

### **DISCIPLINARY PROCEDURES GRADES K-6**

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

### **DISCIPLINARY PROCEDURES – GRADES 7-12**

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

The discipline process has four steps.

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

The administration will take the following actions on an office referral: The assignment of detention, ISS, Saturday School (parent will be responsible for paying the substitute who monitors ISS or Saturday School \$65), suspension, or other forms of punishment may be given. If the poor behavior continues, a report will be filed with the board to begin dismissal procedures.

This philosophy gives rise to the following policy when a student is sent to the office by faculty:

#### **Level One Offenses**

Out of class without permission	*Food, snacks, drinks, etc. outside approved areas
Violation of dress code	Improper physical contact
Littering campus/building	Supply/equipment/computer misuse
Public display of affection	Improper behavior in assemblies/classroom/chapel
Running in hallways	Violation of classroom rules
Violation of cell phone policy	Using earphones and/or games during class time
Teasing/insulting	Talking/disruption of instruction
Making unnecessary noises (i.e., drumming pencils, tapping)	

\*Water that is allowed in the classrooms must be in a see-through, spill proof container. No food is allowed in the classroom unless permission has been granted by the teacher.

Teachers will document Level One offenses in Jupiter so there will be a record of the four offenses that will constitute a Level Two offense.

#### **Level One Consequences**

##### **First-Third Level One Offense**

1. Verbal request for behavior change and notify parents.
2. Written notification to parents will be sent by email through Jupiter.

##### **Fourth Level One Offense which qualifies as Level Two**

1. Notify parents by phone, plus detention hall and/or other appropriate discipline.

2. For grades 11 and 12, loss of off campus privileges for up to three (3) weeks.

Level One Offenses will be counted on a semester basis.

### Level Two Offenses

Fourth offense of level one	Lying
Cheating	Physical Harassment
Gambling	Fighting
Improper driving on/about campus	Tobacco in any form, including
e-cigarettes/vapors	
Profanity or obscenity in any form	Derogatory remarks/Bullying
Leaving campus without permission	Truancy (both absences and tardies)
Disrespect for teachers	Verbal Threat of Bodily Harm
Destruction of school property	

### Level Two Consequences

#### First Level Two Offense

1. Parents notified by phone, plus other discipline as deemed necessary.
2. Automatic lunch detention. Juniors and Seniors will forfeit privilege to leave campus in order to serve lunch detention.
- 3.

#### Second Level Two Offense (or eighth Level One offense)

1. Parent Conference, plus other discipline as deemed necessary.
2. Saturday School and loss of final exam exemption privileges.

**\*\*Parents of students receiving this disciplinary action will be required to pay the substitute fee of \$65.00 per day for their supervision during the disciplinary period. When parents are informed of Saturday School, instructions for payment of this fee will be given.**

#### Third Level Two Offense (or twelfth Level One offense)

1. The third offense automatically becomes the first offense of Level Three offenses.

### Level Three Offenses

Third Offense of Level Two	Drug and Alcohol Offenses
One Level Two offense plus three Level One offenses	Petty Theft
Vandalism	Possession of Weapons, Fireworks
Assault and/or Battery (Students or Faculty/Staff	Defiance (continued refusal to follow
directions)	
Trespassing on campus after hours	Sexual harassment/sexting

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

### Level Three Consequences

#### First Level Three Offense

1. Three day maximum in-school or out-of-school suspension -- work can be done for credit, must take final tests that semester
2. Loss of membership in all clubs, honor groups, and class office
3. Loss of participation for 5% of games underway at time of infraction
4. Conference with parents

#### Second Level Three Offense

1. Two week maximum suspension from school – will get credit for work missed, must take final tests that semester
2. Loss of participation of 10% of the games in sport(s) underway at the time of the infraction
3. May be required to attend an alcohol or drug abuse program or other alternative class

#### Third Level Three Offense

1. Conference with parents
2. Automatic dismissal. The student would have a right to a hearing before the board within seven (7) days of the incident.
3. Seniors in the fourth quarter will be suspended from classes for the remainder of the year. They may take exams privately and receive their diploma in the mail after July 1.

Corporal punishment should always be carried out in the office with the principal as a witness. Parents should be notified prior to administration of paddling. Corporal punishment must never be carried out in the heat of anger.

It may be suggested that administration of corporal punishment be carried out at a later time. The only paddles in the building are to be in the administration office.

