



# MIDDLE SCHOOL HANDBOOK 2015-2016

Our School is a member of the  
Association of Christian Schools International



# WOODLAND CHRISTIAN SCHOOL

## WEST STREET CAMPUS

1616 West Street  
Woodland CA 95695

## MATMOR CAMPUS

1787 Matmor Road  
Woodland CA 95776

Preschool  
530.662.0994  
fax 530.666.3470

Elementary  
530.666.6615  
fax 530.666.3470

Middle School  
530.406.8800  
fax 530.406.0900

High School  
530.406.8800  
fax 530.406.0900

Administrator Mr. Justin Smith  
[jsmith@woodlandchristian.org](mailto:jsmith@woodlandchristian.org)

Middle School Principal Mr. Daniel Rowe  
[drowe@woodlandchristian.org](mailto:drowe@woodlandchristian.org)

Director of Operations  
And Development David Hargadon  
[dhargadon@woodlandchristian.org](mailto:dhargadon@woodlandchristian.org)

Communications Director Mrs. Judy Bailard  
[jbailard@woodlandchristian.org](mailto:jbailard@woodlandchristian.org)

Secretary Lisa Taylor  
[ltaylor@woodlandchristian.org](mailto:ltaylor@woodlandchristian.org)

Bookkeeper Suzi Hargadon  
[bookkeeper@woodlandchristian.org](mailto:bookkeeper@woodlandchristian.org)  
530.662.0260

## WCS School Board

Contact Information [schoolboard@woodlandchristian.org](mailto:schoolboard@woodlandchristian.org)

If you have any questions about anything covered in the handbook, please feel free to call the office for clarification.

Approved 6/2013

# TABLE OF CONTENTS

Mission and Philosophy .....	6
Nondiscriminatory Policy .....	7
Statement of Faith .....	7
Statement of Biblical Authority .....	8
Right of Discretion Statement .....	8
Organization .....	9
Parent Information .....	9
RenWeb & ParentsWeb .....	12
Insurance .....	13
Expected School-Wide Learning Results .....	14
Academics .....	15
Attendance .....	20
Daily Schedule .....	22
Lunch & Brunch .....	23
Transportation .....	24
Physical Education .....	25
Extracurricular Activities .....	26
Special Activities & Events .....	27
Health & Substance Abuse Policy .....	28
Computer Use Policy .....	30
Electronics & Personal Items .....	33
Campus, Facilities, & Equipment .....	34
Expected Student Conduct .....	35
Behavioral Discipline .....	38
Cheating Policy .....	39
Dress Code Policy .....	40
Conclusion .....	45
Student/Parent Agreement .....	46

Dear Parents,

We are glad you chose Woodland Christian School and look forward to a good year together. We are here to assist you in laying a foundation of Biblical knowledge in your child's heart, so he may come to and grow up in Jesus Christ the Lord. We are also determined to give your child an academic training of which you will be sincerely proud.

Please read this material carefully, so that you may know what is expected of you and your children.

There are two kinds of laws: 1) MORAL and 2) POSITIVE. A moral law is commanded because it is right and a positive law is right because it is commanded. "You must not lie" is a moral law. Telling a lie has always been wrong and always will be wrong. But positive laws may change, such as "Jog t-shirts may be worn on Fridays". Next year this standard may change. However, both moral and positive laws require obedience. Our response to both is to be cheerful and from the heart.

So I challenge you this year to:

- 1) Support the school in prayer that we do all things to the glory of our Heavenly Father. You may never know when your prayers or lack of them will make the difference in a student's life.
- 2) Support the school policy. You may not personally agree with all of the rules and standards set by the school, however consider that your attitudes will be reflected in your child's actions and attitudes.
- 3) Support the school personnel. All of our staff are human and will make mistakes. If something really bothers you, contact the teacher. If the problem persists, please contact the principal and me as a final arbiter. It is unwise and unkind to call other parents about your problems with us. We will accept your complaints courteously and appreciatively. Please contact teachers during school hours through the office. Please do not call teachers or administrators at home.

Please seriously consider the above challenge. Woodland Christian School has been established and built upon these three principles. They are essential in maintaining quality education and a quality partnership between home and school.

Let us adopt as our goal, Colossians 1:18 which states in part, "that in all things He might have preeminence."

Thank you,



Justin Smith  
Administrator

# MISSION AND PHILOSOPHY

## HISTORY OF WOODLAND CHRISTIAN SCHOOL

Woodland Christian School was established as a ministry as a ministry of First Baptist Church of Woodland which has since changed its name to Life Pointe Church. In 1998, they began the building of its new campus on a 43-acre parcel in southeast Woodland. This campus provided the space for further expansion, including the addition of a High School. Woodland Christian High School (WCHS) was founded in September of 1999 and included the enrollment of 9<sup>th</sup> and 10<sup>th</sup> graders. WCHS moved to the new Matmor campus in the fall of 2000. The 11<sup>th</sup> grade was added for the academic year 2000-2001 and the 12<sup>th</sup> grade in 2001-2002.

In 2009, with the welfare of both the church and school in mind, the board of Life Pointe Church decided to separate the ministries of church and school so that both ministries could thrive. July 1, 2009 was the official separation and a school board was selected to oversee Woodland Christian Schools.

## MISSION STATEMENT

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

## PHILOSOPHY OF EDUCATION

The educational process in a Christian school is dependent on a biblical philosophy that provides the correct worldview and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the community. Accordingly, the following is the Philosophy of Education for Woodland Christian School:

### ***Education-***

We will provide a safe and loving environment for students to learn. We will seek excellence in all that we do. We will work with parents to prepare and equip their student for college and to live as a light in this dark world.

### ***Service-***

With Christ as our example, students will learn the power of serving others. In humility, we will look not only to our own interests, but to the interests of others.

### **Character-**

Students and staff will strive to live like Christ and be a light at home, at school and in the community. Whether in school or out, students will respect those in authority, be known by the fruit of the spirit, be responsible, respectful and motivated to excel in all they do. We expect students and staff to be humble in all they do.

### **Faith-**

Students will receive Biblical training to help them grow in their knowledge and faith in Jesus Christ. By God's grace, students and families will come to know Jesus Christ as their savior and will communicate God's love to those they come in contact with.

## **NONDISCRIMINATORY POLICY**

We have a nondiscriminatory policy in regard to all races which admits students of any race to all the rights, privileges, programs and activities made available to all students at Woodland Christian School.

## **STATEMENT OF FAITH**

*We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).*

- 1. We believe there is one God, eternally existent in three persons— Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).*
- 2. We believe in the deity of Christ (John 10:33),  
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),  
His sinless life (Hebrews 4: 15, 7:26),  
His miracles (John 2:11),  
His vicarious and atoning death (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 God (Mark 16:19),  
His personal return in power and glory (Acts 1:11, Revelation 19:11).*
- 3. 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 are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).*
- 4. 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 condemnation (John 5:28– 29).*

5. *We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).*
6. *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 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).*

## **STATEMENT OF BIBLICAL AUTHORITY**

The statement of faith stated in the WCS bylaws does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe (2 Timothy 3:15-17). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the WCS Statement of Faith (1 John 1:9, Ephesians 1:7). For purposes of WCS Statement of Faith, practice, policy, and discipline, the WCS Board is the final interpretive authority on the Bible's meaning and application. The New International Version is the officially adopted version of the Bible used at Woodland Christian School.

## **RIGHT OF DISCRETION STATEMENT**

Woodland Christian School seeks to work in conjunction with the home to prepare students for Christian life. Of necessity, this involves the school's understanding and belief of what qualities and characteristics exemplify a Christian life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches and if this lifestyle impedes the mission of Woodland Christian School as determined by the board of directors. This includes, but is not limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (Leviticus 20:13 and Romans 1:27).



