



Junior & Senior High

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WEST MEMPHIS
CHRISTIAN SCHOOL

HISTORY of WEST MEMPHIS CHRISTIAN SCHOOL

West Memphis Christian School began in 1970 with a daycare and kindergarten class at the Missouri Street Church of Christ. There were 50 students enrolled. Grades 1-3 were added in 1971 and grades 4-6 in 1972. The 7th and 8th grades were added in 1973 and a grade was added each year until the first graduating class of 1977-78. There were 21 graduates in that class and since that time the school has had a total of 784 graduates.

The current elementary facility was completed and used during the 1987-88 school year. The junior and senior high building on Avondale Circle was built and first used in September 1975. The gym was destroyed by fire in April 1992. The remodeled gym and additional classrooms were completed during the 1992-93 school year. That building was sold to Steudlein Learning Center and the new facility at 1101 N. Missouri was completed for use by grades 7-12 in August of 2006.

WMCS has truly made an impact on the community of West Memphis and the surrounding area. WMCS holds accreditations with the Arkansas Nonpublic Schools Accrediting Association (ANSAA), Mississippi Association of Independent Schools (MAIS), National Christian School Association, and the Arkansas Christian Educators Association.

PURPOSE AND PHILOSOPHY OF EDUCATION

WEST MEMPHIS CHRISTIAN SCHOOL EXISTS FOR STUDENTS. Believing that Christianity promotes the highest ideals, develops the strongest character, and holds the greatest promise of any way of life, WMC centers its entire program on Christian principles. We believe that God is the omnipotent, unchanging creator, sustainer, and lawgiver. We believe that the Bible is God's word and that it is inspired, authentic, and authoritative. We believe that God created man in his own image and that God desires a relationship with man. We believe that all have sinned against the Creator and that he has provided redemption and restoration through his son Jesus whom we affirm as the resurrected Lord and through whose Spirit we are empowered for holy living.

WMCS exists for the primary purpose of assisting parents in bringing up their children in the nurture and admonition of the Lord. West Memphis Christian's philosophy is that the home has the primary responsibility for rearing children and that the school is an extension of the home. The school does not seek to take the place of the home nor the church, but seeks to encourage, support and reinforce both. The curriculum is designed not only to encourage outstanding academic achievement, but also to emphasize individual health and fitness, social interaction skills, and most importantly, a personal relationship with God. Through small classes and personal interchange with teachers and each other, the student gains deep insights into his individuality.

Christian education means stern demands in the areas of personal behavior, academic scholarship, responsible participation in school, and a growing ability to achieve competent self-direction in preparation for adult life. This includes learning respect for, and obedience to, rightful authority and the development of a strong sense of individual responsibility.

Rights and responsibilities are inseparable. Freedom without respect for authority creates chaos in the home, in the church, in the school, and in society. Every person has a right to disagree, but the right to disagree is not the right to disobey or be disrespectful.

Working with the parents, we at West Memphis Christian will help a child to grow in wisdom and knowledge, in stature, and in favor with God and godly men and women. The child will come to know God as his/her Creator, Protector, Provider and Friend.

VISION

The vision of WMCS is to be a recognized leader in education within the Mid-South to enhance the quality of life and Christian values of our entire community.

MISSION

WMCS is dedicated to Excellence in Education in a safe, positive, Christian environment
(To be like Jesus based on Luke 2:52 – intellectually, physically, spiritually, and socially)

CORE VALUES (Guiding Principles)

WMCS is committed to the following core values:

- A Christian, value-based education
- Building future leaders
- Offering a positive, innovative learning environment
- Attracting and retaining quality faculty and staff
- Teacher/student/parent/community involvement and outreach
- Promoting ethical behavior
- Leading by example
- Excellence
- High expectations
- Good work ethics
- Sharing faith and Jesus
- Continual promotion of WMCS and its mission

The board reserves the right to change portions of the handbook throughout the course of the school year as necessary.

ADMISSION OF STUDENTS

1. Students will have an interview with the administration (this includes parents and/or guardians).
2. Complete and return the application form.
3. Complete and return the records release form.
4. Provide the school with the following:
 - a current shot record,
 - a birth certificate,
 - a social security number,
 - pertinent medical information including,
 - a current physical form if your child will participate in athletics,
 - proof of medical insurance.
5. Provide the school with references.
6. Provide the school with current standard achievement test scores and a transcript of work completed
 - If no test is available from the previous year, the student will be required to complete an entrance exam to determine placement in WMCS.
7. A first-year student is on academic probation for one year.
 - The student must maintain an overall “C” average,
 - The student must have satisfactory conduct and attendance records at the end of each 9 weeks in order to remain in good standing.
 - All financial obligations must be maintained in order to remain in good standing.

Acceptance of an applicant will be based on the results of a personal interview with the student and his/her parents, on previous school records, and on attitude. Only students who are in good standing academically and socially with their previous school will be accepted. Students must live with their parents or guardian.

These requirements are not intended to present a hardship to anyone who is a potentially acceptable student, but rather are set forth to help select the type of students who can best be served by the program offered.

A student may not be readmitted if he/she has not maintained a “C” average, made a final grade of “F” in Bible, or has been a persistent discipline problem. Readmission of students may be affected by persistent discipline problems. An advisory committee composed of the administration, two board members, and the student’s teachers and coaches will evaluate the student’s record and make a recommendation for readmission. Students who have been suspended or expelled from other schools are not accepted. Parents whose children do not score at least grade level on their latest standardized achievement test will sign a special admission contract with the school.

WMCS does not allow married students to attend. No pregnant student, or student causing pregnancy, is allowed to attend WMCS.

ADMISSION -- NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

West Memphis Christian is a nonprofit organization which admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and specific religious tenets held by the institution and its controlling body. Also, as required by Title IX of the

Education Amendments of 1972, WMCS does not discriminate on the basis of sex in its educational programs or activities or employment except where necessitated by specific religious tenets held by the institution and its controlling body.

ACADEMICS -- GRADUATION REQUIREMENTS AND CURRICULUM

GRADUATION REQUIREMENTS

| | | | |
|----------------|---------|----------------|----------|
| English | 4 Units | Phys Ed/Health | 1 Unit |
| Math | 4 Units | Fine Arts | 1/2 Unit |
| Science | 4 Units | Electives | 6 Units |
| Social Studies | 4 Units | Speech | 1/2 Unit |

24 Units plus one semester of Bible for each semester at WMCS. Students must have at least 26 units to graduate.

All graduates are required to participate in all graduation exercises. Failure to do so will cause the student to lose exemptions from finals and the right to walk in graduation.

NOTE – Please check with the college(s) of your choice for specific course entrance requirements. It is highly recommended that those planning to attend college take two years of foreign language, but it is not required. To qualify for the Arkansas Academic Challenge Scholarship (lottery), a student must have a 19 on the ACT, live in Arkansas, and plan to attend an Arkansas college or university. The PSAT is required for Juniors. The ACT must be taken by the end of the sophomore year for MSCC students. Juniors must take the ACT before the end of the junior year.

