



HIGH SCHOOL HANDBOOK

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

WOODLAND CHRISTIAN SCHOOL

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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 & Students,

Woodland Christian High School is exceptional. Exceptional as it refers to excellent and exceptional as it refers to unique. As students, parents, and staff that belong to this community, we have partnered in a special academic, social, athletic, and spiritual undertaking. Although we are not perfect, we aspire to noble values and pursuits and support one

another along the way. I believe that through hard work and dedication every student should have the opportunity to attend a four year university upon graduation. As students graduate from Woodland Christian High School, they should embark into the world ready for action and ready to change the world.

We pursue excellence. At Woodland Christian High School we believe that assignments, projects, practices, and performances should reflect a desire to produce at the highest level of quality. There are no excuses for cutting corners and no defense for a half-hearted effort. Scripture supports us on this issue, "Whatever you do, work at it with all your heart, as if working for the Lord, and not for men." (Col. 3:23) So many issues disappear when we put our efforts into excellence.

We are unique. There are many places for students to attend high school. We are different than any other high school in Yolo County. In addition to pursuing excellence in all that we do, Woodland Christian High School also honors God in all that we do. From weekly chapels to our expectations of language and dress, we strive to be different not because we are better than anyone, but because it is what God desires from us. Our campus should be characterized by respect, compassion, and goodness. Again, we will not be perfect, but when Jesus Christ is the center of our lives, they become full. (John 10:10)

I am excited that you have chosen to become a part of the WCHS community. Our standards are high because our young people deserve it. Please read through the handbook carefully. Policies have been created with careful thought and specific purposes. Students need boundaries to operate within in order to thrive. I look forward to working with you throughout the year as we partner in maximizing the God given potential in every WCHS student.

Thank You,

Justin Smith
WCS Administrator

A handwritten signature in black ink that reads "Justin Smith". The signature is stylized, with the first name "Justin" written in a cursive script and the last name "Smith" written in a more formal, slightly cursive font.

MISSION AND PHILOSOPHY

HISTORY OF WOODLAND CHRISTIAN SCHOOL

Woodland Christian School was established 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 9th and 10th graders. WCHS moved to the new Matmor campus in the fall of 2000. The 11th grade was added for the academic year 2000-2001 and the 12th 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 with whom they come in contact.

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: Preschool, 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 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 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 ¹⁵If 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. ¹⁶But 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.' ¹⁷If 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.

¹⁸"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.

¹⁹"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. ²⁰For 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.

RENWEB PARENTS WEB

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 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.

To access ParentsWeb:

- In your web browser type in the address of our school website at 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, our district code is WOOD-CA.)
- Go to our school website at www.woodlandchristian.org
- Click on the RenWeb logo to be directed to our ParentsWeb portal
- Sign up/log in: (you must have provided your email address during registration in order to log on to RenWeb ParentsWeb)
 1. Select the "Parent" option, and click on the "Create New ParentsWeb Account" link.
 2. Type in the email that you provided the school at registration and click "Create Account." Follow the instructions to obtain your username and password.
 3. Return to the login page and type in the information assigned.
 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 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

GRADUATION REQUIREMENTS

Woodland Christian High School offers three different curriculum tracks to tailor a program specifically for each student's needs, and his/her college and career goals.

Scholar's Diploma

The requirements for this option are consistent with the suggested course work for admissions to the University of California and the most competitive private colleges and universities. This track is designed for advance students who seek an academic challenge. It will include at least four Honors or AP courses (Honors English, Honors History, AP Calculus etc.), and must complete coursework through at least pre-calculus in math.

College Prep Diploma

Graduation requirements for this option will meet minimum admission requirements at most public and private universities including the California State Universities.

Regular Diploma

Completion of this basic high school program meets all state-established guidelines. This option is designed for students who plan to attend junior college, trade school, or begin working directly after completing high school. All students must have a cumulative GPA of at least a 2.0 to graduate.

The regular diploma and the college prep diploma both require a total of 260 credits for graduation. The scholar diploma requires 270 credits. Our guidance counselor will assist each student in determining the requirements for the particular option that is most appropriate for the student's needs and goals.

Below is a table that establishes the credits required for each curriculum track.

COURSES	Regular	College Prep	Scholar
*Biblical Studies	40	40	40
English	40	40	40
**Foreign Language	10	20	30
Health	5	5	5
Computer	5	5	5
** Mathematics	30	30 (At least through Algebra II)	40 (At least through Pre-Calculus)
Physical Education	20	20	20
Science	20	30	40
Social Studies	30	30	30
Visual/Performing Arts	10	10	10
Electives	40	30	10
Total	260	260	270
GPA Requirement	2.0 GPA	3.0 GPA	3.5 GPA

*Students transferring into WCHS may have Biblical Studies requirements waived for the semesters not in attendance at WCHS.