# ORGANIZATION

## Woodland Christian School

Woodland Christian School includes four separate schools: Pre-school, Elementary School (kindergarten through fifth grade), Middle School (sixth through eighth grade), and High School (ninth through twelfth grade).

## The Board of Directors

The governing body of Woodland Christian Schools is the Foundation for Excellence School Board. These Christian leaders serve unsalaried, in accordance with the non-profit status of the school.

## Professional Organizations

Woodland Christian School is registered with the state as an accepted and recognized school. Woodland Christian High School is a member of the California Interscholastic Federation (CIF), the Association of Christian Schools International (ACSI), and the National Honor Society (NHS). WCHS is accredited by the Western Association of Schools and Colleges (WASC).

# PARENT INFORMATION

## PARENTAL INVOLVEMENT AND SUPPORT

All parents are encouraged to take an active role in curricular and extracurricular programs at WCS. Parents are encouraged to pray for WCS just as the faculty of the school prays for all students and their families.

## PARENT SERVICE HOURS

*"When parents are involved, students get better grades, score higher on achievement tests, attend school more regularly, drop out less often, and have higher personal aspirations."*

--Henderson, A.T. & Mapp, K.L. (2002). A new wave of evidence: The impact of school, family, and community connections on students' achievement, Austin, TX, National Center for Family & Community Connections with Schools.

Because parent participation is so valuable to the success of the students, teachers and ultimately the school as a whole, WCS is implementing a Parent Service Hours requirement. Each family whose oldest or only child is in 1st - 12th grade is required to serve 30 hours per year. Single parent families as well as families whose oldest or only child is in preschool or

kindergarten are required to serve 15 hours per year. Families with a parent serving in the armed forces overseas are required to serve 15 hours per year. A Parent Volunteer Hour Log is in each office to keep track of the hours volunteered. Hours can be fulfilled in many ways, including but not limited to: serving on a committee, helping in the classroom, yard duty, copying papers, driving on field trips or serving on a beautification day. Grandparents, adult aunts and uncles can also serve the hours. Hours served during the summer will count toward for the upcoming year.

In lieu of fulfilling the service hours, families may opt to pay \$15 per each hour of the requirement (\$450) or opt to serve a portion of the hours and pay \$15 per hour for any unserved hours. At the end of the year, hours will be tallied and a bill will be sent out for any unserved hours.

WCS requests you track your hours using the Parent Service Hours Log in each office. At the end of the year hours will be tallied and a statement will be sent home notifying you of the hours served.

## **GUIDELINES FOR PARENTS WHEN PARTICIPATING IN SCHOOL EVENTS, ATTENDING AS A SPECTATOR OR WHEN ON CAMPUS DAY TO DAY:**

1. Be familiar with the foundational beliefs of WCS as outlined in the Handbook.
2. Show courtesy to school standards and beliefs by dressing and behaving appropriately - honoring the standards while participating in school events or when on campus.
3. Honor the guidelines provided for specific events by enforcing them with your student and in your own choices when you are involved.
4. Show courteous sportsmanship to officials, visiting teams and parents during sporting events.
5. Honor the role of administration, teachers, staff and coaches as they uphold standards in various arenas.

## **GRIEVANCE PROCEDURE:**

Matthew 18:15-19 admonishes us to communicate directly with those with whom we have issue. This model given by God allows for those involved to express their perspective on the matter so that discussion and resolution can take place - preserving the relationship, limiting gossip and allowing for forgiveness and healing for the good of all parties involved and to the Glory of God.

**Matthew 18:15-19** <sup>15</sup>If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. <sup>16</sup>But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' <sup>17</sup>If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. <sup>18</sup>"I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. <sup>19</sup>"Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. <sup>20</sup>For where two or three come together in my name, there am I with them."

## **CLASSROOM OR ATHLETICS:**

First: If you have a concern regarding a policy, grade or decision directly relating to a teacher's/coach classroom/activity, make an appointment with the teacher/coach to share your concern and what you would like to see happen as a result of the meeting.

Second: If you are unable to come to an understanding, make an appointment so that you can meet with both the teacher/coach and the Principal, (then the Administrator if not resolved) to discuss concerns.

Third: If you are unable to come to an understanding, contact the President of the WCS School Board and meet to discuss concerns with you, the parents, the teacher/coach, the administrator and designated board member in order to discuss concerns and come to a resolution on the issue.

Fourth: The designated board member may, if resolution cannot be reached, bring the concern to the entire board for discussion.

Fifth: There will be times when we will have to agree to disagree, put differences aside and move forward for the good of student. Whatever the outcome of the grievance process, respect the position of those involved and move forward in forgiveness courteously and honorably.

# RENWEB & PARENTSWEB

## OUR SCHOOL PARENTS TOOL ...



RenWeb's **ParentsWeb** – is a private and secure parents' portal that will allow parents to see academic information specific to their children, while protecting their children's information from others.

Parents may use ParentsWeb to view student grades on RenWeb, our online grading system. Brief assignment information and grades earned may be viewed once the assignment is graded and entered in the computer. Teachers will post grades within 10 days or less of grading an assignment. If you do not see an assignment please contact the teacher. Email announcements, newsletters, and class documents are also available to parents through teacher emails and on RenWeb.

To learn more about ParentsWeb, please go to the following link in your web browser:

**[www.renweb.com/robohelp/pwdemo/parentswebdemo\\_demo.htm](http://www.renweb.com/robohelp/pwdemo/parentswebdemo_demo.htm)**

Here's how to access ParentsWeb:

- In your web browser type in the address of our school website at [www.woodlandchristian.org](http://www.woodlandchristian.org).
- Click on "ParentsWeb" found on the homepage under the parents tab then click on "to register".
- Log in as follows: (you must have provided your email address in order to log on to RenWeb ParentsWeb)
  1. Click on the "First-time Users" tab if you have not logged into RenWeb before.
  2. Type in your email address that you provided to the school.
  3. Click on the New Parent Login button. You will be emailed a new password within 3 minutes (to the email address you typed in, which must be the same email address that you provided to the school).
  4. Type in the Password assigned.
  5. If you want to avoid re-keying your email address each time you log in, tell the system to remember your email address so need only enter your password to log into the ParentsWeb in the future.

6. Click on the Parent Login button.
- To access grades, click “Classrooms.” This will bring up all classes in which your child is enrolled at the school.
  - Click on “Homework Summary” or “Gradebook Summary” at the top of the column for each child.
  - You can access other school information regarding your child on this site, as well as email the teachers directly.

## **INSURANCE**

Student accident insurance is provided for all students. It is a basic policy which covers all school related accidents.

# EXPECTED SCHOOL-WIDE LEARNING RESULTS

It is the goal of Woodland Christian School that all students become:

## **Persons of Faith**, who

- Develop a relationship with Jesus Christ
- Understand the unique message and truth-claims of Christianity
- Attempt to demonstrate the Christian faith in their lifestyle
- Communicate the message of Christ to the world

## **Effective Communicators**, who

- Convey ideas clearly, creatively and effectively through oral, written and artistic expression
- Receive and interpret messages of others in an effective manner
- Express thoughts, feelings, opinions, and beliefs in a respectful manner
- Demonstrate professional etiquette when interacting with others

## **Life-Long Critical Thinkers**, who

- Analyze and synthesize new data or ideas into logical conclusions
- Interpret and evaluate new concepts, integrating them into their existing worldview
- Develop and implement problem-solving strategies

## **Quality Producers**, who

- Value the importance of quality and creative work
- Create products which demonstrate good planning and hard work, according to given instructions or standards
- Utilize a variety of technological tools to produce exemplary work

## **Community Contributors**, who

- Understand the impact that one servant can have in his or her community and world
- Recognize the value of each individual to God, school, community, and the world
- Contribute time, energy, and talents to improve the quality of life for their school, local church, communities, nation and world
- Strive for excellence within a group dynamic to further collective goals

