



2025-2026 Student/ Parent Handbook

**West Memphis Christian School
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Sue Lane - Financial Director
Holli Stewart - High School Guidance Counselor
Shea Hart - Elementary Counselor
Morgan Johns- Athletic Director
Jessie McIntare - Daycare Director

Accreditation and Memberships

Arkansas Nonpublic Schools Accrediting Association (ANSAA)
Midsouth Association of Independent Schools (MSAIS)
Cognia - North Central Association

Alma Mater

Cheer for West Memphis Christian, Loud Her praises ring,
Let wisdom, stature, honor, Always reign within,
May our banner bear the Black Knights, Lift it to the sky,
Let us all be proud and thankful, West Memphis Christian High.

NOTICE OF NONDISCRIMINATORY POLICY

West Memphis Christian School 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 WMCS Student Handbook 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.

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



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100. WMCS FOUNDATION

101. HISTORY

West Memphis Christian School began in 1970 with a daycare and kindergarten class. 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 over 800 graduates.

The elementary school was housed in the Church of Christ building and enlarged 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. 4th - 6th grades moved to the new facility in 2015. The football field and indoor sportsplex were added in 2015. The K-3 grades were moved to the new facility for the 2017-18 school year. 2021 marked 50 years since WMCS has been open.

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 and the Mississippi Association of Independent Schools.

102. MISSION

The mission of WMCS is to provide educational excellence with Christian values in a safe, positive environment. Luke 2:52 (NIV) “And Jesus grew in wisdom and stature, and in favor with God and man.”

103. PURPOSE

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, WMCS centers its entire program on Christian principles.

WMCS exists for the primary purpose of assisting parents in bringing up their children in the nurture and admonition of the Lord. Our 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/her 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 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.



104. CORE VALUES (Guiding Principles)

The following are core values that WMCS using as guiding principles:

- We believe the Bible to be the inspired, infallible, authoritative, and inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21)
- We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19;John 10:30)
- We believe in the deity of Christ (John 10:33)
- His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35)
- His sinless life (Hebrews 4:15; 7:26)
- His miracles (John 2:11)
- His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9)
- His Resurrection (I John 11:25; I Corinthians 15:4)
- His Ascension to the right hand of God (Mark 16:19)
- His return in power and glory (Acts 1:11; Revelation 19:11)
- We believe in the absolute necessity of regeneration by the Holy Spirit for Salvation, because of the exceeding sinfulness of human nature; that men are justified by faith in the shed blood of Christ; and that by God's grace and through faith are we saved. (John 3:16-19,5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)
- We believe in the resurrection of both the saved and the lost; those who are saved receive eternal life and those who are lost receive eternal condemnation. (John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 2:12-13; Galatians 3:26-28)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30,5:18)
- We believe that marriage is a covenant between one man and one woman as provided by example in Holy Scripture and that there are no acceptable variations of such (Ephesians 5:21-33)
- The Bible is the ultimate and final source for determining our personal, professional, and public morality. As a follower of Christ, we each submit our will to God in accordance with the Bible.

105. VISION

West Memphis Christian School exists by God's grace and for His glory to educate and prepare students for college and Christian life. By our faith in Christ, our students, parents, staff, and administration can change the world for the better.

106. STATEMENT ON GENDER & SEXUALITY

West Memphis Christian School believes that God wonderfully and immutably creates each person as male or female. These two distinct, complimentary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18, 7: 2-5; Hebrews13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside marriage between a man and a woman.

We believe that any form of sexual immorality (including sex outside of marriage, adultery, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10).

Open confessions or actions regarding participation in any of the above activities will result in consequences that may result in dismissal from school.

107. PARENT/STUDENT COVENANT

I understand that all members of the school community must behave in a way that supports the vision and mission of WMCS. Thus, while a parent and student of WMCS:

1. I will abide by school rules and policies and will support the mission of WMCS through actions and behavior.
2. I will respect coaches, teachers, and administration. If a conflict arises, I will follow correct protocol and set up meetings with the parties involved during school hours.
3. I will actively communicate with other members of the school community openly, directly, promptly, and constructively without resorting to gossip, rumor, or social media posts.
4. I will model appropriate ethical behavior for my children and others and will exemplify WMCS Core Values as stated in the handbook.
5. I will fulfill my volunteer obligations and will be an active participant in educational opportunities.
6. I will commit to reading and/or responding to oral and written communication from the school, including school publications such as but not limited to the WMCS blog, emails, and handbook.200.

ADMISSIONS

Admission is open to students who:

- Are not presently under disciplinary action by their previous school. Any student with a history of suspension and/or expulsion must disclose the issue in their application and provide documentation from the previous school. After a review and investigation of the records, the administration will make a recommendation to the board. The final decision of admission will be made by the board.
- Are not presently married or living with a romantic partner.
- Are not presently the biological parent of a child or currently expecting to become a parent.
- Have performed at grade level or above on a standardized test or an equivalent thereof. Students performing below grade level and/ or less than 70% on standardized testing will be required to score satisfactory on an entrance exam.

If transferring from homeschool, the student will be tested and evaluated by a WMCS teacher to determine grade placement.

If a parent, guardian, or student applying for admission have been found to have falsified records or been dishonest in reporting student behavioral and/or academic history, the student may be discharged from WMCS without reimbursement of registration fees and tuition.

Enrollment at WMCS is an automatic agreement on the part of the family and the student to adhere to the regulations within the handbook.

201. ADMISSIONS PROCESS

All applicants must complete the application and registration on Jupiter & pay the registration fee.

1. Each applicant must provide the school with the following:
 - application fee \$50
 - registration fee \$375 individual/\$575 family and includes ONE yearbook
 - proof of medical insurance
 - a current shot record
 - a birth certificate
 - social security card
 - documentation for any medical diagnosis /custody arrangements
 - a current sports physical
 - current standard achievement test scores
 - report card/transcript
 - 504 plan/IEP/Educational testing if applicable



- behavior record
 - all forms completed on Jupiter
 - records request
 - draft form
 - Two letters of recommendation
3. Complete the required entrance exam and student/family interview
 4. Complete financial registration

202. ACCEPTANCE

Acceptance of an applicant will be based on the results of an entrance exam when required, a personal interview with the student and his/her parents, and previous school academic and discipline records. The admission of a student will be determined by the admissions committee. Students must live with their parents or guardians.

Students who have been suspended or expelled from other schools may not be accepted. WMCS does not allow married students to attend. No pregnant student, or student causing pregnancy, is allowed to attend WMCS. WMCS believes in the teachings of the Bible and that marriage is between one woman and one man.

203. KINDERGARTEN AGE

A student entering Kindergarten must be 5 years of age on or before August 1st. This is aligned with the Arkansas state law for students entering Kindergarten. A kindergarten student who does not meet the age guideline may only be accepted as a transfer student who was enrolled in another school district for more than 60 days. Acceptance of a transfer Kindergarten student will be based on review of academic records from the school they are transferring from.

204. ACADEMIC PROBATION

A newly enrolled student is on academic probation for one semester. Academics, conduct, and attendance records will be evaluated by the administrative team to determine continued enrollment for the next semester.

ANY enrolled student at WMCS who does not achieve a 2.5 GPA each 9 weeks or who misses more than 10 unexcused days in a semester will be placed on probation as well.

A student may not be readmitted if he/she has not maintained a “C” average, has made a final grade of “F” in Bible, or has been a persistent discipline problem. 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.



300. FINANCIAL INFORMATION

301. 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 the student 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/she 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 the year or by bank draft monthly or quarterly. 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.

By signing the acceptance form of this handbook, you are agreeing to pay all balances in full by the appropriate due date. You also adhere to the policies set forth in the enrollment contract. Failure to comply with the guidelines in this section could result in your student's dismissal from WMCS enrollment.

302. PAYMENTS AND RECORDS

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 students will be subject to dismissal. This policy will also apply to daycare students if more than one week late.

303. GRADUATION AND PERMANENT RECORDS

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. **Access to grades will be off until all accounts have been paid. Graduating seniors', Kindergarten & 6th grade accounts must be paid in full by May 1 of the graduating year.**

304. FEES

WMCS reserves the right to add a 10% late charge to each bill that is not paid by the 15th of the month in which it is due or paid by Friday if it is due weekly. There is a **\$30** charge for all returned checks or drafts.

Credit card fees-There will be a fee for credit card payments based on current fees. You can avoid these fees by paying with a draft, check or cash. WMCS has a Venmo account that can also be used for payments for tuition, lunches and fees. @wmcblackknights

305. FUNDRAISING FEE

There is a fundraising fee of \$350 per student or \$600 per family. You will be responsible for the balance of your fundraising fee by the end of the final fundraiser for the current school year. There will be various opportunities given throughout the year to allow you to offset this amount by selling products approved by the fundraising committee. This does not include fundraisers put on by the following: athletic teams, Booster Club, or the Black Knight Foundation.



400. ACADEMIC INFORMATION

401. DAILY SCHEDULE

K-6 General Schedule		7-12 General Schedule	
7:30	Building Opens	7:30	Building Opens
7:55	Warning Bell	7:55	Homeroom Bell
8:00	Late Bell	8:00-8:50	1st Period
8:15-8:30	Chapel (T/Th)	8:55-9:40	2nd Period
11:15-11:45	Lunch	9:50-10:30	3rd Period
2:50	Dismissal	10:35-11:00	Chapel/Break
		11:05-11:50	4th Period
		11:55-12:40	5th Period/Lunch A
		12:45-1:30	6th Period/Lunch B
		1:35-2:20	7th Period
		2:25-3:10	8th Period
		3:10	Dismissal
		3:30	Campus Closes

All High School students must be picked up unless they are actively participating in a sports practice or supervised activity.

