



# ELEMENTARY HANDBOOK

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





# WOODLAND CHRISTIAN SCHOOL

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## WEST STREET CAMPUS - PRESCHOOL

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Woodland CA 95695  
530.662.0994  
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## MATMOR CAMPUS

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## ELEMENTARY

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## MIDDLE SCHOOL

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## HIGH SCHOOL

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## 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.

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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 they 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 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. In 2015, the elementary campus moved to its new location on the Matmor campus.

## **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 extra-curricular 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 full-kindergarten - 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 half-day-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 email ([parenthours@wcs-k12.org](mailto:parenthours@wcs-k12.org)) is used record and keep track of the hours served. 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 use 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 Vice 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.

## **INSURANCE**

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

# PARENTS' WEB



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 view student grades on RenWeb's ParentsWeb, our online grading system at any time. 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. E-mail announcements, newsletters and class documents are also available to parents through teacher emails and on RenWeb.

**First time users** must create an account online (you must have provided your email address to the school in order to log in to RenWeb ParentsWeb). To create your account:

- 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 **Academics** tab.
- Click on "**Create New ParentsWeb Account**," found mid-way down the log-in screen.
- Enter the email address provided to the school and click "**Create Account**."
- Follow the instructions to obtain your username and password.

**To access ParentsWeb** after an account has been created:

- 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 **Academics** tab.
- Enter your username and password, then click "**Login**."
- **To access grades,**
  - Click "**Student Information**." This will bring up a weekly summary page for your student(s), as well as a list of all classes in which your child is enrolled at the school, including overall grades.
  - Under the "**Student Information**" menu, select "**Grades**" in order to view specific test, homework, and project grades for each class.
- You can access other school information regarding your child(ren) on this site, as well as email the teachers directly!



## EXPECTED SCHOOL-WIDE LEARNING RESULTS

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

### **Person 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

## Academic Course Study For Elementary

**BIBLE** - Character Foundation

**MATH** - Concepts, Computation, Application

**READING** - Oral, Comprehension

**HANDWRITING** - Printing and Cursive

**LANGUAGE ARTS** - Grammar, Spelling, Vocabulary, Composition, and Dictation

**SOCIAL STUDIES**

**SCIENCE**

**ART**

**MUSIC**

**P.E.**

## Academic Requirements

Each student enrolled in Woodland Christian School should maintain a 2.0 grade point average. Should a student drop below a 2.0 GPA, he/she will be placed on academic probation for a period of six (6) weeks during which time opportunity will be given to bring the grade point average to the required 2.0. Should the grade point average fail to reach the minimum standard, the administration will counsel with the student and his/her family. If there is no sign of improvement during the probationary period, the administration reserves the right to dismiss the student.

## Reporting Pupil Progress

At the end of the first quarter, a Parent-Teacher conference will be set up for parents to meet with the teachers to discuss pupil progress and receive the first report card. Report cards will be sent home the week following the end of the second through fourth grading periods.

## Conferences with The Teacher

At the close of the first quarter, Parent-Teacher conferences will be required. These conferences will be scheduled through the elementary office. First quarter report cards will be handed out during these conferences. Conferences may also be scheduled with the teacher throughout the school year. Contact your child's teacher if you wish to schedule another conference.

## Honor Roll Requirements

Elementary Academic	3.0 - 3.49	GPA	Blue Honor Roll
	3.5 - 4.0	GPA	Gold Honor Roll

## Achievement Tests

Academic achievement tests are given to grades K-5 in the spring of each year. When the school receives the test results a letter will be sent home with instructions on how to access your student's results through the ACSI Data Online for Parents. Kindergartners are individually evaluated in regard to readiness for entrance into the first grade academic program.

## **Probation**

All new students enter Woodland Christian School on probation for six (6) weeks. This probationary period is a time when adjustments are made and attitudes are evaluated. We are interested in doing a quality job of educating and believe a good attitude is essential.

## **Homework K - 5**

Homework will be assigned three days per week, on Mondays, Tuesdays, and Thursdays, not including holidays. Homework will include reading, test study, math practice, and projects. As a general guide, let your teacher know if your child spends more than the following focused, uninterrupted times doing homework.

Kindergarten	10 minutes
Grade 1	15 minutes
Grade 2	25 minutes
Grade 3	35 minutes
Grade 4	45 minutes
Grade 5	55 minutes

This is time spent on homework assigned by the teacher. Depending on a student's strengths and weaknesses and time management, more time may actually need to be spent on academic work at home. Families who want more work to do at home should feel free to consult the teacher for additional activities and ideas.

