulated child/teacher ratios. Children may attend only on the contracted days of attendance. If a child is ill, the day may not be made up. WFS will continue with the current policy which allows for children to attend field trips on non-scheduled attendance days at no extra charge.

**Waiting List** ~ When enrollment for any room is full, a waiting list shall be maintained. Should an opening occur, children will be enrolled based on the enrollment procedure and payment of the assessment fee.

Students will be placed on the waiting list on the day of acceptance and will be admitted according to that date. Priority is given to families who have children presently enrolled, and to children of employees of WFS.

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

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

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

The responsibility of the parent will be: any cost for additional testing, to cooperate in giving full information about the child involved and to conference with school personnel, when needed.

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

## **Program Enrichment**

**Time for Daily Reflection** ~ The spiritual development of each child is the focus of many of our daily practices such as peaceful conflict resolution, expectation of conduct built on living out the Fruits of the Spirit and time set aside each day, as a school and as a class, to learn about God's presence in our lives and what it means to each person.

While a time is set aside each day to focus on a devotional activity, it is the philosophy of WFS that this spiritual development permeates all that a student becomes and is not a separate subject. Our curriculum statement reflects our approach.

As stated in our discipline policy, our goal is to teach students discipline, which is imposed from within. One tool is to explore topics such as character development during worship and devotional time. By helping children develop character, based on the ideals of the Fruits of the Spirit, the need for punitive discipline can be decreased.

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

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

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

### **Agree to the rules**

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

### **Clarify the issue**

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

**Field Trips** ~ Wichita Friends School has long held the belief that the classroom continues past the four walls of the building. Most classrooms will go on several field trips during the year to support this philosophy. Efforts are made regularly to tie the information learned in the classroom to real-life experiences. Adults attending the field trip are asked to pay any admission fees to the school. This allows us to make one payment on our outings. Please give these fees to your child's teacher.

### **Field Trip Policy**

**Each vehicle shall:**

- ❖ Follow the same route to and from the destination.
- ❖ Emergency information folder for each child riding in the vehicle.
- ❖ Be equipped with an individual seat belt restraint for each child.
  - ✚ Children ages 1 to 4 who are between 20 and 40 pounds shall be strapped in a safety seat in accordance with Kansas State Law.
  - ✚ Children ages 4 to 7 who are between 40 and 80 pounds or less than 4 feet 9 inches tall shall be strapped in a booster seat in accordance with Kansas State Law.

#### **Drivers Policy:**

- Drivers shall be 25 years of age
- Drivers will provide a current copy of their driver's license and insurance card to the appropriate vehicle being used. Each academic year, a photocopy of the license and insurance that meets minimum state requirements shall be on file with the school.
- To ensure that each individual student has a seatbelt, the field trip coordinator will assign seats by 4:00pm of the previous day with the field trip information that we have in writing. This assures that there are an adequate number of drives and cars.
- Drivers will be assigned their own children and the remaining number of seatbelts will be filled. Neither drivers nor students may choose who does or does not ride with them.
- Children shall be buckled in the appropriate child restraint system AT ALL TIMES. Drivers should pull to the right side of the road and contact a teacher should a child unbuckle their seatbelt. Children misbehaving while being transported may have the privilege of attending field trips revoked.
- 24 hour notice needs to be given to the school if a driver becomes ill or no longer available to drive. Notification may be left on the school phone or may be emailed to the office or teacher.
- Usage of cell phone to text message while driving is prohibited.
- Cell phone usage while driving is prohibited unless an emergency arises.

#### **Field-Trip On-Site Policy:**

- At the field trip location, drivers are responsible to direct the conduct of the children assigned to them. Please notify the teacher if there is a child misbehaving.
- Children shall conduct themselves in a manner that is safe, respectful and appropriate at all times once leaving the building. Children misbehaving while attending the field trip may have the privilege of attending field trips revoked.
- Drivers are responsible to carry student emergency information folders at all times.
- Parents are asked to focus on the children. We ask that cell phone usage is limited while at the field trip location unless an emergency arises.
- ❖ **Please do not send pop, candy and gum**

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

**Library Books** ~ Library period is every Friday afternoon. Children may check out a book each Friday to be returned by the following Friday. A child's book must be returned before another can be checked out. Books may be placed in the "Book Return" box inside the library any time during the week.

