



# West Side Christian School

*Home of the Warriors*

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El Dorado, Arkansas 71730  
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[www.westsidchristianschool.org](http://www.westsidchristianschool.org)

## STUDENT HANDBOOK 2021-2022 (rev. Nov. 2021)

## 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.

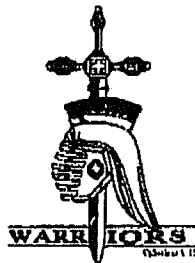
Our aim is to provide a Christian perspective on the total world view from which will produce a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and worship — all grounded in the Christian concept of love. The spiritual must permeate 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 Accrediting Association (ANSAA) which is affiliated with the National Federation of Nonpublic School State Accrediting Association. We are also a member in good standing of 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!



*And this is the record, that God hath given to us eternal life,  
and this life is in his Son. (1 John 5:11)*

## **Our theme for 2021-2022**

### **"For the Record"**

*And this is the record,  
that God hath given to us eternal life,  
and this life is in his Son.*

1 John 5:11

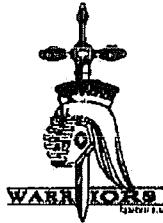
# The Warrior Way

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.

### Mission

To teach a Christian world view in spiritual and community life, inspire and equip students to reach their potential in academics, and help develop well-balanced members of society.



## **POLICIES RELATED TO ADMISSIONS**

### Academic Requirements

Students not transferring to WSCS from an accrediting public or private school may be required to take a 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 new students and families are required to visit the campus and interview with the Registrar prior to enrollment. New students entering 7<sup>th</sup>-12<sup>th</sup> grades and parents are required to interview with the admissions team prior to enrollment.

A completed application and 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 7 items have been received in the school office:

1. Completed applications
2. Immunization records
3. Birth certificate – State certified copy
4. Registration fee
5. Book fee
6. Initial tuition payment

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 may be found on our school website and 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 world view 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.

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**

To attend high school formal (prom), Juniors and seniors must attend the high school retreat the day prior to the party event. If the high school retreat is on a different day (than the day prior to formal), seniors must also be in attendance on the day prior to high school formal. Seniors are also 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 circumstance are not to be requested.

### 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 Release Checklist. Various procedures to verify the identity of approved individuals will be in place including an on-site student release checklist and/or window decals. Teachers reserve the right to ask for photo identification at any time.

#### **K-4, K-5 and 1<sup>st</sup> grades:**

K-4, K-5 and 1<sup>st</sup> grade drop-off and pick-up is located at the back entrance of the school, at the end of the Outback area where these classes are located.

#### **2<sup>nd</sup> – 6<sup>th</sup> grades:**

2<sup>nd</sup>-6<sup>th</sup> grade drop off is on the east side of the school. That is the entrance on the right hand side of the school if you are looking at the school from Hillsboro Street. It is important that all 2<sup>nd</sup> - 6<sup>th</sup> graders are dropped off at this entrance while teachers are on duty (from 7:30-7:55 a.m.) so that 1) young children are not walking through the secondary wing without a teacher and 2) young children are not walking through campus unattended. Pick up is in the same location for 2<sup>nd</sup> – 4<sup>th</sup> graders. 5<sup>th</sup> and 6<sup>th</sup> grade pick up is located at the front entrance of the school.

#### **7<sup>th</sup>-12<sup>th</sup> grades:**

7<sup>th</sup>-12<sup>th</sup> grade drop off and pick up is located at the front entrance of the school.

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

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.

For safety reasons, 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. 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!**



**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 -****Students and Parents to Teachers:**

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is in the 7<sup>th</sup>-12<sup>th</sup> 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.

**Parents and Patrons to Administrator:**

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.

**Staff to Administration:**

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.

### 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.

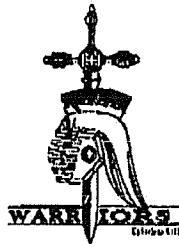
### Trespassing/Loitering

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

Students are to observe safe-driving practices and rules of courtesy. The campus speed limit is 10 mph at all times. Students must present their driver's license to the school office to receive a school parking pass. All students must park in the designated area for students only and have their parking pass in clear view on the dash. 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.



## **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 1<sup>st</sup> – 11<sup>th</sup> grades takes place in the spring of each year.

### **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 Jupiter Grades 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.

### **College Courses**

West Side Christian School offers dual credit and concurrent college classes in partnership with South Arkansas Community College. These classes are optional and require additional fees that are paid to the college. To participate in this program, 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 COMPASS scores
4. Independent study skills
5. Personal transportation or arrangements
6. Good and prompt attendance of the college course
7. Timely return to West Side Christian School for on campus classes

## 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+	100-99
A	98-93
A-	92-90
B+	89-88
B	87-83
B-	82-80
C+	79-78
C	77-73
C-	72-70
D+	69-68
D	67-63
D-	62-60
F	59-0
E =	Excellent
S =	Satisfactory
N =	Needs Improvement
I =	Incomplete

## Exemptions

High school students (9<sup>th</sup>-12<sup>th</sup> 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. West Side Christian School does not allow special academic exemptions for exemplary behavior or conduct.

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  $\frac{1}{2}$  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 \$25 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.

K4-6th 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. If students should need to visit the library independently they must have a signed hall pass from their teacher. High School Study Hall periods may be available in the library when the schedule allows.

chapter, the student must have earned in the first semester of either seventh or eighth 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.