## **Extra-Curricular Opportunities**

### **Music**

WCS has partnered with MusicTown to provide an onsite, pull out music program for students whose parent choose to participate. MusicTown works with the school to minimize any academic time missed for the weekly 30 minute lessons. This service is parent financed and billed directly from MusicTown. It is expected that students in the music program are able to maintain a minimum 3.0 grade point average for continued participation in the program.

### **Sports**

Fourth and fifth grade boys and girls may be notified of opportunities to participate in the middle school athletic program. The specific time and costs associated with these activities will be communicated to families.

# BEHAVIOR AND EXPECTATIONS

## General Behavior Away From School

Students involved in off campus activities involving drinking of alcoholic beverages, illegal drugs, tobacco or immoral acts may be expelled at the option of the administration.

## Campus Expectations

### • General:

- Students are to respond with respect to teachers and other school staff.

### • Classroom:

- Students are expected to know and follow the teacher's classroom rules and procedures.
- Students must never leave the classroom or school grounds without permission from a teacher.
- Students are expected to take proper care of school buildings, furniture, books, and other school provided materials.
- Students are expected to enter and leave the classroom in orderly fashion.
- Respecting the teacher and other students is important at all times.

## Playground Behavior

- Students are expected to comply with all playground and lunch rules and procedures.
- Throwing rocks or other hard objects is prohibited.
- Respecting and obeying adult supervisors, including volunteers, is required.

## Fighting

Striking another with intent to do bodily harm is a serious offense, and students may be suspended or expelled for such behavior. We do not consider this kind of activity in keeping with the Christian standard of conduct. Students must not hit, punch, wrestle, etc. other students.

## Kind Words and Actions

Students are expected to always be respectful and kind in their interactions with other students. This includes conversation and actions on the playground. Any show of affection in a physical manner between girls and boys (such as holding hands) is not allowed.

## Lunch

Students are expected to eat their lunches in designated areas. Students not eating food items brought from home should bring them back home rather than throwing them away. Students may never share lunch items with other students. A special table will be provided for students with food allergies.

## Respecting Authority

Students are expected to respond with respect for and a willingness to obey their teachers, staff, and volunteers helping out in the classroom, library, lunch area, or playground.

## **Chapel**

Chapel is a time when our school meets together to be taught principles from God's word. This is accomplished in a variety of ways by special speakers, films and classroom chapels. We expect students to be orderly and respectful to those who are speaking.

## **Personal Belongings**

All personal belongings and all clothing should be labeled and clearly marked to prevent loss.

## **Lost and Found**

Students are responsible for maintaining personal and school issued materials. Lost articles will be stored in a container in the PE/recess shed. Articles not claimed by the beginning of major school vacations and by the end of the school year will be given away to a charitable organization.

## **Sharing Things From Home**

Children should not bring toys to school for play during school, except acceptable sports equipment that they are willing to share during recess. Toys brought out in the classroom may be confiscated by the teacher. If there is something considered to be of special value to the class, permission may be obtained from the teacher.

## **Items Not to Be Brought to School**

The only items that should be brought to school are those requested by the teacher and playground acceptable sports equipment (no hard baseballs or bats). Items allowed in extended care must be kept in the backpack during the school day. Chewing gum is not to be brought to school or to school sponsored activities, unless teacher requested.

## **Cell Phones**

Any cell phones brought to school must be kept in their backpacks at all times. Students are not allowed to use cell phones during school time. If a student is caught using his or her cell phone during school, the student's cell phone will be confiscated until the end of the day. Students may only use their cell phone under the guidance of a teacher or support staff. The following steps will be taken for continuing violations.

1. *First offense for cell phone violation:* cell phone confiscated until the end of the day and will be returned after parent has been contacted.
2. *Second offense:* Phone will be confiscated and will be returned only to the student's parent.
3. *Third offense:* Phone may not be allowed on campus for the remainder of the school year.

## **Bikes and Scooters**

Students riding bikes or scooters to school must walk them on school grounds. They must be parked in the provided bike racks.

## **Leaving the Classroom or School Grounds**

Students must never leave the classroom or school grounds without permission from a teacher or staff. Students will never be allowed to travel the walkways or school grounds alone. Walking, not running, in the walkways is expected.

Students are never to enter a classroom without teacher or staff permission. Students leaving the school grounds must be accompanied by a parent or other approved adult. No students will be allowed to leave the campus alone or with other students without proper parent notification and approval.