** Indicate that a grade of "C" is required to advance to the next level in the department.

Graduation requirements include only the classes taken in grades 9-12 except algebra or geometry.

WCHS students are also required to complete 30 hours of community service every year they are enrolled at WCHS. The 30 hour service requirement will be a part of student's Bible grade during the 2nd semester.

GRADING SCALE

100-97 = A+ 89-87 = B+ 79-77 = C+ 69-67 = D+ 59 or below = F
96-93 = A 86-83 = B 76-73 = C 66-63 = D I = Incomplete
92-90 = A- 82-80 = B- 72-70 = C- 62-60 = D-

*Grading scale for some Honors courses may differ

GRADE POINT AVERAGE

Grade point average (GPA) will be calculated using the following standard:

A = 4.0 B = 3.0 C = 2.0 D = 1.0

GPA will be calculated cumulatively per semester. Academic classes will have semester final exams.

AP/HONORS CLASSES

The purposes for having Advance Placement (AP)/Honors classes are:

1. To provide accelerated curriculum and instruction to students in diverse subject areas.
2. To provide a challenging academic experience in a competitive environment.
3. To provide enrichment opportunities to students who have demonstrated a special talent or interest in a specific subject area.
4. To prepare students for successful completion of the AP exam that enables students to earn college credit.
5. To prepare students for college classes.

Students must meet the following requirements to enroll in an honors or AP class:

1. Overall GPA greater than 3.00 the previous semester
2. A grade equal to or greater than B- in the subject the previous year OR demonstrate exceptional ability/talent in subject area.
3. Approval from the high school administration and department chair

GPA for AP and honors courses will be calculated as follows:

A = 5.0 B = 4.0 C = 3.0 D = 1.0

Once accepted into AP/Honors classes, the student is expected to demonstrate outstanding scholastic effort including regular attendance, completion of homework, and timeliness in meeting deadlines. Students are expected to maintain a "C" average or above or the student may be removed from the course. AP students must take the AP exam at the end of the year with parents covering the cost for each exam. Failure to take the AP exam may result in loss of weighted value of the grade unless the student has obtained teacher and principal approval.

HONOR ROLL

A student with a semester GPA of 4.0+ or greater will be assigned to the Scholars Honor Roll. A GPA of 3.76-3.99 will be assigned to the Cardinal Honor Roll. A GPA of 3.5-3.75 will be assigned the Honor Roll.

HOMEWORK

Homework is an integral part of the school program as an extension of classroom academics. It is to be completed neatly with grade appropriate quality, and submitted on time. A high school student at WCHS taking regular college-prep classes can expect 20-30 minutes of homework per class per day.

Teachers will strive as much as possible to communicate with each other to coordinate major assignments and exams so that students will not have more than two major assignments or exams in one day. However, due to calendar and scheduling constraints, this is not always possible and students should use their time wisely and efficiently to study and insure that their assignments are of appropriate quality and finished on time.

Whenever a student is absent, he/she is responsible to find out what assignments were missed. These assignments must be made up according to the amount of time that was missed. For example, if absent two days the student has two days to make up the missed work.

Academic work due to suspensions cannot be made up and result in a zero.

Whenever a lengthy period of absences is planned and approved by school administration, all work to be missed is to be obtained by the student in advance and turned into the teacher upon return.

Major assignments (such as tests and term papers) assigned weeks in advance may not qualify as excused late work. Check with your teacher in advance. A student absent only on the day of the test may be required to take the test immediately upon his/her return.

Consistently late homework is not acceptable behavior. To help prepare students for college and career assignments later in life:

All students will be allowed a maximum of 2 days to turn in late work. Work will be marked down 10% each day. After 2 days, all work must still be turned in, but will receive no higher than 50% and may result in disciplinary action.

EXTRA CREDIT

Extra credit may be offered at the teacher's discretion, with a maximum of 5% limit calibrated into a student's grade per class per semester. All extra credit will be academically oriented (i.e. project, paper, etc.) and offered to the whole class.

DEAD WEEK

The week before finals no homework will be assigned except in math. Daily work will be given in all classes but the emphasis will be on preparing the students for their finals. The only homework to be assigned will be review materials. During Dead Week and Finals Week students may view their grades on RenWeb. After the last day of finals, no work will be accepted and RenWeb access will be turned off.

SPANISH AND MATH PROGRESSION

Both disciplines require a foundation of understanding for continued advancement. A grade of "C" or better and teacher approval is required to advance to the next level of work in Spanish. A grade of "C" or better and adequate scores on the standards test, the readiness test for the next level and Stanford Achievement Test are required.