# ACADEMICS

## MIDDLE SCHOOL ACADEMIC COURSE OF STUDY:

### SIXTH:

Bible  
English  
General Science  
Ancient History  
Math: Concepts & Skills  
Elective (2)  
Physical Education

### SEVENTH:

Bible  
English  
Life Science  
World History  
Pre-algebra  
Elective (2)  
Physical Education

### EIGHTH:

Bible  
English  
Physical Science  
U.S. History  
Algebra I  
Elective (2)  
Physical Education

**ELECTIVES:** Electives may vary from year to year as staffing allows.  
2015-2016 school year:

- Art 1 & 2
- STEM: robotics/engineering
- Spanish
- Drama
- Digital photography
- Student Leadership
- Study Hall
- Worship Team

**ACADEMIC STANDARDS:** One of the main reasons WCMS exists is to provide a high quality education and to equip students to take on the challenges that life brings, from a Christian perspective. WCMS maintains a high level of academic standards and expectations. Each student is expected to maintain a minimum 2.0 grade point average, with no failing grades. Should a student's GPA drop below 2.0, he/she will be placed on academic probation for a period of six weeks, during which time opportunity will be given for the student to improve. After the six week period, should the grade point average fail to reach the minimum standard of a 2.0 GPA with no failing grades, the student may be dismissed from Woodland Christian Middle School. Certain circumstances may extend this academic probation.

While every student will be expected to give their very best to achieve this standard, teachers and staff will work with any students who give their best effort but struggle in some academic area to maintain the minimum standards.

We believe that each student has been uniquely gifted with specific learning strengths and styles and that each student – no matter his/her gifts and talents - is valuable and worthy of our best in order to help them succeed at Woodland Christian Middle School and beyond. We will work with every student to help them use their gifts, talents, and efforts so they may realize their full potential and experience success.

**SPECIAL NEEDS STUDENTS:** WCMS does not offer special education classes, but is able to make environmental accommodations and assignment modifications for students that may have forms of mental or physical impairment that affect their learning. Based on teacher and family input, WCMS administration may convene a Student Study Team (SST) in order to analyze a student's specific needs. The SST will include an administrator, WCMS staff, the student's parent or guardian, and sometimes the student, who will work together to formulate a plan to best meet the identified needs.

### **HONOR ROLL:**

Scholar Honor Roll - Quarter GPA of 3.75-4.0 or greater

Cardinal Honor Roll - Quarter GPA of 3.5-3.74

**ACADEMIC ACHIEVEMENT TESTS:** As a private school, WCMS is not eligible to participate in state-administered standardized testing. We administer *TerraNova3*, an ACSI academic achievement test, in the spring of each year. Access to student test results are made available online. Information will be shared with parents as results become available.

**ACADEMIC REPORTING:** The use of email communication and ParentsWeb is critical in keeping up with assignments and helping students have success in all areas. Each family should file an email address with the office and be signed on and using ParentsWeb.

**PROGRESS REPORTS:** While parents are able to maintain knowledge of student progress through ParentsWeb, a formal progress report is issued at mid-quarter for parents to view. Parents will be notified when the progress report is ready for viewing.

**REPORT CARDS:** For WCMS students, report cards will be issued at the end of each quarter. In addition to academic grades, teachers may include comments pertaining to student's individual classroom habits and attitudes. The following list provides an example of comments teachers may choose to make on report cards:

- |  |  |
|--|--|
| 1. Positive effect on others                           | 15. Difficulty with organizational skills      |
| 2. Homework always complete                            | 16. Not prepared with book or materials        |
| 3. Follows directions diligently                       | 17. Disrespectful to authority or others       |
| 4. Monitors own learning / Asks good questions         | 18. Excessive talking / Distracts class        |
| 5. Actively participates in class                      | 19. Has difficulty staying focused             |
| 6. Showing improvement in class                        | 20. Effort given is inconsistent               |
| 7. Excels in written tasks                             | 21. Does not appear to be working to potential |
| 8. Excels in oral tasks                                | 22. Low class work and/or homework scores      |
| 9. Excels in projects or group activities              | 23. Low test and/or project scores             |
| 10. Thinks critically / Exhibits problem solving skill | 24. Make-up work incomplete                    |
| 11. Work is outstanding                                | 25. Needs to increase amount of study time     |
| 12. Shows academic improvement                         | 26. Tutoring or additional help is recommended |
| 13. Attendance affects progress                        | 27. Student is in danger of failing            |
| 14. Homework not completed consistently                | 28. MS/HS: Occasionally not dressed for PE     |



**CONFERENCES WITH TEACHERS:** Near the close of the first quarter, the MS office will schedule Parent-Teacher Conferences with every MS family. First quarter report cards will be distributed at this conference. Conferences are a valuable time to discuss student gifts and talents, as well as how to help students progress spiritually, academically, socially, and behaviorally.

Parents may schedule conferences with any or all of the student's teachers, but first quarter conferences are typically done with the homeroom teacher. Parents are encouraged to schedule additional conferences throughout the year with teachers. Call the school office or email the teacher directly at any time to set up a conference.

**GRADE CHECKS:** Grade checks provide another method for checking a student's progress during the quarter. A grade check is a form listing all of a student's classes on which teachers record the following information:

1. Current grade based on graded work
2. Total points accumulated for a specific assignment
3. Effort/attitude in class and on campus
4. Test scores
5. Missing assignments
6. Eligibility for after-school sports

Grade checks are used sparingly and must be issued by administration. They are provided at parent request only and must be picked up by the parent from the Middle School office.

**HOMEWORK:** Middle School students will have homework to reinforce skills learned in the classroom, as well as independent projects, and each student is responsible to submit all assignments by the time they are due. This means that the student should know before leaving the classroom each day what assignments are due, when they are due, and how they are to be completed. Students who do not understand the instructions should ask the teacher for clarification. Students who are absent are responsible to consult RenWeb or contact their teacher(s) to learn about the assignments they must complete.

**Each MS student is required to use a daily planner for tracking homework and other assignments. Planners are available for purchase in the MS office.**

Time spent on daily homework will depend on the individual student's rate of work and comprehension of material. If a student is consistently spending over two hours on homework each day, parents need to communicate that with teachers. Students may expect homework every night. Points may be deducted for the following reasons:

1. Incorrect/unsatisfactory work
2. Late
3. Improper heading: Students should use the MLA form outline below
4. Sloppiness: Writing should be legible; paper should be clean and free of drawings or fringe from being torn from a spiral notebook.
5. Incorrect writing utensil: must be dark blue or black pen; pencil
6. Lack of red pen or pencil: correcting only
7. Incorrect paper size: must be standard size and college ruled

\* Note that individual teachers may have additional guidelines.

**EXTRA CREDIT & BONUS ASSIGNMENTS:** WCMS does not offer extra credit in addition to assigned work. Teachers may assign “bonus” work for the purpose of providing students with additional learning opportunities and to boost the academic grade. The assignments may only be completed if a student is in good standing in the class, has no missing assignments, and is maintaining excellence in academic effort and classroom behavior. Bonus work is graded according to the guidelines provided by the classroom teacher and counts as a normal assignment in whichever class assigned.

**MLA FORMAT:** Student headings should follow MLA format. This is to be written on the top left hand side of the paper, to the right of the margin. This is standard form for all homework, essays, and projects.

1. Student name: (First and Last)
2. Teacher's name: (Use appropriate title: Mr., Miss, Ms., Mrs.)
3. Date: (January 6, 2011; 1/6/2011)
4. Class/assignment: (English 8, Vocabulary lesson 3 homework)

**PRINTING ASSIGNMENTS:** WCMS does not provide printing service for student work. Students are responsible to ensure their assignments are printed at home, or by other means, and turned in on time.

