West Side Christian School

Home of the Warriors

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STUDENT HANDBOOK 2026-2027

Updated and approved by the WSCS Board August 2026

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Welcome to West Side Christian School!

West Side Christian School was established in 1985 as a ministry of West Side Baptist Church to assist families in the total education of their children by providing affordable Christian education.

From the words of our founders,

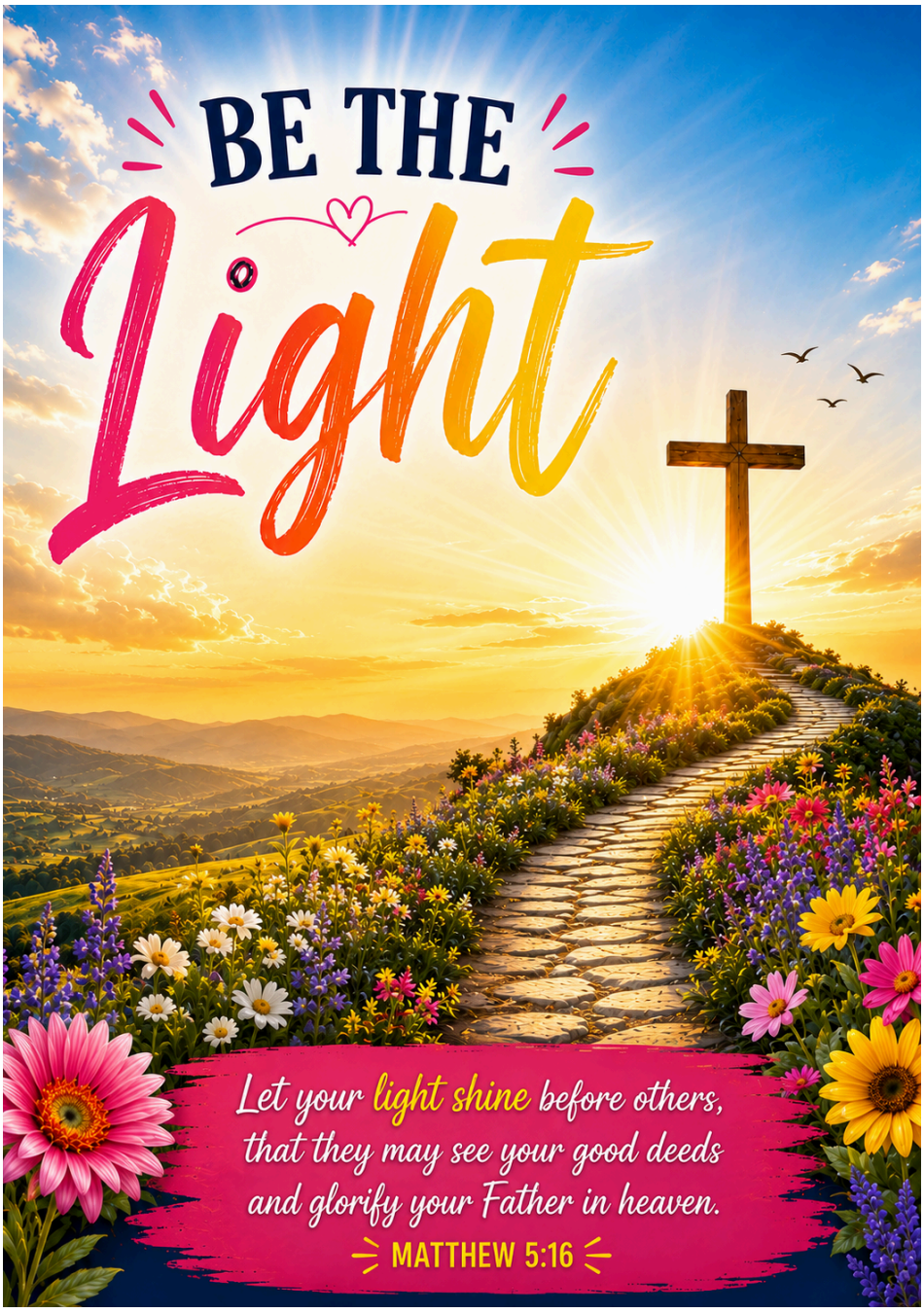
> "Our educational philosophy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God which contains this truth.
>
> Our aim is to provide a Christian perspective on the total world view from which will produce a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and worship — all grounded in the Christian concept of love. The spiritual must permeate all areas, else we become textbook-oriented rather than student oriented.
>
> This philosophy channels our energies to promote high academic standards while helping the student to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his choosing, whether in college, university or in vocational training areas."

West Side Christian School is accredited by the Arkansas Nonpublic School Accrediting Association (ANSAA) which is affiliated with the National Federation of Nonpublic School State Accrediting Association. We are also accredited by the Association of Christian Schools International (ACSI). All of our teachers are committed Christians who are passionate about teaching, highly educated, and licensed by the State of Arkansas or by the Association of Christian Schools International.

At West Side Christian School, we believe character is as important as academics and that opportunities to develop character should be available at every juncture. Because of this, our team holds to certain core values that forge the kind of character we see in Jesus Christ, that foster wisdom, and that nurture a lifelong passion for learning. We call it *The Warrior Way* and believe it makes the difference.

Thank you for entrusting your child with WSCS. Best wishes for a great year!

2026-2027 Theme: “Be the Light”



School Leadership 2026-2027

School Board

Chairperson – Brad Shoemaker
Rushell Meshell
Vice-Chair – Todd Bain
Secretary – Marsha Snell
Carolyn Langston
Jarod Primm
Treasurer –
Ex-Officio – Pastor Cody Lain

Administrative Team

Krisa Winn – Interim Administrator
Katy Willett – Guidance Counselor; Assistant Principal of Education
Randall Miller – Vice Principal, Athletic Director
Will Gunter - Asst Athletic Director
Warren Brooks – Director of Curriculum
Brittany Simmons – Registrar
Andrea Williams – Financial Secretary
Laura Hammack – Administrative Assistant

Faculty

Jessica Bailey	4 yr old Kindergarten	Kassie Aborn	High School Science
Angela Alexander	5 yr old Kindergarten	Josh Bullock	High School Bible
Anna Hutchins	1st Grade	Donna Garner	High School Math & Spanish
Cheryl Williams	2nd Grade	Colby Agerton	High School Science Science
Holly Huffty	3rd Grade	Cindy Miller	High School Math & Soc. St.
Ruth Kaler	3rd Grade	Nick Sappenfield	Vo-Tech
Evenlyn Hearnsberger	4th Grade	Adam Willett	H.S. English & Bible
Jana Terry	5th Grade	Samantha Wood	Secondary English & Electives
Sarah Godwin	Secondary Science & Math	Lauran Sappenfield	Library
Ryan Huffty	Junior High Bible	Machelle Jones	Elementary Music
Juliann Owens	PE and JH Electives	Larry Killian	JH/SH Music
Will Gunter	Junior High Eng & History	Angie Taylor	Art
Lisa Voss	Junior High History & Math	Laura Wiebe	Instructional Aide
Becky McKnight	Reading & Math Intervention	Wendy Alday	Instructional Aide

Staff

Randall Miller	Basketball
Adam Willett	Golf
Kacie McAdams	Volleyball
Denisia Jamerson	Track
Juliann Owens	Cheer, Softball
Nick Sappenfield	Archery

Support Staff

Leann Poss	Cafeteria
Neicy Rucks	Cafeteria
Kelly Hartsell	Cafeteria
Sherry Walker	Athletics Admin. Asst.

West Side Baptist Church Staff

Cody Lain	Pastor	Karen Wooten	Administrative Assistant
Vacant	Worship Pastor	David Voss	Associate Pastor
Drew Simmons	Youth Pastor	Alexia Taylor	Administrative Assistant
Cheryl Nutt	Financial Secretary	Gary Hammett	Maintenance

The Warrior Way (Alma Mater)

Arm and arm together,
Here to face whatever;
In this school we love,
God place your shield on us.

Give us strength
To help us stand
As we run this race.
We'll press on,
Take up our cross
And choose the Warrior Way,
The West Side Warrior Way.