REPORT CARDS/PROGRESS REPORTS

Quarterly report cards will be provided to all parents. Parent teacher conferences will be held during the first quarter reporting period. Semester grades are recorded on the 2nd and 4th quarter report card. The semester grades indicate a student's cumulative progress for the two preceding quarters. Semester grades for high school students are listed on the student's permanent transcript.

TRANSCRIPTS

A transcript is an official copy of the student's academic record and bears the official seal of WCHS. To request official transcripts, please contact the high school office staff with the name and address of the college or organization. Please allow two weeks to process this request. Unofficial transcripts can be requested at the office and will be available within 48 hours. The first two official transcripts are free. Additional copies are \$2.00 each.

Official transcripts will not be provided to students/families whose accounts are delinquent.

FINAL EXAMS FOR HIGH SCHOOL STUDENTS

Final exams will be administered to all high school students at the end of each semester. The final exam will count between 10-20% of the final grade (depending on the course/instructor). No pre-approved absences will be granted during finals week.

TEXTBOOKS

Textbooks are the property of WCHS. It is the responsibility of the student to care for these books when they are in their possession. It is suggested that textbooks be covered at all times. Damage or excessive wear, the extent of which will be determined by the high school faculty, will result in a damage-assessment fee. Lost textbooks will result in a replacement fee being assessed to the student.

CLASS CHANGES

Adding and/or dropping a class on a student schedule may be considered within the first two weeks of each semester. Signatures are required from parents/guardian and faculty involved. The administration will have final approval on all class changes.

COLLEGE AND CAREER-PLANNING

Each student will participate in the college and career-planning program. This will begin in the ninth grade year. This program will include an annual meeting with the guidance counselor. Parents are welcome at these appointments.

CHRISTIAN AND COMMUNITY SERVICE

All WCHS students are required to participate in community service. Thirty hours of community service are required each year for high school graduation. Students must provide written evidence of volunteer activity serving the local community. This may include activities that serve the local church and/or community. These may include community-

based non-profit groups, rest homes, the school, Christian ministries, and missions. Up to 15 hours of community service credit may be performed during summer. All 30 hours must be completed by the end of each academic year. See Community Service form for guideline details.

ACADEMIC PROBATION

Students must maintain a 2.0 GPA without a failing grade. Students will be placed on academic probation if they have a cumulative GPA of less than 2.0 or with an "F" in any class for the preceding quarter. They will be ineligible to participate in extracurricular activities until at least the next scheduled grade update. They can regain eligibility if by the next grade update their GPA is 2.0 or greater and there are no "Fs."

Additional study time is required of any student on academic probation. Such students must see the teacher in whose course they are struggling on Thursday afternoon for tutoring and to check on progress. Students will also be required to attend two lunch time study hall sessions per week while on academic probation.

All grade updates are based on 4 ½ week periods. Eligibility is established the Monday after grades are posted.

PHYSICAL EDUCATION

All freshmen and sophomores will be required to participate in physical education and meet physical education class uniform requirements. The following are considered exemptions from participation in physical education:

- 1) A note from a parent or guardian indicating a minor illness or situation will excuse the student for up to three days. An alternative assignment may be given for excused students to complete in place of participation for each day.
- 2) A note from a doctor specifying the reason and length of time the student is to be excused from physical education. A doctor's note will be required for more than 3 consecutive days.
- 3) Membership on an athletic team does not excuse students from PE participation unless the game takes place during the scheduled class period. If students miss PE for a sporting event, no extra assignment will be required.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Students will be eligible to participate in extra-curricular activities and sports under the following conditions:

1. Students must meet CIF (California Interscholastic Federation) minimum requirements for extra-curricular participation. This includes that students must achieve a 2.0 grade point average at the conclusion of the previous grading period.
2. Must not be on academic or behavior probation.
3. On the day of an extra-curricular event, the student must be at school at least one-half of the school day, 3½ 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 continue to reflect, Christ-like attitudes and behavior appropriate to the extra-curricular event.

STUDENT LIFE

ATTENDANCE

Whenever a student is going to be absent from school, a parent or guardian should provide a written note to the HS office explaining the reason for absence. Absences should be excused by parent note within 3 days of the student's return to school. Students 18 years or older will follow the same attendance procedures as other students.

Excused absences are absences resulting from:

- 1) Personal illness
- 2) Doctor or dentist appointment
- 3) Bereavement (death of a family member)

If there are other special family situations that do not meet the above criteria, families will need to meet with the HS principal.