Course Offerings are as follows (classes cannot be switched or dropped after the first week):

Bible - Must pass each semester at WMCS

Business

- Accounting
- Business Finance
- Computer Science
- Microsoft Office

Rotation – classes will vary from year to year

- Art
- Drug Education
- Economics
- Keyboarding
- Nutrition
- Reading
- Study Skills
- Music

English

- English – Grade 7
- English – Grade 8
- English I
- English II
- English III
- English IV
- Graphic Design (Yearbook)
- Speech/drama
- Creative Writing/ English Comp

- Physical Education
- Health Education
- Physical Education
- Weight Training

Science

- Life Science
- Earth Science
- Physical Science
- Biology I
- Biology II
- Chem Com
- Chemistry
- Honors Chemistry
- Anatomy & Physiology
- Environmental Chemistry

Fine Arts

- Art I
- Art II
- Band
- Chorus
- Graphic Design (Yearbook)

Foreign Language

Spanish I
Spanish II

Mathematics

Math – 7
Pre-Algebra
Algebra I – Part I
Algebra II – Part II
Algebra I
Algebra II
Basic Geometry
Geometry
Trigonometry
Pre-Calculus
Honors Trigonometry
Advanced Placement Statistics

Social Studies

World Geography 7
American History 8
American Government/Current Events
World History
American History
Arkansas History/Economics (9th Grade)

Special Tutoring

Other courses are available through MSCC
See MSCC schedule for details

ACADEMIC QUALIFICATIONS FOR ADMISSION TO HONORS PROGRAM

WMCS/MSCC HONORS CLASS REQUIREMENTS

1. A minimum cumulative grade point average of 3.5
2. A minimum ACT score of 19

If the student does not meet the cumulative GPA requirement, “Advised Status” may be given if one of the following criteria is met:

- SAT10 minimum 75th percentile score within the core subject area
- GPA of 3.75 in the prerequisite courses applicable to any honor class
- An ACT score of 20 in the applicable area

QUALIFICATIONS FOR GENERAL ADMISSION TO MSCC

1. A minimum cumulative high school GPA of 3.0
2. A minimum composite ACT score of 19 or successfully completing the ASSET or COMPASS college entrance exam administered by MSCC

ACADEMIC HONORS REQUIREMENTS FOR GRADUATION

The Valedictorian and Salutatorian of the senior class must have been a student at West Memphis Christian School both the junior and senior years. All of the school’s honors graduation requirements must have been met. All students with a cumulative GPA of 4.0 or above will be designated as a Summa Cum Laude graduate.

Advanced level classes such as Honors Trigonometry, AP Statistics, Pre-Calculus, College Algebra, Physics, Anatomy and Physiology, College Chemistry, and College Western Civilization will receive weighted points for figuring grade point averages.

| | | | | |
|-----------|---------------------|--|-----------------------|--|
| Example - | <u>Normal Scale</u> | A = 4 points B = 3 C = 2 D = 1 F = 0 | <u>Weighted Scale</u> | A = 5 points B = 4 C = 3 D = 2 F = 0 |
|-----------|---------------------|--|-----------------------|--|

Eighth graders will be allowed to take Algebra I for high school credit.

In addition, in order to be an honor graduate, the student must maintain a cumulative 3.5 GPA and must have taken at least two honors classes

ACADEMICS - GRADING SCALE

| | | | |
|----|--------|----|-------|
| A+ | 98-100 | C+ | 77-79 |
| A | 93-97 | C | 73-76 |
| A- | 90-92 | C- | 70-72 |
| B+ | 87-89 | D+ | 67-69 |
| B | 83-86 | D | 63-66 |
| B- | 80-82 | D- | 60-62 |
| | | F | 59- |

ACADEMICS - GRADE REPORTING

1. Jupitergrades (a web-based program) is used by WMCS to allow students and parents to check their current grades and homework online anytime. Everyone has their own password, so grades are always private.
2. Grades are checked at the end of three weeks and a letter/email is sent to the parents of those students that have either a "D" or "F" in any of their classes.
3. Parents are encouraged to constantly monitor Jupitergrades. A progress report will be emailed at the end of five weeks. If you want a report mailed, please notify the school office.
4. All nine-week grades are available on the student report card. Parents are asked to come to a parent/teacher conference to discuss the grade report.
5. The second nine weeks has the same format for the third week and mid-term reporting. Comprehensive semester tests are given over all the material covered in each class for the first semester. Students may be exempt from some of their tests if they meet the guidelines outlined in the Exemption Policy. The second nine weeks and semester grades are reported to the principal. Grades are available on Jupitergrades. All financial charges must be cleared before students are exempt from semester tests. Jupitergrades will be blocked if financial counts are not current.
6. The second semester will follow the same design as the first semester

NOTE – All nine weeks tests are comprehensive. All semester tests are comprehensive. Semester grades are averaged as follows:

- First nine weeks grade counts 2/5
- Second nine weeks grade counts 2/5
- Semester test counts 1/5

Students will be required to repeat a grade or retake a class if the following conditions occur:

SEVENTH AND EIGHTH GRADE – If a student fails both semesters of three courses, he/she must repeat the grade. If a student fails both semesters of one or two courses, he/she may be promoted if the course is repeated during summer school.

HIGH SCHOOL – In grades 9-12, when a student receives an "F" for the semester in a course required for graduation, the semester must be retaken. If the class is an elective, then it will depend upon whether it is needed for graduation to determine if it will have to be repeated. The course may be made up during summer school or during the next school year (if the schedule allows.)

In order to be considered a sophomore, a student must have 6 credits at the start of the fall semester, a junior must have 12 credits and to be considered a senior, the student must have 17 credits. Exceptions may be made for students who transfer in after their freshman year, as long as they can meet the graduation requirements by the end of their senior year.

ANNUAL FUND

You have always given so graciously not only with your money but with your time. Beginning with the 2008-2009 school term, WMCS instituted an annual fund to help offset operating expenses. If you are able to help in this way, each family is asked to donate at least \$300.00 for a specific need that will change from year to year. The annual fund is tax-deductible.

ARRIVAL TIME

School doors open at 7:30 a.m. Students who arrive at school before 7:50 a.m. must report directly to the cafeteria. Students should not be in the building after 4:00 p.m. unless they are participating in a school activity or in detention hall.

ATTENDANCE AND HOMEWORK POLICY

Attendance is a necessary part of a successful school career. Please do not take your child out of school for events that can be scheduled after school. Your child will be permitted to make up work missed provided the absence is excused. When a student returns to school following an absence, parents must notify the office concerning the reason for the absence.

1. It is the student's responsibility to get make-up work and homework assignments. A student must take the tests or turn in long-range assignments before or on the dates they are assigned or due. A student who is absent on the day of a test which has been announced at least two days in advance must be prepared to take the test or turn in the work on the day of return to school. When a student has missed several tests, he will take the make-up tests on consecutive days in the order the tests were originally scheduled, except by permission of the teacher. Tests may be made up before or after school.
2. All work must be made up within a three-day maximum unless arrangements have been made with the teacher. Students will be allowed one day to make-up work for each day of an excused absence up to three days. The student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time. An unexcused absence will forfeit a student's right to make up assignments or to take missed examinations. Students returning to school without a written note from the parent explaining the absence will receive an unexcused absence for the days missed.
3. If work that is missed is not made up within three (3) days of returning, a student will receive a mark of "0" for the day's work. (Please note – Failure to have a note on file will result in no exemption from semester finals)
4. Parents must notify the school office of absences either by note or email. All notes must include the date, the name of the student, the date of the absence(s) or tardy, the specific reason for the absence (s) or tardy, and the parent's signature.
5. Jupitergrades (a web-based program) is used by WMCS to allow students and parents to check current grades and homework online anytime. Everyone has their own password, so grades are always private. All homework assignments are posted on Jupitergrades.
6. Tardy policy from lunch period for Juniors and Seniors is as follows:

- After 2 - campused for a week
- After 4 - campused for 9 weeks
- After 6 - lose all off campus lunch privileges

Based upon the nature of the absence, the school determines whether the absence is excused or unexcused. An absence will be excused for personal illness, serious illness in the family, death in the family, or school activities. A special trip taken with parents may be an excused absence if the administration approves of the trip in advance. All other absences will be unexcused.

Any absence (excused or unexcused) in excess of 20 days, 10 each semester in a particular class, will make the student ineligible to receive credit for that semester's work in that class, unless the time is made up during the summer. Three tardies equal one absence. Exceptions may be made for extended illness when students are under a doctor's care. Special arrangements must be granted by the school's administration.

