

WOODLAND CHRISTIAN SCHOOL

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Middle School
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High 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.

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

K-8 Administrator

MISSION STATEMENT

By God's grace and for His glory only, Woodland Christian School exists to educate and prepare students for college and Christian life. We believe that 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.

NON DISCRIMINATORY 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.

INSURANCE

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

Extended Care

Extended Care will be available for students in grades K-5 before and after school.

| | |
|-------------------------|------------------|
| Mornings | 7:00 - 8:00 a.m. |
| Afternoon (M, T, Th, F) | 3:05 - 6:00 p.m. |
| (Wednesday) | 2:05 - 6:00 p.m. |

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. In addition to a 2.0 grade point average requirement in the academic achievement area, the same policy applies to the conscientiousness grades. Should a student drop below a 2.0 GPA in either area, the administration reserves the right to dismiss the student.

Reporting Pupil Progress

At the time 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 available on RenWeb the week following the end of the second through fourth grading periods. If you do not have online access, please notify your child's teacher in order to get a hard copy of the report card.

Conferences With The Teacher

At the close of the first quarter, Parent-Teacher conferences will be required. 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. Kindergartners are individually evaluated in regard to readiness for entrance into the first grade academic program. The results of tests are available through the office. At the close of the academic year, leave a self-addressed stamped envelope with the office and results will be mailed.

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 - 6

Most students will not be able to finish all their work at school and must complete the work at home. As a general guide, let your teacher know if your child spends more than the following hours doing homework.

| | |
|--------------|------------|
| Kindergarten | 15 minutes |
| Grades 1 - 2 | 30 minutes |
| Grades 3 - 4 | 60 minutes |
| Grade 5 | 75 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.

INTRODUCING OUR SCHOOL PARENTS TOOL ...



We're excited to announce our school management system – RenWeb School Management Software. We have set up RenWeb's ParentsWeb – 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.

All you need is an Internet-capable computer to view information such as:

| | |
|---|--|
|  Attendance |  School Calendar |
|  Daily Grades |  School Announcements |
|  Progress Reports |  Staff and School Directory |
|  Report Cards |  Elementary Lunch Orders |
|  Transcripts |  Teacher Email Addresses |
|  Lesson Plans |  Teacher Websites |
|  Discipline |  Customized Web Surveys and Tests |
|  Homework |  Other Useful School Information |
|  Missing Assignments | |

RenWeb offers two versions of ParentsWeb depending on your Internet access: a low-speed version for dial-up users, and ParentsWeb 2.0 for users with high-speed Internet access. To learn more about ParentsWeb 2.0, please go to the following link in your web browser:

www.renweb.com/robohelp/pwdemo/parentswebdemo_demo.htm

Below are instructions for logging in and viewing information. We look forward to your participation. Together we can improve our children's academic development and the communication between our school and your home.

Here's how to access our easy-to-use RenWeb ParentsWeb:

- Go to Internet Explorer and 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 Parents Web)

1. Click on the “First-time Users” tab if you have not logged into RenWeb before.
 2. Type in your email address that you provided to the school.
 3. Click on the New Parent Login button. You will be emailed a new password within 3 minutes (to the email address you typed in, which must be the same email address that you provided to the school).
 4. Type in the Password assigned.
 5. If you want to avoid re-keying your email address each time you log in, tell the system to remember your email address so need only enter your password to log into the ParentsWeb in the future.
 6. Click on the Parent Login button.
- To access grades, click “Classrooms.” This will bring up all classes in which your child is enrolled at the school.
 - Click on “Homework Summary” or “Gradebook Summary” at the top of the column for each child.
 - You can access other school information regarding your child on this site, as well as email the teachers directly!

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.

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.)

Bibles

Bibles are required for grades 2-6. We will be using the New International Version in the classroom. Bible memory requirements will be duplicated so all students will memorize the same translation.

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.

Books

All books MUST be covered. Fines will be issued for uncovered or damaged books.

Book Bags/ Backpacks

Each student is requested to acquire some type of book bag or backpack for books. This makes it easier to carry books to and from school. Please avoid roller backpacks due to storage issues.

Label All 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 taken to the office for grades K-5. 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 things to school for play except acceptable sports equipment that they are willing to share during recess. 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

Playing cards, funny books, obscene magazines, guns, bow and arrows, knives, water-guns, hard baseballs, radios, CD or tape players, and chewing gum are not to be brought to school or to school sponsored activities.

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 and all new incoming students.

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.

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.

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.

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.

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. The drink/snack machines are not available for use during Fruit Break.

High Protein Lunch

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

Vending Machines

The chip and snack machine will be open during lunch and after school. The chip/snack machine may NOT be used for fruit break.

A juice and water vending machine will also be available during lunch and after school on the elementary campus.

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:

First access our easy-to-use RenWeb ParentsWeb: *(see page 7)*

- Go to Internet Explorer and 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 Parents Web)
 7. Click on the "First-time Users" tab if you have not logged into RenWeb before.
 8. Type in your email address that you provided to the school.

9. Click on the New Parent Login button. You will be emailed a new password within 3 minutes (to the email address you typed in, which must be the same email address that you provided to the school). Our District Code is “WOOD-CA”.
10. Type in the Password assigned.
11. If you want to avoid re-keying your email address each time you log in, tell the system to remember your email address so you need only enter your password to log into the ParentsWeb in the future.
12. Click on the Parent Login button.

The following examples are from the new ParentsWeb 2.0 High Speed Internet Access.