402. WMCS 2025-2026 SCHOOL CALENDAR

1st SEMESTER

Aug. 4-7 - Teacher Inservice
Aug. 7 - K-12 Open House/Back 2 School Bash
Aug. 8 - 1st Day (½ day)
Aug. 11 - First Full Day of School

Sept. 1 - Labor Day Holiday (No School)
Sept. 10- 1st Quarter Progress Reports
Sept. 24 - See You at the Pole
Sept. 29 - Parent /Teacher Conf. 2-6 pm
Homecoming TBA
Oct. 6-10- Fall Break
Oct. 17 - End of 1st Quarter (45 days)
Oct. 18-19 - Camp Tahkodah Teen Retreat
Nov. 19-2nd Quarter Progress
Nov. 24-28 - 2nd Quarter Progress Reports
Nov. 25-29 - THANKSGIVING BREAK
Dec. 11- Fall Sports Banquet
Dec. 15-19 - First Semester Exams (½ days)
Dec. 19 - End 2nd Quarter ½ day (40 days)
Dec. 20 - Jan. 4 - Christmas Break

2nd SEMESTER

Jan. 5 - Students Return to School
Jan. 19 - MLK Holiday (No School)
WINTERFEST TBA
Feb 4 - 3rd Quarter Progress Reports
Feb. 16 - Presidents' Day (No School)
March 6 - End 3rd Quarter (43 days)
March 23-27 - Spring Break
TBA- Junior/Senior Banquet
Apr. 3-6- Easter Break(No School)
April 13-17 - Achievement Test Week
April 15 - 4th Quarter Progress Reports
May 4-6- Senior Final Exams
May 7- Seniors Last Day/Senior Chapel
May 11 - Senior Awards 6:00 PM
May 12 - Spring Athletic Banquet 6 PM
May 13- High School Awards 2:00 PM
May 15 -High School Graduation 7:00 PM
May 18-21- High School Final Exams
May 19- Kindergarten Graduation 10:00 AM
May 19- 6th Grade Graduation 2:00 PM
May 21 - Last Day/End 4th Quarter (½ day) (47 days)
May 21- End of 4th Quarter

ALL TIMES OR DATES ARE SUBJECT TO CHANGE



403. COMMUNICATIONS TO PARENTS

WMCS communicates information in the following methods:

Jupiter Ed- Main source of communication with parents & students.

- See current grades and attendance records, receive announcements and school closings via text message and email, communicate directly with teachers

Google Calendar- School & sports calendar events

- On a google calendar subscribe to calendar@wmcs.com for the latest updates to the calendar.

Facebook

- promoting school activities and accomplishments
- like our page to receive posts. www.facebook.com/westmemphischristianschool/

Twitter

- @WmcblackKnights

Instagram

- wmcs.knights
- westmemphischristianschool

WMCS Website

- www.wmcs.com

WMCS may post photos of students to the media unless parents provide written refusal.

404. ACADEMICS

Elementary and high school follow the same grading scale as explained later in this section. The following elementary classes are graded as “S”, “N” or “U” and is to be reported at each grading period on the report card: Conduct

<u>GRADING SCALE</u>		<u>GRADE POINTS</u>	
A+	97-100	A = 4	Honors A = 5
A	93-96	B = 3	Honors B = 4
A-	90-92	C = 2	Honors C = 3
B+	87-89	D = 1	Honors D = 1
B	83-86	F = 0	Honors F = 0
B-	80-82		
C	73-76		
C+	77-79		
C-	70-72		
D+	67-69		
D	63-66		
D-	60-62		
F	59-0		



405. GRADE REPORTING

- Jupiter is used to allow students and parents to check their current grades, assignments and homework online anytime. Students and parents have login credentials.
- Grades at the end of the fourth week for mid-term grades.
- 9 week grades are official report card grades for each quarter.
- Comprehensive semester tests are given in each core class for the first semester. Students may be exempt from some of their second semester tests if they meet the guidelines outlined in the Exemption Policy.

406. EXEMPTION POLICY

Students in grades 7-12 have the opportunity to be exempt from 2nd semester finals if they meet the following academic and behavioral standards:

- Second semester course grade no lower than a “B”
- Growth must be shown from the previous year on the SAT 10 Test (students who did not attend WMCS the previous year must score on grade level on the SAT 10 to be exempt)
- No more than 5 unexcused absences per semester per class. (Three tardies is equivalent to 1 absence)
- No more than 2 Level two offenses.
- If a student is suspended in school or out of school, the student will not be exempt from exams.

First Semester courses are not exempt from an exam. Semester long CORE courses are not exempt from an exam in the second semester (ex. Civics, Psychology, World Geography, Economics). All college courses at ASU-Mid-South or AState University have required finals every semester.

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

407. REPEATING A GRADE/CLASS

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

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.

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

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. Any costs for summer school or tutoring will be at the student's expense.

If a student fails to maintain passing grades in multiple courses for a semester, they will be on academic probation for the following semester. A student may not be readmitted the next year if he/she has not maintained a “C” average, has made a final grade of “F” in Bible, or has been a persistent discipline problem. 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.



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.)

If a student fails to maintain passing grades in multiple courses for a semester, they will be on academic probation for the following semester. A student may not be readmitted the next year if he/she has not maintained a “C” average, has made a final grade of “F” in Bible, or has been a persistent discipline problem. 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.

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.

408. LATE WORK POLICY

1st-3rd grade receives 10 % off homework brought back not completed plus recess time to work on it; 0 for homework not brought back at all the next day.

4th-6th grade receives 10 % off each day it is late.

7th -12th grades receive 10 % off each day late up to 3 days. No credit can be given after 3 days unless teacher approval.

***Doctor’s excuses must be brought in within 5 days of the absence.

409. CUSTOMIZED PROGRAM OF ACADEMICS

Students who are admitted to the SKILS program and who would otherwise not complete the program of studies at WMCS, may be considered to enter a nontraditional SKILS based route. This route provides an opportunity for students with significant cognitive disabilities to earn a meaningful diploma based on their individual skills and abilities. Each student entering the nontraditional SKILS based pathway will have a customized plan to detail daily activities and methods of evaluation. See SKILS Handbook for further details.

410. GRADUATION REQUIREMENTS

The following is a breakdown of Credits required for WMCS graduation.

English	4 Credits	Fine Arts	½ Credit
Math	4 Credits	Physical Ed/Health	1 Credit
Social Studies	4 Credits	Speech	½ Credit
Science	4 Credits	Foreign Language	1 Credit
Electives	3 Credits ¹	Bible	4 Credits

1. Must include 1 Credit of Digital Learning

A total of 26 Units including one semester of Bible for each semester you attend WMCS. Students must have at least 26 units to graduate. Bible - Must pass each semester. Eighth graders will be allowed to take Algebra I for high school credit.

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. 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.

Advanced level classes such as Honors Chemistry, Honors Anatomy and Physiology, Honors Geometry, Honors Algebra II, ASU Mid-South, and Crowley's Ridge College courses will receive weighted points for figuring grade point averages.

All concurrent students are required to take 1 math and 1 English class each year even if the graduation requirements have been met.

411. 8TH GRADE CREDITS

Students in the 8th grade have the opportunity to earn a High School credit in the following courses if it is offered at a High School level: Honors Algebra I, Spanish I, Computer Applications.

Honors Algebra I placement for 8th graders will require: an A or a B in all 4 quarters of 7th grade math **AND** recommendation from the 7th grade math teacher.

412. TRANSFER CREDITS

For transfer students, approval must be granted for all coursework from other schools counted toward graduation from WMCS. This includes homeschool courses. The Academic Advisor will review transcripts during the admissions process prior to admissions to discuss arrangements for any missing credits.

Weighted & Unweighted credits will be transferred to a transcript based on the WMCS GPA scale.

WMCS reserves the right to deny credit for coursework earned at schools without accreditation.

Missing credits that constitute schedule conflicts (so that they are impossible to be made up at WMCS) must be made up through Independent Study, at the student's expense, either in the summer or in a regularly scheduled class period at WMCS.

All homeschool students enrolling in RCS for grades 9-12 with the intent to graduate from WMCS must submit a Homeschool Transcript, grades 9-12 (from a credible homeschool curriculum supplier, cover school, or arkansashomeschool.org), in addition to registration forms and fees, for admission and course placement.

All requests for transfer credit will be evaluated by the Academic Advisor. WMCS reserves the right to deny credit for coursework earned in homeschool without sufficient content.

413. WMCS COMMUNITY SERVICE GRADUATION REQUIREMENTS

"just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many"
Matthew 20:28

In order to remain true to our mission as a Christian school and to promote good citizenship both in our community and beyond, the following community service hours are required for graduation starting in 2019.

- Ten (10) hours of community service per year will be required of our students in order to graduate from WMCS beginning in their freshman year.
- Forms must be received by April 1st of each school year.
- These hours may be collected through individual projects, church missions or other opportunities offered by the school.
- A variety of project types are encouraged.
- Students may pick up community service sheets from the office or print from JupiterEd.
- Date and time spent on service projects, a brief description of the service provided, project contact information and a signature of an adult witness to the service being performed must be turned in to the office.



- Completed forms must be signed by the WMCS Administrator.
- Forms will then be filed with the guidance counselor who will keep a report of all hours completed.

414. ACT

The ACT is required for students in grades 10-12 to be taken at least once each year. The ACT can be taken at a National test site anytime during the school year but must be completed prior to or on the Spring District ACT testing date.

415. STANDARDIZED TESTING

Standardized testing is required for all students in grades K-12 to be taken at least once each year.

416. QUALIFICATIONS ASU MID-SOUTH CONCURRENT CLASSES

ASU Mid-South students must have a 3.0 Cumulative GPA to be eligible for the Goldsby Scholarship Program.

- A minimum cumulative high school GPA of 3.0
- A minimum ACT score of 19 in Reading and English or a minimum score on the Accuplacer to be administered by the college.

