



Elementary

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ADMISSION OF STUDENTS:

1. All students shall have an interview with the administration (this includes parents and /or guardians).
2. Complete and return the application form.
3. Pay the application fee (non-refundable).
4. Complete and return the records release form.
5. Provide the school with: a birth certificate, social security number, a current shot record, pertinent medical information including a current physical form if your child will be entering Kindergarten or participating in athletics, proof of medical insurance.
6. Provide the school with references.
7. Provide the school with current standard achievement test scores and a transcript of work completed. If no test is available for the previous year, the student may be required to complete an entrance exam to determine placement in WMCS.
8. A first-year student is on academic probation for one year. He must have an overall "C" average, satisfactory conduct and attendance records at the end of each 9 weeks in order to remain in good standing. Financial obligations must also be adhered to in order to remain in good standing.
9. A student who has been expelled may be readmitted on probation the following year if he/she has attended counseling and there is documentation.

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 schools will be accepted. Students must live with their parents or guardians.

These requirements are not intended to present a hardship to anyone who is a potentially acceptable student, but rather they 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 a 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.

Kindergarten and first grade applicants must be the appropriate age on or before August 1.

The registration fee increases after April 1st.

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

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.

COOPERATION BETWEEN THE HOME AND SCHOOL:

Cooperation between parents and teachers is very important during your child's years at school. Both the parents and the school are joint partners in the total education of the child. Any concerns that may arise should be brought to the teacher's attention. If your child develops or already has a particular fear or dislike, it may be overcome more easily if both the parents and the school are informed and work together cooperatively.

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)

CHRISTIAN 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, secretary 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.

5. 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.
6. Other behavior: WMCS reserves the right to punish behavior which is not conducive to good order and discipline in the schools, or reflects on the reputation of the school. Behavior that is not in keeping with the purpose and philosophy of WMCS 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.

DISCIPLINARY PROCEDURES GRADES 1-6:

Classroom teachers use a variety of methods to maintain order such as writing assignments, missed recess time or other activities that apply to the offense. In-school suspension, paddling, and out-of-school suspension may also be used.

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.

The first time a student is given in-school suspension there is no charge. Any in-school suspensions thereafter will be \$45.00 a day. If an actual weapon is brought to school the student will be suspended for two days. If any item that can be construed to be a weapon is bought, a conference must be held with the student, a parent, and administration.

If a student has received out of school suspension he/she will lose club membership and eligibility for athletic teams.

RULES FOR CLASSROOMS, HALL, AND STAIRWELLS:

Students arriving before 7:50 a.m. should go directly to Rash Hall. No student should leave this area without permission from the duty teacher. On Tuesdays and Thursdays for arrivals before 8:00 a.m. check Rash Hall to be sure students have been dismissed.

School dismisses at 3:00 p.m. Students should go directly to the porch at the west door or to the designated area for after-school care (usually Rash Hall). Students should not go to any other area of the building without being accompanied by an adult. After-school care closes at 6:00 p.m. At 6:01 you will be charged a late fee of \$5.00 per child; and at each 15 minute increment thereafter. The fine doubles after the third offense.

Running or loud talking in hallways are forbidden. No radios, CDs, tape players, cell phones, or electronic games/ toys are allowed unless by permission from administration.

PARKING AND PICK-UP RULES:

Follow the directional arrows when entering and driving on the parking lot. Do not block traffic in front of the porch except for the time it takes to load children in the vehicle. Students must not be picked up at any door but the west door. There are two safe ways to pick up a child after school:

- Follow the circle of cars to the porch and a teacher will put your child in your car.
- Park your car and come to the porch to get your child. No student will be sent into the parking lot to his car.

Parents or students should refrain from having lengthy conversations with duty teachers while on the porch so that their attention will not be distracted from the safety of the students. If students are not picked up by 3:15 they will be sent to after school care at a cost of \$10.00 a day.