Unexcused absences include:

- 1) Skipping or cutting class
- 2) Suspensions
- 3) Missing more than 15 minutes of class due to a dress code violation
- 4) Appointments that are not medical or dental (including hair, nails, etc..)
- 5) Sleeping in

Skipping or cutting a class (fifteen minutes or more) will result in disciplinary action including but not limited to detention. Work missed during an unexcused absence is to be completed but will receive only 50% for the work.

WCHS does not sanction or approve of any "SENIOR SKIP DAY." It is considered cutting class and appropriate disciplinary action will be taken.

Make-up Work:

Make-up work for an excused absence is the responsibility of the student, not the faculty. These assignments will be due at a date correlating with the amount of time missed. Example: Students absent two days will have two days to complete and return missed work.

Prearranged Absences:

Students who plan to be absent due to family vacations, church retreats or mission efforts for more than 1 day must petition the school for advanced absence approval by obtaining a preplanned absence form. The students must obtain a preplanned absence form from the office which is to be cleared by each of their teachers and signed by the parent. Administrative approval must be obtained at least one week in advance of the intended absences. These absences will be counted in the excused absence total. Failure to receive advanced absence approval will result in these absences being marked unexcused. Students with a pre-approved absence will be assigned work which is expected to be completed and turned in upon the first day back at school. If work is not turned in on the first day back to school it will be considered late.

Excessive Absences:

A student may be in danger of losing credit in a course in which he/she has exceeded ten absences per semester, excused or unexcused. This includes absences for medical appointments and illnesses. Parents may petition for credit if the parent believes extenuating circumstances merit review of the student's record. The petition begins by the parent writing a letter of petition and explanation of circumstances to the High School Principal. An academic committee will review the petition. Valid reasons for petition include illness and family emergencies.

Tardy policy:

A student is considered tardy to class when he/she is not in his/her seat when the bell rings. Students are expected to attend class fully prepared with the materials needed for the class. Students will be considered tardy if they must return to their locker for materials.

Excused Tardy- Family emergency with a parent note, doctor visit, note from a staff member.

Unexcused Tardy- All other excuses/reasons for tardiness.

Unexcused Tardies will be handled in the following fashion:

- 1st tardy per year- Warning
- 2nd tardy per year- Teacher detention
- 3rd tardy per year- School-wide detention

Students will be allowed up to 5 EXCUSED tardies per semester. After the 5th, all tardies will be considered unexcused.

Field trip/School Activity Absences:

An absence from any class because of a field trip or school-sponsored activity (athletics, conferences, performances, etc.) will be recorded as a school activity excused absence. A student participating in a school-related activity that results in an absence from any class is accountable for all work required in that class for the day missed. Work due the day of the activity must be handed in prior to leaving for the school activity. A student whose academic achievements are being hindered by absences may be denied further participation until his or her grades have improved. School-related absences will NOT be counted in the student's absence total.

Activity Participation Attendance Requirements:

Students will be eligible to participate in extra-curricular activities and sports under the following conditions:

- 1) Students must meet CIF (California Interscholastic Federation) minimum requirements for extra-curricular participation. This includes that students must achieve a 2.0 grade point average at the conclusion of the previous grading period and meet WCHS eligibility of a 2.0 with no failing grades.
- 2) Must not be on academic or behavior probation.
- 3) On the day of the extra-curricular event, the student must be at school at least one half of the school day, 3 1/2 hours (not including lunch) and at least 2 hours on a minimum day.
- 4) The student's actions and behavior at school and school functions must continue to reflect a Christ-like attitude and behavior appropriate to the extra-curricular event.
- 5) If the event occurs on a weekend or non-school day, the student must attend at least 1/2 of the day prior to the event, or the day closest.

All WCHS extra-curricular activities are under the supervision of the school and students are expected to be as responsive and cooperative at the activity as they are in the classroom. General school rules and behavioral guidelines apply at all WCHS extra-curricular activities.

HALL PASSES

ONLY ONE STUDENT IS ALLOWED OUT OF CLASS AT A TIME. Students will sign in and out on the designated clipboard.

CLASS DISMISSAL

The class is not over until the faculty member excuses the class.

SPIRITUAL LIFE

BIBLE CLASSES

At WCHS, we believe the Bible is the infallible Word of God and, therefore, the standard by which all values, as reflected in all school programs, policies and traditions, are measured. Bible classes are required as an integral part of our curriculum. In addition, biblical concepts are integrated into every other curricular area within the school. The Bible is the foundation and the strength of WCHS, which sets us apart from public and many private schools. Grades received for Bible courses are included in the student's grade point average. The community service requirement will be included in the second semester grade for Bible each year.