A committee comprised of the principal, counselor, and other teachers, who will be specially selected, will determine the course of action in case a student becomes homebound due to illness or injury. The committee will meet with the parents in setting up guidelines to help the student make up work missed and set deadlines for completion.

Classes start promptly at 8:00 a.m. for Junior/Senior high students. No parent should go to a classroom after the beginning of class. Classroom time is valuable. The office staff will be glad to assist a parent while classes are in session.

Seniors are allowed two (2) college days to visit colleges to help in making their choice. They must notify the school at least two (2) days in advance of the visit and must bring back a note signed by the registrar or the director of admissions confirming the campus visit. College days should not be scheduled after May 1 and all requests must have administration approval.

ATTENDANCE - CHECKOUT PROCEDURES

No student shall leave campus unless the office is notified. A student and/or parent (guardian) must sign out in the office before leaving. Students leaving and re-entering school should remember to check in at the office before going to class. If it is necessary to check a student out early, please send a note with the child that morning so that the teacher can get materials ready to take home and not interrupt class. A student and/or parent (guardian) must sign out in the office before leaving.

When a parent has custody of the minor child, a copy of the official custody papers must be submitted to the school office. When this document is on file, a student will not be released to the non-custodial parent without the permission of the custodial parent. The custodial parent is the only one who can designate others to pick the child up. If there are no papers on file, the school must allow the child to go with either parent. (This comment is based on Child Custody Arrangements ANSAA Standard 8.2)

COMMUNICATION: JUPITERGRADES – WEB-BASED REPORTING SYSTEM

WMCS uses Jupitergrades.com (formerly snapgrades) as a reporting system that allows parents to see grades, homework, attendance, commendations, and discipline online. Parents will receive instructions and log-in information near the beginning of the school year. Jupitergrades will also be one of the primary modes of communication for WMCS – www.jupitergrades.com

CONDUCT AT WMCS

The basic concept of Christian education at WMCS includes a sincere interest in the total life of each student as an individual person. Christian education as understood here is dedicated to placing in the hearts, minds, and lives of young people all that God has revealed in the Bible and the very best that man has learned, discovered, or experienced.

Each student has the unquestionable right to decide whether to attend WMCS or not. Those whose decision is to apply for admission to WMCS thereby accept the standards, regulations, and requirements of the school. This principle is a cornerstone in the successful operation of a Christian school.

Most of the WMCS students follow the rules. However, in order to fulfill state regulations and to provide for the few who will not follow our basic disciplinary guidelines, the following rules will be enforced:

General

1. Students shall comply with reasonable directions or commands of teachers, student teachers, principals, administrative personnel, secretarial staff, superintendent, school bus driver or other authorized school personnel. Students will be considered insubordinate when they refuse to obey any rule or regulation of the school district or the reasonable instructions of WMCS personnel.
2. No student shall block the doorway or corridor or prevent students from attending a class or school activity. Normal pedestrian or vehicular traffic should not be blocked. Students should not use violence, force, noise, coercion, threat, intimidation, harassment, fear, or any other conduct intentionally to cause a disruption.
3. Gambling – A student shall not participate in any activity which may be termed gambling or wagering where the stakes are money or any other object or objects of value.
4. Cheating on tests will not be tolerated. The person who cheats, or the person who assists others in cheating, will receive a “0” for that test or assignment. There will be a conference with the principal, student, and his/her parents. Immoral behavior is unacceptable at WMCS. This is a serious behavior violation and appropriate discipline will be administered when it occurs. Good judgment, precedent, and the best interest of all WMCS students will be used in deciding the consequences for such misbehavior.
5. Threats (including cyber-bullying) or acts of violence will be investigated and punished appropriately. All incidents will be reported to the proper authorities.
6. Other behavior – WMCS reserves the right to punish behavior which is not conducive to good order and discipline in the schools, or which reflects on the reputation of the school. Behavior that is not in keeping with the purpose and philosophy of WMCS and that occurs during the summer, weekends, or vacation time is subject to school discipline. Non-specified behavior is subject to administrative or board action if it affects the school and its mission.

CONDUCT - ANTI-BULLYING POLICY:

We believe that everybody should enjoy our school equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying can also be phone harassment as well as email, computer, etc. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying

CONDUCT - BOY/GIRL RELATIONSHIPS

WMCS provides opportunities for boys and girls to cultivate friends of the opposite sex who hold to Christian principles and reflect high morals. In some instances, these associations will deepen into more than mere passing friendships. This is both expected and in order. However, all such friendships and intimacies must be handled in a responsible manner. While some students (especially upper classmen) may recognize such responsibility fully, many do not possess this maturity as yet. Thus, unquestionable, exemplary conduct becomes the duty of all. Public display of affection should show restraint and generally shall be considered in poor taste on campus and at school-sponsored functions. Experimental handling of each other, sometimes under the guise of "accidental" physical contact, is off limits. Obvious violations of recommended conduct in these areas shall be noted and dealt with according to need.

CONDUCT -- HARASSMENT POLICY

West Memphis Christian School strives to provide a learning and working environment free from all forms of harassment. WMCS will not tolerate harassment of a sexual, racial, ethnic or religious nature. Furthermore, the school will not permit harassment based on citizenship, national origin or disability.

Harassment of students or personnel by students, parents, or employees of this district is unlawful under both Arkansas and Federal law and is contrary to the commitment of this district to provide a stable learning and working environment. This school district will not tolerate harassment in any form. It is the policy of this school district that all conduct between students, teachers, parents and other adult employees of this district be in keeping with respect for the individual students and/or personnel, be of a nature which does not make a student feel uncomfortable and be conducive to creating a stable learning environment.

Sexual harassment includes, but is not limited to, making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, gestures, display or circulation of written material or pictures derogatory to either gender, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students, parents, and all district employees are expected to conduct themselves with respect for the dignity of others.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student should immediately report this concern to his/her teacher, counselor, principal or headmaster, and discuss this concern with his/her parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment. All such reports will be investigated immediately by the school. Anyone found to have violated this policy will be subject to disciplinary action. Such action may consist of conference, reprimand, suspension or dismissal.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. WMCS will not tolerate retaliation for reporting an act of harassment, whether by administration, faculty, staff, student or parent. It should be understood that this school is required by law to report child abuse to the Department of Social Services. Any violent crimes involving students, occurring on school property, will be reported to law enforcement officials.

CONFLICT RESOLUTION/ PROBLEM RESOLUTION:

WMCS believes that students and the educational process are served best when home and school work together cooperatively. WMCS seeks to foster good working relationships between the school and home. However, because problems and concerns can arise in any relationship, it is important for those involved to resolve problems by working together in a spirit of gentleness and love. (Romans 15:5-6)

The following procedure is recommended for handling concerns:

1. If a parent has a staff or faculty related grievance, an effort must be made to resolve the matter first with the staff or faculty member.
2. If the matter is not resolved, the parent must direct the grievance to the President and schedule a conference to resolve the grievance. If a conference is scheduled, it may include all parties involved.
3. If the matter has still not reached resolution after steps 1 and 2, a hearing before the board may be scheduled.
4. Throughout the problem resolution process, all parties are expected to demonstrate mutual respect. The dignity of all parties involved will be protected. No reprisal or retaliation of any kind shall be taken against any student or parent for utilizing this procedure.

DISCIPLINARY PROCEDURES – GRADES 7-12

Because of our status as a private Christian school, we believe that the behavior of our students on and off campus is very important. This philosophy gives rise to the following policy:

Level One Offenses

| | |
|---|---|
| Out of class without permission | Running in halls |
| Violation of dress code | Lying |
| Improper physical contact | Littering campus/building |
| Public display of affection | Improper behavior in assemblies/classroom |
| Food, snacks, drinks, etc. outside approved areas | Violation of classroom rules |
| Cell phone (see page _26_) | |

Discipline – Level One Offenses:

First Offense

Verbal request for behavior change and notify parents.
Written notification must be signed and returned within 2 days. Failure to return signed slip in allotted time will result in assignment to detention hall.