A GPA of 3.5 is required for any WMCS student to apply for concurrent coursework. ASU Mid-South requires a 3.0 GPA in all college classes to remain on the Goldsby Scholarship. Concurrent classes are limited to 2 per semester under the Goldsby Scholarship.

Junior concurrent students should complete an English & a History credit each year.

Senior concurrent students must complete at least one English and one Math credit each year even if your graduation requirements are met.

417. OTHER CONCURRENT CLASSES

Juniors and Seniors will have the opportunity to enroll in one class per semester though other colleges offering online concurrent courses if they meet the college's enrollment guidelines.

Students will have the opportunity to enroll through Crowley's Ridge College to take college level math courses on the WMCS campus if they meet the guidelines for CRC and have completed Algebra I & II and Geometry. These courses are free for Arkansas residents but students must cover the cost of their textbook.

418. HONORS CLASS RECOMMENDATIONS

- A minimum cumulative grade point average of 3.5
- 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:

- Standardized test score of Ready or Exceeding
- GPA of 3.75 in the prerequisite courses applicable to any honor class
- An ACT score of 20 in the applicable area

419. HONOR GRADUATE REQUIREMENTS

- Cum Laude
 - Weighted GPA 3.5-3.7
 - 2 years of same foreign language
 - Completed a minimum of 4 honors classes
- Magna Cum Laude



- Weighted GPA 3.8-3.9
- 2 years of same foreign language
- Completed a minimum of 4 honors classes
- Summa Cum Laude
 - Weighted GPA 4.0 or higher
 - 2 years of same foreign language
 - Completed a minimum of 4 honors classes

420. VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian must have been a student at West Memphis Christian School both their junior and senior years. The Valedictorian will be the number one ranked senior and the Salutatorian will be the number two ranked senior. The Weighted GPA used for determining Valedictorian and Salutatorian rank will be calculated from the common required courses that were offered to all students taken in grades 8 - 12 . In the event of a tie, the numerical average of common required courses will serve as a tiebreaker.

421. GUIDANCE SERVICES

The guidance program exists to facilitate the growth and development of students as they progress through school. The counselor confers with parents and students concerning scheduling, academic achievement, test data interpretation, college and career decision making and personal counseling. Guidance services are an essential part of the educational program. The guidance program is designed to complement both instruction and administrative functions. Students are encouraged to see the counselor anytime a need arises.

422. MAKEUP WORK POLICY FOR ABSENCES

Teachers will utilize Jupiter to post information and homework assignments. If a student is absent, the student will have access to assignments and classwork. Correspondence may take place between the teacher/student for clarification.

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. Timely submission of assignments is important to keep up with the class. If a student is absent one day, then the student has one day to turn in make-up work. If the student is absent for two days, then two days are given to make up work. If a student is absent for three or more days, a teacher/student conference will be scheduled to ensure the student grasps the content of the lessons and comprehends the assignments. Three days will be given to turn in work missed.
3. If work that is missed is not made up within the above guidelines, a student will receive a mark of "0" for the day's work.

423. 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 (\$.50) cents per day. All overdue charges must be paid before finals are taken or report cards released.



500. POLICIES AND PROCEDURES

501. CHRISTIAN CONDUCT

The basic concept of Christian education 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. Those whose decision is to apply for admission thereby accept the standards, regulations, and requirements of the school when participating in activities directly related to WMCS as well as in the community. This principle is a cornerstone in the successful operation of a Christian school. All students and the family of students are representatives of WMCS at all times and their actions should align with the mission and principles of WMCS.

Students shall comply with reasonable directions or commands of teachers, student teachers, principals, administrative personnel, secretarial staff, school bus drivers 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. Teachers will document in Jupiter all incidents where acceptable conduct is not followed.**

502. PRAYER POLICY

In keeping with the WMCS Mission Statement and Statement of Faith, the following prayer policy is set to serve the best interest of our school and our students:

K-12 SCHOOL: The day shall begin with the pledge, daily scripture, prayer & announcements led by students daily.

LOWER SCHOOL: A daily chapel is held with pledge, devotional and prayer.

UPPER SCHOOL: A daily chapel is held with pledge, devotional and prayer and a prayer before each class begins.

SCHOOL EVENT: Prior to the beginning of all lower and upper school events, coaches, sponsors, or administrative staff will lead players and spectators in a verbal prayer. Coaches and sponsors will make every effort to ensure that the national anthem is played at least once at each sporting event.

503. 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. **Absences in excess of 10 days each semester in a particular class, will make the student ineligible to receive credit for that semester's work in that class if students do not make up the hours over the 10 hour limit. Optional tutoring services can be offered for absences exceeding ten, per credit course. Parents will be responsible for paying for tutoring services, at \$25 per hour or be responsible for the cost of the credit recovery course.** Exceptions may be made for extended illness when students are under a doctor's care. A committee composed of the administration, counselor, and teachers will determine the course of action in the event a student becomes homebound due to illness or injury. The committee will meet with the parents in setting up guidelines to help the student makeup work missed and set deadlines for completion.

Elementary (K-6) School: Attendance is recorded in a day format. If a student is checked in after 11:00 or out before 2:00, it will count as a ½ day absence. Dismissal time is 2:50 p.m (Elementary) and 3:10 p.m. (High school). Students may not be habitually checked out prior to that time. Doing so will result in the combined early dismissal time being tallied to create absences.

High School: Attendance is recorded in a class format. If a student misses more than ½ of a class, it will be counted as an absence for that class.

***Doctor's excuses must be brought in within 5 days of the absence.



***No students may be checked out after 2pm. The only exception will be for medical appointments.

504. TARDY POLICY

Students are allowed ten (10) school arrival tardies a semester without penalty. (For high school students, that means total school arrival tardies, not per class.) Beginning with the eleventh tardy, a \$5 fine will be assessed each tardy.

If a student is tardy at the start of the school day, then their parent or guardian **MUST** park, walk in the school, and sign the child in at the front window. **NO EXCEPTIONS.**

A tardy is given to students who do not arrive by the scheduled bell. **(Three (3) tardies equals 1 absence.)**

The number of arrival to school tardies without penalty should cover unexpected occurrences. A tardy will be excused only if the student has a note from a teacher. Tardies to first period classes may only be excused with a note or phone call from the parents indicating an excusable reason for tardiness. The administration will make the determination. The attendance policy starts over each semester.

Tardies also hinder achievement, not only of the tardy person, but also to the teacher and other students in the classroom. Because of our small campus, there is no excuse for students not being able to change classes in the allotted time.

Between the junior and senior years, students are allowed 3 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 may not be scheduled after May 1st.

505. AFTER CARE POLICY

After school care will not be offered at this time. All elementary students must be picked up by 3:15 or a fee will be charged. All Jr./Sr. high students must be picked up by 3:30 or a fee will be charged.

506. SCHOOL SUPPLY POLICY

Students are responsible for having supplies needed for class. A list is supplied at the beginning of the year. Teachers will not have extra supplies on hand for students. Teachers may ask for additional supplies during the year.

507. SCHOOL VISITOR POLICY

During school hours, anyone (parent, friend, salesman, visitor, etc.) who enters the building between 7:55 a.m. and 3:10 p.m. must go to the office first, sign in, and get a visitor's badge. No visitors should be in the classroom between 7:55 a.m. and 2:50 p.m. for elementary & 7:55 a.m. and 3:10 p.m. for high school, except for scheduled volunteers. The school personnel will deliver messages or items that need to be given to the students.

Lunch visitors are limited to family members. All others must receive prior approval from the administration and the student's guardian.

Assistance from volunteers (parents, grandparents, etc.) is encouraged. Please share your talents with crafts, history, science demonstrations, 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.

508. TRANSPORTATION/FIELD TRIPS

PERSONAL AUTOMOBILE



- Parent volunteers must provide the school with a copy of their driver's license and proof of automobile insurance for approval prior to the trip.
- Students must wear a seat belt.
- Do not put young children in the front seat when there is an airbag.
- Don't take only one group of children for a treat after an outing. Come directly back to school.
- Siblings cannot be checked out of another class to go on a field trip with another sibling.
- Do not bring younger siblings on a field trip so that full attention can be given to the group being chaperoned.
- Students should not be exposed to cigarette smoke whether indoors or outside.
- Do not give food or drink to children in your car.
- Volunteers must abide by the WMCS dress code.

BUS

- While loading or unloading, enter or leave the bus orderly and quickly.
- 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).
- Students are not to tamper with any of the safety devices, such as door latches, fire extinguishers, etc.
- Students are not to put their hands, arms, heads, or bodies out of the window or yell at anyone outside the bus.
- 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 the aisle of the bus clear of books, lunches, coats, etc.

By signing the Handbook form, I give permission for my child to take part in all school activities, including bus trips, sports activities, and school sponsored trips.

509. PERMANENT RECORDS (FERPA LAW)

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.

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.

510. DISTRIBUTION OF LITERATURE & PUBLICATIONS and PRIVACY LAW

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. It shall not interfere with school activities. No student will be forced to accept such material. Petitions shall be free of obscenities, libelous statements and personal attacks 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. **Parents authorize the use of student work and pictures for promotion of school events and activities in newspapers and local media via the Internet unless written refusal is provided to the office.**

511. MEDIA RESPONSIBLE USE POLICY

Using social media to publicly defame West Memphis Christian School and/or an employee, teacher or staff member is a violation. A parent conference will be mandatory. A determination will be made if the action will result in suspension or expulsion. Parents should take the responsibility to monitor student online activities. Providing students and faculty with a 21st century digital learning environment is a core value of West Memphis Christian School.

512. PARTICIPATION IN EVENTS POLICY

Participation in WMC related events such as Homecoming Court, Winterfest Court, Student Council, etc. are a privilege to students. Students should meet a high standard of criteria and represent WMC in a manner that reflects our Christian principles on and off campus..