RECESS RULES:

"Do unto others as you would have them do unto you" is the best way to play at school or anywhere. Because we want each student to be safe and have fun during recess at WMCS, please read these rules with your children.

1. Accept adult direction without arguing and stay in sight of duty teachers.
2. When the whistle blows, stop playing and look at duty teacher for directions.
3. Stay away from water.
4. No tackling, pushing down, grabbing clothes, slapping, hitting, or kicking.
5. Do not hurt anyone with things (balls, others toys, hands, feet, etc.) or words.
6. Do not throw rocks, sand, or dirt.
7. Do not pick up anyone or carry anyone on your back.
8. Do not climb the playground fence.
9. Sit up in swings - do not jump out.
10. Do not climb up slides, twist swings, play with the fence, or play around the E.L.C.building.
11. No standing or sitting on the monkey bars.
12. Do not break line especially when you are playing on the slides.
13. Ask the teacher to go get balls when they leave the play area.
14. When we play in Rash Hall:
 - No running, or playing among the chairs.
 - No objects are to be thrown.
 - Balls are not allowed.
15. A student must have the teacher-on-duty's permission to leave the play area for any reason.

STAIRWELL SAFETY RULES:

1. Stay in order in single file.
2. Keep your hands to yourself.
3. Hold on to the rail.
4. No running.
5. No skipping steps.
6. No walking on the side rails.
7. No sliding on the banister.
8. No throwing objects.
9. No spitting.
10. Keep lights on.
11. Keep the line moving.

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

SEARCHES:

1. Searches are only conducted if there is reasonable suspicion that a controlled substance, weapon or other contraband is present or on suspicion of theft.
2. We inform the students that school authorities have equal access to student storage areas including desks, book bags, etc.

PERSONAL SEARCH:

1. 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.
2. We will remove dangerous items: controlled substances will be removed from the student's possession and will be reported. Even toy guns, knives, etc. are not allowed at school.
3. An adult witness of the same sex as the student will be present when a personal search is conducted.
4. Students will be consulted before a personal search unless there is probable cause to suspect a dangerous weapon.
5. The administration and faculty reserve the right to inspect lockers, clothing, or vehicles for contraband without prior warning.

DRILLS:

Fire and storm are held regularly. Teachers are advised of procedures should a catastrophic event occur.

MEDICATIONS:

All medicine must be taken to the school office in its original container with instructions for administering. A parent/guardian must sign the administration of medication sheet with specific instructions on the dosage. The student will come to the office at the end of the day to pick up his/her medicine to take home. Medication should never be taken to the classroom.

HOW PARENTS CAN HELP:

1. Let your child share in home responsibilities, conversations and activities.
2. Give your child duties around the house to develop self-confidence and responsibility. (Putting away toys, taking out the trash, setting the table, etc.)
3. Establish a regular pattern for sleep (8 to 10 hours), meals (keep snacks to a minimum), and play.
4. Assignment Sheets come home on Fridays. Also the bulletin board in the west hall has announcements. Check www.new.schoolnotes.com to see your child's Assignment Sheet and stay advised of upcoming events.
5. Have a specific place for your child to do homework.
6. Review student for tests both orally and in writing.
7. Be sure your child listens to others and follows directions and check to see that the directions are carried out.
8. Teach your child to help others (brothers, sisters, pets, etc.).
9. Supervise and limit viewing of television programs and video games.
10. Encourage reading during spare time.
11. Examine weekly packets and go over errors with your child. Sign the outside form and return the packet with papers inside.

FIELD TRIP GUIDELINES FOR VOLUNTEERS:

1. Take only the number of students who can be safely seat belted in each vehicle.
2. Do not put young children in the front seat when there is an airbag.
3. Don't take only one group of children for a treat after an outing. Come directly back to school.
4. Siblings cannot be checked out of another class to go on a field trip with another sibling.
5. Do not bring younger siblings on a field trip so that full attention can be given to the group being chaperoned.
6. Students should not be exposed to cigarette smoke whether indoors or outside.
(AR ACT 1555 of 1999)
7. Gum should not be permitted on field trips or in the classrooms.
8. Do not give food or drink to children in your car.
9. Volunteers must abide by the WMCS dress code.