West Side Christian School Alma Mater, written by Cliff Preston, August, 2015

What We Believe…

STATEMENTS OF FAITH:

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15; 2 Peter 1:21).
- We believe there is only 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); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25, 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal 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; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are 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; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; 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; 1 Cor. 3:16; 6:19-20; Ephesians 4:30; 5:18)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24;Gen. 19:5; 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)
- We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2;1 Cor. 7:10; Ephesians 5:22)

These statements of faith are important to our school and serve as the foundation of all that we do. If you find yourself in disagreement with these statements, please seriously consider whether or not you should enroll your child in our school. We will not compromise on these tenets of our faith.

MISSION

West Side Christian School partners with families to cultivate a Christ-centered community through learning grounded in a biblical worldview, thereby equipping students to follow Christ in their homes, churches, and the world.

POLICIES RELATED TO ADMISSIONS

Academic Requirements

Students not transferring to WSCS from an accrediting public or private school may be required to take standardized placement tests used as our entrance exam for Grades 2-12 in order to assess a student's general academic performance. A cumulative grade of 2.0 or above is also required for all transferring students in grades 2-12.

Campus Tours & Visits

An interview and tour of the school campus begins the admissions process. Appointments may be made by calling the school office at (870) 863-5636.

Enrollment Procedures

West Side Christian School opens enrollment for current students in February of each year. Families of current students have until March 1 to enroll prior to the opening of enrollment to new students. Due to a limited number of students per class, families are strongly encouraged to take advantage of the opportunity to enroll prior to March 1.

New student enrollment begins March 1. All families of new students in grades 1-12 need to complete the initial online application and submit the student's most recent report card. Once those documents are received and reviewed, the prospective student and family will be invited to visit the campus and interview with the admissions team. New students entering 7^{th}-12^{th} grades interested in playing sports may be asked to interview with the athletic director team as well.

After the interview, new families will be asked to complete the remainder of the online enrollment application. In some instances, students in grades 1-12 may be asked to complete a screening test for math and/or reading. A completed application and initial registration fee will secure a student's place until all required items are received. Students will not be able to start school until enrollment is complete. Enrollment is not complete until the following 5 items have been received by the school office personnel:

1. Completed application including signed statement of cooperation
2. Immunization records
3. Birth certificate – State certified copy

4. Social Security Card
5. Registration fee

If enrollment is not completed by July 31, the student will be at risk of being replaced by a student on the waiting list, therefore, losing his or her opportunity to attend WSCS.

Students who have previously attended WSCS, transferred to another school, and wish to return during 7th – 12th grade, must meet with the administrative team and possibly the board prior to readmittance.

Waiting List

After July 31, WSCS will identify all incomplete enrollment packets and notify waiting families about vacancies. (Vacancies will be defined by incomplete enrollment packets after July 31). Waiting families will have 3 working days from the time of notification to complete enrollment and secure a place for their student. This 3-day process will be repeated until all spots are filled or all families are notified.

Financial Requirements

Registration and Book Fee

A Registration Fee is due at the time of enrollment and will not be refunded. A registration fee along with a completed application is all that is required to hold a student's place for the next school year until July 31.
Tuition does not cover the cost of educating a student for an entire year and WSCS does not have control over the costs of books; therefore books incur an additional fee. All students will receive new textbooks each year (or use school-issued text books).

Tuition

For families not participating in EFA/LEARNS, tuition may be paid in full or in 10 installments (August-May). Tuition is due on the 1st of each month. The first installment is due August 1.

Late Payments

West Side Christian School extends a grace period until the 15th day of each month. There are 4 steps WSCS implements once an account has become past due. They are:

1. A letter is sent by mail stating that the account is 30 days past due. A $20 late fee will be added to the account balance.
2. If the account maintains an overdue balance after 60 days, a phone call will be placed to set up a payment plan. At this point, any extenuating circumstances may be expressed in writing and submitted to the school board for consideration.
3. After 90 days, a second letter will be sent mandating a payment of no less than 1/3 of the balance of the account within 10 days of the date of the letter.
4. If at least 1/3 of the account is not settled, the family will be notified of their child's removal from enrollment.

West Side Christian School reserves the right to hold all official reports cards, transcripts, and/or test scores until the account is settled.

Non-Discriminatory Policy

West Side Christian School does not discriminate in the administration of its educational policies, admissions policies, or any other school policies in regard to race, color, creed, gender, or national or ethnic origin. Please see “school philosophy” for reserved rights regarding admission.

Scholarships

Christian education is an investment in the lives of young hearts and minds and is a sacrifice for many families. West Side Christian School understands this and desires to assist families who desire a private, Christ-centered education for their student but are unable to make the sacrifice without help.

Academic and Athletic Scholarships are available by application. Please visit the Financial Secretary in the school office to acquire more information or apply. Applications must be re-submitted each year.

School Philosophy

West Side Christian School is a religious institution providing an education in a distinct Christian environment. We believe our Biblical role is to work in conjunction with the home to mold students to become like Christ as they grow and mature. When the environment or conduct within a home does not support the moral principles that the school holds or is counter to the school philosophy and teaching, West Side Christian School reserves the right to refuse admission and/or to discontinue enrollment of a student.

West Side Christian School desires that every student have a personal relationship with Christ and that the Gospel be made a natural part of the process. In addition, students will be exposed to and participate in daily prayer, weekly Chapel services, a Christ-centered worldview curriculum and patriotic respect. Our goal is not to pressure students but rather to allow God the room to move in their lives according to His timing through the work of the Holy Spirit.

POLICIES RELATED TO GENERAL OPERATIONS

Attendance

West Side Christian School defines absences as either Excused or Unexcused.

Excused Absence

An excused absence is an absence that occurs with the consent and knowledge of a parent/legal guardian *and* due to illness, medical appointments, serious family incident/illness, death in family, religious holiday of the student's faith, educational activities, pre-arranged family vacations/trips (with 3 days notice). Additionally, juniors and seniors are allowed 3 college visit days per year, which are considered excused.

For all unplanned, excused absences, students will have an equal number of days to make up the work that was missed while absent. For example, 1 day of absence will result in 1 day to complete and turn in make-up work. Two days of absence will result in 2 days to complete and turn in make-up work, etc. The day the student was absent does not count as a make-up day. If a student misses class the day of a major exam he/she may be required to take an alternate exam. If a student consistently misses the day of major exams a parent/teacher conference may be in order. Students are responsible for getting their make-up work after returning to class.

When a student will be out of school for another reason, **and the time of the absence is known ahead of time**, it is the responsibility of the parents to contact Administration and teachers in advance and secure the class assignments for that period of time. All coursework and homework assignments are due on the day the student returns to class. Any make-up exams must be scheduled by the student and teacher within 3 school days after the student returns. Additionally, all previously assigned work (essays, papers, projects, etc.) that is due on the day a student is absent is due on the day the student returns to school. Failure to meet these requirements will result in an unexcused absence for the days missed.

Students missing up to 3 class periods will be counted as absent ½ day. Missing more than 3 periods will be regarded as a full day's absence.

Administration has the authority to give students until the end of May each school year to complete coursework who have extensive excused absences for reasons beyond control (e.g. medical excuse). The extension must be requested by a parent, and reasons for absences verified by a third party with documentation.

Unexcused Absence

An unexcused absence is an absence in which no consent was given or an absence that occurs without parental knowledge *and/or* due to a reason not listed above.

Any work missed (assignments, tests, etc.) because of an unexcused absence cannot be made up and will result in a zero credit.

10 absences (excused or unexcused) per semester is considered excessive and will result in consultation with Administration. Excessive absences may result in retention and consultation with the school board. The school office is required to keep record of attendance in the event documentation is warranted for legal matters.

***Students with excessive unexcused absences (more than 10 per semester) will be at risk of being denied credit for coursework regardless of class grade. See Academics for more information.**

Tardies
3 tardies or early checkouts = 1 absence

Students are considered tardy if they arrive in the classroom after the tardy bell unless otherwise directed by a faculty or staff member.

Seniors
Seniors are required to attend graduation rehearsal, Senior Walk, and the awards ceremony at the end of the school year. All other senior activities, such as homecoming and formal, are strongly encouraged but not required.

Check Out

A student may leave campus during the school day only with permission from the parent or legal guardian. All students leaving campus must check out through the school office. Parents of children in classes located in the "Outback Wing" must check out students from the office before picking up. The office will notify the teacher that the parent has appropriately signed out the student and will pick them up from the classroom. West Side Christian School highly discourages parents from checking students out of school for lunch.