Eligibility is reserved for students who maintain the following:

- At least an unweighted 2.5 GPA
- No offenses above a level one
- Good attendance record
- Reflect the standards that WMC represent on and off campus

Students who do not meet these standards will not be eligible for leadership positions. Student's who currently hold a leadership position will lose their positions if they do not maintain these standards.

513. RECORDING DEVICES

WMCS respects the privacy of its students and employees and strives to protect all confidential information.

WMCS prohibits the use of any recording device unless specifically permitted by Administration. The use of picture phones or any other camera or device that may capture images without the approval of Administration is also prohibited.

514. SOCIAL MEDIA POLICY

WMCS is aware of the use of many social-media platforms by our students. These platforms may include but are not limited to Facebook, Instagram, TikTok, SnapChat, etc. The following are guidelines to ensure student's usage of these platforms is consistent with the standards set forth in the Student Handbook.

- All WMCS Students and Families are legally and personally responsible for the content published online.
- Online behavior should reflect standards of honesty, respect, and Christian Values.
- Use of social media during school hours is strictly prohibited. Recording and/or taking videos during school to post outside of school is also prohibited.
- Images, audio or videos of any school activity or student should not be digitally transmitted or streamed without the written consent of ALL parties present.
- Social media will not be used to harass or bully others in any way.
- Students may not publish links to inappropriate websites.



- Students will use appropriate language. Offensive language will not be tolerated, including using songs attached to social media that don't represent WMCS values.
- Creating pages and/or posts representing WMCS in any form is prohibited without the permission of Administration.

By signing the Student Handbook, the administration has the right to review social media platforms at any time for compliance with the above guidelines.

Offenses to the Social Media policy are cumulative throughout the student's time at WMCS. Any violations will be required to be removed permanently from the social media platform, refusal to take down a post may result in immediate dismissal from WMCS.



600. DRESS CODE

Approved crest from Global Schoolwear



We will no longer be using the crest with the sword.

601. WMCS 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 and the parents.

602. GENERAL GUIDELINES

- Students should not wear a hairstyle or color that would draw undue attention to themselves or cause disruption to the teaching process. Hair and highlights should be a natural color. Administration will have the final decision.
- Hair should be styled in a well kept appearance. Boys must also maintain a well-groomed appearance for facial hair. Judgments differ and students will be expected to comply immediately with an administrator's request for haircuts and facial hair.
- No article of clothing or makeup is to be worn that is deemed inappropriate to the Christian ideals of WMCS. Administration will have the final decision.
- Caps, hats, hoods, bandanas or any other head coverings for boys or girls are not acceptable in the buildings during school hours 7:30 a.m. to 3:10 p.m.
- All pants must fit from the waist. Extremely tight pants or extremely loose pants that sag at the hips are not permitted. (Undergarments should never be visible.)
- All skirts, skorts, shorts, and jumpers must be 6 inches from the ground when kneeling for all students. This includes during P.E. and the athletic period during school hours.
- Solid color leggings (black, white, or gray) can be worn underneath girls skirts at any time. NO sweatpants, yoga pants, or joggers may be worn under skirts.
- It is required that all girls who chose to wear a skirt or dress have shorts, playground shorts, leggings, or spanx (min. 3 inch inseam) underneath.
- All shoes must have a back. The following are not permitted: open toed shoes, slides, sandals, house shoes, Croc or slipper type shoes.
- Socks must be a solid black, white or gray for all students.
- Visible body piercing (other than girls earrings) and visible tattoos are not acceptable. Boys are not permitted to wear earrings.
- All colored MAIS sweatshirts or t-shirts can only be worn on Friday as spirit wear.



603. MONDAY-THURSDAY DRESS CODE

<https://www.globalschoolwear.com/school/WEST11>

- Khaki or Black dress pants or dress shorts for boys and girls may be worn. Please refer to the minimum length requirements as stated above.
- Black, White or Grey Polo shirts with the approved school crest on the left chest pocket area of the shirt. All new shirts with the crest can be purchased from Global Schoolwear.
- Girls K-12 plaid skorts, khaki skorts, black skorts and jumpers must be purchased from the vendor. Jumpers are for K-6 only.
- Girls K-6 plaid and khaki jumper must be worn with a school polo or approved shirt underneath. Khaki jumpers must have a WMCS approved crest. These jumpers may only be purchased from Global Schoolwear.

During the first year of the uniform transition, the following uniform items may be purchased directly from the vendor **OR** you may use a previously purchased shirt that meets all uniform policy guidelines and has the correct crest.

Pullovers: Black, white, gray 3/4 zip or crew neck pullovers with left chest pocket approved school crest are acceptable. If you intend to remove the sweatshirt/pullover, a white, black or gray school polo with the crest must be worn underneath.

School jackets: Fleece Jackets must always have a school polo underneath. If you are an athlete, the athletic full zip jacket will be permitted. Any jacket intended to be worn throughout the day in the building must have the school crest.

No hoodies should be worn on campus during school hours Monday through Thursday. Hoodies can be worn on Fridays as Spirit Wear. If you wear a t-shirt underneath any school approved top they must be a solid color in black, white, or gray.

604. FRIDAY ATTIRE/SPIRIT WEAR

WMCS, Black Knight T-shirts, hoodies, sweatshirts & pullovers. Jeans may be worn but cannot be torn or have holes. K-12 students may wear black, loose fitting joggers. MAIS items may be worn on Fridays. All other general dress code guidelines apply.

The following **CANNOT** be worn at any time during school hours: tight fitting joggers, yoga pants, any type of cropped top, leggings (unless under a skirt that is within dresscode guidelines), athletic shorts, athletic skirts/skorts.

605. GAME DAY DRESS CODE

Team shirt or jersey with khakis (or jeans if on a Friday) or coach approved travel outfit during school hours. This includes cheer. Optional shirt & tie/dress. All team members must be dressed alike per coaches instructions. All athletic teamwear must be approved by the Headmaster and AD. Monday-Thursday dress code rules will apply. Teams can only dress down one day/week/sport.



606. ATHLETIC EVENT ATTENDANCE DRESS CODE

Students attending an athletic event must be dressed appropriately. No low cut or cropped shirts, leggings, short shorts or short skirts may be worn. Students will be asked to change if this style of clothing is worn to a school event. All shorts for guys and girls must meet standard dress code policies.

No clothing with suggestive/vulgar pictures or words.

Administration has the final decision on acceptability of student dress and reserves the right to ask any student to change into clothing deemed appropriate.

607. VENDORS

Consignment/uniform resale is based on availability.

<https://www.globalschoolwear.com/school/WEST11>

608. DRESS CODE VIOLATIONS

Students not in dress code will receive a dress code violation each time. Students will also be required to contact a parent to bring them an appropriate change of clothing. Any class missed as a result of the violation will be counted as an absence. Extended time is not offered for missed work due to dress code violations.

Each offense after will result in other disciplinary procedures to include but not limited to lunch detention, ISS, loss of privileges to wear certain items, etc. Each offense is cumulative for the entire school year.

609. FORMAL DRESS POLICY

With modesty in mind, the following dress code guidelines will be enforced at West Memphis Christian School for all formal events such as but not limited to Homecoming, Winterfest, Banquet, etc. This applies to the dresses/outfits chosen to be worn during photos, the school's events during the day, etc. All dresses and outfits must have prior approval by the specified event deadline.

- No Cleavage.
- Dress/outfits may not have transparent sections or cutouts.
- Dress/outfits may be backless as long as it is not cut below the navel.
- Dress/outfits should not expose midriff. This includes both the front and the sides of the dress/outfit.
- Slits should be no longer than 2 inches above the knee or fingertip length.
- Skirts and dresses must be fingertip length.

Students who do not get the required approval will not be permitted to wear an unapproved article of clothing. The student will also not be permitted to participate in the event. Students will also receive a dress code violation.



610. FREE DRESS EVENTS

With modesty in mind, the following dress code guidelines will be enforced at West Memphis Christian School for all free dress events such as but not limited to, Homecoming week, Winterfest week, Awards, free dress days/passes, etc. This applies to the dresses/outfits chosen to be worn during photos, the school's events during the day, etc. All dresses and outfits must have prior approval by the specified event deadline. Please refer to the dress policy above.

- Tutus are only permitted over approved bottoms.
- Vulgar or suggestive graphics or words are not permitted

The following **CANNOT** be worn at any time during school hours: tight fitting joggers, yoga pants, any type of cropped top, leggings, athletic shorts, athletic skirts/skorts.

Any violation of this dress code will result in the student being required to change into appropriate clothing. Students will also receive a dress code violation.

611. P.E. Dress Code

WMCS PE shorts will be purchased by the student through Global Schoolwear. All students participating in PE or athletic practices on school campus will be required to wear a WMCS spirit top and the coed mesh short in black during all P.E. and athletic periods and practices during school hours. Any violation of this dress code will result in the student being required to change into appropriate clothing. Students will also receive a dress code violation.

700. CODE OF CONDUCT

701. 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.

702. CONFLICT RESOLUTION

WMCS believes that students and the educational process are served best when home and school work together cooperatively. We seek to foster good working relationships between the school and home. If problems and/or concerns 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 administration 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 meeting with the board may be scheduled.

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.

703. 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 class-men) may recognize such responsibility fully, many do not possess this maturity as yet. Thus, unquestionable, moral 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 according to the Disciplinary Procedures. Administration has the final decision in all issues.

704. CELL PHONES, SMART WATCHES AND OTHER ELECTRONIC DEVICES

Cell Phone Policy/ Yondr Pouches

- Personal electronic devices are not to be used during the academic school day. Every student is assigned a personal Yondr Pouch. While the Yonder pouch is considered school property, it is the responsibility of each student to bring their pouch with them to school each day and to keep it in good working condition.
- The "academic school day" is defined as starting at admittance into the building and ending when the bell rings at 3:10.
- The purpose is to ensure that disruptions and interference of the instructional academic climate of the school does not occur. Text messages and photo transmissions are covered by the policy.
- Students who violate this policy shall face disciplinary action by the administration including confiscation of the cell phone or other type of electronic devices as outlined below.