Second/Third Offense

Notify parents plus Detention Hall and/or paddling and/or other appropriate discipline.
For grades 11 and 12, loss of open campus up to three (3) weeks.

Level Two Offenses

| | |
|------------------------------------|------------------------------|
| Fourth offense of level one | Cheating |
| Gambling | Fighting |
| Improper driving on/about campus | Tobacco in any form |
| Profanity or obscenity in any form | Derogatory remarks/Bullying |
| Leaving campus without permission | Truancy |
| Disrespect for teachers | Verbal Threat of Bodily Harm |

Discipline – Level Two:

First Offense

Parents notified, plus other discipline as deemed necessary.

Second Offense

Parent conference, plus other discipline as deemed necessary (Detention Hall, paddling, **Special Assignment Class (\$45 per day) **, Saturday School, suspension, loss of open campus).

Third Offense

The third offense automatically becomes the first offense of level three offenses. **Students receiving this disciplinary action will be required to pay the substitute fee of \$45.00 per day for their supervision during the disciplinary period. When parents are informed of the Special Assignment Class or Saturday School, instructions for payment of this fee will be given.

The following are some of the rules for students assigned to the **Special Assignment Class (SAC)**:

1. The class will start at 8:00 a.m. and dismiss at 3:15 p.m. The fee is \$45 per day.
2. Each student must bring all his/her workbooks, textbooks, notebooks, writing materials, and any other supplies he/she might need at the start of the disciplinary period.
3. Students' dress must meet the adopted school policy.
4. There will be positively no talking during SAC unless a student raises his/her hand, and the teacher comes to assist him/her. Students will not leave the classroom area except for restroom breaks. These will occur at specifically designated times; students will be accompanied by the teacher.
5. Students must bring their lunch or money for their lunch. Students will not be allowed to leave the premises for lunch.
6. Students will not be allowed to sleep in the class, but are to study and make good use of their time.
7. Any violation of rules or failure to do classroom work assigned will add days to the student's confinement in this class. The student must complete his/her assigned number of days. If he/she is absent, it will be treated as any other absence. The day must be made up. A student will not be released from SAC until his/her attitude and behavior are within the acceptable standards of a regular student and not until all of his/her assigned work has been completed.
8. Students who are in SAC, or who have been suspended, will be ineligible for any school activity during this time. If a student uses his time wisely, he/she will be able to return to the regular classroom without suffering academic loss.

The following are some of the rules for students assigned to Saturday School:

1. The fee for Saturday school is \$45.00 per day.
2. The Dean of Students will assign the specific date the student must serve in Saturday School.
3. The assignment will start at 8:00 a.m. and last until 2:00 p.m. Thirty minutes will be allowed for lunch.
4. Students may bring their lunch or the parents should make arrangements for the students' lunch. No student will be allowed to be on his/her own or leave with another student during this time.
5. Students will be assigned a work detail on campus. There will be counseling type sessions scheduled at different times during the day. Students should dress for work. The dress code for the work detail will be determined by the Dean of Students.
6. Students assigned to Saturday School will be required to take all their final tests that semester.
7. If a student fails to show up for the assigned class, his/her punishment will be extended to two Saturday School assignments. The student will be ineligible for any school activities during the

time of Saturday School assignments i.e. if a student fails to show up and has his/her punishment extended, he/she will be ineligible until he/she completes the assignment.

Level Three Offenses

Third Offense of Level Two
Vandalism

Assault and/or Battery (Students or Faculty/Staff)

Drug and Alcohol Offenses
Petty Theft

Possession of Weapons, Fireworks

Summertime infractions of level three offenses - A review of all information will determine whether a student will or will not be admitted. If admitted, he/she will be on a probationary basis with no other disciplinary action taken. Any additional level three offenses will be treated as a second occurrence.

Discipline - Level Three Offenses

The penalty for a level three offense is as follows and includes any off-campus infraction that is brought to the attention of the administration and verified by police, adults, other students, or admission by the student:

First Offense

1. Three-day maximum in-school or out-of school suspension – work can be done for credit, must take final tests that semester.
2. Suspension of membership in all clubs, honor groups, off-campus privileges, and class office from the point of infraction until end of school year.
3. Loss of participation for two weeks in the extracurricular activities underway at the time of the infraction.
4. Conference with parents.

Second Offense

1. Two week maximum suspension from school – no credit for work missed, must take final tests that semester.
2. Loss of membership in all clubs, honor groups and class office.
3. Loss of participation in sport or sports underway at the time of the infraction.
4. May be required to attend alcohol or drug abuse program or other alternative class.
5. Conference with parents with possibility of student being expelled or being placed on probation for up to one year.

Third Offense

1. Conference with parents.
2. Automatic dismissal. The student would have a right to a hearing before the board within seven (7) days of the incident. Readmission must have the approval of the board and student's teachers/coaches. If readmission is allowed, the student is on probation with the first offense resulting in permanent expulsion.
3. Seniors in the fourth quarter will be suspended from classes for the remainder of the year. They may take exams privately and receive their diploma in the mail after July 1.

DISCIPLINE DECISIONS

The more serious offenses pertain primarily to those at school and school activities, but the school is concerned about anything that seriously affects the character and the reputation of the students and the school.

Parents will be required to pick up their child if misbehavior requiring paddling occurs, and they have denied WMCS permission to punish their child in such manner.

The final decision on all major offenses of discipline administered remains that of the administration and board and will be made to best uphold the standards of the school.

DISCIPLINE RULES FOR CLASSROOMS AND HALLS

No food or drinks are allowed in the school building (except for cafeteria) during school hours or during team practices without special permission. Before classes begin each morning, students may enter the cafeteria.

While classes are in session, students will not be allowed to leave the classroom except under extreme circumstances, and then only ONE student may leave the classroom with the proper pass from the teacher.

Any student in the halls without a pass will be subject to disciplinary action. If it is necessary for a group of students to be in the hallway, their teacher should accompany them.

DRUGS - SUBSTANCE ABUSE POLICY

All WMCS students will be subject to random drug screening that will take place periodically throughout the year. Students who test positive on a drug test will automatically be included in future drug testing and the student's family will be responsible for the test expenses. If hair samples are required, the student's family is responsible for the cost of the hair sample that is above the cost of the urine sample.

If any faculty or staff member has a strong suspicion that a student is under the influence of drugs and/or alcohol, the student's parents will be immediately contacted. The student will not be allowed to return to school until the school has verification that the student has undergone a drug-screening device or test. The test results will determine any further action by the school.

DETENTION HALL

Junior/senior high detention hall will be held as needed from 7:20 a.m. until 7:50 a.m. or from 3:15 p.m. until 3:45 p.m. It will be held in the room of the teacher who has the duty for that week. The school secretary will post a list of the students who have been assigned detention during that period. If a student misses detention hall without notifying the office in advance, one additional day of detention will be added to his/her stay. Detention may involve special assignments or tasks as determined by the teacher.

Lunch detention will involve the loss of social privileges during the student's lunch and the responsibility to pick up trash following lunch.

DISTRIBUTION OF LITERATURE & PUBLICATIONS

Students have the right to distribute and possess literature including, but not limited to newspapers, magazines, leaflets and pamphlets. We retain the right to prohibit a specific issue of a publication when we feel it is causing or can cause disruption of school activities. Distribution of such materials will be regulated in the following manner:

1. It shall not interfere with school activities.
2. No student will be forced to accept such material.

All petitions shall be free of obscenities, libelous statements and personal attack and shall be in the bounds of reasonable conduct. Students signing such petitions shall be free from recrimination or

retribution from members of the staff and/or administration. A school newspaper is encouraged and designed in the curriculum. We encourage students to editorialize within the framework of our Christian philosophy, including refraining from printing anything which might contain obscene language, libelous material, or unfavorable innuendo.