CHAPEL

The high school student body worships together in our weekly chapels, where attendance is required. Behavior in chapel shall be courteous and attentive. In order to show respect to our musicians and speakers, no restroom privileges will be given during chapel. Students will be expected to use the restroom before chapel begins.

ASSEMBLIES

Attendance at all assemblies is required for all students.

RETREAT

This is an off-site activity where students and teachers go to a retreat facility for bonding, building of friendships, spiritual development and personal enrichment. Parents may be needed as camp counselors for this retreat. All appropriate school rules will be enforced during our time away from campus.

BEHAVIOR CONTRACTS AND BEHAVIOR PROBATION

Students may be placed on behavior probation if their behavior is deemed inconsistent with the mission of the school and fails to improve. Administration will meet with the parents or guardian and a behavioral contract will be signed. A significant improvement in behavior must be acknowledged by the school administration for the student to remain at WCHS. Behavioral probation prohibits the student from participating in extra-curricular activities and off-campus lunch.

SCHOOL PROPERTY

God has richly blessed WCS with our facilities and materials and it is our desire to be good stewards of these gifts. To that end, we believe that all staff and students should demonstrate respect to school property as well as to the property of others. Anyone who chooses to damage or vandalize property will be held responsible for repair or replacement of damaged property at the discretion of the school administration.

DISCIPLINE CONSEQUENCES

Violation of WCHS rules will result in disciplinary action ranging from a verbal warning, teacher detention, school detention, suspension and expulsion. As a student at WCHS you are expected to know and obey the rules and regulations of the school. As young adults you are responsible for knowing what is expected of you. Basically, most of what is expected is mature and responsible behavior. A careful review of the student handbook, however, should clarify any misunderstandings you may have.

Teacher Detention: Teachers may issue a lunch or after-school detention to students for violation of classroom rules. The goal of this time is for the student and teacher to work together to rectify the problem and prevent future issues.

School Detention: The purpose of school detention is to discourage student behavior that detracts from the mission statement of the school. This includes the following: activities that prevent achieving individual academic success for each student; behavior that is disrespectful towards self, others or school property; and attitudes and actions that do not reflect the Christian ideals supported by the school.

1. School detentions for freshmen and sophomores will be served from 7:00-7:45 on Thursday mornings.
2. All detentions for juniors and seniors will be at lunch on Thursdays.
3. Students in detention will participate in our Campus Beautification Program or CBP. If a student is assigned to CBP they will help our school personnel in maintaining/cleaning our campus.
4. If a student cannot attend the assigned detention date, the parent or guardian may call the office before the assigned date to discuss the detention and confirm an appropriate date to serve the detention.
5. Students must report to the detention room by 7:00 AM for morning detention and by 5 minutes after lunch bell rings for lunch detention.
6. Upon receiving the 3rd behavior detention in a year, the student may be placed on behavior probation. The student and parent will be asked to meet with the high school principal to create a plan of action to resolve the problem. Repeated behavior detentions may result in suspension.
7. If a student skips a detention, a Saturday detention will be assigned. The cost of Saturday detention is \$15.00. Students assigned to Saturday detentions will participate in CBP from 8:00-10:00 am.
8. Saturday School: Saturday School will be assigned for more serious disciplinary issues or for accumulation of four detentions in a semester. The cost of Saturday School is \$15.00. Students assigned to Saturday School will participate in CBP from 8:00-10:00 am.

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. Results of suspension include:

1. A zero grade will be given in every assigned class for the duration of the suspension.
2. A zero grade on major tests or products due during the duration of the suspension.
3. All work assigned during the time of suspension must be completed in a timely manner though it will still receive no credit.

Students who are suspended more than one time during the year will be required to submit to a behavior/restoration contract created by the high school principal prior to returning to school.

EXPULSION

Expulsion is the immediate dismissal of a student from WCHS. Expulsion is at the discretion of the HS principal with School Administrator approval. Students expelled will NOT be allowed to visit the school campus or attend any school-sponsored activity or event. Expulsion is the final consequence for failure to follow school policy and may be used for any serious infraction that violates California State Law for schools including harassment, assault or the threat of assault; having drugs on campus, drug use, or carrying a weapon of any kind, or a facsimile thereof. The WCHS administration will act to maintain a safe and considerate campus atmosphere where every student can learn and grow.

LOCKERS

Locker use is a privilege and thus should be respectfully utilized. Lockers are the property of the school and provided as a service for the students to secure their belongings. Due to theft and vandalism particularly during after-school hours, the following rules apply to locker use:

1. Lockers are to be kept locked. The school is not responsible for lost or stolen items left in lockers or items left hanging on hooks.
2. No decoration of any kind may be attached to the outside of lockers.
3. Stickers, writing, contact paper or anything that is not easily removed, may not be put on the inside of the locker.
4. Inappropriate pictures/words are not permitted.
5. Students are required to furnish their own lock but must have their combination on file in the office. Students must not share their locker combinations with other students.
6. Any problems with the locker should be reported to the office.