Daily Process

As students arrive to school, they will:

1. Turn off their cell phone (or put it in airplane mode), airpods/earbuds, and smart watch
2. Place their phone, airpods/earbuds, and smart watch inside their Yondr pouch
3. Store their pouch in their backpack for the day
4. First period teachers (and third for juniors and seniors taking college classes) will check to ensure that all pouches are locked and put away

During the School Day:

1. Keep your phone, airpods/earbuds, and smart watch inside your Yondr Pouch for the duration of the school day.
2. If you leave school grounds for an appointment, unlock your pouch upon leaving and lock it upon re-entry.
3. You may not access your phone during the school day unless you are leaving the school grounds. This includes juniors and seniors leaving for off-campus lunch. Students staying on campus for lunch may not access their phones during this time.

End of School Day:

1. When your school day ends, unlock your pouch using the unlocking base.
2. Remove your phone from your pouch.
3. Securely close your empty pouch and place it in your backpack for the next day.

Unmet Expectations

Each of the following violations will result in the student's phone and/or pouch being confiscated by school staff and will follow the consequences shown in the chart below.

1. If a student's phone or smartwatch is visible at all during the day (a student is found using their phone, a phone is not in a Yondr Pouch, etc.)
2. Physical damage to the pouch in an attempt to circumvent its intended purpose. (Ex. Inappropriate markings, holes, bent pin, stripped lock, etc.)
3. Losing the pouch.
4. Damaging or taking someone else's pouch.
5. Using a phone or smartwatch anywhere on school grounds during school hours.

Violations

1st Offense

- The teacher will confiscate the device. The parent will be contacted to pick up the device, and a \$100 fine must be paid before the phone is released.

2nd Offense

- The teacher will confiscate the device. The parent will be contacted to pick up the device, and a \$100 fine must be paid before the phone is released.



- The student will receive lunch detention or have their off-campus lunch privileges revoked for 1 week.

3rd Offense

- The teacher will confiscate the device. The parent will be contacted to pick up the device, and a \$100 fine must be paid before the phone is released.
- The student will receive in-school suspension for a fee of \$90/day.

*****If there is a 4th offense, further disciplinary action will be taken, which could result in out of school suspension/a meeting with administration.**

Use of cell phones or other types of electronic devices to take pictures is not permitted on school property without the expressed consent of the administration and the expressed consent of the individual whose photo, picture, or electronic image is taken.

Yondr Emergency Protocol

We want our students to be engaged in their learning environment. Students are in possession of their phone, in their Yondr Pouch, for the entire school day. We will advise students to store the pouch in their backpacks where it is completely safe. In case of an emergency at home, parents or guardians can contact their child during the school day by calling the Main Office. **(870)-400-4000**

In case of a school emergency (i.e., lockdown), we direct our students to safety first, following our school emergency protocol. All parents will receive notifications from our school-wide notification system.

In case of a medical emergency, the office staff will access the student and contact parents/emergency services if necessary. Parents/Guardians of a student who experiences a medical emergency are notified by an administrator.

705. SEXTING

Sexting involves the sending and receiving of messages of a sexual nature and nude or semi-nude photos or videos via electronic devices. Possessing and/or transmitting images and videos on a student's device constitutes child pornography which is a felony offense subject to criminal prosecution. Disseminating nude or semi-nude images of other students is subject to punishment. Students who receive a nude or semi-nude image of another student need to report the incident to a counselor or principal immediately.

WMCS is committed to ensuring the social, psychological, physical and academic well-being of all students. WMCS strives to build a school culture where student behavior is socially acceptable and conducive to the learning process. Should an incident occur, the following procedures will be enacted:

1. Parents of all students involved will be contacted.
2. In light of the severity of consequences from such behavior, the school officials will determine the extent to which local law enforcement officials will be contacted. A case involving student-to-student images that were voluntarily sent but not intended for redistribution is considered a Level 1 offense. A case where the images are disseminated among others constitutes a Level 2. A case where the images are distributed with the intent to harm/victimize is a Level 3 offense.
3. The school will determine the consequences chosen from the following:
 - a. Loss of privileges on campus (lunch, extra-curricular activities) (Level 1)
 - b. Mandatory counseling (Level 1, 2, or 3) ISS or out of school Suspension from 1-10 days. (Level 2)
 - c. Expulsion from school. (Level 2 and/or 3)



Administration has the final decision in all issues. Sexting offenses are cumulative for the duration the student attends WMCS.

706. CHEATING/MISREPRESENTATION

Cheating is engaging in any activity or practice that provides an unfair advantage on an assignment or class event. Assisting someone else to gain an unfair advantage is also considered cheating. These activities will result in a zero on the assignment and will be logged as a behavior incident in Jupiter. In the case of willful dishonesty, he or she will be subject to disciplinary action.

PLAGIARISM

Plagiarism is the use of **ideas or words** that are not original with the student without proper credit for the source(s). All students are expected to demonstrate integrity when submitting assignments and to document sources accurately, regardless of the way the information is presented (summary, paraphrase, or direct quotation) or the medium used (written, oral, or visual). Plagiarism in any form is unacceptable. It is the student's responsibility to ask for help. Examples of plagiarism include, but are not limited to:

- Failing to correctly cite sources, deliberately or accidentally
- Presenting in any form the words or ideas of others as your own words and ideas
- Paraphrasing or summarizing the contents of another text without giving credit to the source
- Submitting as your own work that was composed by another student, a writing service, a family member, or an artificial intelligence app or program (such as ChatGPT).

Collaborative Work- There are times when collaboration with others is synergistic and helpful to the learning process. Group work and peer assistance are often allowed or assigned. However, the opportunity to work with others should not be abused. Examples of abusing the collaborative process include, but are not limited to:

- Copying someone else's work.
- Having another person complete your assignment.
- Not assuming responsibility for a commensurate percentage of the work in a group project
- Taking undue credit for work done by others in the group
- Lying about the level of your participation or misrepresenting your role in a group assignment

CONSEQUENCES- If any form of academic dishonesty occurs, the student may receive a zero on the assignment. However, if plagiarism (i.e. cheating) is suspected due to suspicious circumstances or inconsistency with the student's previous work, the following process may be used, in part or in full, to support learning and uphold a standard of integrity:

1. The student may be questioned about his work. (He or she should be knowledgeable about the contents. The student's intentions will be considered.)
2. The Student may be asked to redo the assignment, with supervision, for some credit.
3. Student, parent, and teacher, and/or administrator may meet for the purpose of discipline and prevention of future occurrences.
4. Disciplinary action may be taken, especially for repeat offenders, depending on the severity of the offense and the nature of the assignment.

707. RULES FOR CLASSROOMS , HALLS & RECESS

- Be in your assigned seat ready to work when the bell rings.
- Have paper, pencils, books, charged devices, completed assignments and any other required supplies necessary for class activities.
- Keep hands, feet, books, and other objects to self.
- Do not talk out of order, tease, swear, make rude gestures, or make other put-downs.
- Follow directions of the teacher.

Obvious violations of rules shall be noted and dealt with according to need according to the Disciplinary Procedures. Administration has the final decision in all issues.

These offenses are cumulative for the duration the student attends WMCS.

708. HARASSMENT POLICY

West Memphis Christian School strives to provide a learning and working environment free from all forms of harassment. Harassment of a sexual, racial, ethnic or religious nature will not be tolerated. Administration 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. 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 and/or sexting 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. Sexting involves sending and receiving nude/semi-nude photos, videos, requests for sexual imagery or actions, or sexually inappropriate comments via electronic device or verbal/written communication. All students, parents, and all district employees are expected to conduct themselves with respect for the dignity of others. **This is a Level Three offense.**

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.

All harassment violations shall be noted and dealt with according to need according to the Disciplinary Procedures. Administration has the final decision in all issues.

Harassment offenses are cumulative for the duration the student attends WMCS or the current school year based on severity.

709. DESTRUCTION OF SCHOOL PROPERTY

Students should take pride in keeping their school building and grounds, books, electronic devices, uniforms and equipment in good order at all times. Any student damaging or vandalizing any school property intentionally or through neglect on his part will be required to pay for the damage and/or assume additional disciplinary actions from administration. Intentional destruction of school property is considered a Level 2 offense.



These offenses are cumulative for the current school year. Obvious violations of recommended conduct in these areas shall be noted and dealt with according to need according to the Disciplinary Procedures. Administration has the final decision in all issues.

710. ANTI-BULLYING POLICY

Every student should enjoy our school, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality. Bullying includes, but is not limited to pushing, hitting, and spitting, name calling, picking on, making fun of, laughing at, excluding someone. Bullying may also include phone, email, computer, harassment. Bullying is anything that causes pain and stress to a victim 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.

Bullying offenses are cumulative for the duration the student attends WMCS or the current school year based on severity. Obvious violations of recommended conduct in these areas shall be noted and dealt with according to need according to the Disciplinary Procedures. Administration has the final decision in all issues.

711. SUBSTANCE ABUSE POLICY

Students are subject to random drug screening using urine testing. If a faculty or staff member has a strong suspicion a student is under the influence of drugs and/or alcohol, the student’s parents will be immediately contacted. Students who test positive on a drug test will automatically be included in future drug testing, and the parents are financially responsible for testing expenses. Drug dogs may also be used on campus for the purpose of detecting drugs on our campus.

Substance abuse offenses are cumulative for the duration the student attends WMCS. Obvious violations of substance abuse shall be noted and dealt with according to need according to the Disciplinary Procedures. Administration has the final decision in all issues.