POLICY FOR STUDENTS RIDING SCHOOL BUSES:

1. While loading or unloading, enter or leave the bus orderly and quickly.
2. Students are expected to conduct themselves in a manner such that they will not distract the attention of their driver or disturb other riders on the bus (which includes keeping hands to themselves, attending to their own matters, leaving other students alone, and being reasonably quiet).
3. Students are not to tamper with any of the safety devices, such as door latches, fire extinguishers, etc.
4. Students are not to put their hands, arms, heads, or bodies out of the window or yell at anyone outside the bus.
5. Students are not to deface the bus or any school property, write on the bus or damage seats, etc., throw paper, food, or any other object on the floor of the bus. Special permission to eat on the bus may be given by the driver if those students who want to eat will clean the bus each day during their lunch hour. Keep aisle of the bus clear of books, lunches, coats, etc.
6. This is not intended to cover all of the "do's" and "don'ts", but it is a very specific guide. The driver may find it necessary to interpret these policies in light of his/her own bus needs.

CHEATING:

Honor, in class work and examinations, is characteristic of Christian students, and it is more important than any grade that may be received. A student is not to contribute to the cheating of others. Students may receive a verbal warning for the first offense. Any student found guilty of repeated cheating is subject to dismissal from the school. The student or students involved will automatically receive a zero for the test. When a zero is given, a parent will be notified.

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.

Consequences:

- 1st offense – talk with the principal and sign a bullying contract.
- 2nd offense – conference with parents.
- 3rd offense – paddling.
- 4th offense – in school suspension.

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, by parents, or by 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 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 and all district employees are expected to conduct themselves with respect for the dignity of others. Any verbal or written threats must be taken seriously and will not be tolerated. It is required that threats be reported to local law enforcement.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by this district, by a fellow student, or by a member of the public, the student should immediately report this concern to their teacher, counselor, principal or headmaster, as well as discussing this concern with their 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 district. 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 or student. However, it should be understood that this district 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.

DRESS CODE /GENERAL GUIDELINES FOR ALL STUDENTS:

WMCS has a uniform policy in place for the junior high and senior high students. Uniforms are not mandatory for elementary students, but are highly recommended. Please read the dress code information in the high school section of the handbook.

Elementary students should not wear any attire or hair style or color that would draw undue attention to themselves or cause disruption to the teaching process. 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 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.

No article of clothing or make-up is to be worn that is deemed by the administration as inappropriate to the Christian ideals of WMCS.

- Caps, hats, or sunglasses for boys or girls are not acceptable in WMCS buildings.
- All pants must fit from the waist. Extremely tight pants or shorts or extremely loose pants or shorts that sag at the hips are not permitted. Jeans and shorts with holes in them may not be worn. Spandex/tights must not be worn alone. No baggy basketball type shorts.
- Shirts worn on the outside should not be excessively long or baggy and should not be as long as the shorts.
- Wind suits may be worn.
- Shorts and skirts may be 2" from the top of the knee, capri-length is recommended. Skorts should be as long as shorts. If the rule is repeatedly broken, a student may lose the privilege of wearing shorts to school.
- Shirt sleeves must cover the shoulders and midriff.
- Any type of tattoo must not be visible.
- Boys should not wear earrings and additional body piercing is not acceptable for boys or girls.
- T-shirts must not contain references to any musical groups (unless it is a school-sponsored group or Christian group such as "Acappella"), beer or other alcoholic beverages, drugs, tobacco, wrestling, or any other item not in uniformity with the ideals of WMCS. T-shirts made to be worn as underwear are not acceptable. Students who violate the T-shirt rule will have this privilege taken away.
- Flip flops are not recommended for safety reasons. Please send tennis shoes for recess and P.E.