**STUDENT SUPPLIES:** Students are expected to maintain a supply of study items for personal use in the classroom. Each summer a list is published to help parents and students prepare for the upcoming school year. Supplies need to be restocked throughout the year as necessary.

**GRADING SCALE:** Student grades reflect varied assessments of the student's ability to demonstrate his/her learning and expected skills that they have acquired. All teachers will assign grades based on the following scale:

- 90% - 100% A:** Student is working well above average - showing excellent understanding and completing work neatly, according to instruction.
- 80% - 89% B:** Student is working above average- showing a high level of understanding and completing assignments neatly and according to requirements.
- 70% - 79% C:** Student is comprehending material and communicating understanding on an average level and completing assignments neatly, while following requirements.
- 60% - 69% D:** Student's work reflects a below-average comprehension and/or a poor work ethic in completing the assignment.
- 50% - 59% F:** Student comprehension or effort in completing the assignment as requested falls below the passing level.

# ATTENDANCE

**GENERAL:** Consistent attendance contributes positively to the success of any student. Students at WCS are expected to practice discipline and responsibility by being in attendance each day except for the reason of illness and personal family events.

**ARRIVAL:** Each day, school begins at 8:25am. Each student is expected to be in class, with necessary books and supplies, ready to begin the day before the morning tardy bell rings. Students should not be on campus before 8:00am. If a student needs to arrive early for a special project, teacher permission and supervision is required.

**DISMISSAL:** Students are not allowed to loiter on campus unsupervised. They should collect homework materials within 10 minutes of dismissal and proceed to carpool, Homework Room, extracurricular activities, or other planned engagements.

**HOMEWORK ROOM:** WCMS offers after-school supervision Monday-Thursday until 4:30pm. Students are expected to work quietly on homework and observe school rules, following all directions of the designated Homework Room supervisor.

**CLOSED CAMPUS:** Students are to remain on campus from time of arrival until dismissal time. They may only leave the campus during school hours with a parent for doctor appointments and personal events only if a parent/guardian provides documentation for leaving campus. The student is then signed out from the office and issued a written pass. Parents desiring to pick up a student during the school day should notify the office in advance by a note or a phone call. An off-campus pass will be given to a student leaving school. Students will be marked absent (excused) from classes missed while off campus. Students will be expected to communicate with teachers in order to make up missed work.

**TARDIES:** Students are expected to be on time to each class, seated before the tardy bell rings. An admit slip must be issued by the office to students who are tardy to first period. Tardies to subsequent periods will be noted by teachers in RenWeb. Tardiness to class is unexcused unless the student brings a satisfactory pass from the office or a staff member. If a student does not have such a pass at the time of arrival in the classroom, they may have 24 hours to clear the tardiness. Three unexcused tardies will result in a Conduct Referral and detention. In the event of chronic tardiness, a meeting may be scheduled between administration and parents.

**ILLNESS:** Please do not send a student to school with any contagious or communicable illness or skin rash. Students with constant coughs, sneezing, sore throats, red eyes or fever should not be sent to school. You will be asked to pick up your child if their temperature is abnormal. In order for a child to return to school, their temperature must be normal without the assistance of medication for a period of 24 hours.

**EXCUSED ABSENCES:** When a student is unable to attend school, parents are expected to telephone or email the school before 9:00am to explain why their student is unable to attend. Upon returning to school following an absence, the student must present a written note signed by the parent explaining the reason for the absence. If a student does not provide a note excusing his/her absence within two days of being absent, the absence will be considered unexcused and work will not be counted toward academic grade.

Excessive unexcused absences may result in disciplinary action, including dismissal from school. No refunds are made because of absences.

**ABSENT WORK:** Students will have one day for each day absent to complete missing assignments due to an excused absence. Tests and quizzes missed should be made up as soon as possible.

**PLANNED ABSENCES:** When it is known in advance that a student will be absent, please call or email the school office at least one week in advance to notify the school of the projected absence. The student must still bring a note when returning to school and is responsible to make up all work missed.

Requesting school work prior to the absence is highly recommended. Please contact office at least one week in advance to provide teachers time to prepare assignments. Students should have all work ready to submit when they return to school.

If assignments are completed after returning to school, students must turn in all work missed according to teacher requirements. Students will have one day for each day absent to complete and turn in work, but run a greater risk of falling behind.

**PERMISSION TO LEAVE CLASS:** Students may leave a class session only with the permission of the teacher in charge. Students must note when leaving and returning to the classroom using the sign-out sheets hanging in each classroom.

# DAILY SCHEDULE

WCMS operates on an alternating A/B block schedule, detailed below. Standard class periods are 85 minutes long. A minimum five minute passing period is scheduled between each period. Students should use this time to visit their lockers and use the restroom so that there is no need to leave the classroom during class time.

Students begin each day in their first/second period class. Attendance, announcements, dress code checks, flag salutes, and prayer will be handled during this time before moving on with the course of study. Each class period throughout the day will also begin with prayer.

Standard A/B Day	
1/2	8:25 - 9:50
Brunch	9:50 - 10:00
3/4	10:05 - 11:30
Lunch	11:30 - 12:00
5/6	12:05 - 1:30
7/8	1:35 - 3:00

Minimum A/B Day	
1/2	8:25 - 9:10
3/4	9:15 - 10:00
Brunch	10:00 - 10:10
5/6	10:15 - 11:00
7/8	11:05 - 11:50

Chapel/Rally A/B Day Early Release	
1/2	8:25 - 9:50
Chapel/Rally	9:30 - 10:20
Brunch	10:20 - 10:30
3/4	10:35 - 11:35
Lunch	11:35 - 12:05
5/6	12:10 - 1:10
7/8	1:15 - 2:15

# LUNCH & BRUNCH

Students need to eat a healthy breakfast and a high protein lunch each day, and should drink ample amounts of water throughout the day. Students are encouraged to bring water bottles with them to class to help stay hydrated.

**BRUNCH:** Students have 10 minutes each morning for brunch. This time allows students to enjoy a healthy snack and/or drink before continuing the day. Mama's Cafe is open during brunch, offering a variety of snack foods and drinks.

**LUNCH:** Students will have 30 minutes for lunch each day except on minimum days. Mama's Cafe will be open during lunch. Students may bring their lunch from home or purchase lunch in the Cafe. Hot lunch options are available each day for purchase, and menus are published in advance to help with planning. Lunches are to be eaten in the Cafe or outside on the picnic tables where supervision is provided.

Whether in the Cafe or out on campus, all garbage is to be placed in the trash cans and recyclables in the recycling cans provided.

Those who bring a lunch each day should write their name on lunch bags/boxes so they're not easily misplaced.

**LUNCH TICKETS:** Lunch Tickets can be used in place of cash. They are available for purchase for \$10.00, \$25.00, and \$50.00. Purchase tickets in the MS/HS office.

**OFF-CAMPUS LUNCH:** Students leaving campus during lunch must be accompanied by a parent, adult family member, or youth pastor (not a high school student) and should have **written parental permission**. Students leaving campus will need to check out in the office and carry a pass while off campus. Students leaving campus for lunch are expected to return to campus early enough to be on time for the class immediately following lunch.

# TRANSPORTATION

**CARPOOL:** The carpool lane is a busy time before and after school. Please take extra care when dropping off and picking up students.

Always pull as far forward in the carpool lane as possible before stopping.

If you must exit your vehicle to assist students or speak with staff, please pull into a parking space.

Students are not to keep their rides waiting. Students should leave campus by 3:15pm on normal days, unless with a teacher or coach. On early release Wednesdays, students should leave campus by 2:30pm. On minimum days, students should be picked up by 12:05pm.

The south parking lot is reserved for staff only and will not be used for student drop-off or pick-up.

**BICYCLES:** While students may ride bikes to school, they are not to be ridden on school grounds. Students need to understand and follow the rules of the road, stay alert, and be aware of vehicles when riding to and entering campus.