712. TOBACCO/VAPING AND ALCOHOL

WMCS is committed to a tobacco and alcohol-free environment. Therefore, the use or possession of tobacco, smoking or vaping related products, or alcohol on school property or at a school sponsored event is strictly prohibited. Possession of tobacco/vaping products (cigarettes, cigars, chewing tobacco, snuff or any other form of tobacco), tobacco related paraphernalia (cigarette lighters, pipes, papers and cigarette holders) or alcohol on school property will result in confiscation of the prohibited items by the administration or faculty and returned only to the parent or guardian of the student. This includes electronic cigarettes and vapors. This policy applies to all faculty/staff as well as students.

Obvious violations shall be noted and dealt with according to need according to the Disciplinary Procedures. Administration has the final decision in all issues.

These offenses are cumulative for the current school year.

713. WEAPONS

NO weapons of any size or type (i.e. knife, swords, self defense items, firearm) will be allowed in the possession of any individual (all ages) while on school property. Possession means: on one’s person, in a school locker, sports bag, backpack, lunch box, or vehicle. Students who carry a self defense item such as keychain safety devices and body alarms can keep these items in their vehicles. All hunting weapons are included.

Any student displaying, using, or threatening to use any weapon, or any instrument that could be classified as a weapon, will be subject to consequences as outlined in the Disciplinary Procedures including a mandatory report to the police. The student may also face legal action.



Obvious violations shall be noted and dealt with according to need according to the Disciplinary Procedures. Administration has the final decision in all issues unless law enforcement feels the need to intervene and take over enforcement of this decision for the safety of all students and staff..

Weapons offenses are cumulative for the duration the student attends WMCS.

714. FOOD & DRINK POLICY

Food is not to be eaten in the classroom during class times. The exception to food is during the daily snack time. No food delivery services are allowed on campus at this time. All drinks should be water and in a spill proof container with a twist top.

- The first violation will result in a request to cease the behavior.
- A second violation will be noted and a parent will be notified.

All following violations will result according to the Disciplinary Procedures. Administration has the final decision in all issues. **Offenses to the food & drink policy are cumulative for the current school year.**

715. DISCIPLINARY PROCEDURES

GRADES K-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. Detention hall, in-school suspension, paddling, and out-of-school suspension may also be used.

The teacher will document all offenses in Jupiter including verbal requests/warnings to change the behavior.

GRADES 7-12

Because of our status as a private Christian school, student behavior on and off campus is very important. Teachers will monitor behavior in their classrooms and utilize various methods to intervene when poor behavior is demonstrated.

The discipline process has four steps.

1. The teacher will redirect/warn the student of the inappropriate behavior and document the request in Jupiter.
2. If the poor behavior continues, the teacher will require a meeting with the student which may include staying after school, during lunch, etc. and document the meeting in Jupiter.
3. If the poor behavior continues, the teacher will document the issue in Jupiter and will meet with parents in a mandatory conference.
4. If the poor behavior continues, the teacher will document the issue in Jupiter and make an office referral.

The administration will take the following actions on an office referral: The assignment of detention, ISS , Saturday School (parent will be responsible for paying the substitute who monitors after school detention \$15/day, and ISS or Saturday School \$90/day), suspension, or other forms of punishment may be given. If the poor behavior continues, a report will be filed with the board to begin dismissal procedures.

716. DISCIPLINE OFFENSES

Behaviors which are deemed undesirable are classified into three levels. The list below details several examples of violations and consequences to those behaviors. The administration and board reserve the right to adjust discipline, escalate the process as deemed appropriate, and/or discharge any student or family to foster a safe Christian atmosphere for all students, faculty, staff and families of students enrolled at WMC.

	Violations (Including but not limited to the following)	Consequences (Including but not limited to the following)
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Level 1 Offenses	<ul style="list-style-type: none"> -Out of class without permission -Supply/equipment/computer misuse -Improper behavior in chapel/assembly -Violations of classroom rules -Earphones and/or games during class -Talking/disruption of instruction -Violation of dress code -Littering campus/building -Public display of affection -Running in hallways -Violation of cell phone policy -Teasing/insulting -Making unnecessary noises 	<ul style="list-style-type: none"> -Verbal request for behavior change, notify parent -Written notification to parents via email through Jupiter -Notify parents by phone, plus additional discipline as deemed appropriate -Loss of off campus privileges for up to 3 weeks (11th and 12th grades) -Other disciplinary actions as outlined in the appropriate policy section of the handbook -4th minor violation constitutes a moderate violation, and discipline will be assigned accordingly -Lunch detention (7th-10th grades)
Level 2 Offenses	<ul style="list-style-type: none"> -Fourth offense of minor violation -Lying -Cheating -Physical harassment -Gambling -Improper Physical Contact -Improper driving on/about campus -Tobacco in any form, e-cigarettes/vapors -Profanity or obscenity in any form -Derogatory remarks/Bullying -Leaving campus without permission -Truancy (both absences and tardies) -Verbal threat of bodily harm -Destruction of school property 	<ul style="list-style-type: none"> -Parents notified by phone or conference, other discipline as deemed necessary -Automatic lunch detention -Saturday School and loss of final exam exemption privileges -Other discipline procedures as outlined in the appropriate policy section of the handbook -3rd moderate violation constitutes a severe violation, and discipline will be assigned accordingly
Level 3 Offenses	<ul style="list-style-type: none"> -Third offense of moderate violation -Fighting -Drug and alcohol offenses -Petty theft -Vandalism -Possession of weapons, fireworks, or any item that resembles a weapon -Assault and/or battery of students or faculty and staff -Defiance (continued refusal to follow directions) -Trespassing on campus after hours -Sexual harassment sexting/sex 	<ul style="list-style-type: none"> -Three day to two-week maximum in-school or out-of-school suspension (work can be completed for credit but final exams must be taken that semester) -Loss of membership in all clubs, honor groups, and class office -Loss of participation in games underway at the time of infraction -Conference with parents -Attendance to a drug or alcohol abuse program if appropriate -Automatic dismissal. The student would have a right to a hearing before the board within seven days of the incident. -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. -Other discipline procedures as outlined in the appropriate policy section of the handbook.

*Teachers will document Level One, Two, and Three offenses in Jupiter so there will be a record of the offenses that will constitute the severity of the consequence.



Summertime and off campus infractions of level three offenses - A review of all information will determine whether a student will or will not be admitted (or re-admitted). If admitted, he/she will be on a probationary basis with other disciplinary action taken as deemed by administration.

*****Parents of students receiving ISS or Saturday School will be required to pay the fee per day for their supervision during the disciplinary period. Parents are informed of the ISS or Saturday School and instructions for payment of this fee will be given.***

Corporal punishment should always be carried out in the office with the principal as a witness. Parents should be notified prior to administration of paddling. Corporal punishment must never be carried out in the heat of anger. It may be suggested that administration of corporal punishment be carried out at a later time. The only paddles in the building are to be in the administration office. Administration has the final decision in all issues.

717. IN SCHOOL SUSPENSION (ISS)

1. The fee for in school suspension is \$90 per day.
 - a. Upon returning to campus to start the ISS, the family/guardian shall send the total amount to cover the entire assessed ISS. The student is not permitted to return to class until the required ISS is completed and paid in full. Any work or assignments missed due to student's absence during the ISS period promptly can and will result in no credit for assignments missed.
2. The class will start at 7:55 a.m. and dismiss at 3:10 p.m.
3. Each student must bring all his/her books, computer, and any other supplies he/she might need at the start of the disciplinary period.
4. Students must follow the uniform policy.
5. Students will not leave the ISS area except for restroom breaks. These will occur at specifically designated times, and students will be accompanied by the teacher.
6. Students must bring their lunch or money for their lunch.
7. Students will not be allowed to sleep in the class but are to study and make good use of their time.
8. Any violation of rules or failure to do classroom work assigned will add days to the student's confinement in ISS. The student must complete his/her assigned number of days. If he/she is absent, the day must be made up. A student will not be released from ISS 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.
9. Students assigned to ISS will be required to take all final tests.
10. Students who are in ISS, or who have been suspended, will be ineligible for any school activity that day, including sports. ISS will not cause a student to suffer academic loss.

718. SATURDAY SCHOOL

1. The fee for Saturday school is \$90.00 per day.
 - a. Upon arrival for Saturday School, the family/guardian shall send the total amount to cover that day of Saturday School.
2. Administration will assign the specific date the student must serve in Saturday School.
3. The assignment will start at 8:00 a.m. and will last until 12:00 p.m.
4. Students will be assigned a work detail on campus. Students should dress for work. The dress code for the work detail will be determined by the administration.
5. Students assigned to Saturday School will be required to take all final tests.
6. If a student fails to show up for the assigned Saturday School, 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.



If a student has received out of school suspension, he/she may lose club membership and eligibility for athletic teams. Final decision will be made by the administration.

719. DISCIPLINE DECISIONS

The final decision on all major offenses of discipline is made by the administration/board and will be made to uphold the standards of the school or the law.

720. DETENTION HALL

Detention hall will be held as needed during lunch or after school. If a student misses the detention hall without notifying the office in advance, one additional day of detention will be added to his/her stay. Lunch detention is the loss of social privileges during lunch.



800. HEALTH AND SAFETY

801. CHILD CUSTODY ARRANGEMENTS

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 will allow the child to go with either parent.

802. IMMUNIZATIONS

It is the requirement of the school and the State of Arkansas that the school must have on file updated shot records indicating the current status of immunization. For a complete list of immunization requirements, you may visit the state website, www.healthy.arkansas.gov. The administration has the option not to allow any student (regardless of age) to begin classes until the appropriate records are on file.

It is the responsibility of the parent to provide the school with an updated copy of immunization records or an updated Exemption form at the start of the new school year. If a current immunization record or exemption letter is not on file within 30 days of the first day of school the student will not be allowed to return to school.

803. INSURANCE COVERAGE

Accident insurance can be purchased at a reasonable price at the beginning of the school year. All athletes must have accident insurance. Proof of insurance of family coverage is acceptable. Your insurance number must be on file in the office at the start of the school year. The student may purchase insurance through the school.