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.

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 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 it is due weekly. There is a \$30.00 charge for all returned checks.

Daycare Policy - Daycare weekly fees are due on Friday for the following week. . A 10% late charge will be added on Tuesday to those accounts. 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 daycare on Monday. If that child is brought to the daycare on Monday without the required payment, the financial officer will contact the parents to come and pick up the child.

The financial officer has the authority to make arrangements with the parent (post dated check, etc.) if this is requested. Otherwise this will be strictly enforced.

After school daycare - All fees are due on Friday for the week just used.

If you have any questions, please contact Rodney Smithers, Chief Financial Officer, at 400-4000 or email him at rsmithers@wmcs.com

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.

ATTENDANCE 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 required to make up work missed. Make-up work will be left in the office.

1. It is the student's responsibility to get make-up work and homework assignments.
2. Once a student returns to school, he has 3 days maximum to complete make up work.
3. Make-up tests may be given during recess and should be taken the first day back in school unless the student had an extended illness. A student should take a test the day of return if the student was in class when the test was announced, or the test was on the test schedule.
4. If at all possible, parents should notify the school office of absences either by note or phone call.
5. If a student is checked in after 11:00 or out before 2:00, it will count as a ½ day absence.

Any absence (excused or unexcused) in excess of 20 days will make the student ineligible to receive credit for that years work in that class, unless the time is made up during the summer or with special tutoring after school. 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.

TARDIES:

Tardies are a big problem in elementary school. It is very difficult to punish a child for something he cannot control. Very few abuse this rule, but those who do create problems. A child who is tardy starts the day out already behind. Often he then has to rush to catch up or miss recess to finish the assignments. We expect our students not to be tardy, and the administration expects parents to have them at school on time. Students are allowed to be tardy for school ten (10) times a semester without penalty. Beginning with the eleventh tardy, a \$5.00 fine will be assessed each tardy. This starts over each semester. *There are no excused tardies. The number of tardies without penalty should cover unexpected occurrences.*

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	0-59

GRADE REPORTING:

1. Jupitergrades.com (formerly snapgrades.com) will be used so parents can check grades daily.
2. Teachers turn in grades on all students at the end of the 4 ½ weeks (progress reports) and these grades are sent to parents as mid-term grades.
3. All grades are reported to the principal at progress report time and at the end of each nine weeks. The grades are recorded and placed on report cards and the parents are asked to come to a parent/teacher conference to receive the report card. Report cards are sent home with each student for the second, third, and fourth nine weeks. A second parent/teacher conference is held after the third nine weeks.

NOTE: Report cards are held and Jupitergrades are turned off if student's accounts are not current.

FIRST AND SECOND GRADE: If a student has a D or F in reading or math and has never repeated, he/she must repeat the grade. If the student has already repeated, summer tutoring must be received and a test will be given to determine placement.

THIRD - SIXTH GRADE: If a student receives two F's in core subjects (language, math, reading, science, social studies, or Bible) he/she must repeat the grade. Students may be promoted if 30 hrs. tutoring by a certified teacher is received during the summer. The student must complete and pass an entrance exam.

RULES AND REGULATIONS FOR WMCS ATHLETES:

1. Participation in athletics is a privilege, not a right given to students. In order to participate, a student must have a 'C' average from the previous year in core subjects and have a physical on file. To maintain eligibility a player or cheerleader must maintain a 'C' average in core subjects. Grades will be checked every two weeks. If a student is ineligible, he will remain ineligible until the grades are checked again.
2. Proper respect must be shown to coaches at all times.
3. Practice is mandatory unless there is a medical reason or other family-related reason for missing.
4. Excused absences from practice or games must be approved by the coach prior to the absence.
5. Players are expected to travel with the team to and from ball games. Exceptions: 1) A player may ride home with his/her parents. 2) A player may ride home with another student's parents provided that a written note from that player's parents has been given to and approved by the coach.
6. Under no circumstances will any player be allowed to ride home with another student without adult supervision and permission.
7. 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.
8. Players are not allowed in the bleachers in their uniforms before the game or after it is over. Players should dress properly, i.e. warm-ups, or other approved apparel, after their game is completed.