An early checkout is considered a late tardy.
3 Early Checkouts/Late Tardies = 1 Absence
Checkout before 11:30 a.m. = ½ day absence

Child Custody

Non-custodial parents are not to use the school as a meeting place to visit with their children. In the case of divorced parents, a copy of the court order stating visiting rights will be required to be on file in the school office. The administration will only allow the non-custodial parent the rights outlined in the court order. Special exemptions, and/or circumstances are not to be requested.

Communication

West Side Christian School is dedicated to doing all we can to ensure our teachers, families, and students have the knowledge and understanding they need to facilitate healthy relationships and make the best decisions possible. The school utilizes 10 different ways to communicate:

1. Jupiter Ed- Grades, E-mail and text messages
2. Apptegy- Alerts via E-mail and text messages
3. West Side Christian School, AR App (Google Play Store or Apple App Store)
4. Face-to-face conferences and conversations
5. Telephone conversations
6. Social Media- Facebook, Instagram, and YouTube
7. Warrior Weekly Newsletter
8. Letters
9. School website- https://www.westsidechristianschool.org/
10. GroupMe and Class Dojo- by some classroom teachers and coaches

Teachers are asked not to share their cell phone numbers but to instead communicate with students and parents by school phone, by email, or face-to-face.

Teachers are to maintain a professional relationship with their students at all times. To accomplish this, social boundaries are important and expected to be upheld. For this reason, teachers are not to share their social media accounts with students nor follow the social media accounts of WSCS students. Teachers are not allowed to post students or classroom/school activities on personal sites.

Parent-School Covenant Relationship

West Side Christian School believes it is important for school and home to work together. To promote effective communication and understanding, families are asked to cooperate with the school by utilizing the same 10 modalities of communication above (when appropriate) to ensure communication is being both expressed and received by all parties.

User names, passcodes, and directions for using JupiterEd are included in each family's orientation packet at the beginning of the school year. Please notify the school office if these were not received or if you need any help to set up or use these accounts. It is very important that this information be kept up to date. WSCS utilizes JupiterEd and Apptegy not only for day-to-day announcements or alerts, but emergency messages as well.

Confidentiality

West Side Christian School recognizes the importance of protecting private information. This includes the protection of the reputation of others. Therefore, all records and information are considered to be confidential. Confidential information will be accessible or shared only with those who have a need to know. Parents/legal guardians and students age 18 and over may have access to permanent records and transcripts for review with school staff.

Drop-Off/Pick-Up

Students will not be allowed to leave campus with any person who is not pre-approved (by phone, in person, or in writing) by the custodial parent(s) and/or listed on the Student Pick-up form. Teachers reserve the right to ask for photo identification at any time.

Drop-off and pick-up points for students will be determined by Administration at the beginning of the year and may change occasionally for school and church events.

<u>Do not use the covered drive thru unless it is raining. The covered area needs to remain free of traffic for safety reasons.</u>

Teachers are on duty from 7:30 a.m. until 7:55 a.m. and again from 3:15 p.m. until 3:30 p.m. Students may be dropped off or picked up in the designated locations any time during these time periods.

At 7:55 a.m., the teachers leave all designated locations to go to their classrooms with the students so that classes may begin on time at 8:00 a.m. Therefore, after 7:55 a.m., if there is no teacher on duty, there is no way for a student to get inside the building. Parents with a code or key fob to enter the building should refrain from using those and instead should follow the following protocol.

For safety reasons, <u>after 7:55 a.m., all students must be dropped off at the front entrance of the school and ring the office to be let in</u>. We will have staff on duty in the office specifically for this purpose. After 8:00 a.m., all students must check in through the office before going to class.

Traffic Procedures

All vehicles moving through the drop-off/pick-up lanes must circle one way around the school in a clockwise direction. Please NEVER GO AGAINST TRAFFIC FLOW. Do not get out of your car or leave your car unattended.

The only vehicles that are allowed to turn right into the front parking lot are those that are going to park and walk in. All other drivers are expected to circle the school to drop off their student(s) in the designated spots regardless of whether or not they are running late.

*PLEASE NOTE: It is against the law to talk on a mobile device within a school zone!

Field Trips

Students are eligible for field trips upon receipt of a signed permission form. Parents will be given written notification prior to each field trip which will include the location, costs and transportation information.

Flags

The American and Christian flags will be properly displayed during the hours school is in session.

Food/Lunch

West Side Christian School provides a hot meal every day for lunch that may be purchased through a lunch account that can be monitored on Jupiter Ed. Students may also bring their lunch from home. Please note: West Side Christian School does not serve peanut butter or nut-related foods as a safety precaution for allergy sensitivities.

The lunch account system is a service that the school provides to families. The accounts are not meant to extend credit to students. The idea is that you fund the account (with a $50 suggestion), and as the balance approaches $0, you replenish the fund by making another payment to the school office. If credit balances are not paid and/or the fund is not replenished, the account will be suspended and no charges will be allowed.

Lunch prices this year are as follows:

2026-2027 Lunch

$4.00 K4 - 4th

$4.50 5th - 12th and adult guests

Staff and children of staff

$2.75 K4 - 4th

$3.25 5th - 12th and adult staff

Milk

$0.75 per carton for students buying milk only

A weekly lunch account notification will be sent by e-mail as well as a monthly statement sent, if there is a balance due. Lunch balances can be checked at any time through the students' Jupiter Ed account. A student whose family has opened an account will be allowed to charge provided prompt payment is made when an account becomes overdrawn. Student records will be held until payment has been made.

Outside Food in Classrooms

Families may bring food on special occasions to the classroom as long as the classroom teacher has given prior approval. Teachers and Administration must be notified of any student that has a severe food allergy. When this is the case, the classroom food policy will depend on the severity and types of allergies. It may be that no

outside food will be allowed for that particular classroom or that only certain foods will be allowed with prior consent. Regardless, the health and safety of the students will take precedence at all times.

Hard candies are discouraged in K4-6th grades due to choking hazard.

Grievance

Objective

To establish guidelines for the resolution of disputes and grievances in the operation of West Side Christian School.

Scope

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of WSCS's operations between any two parties connected in a direct way to the school. This includes current students, parents, staff, volunteers, administration, and board. If any disputes arise which are not covered by this policy, the board will decide the procedures to follow based on reasoning from the guidelines established by this policy.

Definitions

Dispute: Any disagreement that results in broken fellowship or trust between parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of WSCS objectives and goals.

Grievance: Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Concern: The substance and details of the dispute and/or grievance

Guidelines -

<u>Students and Parents to Teachers:</u>

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is in the 7th-12th grade and mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate principal or administrator. Parents should apprise the teacher of the intent. If the student brings the concern, he or she must have written permission from parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision to the school board (in writing only). The board may then choose to send a board representative to the concerned party or make a decision and relay it through the administrator.

<u>Parents and Patrons to Administrator:</u>

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the administration.
2. If there is still no resolution, they should send a letter to be presented at the school board. The letter must be in the hands of administration *at least one week prior to board meeting*.
3. This procedure applies to board members who are acting in their capacity as parents/patrons as well, and not as representatives of the school board.

<u>Staff to Administration:</u>

1. All concerns about the standards of the school must first be presented to administration. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff member may appeal the decision *in writing* to the school board (not individual members of the board). The board may then choose to send a board representative to the concerned party or make a decision and relay it through the Administrator.

Volunteers to Staff/Administration:

1. If any volunteer has a concern about the volunteer work, he or she should present that concern to the staff member responsible for his or her oversight.
2. If the problem is not resolved, then the concern should be presented *in writing* to administration, followed by a meeting to discuss.
3. If the problem is still not resolved, the volunteer may send a request through the Administrator to the school board.

Health

West Side Christian School requests that parents make teachers and administrators aware of any medical needs that could lead to an emergency situation. If any prescribed medication or over the counter medications are to be taken during school hours, a completed "WSCS Medication Permission Form" must be on file in the school office and a "Special Medical and Treatments Form" signed by the parents/legal guardians. Medication must be turned in to the school office. Office personnel will dispense medication as necessary. Students and teachers are not to keep medication in their classroom.