TO ORDER LUNCHES:

- Click on “Student Information”, select child at the top.
- At the bottom right border of the Lunch Menu click “Lunch Calendar & Order”.
- Scroll to bottom and click “Create Web Order”.
- Place your order for each day you would like lunches, when finished scroll to bottom and click “Order Items”. The next window will display “*Web Orders Created: Total value of unprocessed ordered items is \$.....*”. The total amount of your order will also be displayed. Your lunch and/or milk items have NOT been ordered until you click on [PayNow](#) and complete the payment process.
- Orders must be placed no later than midnight on Sunday night. Orders need to be placed up to two weeks in advance.

TO PAY:

- Click on [PayNow](#) it will take to the payment screen.
- [Make Payment](#) displays your address information, and you can then select whether you want to pay using a checking account, savings account, credit card or debit card. Your lunch items ordered are not processed until you complete and submit payment. If you do not complete the payment process your child will not have a lunch and/or milk.

Once you input your bank or credit card information, your payment is reflected immediately in your account. You have the option of printing a receipt. Your information is not saved.

There's no need to qualify in advance or register for the service. Simply provide your credit/debit card or bank account information each time you [PayNow](#), and your transaction is approved before it is recorded against your family account balance.

PLEASE NOTE: All of your enrolled children will be listed in the *Create Web Order* area. Reminder, this lunch ordering system is for elementary students only.

On Minimum Days you can order milk only for your child but they will need to bring a lunch if they will be in Extended Care. School lunches are NOT available on Minimum Days.

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.

Afternoon 11:30 a.m. – 3:00 p.m.

GRADES 1-5

8:15 a.m. – 3:00 p.m.

MIDDLE SCHOOL

8:05 a.m. – 3:05 p.m.

HIGH SCHOOL

8:00 a.m. - 3:10 p.m.

WEDNESDAY SCHEDULE (EARLY RELEASE DAYS):

KINDERGARTEN

Morning 8:15 a.m. - 11:30 a.m.

Afternoon 11:30 a.m. – 2:05 p.m.

GRADES 1-5

8:15 a.m. – 2:05 p.m.

MIDDLE SCHOOL

8:05 a.m. – 2:10 p.m.

HIGH SCHOOL

8:00 a.m. – 2:15 p.m.

MINIMUM DAY:

KINDERGARTEN

Morning 8:15 a.m. - 11:30 a.m.

Afternoon 11:30 a.m. – 12:00 noon

GRADES 1 - 5

8:15 a.m. - 12:00 noon

MIDDLE SCHOOL

8:05 a.m. - 12:00 noon

HIGH SCHOOL

8:00 a.m. - 12:15 p.m.

Primary students (grades K-3) arriving at school before 7:55 a.m. and students in grades 4 and 5 arriving before 7:45 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 3:15 p.m. on regular days or by 2:15 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 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 1st 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 \$2.00. If you are not able to pick your child up by 3:15, 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, pretend schools starts at 8:05 a.m. and 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.

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. 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.

Clearance from the office must be obtained for all visitors.

Arrival and Departure Instructions

1. DO NOT load or unload children in front of the school on West Street or El Dorado Street.
2. ALWAYS pull as far forward as possible in car pool lanes.
3. Enter ONLY from West Street.
4. Exit ONLY onto El Dorado.

"Calling" Home From School

STUDENTS WILL NOT be allowed to use the office phone without a WRITTEN NOTE from a teacher. We want to keep these to a minimum.

School Pictures

School pictures will be available for purchase in the fall and again in spring.

Discipline

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

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.

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 publically.

SCHOOL STANDARDS

General:

1. No gum chewing. Gum should not be brought to school.
2. A show of affection in a physical manner between girls and boys (such as holding hands) is not allowed.
3. Students are to respond with "yes" or "yes, Miss Thomas": "no" or "no, Miss Thomas", but not "yeah" or "na".

Classroom:

1. Enter and leave the class in an orderly fashion.
2. Raise hand and be acknowledged before speaking. Recognized students in K-5 will stand to reply.
3. Desks are to be kept orderly and clean.
4. Do not slouch or rock in chairs and keep feet on the floor.
5. No student is to stay in the classroom without teacher permission.
6. Pupils sent on errands to other rooms must have teacher's permission. When entering a classroom, students should enter without knocking and stand quietly until recognized by the teacher.
7. Do not leave your classroom or school grounds without permission from a teacher.
8. Pencils should be sharpened before class time or at a time allowed by the teacher.

Out of Class:

1. Let yard duty staff know if a ball goes over a fence or on a roof.
2. Stay away from cars in the parking lot.
3. Do not run or play on the sidewalks or in the halls.
4. No playing in the rest rooms.
5. Throwing rocks or any hard objects at school is strictly forbidden.
6. We do not hit, punch, wrestle, etc. with other students.
7. No running, standing or sitting on the lunch tables.
8. Return all play equipment to the designated area.

9. Do not skate, ride bikes, or skateboard on sidewalks or in the parking lot.
10. Bikes should be locked at all times.

Lunch:

1. Eating is allowed only in the designated areas.
2. All trash and garbage is to be placed in the provided trash cans.

Office:

1. During school hours, NO students will be allowed to go to the office without permission from a teacher and a designated escort.
2. All students must enter and leave through the front door.

After School:

1. Students are to leave school grounds immediately after school unless they are participating in school activities.
2. It is wrong to keep your car pool waiting. Wait in the correct place and do not make your driver look for you.