Because we have no option for storing skateboards and scooters, please do not use these as transportation to school.

**FIELD TRIPS:** Students will participate in class or school field trips throughout the year. Field trip permission forms and information covering the individual events will be issued at least one week before the trip. Permission slips must be completed, signed by a parent/guardian, and returned to school prior to the event. Trip coordinators will designate a deadline for turning in permission forms.

Parents planning to drive on field trips are required to file appropriate insurance and personal documentation with the MS office. Any adult volunteers who will be alone with students must be fingerprinted and cleared through the Department of Justice LiveScan service. Please contact the MS office for more information.



# PHYSICAL EDUCATION

Boys and girls have gender separate PE classes. Each student is required to dress-out fully for PE. Students are to dress in locker rooms only. Clothes are to be kept in the PE lockers, not book lockers or bags. Any student caught vandalizing lockers will be disciplined and held financially responsible for damages. Clothes left out in the locker room will be placed into the lost and found.

A note from a parent or guardian indicating a minor illness or situation will excuse a student from PE for up to three days. An alternative assignment may be given for excused students to complete in place of participation for each day.

A doctor's note is required for more than 3 consecutive days missed, specifying the reason and length of time the student is to be excused from PE.

PE uniforms are required, and should be ordered from the school office before the beginning of the school year. Student's last name must be placed on the uniform shirt and shorts. Clothes should be taken home each week to be laundered. Only WCS shirts, shorts, and sweats are allowed for PE wear:

1. WCS PE ash gray shirt
2. WCS PE black nylon shorts
3. Only WCS PE sweat clothes are allowed.
4. Athletic shoes
5. White or black socks. Small logos are allowed.
6. Sleeveless, torn, or ragged clothes must be repaired or replaced.
7. No hats or sunglasses may be worn during PE.

**HEALTH COMPONENT:** As part of the Physical Education curriculum, teachers will periodically teach and lead discussion on healthy nutrition, lifestyle choices, body image, and sexuality from a Christian perspective. Teachers will communicate such lessons in advance with parents in order to provide the option to decline their student's participation in these potentially sensitive areas.

# EXTRACURRICULAR ACTIVITIES

## ELIGIBILITY:

1. Students must maintain a minimum 2.0 grand point average.
2. Students must not be on academic or behavior probation.
3. On the day of an extracurricular event, the student must be at school for at least half of the school day (3 hours not including lunch; at least 2 hours on a minimum day).
4. The student's actions and behavior at school and school functions must reflect Christ-like attitudes and behavior appropriate to the extracurricular event.

**SPORTS:** Participating in athletic team competition is an excellent way to grow in teamwork, leadership, and overcoming adversity. MS students have the opportunity to play for a variety of sports teams. Athletic participation fees are required for each sport. Consult the WCS parent/student athletic handbook for further information.

	Fall	Winter	Spring
<b>Girls</b>	Volleyball	Basketball: recreational & competitive teams	Track & field
<b>Boys</b>	Jr. Cardinals tackle football		Golf
			Soccer

**LEADERSHIP TEAM & STUDENT COUNCIL:** Students have the opportunity to develop leadership skills by leading among their peers on campus. Students apply in the spring to be selected by MS staff to serve on the Leadership Team for the next school year. Those who serve in this capacity will receive leader discipleship training as well as work together to plan special school events, service and missions-based projects, and Spirit Week. The Leadership Team meets as an elective class, which students will be required to take in order to participate.

Student council consists of elected class representatives that coordinate with the Leadership Team to effectively communicate ideas, information, and concerns with the student body. Student council meets once a month with the Leadership Team, or as needed.

**WORSHIP TEAM:** Students can join the MS worship team and develop their talent and interest in music, audiovisual technology, and service. The worship team meets weekly and occasionally on weekends for workshop sessions. Students help lead and facilitate worship time at MS and elementary chapel services.

**CHESS CLUB:** Mondays, 3:05-4:00pm in Mr. Carl Smith's room (C1)

## **SPECIAL ACTIVITIES & EVENTS**

**CHAPEL:** Chapel is a weekly time when our school meets together to participate in worship and learn principles from God's Word, through guest speakers, drama presentations, worship bands, and films. Students bring their Bibles to chapel unless told otherwise. MS chapel takes place every Wednesday from 8:05-9:05am. Parents and family members are welcome to attend.

**SCHOOL-WIDE FALL RETREAT:** Near the beginning of the school year, the entire MS travels to Alliance Redwoods Conference Grounds for a week of outdoor education, confidence and team-building exercises, and spiritual growth. It is a highlight of the year for many students and staff and is a great way to launch the school year.

**ACSI COMPETITIONS:** Students have opportunities to compete with other Christian schools annually in the Spelling Bee, Speech Meet, Creative Writing Festival, Science Fair, and Math Olympics.

**SPAGHETTI DINNER:** A long-standing WCS tradition, the Spaghetti Dinner is an annual school fundraiser that brings kindergarten through high school families together to enjoy a meal and live entertainment provided by WCS staff.

**CANNED FOOD DRIVE:** Each fall our entire school participates in a canned food drive to help supply the Yolo County Food Bank. Classes compete to bring in the most food as well as a food sculpture contest.

**OPERATION CHRISTMAS CHILD SHOEBOX DONATIONS:** Students fill boxes with toys, school supplies, and hygiene items that will be sent to children in impoverished countries throughout the world.

**ANNUAL WCS DINNER AUCTION:** A major fundraiser for the school, each class produces a unique item to be auctioned at the dinner.

**SPIRIT WEEK:** Four days full of spirited games and competitions as classes are pitted against one another in a big push to earn spirit points before students leave for Easter break. Students also spend one afternoon serving in our community on various projects.

**8TH GRADE PROMOTION:** The capstone event for our middle school students. 8th grade students receive a certificate of completion as we celebrate their accomplishments and send them off to high school.

# HEALTH & SUBSTANCE ABUSE POLICY

**HEALTH EXAMS:** All students are required to have the California School Immunization Card on file in the school office and be up to date on all immunization requirements. It is also advised that all students entering the seventh grade have a complete physical.

**MEDICATION:** Medication, including aspirin, inhalers, etc. cannot be administered to students without a medical permission card, including the parent's and doctor's signatures, on file in the office. Any medication that is brought to school must be left in the office, labeled with the student's name, and include explicit instructions for administering the medication.

**ILLEGAL DRUGS and SUBSTANCE ABUSE:** All students are expected to refrain from the use of tobacco, alcohol, drugs, and other personally harmful items or indulgences. It is strictly forbidden to bring any such materials on to the campus at any time or be involved in these activities off campus. Each student and his/her parent must sign the contract granting permission for drug testing if it is deemed necessary by the administration. Woodland Christian School has developed the following **Substance Abuse Policy** to aid in the battle against drug and alcohol abuse. The consequences of substance abuse can be so serious that Woodland Christian School has chosen this proactive agreement to encourage students to avoid substance abuse. We believe that:

1. Many students drive themselves and others to and from school and off-campus for lunch, as well as participate in potentially hazardous science lab activities, physically challenging P.E. classes, and/or interscholastic sports. This policy has been adopted to protect their health and safety as well as that of all students.
2. Our policy provides the means of defusing unfounded rumors about substance abuse that are destructive to students.
3. Substance abuse testing provides a means of resolving the issues surrounding accusations of substance abuse.
4. This policy assures both parents and students that WCS is doing everything possible to provide a safe and caring Christ-centered educational environment. This partnership between WCS and parents encourages the few students who may consider abusing substances to more likely refuse the temptation.
5. A written agreement between WCS and the parents of enrolled students provides the opportunity to offer guidance and accountability.