Lockers may be searched at any time by the police department or school administration if deemed necessary. (Education Code Section 49050)

EIGHTEEN-YEAR-OLD RECOGNITION

When a student reaches the age of 18, the school continues to recognize the parents or guardians as the final authority. While the student remains enrolled at WCHS, he/she must obey the rules and policies established by the Woodland Christian High School Board and Administration.

INTERVIEWING AND PHOTOGRAPHING STUDENTS

From time to time, the public media or school media may wish to interview or photograph students when covering educational and sporting events at school. We want parents to be aware their child could be interviewed or photographed in such situations. Please notify your child and our office in writing if you do not want your child to have such contact with the media.

LOST AND FOUND

Lost items can be claimed in the office. Unclaimed clothing will be donated to charity at the end of each quarter.

OPEN CAMPUS

Only juniors and seniors will have the privilege of open campus at lunchtime. Juniors and seniors who wish to leave campus at lunch must have an official current year "Open Campus Policy" form signed by their parents/guardian and have this form on file in the office by the first full day of school. Students leaving campus at lunch cannot take freshmen or sophomores, regardless of parent permission. Students must have a 2.5 gpa to participate in off campus lunch.

Open campus is a privilege that will be lost if abused. This includes the following:

1. After the 2nd tardy after lunch in a semester the student will lose the privilege of open campus for one quarter.
2. Students on behavior probation may not leave the campus.
3. If student engages in behavior while off-campus that is deemed inconsistent with the mission of WCHS he/she will lose the privilege of open campus for the semester.
4. Taking any unauthorized student off campus will result in the loss of open campus for a semester.
5. Freshmen and sophomores leaving campus will serve detention/CBP hours and will lose the privilege in the first quarters of their junior year. (one quarter for each infraction)
6. Students who have been assigned or served detention, Saturday School or suspended will not be allowed to go off campus for lunch during that week.

VISITORS

All visitors to the campus during school hours must check in at the school office to obtain a visitor pass and approval. No student visitors are allowed during lunchtime or during school hours. Parents wishing to visit classrooms must give 24 hour notice and have approval from the principal.

DRESS CODE

Our policy is to honor God in our daily living and dress. We base our dress code on two criteria. They are Biblical standards of modesty (1 Timothy 2:9, Romans 10:1) and a desire for a neat, clean and attractive appearance. Clothing, jewelry and/or hairstyles that distract from the primary mission of the school are considered unacceptable attire during school or during any school-sponsored event. Parents are expected to assist in ensuring that student appearance is consistent with dress code standards. The dress code applies to students during school and at all school sponsored functions.

GENERAL DRESS CODE GUIDELINES FOR GIRLS:

1. Modesty is the guiding principle. Bare midriffs, underwear and cleavage should not be visible at any time.
2. Girls may have visible ear piercings but no other visible piercings are allowed. This includes nose rings. Girls will be required to remove nose rings while at school or at a school event.
3. No visible tattoos are allowed.
4. Hair should be cut and styled so eyes are visible at all times.
5. Extremes in fashion are considered distracting and inappropriate. This includes hair that is dyed or streaked in extreme colors (green, blue, "glowing red", etc.) or hair cut in extreme styles.

GIRLS MAY WEAR:

TOPS

1. Shirts, blouses, t-shirts and sweaters that fit appropriately. This includes being long enough that the midriff is not visible when the arms are stretched straight above the head.
2. No cleavage or bra straps may be visible at any time. Shirts must have sleeves and the neckline should meet the 3" from the clavicle guideline.
3. Girls may wear any Woodland Christian generated crew neck T-shirts such as team shirts, drama shirts, senior shirts, chapel shirts, etc.

DRESSES AND SKIRTS

1. Dresses must have sleeves and the neckline must meet the 3" from the clavicle guideline.
2. Dresses and skirts must be no more than 3 inches above the bend at the back of the knee.
3. Dresses and skirts must still meet the 3" above the knee requirement even if leggings are worn underneath.

PANTS AND SHORTS

1. Girls may wear pants, jeans, walking shorts, cargo pants or skorts that are free from rips or tears.
2. Walking shorts and skorts must be no more than 3 inches above the bend at the back of the knee.
3. Pants, jeans, shorts, and skorts must not be excessively low cut and no underwear should be visible at any time.