The school is not liable for any expenses due to injuries on school campus or at school events including participation in athletic events.

804. ARRIVAL AND DISMISSAL PROCEDURES

Elementary and Middle School

The WMCS front doors open at 7:30 a.m. K-6 students will gather in assigned areas with their classmates until time to go to classrooms. Teachers will be on duty at 7:30 a.m. to supervise these students. No student should leave their assigned area without permission from the duty teacher. Students are not allowed in any classrooms until they are dismissed to go to class.

School dismissal for K-6 students is 2:50 p.m. All students are picked up at the North Playground entrance of the school. Students should go to their assigned places or to the all purpose room for after school care at this time. Students should not go to any other area of the building without being accompanied by an adult.

Parents or students should refrain from having lengthy conversations with duty teachers so that their attention will not be distracted from the safety of the students.

High School

School doors open at 7:30 a.m. 7th-12th grades report to the all purpose room until the first bell. Students are not allowed in any classroom until the first bell rings.

7th-12th will dismiss to the lobby at 3:10 p.m. Students are to wait in an orderly manner and look for their ride. If a student drives, he or she is to report to their vehicle to leave. Students should not be in the building after 4:00 p.m. unless they are participating in a faculty supervised school activity.

805. CHECKOUT PROCEDURES

No student shall leave campus without authorization. A student and/or parent (guardian) or a person listed on the contact list must sign out in the office before leaving and will be required to show photo identification. Students



leaving and re-entering school should remember to check in at the office first. If it is necessary to check a student out early, please call or email the office staff directly. If another person will be sent to check out a student who is not on the student's check out list, the parent must call or email the office to notify who will be allowed to check their child out for that day.

Students cannot bring a phone showing a text message or call parents from their phone to show permission for checkout. Students who drive must have a parent call the office if they need to check out.

Students in grades 10 or below cannot be checked out over the phone for lunch even if they drive. A student who is getting checked out for lunch must have a parent come into the school to sign them out.

Students may not be checked out after 2pm. Medical appointments are the only exception.

806. CHILD CUSTODY PICK-UP

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.

807. OFF CAMPUS LUNCH

All juniors and seniors who have privileges to leave campus for lunch must have the parent consent form on file in the school office and must sign out and sign back in through the office. Juniors will have an extra 5 minutes added to their lunch. Students returning from lunch will receive a lunch tardy that will accumulate on a semester basis. Failure to return to school on time will invoke the following consequences:

- 1st offense : warning
- 2nd offense: loss of off campus lunch for one week
- 3rd offense: loss of off campus lunch for two week
- 4th offense: loss of off campus lunch for the remainder of the semester

808. SEARCH AND SEIZURE

1. Searches are conducted when reasonable suspicion of a controlled substance, weapon or other contraband is present or on suspicion of theft.
2. School administration has equal access to lockers, electronic devices, backpack, purses and other personal items with reasonable suspicion.
3. 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.
4. Administration will remove dangerous items. Controlled substances will be removed from the student's possession and will be reported.
5. An adult witness of the same sex as the student will be present when a personal search is conducted.
6. Students will be consulted before a personal search unless there is probable cause to suspect a dangerous weapon.
7. The administration and faculty reserve the right to inspect lockers, clothing, electronic devices, backpack, purses, vehicles and any other personal items for contraband without prior warning. ***Automobiles may be searched after showing reasonable suspicion.**

809. DRILLS

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





810. MEDICATIONS AND WELLNESS

STUDENTS ARE NOT ALLOWED TO CARRY ANY MEDICATIONS ON CAMPUS.

Parents are encouraged to schedule giving medication at home whenever possible.

Parents authorize WMCS to administer Tylenol(500mg) or children's recommended dosage and usage of regular bandaids.

Tylenol, Benadryl, cough drops, peroxide, ointment/antibiotic creams, itch cream, bandaids, feminine products, contact solution, and/or Tums will be distributed by WMCS if available in the office and the Medication and Medical Treatment form has been completed and signed by a parent.

In cases where medication must be administered at school, the following procedures apply:

- All medications should be given to the school office. No medication will be kept in the classroom.
- Prescription medication must be taken to school in a properly labeled prescription container along with a doctor's note detailing time of day, dosage, and the frequency with which it must be given. In the event that the prescription is altered a new doctor's note is required before any changes in medication(s) will be administered.
- Medication is administered by office staff and not permitted in the classroom. Team coaches and trainers may be allowed to administer medication to athletes under their supervision.

As a general rule of wellness, a student should not go to school if he or she has:

- A fever over 100.4 degrees. A student can return to school after they have been fever free for 24 hours without fever reducing medication.
- Diarrhea- Having loose stool more than 2x in 24 hours that isn't caused by a change in diet. The Student may return after 24 hours from the last loose stool if no other symptoms have occurred.
- Vomiting- More than 2x in 24 hours. The student may return after 24 hours from the last vomiting episode if no other symptoms have occurred.
- Coughing that disrupts normal school activity.
- Yellow or green drainage from the eye(s) or ear(s) unless otherwise stated by a doctor's note.
- Lice- a student may not attend school with live lice. The student may return to school the day after being treated by an approved lice treatment (RID, A-200, Kwell, Triple X, etc.) The student must be checked by a designee prior to returning to class.

811. MOTOR VEHICLES

Parking areas: Students who are granted permission to drive cars to school must park in the assigned lot as designated by the administration. Students who park anywhere other than their designated parking area or who drive unsafely to or from school are subject to disciplinary action and/or loss of the privilege of driving a car to school. Those students using the school's parking facilities are responsible for the cleanliness of parking lots.

Driving Safety and Consideration: Students will not drive their cars around the parking lot or any other part of the campus outside of the normal process of arrival and dismissal. Careless or reckless driving while on school property or on public streets in the vicinity of the school will subject the driver to disciplinary action.



900. TECHNOLOGY POLICY

901. EXPECTATIONS & RULES

Responsible use of technology resources is consistent with Christian principles and supportive of the school's mission. Additionally, it is ethical, respectful, and academically honest. We expect students to avoid computer activities which interfere in any way with the learning process. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined.

Violating any portion of this signed agreement may result in disciplinary review and consequences. The school reserves the right to restrict, suspend or terminate student access to WMCS information technology resources. If a student's access is restricted, suspended, or terminated, the student is still responsible for completing all work as assigned by the teacher. Additional consequences may include, but are not limited to, detention, suspension or expulsion, and/or legal action. WMCS will cooperate fully with law enforcement officials in any lawful investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or well-being of students or other members of our community, or if such behavior violates other school policies, degrades WMCS or constitutes behavior embarrassing to the school.

902. ONLINE BEHAVIOR

- I understand that I represent WMCS whenever and wherever I use online communications (both at school and at home.) This includes, but is not limited to: email, chat, instant messaging, texting, gaming, and social networking sites. In all of my online communication with classmates and teachers, I will be Christ-like, respectful and polite.
- If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher or the technology department before engaging in that activity. The administration makes the final determination of what is permitted or appropriate computer activity.
- I will not share my network password with anyone, attempt to discover another's password, or use anyone else's network password. If I become aware of another individual's password, I will inform that person or a member of the WMCS staff.
- I will demonstrate Christian principles, ethical behavior and respect the privacy of others throughout the WMCS network and Internet. I will not share or access others' folders, files, or data without authorization.
- I understand that WMCS has the right to look at any data, email, logs, or files that exist on individual devices without the prior consent of system users. In addition, WMCS reserves the right to view or remove any files on the network or on individual computers without prior notice to users.
- I will not share or post online personally identifying information about any members of the WMCS community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)
- I will not make audio or video recordings of another student or teacher without his/her permission.

According to Arkansas Code 5-16-101, "it is unlawful to use and camera, videotape...or other image recording device for the purpose of secretly observing, viewing, photographing, filming, or videotaping a person present in a...school...if that person is in private areas out of public view, has reasonable expectation of privacy, and has not consented to the observation." Therefore, WMCS prohibits the use of camera and video devices during instructional and athletic practice times during the school day.



903. USE OF SCHOOL TECHNOLOGY RESOURCES

- I will use my WMCS email only for school-related activities.
- I will not use my WMCS email account to send out mass unsolicited messages or to forward chain letters, joke collections, or objectionable materials.
- I will not use WMCS technology resources for commercial activity or to seek monetary gain.
- I will not deliberately perform any act which will negatively impact the operation of anyone's computers, printers or networks. I will make an effort to keep my computer free from viruses and other destructive materials. If my computer is accidentally infected, I will seek help from the technology department.
- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring, or network security circumvention.
- I will not install or boot to non-approved operating systems on WMCS computers.
- I will not add personal devices to the school wifi without approval.

904. OBSCENE OR INAPPROPRIATE MATERIALS

- I will not download, view or search for any material that violates Christian principles or is offensive, lewd, or pornographic. (Offensive material includes material that is pro-violence, hateful, discriminatory, or anti-social).
- I understand that WMCS will conduct regular and random searches of student's computer/device for inappropriate use. I understand that I may not erase the browsing history of the installed Internet browser. Erased histories will constitute guilt of violating the responsible use policy.
- If I accidentally access inappropriate information, I will notify a teacher or staff person immediately.

905. PERSONALLY OWNED COMPUTER EQUIPMENT & DEVICES

- Equipment not approved by the technology department shall not be allowed to connect to the WMCS network. This includes, but is not limited to: cell phones, iPods, and non-WMCS approved laptops/tablets.
- I will have my approved laptop/device at school, in good working order, charged, every day.
- I understand that it is my responsibility to backup my computer files. If help is needed doing this, see the IT department.
- I will provide a case to protect and carry my laptop at all times. This case must be approved by the technology department. I will not leave my laptop unattended or exposed to the weather.
- I understand that I am permitted to customize my laptop settings (e.g. background screens, and various control panel options) only if these settings are appropriate to a school environment.
- I understand that I may not attempt to "jailbreak" my School computer/device. Students who alter the operational systems or delete any restrictive software will be suspended and potentially terminated from using the school's technological resources.