### 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**

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

#### **Salutatorian**

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

The top 3 ranked students will be notified at the end of the 3<sup>rd</sup> quarter and asked to prepare a speech in anticipation of being awarded. The valedictorian and the salutatorian will be notified of selection following final exams or at the end of the 4<sup>th</sup> 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

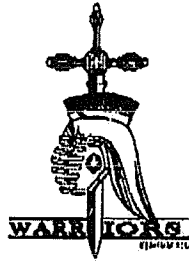
The 21st Century Educational Commitment to all individuals in high school includes the promise that all students will graduate from high school, College and Career Ready. Regardless of the direction a student chooses, they must make their own decisions and an educational plan must be in place to meet 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 = ½ credit (one credit per year)
- 60 hours per nine week grading period = 1 credit (two credits per year)
- Two maximum elective credits per year and Four total elective credits in high school



## **POLICIES RELATED TO CONDUCT**

### **Bus Policy**

Students will not be allowed to stand except for loading and unloading. Teachers and coaches must assign student seating prior to bus use and provide a copy of the seating chart to the office. Attendance and seating must be confirmed and documented prior to departing. The student may sit only in that seat and must remain seated at all times. 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).



**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 office staff 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:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>* Cheating</li> <li>* Fighting</li> <li>* Harassment/Bullying</li> <li>* Skipping Class</li> <li>* Vandalism</li> </ul> | <ul style="list-style-type: none"> <li>* Dishonesty</li> <li>* Gambling</li> <li>* Improper Check Out</li> <li>* Technology Violation</li> </ul> |
|--|--|

**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, 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.

**Boys:**

- o Polo shirt – long or short sleeves in any solid color (no large logos front or back)
- o Collared button-down oxford – long or short sleeves, white or blue chambray only, 100% cotton or poly cotton (no knits)
- o Turtleneck shirt – solid, long sleeve in any color
- o Pants – solid navy, khaki, grey only, with or without belt loops (no designs)
- o Shorts – solid navy or khaki only, with or without belt loops
- o Sweater – short or long sleeve, any solid color
- o Sweatshirt/Hoodie – long sleeve in any solid color or may be official WSCS Warrior Item. Camouflage and college sweatshirts are acceptable.
- o Any light weight jacket or heavy coat outside of guidelines is acceptable as long as it will be taken off during school hours aside from outdoor activities. Camouflage coats are acceptable.
- o Leather shoes, sandals, boots and tennis shoes
- o Black, brown or navy belts
- o No other items will be allowed.

**Guidelines:**

- o A solid short or long sleeve shirt may be worn under polos and button-downs (any color).
- o A uniform polo, button-down, or turtleneck shirt must be worn under all sweaters/sweatshirts/hoodies.
- o Any approved under shirt may not be longer than the outer top or must be tucked in.
- o Shorts must be no shorter than 3" above the knee
- o Belts are encouraged with all shorts or pants with belt loops (If pants sag inappropriately, a belt will be required)
- o Flip-flops are not allowed.

**Spirit Day Policy**

Every Friday will be Warrior Spirit Day (unless otherwise designated). Students, faculty and staff may wear jeans and West Side Christian School spirit shirts, athletic shirts, jerseys, or approved Warrior apparel that has either been purchased through the school or preapproved by administration. 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 and may not be excessively loose or tight. Skinny jeans are not allowed. 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. Hair must be a natural color. Boys may have hair over their ears and touching their collar, but it must be above shoulders and out of the eyes. Clothing must be neat and may not be frayed or tattered. Symbols or slogans that suggest vulgarity of any kind or endorse alcohol, tobacco, or drugs are not allowed.

\*Note: It is against the law for a student under the age of 18 to have a tattoo without parental consent.

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. Boys must be clean-shaven and may not wear earrings. Caps may be worn outside of regularly scheduled class times during home or away activities but must face forward.

### Cell Phones

West Side Christian School allows students to bring a cell phone to school but does not allow students to possess a cell phone while on campus during the regular school day or during athletic practices. Students are required to turn in cell phones upon arrival to campus and may pick up their phones after the last bell or prior to checking out early. The Athletic Director or tending Coach will transfer phones to the gym so that athletes will have access to their phones once practice is dismissed after school. At special times when this does not occur, athletes may pick up their phones prior to practice if they are leaving campus from the gym and not returning to class. Gym rules for cell phones apply in all circumstances once the student is not returning to class.

1<sup>st</sup> offense 1 day in-school suspension

2<sup>nd</sup> offense 3 days in-school suspension

3<sup>rd</sup> offense 3 days off campus suspension with zeros on all missed classwork and assignments

4<sup>th</sup> 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 Bullying 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 one's 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.

**RELEASE OF PHOTOGRAPH**

It is understood and agreed that I do hereby give West Side Christian School, its successors and assigns, and all persons or corporations acting with their permission or upon their authority, the absolute right and unrestricted permission to use and/or publish my child's name and/or photograph, still, single, multiple, or moving, or in which my child may be included in whole or in part, or composite, or distorted in character or form, in any media including internet and social networking venues for prayer or sponsorship support, advertising, marketing, trade, fundraising or any other lawful purpose. I do hereby waive the right that I may have to inspect the photograph or video clip that may be used in connection therewith, or the use to which it may be applied and grant West Side Christian School the right to edit the original or copy thereof at its discretion. I further understand my child's name, age, and/or grade may be used in conjunction with the photograph or moving video.

I understand the date of this authorization is without time limitations and that I may revoke, or withdraw, this authorization to use and/or publish my child's name and/or photograph at any time by sending a written notice to West Side Christian School, ATTN: School Office Staff, 2400 W. Hillsboro, El Dorado, AR 71730.

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Name of Child

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Name of Parent/Legal Guardian of Child

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Date

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\_\_\_\_\_ I DO NOT give West Side Christian School permission to use and/or publish my child's name and/or photograph.

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Name of Child

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Name of Parent/Legal Guardian of Child

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Date