## **SUBSTANCE ABUSE POLICY:**

1. Parent and student written consent to the Substance Abuse Policy Agreement is required as a condition of enrollment or re-enrollment at WCS and shall remain in effect during the complete period of enrollment.
2. Students shall be required by the school administration to submit to the substance abuse testing: If the WCS administration determines in its sole discretion that a drug test may be appropriate.
3. Before the test is performed, students who have been or are presently taking prescription medication shall provide either a copy of the prescription or a physician's written verification of this fact. Such substance abuse testing shall be at the expense of WCS for the initial test.
4. Any required follow-up tests shall be at the expense of the student or his/her parent(s) or guardian(s) at a facility selected and approved by WCS.
5. Admission of illegal substance use can result in a six month probation period. This six month probation period will require testing every 15 days at the expense of the student.
6. Illegal substance use at school, during school hours or substances being brought to school will result in immediate expulsion.
7. The police will be contacted by WCS if any illegal substances are found at school, or in the possession of a student. This will result in immediate expulsion.
8. The WCS administration may only discuss positive test results with those who must be informed to provide needed direction during the course of the student's educational experience at WCS. A "need-to-know" only basis shall be maintained by the WCS administration.
9. The school shall not publish any results of testing and shall not discuss the results with non-related parents, other students, faculty or staff except on a "need to-know" basis.
10. Confirmed positive results from substance abuse testing, after follow-up testing is requested, will result in immediate prohibition of all extra-curricular participation, including athletics. The student will also be referred to the school administration for follow-up in regard to his/her status as a student at WCS.
11. Prior to enrollment, each student and his/her parent(s) or guardian(s) are required to provide written authorization and consent for testing. Failure of either the students or parents to consent to testing is grounds for refusing admission to WCS.

# COMPUTER USE POLICY

**GENERAL INFORMATION:** Woodland Christian School provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. Computers are located in classrooms, computer labs, and science labs. Access to the Internet will enable students to explore libraries, newspapers, and encyclopedias; to use the most up-to-date data from research institutions; and to communicate with people all over the world.

We believe that the benefits to students from access to the Internet (namely information resources and the opportunity for collaboration) exceed any disadvantages. However, families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

Woodland Christian School has taken available precautions through the use of filtering software to restrict access to controversial materials and chat rooms in the computer labs and library. However, on an ever-changing global network, it is impossible to control all materials, and students may find ways to discover inappropriate information.

Students who inadvertently access inappropriate material should notify the supervising teacher, so that the site can be blocked. Immediate attention of the teacher will help avoid any problems if the access is picked up during the monitoring process.

Students or staff who are blocked from accessing sites that are erroneously blocked can request that the site be unblocked. Students can process the request through the teachers for whom they are doing work. Teachers may request the unblocking by emailing the system administrator.

These guidelines are provided here so that staff, community, student users, and the parents/guardians of students are aware of their responsibilities. Woodland Christian School may modify these rules at any time by publishing the modified rule(s) on the system. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully, understand their significance, and agree to abide by established rules. This permission must be granted on an annual basis.

**RULES:** Students are responsible for good behavior on the WCS network. It is expected that students will place high value on honesty, integrity, and sound moral interaction with people in all areas of their lives, including the use of the WCS network.

Accordingly, the following will not be tolerated:

- Accessing, displaying, or sending text or graphics that are sexually suggestive; pornographic; violent; or that contain inappropriate religious/ethnic references or cultic content or obscene language
- Playing of any arcade-type game
- Harassing, insulting, or attacking others
- Using another persons network account and password
- Opening, looking at, reading, modifying, or deleting other users' folders, files, and mail
- Copying, modifying, or deleting any system or program files
- Installing any software (including Internet shareware) without permission from a network administrator
- Employing the network for commercial purposes
- Plagiarism (as with any other source, you must give credit for any information you use from the Internet)
- Posing as another person through e-mail communication

**SECURITY:** Security on any computer system is a high priority. If a student feels that he/she can identify a security problem on the system, the student must notify a system administrator. The student should not demonstrate the problem to others. Students may not allow others to use their account and password. Attempts to log in to the system using either another student's account or as a system administrator will result in termination of the account. Students should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any student identified as a security risk will have his/her account terminated and is subject to other disciplinary action.

**VANDALISM:** Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the schools policy and the discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system.

**ONLINE CONDUCT:** Any action by a student that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict other students from using those resources is strictly prohibited and may result in appropriate action in compliance with the school's discipline code. Transmission of material, information or software in violation of any local, state, or federal law is also prohibited and is a breach of the Terms and Conditions. Users and their parents/guardians specifically agree to indemnify Woodland Christian School and the system administrators for any losses, costs, or damages, including reasonable attorney fees incurred by the school relating to or arising out of any breach of this section (Online Conduct) by the user.

**STUDENT EMAIL ACCOUNTS:** Each Middle School student will be issued a WCMS-controlled email account, hosted by Google. For example, Joe Student's WCS email address would be: [jstudent@wcs-k12.org](mailto:jstudent@wcs-k12.org). This email account will be for school use only. It will provide students with supervised login credentials to access the Internet and school servers on and off campus, including Google Drive. This will enable students to easily receive, collaborate, share, and submit assignments and information with peers and teachers. School administration will retain full access to each account for security and oversight purposes, which can be shared with parents at any time.

Use of the WCS network is a privilege, not a right. Inappropriate use will result in loss of access as well as other disciplinary action.



# ELECTRONICS & PERSONAL ITEMS

**ELECTRONIC DEVICES:** Electronic items such as iPods, MP3/music players, radios, and gaming devices, are not to be brought to school. If a teacher becomes aware that a student has brought one of these items to school, the student will be asked to relinquish the item until the end of the school day. A Conduct Referral will be issued. If this offense is repeated, a parent will be required to pick up the electronic item from the office and additional discipline steps will be taken by the administration.

**CELL PHONES:** While cell phones may be brought to school, they may only be used while in the office by teacher/administration permission, or when given permission after school during carpool. During the school day they should be stored safely in the student's locker, turned OFF throughout the day. Please call the office if you need to speak to or get a message to your child during school.

Students whose phone rings during school or students who choose to use their phone for any reason without permission, including texting, listening to music, or playing games, will have their phone confiscated for pick-up after school and a Conduct Referral will be issued. If this offense is repeated, a parent will be required to pick up the phone from the office and additional disciplinary steps will be taken by the administration.

**PERSONAL ITEMS:** Students should not bring toys, cards, magazines, weapons, or toys which represent weapons to school. Exception: magazines may be used for a required project. In this case they should not have photos, art, advertisements, etc., that are obscene, offensive, or inappropriate in any way.

Any item or material found in the possession of a student on our campus or at any school function which is in violation of the policies, principles, or purpose of WCS will be confiscated by a staff member. Teachers may also confiscate any item which is causing distraction in the classroom. In some instances the items may have to be claimed by the student or parent after school. When deemed necessary, a Conduct Referral may be issued.

# CAMPUS, FACILITIES, & EQUIPMENT

**FACILITY:** Our materials, campus, and facilities we have are a gift from God and it is our desire to be good stewards of what God has richly blessed WCS with.

To that end, we believe that each staff and faculty member as well as every student should behave in such a way as to show respect to school property as well as to the property of others. Anyone who chooses to damage or vandalize property will be responsible for repair or replacement of damaged property at the discretion of the school administration.

**LOCKERS and LOCKER ROOMS:** Each student will be issued two lockers at the beginning of the school year: one to be used for books and one as their PE locker. Lockers must be kept neat and clean. They will be checked periodically by teachers.

Students will need to supply locks for their lockers. Locks may be key or combination. Locks should be brought the first day of school. A spare key or the combination will be filed in the office. Students are not to share their key or combination with classmates. Periodic locker checks will be overseen by homeroom teachers, but the school reserves the right to check lockers at any time. Lockers are not to be shared with other students. Students are responsible to keep all school items and personal belongings locked up in their lockers. No student shall open or violate the contents of any locker assigned to another person. All book bags are to be hung on hooks provided in the general locker area. At the end of the school year, lockers will be cleaned out by students and inspected for damage by homeroom teachers.