Students are not allowed to stay at school if temperature is 99.8 degrees or more or if they are known to have contracted a contagious illness of any kind. This includes but is not limited to strep throat, pink eye, stomach virus, or lice. Students must have completed effective treatment or be without fever for 24 hours prior to returning to school.

Inclement Weather

In general, West Side Christian School will follow the El Dorado Public Schools regarding school closings due to inclement weather. If the El Dorado Public Schools are closed due to ice, snow, or any other reason related to weather, West Side Christian School will be CLOSED without further indication.

West Side Christian School may, on occasion, choose to close when the El Dorado School District remains open or close after classes have begun because of the onset of severe weather. In such cases, families will be notified through the Apptegy communication system, by email and text message. Those messages will also be published on the WSCS social media accounts. On some occasions, local media outlets will announce that school will be closing and/or that students will need to be picked up early.

Lockers

West Side Christian School will assign each student in 5^{th}-12^{th} grades a locker to use during the school year. The locker is the property of WSCS. The student may not change lockers without permission from the Teacher Representative on their floor. All lockers will be inspected before and after each school year. If there is any damage to the locker, the student will be responsible for payment for repairs. Students may not "rig" the locks on lockers as it permanently damages the lock making them unusable. West Side Christian School is not responsible for lost or stolen items and reserves the right to search lockers at any time.

Parking

The front parking lot is designated for all school personnel, students, and families. The only vehicles that are allowed to turn right into the front parking lot are those that are going to park and walk in. Anyone driving through to drop off or pick up a student must circle around the school and drive through the proper locations.

If parking in the front school parking lot to pick up or drop off a student, parents are asked to park in the first row so that students may safely walk across the pedestrian walkway and down the sidewalk to their designated vehicle.

The parking lot on the west side of the school is designated for daycare families and church members. This is the parking lot located on the left hand side of the school if you are looking at the school from Hillsboro Street.

School Hours

7:30 a.m. - 3:30 p.m.
Classes begin promptly at 7:55 a.m. and dismiss at 3:15 p.m.

Security

To maximize the safety of all students and school personnel, all exterior doors will remain locked at all times. Parents and visitors must ring the school office at the south entrance of the school to enter the school building and check in through the school office. For the safety of all students, a name badge will be required for all visiting parents and visitors while on campus during school hours. No one will be allowed in the main educational building without proper identification. Parents of students in K-4 and K-5 are asked to notify the school office of their planned visit so that teachers may be notified prior to arrival. All outback classroom doors will be closed and locked at all times.

West Side Christian School maintains the right to search any vehicle on campus, student lockers, backpacks, purses or persons under reasonable suspicion for the purpose of maintaining order and discipline and/or to protect the safety and welfare of students and school personnel.

Trespassing/Loitering

Persons loitering or trespassing on school grounds while school is in session or at a school-sponsored event after regular hours without any lawful purpose are guilty of a misdemeanor and will be subject to intervention by law enforcement.

Student Drivers

Student drivers must present their driver's license to the school office to be kept on file. The campus speed limit is 10 mph at all times, and students are to observe safe-driving practices and rules of courtesy. Once a student drives on campus, he or she must park legally and leave the vehicle immediately. Loitering in the parking lot is prohibited. Students may not return to his or her vehicle during the day without permission from the office. Students who create disturbances, play loud music or violate rules regarding vehicles on campus will lose the right to bring a vehicle on campus. Violations of parking regulations or the careless operation of a vehicle may result in temporary or permanent suspension of a student's driving privileges on the school campus and parking privileges at school. Students may not ride with another student driver under any circumstance going to and from school sponsored activities or while on campus during normal school hours.

West Side Christian School does not assume any responsibility for students driving to and from school. Action will be taken if students drive recklessly in the parking lot or street/drive leading into campus. The school also reserves the right to search any vehicle on campus.

Visitors

All visitors, including parents and family members, are required to register in the main office and wear a name tag at all times while on campus.

Teacher Visitation

Any parent or legal guardian wishing to visit with a classroom teacher must make an appointment outside of the regular school hours unless requested by the teacher.

Lunchtime Visitation

Students wishing to have a guest join them for lunch are required to request permission 24 hours in advance. If approved, the visitor must sign in through the school office on the day of the scheduled visit and show a picture

ID. Approved visitors may not remain on campus during school hours outside of the lunchtime and are required to check-out through the school office immediately after lunch is over.

School Visitation for Prospective Students

We encourage prospective students to visit West Side Christian School campus. All arrangements for those visits must be made in advance through the school office.

Solicitors/Loitering

No one is allowed on school grounds or in the school building to solicit or to request signatures for a petition unless authorized by the pastor and/or school administration. Loitering is prohibited according to Arkansas Law (Code Ann. 5-17-213, 6-21-607, 12-12-507).

POLICIES RELATED TO ACADEMICS

Academic Achievement

West Side Christian School recognizes academic achievement of students in 2 categories:

Principal's List -	An A average (90-100); High School students must have 4.0 or greater
Honor Roll -	All A's and B's; High School students must have a 3.5 or greater

Achievement Testing

Standardized testing for students in 1st – 11th grades takes place in the spring of each year. The ACT, Accuplacer, and ASVAB (Armed Services Vocational Aptitude Battery) may be administered in the Fall for high school students in grades 10-12, as applicable.

Homework

West Side Christian School faculty are at liberty to give homework to aid students in the advancement of their studies. Weekly class assignments and homework will be posted online for parents and students, but may be subject to change depending on class schedule, activities, etc. Please check JupiterEd and your student's folders and journals for all assignments.

Class Schedules and Changes

High school class schedules will be coordinated by the school guidance counselor in conjunction with students, parents, and administration. A change in schedule may be made within the first 10 school days (equivalent to 2 full school weeks) after class begins. After the 10th day of class, changes will not be allowed unless the schedule is judged to not be in the best interest of the student by the guidance counselor or educational administration. All assignments missed during the first 10 days of the incoming class will be the responsibility of the student to make up within the first 10 days of new enrollment (including weekend days). This policy does not pertain to college courses. College courses will be handled according to the academic policies of the higher education institution.

Advanced Classes

West Side Christian School offers concurrent college classes in partnership with South Arkansas Community College and National Park College, Honors classes, and AP classes. These classes are optional and require additional fees that are paid to the college. AP and Honors classes will be graded on a weighted 5.0 Grade Point Average scale. To participate in these classes, the following is required:

1. A cumulative B average in the subject area of the dual credit course
2. At least 2 teacher recommendations
3. Qualifying ACT or Accuplacer scores
4. Independent study skills
5. Personal transportation or arrangements if leaving campus
6. Good and prompt attendance of the college course
7. Timely return to West Side Christian School for on campus classes if leaving campus

West Side Christian School has the right to determine final eligibility or suspend college course opportunities based on student attitude, academic struggles, or conduct. Any appeal to this decision will be received in written form from a student's legal guardian and a conference then scheduled to discuss.

Students have the option of adding a maximum of 2 college transfer credits per semester. These courses will receive weighted credit but will not receive a weighted grade point unless the course is considered Advanced Placement. Advanced Placement courses are available at WSCS in the traditional classroom setting. Weight to grade point will be applied only if AP exit exam is taken.

Each course must be approved by administration prior to enrollment. An official college grade document must be turned in for credit to be added to the student's transcript. Any exceptions to these requirements must be requested in writing and approved by the school.

Dual enrollment classes may not be taken more than one time during normal school hours. If a student desires to retake a college course, he or she will be required to do so after school hours or during the summer.

Attendance Policy for Off-Campus Classes

In the event that a college class is not in session, students are still required to report to West Side Christian School for all regularly scheduled classes.

Counseling

West Side Christian School provides school counseling through a qualified and trained guidance counselor. Although the primary responsibility for support lies within the family unit, our staff is available to aid families in handling difficult situations that affect the students academically, emotionally, behaviorally, physically and spiritually through love, prayer, understanding, and direction. Our guidance counselor also works with high school students to help them identify their fields of interest, choose classes, and develop an academic plan for post-secondary education or vocational training.

Cumulative Records/Transcripts

West Side Christian School will keep registration and attendance records for all students and will maintain an up-to-date permanent cumulative record of individual students showing personal data and progress throughout his or her enrollment. These files will include academic achievement, health information and test results. These records will be available in the main office with certified staff.