We ask parents to replace lost or severely damaged books (water damage, missing pages) with a copy of the same title. Our librarian will work with parents to find the cheapest replacement copy possible.

If you have any questions, please contact the office or send an email to [jstuewe@wichitafriendschool.org](mailto:jstuewe@wichitafriendschool.org).

**Classroom Discipline Policy** ~ The goal of discipline is to help children learn self-control. We will help teach children about appropriate behavior and how to get along with others with a focus on an intentional effort to mentor students.

Staff will act as good role models, treating children with patience and kindness. We will respect and talk with students about their feelings and will praise children often.

Staff members will offer clear and consistent boundaries for behavior. Statements will focus on the positive things that children CAN do, such as “you may play with the cars as long as they stay on the floor; please use your walking feet, etc.”

A consistent daily schedule will be followed so that maximum time is allowed for academic preparation and to foster a sense of a child’s well-being.

Consistent procedures will be established for each classroom and in accordance with the age- appropriate child development expectations.

Authentic and appropriate choices will be offered whenever possible. “You may choose to put your coat on before or after you put on your hat; you can wash your hands for lunch now or after you pray.”

When a child makes a choice to behave in a manner that is inappropriate, we will treat that situation as a learning opportunity to correct their future behavior and become self-regulating. Staff will hold conversations with the child about what motivated the behavior, alternate choices & consequences of choices, and any further helpful discussion for positive behavior.

Age-appropriate guidance will follow misbehavior so that children know why they are being corrected.

A supervised safe area or “cooling-off” space will be provided for students to reflect on appropriate classroom behaviors. The child will rejoin the group when ready and age-appropriate time limits will be observed.

Our peaceful conflict resolution program will be used to help children solve problems. Age-appropriate components will allow children to explore solutions and choices for resolving conflict.

Parents will be contacted often about the positive behaviors of their children, as well as the things that need to be brought to parent’s attention. Parents and faculty members are partners when making decisions about how to effectively provide guidance for their students.

## **Home and School Connections**

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

- Provide a home atmosphere that supports the child and their education, among which would be: plenty of rest, quality family time, and a nutritious breakfast.
- Attend parent-teacher conferences

**Parent-Teacher Conferences** ~ Conferences with parents are held regularly. This is a time to review progress in all areas of growth (academic, physical, spiritual, social and emotional) and to discuss needs and goals. A progress report and update of the student’s growth will be shared at this time.



Because of the confidential nature of conferences, we request the siblings not attend. Conferences may also be requested by the parent at any time.

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

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

**Volunteering** ~ We believe that an integral way to live out the principles of Community and Stewardship is to volunteer at WFS. This allows our families and educators the opportunity to work together as a community to maintain and improve the property, facilities, and programs for our children. We are funded and operated based on the generosity and abilities of each of our families.

As such, each family and attending student is expected to make a tangible contribution in the form of goods, services or funds that benefit WFS.

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

The children, the Health Department requires that we have a TB test, a Health Assessment and a KBI check on file for each volunteer working in the classroom. The volunteers may be expected to provide the needed documentation.

**Newsletter** ~ Regular communication from the teacher will convey important information and upcoming events in the classroom. Be alert for these communications.

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

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

**Dress Code** ~ Students are expected to wear appropriate clothing, with neatness, cleanliness and modesty as a guideline to promote a positive learning environment. Please wear shorts under dresses or skirts.

The wearing of short shorts, gaping arm holes, and crop tops is discouraged. ***For safety reasons, children must wear shoes at all times (preferably closed-toe shoes).***

Clothing, back packs, lunch boxes and tattoos with inappropriate advertisement and/or messages (e.g., violence, liquor, smoking products, etc.) are not permitted. We request that the students' clothing be free of rips, tears and holes. Students are expected to have clean, neatly groomed, not extreme (dreadlocks, mohawks, or distracting styles) hair with a color naturally found on humans.

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

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

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

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

**Questions / Concerns** ~ Questions and concerns outside of the classroom (e.g., policies and procedures) should be taken directly to the Head of School. Thank you for choosing Wichita Friends School as the school to educate your child (ren).

We are deeply grateful for the presence of your family in our Friends School Community.