**LOST & FOUND:** Items of personal property that are found should be returned to their owners as soon as possible. If the ownership is not known, such items are to be turned in to the office. Do not leave personal belongings in the PE locker rooms, outside locker areas, or on the lunch tables unattended. Students are not to be in the possession of another student's property except with the owner's specific permission.

**TEXTBOOKS:** Textbooks, which are the property of WCS, are to be kept covered. If lost or damaged, such books must be replaced at the expense of the student. All students should write their first and last name on the protective cover of their books. Textbooks should be returned in good condition at the close of the school year. Damages beyond normal wear will be the financial responsibility of the student.

# EXPECTED STUDENT CONDUCT

It is our desire that students, faculty, and staff behave in a respectful and courteous manner in the classroom, around campus, during athletic activities, and in personal lives.

**ADDRESSING FACULTY, STAFF & ADULTS:** Students will address all adults by their last name and appropriate title, such as Mrs. Smith, or Mr. Johnson.

**BEHAVIOR EXPECTATIONS:** “Prefer one another in love.” Scripture also tells us that a child’s character is known by his/her actions. Each day teachers and staff work diligently to provide the best opportunity for academic, spiritual, social, and personal growth for each student. Cooperation with the expectations of WCS and exercising courtesy and obedience toward school rules and those who enforce them will help to promote a safe and encouraging learning environment for all students, faculty, and staff.

**CLASSROOM BEHAVIOR:** In the classroom, teachers will enforce these basic expectations individually and may have additional class guidelines:

- Enter and leave class in an orderly fashion.
- Students should be in their assigned seats and ready to begin class work when the tardy bell rings.
- Students are to raise their hands and wait to be acknowledged before speaking unless otherwise advised by the teacher.
- Students should sit up without slouching or rocking. Feet should be kept on the floor.
- No student is to enter or stay in a classroom without a teacher present or without a teacher's permission.
- To minimize distractions, students should enter a classroom without knocking and wait to be recognized by the teacher when sent on an errand to another classroom.
- Eating or drinking is not permitted in classrooms unless a teacher has given permission as part of a class activity.

**CAMPUS BEHAVIOR:** “Love your neighbor as yourself.”

- Gum chewing is forbidden on campus at all times.
- Students shall behave respectfully toward others, avoiding abusive, demeaning language, fighting, throwing objects at others, or even mutual horseplay, which often leads to unintentional fights. Persons engaging in these activities will be disciplined.
- Theft, vandalism, or other violations of the law, on or off campus, may result in expulsion. Police may be contacted.
- Vulgar or obscene gestures, verbal or physical (pictures, writing, etc.), are not appropriate, and will not be tolerated.
- Music for projects or presentations with questionable or unacceptable lyrics will not be tolerated.
- PDA - Public Display of Affection (romantic, i.e., kissing, hugging, arms around each other, hand holding, sitting on laps) between students is not appropriate and will not be tolerated at school or school-related activities. Immoral behavior, on or off campus, may result in expulsion.
- Gossiping or a persistently critical spirit and/or uncooperative attitude will result in disciplinary action. Parents/guardians guilty of the same conduct, place their child(ren) in jeopardy of dismissal from WCS.
- For your own safety and the safety of others, do not run on the walkways. Be careful when opening doors.

**HARASSMENT:** Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of an administrator who will thoroughly investigate the matter in confidence. After reviewing all the facts, Woodland Christian School will make a determination concerning whether reasonable grounds exist that harassment has occurred. Disciplinary action, up to and including dismissal, will be taken against any employee or student who is found to have engaged in harassment.

Harassment includes:

- Unwanted sexual advances
- Threats of any kind
- Visual misconduct such as leering, or making sexual gestures
- Displaying of sexually suggestive objects or pictures, cartoons, or posters
- Making derogatory comments, epithets, slurs, and jokes
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, or sexually degrading words used to describe an individual
- Suggestive or obscene letters, notes, or invitations, and physical conduct
- Assault and impeding or blocking movement.
- Note any of the above forms of harassment done over the internet or through texting will be enforced by the school whether or not they are done on campus.

# BEHAVIORAL DISCIPLINE

**Proverbs 22:6** - *“Teach a child to choose the right path and when he is old he will stay on it.”*

**2 Timothy 3:16-17** - *“All Scripture is God-breathed, and is useful for teaching, rebuking, correcting and training in righteousness, so that the man/woman of God may be thoroughly equipped for every good work.”*

## **BEHAVIORAL STANDARDS AND DISCIPLINE CONSEQUENCES:**

God has called us to behave in such a way as to bring honor to Him while preferring one another in love. To that end, WCMS students are expected to actively participate in any school activity while obeying school policies, including all classroom rules and procedures, showing respect and courtesy to classmates, coaches, and teachers.

Violation of rules or policy will result in disciplinary action ranging from a verbal warning, teacher detention, school detention, suspension, and expulsion. Specific procedure steps will be determined by the administration and staff based on specific issues and student choices over time:

- **Conference with teacher:** The teacher will talk with the student regarding behavior choices.
- **Conduct Referral:** Teachers and support staff may issue a Conduct Referral for school policy violations, documenting behavior date, time, and recorded consequence. This is to be signed by the parent or guardian and returned to the office the next school day.
- **Student Conference with Administration:** Administrator will meet with student to discuss student choices.
- **Behavioral Probation:** Behavioral Probation results from receiving three Conduct Referrals in one quarter, indicating a trend of behavior the student is not choosing to correct. Parents will be notified and a conference with the administration will be required.
- **Detention:** MS Detentions will take place Friday morning, 7:15-8:00am. Report to the principal at the MS office. Detention will consist of a one-on-one discussion about behavior as well as an assigned consequence.
- **Suspension:** Suspension provides a period of time for the student to reflect on the seriousness of his/her actions and the necessary steps needed to correct the behavior and/or

attitude. During suspension, the student is not allowed to attend class or participate in school functions, activities, or sports. Suspension may be out of school or in-school, usually for a period of one to five days. All work missed during suspension must be completed but will receive 0 credit. Students who are suspended more than one time during the year will be required to meet with the middle school principal before being readmitted to classes. At this meeting, the school administrator, student, and parents will discuss the student's future at WCMS.

- **Expulsion:** This step is the final consequence for failure to follow school policy. This is also used for any serious infraction as determined by the staff and administration, or any infraction that violates California State Law for schools including harassment, assault or the threat of assault on classmates, faculty or staff by internet, phones or written; having drugs on campus, drug use, or carrying a weapon of any kind, or a facsimile there of. The WCMS Administration will act to maintain a safe and considerate campus atmosphere where every student can learn and grow.

## **CHEATING POLICY**

1. Parents will be informed of all instances of cheating and the incident will be recorded in RenWeb.
2. Cheating on a test or homework is an automatic "0" for all persons involved.
3. Plagiarism is considered cheating and will be handled in the following manner:
  - a. Students will review the plagiarism policy in their English classes each year.
  - b. Parents will be notified of any incidence of plagiarism.
  - c. First offense: the student will receive a zero on the assignment and serve a detention. The assignment must still be turned in for zero credit.
  - d. Second offense: the student will receive a zero on the assignment and be placed on a behavioral contract.
4. Multiple instances of cheating will be cause for dismissal.
5. Any evidence of cell phone use will automatically be considered cheating.

# DRESS CODE POLICY

Parents and guardians of students at WCMS have the primary responsibility for helping their students develop responsible decision making when it comes to appropriate dress and grooming choices. WCMS desires to partner with parents and guardians in this effort by maintaining the following uniform dress code that all students are expected to know and follow on a daily basis. Adhering to this standard allows students and teachers to focus on facilitating a positive, successful, and encouraging learning environment.