A student's records are confidential and will be open only on a need-to-know basis to the members of the professional staff, the student's parent(s)/legal guardian(s) or the student if he or she is 18 at times prearranged with the administrative staff and the student.

Guidelines for Transferring Records/Transcripts

1. All accounts must be current and all school property returned before a student's records can be forwarded.
2. Parents/legal guardians or students of at least 18 years must sign a release authorizing WSCS to release confidential records and/or transcripts to a third party.
3. Once the release is signed and all accounts are settled and all school property returned, WSCS will send copies of requested records by mail or email to the designated party.

Curriculum

West Side Christian School incorporates a variety of material from several publishers to achieve the highest quality curriculum for the classroom. These include ABEKA, BJU, Saxon Math, McGraw-Hill, and ACSI.

Grading System

West Side Christian School's grading system is as follows:

A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

E =	Excellent
S =	Satisfactory
N =	Needs Improvement
I =	Incomplete

Exemptions

High school students (9^{th}-12^{th} grades) are exempt from finals only when they have a cumulative average of 90-100 (A) over the course of the class (regardless of length) through the week prior to finals and have 10 or less absences (5 or less for ½ credit courses). West Side Christian School does not allow special academic exemptions for exemplary behavior or conduct.

Graduation Requirements

West Side Christian School offers 2 types of diplomas: 1) Academic - for those on a college track; 2) General - for those on a vocational or college track. The following credits are based upon 4 years of high school at WSCS. Transferring students must have at least 22 credits to graduate and at least 1 Bible credit per year attended.

Academic Diploma	Credits	General Diploma	Credits
Bible	4.0	Bible	4.0
English	4.0	English	4.0
Math	4.0	Math	4.0
Science	4.0	Science	3.0
History	2.0	History	2.0
Gov't/Economics	1.0	Gov't./Economics	1.0
Health/PE	1.0	Health/PE	1.0
Computer Applications	1.0	Computer Applications	1.0
Foreign Language	2.0	Foreign Language	-
Oral Communications	.5	Oral Communications	.5
Fine Arts	.5	Fine Arts	.5
Electives	2.0	Electives	4.0
TOTAL	26	TOTAL	25

CPR training is required for all graduating seniors. At least 1 unit of digital learning will be offered as the primary or supplementary method of instruction in 9^{th}-12^{th} grades.

State of Arkansas High School Graduation Requirements:

22 units of credit must be earned by a student in grades 9-12 to graduate from an Arkansas public high school.

English Language Arts - 4 credits

- ADE-Approved English 9 - 1 credit
- ADE-Approved English 10 - 1 credit
- ADE-Approved English 11 - 1 credit
- ADE-Approved English 12 - 1 credit

Mathematics - 4 credits

- Algebra I – 1 credit
- Geometry – 1 credit
- Algebra II or Quantitative Reasoning – 1 credit
- ADE-Approved Mathematics or **Computer Science Flex** – 1 credit

Science - 3 credits

- ADE-Approved biology – 1 credit
- ADE-Approved physical science – 1 credit
- ADE-Approved third science or **Computer Science Flex** – 1 credit

Social Studies - 3 credits

- ADE-Approved US History – 1 credit
- ADE-Approved World History – 1 credit
- ADE-Approved Civics – 0.5 credit
- ADE-Approved Economics and Personal Finance –0.5 credit

Oral Communication – 0.5 credit
Physical Education – 0.5 credit
Health & Safety – 0.5 credit
Fine Arts – 0.5 credit
Career Focus or Additional Content – 6 credits
Additional Graduation Requirements

- An AR graduate shall complete a minimum of 75 clock hours of documented community service in grades 9-12; requirement begins for 2027 graduates. - A.C.A. § 6-16-1901
- An AR graduate must earn credit in a course that includes Personal and Family Finance Standards in grades 9-12. - A.C.A. § 6-16-135
- An AR graduate must pass with a 60% the Arkansas Civics Exam. - A.C.A. § 6-16-149
- An AR graduate must complete CPR training. - A.C.A. § 6-16-143
- An AR graduate must earn one credit of ADE-Approved Computer Science or computer science-related career and technical education course; requirement begins for 2026 graduates. - A.C.A. § 6-16-152

Administration has the authority to give students until the end of May each school year to complete coursework who have extensive excused absences for reasons beyond control (e.g. medical excuse). The extension must be requested by a parent, and reasons for absences verified by a third party with documentation.

Seniors with ½ credit left at the end of the second semester, will be granted the first summer term to complete coursework and receive a WSCS diploma. The student may participate in the graduation ceremony but will not receive his or her diploma until coursework is completed.

Seniors with a full credit left at the end of the second semester will be granted until the end of the second summer semester term to complete coursework and receive a WSCS diploma. The senior with a full credit remaining at the end of the regular school year will not be allowed to participate in the graduation ceremony.

Graduation Procedures and Services

WSCS will provide each graduating senior with a high school diploma. Diplomas will be given during the graduation ceremony unless all financial or academic requirements have not been met. If this is the case, the graduating senior will be given an empty diploma binder at graduation. The diploma will be given once all financial or academic requirements are met.

WSCS will coordinate a time for seniors and their families to pick out and order their caps and gowns, announcements/invitations, rings, and other graduation paraphernalia. WSCS will provide academic stoles and cords to those who qualify for a deposit of $40 each. If the student desires to keep the stole and/or cords, the school will keep the deposit. If the stole/cords are returned, the deposit will be refunded. Students are responsible for the purchase of their caps, gowns, jewelry, invitations and all other items.

Library

The purpose of the WSCS Media Library is to support the administration, teachers, and support staff by providing media that will supplement and enrich the school's curricula. The library supports student learning by providing a central area that houses resource information, introduces and familiarizes students with the skills needed to locate and use library resources, sparks an interest in learning, and promotes lifelong reading.

Book Selection:

Parents should be aware that not all books selected for the library shall be Christian or acceptable to every family. Because it is the school's desire to teach students to critically evaluate what they read, some non-Christian materials will be included in the library collection. It is important for parents to know that they

should be actively involved in helping their children evaluate what they read and further censor where they feel it is necessary. Please be advised that books included in the library model positive and negative character traits; show conclusive results of actions whether positive or negative: will clearly draw the line between good and evil; will not contain blatant and frequent objectionable language; may include humanistic influence in parts of the book when the major thrust emulate wholesome values.

Gift books are accepted as long as they meet specific criteria and if there is shelf space available.
K4-5th grade classes have scheduled weekly visits to the library. All students must be supervised and must follow the same rules of conduct as they would in the classroom.

Borrowing Library Media:
All library media must be checked out at the circulation desk. Children & juvenile books are checked out for two weeks. If more time is needed to complete the reading, the book must be returned and checked out again in the Library.

All materials checked out must be returned to the circulation desk by the date due. It should be returned in the same condition as when it was checked out. Media that is returned after the date due is considered overdue. 1 day of grace is given to get items back to the library. The overdue fine is based on the cost of the book and will not exceed the total cost of the book.

National Honor Society

The National Honor Society is an organization founded in 1921 to promote recognition of students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. The West Side Christian School Chapter of the National Honor Society is a chartered chapter and as such follows the National Constitution. Chapter by-laws govern the selection of members, service requirements, officer responsibilities, and discipline and dismissal of members. A copy of the chapter bylaws and selection of member's procedures are available upon request. Induction into the West Side Christian School chapter of the National Honor Society is an honor based upon the principles of scholarship, character, leadership, and service.

Potential members of the NHS must be rising sophomores, juniors, or seniors not currently holding membership who have a cumulative scholastic average greater than or equal to 3.5, with no rounding. Students must have attended West Side Christian School for one semester. Potential members are first evaluated by the faculty. A faculty council then reviews the faculty evaluations, along with records of tardies, absences, and disciplinary actions, and information submitted by the student. After reviews are complete, students are notified of their selection or non-selection for membership. Students are given the opportunity to decline membership. Members of the NHS are to serve as role models and exhibit the qualities of honesty, kindness, courtesy, and integrity both in and out of the classroom. Members should show leadership in organizations, show appropriate classroom decorum at all times, act responsibly by completing tasks on time and avoiding tardiness. Members should always be willing to help others in need whether by word or deed.