9. 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.
10. Students who are not a part of the team are not allowed to ride the team bus.
11. Unsportsmanlike conduct resulting in penalties, technical fouls, or embarrassment to the school will not be tolerated and will result in the immediate removal from the game. In addition, the following action will result.
 - 1st offense: 1 quarter suspension.
 - 2nd offense: 1 half suspension.
 - 3rd offense: 1 game suspension.
12. 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.

BALLGAME BEHAVIOR FOR FANS:

1. Sportsmanlike behavior must be displayed by WMCS fans.
2. No booing, derogatory remarks, or throwing items are allowed. (AR law ACA 6-21-606)
3. Students should remain in the bleachers unless visiting the concession stands or restrooms.
4. No students should be playing in the hallways, classrooms, under the bleachers, or going in and out the door.

SCHOOL SUPPLIES:

Each class has a list of needed personal supplies that are required each year for each student.

Go to www.new.schoolnotes.com for a list of these items and click on the designated teacher's name to find the current list.

SCHOOL VISITOR POLICY:

School visitors must check in at the principal's office. During school hours, anyone (parent, friend, salesman, visitor, etc.) who enters the building between 8:00 a.m. and 2:55 p.m. must go to the office first, sign in, and get a visitor's badge.

Exceptions to this rule would be on chapel or program days when visitors will be allowed to go directly to Rash Hall. Also, on field trip or party days, parents may go straight to the classrooms at the designated time.

No visitors should be in the classroom between 7:45 a.m. and 3:00 p.m. except for scheduled volunteers. The school personnel will deliver messages or items that need to be given to the students. Parents waiting inside for classes to dismiss should wait in the downstairs hallway.

INVITATION POLICY:

Written invitations to parties, etc. should not be distributed at school unless the entire class is invited. This rule is meant to try to prevent hurt feelings among the children. The office will be glad to provide addresses for mailing purposes.

VOLUNTEERS:

Assistance from volunteers (parents, grandparents, etc.) is encouraged. Please share your talents with crafts, history, or science demonstrations, paper grading, etc. Any volunteer should sign in at the office before going to the designated area. Please let your child's teacher know of your interest.

LIBRARY INFORMATION:

Library books may be checked out for one week and may be rechecked if needed. Lost book charges must be paid before report cards will be released.

SEVERE WEATHER:

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 closed, emails will be sent through Jupitergrades.com and the following radio and television 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

If you have not heard by 7:00 a.m. and are still in doubt, then you may look on line at www.new.schoolnotes.com or www.wmcs.com.

Once school begins and weather conditions worsen, you may pick your child up if you feel you need to. If we close, parents will be notified.

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.

CATASTROPHIC INSURANCE

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

CHECKOUT PROCEDURES:

No student shall leave campus unless the office is notified. A student must be signed out by a parent or other adult before leaving. Students 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. When a student is signed out, he/she will be called from the classroom on the office intercom. If the student is on the playground a note will be given to the parent to give the teacher so the child may be released.

Students must have permission to use any telephone. Students are not to use the phones in the offices for personal calls. Students will not be called out of classes except for emergencies. STUDENTS WILL NOT BE ALLOWED TO USE PHONES DURING CLASS TIME. CELL PHONES MUST REMAIN IN BACKPACKS AT ALL TIMES DURING SCHOOL HOURS.

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 Code of Conduct 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 it is due weekly. There is a \$30 charge for all returned checks.

Day care fees are due on Friday for the future 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 future 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 _____