DRESS CODE

As an institution upholding Christian ideals, we feel that modesty should be the first consideration of dress. The responsibility for dressing modestly rests upon each individual student at WMCS and upon the parents. Studies have shown that students dressed neatly and appropriately are constantly on better behavior than students dressed sloppily or too casually. Studies have also shown a correlation between a student's appearance and his/her performance academically. For these reasons we feel that students should be taught that there is appropriate dress for school, and this dress is different from dress for sports and play activities. If, in the opinion of a faculty member or an administrator, an individual dresses immodestly or in poor taste, guidance can be expected. If, after adequate counseling, the student ignores the counsel given, a parent conference will be required. Modesty and good taste are words which express concern for our students. .

Where specified, all clothing items must come from Parker School Uniforms. Only the uniform items may be worn. Uniform items include Parker knit polo shirts with logo (white, black, or yellow), khaki pants or shorts, white oxford shirts or blouses, Parker plaid ties for girls/boys, Parker plaid/khaki skirts or skorts, Parker vests, Parker sweaters, Parker blouses.

Outerwear: Only Parker or school-sold spirit outerwear (vests, sweaters) may be worn in the classroom.

Sweatshirts and hooded sweatshirts of any kind are not permitted in the classroom without permission. Only WMCS or Parker outerwear may be worn. Embellishments on or additions to the uniform, such as scarves or mufflers, for example, are not permitted. Hats, hoods, and caps may not be worn indoors

Shoes: Shoes must be low heel, closed toe, and closed heel. Acceptable shoes are 1.) solid brown, tan, black, leather or suede, 2.) black/white saddle oxfords, and 3.) predominantly solid black, gray, or white athletic shoes. Shoe strings must match the shoes. Athletic shoes may have a small amount of contrasting color such as a small logo, limited accent color, or a stripe around the sole. Contrasting colors must be black, navy, royal blue, red, gray, or white. **Clean** leather boots are permissible with long pants only.

Socks: Socks are required for boys and girls except when girls wear tights or leggings. Girls' ankle socks (socks which come to the ankle bone) may be worn only with shorts. Socks or tights are required for girls. Knee socks are to be worn with skirts.

Blouses: White blouses may be worn with skirts, jumpers and skorts. Girls' undershirts must not stick out below their blouses. Undershirts or camis must be sleeveless or short-sleeved, must be plain white, and must not have lace or trim.

Skirts/Skorts: Plaid/khaki skirts must be purchased from Parker. Girls' skirts must be no more than two inches (2") above the knee.

Hem Lengths: Boys' shorts and girls' jumpers, skirts, skorts, and shorts must be no more than two inches (2") from the top of the knee.

Pants and Shorts: Khaki pants and shorts may be purchased from any vendor but must be similar enough in color and style to appear to be the same as the traditional khaki pants and shorts offered by Parker, with pleated or plain front. Possible sources are the uniform lines at Gap, JC Penney, Lands End, Sears, and Target. Acceptable khakis may have either pleated or plain front. They must give a crisp, neat, dressy appearance. They must fit at the waist, not ride below the waist. They must be the traditional khaki color similar to that of Parker pants (not greenish or white).

Belts: Belts must be worn by boys in grades K-12 when loops are visible. They must be solid black, brown, or black/brown. Boys' shirts must be tucked in.

Undergarments: Undergarments may not show below shirts or blouses. Any undershirt or camisole must be plain white with no lace or trim.

Modesty Shorts: Black modesty shorts purchased at Parker or other vendors are required under jumpers and skirts unless tights or leggings are worn.

PE Uniforms: PE uniforms may be purchased at Parker or WMCS. PE shorts purchased in 2010 will be acceptable for students during the 2011-2012 school year. The yellow shirt will be a new item. PE uniforms will be the appropriate dress for cheerleading or other sports practices.

- All clothing must be clean, not stained, and in good repair.
- WMCS plaid and all solid color hair accessories available from Parker are acceptable.
- Girls may wear small pieces of jewelry including wristwatches, small earrings and small necklaces. Girls' makeup must not call undue attention. Boys may not wear earrings. Body piercing is not permitted, other than girls' ears (maximum of two earrings per ear). Tattoos, real or fake, that are visible either during the school day or at extracurricular events are not permitted.
- Sweatshirts, including hooded sweatshirts, may not be worn in the building at any time.
- Hair must be clean and neat and not extreme in style. Unnatural hair coloring or an unnatural combination of hair colors is not permitted.
- Boys' hair (including braids) must not be longer than the eyebrows, top of the collar, or middle of the ear. Long sideburns are not permitted. Shaved heads are not permitted. Carvings or artwork cut into the hair are not permitted. Boys must maintain a neatly shaved appearance. Beards are not allowed. Judgments differ and students will be expected to comply immediately with an administrator's request for haircuts and facial hair.
- Writing or drawing on the skin or on the shoes is not permitted.
- Students are not required to wear uniforms at extracurricular activities unless uniforms are specified; but for any school related event, on or off campus, clothing must always be appropriate for Christian young people.
- There will be special occasions when students will be permitted to wear clothing other than uniforms. On these occasions (Spirit Days, for example), clothing will be expected to fit appropriately, to be modest, neat, clean, in good repair, and in keeping with the principles of a Christian school. Specific guidelines will be given for the special days.
- Students may be asked to wear a specific required uniform for field trips or special events.
- Students wearing undershirts or camis must keep their shirts/blouses on, even when school is out, in the parking lot, on the bus, etc. They may not unbutton them or take them off, exposing an undershirt or cami.
- Shoe strings must be tied. Shoes must be worn properly on the foot

Where judgments differ, the administration will make decisions as to acceptability of student dress, and reserves the right to ask any student to change into clothing deemed appropriate.

Sports, Cheerleading, and Academic Teams may wear approved gear on game day. The Dean of Students must give prior approval to all team gear before game day.

Spirit Day attire must be approved by the administration

WMCS Uniforms 2011-2012

| | | Parker | Any Vendor | WMCS |
|------------------------|--------------------------------|--------|------------|------|
| Items for Girls | | | | |
| K-12th | White knit shirt | x | | |
| | Black knit shirt | x | | |
| | Yellow knit shirt | x | | |
| | Black pullover Sweater | x | | |
| | Black Sweater Vest | x | | |
| | Black Hooded Nylon Jacket | x | | x |
| | Black Pack-N-Go jacket | x | | x |
| | Black Polar Fleece Jacket | x | | x |
| | Yellow gym shirt | x | | x |
| | Black mesh gym short | x | | x |
| | Plaid Skort | x | | |
| | White 3/4 Sleeve Overblouse | x | | |
| | White cap Sleeve Fitted blouse | x | | |
| | Plaid Drop Waist Skirt | x | | |
| | Khaki Flat front slacks | x | x | |
| | Khaki shorts | x | x | |
| | Plaid tie | x | | |
| K-4th | Plaid Jumper | x | | |
| | White Peter Pan Blouse | x | | |
| | Yellow Peter Pan Blouse | x | | |
| | Pull-on pants | x | x | |
| | Pull-on shorts | x | x | |
| Items for Boys | | | | |
| K-12th | White Oxford Shirt | x | x | |
| | Plaid Tie | x | | |
| | Khaki Pleated Pants | x | x | |
| | Khaki Flat front pants | x | x | |
| | Khaki pleated shorts | x | x | |
| | Khaki flat-front shorts | x | x | |
| | White knit shirt | x | | |
| | Black knit shirt | x | | |
| | Yellow knit shirt | x | | |
| | Black pullover sweater | x | | x |
| | Black sweater vest | x | | x |
| | Black hooded nylon Jacket | x | | x |
| | Black Pack-N-Go Jacket | x | | x |
| | Black Polar Fleece Jacket | x | | x |
| | Yellow gym shirt | x | | x |
| | Black mesh gym shorts | x | | x |

DRESS CODE - SPECIFIC GUIDELINES FOR GIRLS

Dress for school wear, banquets, homecoming coronations, or other formal-wear occasions should be modest and show no cleavage. Dresses for banquets, coronations, and other formal-wear occasions have to have administrative approval. If your dress deviates from the standards of modesty that the school expects, you will not be allowed to participate in that particular function. These policies also apply to outside dates who are not students at WMCS.