GIRLS MAY NOT WEAR:

1. Tank tops, spaghetti strap tops/dresses, halter or tube tops or any top that is too tight fitting or "see through."
2. Basketball or sports uniform shorts.
3. Sweatpants, yoga pants, nylon uniform pants or other types of exercise clothing.
4. Military fatigues, pajama style pants, pajamas or medical scrubs.

GENERAL DRESS CODE GUIDELINES FOR BOYS:

1. Facial hair is permitted but must be neatly groomed.
2. Boys' hair needs to be above the shoulder, above the bottom of the ears, and cut/styled so that eyes are visible at all times.

3. Extremes in fashion are considered distracting and inappropriate. This includes hair that is dyed or streaked in extreme colors (green, blue, "glowing red", purple, etc) or hair cut in extreme styles.
4. No visible tattoos are allowed.
5. Boys may not have any piercing including earrings, nor may they have band aids or clear spacers to cover them.
6. Hats are acceptable but they must not be worn in the classroom or chapel.

BOYS MAY WEAR:

SHIRTS and SWEATSHIRTS

1. Polo/golf shirts and non-white T-shirts (long or short sleeve).
2. Button down shirt with collar (long or short sleeve).
3. Woodland Christian produced t-shirts. (Examples: senior shirts, team shirts, drama shirts, chapel shirts, etc..)
4. Shirts/sweatshirts with raised lettering or silk-screening logos providing that the logo is in accordance with the mission statement of WCHS.

PANTS AND SHORTS

1. Jeans, Docker style pants, cords, walking shorts and cargo pants that are fitted and/or belted at the waist. Clothing is also to be free from rips or tears.

BOYS MAY NOT WEAR:

- 1) Excessively baggy, sagging or dragging pants.
- 2) Clothing where the underwear is visible.
- 3) PE/basketball type shorts, sport uniform shorts or sweat pants.
- 4) Military fatigues, pajama style pants, pajamas, medical scrubs.

SPECIAL EVENT ATTIRE:

Formal evening events will not be governed by the same school-day code but students are expected to adhere to the modesty code. A copy of the formal dress code standards will be provided to all students prior to the event.

VIOLATION OF DRESS CODE POLICY

Students in violation of dress code will be sent to the office. A change of clothing will be issued from the office at a cost to the student if not returned laundered within 2 days. In addition, discipline will be administered for violation of dress code policy.

- 1st offense- Documented warning, parent notification, change of clothing.
- 2nd offense- Dress code violation, parent notification, change of clothing and 1 detention.
- 3rd offense- Dress code violation, change of clothing and 2 detentions. Parent-principal-student conference scheduled.

Further offenses may result in more severe consequences including but not limited to suspension.

EXPECTED STUDENT CONDUCT

WCHS's policies regarding student conduct are governed by principles drawn from God's word. Each student will conduct himself/herself in accordance with Christian standards on and off campus. This means that the school's standards of conduct apply in the school setting, at school-sponsored functions and on the weekends. These standards in all situations because they reflect Christ's character and life.

Students will be expected to conduct themselves according to the following rules:

1. Students will be expected to respect themselves, fellow students, and all adults.
2. WCHS does not permit the use of illegal drugs, alcohol, and tobacco-containing products. The improper use of medications is also not permitted. Violation of the above may result in expulsion. See Substance Abuse Policy.
3. Theft, vandalism, or other violations of the law, on or off campus, may result in expulsion. Police may be contacted.
4. Vulgar or obscene gestures, language or actions are not allowed.
5. Vulgar pictures, images, or writing are not permitted.
6. Music with questionable or unacceptable lyrics will not be tolerated.
7. Public display of romantic affection (i.e. kissing, hugging, arms around each other, hand holding, sitting on laps) between students is not appropriate at school or school-related activities.
8. Immoral behavior, on or off campus, may result in expulsion.
9. A persistently critical spirit and/or uncooperative attitude may result in suspension or expulsion. Parents/guardians guilty of the same concerns, subjects the family to potential dismissal of the student.
10. Food and drinks are not allowed in classrooms during class hours except bottled waters in clear containers with lids. *Exception: Students may have other food or drink during teacher-planned events.*
11. Gum chewing is not allowed on the campus. Students will get detention if they are found to be chewing gum on campus.
12. Students are expected to take care of the school facilities including books, desks, lockers, etc.. Damaging and defacing of school property is unacceptable. Students and their parents are responsible for damage incurred to school property whether willful or accidental. This includes lost or damaged textbooks.
13. Creation, maintenance or participation in any online web-site that contains derogatory to Woodland Christian Schools or any of its students or employees is unacceptable.
14. Littering is prohibited. Students are expected to show respect for their school by keeping the campus clean.
15. Under no circumstances should weapons of any kind be brought to school. This includes any type of knife, gun, pepper spray, or martial arts apparatus. Students may not have matches, lighters, etc. in their possession.