### IN SCHOOL SUSPENSION (ISS)

1. The fee for in school suspension is \$65 per day.
2. The class will start at 7:55 a.m. and dismiss at 3:25 p.m.
3. Each student must bring all his/her books, iPad, and any other supplies he/she might need at the start of the disciplinary period.
4. Students must follow the uniform policy.
5. Students will not leave the ISS area except for restroom breaks. These will occur at specifically designated times, and students will be accompanied by the teacher.
6. Students must bring their lunch or money for their lunch.
7. Students will not be allowed to sleep in the class but are to study and make good use of their time.
8. Any violation of rules or failure to do classroom work assigned will add days to the student's confinement in ISS. The student must complete his/her assigned number of days. If he/she is absent, the day must be made up. A student will not be released from ISS until his/her attitude and behavior are within the acceptable standards of a regular student and not until all of his/her assigned work has been completed.
9. Students assigned to ISS will be required to take all final tests.
10. Students who are in ISS, or who have been suspended, will be ineligible for any school activity that day, including sports. ISS will not cause a student to suffer academic loss.

### **SATURDAY SCHOOL**

1. The fee for Saturday school is \$65.00 per day.
2. Administration will assign the specific date the student must serve in Saturday School.
3. The assignment will start at 8:00 a.m. and will last until 12:00 p.m.
4. Students will be assigned a work detail on campus. Students should dress for work. The dress code for the work detail will be determined by the administration.
5. Students assigned to Saturday School will be required to take all final tests.
6. If a student fails to show up for the assigned Saturday School, his/her punishment will be extended to two Saturday School assignments. The student will be ineligible for any school activities during the time of Saturday School assignments i.e. if a student fails to show up and has his/her punishment extended, he/she will be ineligible until he/she completes the assignment.

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

### **DISCIPLINE DECISIONS**

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

### **DETENTION HALL**

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

## **WMCS Family Covenant**

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

1. I will strive to abide by the mission statement of WMCS to have: "Excellence in education, in a safe, positive, Christian environment".
2. I will strive to be like Jesus: "And Jesus increased in wisdom, stature, and in favor with God and man." Luke 2:52
3. I will abide by school rules and policies and will support the mission of WMCS through actions and behavior.
4. I will respect coaches, teachers, and administration. If a conflict arises, I will follow correct protocol and set up meetings with the parties involved during school hours.
5. I will actively communicate with other members of the school community openly, directly, promptly, and constructively without resorting to gossip, rumor, or social media posts.
6. I will model appropriate ethical behavior for my children and others and will exemplify WMCS Core Values as stated in handbook.
7. I will volunteer to help with school functions and will be an active participant in educational opportunities.
8. I will commit to reading and/or responding to oral and written communication from the school, including school publications such as but not limited to Jupiter, emails, and handbook.

I understand that my signature below indicates that I will adhere to the items listed in this covenant, in the handbook, and enrollment contract for the duration of this school year.

**Parent Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



**WEST MEMPHIS CHRISTIAN SCHOOL  
FAMILY ENROLLMENT CONTRACT  
SCHOOL YEAR 2020-2021**

We, the undersigned parents and/or guardians, hereby make application enrollment for the following student at West Memphis Christian School and agree to the terms and conditions of this contract.

STUDENT'S NAME: \_\_\_\_\_ GRADE IN 2020-2021 \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_ GRADE IN 2020-2021 \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_ GRADE IN 2020-2021 \_\_\_\_\_

**REGISTRATION FEE:** There is a non-refundable and non-transferable registration fee of \$350 per student or \$550 per family. The registration fee must be paid before your student(s) can attend West Memphis Christian School. This is due with the enrollment contract. *If you are a current student, register by March 31st. If you register after this date, fee increases to \$550 for individual and \$750 for family. (This is an annual fee.)* \_\_\_\_\_

*Please initial*

**FUNDRAISING FEE:** There is a fundraising fee of \$350 per student or \$600 per family. There will be various opportunities given throughout the year to allow you to offset this amount by selling products, such as Chili Supper tickets, Silent Auction tickets, Candy Sale, etc. (This is an annual fee.) \_\_\_\_\_

*Please initial*

**PARENT SERVICE HOUR REQUIREMENT:** 5 volunteer hours per semester per family in support of school activities/events. (Or a fee of \$10 per hour will be accessed per semester) \_\_\_\_\_

*Please initial*

**ATHLETIC FEE:** There is a non-refundable athletic fee of \$75 per sport, per student. If your child participates in more than 2 sports per year, the fee for 3rd, 4th, etc. will be \$50 per sport. This fee is due 2-weeks prior to the first practice. The athletic fee must be paid before your student(s) can participate in the specific sport. Participation includes any practices leading up to the first game. \_\_\_\_\_

*Please initial*

All Families registered will receive one yearbook. Additional yearbooks may be purchased for \$50.00

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