National Junior Honor Society

The West Side Christian School chapter of the National Junior Honor Society is a chartered chapter and as such follows the National Constitution. Chapter by-laws govern the selection of members, service requirements, officer responsibilities, and discipline and dismissal of members. A copy of the chapter bylaws and selection of member's procedures are available upon request.

Induction into the West Side Christian School Chapter of the National Junior Honor Society is an honor based upon the principles of scholarship, character, leadership, and service. To be eligible for membership in this chapter, the student must have earned in the first semester of either seventh, eighth, or ninth grade a minimum scholastic average of 3.5 or above, with no rounding, during the first nine weeks, again in the second nine weeks, and for the first semester. Students must have attended West Side Christian School for one semester.

Potential members are evaluated by the faculty. A faculty council reviews the faculty evaluations, along with records of tardies, absences, and disciplinary actions, and information submitted by the student. After reviews are complete, students are notified of their selection or non-selection for membership. Students are given the opportunity to decline membership. Members of the NJHS are to serve as role models and exhibit the qualities of honesty, kindness, courtesy, and integrity both in and out of the classroom. Members should show leadership, show appropriate classroom decorum at all times, act responsibly by completing tasks on time and avoiding

tardiness. Members should always be willing to help others in need whether by word or deed. Induction takes place in the second semester of each academic year.

A member of the NJHS or NHS who transfers to this school will be automatically accepted for membership in this chapter upon presentation of a letter signed by his or her former principal certifying membership. In order to retain membership a transfer member must then maintain the membership requirements for this chapter. A member who fails to maintain the minimum scholastic average of 3.5 in a nine-week grading period or who fails to continue to demonstrate the qualities of scholarship, leadership, citizenship, appropriate behavior, and service is automatically placed on probation during the succeeding nine-weeks grading period. During this time the member will remain active and can participate in all club functions and activities.

Any member who is on probation for failure to maintain the minimum scholastic average of 3.5 or who fails to continue to demonstrate the qualities of scholarship, leadership, citizenship, appropriate behavior and service is classified as an inactive member if he/she does not maintain the minimum requirements for a second consecutive nine-week grading period. While on the inactive roll, the member may not participate in club meetings, club-sponsored activities, spring induction, or any other NJHS or NHS function. The member will continue as inactive for the present nine weeks and the nine weeks following. If the minimum requirements are met at that time, the member can be returned to full membership status.

Record Keeping

Teachers are asked to record tests and assignments online in advance of due dates. All grades for the week will be recorded no later than midnight each following Sunday night.

Retention

West Side Christian School will do everything within our scope and capabilities to ensure all students get the instruction and supplemental support they need to achieve their greatest potential. In some cases, retention will be necessary, in spite of appropriate interventions. This recommendation will come through a collective effort among faculty, guidance counsel, and administration to ensure a student's educational, emotional and social success. Generally, the school will not retain a student without parental consent; however, in extremely rare cases in which the school believes that promotion would be educationally detrimental to a student, the school reserves the right to retain the student.

Teacher Qualifications

The Warrior instructional team is composed of men and women who are committed Christians. Not only does each teacher recognize the authority of Almighty God over all other authorities, each one professes Christ as his or her personal Savior and strives to yield to the truth of His Word and ways of His character and actions. Our teachers teach a worldview based on the life of Jesus Christ and Word of God, not denominational or religious creed, and work with others who share the vision of strengthening community by investing in children. Each one is chosen according to character, qualifications and experience. All instructors are college graduates who operate under a State teaching license or ACSI certification (Association of Christian Schools International) and specific annual training.

Technology Use Policy

Providing students and faculty with a 21st century digital learning environment is a high standard of West Side Christian School. Therefore, while on campus, 9th-12th grade students may be assigned a school-owned laptop computer to access electronic books/software (if applicable) during classroom instruction. Laptops will be required to remain on campus and will not be allowed to be taken home.

Students may also be able to use their assigned laptops for research, note-taking, and writing papers. Work may be saved on a flash drive (a required school supply for 7th-12th graders) which may be taken home and transferred to a home-based computer or ipad. If a class utilizes electronic books, these will be accessible off campus on personal ipads, so there will be no textbook issued to a student in addition to an electronic book. Textbooks will be required for all classes that do not incorporate electronic books.

Personal cell phones are not allowed to be used by students on school property or during the school day. Any other personal technology devices, such as laptops, are only to be used for educational purposes. Cell phones and laptops must be checked in to the school office each day.

Laptop Policy

Laptops are school property and are to be treated as such; any damage to a student's laptop will be the student's responsibility. Lost power cords will incur a charge of $10 for a replacement.

All student laptops will be available as needed and set up to print to the printer in the school office.

Students may purchase a personal mouse to use with a classroom laptop if they prefer that to using the touchpad.

Tutoring

The school facility may be used for after school tutoring as long as certain rules are followed for the safety and transparency of all involved. All after-school or before-school tutoring must be implemented in a designated area. A student is not allowed to be alone with another student without the presence of another WSCS faculty/staff member or parent onsite.

Valedictorian /Salutatorian/Junior Marshals

West Side Christian School recognizes academic achievement by selecting a valedictorian, a salutatorian, and junior marshals. Guidelines for each are as follows:

Valedictorian

- Senior with the highest cumulative numerical grade average
- Exemplary conduct with no history of out-of-school suspension or expulsion in 9th-12th grades
- Attending school full-time with at least 4 credit hours
- Attended WSCS for BOTH junior and senior years

Salutatorian

- Senior with the second highest cumulative numerical grade average
- Exemplary conduct with no history of out-of-school suspension or expulsion in 9th-12th grades
- Attending school full-time with at least 4 credit hours
- Attended WSCS for BOTH junior and senior years

The top 3 ranked students will be notified at the end of the 3rd quarter and asked to prepare a speech in anticipation of being awarded. Final drafts of the valedictorian and salutatorian speeches must be approved by the WSCS Guidance Counselor. The valedictorian and the salutatorian will be notified of selection following final exams or at the end of the 4th quarter grading period if exemptions are applicable.

If there is a tie past the hundreds place on cumulative GPA, the students will serve as co-valedictorians or co-salutatorians.

Junior Marshals

The 2 students in the junior class with the highest GPA of the current year will be awarded the title of Junior Marshals. GPA will be determined by the average cumulative grades through the first 3 grading periods of the current school year. If there is a tie past the hundreds place on cumulative GPA, the students will serve as Co-Junior Marshals. These students must have no history of major disciplinary action such as out-of-school suspension/expulsion.

Work-Study Program

The 21st Century Educational Commitment to all individuals in high school includes the promise that all students will graduate from high school, College and Career Ready. Regardless of the direction a student chooses, they must make their own decisions and an educational plan must be in place to meet the goals and provide a learning structure. The West Side Christian High School Internship Work-Study Program allows students with paid jobs and/or unpaid internships to prepare for the world of work AND earn high school elective credit.

Program Requirements:

- Parent Approval and Signature
- Student Program Acknowledgement Agreement and Signature
- Internship/Work Study Business Partner Approval and Signature
- Guidance Counselor Approval and Signature
- Principal Approval and Signature

Hourly Requirement for Elective Credit (based on the district calendar)

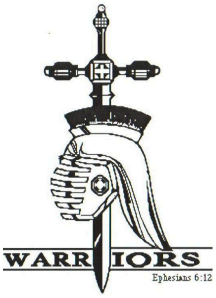
- 30 hours per nine week grading period = ¼ credit (one credit per year)
- 60 hours per nine week grading period = ½ credit (two credits per year)
- Two maximum elective credits per year and Four total elective credits in high school

Hourly Verification

- For Work-Study verification, students must provide the school with their paycheck information listing hours worked, tax deductions, etc. Confidential or sensitive information may be blacked out. Photo copies will be made and filed in a secure location as evidence supporting the credibility of Work-Study hours and awarded credit.
- For an Unpaid Internship, students must use the provided hourly log-in sheet initialed by the business or agency partner daily and signed by both student and business supervisor at the bottom of the form when submitting to certify the total number of hours worked/logged.
- Hours must be verified during the last week of each of the four quarterly WSCS grading periods. Special circumstances may be considered when requested in writing to WSCS.