## **After School**

Students who know they are going to be in extended care must immediately report to the designated area. All other students will be supervised in the carpool area. It is the student's responsibility to be in the proper place and watching for their ride while in the carpool area. All students not picked up by 3:00 will be sent to extended care.

# POLICIES

## Health Exam

Those from out of state should complete our health record form, as well as all entering Kindergarten students and those children who had no public Kindergarten and are entering first grade. All students will be required to complete the California School Immunization Record card. Physical examinations are REQUIRED for all students entering Kindergarten.

## Policy on Illness, Absence and Early Dismissals

Please do not send children to school with constant coughs, sneezing, sore throats, red eyes, fever or general irritability.

Do NOT send children to school with any contagious or communicable illness or skin rash.

You will be asked to come after your child if his/her temperature is abnormal. **In order for a child to return to school, his/her temperature must be normal without the assistance of medication for a period of 24 hours.**

When a child is absent from school, we ask you to call or email that absence in to the office. As a safety precaution we contact every absentee each morning, if the parent has not called in or emailed. Your call or email will save the school time and money.

**Written excuses** from parents or doctor are required for all absences. When it is necessary for a child to miss school, other than for personal or family illness or bereavement, make adequate arrangements with the teacher and notify the office. ALL WORK missed must be made up in a timely fashion. Teachers will establish when the work must be completed and returned. Excessive absences which are unexcused may result in withdrawal from school. NO REFUNDS are made because of absences.

It is NECESSARY for ALL EARLY DISMISSALS to be cleared through the school office.

## Planned Absences

When it is known in advance that a student must be absent for what is considered a valid reason, the parents are to call or email the school office at least **one week prior to the absence** and give details regarding the projected absence. The student must still **bring a note when returning to school.**

If the absence is excused, parents may choose to request projected work prior to leaving, or make up work after returning. If work is requested for completion before or during the absence, parents should **contact the teacher(s) at least one week before the absence**, request the work and have it **ready to turn in within three (3) days of return.**

If work is completed after returning to school, students should turn in work within 3 days from returning to school unless other arrangements have been made with the teacher.

**Excessive unexcused absences may result in dismissal from school. No refunds are made because of absences.**

## **Policy for Medication to Be Taken at School**

In order to obey state requirements for medications that are taken at school, the following procedure must be followed: **All prescribed or over-the-counter medication (aspirin, Tylenol, Advil, vitamins, cough syrup, creams, Tums, etc.),** must have a physician's written order as well as a parent's written permission form.

These medical forms are available in the school office **or** the doctor may write a note on his prescription tablet, this can be brought in to the office or be faxed to the school (see fax numbers on title page). Medication forms can be picked up in the office, at welcome day, or you can request one be mailed to you.

**BOTH** doctor's and parent's permission forms will be required before any aspirin/Tylenol etc. will be given. This must be renewed or resubmitted each school year.

All medications and consent forms must be brought to the office. Students coming to Elementary Extended Care between 7:00 am - 8:00 am may give their medication and forms to an Extended Care worker. This worker will submit it to the office when it opens.

All medications brought to school must be in the original container (pharmacy labeled). The following information must be on the medication container: Student's full name, physician's name and phone number, name of medication, dosage, schedule, dose form, and date of expiration. Pharmaceuticals will be kept in a locked cabinet in the office. If the dose of a medication changes, a written note from the doctor is required before the office can change the dosage administered. This can be done by a note from the doctor on his prescription tablet and brought to the office or faxed.

No medications should be carried by students around the campus at any time. Medications, with proper consent forms, are administered by the office personnel. Parents or an adult parent designee must deliver medications to be given at school. No medications should be brought to school by students, or put in a student's backpack, lunch box or plastic bag. If it is not possible for an adult to deliver the medication, please contact the School Office to discuss delivery of the medication.

If it is absolutely necessary for your child to carry a medication with them, a written request by your child's doctor will be required before your child carries that medication. Such written request must be turned into the office. Parents assume all liabilities that may arise from this request.

### **ALL MEDICATIONS AND CONSENT FORMS MUST BE RENEWED YEARLY.**

If a student is seen by a doctor and medication is prescribed for a temporary time period (such as a day or a week), a note from the doctor on his prescription tablet will be sufficient.

Students who possess or pass narcotics will be automatically suspended and then expelled if the Administration is so convinced.

## **Head Lice Policy**

Head lice is more irritating than dangerous. The worst thing about it is that it is **highly contagious**. Any student that contracts head lice will not be allowed to attend class until the hair and scalp is

completely free of lice and nits (egg sacks attached to hair shaft). The scalp and hair must be completely free of lice and nits, because there is no way of knowing if all nits are dead or if the student has been re-infected. Clearance must be determined by the office before returning to class.