CHEATING POLICY

1. Parents will be informed of all instances of cheating and the incident will be recorded on 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 receive 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.

CELL PHONES

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. 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. The students will serve detention and the family will be fined \$25.
3. *Third offense:* Phone will be confiscated and will be returned only to the student's parent. The family will be fined \$25. Student will be put on a behavior contract after meeting with parent and administrator plus detention.

OFFICE PHONE USE

Phone calls by students will only be allowed for emergencies or urgent matters, and only with the approval of staff and or faculty. Please ask before using the counter phone. Personal cell phones may be used in the school office for emergency or urgent matters only with office staff approval.

PERSONAL MUSIC LISTENING

During school hours (7:50AM – 2:35PM) listening to music on I-pods, MP3 players, I-phones, blackberries CD players, etc. is prohibited.

1. *First offense:* for electronic device violation: Device will be confiscated until the end of the day and will be returned after parent has been contacted..
2. *Second offense:* Device will be confiscated and will be returned only to the student's parent. The family will be fined \$25.
3. *Third offense:* Device will be confiscated and will be returned only to the student's parent. The family will be fined \$25. Student will be put on a behavior contract after meeting with parent and administrator.

AUTOMOBILES

1. Students who plan to drive to school must obtain written permission from their parents. The Driver Policy is available in the high school office and must be renewed every year.
2. A fee is required for a parking permit. The permit must be visible at all times while parked on the campus.
3. Cars are considered off-campus. Students must receive permission from the office to return to their cars during school hours.
4. NO EATING LUNCH OR BRUNCH IN THE PARKING LOT.
5. Cars must be parked in the designated parking lot, numbers 1-53 and overflow area at the north end of the property. No student cars are allowed on the Middle School side.
6. Parking on campus is a privilege that can be revoked for unsafe driving in and around school property.
7. Students are not allowed to loiter in the cars or parking lot.
8. All student drivers must possess a valid California Driver's License and sufficient insurance coverage as required by law to operate a motor vehicle on the WCS campus. All laws related in the State Vehicle Code are to be obeyed. Students should obey the posted speed limit at all times.
9. No student drivers can be used to transport other students to any school-sponsored events.
10. Violations of any parking provisions may result in fines tow away or revocation of the parking permit and loss of privilege to drive and park on campus.

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 High 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.

SUBSTANCE ABUSE

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.

STUDENT SEARCHES

In order to maintain a safe and positive learning environment, a student's outer attire, personal property, and vehicle or school property including books, desks, and school lockers may be searched by administration. (Education Code Section 49050)

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 is 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 person's network account and password
- Opening, looking at, reading, modifying, deleting other users' folders, files, and mail
- Copying, modifying, 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 attorneys' 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.

HEALTH CONCERNS

1. Minor first aid treatment will be available in the school office.
2. Parents/guardians will be contacted by phone if the sickness or injury is felt to be a significant health concern, so that the concern may be evaluated and treated further.
3. 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.
4. These forms are available in the school office. Both doctor's and parent's permission forms will be required before any aspirin/Tylenol etc. to be given.
5. Students are not allowed to carry any kind of medication with them on campus. All medication to be taken by the student during the school day is to be dispensed by office staff and all permission forms must be on file.
6. We encourage, for the benefit of your student that you notify the office of any health and medication issues that might exist.
7. Inhalers- Any HS student having an immediate need for asthma inhalers during school may carry the necessary medication on their person when certain conditions are met. Anyone wishing to carry his or her own inhaler may pick up an Authorization for Self-Carry form in the office. This form will need to be completed and returned to the office. Otherwise, inhalers must be kept in the office and administered as prescribed.

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.

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.

HIGH SCHOOL SCHEDULES

Standard A/B Day	
Period 1/2	7:50 - 9:15
Brunch	9:15 - 9:25
Period 3/4	9:30 - 10:55
Period 5/6	11:00 - 12:25
Lunch	12:25 - 1:05
Period 7/8	1:10 - 2:35

Minimum A/B Day	
Period 1/2	7:50 - 8:45
Period 3/4	8:50 - 9:45
Brunch	9:45 - 9:55
Period 5/6	10:00 - 10:55
Period 7/8	11:00 - 11:55

Chapel/Rally A/B Day Early Release	
Period 1/2	7:50 - 9:00
Period 3/4	9:05 - 10:15
Chapel/Assembly/Rally	10:20 - 11:15
Brunch	11:15 - 11:25
Period 5/6	11:30 - 12:40
Lunch	12:40 - 1:20
Period 7/8	1:25 - 2:35

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.