Grade Determination

- Internship/Work Study Business Partner Rubric Provided = Quarterly Grades



POLICIES RELATED TO CONDUCT

Bus Policy

Students will not be allowed to stand except for loading and unloading. Attendance of all students and adults must be confirmed and documented prior to departing. A copy of this document must be provided to the office receptionist via email/text. Roll will be called each time the bus is loaded. Students may have snacks on the bus as long as they take the responsibility to keep the bus clean. All school policies apply to students while on the bus. Any actions such as standing, not sitting in assigned seat, being disrespectful to the bus driver or peers, horseplay, throwing of objects, or any actions that may distract the bus driver are prohibited and will result in disciplinary action.

Chemical Philosophy

West Side Christian School seeks to enroll those students who, with the support of their parents, will pledge to remain drug, tobacco, and alcohol free. Recognizing that parents bear the major burden of directing the child, the school seeks to enroll and support families who insist on a strictly chemical-free life-style for their children.

The use, possession, or being under the influence of tobacco, intoxicants, or drugs on campus, in transit or at any school event is strictly prohibited. The use, possession, or being under the influence of any of these may result in dismissal from school. Under no circumstances will the sale of tobacco, drugs, or alcoholic beverages be allowed on West Side Christian School property. Upon the sale or possession of drugs, alcohol, or other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff will result in removal from the campus and be reported to the appropriate authorities at the discretion of Administration.

Drug Testing

West Side Christian School does not conduct random drug testing on campus for suspicion of drug use. West Side Christian School will, however, contact parents upon suspicion of alcohol or drug use and request they come immediately to the school to check their student out. This type of incident may result in the student's permanent removal from the school.

Canine Walk-Throughs

The El Dorado Police Department will periodically and without prior notification, make routine canine walk-throughs on WSCS campus. These walk-throughs will include the parking lot and buildings. Any alerts may result in a thorough search of any vehicle, locker, backpack, or other property (school or personal).

Discipline

West Side Christian School maintains a high standard for discipline because discipline is one of the most important aspects of the educational structure – helping to develop character, organization and efficiency. Students, as individuals, and the school, collectively, are judged by the way students conduct themselves; therefore, students' behavior must reflect favorably upon themselves and upon the school at all times. The main purpose for our discipline policies is to help students learn self-control and, in return, gain favor and wisdom as they grow and mature.

Administration has the authority to immediately remove any student from the classroom or campus who exhibits behavior that endangers or compromises the safety and wellbeing of others. A parent meeting that includes the school counselor and may include members of the school board will be required to determine the appropriate course of action.

West Side Christian School recognizes four different categories of discipline: 1) Minor Offenses, 2) Before/After School Detention, 3) In-School Suspension, 4) Off Campus Suspension or Expulsion.

Minor Offenses/Specific In-School Detentions

All minor violations and misbehaviors will be managed by the classroom teachers. Students and parents will be educated about classroom expectations regarding conduct through verbal and written communication that includes letters, conferences, classroom instruction, and electronic communication. Teachers will use discretion regarding consequences for minor misbehavior which may include writing lines, solitary classwork for a set time, running laps at recess, missing an enjoyed elective, silent lunch, loss of dress down day, timeout or other similar types of detention.

Examples of minor violations:

* Bathroom Misbehavior
* Dress Code Violation
* Chewing Gum or Eating
* Littering
* Misbehavior During Transitions
* Inappropriate Use of Electronic Communication
* Being Away From Assigned Area
* Disturbing Class
* Lunchroom Misbehavior
* Public Display of Affection

Office Visit/ Before & After School Work Detentions/Saturday Detentions

An office visit will be recorded in the student's JupiterEd file. Detention will take place from 7:00-7:45 a.m. and from 3:15-4:00 p.m. and consist of work duty or physical activity (e.g. running laps) whenever possible. If detention is missed, without prior notification to the discipline officer, the student will automatically serve 1 day of in-school suspension.

1x referral: parents notified
2x referral: student meets with guidance counselor, parents notified
3x referral: in-school suspension and parent conference

Examples of violations requiring work detention:

* Disrespect
* Insubordination
* Obscenity
* Profanity
* Technology Violation
* Uncooperative Behavior
* Vehicle Violation
* Recklessness

In-School Suspension

In-school suspension will be held in the school office or the ISS room, and consists of a partial or full day of solitary class work for each class missed. The Vice Principal is responsible for collecting all assignments from teachers and for returning completed assignments at the end of the day. All work completed during in-school suspension will be graded and credited. All scheduled tests for the day will be given in the office on that day unless the teacher requests accommodation. If suspension is a result of cheating, a zero will be given for all work related to the event of cheating. Lunch will be in isolation and the student counted present in all classes.
Examples of violations requiring in-school suspension:

* Cheating
* Fighting
* Harassment/Bullying
* Skipping Class
* Vandalism
* Dishonesty
* Gambling
* Improper Check Out
* Technology Violation

Off Campus Suspension

A student may be suspended anywhere from 1-5 days after parents are informed. Any off-campus suspension will require intervention by the guidance counselor and a conference with parents before the student is allowed to return to school.

Suspension x1: 1-3 day suspension, meet with guidance counselor
Suspension x2: 2-5 day suspension, placed on probation for rest of school year, meet with school Board
Suspension x3: may be considered for expulsion

* Harassment/Bullying
* Possession or use of alcohol/tobacco in any form/drugs/illegal substance
* Possession of a weapon or dangerous item
* Technology violation resulting in witness or evidence of pornographic viewing
* Theft
* Violence directed at another
* Any action that endangers the safety or wellbeing of others (physical, emotional, social, sexual harassment, etc.)
* Repeated violations/offenses

***Administration reserves the right to use discretion in determining consequences of the above violations and any other violation of policy or expected conduct not specifically listed above. Consequences may be more severe than what is listed. The nature of the incident and the history of a student's behavior will be considered in all cases.**

Dress Code

K-4 through 12th Grades:

Students are expected to be well dressed and groomed at all times on campus and at all times when they are representing West Side Christian School at away activities.

Girls:

- Pants - khaki, navy, or gray only - no jogger pants, baggy, cargo pants, or jeggings
- Shorts/Skorts/Skirts - khaki, navy, or gray only - must be worn with shorts underneath and reach a length of no more than 3 inches above the top of the knee cap - solid color tights or leggings (no jeggings) may be worn under skirt
- Polo Dresses - any solid color - must be worn with shorts underneath and reach a length of no more than 3 inches above the top of the knee cap - solid color tights or leggings may be worn under dress
- Shirts- solid color polo shirt with collar; white or oxford blue button down shirts are also acceptable
- Jackets or Coats- solid color
- Hoodies, Sweatshirts, and Sweaters may be worn over uniform shirt but must be solid colors with no logos (no college shirts or camouflage)- UNLESS it is a Warrior Wear hoodie or sweatshirt . (See Warrior Wear description, below.)
- Shoes- closed-toe shoes with backs or boots only for safety reasons–Slides, Flip Flops, Sandals, and Clogs are not acceptable

Boys:

- Pants - khaki, navy, or gray only - no jogger, baggy, or cargo pants
- Shorts - khaki, navy, or gray only - must reach a length of no more than 3 inches above the top of the knee cap
- Shirts- solid color shirt with collar; white or oxford blue button down shirts are also acceptable
- Jackets or Coats- solid color
- Hoodies, Sweatshirts, and Sweaters may be worn over uniform shirt but must be solid colors with no logos (no college shirts or camouflage) - UNLESS it is a Warrior Wear hoodie or sweatshirt. (See Warrior Wear description, below.)
- Shoes- closed-toe shoes with backs or boots only, for safety reasons– Slides, Flip Flops, Sandals, and Clogs are not acceptable

STUDENTS WILL BE ALLOWED TO WEAR BLUE JEANS WITHOUT HOLES AND A WARRIOR WEAR SHIRT ON FRIDAYS AND ON DAYS WHEN WSCS HAS A HOME GAME IN VOLLEYBALL, BASKETBALL, BASEBALL AND SOFTBALL.

Spirit Day Policy

Every Friday will be Warrior Day (unless otherwise designated). Students, faculty and staff may wear jeans and West Side Christian School Warrior Wear shirts, athletic shirts, jerseys. *Warrior Wear garments are those that have the West Side Christian School Name, Logo, or theme printed on them. Warrior wear is available for purchase at least twice a year as a fundraiser, but can also be purchased from other vendors such as local retailers, Etsy, or independent vendors.