DRESS CODE - SPECIFIC GUIDELINES FOR BOYS

Modesty requires that shirts be worn at all times, including athletic practices. Jeans for spirit day may be worn as long as they are not torn or ragged.

DRESS CODE - SPECIFIC GUIDELINES FOR SHORTS AND ATTENDANCE AT SCHOOL FUNCTIONS

- Only accepted school physical education shorts or uniforms may be worn by participants in school events. This includes after school hours, summertime and any school function at school facilities.
- Shorts identified as walking shorts, bermuda shorts, skorts, etc., may be worn to athletic events as long as they meet the school's modesty guidelines in regard to length, fit, and material..
- All students participating in P.E. classes or athletics will wear the P.E. shorts required by the school or clothes required by the coach which have been approved by the school.

DRILLS – FIRE DRILLS AND TORNADO DRILLS

Fire drills and tornado drills are conducted to train students to act quickly in case of an emergency and to teach self-control in times of emergency. When alarms are sounded, all students should follow teacher directions and proceed to the designated areas. They should walk in an orderly manner without talking or pushing.

EXEMPTION POLICY

Students in grades 7-12 at West Memphis Christian will be exempt from semester finals if they meet certain academic and attendance standards. If a student's grade is as follows:

- A - 5 excused absences are allowed
- B - 3 excused absences are allowed

ALL STUDENTS will be required to take two (2) finals from their core courses as scheduled by the administration.

1. Three (3) excused tardies in the same class equals one (1) excused absence for that class.
2. Three (3) unexcused tardies equal one (1) unexcused absence, and the student will automatically **not be exempt** from that class.
3. Six (6) unexcused tardies will automatically put a student in detention hall. The next three (3) unexcused tardies will automatically put him/her in Saturday School. There will be **no exemptions** from any semester exams.
4. If the office does not have notification from parents concerning an absence, that student will not be exempt from semester finals. The information must be turned in during the current nine weeks in which the absence occurred.
5. Students are not exempt from finals if they have been in any type of suspension.

6. Seniors, with a C average, or above, may be exempt from finals the second semester if they have no more than five (5) absences, no unexcused absences, and no disciplinary problems.

FINANCIAL POLICY

West Memphis Christian School is a nonprofit institution which receives its primary support from student charges and gifts from friends. All income is spent for services to students.

Charges paid by a student are considerably less than the cost of the service given to him by the school. The remainder of this cost is made up by gifts from friends who are interested in the superior training which the school provides. Since every student receives more than he pays for, each student in effect becomes the beneficiary of a scholarship provided by friends who pay this difference.

Charges for tuition, fees, etc. are payable at the beginning of each month or semester. The family enrollment fee is non-refundable. All those connected with the business office desire to extend every courtesy and consideration, but must also consider the basic principles of good management.

Parents should carefully consider the regulations regarding accounts and arrange to take care of them on time. No grades, transcripts or health records will be released as long as there is an outstanding balance. If the account balance remains past due 45 days from the initial due date (the 1st of each month for K-12) students will be subject to dismissal. This policy will also apply to day care students if more than one week late. All tuition and fees must be paid IN FULL in order for students to participate in kindergarten, sixth grade, or high school graduation ceremonies, or to receive their diploma or permanent record. There will be a 10% late charge added to each bill that is not paid by the 10th of the month in which it is due, or paid by Friday if it is due weekly. There is a \$30.00 charge for all returned checks.

The Chief Financial Officer has the authority to make arrangements with the parent if this is requested. Otherwise, this will be strictly enforced.

FINANCIAL - STUDENT FINES AND CHARGES

The school must be reimbursed for the loss or damage to textbooks or school property; therefore, these fees cannot be waived at the school's expense. Jupitergrades will be turned off until all accounts have been paid.

INSURANCE – SCHOOL INSURANCE

Accident insurance can be purchased at a reasonable price at the beginning of the school year. Your child should bring home an informational brochure of the coverage. All athletes must have accident insurance. Proof of insurance of family coverage is acceptable. Your insurance number must be on file in the office.

INSURANCE - CATASTROPHIC INSURANCE

WMCS has a catastrophic insurance policy through MAIS for every student in K-12.

LIBRARY INFORMATION

Library books may be checked out for four weeks. To comply with the Privacy Law for libraries, students must use their assigned library numbers rather than their names when checking out books. Overdue charges are assessed at ten (10) cents per day. All overdue charges must be paid before finals are taken or report cards released.

MEDICATIONS

Parents are encouraged to schedule the administration of student medication so that medication is given at home whenever possible. In cases where medication must be administered at school, the following procedures apply:

1. All medications should be taken directly to the school office by the parent. Students are not allowed to carry any medications. No medication may be kept in the classroom nor may students administer their own medication. (Parents are responsible for the medication until it is delivered to a school employee.
2. Prescription medication must be taken to school in a properly labeled prescription container. Short-term medication (up to two weeks) may be administered upon written request by the parents. Long-term medication may be administered only if the physician completes the school's Special Health form.
3. The administration of non-prescription medication is not permitted in the classroom, but may be administered by the school nurse under either of the following conditions:
 - a. If ordered by the student's physician accompanied by a written request from the parent and brought in the original manufacturer's package.
 - b. If the student is experiencing pain due to causes such as post-surgical procedures, injury or dental procedures. In such cases, pain relief medication such as Tylenol, Advil, or aspirin may be administered if accompanied by a written request from the parent and brought in the manufacturer's package.
4. Parents must pick up leftover medications. Students may take home only empty medication containers. If medicine remains, parents will be informed and medicine will be disposed of two weeks after notification.

Team coaches and trainers may be allowed to administer medication to athletes after receiving signed permission forms from the parent or guardian

Parent/Community Involvement

WMCS believes in the power of education and its positive influence on our community. You are encouraged to take an active part in your student's education. Parents, grandparents, and community members provide support to the classroom teacher in many ways: tutoring, listening to students read, preparing instructional materials, gate duty, concession stand workers, etc. Please don't wait to be asked. Interested parents are encouraged to volunteer. We ask that each parent of an athlete volunteer at least four hours per sport.

PHONES

Students may use the phones in the offices by permission only. Students will not be called out of classes except for emergencies. Students will not be allowed to use phones during class time without appropriate approval (teacher, staff, or administration). Cell phones (or any other electronic device) may not be visible or heard during school hours 7:30 a.m. to 3:15 p.m. Cell phones on campus must stay in the student's backpack or in the office. Any phones seen or heard will be confiscated. If the student violates this, the office will keep the phone for one day. On the first offense the student may pick up the phone from the office. On the second offense, the parent must pick up the phone from the office. After the second violation the student will be given school detention.

PERMANENT RECORDS:

WMCS maintains student records. A "student record" generally includes: applications for enrollment, standardized achievement test scores, grades, attendance dates, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor observations, disciplinary reports, and graduation information.