These standards do not address every situation which may arise. WCMS administration reserves the right and authority to apply the principles outlined here and in the student handbook when addressing questionable choices or situations relating to student appearance.

Students violating these standards will be sent to the Middle School office, issued a dress code referral, and required to obtain a compliant uniform before returning to class.

## **Where to buy uniforms:**

- WCS Uniform Day: **Wednesday July 29th, 2015; Matmor Campus:** Dennis Uniforms & used uniforms
- Dennis Uniform: [www.dennisuniform.com](http://www.dennisuniform.com) (Enter school code **UHQWO1**)
  - *Visit their store:* 10266 Rockingham Dr. Suite 150, Sacramento 95827, 916-361-6710
- WCS used uniforms: Middle School Office, available during school office hours

**\*Uniform standard/buying guide - Skirts, shorts, pants, and shirts other than Dennis Uniform must match the designated style, material, and color of the Dennis Uniform clothing.**

## **General guidelines:**

- Students are expected to maintain a well-groomed, respectful appearance.
- Clothing & appearance must support the policies, principles, and philosophies of WCMS.
- Fashion or art designs in any form supporting death, occult, negative pop culture, or sexually suggestive content are not acceptable.
- No PE/athletic shorts, sweatpants, or other work-out clothing is allowed unless clearly specified.



- All clothing that is excessively tight-fitting, faded, worn out, ragged, or containing holes should be replaced.
- No tank tops or sleeveless shirts.

### **Cardinal Gear:**

- All clothing items that are generated & sold by WCS, or any school-sponsored clubs or athletic teams, and conform to the general guidelines, may be worn.

### **Tops:**

- Students may wear collared long or short-sleeved polo/button-up shirts with the WCS logo any day of the week. Colors include red, black, grey, and white. The WCS logo is not required on white collared shirts.
- Students may wear Cardinal Gear t-shirts any day of the week.
- Athletes may wear their game jerseys on game days with their coach's approval and general guidelines met.
- Undershirts may be long or short-sleeved, and must be solid white, black, or grey.
- Sweaters/sweatshirts may be hooded, zip-up, or crew neck, and must be worn over appropriate uniform shirts. They may:
  - Be a solid color: red, black, grey, or white
  - Be Cardinal Gear
  - Represent a college or university
- Any appropriate outerwear jacket is allowed, but must be removed during class, chapel, and assemblies.

### **Bottoms:**

- Students may wear dark navy or khaki cotton twill pants, shorts, or skirts (girls only).
- Denim is allowed but must be dark navy with no holes, fading, or excessive decorations.
- Shorts and pants can be basic chino, 5-pocket, or cargo styles.
- Shorts & skirts must extend 2" below the fingertips, and should not hang below knees.

### **Socks & Shoes:**

- Shoes must be worn at all times.
- Close-toed shoes are required, and must be secured to the foot at the heel.
- Socks must be solid white or black. Small logos are permitted.

### **Headwear & Accessories:**

- Art work, designs, stickers, photos, pins, key chains, patches, or any other item attached to clothing, accessories, or school materials should honor the principles and philosophies of WCMS.
- Students may wear hats or beanies provided that any artwork or design is appropriate.
- Hats, hoods, and sunglasses must be removed in class, chapel, and assemblies. They may not be worn in PE unless advised by a doctor, with a note submitted to the teacher.
- Scarves may be worn for warmth during the winter.
- Girls may wear earrings of reasonable length and size.
- Boys may not wear earrings of any kind.
- Nose or other body piercings are not permitted.
- Other jewelry worn (necklaces, bracelets, rings, etc.) should be modest and not distract from instruction.
- Students may not have any permanent or temporary tattoos.

### **Hair & Make-up:**

- Hair should be neat and clean.
- Extreme styles with ridges, lines, shavings, or tails are not allowed.
- No unnatural hair color, whether solid or streaked, is allowed.
- **Boys:** Hair should not be longer than the base of the neck in the back, fall below earlobes on the sides, or cover eyes. Make-up is not allowed.
- **Girls:** Bangs should not cover eyes. Make-up should be very light and modest. Students will be asked to remove excessive amounts.

### **Special Dress Days:**

- Periodically students may earn or receive privileges for special dress or free dress days, which will be approved by the administration.
- All **general guidelines** for dress code apply to special/free dress days. (i.e., no athletic shorts/workout pants)
- No tank tops, halter-tops, backless, or low-cut tops/dresses.
- Swimsuits: Girls are encouraged to wear one-piece swimsuits; a t-shirt must be worn over a two-piece suit. Boys' trunks must be appropriate in length and fit at the waist.
- Cardinal Fridays: Each Friday, students are encouraged to wear red Cardinal Gear or uniform shirts to earn spirit points for their class.

Students are expected to follow the WCMS dress code each day. Teachers will use this published dress code as a guideline for enforcement. Dress code will be checked during homeroom and

monitored throughout the school day. MS staff will follow the same procedure for each dress code violation:

- Staff member fills out a Dress Code Violation form.
- The student takes the form to the MS/HS office.
- Office staff will note the Dress Code Violation in RenWeb and notify parents if replacement uniform clothes are needed.
- The student will remain in the office until a suitable uniform is brought from home or borrowed from the office.
- Multiple Dress Code Violations will result in further disciplinary action at the discretion of WCMS administration.

# EMERGENCY PROCEDURES AND DRILLS

**FIRE DRILLS:** The school will hold fire drills quarterly. The teachers will explain the exit procedure from each classroom, and an evacuation plan will be posted in each classroom. At the onset of the bell, students will follow the direction of their teacher to walk quickly and quietly in a single file line to the designated gathering place. They will stay together as a class, and their teacher will take attendance. Students will remain outside until the all-clear signal is given.

**LOCKDOWN PROCEDURES:** In the event of a school emergency, an administrator will announce that the school is in one of three “codes” - Code Yellow, Code Red, or Code Blue.

**CODE YELLOW:** When a potentially dangerous situation exists on or near campus the school will initiate a preventative lockdown and high alert status. Teachers remain teaching in their classrooms. Classes will not change if the alert crosses into a new period.

**CODE RED:** Signals an actual crisis situation is occurring or has already occurred. The school will be in a full lockdown. Student movement in the building will be strictly limited and controlled by staff. Protective measures will be initiated.

**CODE BLUE:** This is a medical emergency. Students will be directed to stay in their classroom. Students outside the classrooms will be directed to a supervised location. Students will remain in the class until the code is lifted.

# CONCLUSION

As the staff of WCMS, we take our roles as educators seriously and we are committed to the development of each young person entrusted to our care. Academically, we will focus on guiding students to become effective communicators, lifelong critical thinkers, and quality producers. Socially, we'll encourage them to contribute positively to their community. Spiritually, our desire is that each student be characterized as a person of faith - having accepted Jesus as Lord and Savior, and striving each day to grow more like Him.

We sincerely thank you for allowing us to partner with you in the training of your children as we shape this generation for the purpose of impacting Woodland, the United States of America, and the entire world for God's glory.

# STUDENT/PARENT AGREEMENT

Woodland Christian School administration and faculty are committed to a quality Christian school education that encourages academic success for each student and spiritual growth to the glory of God. In order for this to be accomplished, students and families will need to share a level of participation, cooperation and responsibility. The Student Handbook will assist you in providing a framework that will allow for this expected success. Students and families will be expected to read and cooperate with its intent.

**Please read the Student Handbook, complete this form, and return to the middle school office.**

I hereby agree to cooperate and comply with the standards and policies established by Woodland Christian School's Student Handbook. This includes:

1. Policies
2. Dress code
3. Behavior
4. Computer use agreement
5. Substance abuse policy

---

Parent/Guardian

Date

---

Student

Date