## DAILY PROCEDURES

### Phone Calls Home

STUDENTS WILL NOT be allowed to use the office phone without permission from a teacher.

### Eat a Good Breakfast

Whole grain bread, eggs and hot cereal for breakfast may not increase intelligence, but it will help give your child the necessary power to produce at his peak all morning.

### Nutrition Break for K - 5

To encourage children to eat fresh fruit we have a "Fruit Break" during our morning recess. Each child may bring from home a fresh fruit and/or vegetable. Cheese, nuts, yogurt, jerky, and peanut butter and crackers may be brought. Anything that is not a fresh fruit or vegetable must be a healthy protein. No cookies, breakfast bars, chips, candy, etc.

### High Protein Lunch

Like breakfast, this meal is important. Be sure to include some form of protein like cheese, meat, tuna, etc.

### Online Lunch Program Instructions

The elementary lunch program has been set up through RenWeb's ParentsWeb, a private and secure parents' portal that will allow parents to order and pay for their elementary students lunches and milk. This gives parents control of what their child is ordering and eating. Orders can be made as far as two weeks in advance! **Lunch orders for the upcoming week must be placed by midnight on Sunday.** After the lunch and or milk order has been made you pay for just the lunches ordered. If the student is absent they will not be charged for the lunch. Just follow the steps below:

**Log in to RenWeb ParentsWeb:** *(see page 11)*

#### To Order Lunches:

- Click on "**Student Information**," then select child at the top.
- In the menu under "Student Information," click "**Lunch**."
- Click "**Create Web Order**," found at the top right corner of the page.
- Place your order for each day you would like lunches. When finished, scroll to the bottom and click, "**Order Items**."
- The next screen, titled "**Online Lunch Payment**" will give you to total value of unprocessed ordered items. Enter your payment information and click, "**Submit**." NOTE: Your lunch/milk orders have not been placed yet.

- The next window, titled, “**Verify Payment**” gives the total payment amount. If the information is correct, select “**Pay,**” and your account will be charged. If something needs to be changed, select “**Edit Payment**” to make your changes, then follow the steps to select “**Pay.**”
- **Your order has been submitted. The final screen gives a confirmation number.**

### **Additional Lunch Information:**

- **Orders must be placed no later than midnight on Sunday night.**
- All of your enrolled children will be listed in the *Create Web Order* area. **Reminder, this lunch ordering system is for elementary students only.**
- School lunches are available on Minimum Days to Extended Care children only; otherwise, your child will need to bring a lunch if they are attending Extended Care. Orders must be made and paid for in advance online through ParentsWeb.

Please contact the elementary school office, at 530.666.6615, with any questions.

# TIME SCHEDULES

## REGULAR DAY Monday, Tuesday, Thursday, Friday:

### KINDERGARTEN

Morning 8:15 a.m. – 11:30 a.m.

Full Day 8:15 a.m. – 2:45 p.m.

### GRADES 1-5

8:15 a.m. – 2:45 p.m.

### MIDDLE SCHOOL

8:25 a.m. – 3:00 p.m.

### HIGH SCHOOL

7:50 a.m. – 2:35 p.m.

## WEDNESDAY SCHEDULE (EARLY RELEASE DAYS):

### KINDERGARTEN

Morning 8:15 a.m. – 11:30 a.m.

Full Day 8:15 a.m. – 2:00 p.m.

### GRADES 1-5

8:15 a.m. – 2:00 p.m.

### MIDDLE SCHOOL

8:25 a.m. – 2:15 p.m.

### HIGH SCHOOL

No Early Release at High School

## MINIMUM DAY:

### KINDERGARTEN

Morning 8:15 a.m. – 12:00 noon

Full Day 8:15 a.m. – 12:00 noon

### GRADES 1 - 5

8:15 a.m. – 12:00 noon

### MIDDLE SCHOOL

8:25 a.m. – 11:50 a.m.

### HIGH SCHOOL

7:50 a.m. – 11:55 p.m.

Elementary students (grades K-5) arriving at school before 7:55 a.m., will be **REQUIRED** to go to **Extended Care** until 8:00 a.m. and parents will be charged the regular morning Extended Care fee. ALSO, students not picked up by 3:00 p.m. on regular days or by 2:10 p.m. on early release days will be **REQUIRED** to go to Extended Care and parents will be charged the regular Extended Care fee. This is simply a protective measure.