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

PHYSICAL EDUCATION

All students participating in P. E. classes or athletics will wear the shorts required by the school or clothes required by the coach which have been approved by the school. Students WILL dress out for P. E. every day. Failure to dress out, without a written excuse, will result in a deduction of points from the student's daily grade.

SEARCH AND SEIZURE

At WMCS we try to create and maintain a climate that enhances the safety and welfare of all students.

Student lockers

- Searches are only conducted if there is reasonable suspicion that a controlled substance, weapon or other contraband is present or on suspicion of theft.
- We inform the students that school authorities have equal access to lockers and other policies governing lockers.

Personal search

- Personal search will be limited to situations in which the administration has reasonable suspicion that the student is concealing evidence of an illegal act, contraband or has violated a school rule.
- We will remove dangerous items. Controlled substances will be removed from the student's possession and will be reported.
- An adult witness of the same sex as the student will be present when a personal search is conducted.
- Students will be consulted before a personal search unless there is probable cause to suspect a dangerous weapon.
- The administration and faculty reserve the right to inspect lockers, clothing, or vehicles for contraband without prior warning.
- Automobiles may be searched after showing reasonable suspicion.

SPECIAL SERVICES TUTORING PROGRAM

The Student Special Services Tutoring Program at West Memphis Christian School is dedicated to helping students with identified learning difficulties. This program is designed to help these students succeed at WMCS. Emphasis is placed on reading comprehension, math calculation, listening comprehension, content knowledge and study skills that will prepare these students for any post high school goals that they may have. Our goal is to work with each student toward a high school diploma that will adequately reflect his aptitude and effort. Parents who are interested in this service should contact the administration or special services tutor for a handbook. The fee schedule is in the special services handbook.

SUPPLIES

Assignment books are required for all 7th -8th students. They are highly recommended for 9th -12th students. Parents should check the assignment books and Jupitergrades on a regular basis. A bookstore is available in Room 102 before school and between classes. Do not interrupt classes to buy supplies.

SPORTS -- ATHLETIC RULES AND REGULATIONS

1. All athletes must have a physical and parent consent form on file in the office.
2. Participation in athletics is a privilege, not a right given to students.
3. Proper respect must be shown to coaches at all times.
4. Practice is mandatory unless there is a medical reason or other family-related reason for missing.
5. Excused absences from practice or games must be approved by the coach prior to the absence.
6. Players are expected to travel with the team to and from ball games. Any player not riding with the team must be signed out (coaches will have forms) by a parent before leaving. If you are riding with another parent you must have a note from your parent to be signed out.
7. Under no circumstances will any player be allowed to drive themselves or ride with another student.

8. On away trips, players must stay with the team at all times. No one is allowed to leave the gym or playing facility once the team has arrived until permission is granted from the coach.
9. Players are not allowed in the bleachers in their uniforms after their game is over. Players should dress properly, (i.e. warm ups, or other approved apparel), after their game is completed.
10. Boys and girls are not allowed to sit together on the bus. Boys in back and girls in front is the general rule when teams must travel together.
11. Students who are not a part of the team are not allowed to ride the team bus without permission from administration and coach
12. Unsportsmanlike conduct resulting in penalties or technical fouls will result in the immediate removal from the game. For such penalties that are deemed warranted by the coach and administration, the following action will result:
 - 1st Offense - Coach's discretion
 - 2nd Offense - Half game suspension
 - 3rd Offense - One game suspension
13. Any subsequent offenses will result in a conference with the player(s) involved, a parent, the coach, and the athletic director which may result in a stiffer suspension or expulsion from the team.
14. Any player who tries out for a team and receives a game uniform is expected to remain on the team for the entire season.
15. Any player who quits a sport will not be allowed to begin practice for another sport until that sport season is completed.
16. All students are responsible for contacting the teacher of any class that will be missed PRIOR to leaving school the day of the event. Do not disturb a class to get your assignments. This should be done before school starts, between classes, or at lunch.
17. All students must be in attendance a minimum of 1/2 school day to participate in extra-curricular events.
18. The MAIS and WMCS expect Christian sportsmanship. Any misconduct deemed sufficient enough to be ejected by game officials will be upheld by MAIS handbook regulations. **Any fines levied against the person or the school become the responsibility of person(s) committing the infractions.**

SPORTSMANSHIP RULES FOR MAIS SCHOOLS: The concept of the MAIS is that member schools will make every effort to conduct all of their athletic contests on the basis of good sportsmanship, fair play and ethical conduct. It is the duty of every school board member, administrator, faculty member and coach to uphold and promote this concept.

The administrator, or his designated representative at each athletic contest, is responsible for the conduct and control of players, students and fans of his school. The administrator of the host school has overall responsibility for crowd control and behavior (availability of police, general rules and arrangements, etc.); however, this, in no way, relieves the representative of each school of the responsibility for the direct control of his players, students and fans. All unsportsmanlike incidents must be reported to the MAIS Office within a 72-hour period by all parties involved (both schools and officials). Failure to do so will result in a mandatory \$100 fine to any party in violation of non-compliance of this rule.

Regardless of the best intentions and plans, it is understood that, at times, there may be a breakdown in discipline and an incident may occur. In this event, the following rules and procedures apply: All major incidents on the field of play and those involving officials must be reported to the Commission for

action. [This report is to be made online through the MAIS website.](#) Copies of the report shall be sent to the chairman of the Affairs Committee and the Director of Activities. The Chairman of the Affairs Committee, on receipt of a report of a complaint, will make, or cause to be made, such investigation as he considers necessary. In some cases, reports from parties concerned may suffice, or a complete investigation including a hearing may be considered necessary in other cases.

1. Penalties - Penalties will include but will not be limited to warnings, probation, probation with additional penalty, and suspension depending on the circumstances involved in the case. All of these infractions carry a fine payable to the MAIS within 30 days of notification. Failure to pay shall result in suspension.

a. Warning: A letter to a school or individual calling attention to a violation of the rules or minor misconduct and requesting that it not recur. In addition, a fine in the amount of \$100.00 will be administered.

b. Probation: This puts the school on notice that a second offense during the period of probation could result in suspension and/or additional action. Probation will carry a minimum fine of \$300.00 and may result in a school not being eligible for the championship, or could result in suspension from all activities and/or activities programs.

c. Suspension: A school will not be allowed to participate in the MAIS athletic and/or activities programs for a specified period of time. Suspension will carry a minimum of \$500.00 fine payable upon resumption of participation. Under suspension, athletes from said school would be ineligible at any other MAIS member school during the period of suspension. In the event that a school on suspension withdraws from the MAIS, athletes from the suspended school would immediately become eligible to transfer to a MAIS school. Said transfers would be treated as non-member school transfers.

2. Appeal Hearings - The AAC will not be bound by common law, or statutory rules of evidence, or by technical or formal rules of procedure, provided however, hearsay evidence, if admitted, will not be the sole basis for the determination of facts by the AAC. The president of the AAC, or his/her designee, will preside at appeals hearings.

a. A written request **from the headmaster** for such an appeal shall be presented for placement on the agenda no later than 48 hours preceding the regular AAC meeting.

b. The written request should include the sanction(s) that are being appealed, and the relief requested.

c. There shall be a thirty (30) minute time limit for the appeal.

d. There shall be no financial obligation for any appeal conducted during a regular scheduled meeting. **The expenses of any special called meeting shall be the responsibility of the school(s) making the appeal.** The party making the appeal will pay the expense fee to the MAIS Office prior to the meeting being held. It should be noted that any special called meeting of the AAC must be called by the president of the AAC with the approval of the majority of the AAC. Only school officials (this would include board members) will be allowed at appeals hearings.