Students may also wear Warrior Wear on days when volleyball, basketball, baseball and softball have HOME GAMES. Approved items as stated above (for every day school dress) may be worn in place of jeans and spirit apparel. Jeans may not have any holes, may not be frayed at the hem, may not have excessive rhinestones, be

painted, and may not be excessively loose or tight. Skinny jeans are not allowed. Throughout the year, WSCS will have “Spirit Days”. Regardless of the theme, all attire must abide by general guidelines of our dress code. (See prohibited items listed below). Administration reserves the absolute right to determine what is excessive. If there is doubt, please do not wear it.

Prohibited Items

Any clothing or appearance that draws negative or excessive attention is prohibited. This includes body piercings, tattoos* (must be covered) and extreme hairstyles or coloring. *Note: it is against the law for a student under the age of 18 to have a tattoo without parental consent. Hair must be a natural color. Boys must be clean-shaven and may not wear earrings.

Boys' hair may extend over the ears and touch the shirt collar but must remain above the shoulders and out of the eyes when worn naturally. Hairstyles that require the hair to be tied back, pinned, or otherwise secured in order to meet these requirements are not permitted.

Clothing must be neat and may not be frayed or tattered. Jackets, sweaters, hoodies, and other outer garments must be worn as designed, with both shoulders properly covered and sleeves worn as intended. Clothing may not be worn in a manner that is intentionally inconsistent with a neat, orderly appearance. Symbols or slogans that suggest vulgarity of any kind or endorse alcohol, tobacco, or drugs are not allowed. Inappropriate items include but are not limited to spaghetti straps, strapless, (**strapless dresses are allowed for formal events ONLY such as Homecoming and High School Formal subject to advance review and approval of the attending dress code officer),** exposure of bare back or midriff, excessive shortness, tightness or bagginess, wearing undershirts as outer shirts (boys undershirts, girls camisoles), or see-through tops without appropriate undershirt. Shirts and shoes must be worn at all times. Caps may be worn outside of regularly scheduled class times during home or away activities but must face forward.

Violations: Violations will be addressed at the discretion of administration and may result in the loss of Friday Warrior wear day the week of the dress code violation, writing lines, solitary classwork for a set time, running laps at recess, missing an enjoyed elective, silent lunch, timeout or other similar types of detention.

Electronic Communication Devices/Internet Use

West Side Christian School permits the use of ipads, laptops, and computers and the use of the internet for educational purposes only. It is not a right. It is a privilege that may be revoked at any time. Students and their legal guardians must read and sign the Acceptable Use Policy each year in order for students to use the internet or any form of technology device during school hours, during school activities or while on school campus.

Students will only search those internet sites approved by the teacher. All information sent to or received from school computers or ipads is West Side Christian School property and should not be considered confidential or private. West Side Christian School reserves the right to search the history on all electronic devices used for school purposes, even personal devices that are brought to school for educational reasons. Personal devices should not be used or brought to school if the student or legal guardian(s) do not want school administration to review the history of the device. The privilege to possess electronic devices on school campus during instructional time is optional; therefore, West Side Christian School is not responsible for any damage or theft of student-owned electronic devices.

Any unacceptable use of electronic devices or the internet will result in disciplinary actions. These include but are not limited to:

- Use of profanity, obscenity or other language that may be offensive to another user

- Text messaging to anyone at any time except in an emergency situation where the safety of the student or another person is concerned
- Taking pictures or video during school hours except what is directed by a teacher for instructional reasons
- Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful messages, pictures/images or postings
- Accessing pornographic or obscene material
- Attempting to bypass or bypassing the school's filtering system, including removing or refiguring set restrictions
- Using network resources to commit plagiarism
- Unauthorized use, copying, or forwarding of copyrighted material
- Unauthorized installation, use, storage, or distribution of copyrighted software
- Any form of vandalism, including damaging computers, computer systems or networks, disrupting the operation of the network, creating or placing a computer virus on the network
- Accessing another person's individual account without prior consent or accessing a restricted account without the prior consent of the responsible administrator or teacher. The person in whose name the account is issued is responsible at all times for its proper use.
- Copying and/or downloading commercial software or any material in violation of federal copyright laws
- Transmission of any material in violation of any local, state, or federal law

Cell Phones

Personal cell phones are not allowed to be used by students on school property or during the school day. On travel days for athletics, students may turn in phones to the school office upon arrival to campus. The Athletic Director or tending Coach will transfer phones to the gym so that athletes will have access to their phones after the game.

1st offense 1 day in-school suspension
2nd offense 3 days in-school suspension
3rd offense 3 days off campus suspension with zeros on all missed classwork and assignments
4th offense requires indefinite off campus suspension with immediate appearance before the school board.

Harassment/Bullying

West Side Christian School is committed to maintaining a healthy and positive learning/working environment that is free of harassment, bullying, intimidation and threats of violence at all times. Harassment or ullying by any board member, administrator, faculty member, staff member, student, parent, volunteer, or guest will not be tolerated and is strictly prohibited.

West Side Christian School views bullying as a form of harassment that can cause adverse effects in many ways (physically, psychologically, socially) and have long term affects that result in poor self-image/esteem, academic performance, and failure to thrive.

Examples of Bullying include but are not limited to:

- Verbal – unwanted verbal approach, inappropriate language and use of language such as name calling, attacks on individual differences such as race/gender, threats, spreading rumors, etc.
- Non-verbal – neglecting, ignoring, ostracizing, or rude gestures
- Physical – unwanted physical approach, any aggressive physical contact such as hitting, pushing, tripping, pinching, or damaging property

- Cyber – inappropriate use of technology to intentionally create or that results in emotional/psychological harm, or spreads false or harmful information.

The above examples of bullying are considered forms of harassment. Other examples of harassment include but are not limited to:

- Subtle or overt pressure for involvement
- Implicit or explicit threats against ones' employment , safety, or academic security/success
- Unsolicited gestures or comments or the display of offensive, graphic materials
- Unwanted sexual advances, requests for sexual favors, and other verbal or physical contact of sexual nature

If a student, parent, faculty or staff member has been a witness to such harassment or bullying, or has been a victim of such abuse, WSCS expects it to be immediately reported to administration. All types of bullying/harassment will be treated according to the school's discipline policy.

Honor Code

Academic integrity encompasses the principles of honesty, fairness, respect, responsibility, and excellence. The purpose of the Honor Code is to provide students, families, faculty and staff with a common guideline and understanding of the actions that violate academic honesty and integrity. West Side Christian School expects all members of our academic community to demonstrate honesty and integrity at all times and in all ways.

Violations:

1. A zero will be given on all work where cheating was involved
2. Depending on age and circumstances, student may receive a specific in-school detention, after school detention, in-school suspension, or after school suspension
3. Student may be asked to forfeit membership and/or office in a school club, specifically membership in the National Honor Society or Student Council
4. Student may lose eligibility to join the National Honor Society, Student Council, or other school club

Cheating

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying.

West Side Christian School believes students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and the structure of the students to guard from temptation. Cheating includes but is not limited to:

- Looking at a test, quiz, or exam of another student while assessment is in progress
- Attempting to communicate information in any way during an assessment
- Having access to written cheat sheets of information in any form
- Using programmable calculators, graphing calculators, computers or other electronic devices unless expressly permitted by the instructor or using them in a manner not prescribed by the instructor
- Using a cell phone or any other form of technology to copy or communicate information from an assignment or a test
- Submitting work through the use of technology that is not created by the student, including, but not limited to ai generated, file sharing, copying files to and from websites, or purchasing solutions or works from others
- Failing to give credit for the work of others
- Copying or paraphrasing all or part of another's work
- Allowing others to copy or paraphrase your work
- Using the internet or purchasing summaries of reading assignments instead of reading the assigned work
- The use of computer-assisted translation programs in writing assignments for all foreign language classes
- Sharing information with another student about content on an exam that is scheduled to be taken at a later time

Weapons

Any implements designed to be used as weapons are strictly prohibited from WSCS buildings, grounds, and vehicles parked on campus. Possession of such implements may result in suspension or student expulsion.