## **EXTENDED CARE**

Extended Care is for those parents who need supervision for their children before and/or after school. Our Child Care is an extension of the school day, Extended Care opens at 7:00 am and closes at 6:00 pm. We provide playground supervision and a homework room from 4:00-5:00 pm. This time is designed for children to work alone on their homework. It is the child's responsibility to use this time when needed.

We also provide an afternoon snack at 3:15. There are to be no outside food or drinks in Extended Care.

We open at 7:00 am and ask that you wait with your children in the car until the room is opened and blinds are up. We will sign your child in. At 8:00 am we send our morning children to class. The Kindergarten and 1<sup>st</sup> graders will be walked to class.

After school our staff will sign children in. Parents will be responsible for signing children out at the end of their day. You are charged according to the sign-in sheet. Any child signed in after school until 3:30 will be charged the current rate. If you are not able to pick your child up by 3:00, they will be signed into Extended Care for their safety.

Your child may bring clothes to change into after school. They must wear socks if they wear sandals, no spaghetti straps, no bare midriffs, no spandex shorts and no inappropriate printing on the T-shirts.

Toys may be brought from home, but it is at your own risk. We are not responsible for lost, broken or stolen items. All cubbies and hanger areas must be cleaned out daily. Nothing should be left in Extended Care. We have a lost and found, and encourage you to check it often.

Please feel free to contact Extended Care if you have any questions.

## **TARDINESS**

To avoid tardiness your children will be in their seats when the 8:15 a.m. bell rings. Students arriving after 8:30 a.m. should obtain a tardy slip from the office and will need to be escorted to class by the adult who has brought them to school.

## **VISITING THE SCHOOL**

The school welcomes adult visitors. Visitors need to stop by the school office to sign in and receive a visitor's pass. Parents should make arrangements with the school office before coming to visit a classroom. They should stop by the school office when picking up the child for a special or personal engagement away from the school. Younger brothers or sisters may not visit the classroom during school hours unless the teacher has approved.

Clearance from the office must be obtained for all visitors.

# ARRIVAL AND DEPARTURE INSTRUCTIONS

Refer to carpool instructions that will be provided separately.

## DISCIPLINE

The purpose of discipline in our Christian school is to bring the student to a maturity of Christ so that s/he will exercise self-control in school, in the home, in the church, and in every other area in life.

### Honorable Character

In order to maximize the learning experience, discipline is necessary to maintain order and responsibility at school. To be effective, discipline must be issued in a consistent and fair manner. We are using the Honorable Character Behavior System.

Each classroom has a chart with fourteen honorable characteristics listed on it. Honor, obedience, diligence, wisdom, kindness, self-control, orderliness, service, attentiveness, cooperation, initiative, honesty, forgiveness, and responsibility are what the teachers are looking for in each student. These fourteen character traits are based on biblical principles which are esteemed and valued by everyone. This system is used in every elementary classroom, year after year, teacher after teacher, so students quickly learn what is expected of them.

### Card Pull System

We use a card pull system to keep track of choices that need to be corrected. Somewhere in the classroom every student has a pocket. Each student begins with a green card showing in their pocket. A warning results in the student needing to “flip their card” to yellow (warning color). A second correction, of any kind, will result in the child changing the card to orange and the consequence will be to lose 5 minutes of recess (for the purpose of thinking about better choices). Telling the student which of the honorable character traits they failed to demonstrate when they are required to “flip a card”, helps the student begin to understand what is and is not appropriate behavior. If a student needs to move to red, a note will go home with the student that day, and sentences related to the student’s choices will be assigned to be written by the student at home and returned with a parent-signed note the following school day. The number of sentences and which sentences, will depend on the age and behavior choices of the student. Also, depending on the nature and frequency of the choices, an appointment with the principal may also be considered by the teacher to be appropriate at this point. Parents will be notified whenever the principal has been called into a situation.

Teachers also look for opportunities to “catch” students exhibiting positive behavior and recognize their good choices, as well, either privately or publicly.

# EMERGENCY CODE 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, under the guidance of their teacher, will 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. Lockdown drills will be held two times each year.

**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.

# COMPUTER USE POLICY

## General Information

Woodland Christian School provides iPad/computer equipment, computer services, and Internet access to its students and staff for educational purposes only.

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. 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 is can be blocked. Immediate attention of the teacher will help avoid any problems if the access is picked up during the monitoring process.

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.

## 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
- Copying, modifying, deleting any system or program files
- Installing any software (including Internet shareware) without permission from a network administrator

- 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

### **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.

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.

## CONCLUSION

As the staff of WCS, 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 in becoming 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.