SPORTS -- ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

Student eligibility will be figured on a twelve (12) point scale. Students must maintain a minimum 4.0 grade point average which is a (C- on a 12 point scale) in all classes during the previous grading period in order to remain eligible. Students who do not have a minimum 4.0 GPA (C-) at progress report time will be on probation but will remain eligible. Students receiving two (2) F's will not be eligible regardless of their GPA. Eligibility refers to all school activities. Students who become ineligible will remain ineligible for nine weeks.

Eligibility will be determined as follows:

Grades received at the end of the first and third nine weeks and the end of each semester will be used to determine eligibility. For purposes of determining eligibility, the following schedule will be used:

- 1st 9 weeks 2nd semester grades for previous school year will be used
- 2nd 9 weeks 1st 9 weeks grades for same school year will be used
- 3rd 9 weeks 1st semester grades for same school year will be used
- 4th 9 weeks 3rd 9 weeks grades for same school year will be used

VEHICLE REGULATIONS

Students who have a valid driver's license are permitted to drive cars or motorcycles to school. The vehicle must be registered on the proper form issued by the office. This must be kept on file. A parking permit will be issued and must be visible in the vehicle at all times while on school property. Students' vehicles are to be parked in the designated areas of the parking lot. Students are not to visit their vehicles between classes unless approved by faculty or a staff member. Students are not to visit non-students in the parking lots. Students who do not park in the appropriate area or who take up two parking spaces will be fined. Reckless driving to or from school or during school hours in the parking lots or in the immediate school area will result in appropriate disciplinary action.

VISITORS TO THE SCHOOL

School visitors must check in at the main school office. They should not go to the classrooms or lockers. The school personnel will deliver messages or items that need to be given to the students. All guests should be appropriately dressed.

WEATHER ALERTS

Our policy for closing school on bad weather days will be as follows:

- The conditions will be checked around 5:45 a.m. to 6:00 a.m.
- If school is going to be closed, the following radio and TV stations will be notified as quickly as possible:

KSUD AM 730 FM 94.7
WMC AM 790 FM 100
WHBQ TV Channel 13
WMC TV Channel 5
WREG TV Channel 3

We will also send emails through Jupitergrades and post on the WMCS blog.

CONCLUSION

Those who have been responsible for the publications of the handbook have done so with the hope that those who read it would better understand what WMCS stands for and expects of those who would take advantage of the opportunities offered. It is hoped that the student's experiences at WMCS will be both pleasant and profitable. Each student and parent will be asked to sign the handbook contract at the beginning of each school year. This is mandatory for enrollment. A copy of the contract is included in this book on the next page.



We are very pleased that you have chosen to be a special part of WMCS. It is our prayer that your family will benefit from this relationship. We want this year to be a rewarding experience for your child. Please communicate any concerns that you have. Please read the handbook and sign the WMCS contract below:

I, _____, have read the Parent & Student Handbook and understand the rules and regulations presented within. I understand the primary purpose of West Memphis Christian School is to provide a high quality academic education in a Christian Environment. Christianity is vital for genuine character development and intends for the Bible to be the center from which everything radiates. I realize the school is designed to develop Christ-centered lives by cherishing and practicing the ideals of Christ seven days a week.

I agree to abide by the code of conduct established in this handbook.

I understand that if my choices and decisions lead to actions that are contrary to the philosophies of WMCS, I will experience consequences for my actions. I understand the serious nature of these consequences and realize their intent. I pledge to uphold the high standards set forth by WMCS and to be an asset for the school.

Student
Signature _____ Date _____

Parents, we ask you to carefully consider the regulations regarding accounts and arrange to take care of them on time. No grades, transcripts or health records will be released as long as there is an outstanding balance. If an account balance remains past due 45 days from the initial due date (The 1st of each month for K-12), students will be subject to dismissal. This policy will also apply to day care students if more than one week late. All tuition and fees must be paid IN FULL in order for students to participate in kindergarten, sixth grade, or high school graduation ceremonies, or to receive their diploma or permanent record. There will be a 10% late charge added to each bill that is not paid by the 10th of the month in which it is due, or paid by Friday if is due weekly. There is a \$30 charge for all returned checks.

Day care fees are due on Friday for the following week. A grace period extends until Monday afternoon at 6:00 p.m. A 10% late charge will be added on Tuesday to those accounts not paid Monday at 6:00 p.m. On Tuesday, anyone owing for the current week will receive a letter stating that the current week and the following week must be paid for their child to return to day care on the following Monday. On the following Monday, if the child is brought to daycare without the required payment, the financial officer will contact the parents to come pick up the child.

I **give WMCS permission** for my child to take part in all school activities, including bus trips, sports activities, and school sponsored trips away from school premises.

Parent/Legal Guardian Signature _____ Date _____

**WEST MEMPHIS CHRISTIAN SCHOOL
POLICY GOVERNING THE USE OF COMPUTERS,
THE INTERNET (SOCIAL MEDIA) AND ELECTRONIC MAIL
2011-2012**

West Memphis Christian School is pleased to offer students access to a computer network for research on the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have Internet access, use of the computers is still possible for the more traditional purposes, such as word processing.

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users. Families should be aware that some material accessible via Internet might contain items that are illegal, abusive, inaccurate, or potentially offensive. While purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other material. We believe that the benefits of allowing access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minor are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support each family's right to decide whether or not to apply for access.

Students are responsible for appropriate behavior on the school's computer network just as when they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything they would not want their parents or teacher to see.

Security measures are taken to protect each student. One example is a filter to monitor the type of information that comes into the school through the Internet. Another is a program that allows the teacher to see the student's screen, aid the student when needed, and to take screen shots of the work the child is doing. These have been added to enhance and protect your child's learning experience. These rules are in effect upon the first day of enrollment until the student is no longer at WMCS.

RULES OF APPROPRIATE USE

- 1) Network storage areas may be treated like school lockers. Network administrators may review communication (e-mail) to maintain systems integrity and to insure students are using the system responsibly.
- 2) All work must be saved to a memory stick. Nothing should be saved on the hard drive of any school computer by a student.
- 3) Students must not damage the computer or network in any way.
- 4) Students should never download or install any commercial software, shareware, or freeware onto network drives or disks unless they have written permission from the Network Administrator. This includes backgrounds, screensavers, and changing home pages.
- 5) Students should not violate copyright laws. Give credit when credit is due.
- 6) Students should not copy other people's work or intrude into other people's files.
- 7) No profane, abusive, impolite language should be used to communicate nor should material be accessed which is not in line with rules or school behavior. Students are responsible for the entire content of their internet sites including comments left by other friends (Both WMCS and non-WMCS friends). A good rule to follow is never view, send, or access materials that you would not want your parents or teachers to see. Should students encounter such material by accident, they should report it to the teacher immediately.

- 8) Students should not use the computer to harm other people or their work. Students who maintain phony sites or participate in cyber-bullying will be subject to school discipline.
- 9) Computers are to be used for research purposes only. **No games, instant messaging, Facebook, Twitter, or e-mail, unless it is directly related to a class assignment and permission has been received from the lab instructor.**
- 10) Students will be held accountable for their actions. Violations of the rules will be documented and parents will be notified.
- 11) This lab's purpose is to aid to the educational experience. Therefore, only sites that are helpful for a specific class should be visited.

PARENTAL PERMISSION AGREEMENT

_____ I give my child permission to use the Internet on school computers. I understand all rules and agree to the terms.

_____ I do not want my child using the Internet at school, but he/she may use the computer for word processing functions.

I understand that from time to time the school may wish to publish examples of student projects, photographs of students, and other work on the Internet accessible World Wide Web server. Please check:

_____ My child's work and photograph may be published on the Internet.

_____ My child's work may be published on the Internet, but not his/her photograph.

_____ I would prefer that neither my child's work nor photograph be published on the Internet.

Parent Name (print) _____

Parent Signature _____ Date _____

STUDENT USER AGREEMENT

As a user of the school computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student Name (print) _____

Student Signature _____ Date _____