906. LIMITATION OF LIABILITY

WMCS takes precautions to restrict access to objectionable material online, but believes it is not possible to have full control over access to all the resources and materials on the Internet. WMCS reserves the right to block content that negatively impacts the academic performance of students. WMCS cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. WMCS is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network. The technology department will review the use of the iPad and verify all systems are working properly.

Parents give permission for their child to use WMCS technology resources. Parents accept full responsibility for supervision when their child is using his/her School Computer/device at home or in other non-school settings. Parents are responsible for all costs incurred due to abuse, negligence, or misuse of the school computer/device.



907. REQUIRED STUDENT DEVICES

Students in grades K-3 have the option to bring their own computer or use a school device. If the parent opts to use a school owned device there will be a technology fee based on the current school year.

Students in grades 4-12 are required to provide their own laptop. The computer is a required supply item that should be brought fully charged to school each day in preparation for classes. Failure to have a device constitutes that the student is not prepared for class and will result in the appropriate disciplinary action being taken based on the rules for the classroom.

Cell phones cannot be used as a substitute for a computer. If you choose to use a tablet or an iPad, it is recommended that a full keyboard is used along with the device.

Expensive devices such as Apple/Macbooks are not necessary. Macbooks have had issues connecting to the limited internet for students. If a student possesses a computer that has issues connecting to the student internet, another computer should be brought to the school instead.

WMC will not be held responsible for any damage incurred to the devices or for maintenance of the personal devices. WMC will not repair or troubleshoot a personal device. WMC will not provide extra chargers for personal devices.

1000. ATHLETICS

1001. SPORTSMANSHIP

All participants, players, coaches, and fans in attendance at any extracurricular event or activity (i.e. athletics, band, cheerleading, etc.) should demonstrate good sportsmanship and conduct themselves at all times in a Christian manner. WMCS is dedicated to providing an atmosphere that promotes leadership and teamwork among fellow players as well as officials and opponents. Yelling or insulting players, coaches, and referees during tryouts, practice, camps, or games, etc. will not be tolerated. Any actions that discredit or dishonor WMCS or our Christian policies are unacceptable. Offenders will be dealt with and appropriate action will be taken by the administration. Individuals who are ejected from a game face a penalty from the Mississippi Association of Independent Schools, including but not limited to, a fine, suspension from future MAIS functions, or both. In addition, WMCS may be placed on probation or suspended from participating in MAIS functions. "The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, an awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by the National Federation as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity." (MAIS)

The Academic Activities Commission (AAC) has mandated that the following Sportsmanship Creed be read before every athletic contest.

"The MAIS recognizes that the spirit of the game of _____ lives in skilled offense, effective defense, and a well-planned strategy. The spirit of this game cannot be maintained unless sportsmanship, ethics and integrity are our number one priority. Good sportsmanship will be expected from all groups associated with MAIS activities."

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 becomes the responsibility of the person(s) committing the infractions.



Any player that is injured requiring medical attention at any level must have a medical release from a physician before they can return to practice or play.

1002. GENERAL POLICIES

Participation in athletics is a privilege, not a right given to students.

1. Students will not be allowed to practice or participate in any sports until all requested paperwork is on file in the office. (see number 14 below)
2. Students will not be allowed to participate in games until the athletic fee has been paid prior to each sport. You must be in good standing financially with the school to participate in athletics.
3. Proper respect must be shown to coaches, faculty, and other students at all times.
4. All students must be in attendance a minimum of 1/2 of their school day to participate in extracurricular events.
5. Practice and off season conditioning are mandatory unless there is a medical reason or other family-related reason for missing.
6. Excused absences from practice or games must be approved by the coach prior to the absence.
7. 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.
 - a. In addition, the following actions will result:
 - 1st Offense - Coach's discretion
 - 2nd Offense - Half game suspension
 - 3rd Offense - One game suspension
8. 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.
9. A player who tries out for a team and receives a game uniform is expected to remain on the team for the entire season.
10. A player who quits a sport will not be allowed to begin practicing for another sport until that sport season is completed.
11. Students are responsible for class and homework missed **prior** to leaving school the day of the event.
12. School owned athletic material/apparel must be turned in for a student to be able to take final exams in any subject.
13. Athletes need the following on file in the office prior to participating with any sports related event:
 - a. athletic fee of \$150 for the first sport and \$75 for each additional sport for K-12 per year
 - b. sports physical
 - c. parent consent form
 - d. proof of insurance
 - e. birth certificate
 - f. concussion form

1003. MAIS CONCUSSION INFORMATION

A concussion is a brain injury and all brain injuries are serious. They are usually caused by a bump, blow or jolt to the head or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to appear. If your child reports any symptoms of concussion, or if you notice symptoms of concussion yourself, seek medical attention right away.



Symptoms may include one or more of the following:

- headaches
- amnesia
- pressure in the head
- nausea or vomiting
- dizziness/balance problems
- neck pain
- blurred or fuzzy vision
- drowsiness
- sensitivity to light or noise
- sadness
- feeling sluggish/run down
- irritability
- feeling foggy or groggy
- change in sleep patterns
- fatigue or low energy
- confusion
- don't feel right
- more emotional anxiety or nervousness
- memory/concentration problems
- repeating the same question or comment

Signs observed by teammates, parents and coaches include:

- vacant facial expression
- confused about assignments
- forgets plays
- answers slowly
- slurred speech
- seizures or convulsions
- loses consciousness
- unable to recall events
- behavior or personality changes
- appears dazed
- is unsure of game, score or opponent
- moves clumsily or displays coordination

What can happen if my child keeps playing with a concussion or returns too soon?

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is key to a student athlete's safety.

MAIS Concussion Policy

- An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting should be removed immediately from the practice or game. The athlete should not be allowed to return to practice or game for the remainder of the day regardless of whether the athlete appears or states that he/she is normal.
- The athlete should be evaluated by a licensed, qualified medical professional working within their scope of practice as soon as can be arranged.
- If an athlete has sustained a concussion, the athlete should be referred to a licensed physician, preferably one with experience in managing sports concussion injuries.
- The athlete who has been diagnosed with a concussion should be returned to play only after full recovery and clearance by a physician. Recovery from a concussion, regardless of loss of consciousness, usually takes 7-14 days after the resolution of all symptoms.
- Return to play after a concussion should be gradual and follow a progressive return to competition. An athlete should not return to competitive play before demonstrating that he/she has not had symptoms in a fully supervised practice.
- Athletes should not continue to practice or return to play while still having symptoms of a concussion. Sustaining an impact to the head while recovering from a concussion may cause Second Impact Syndrome, a catastrophic neurological brain injury.



1004. ATHLETIC TRAVEL

1. 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. Under no circumstances will any player be allowed to ride home with another student without adult supervision and permission. 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.
2. 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.
3. 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.
4. Students who are not a part of the team are not allowed to ride the team bus.
5. In the event an overnight trip is taken by any athletic team, misbehavior, including but not limited to possession of tobacco products, alcohol, inappropriate dress/language/behavior will be subject to discipline on both an athletic and administrative level.

1005. IN GAME EXPECTATIONS

1. Student-athletes are REQUIRED to wear official, school-provided and approved uniforms during game play. Alterations to school-provided uniforms are not allowed.
2. Unsportsmanlike conduct penalties and technical fouls will be addressed as necessary by the head coach of each sport. In the event an illegal action results in ejection, MAIS rules will come into effect and could include suspensions from athletics and/or fines. Upon the first ejection, student-athletes in violation will be suspended for the first half of the next scheduled contest. Any athlete ejected twice during the course of an academic year will be suspended from athletic competition for fourteen days. A third ejection during an academic year will result in a suspension from athletic competition for the remainder of the academic year.
3. At no point in time may a student-athlete leave their team area (bench, sideline, dugout, etc) during the course of play. Student athletes are expected to give their full attention and support to their program and should not be going to the concession stand, speaking with parents/friends, or entering the locker room while play is underway.

1006. ELIGIBILITY

The coaching staff and administrative team will review the student athlete's academic standing at midway and end of each term. Any student with a D or F will meet with the counselor and administration to develop an academic achievement plan to improve academic performance. Any student with an F at the end of a 9 week term will be suspended from athletic competition for 4 1/2 week period pending academic improvement on the next reporting period. They will not be allowed to leave early to travel with the team to away games or dress out for home games. Student athletes suspended may continue to practice and workout with the team, but will not be allowed to play in competition.

- 1st 9 weeks
 - 2nd semester grades from 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



2025-2026 Student Parent Handbook Form

Please sign and return this page to the office during the first week of school.

I have read and understand and agree to the following guidelines presented in the West Memphis Christian School Handbook, such as *academics, attendance, tardies, conduct, cell phones, dress code, medications, media posts, fundraising fee, transportation, technology, financial policy, athletics, etc.* I understand the primary purpose 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 understand that if my choices and decisions lead to actions that are contrary to the philosophies of West Memphis Christian School, I will experience consequences for my actions. I understand the serious nature of these consequences and realize their intent.

I pledge to uphold the standards set forth by West Memphis Christian School and to be an asset for the school.

I agree to pay all balances in full by the appropriate due date and to adhere to the policies set forth in the financial policy and enrollment contract.

Parent/Guardian Signature _____ Date _____

Student Name _____ Grade _____

Student Signature _____ Date _____

Student Name _____ Grade _____

Student Signature _____ Date _____

Student Name _____ Grade _____

Student Signature _____ Date _____

Student Name _____ Grade _____

Student Signature _____ Date _____

Student Name _____ Grade _____

Student Signature _____ Date _____



