

WOODLAND CHRISTIAN MIDDLE SCHOOL

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STUDENT HANDBOOK

Revised 08/2009

Woodland Christian School

MISSION STATEMENT

By God's Grace and for His glory only, WCS 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.

MIDDLE SCHOOL STATEMENT OF PURPOSE

The purpose of Woodland Christian Middle School is to introduce our student body and extended school family to the saving knowledge of Jesus Christ, and to prepare students academically, emotionally, physically, socially, and spiritually for success in high school and beyond. Integrating biblical principles in each academic class offers the student a Christian perspective in each subject offered. Woodland Christian Middle School provides a smooth transition from elementary to high school in a nurturing and safe environment.

Woodland Christian Middle School is a college-preparatory school where students are challenged to do their best to better prepare them for rigors of a college preparatory high school. Woodland Christian Middle School curriculum is designed to challenge the middle school student in five key areas of development.

Our expectation for students is that they become:

- Persons of Faith**
- Effective Communicators**
- Life-long Critical Thinkers**
- Quality Producers**
- Community Contributors**

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 Middle School.

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ATTENDANCE

Woodland Christian Middle School observes a "Closed Campus" rule during the school day. Students are to remain on campus from time of arrival until dismissal time, which is 3:05 p.m. except on early release days. They may leave the campus during school hours only with a written pass from the office.

Strict adherence to all schedules is required. While students are not to arrive on campus before 7:45, they should arrive before the 1st bell rings in order to store materials in student lockers, gather required material for their first period and be on time to class. If a student needs to arrive early for a special project, teacher permission is required.

All students are expected to be on time to class. An admit slip will be issued by the office to students who are tardy to first period. Tardies to subsequent periods will be noted by the teacher in Renweb.

DO NOT send a student to school with any contagious or communicable illness or skin rash. Students with constant coughs, sneezing, sore throats, red eyes or fever should not be sent to school. You will be asked to pick up your child if his/her temperature is abnormal. In order for a child to return to school his/her temperature must be normal without medication for a period of 24 hours.

When a student is unable to report for school on any given day, the parent is expected to telephone the school before 9:00 a.m. to explain why the student is unable to attend. Upon returning to school following an absence, the student must present a written note signed by the parent explaining the occasion or reason for the absence. If a student does not provide a note excusing his/her absence within a couple of days, it will be dealt with as a discipline issue. Absences must be excused by the office in order for students to make up missing work.

When it is known in advance that a student must be absent for what is considered a valid reason, the parents are to call the school office at least one week prior to the absence and give details regarding the projected absence. The student must still bring a note when returning to school. If the absence is excused, students may choose to request projected work prior to leaving, or make up work after returning. If work is requested for completion before or during the absence, parents should contact the teacher(s) at least one week before the absence, request the work and have it ready to turn in on the day the student returns to school.

If work is completed after returning to school, students should turn in work according to teacher requirements.

Parents desiring to pick up a student during the school day for a doctor's appointment, a family funeral or some such justifiable emergency, should notify the office in advance by a note or a phone call. A special off-campus pass will be given to a student leaving school.

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

Students are expected to be seated in class before the tardy bell rings. Tardiness to class is unexcused unless the student brings a satisfactory pass from a staff member. If a student does not have such a pass at the time of his arrival in the classroom, he may have 24 hours to clear the tardiness; otherwise it remains unexcused.

Students may leave a class session only with the permission of the teacher in charge and upon issuance of a teacher-issued hall pass. A student may be required to present this pass to staff or teachers when out of class.

Middle School Schedules

REGULAR DAY:

8:05 a.m. - 3:05 p.m.

EARLY RELEASE WEDNESDAY

8:05 - 2:10 p.m.

MINIMUM DAY:

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

LUNCH

We encourage students to eat a good breakfast each morning and a high protein lunch. Students will have ½ hr for lunch. Lunch is to be eaten outside on the picnic tables or in the lunch room only. The Middle School lunch room is in A-5: The Cardinal Cove. All garbage is to be placed in the trash cans provided. It would be helpful if each student put his/her name on lunch bags each day.

Students leaving campus during lunch must be accompanied by a parent or adult family member (**not a high school student**) with written parental approval.

LUNCH TICKETS

Lunch Tickets are available for purchase for \$10.00, \$25.00, and \$50.00. These may also be used to purchase milk.

ACADEMIC REQUIREMENTS

MIDDLE SCHOOL ACADEMIC COURSE STUDY

SIXTH

**Bible 6
English 6
Science 6
History 6
Math 6
Elective
Physical Education
Spanish**

SEVENTH

**Bible 7
English 7
Life Science
World Studies
Math 7
Elective
Physical Education**

EIGHTH

**Bible 8
English 8
Physical Science
U.S. History
Algebra or Pre-Algebra
Elective
Physical Education**

DAILY SCHEDULE

Middle School Schedules

REGULAR DAY:

8:05 a.m. - 3:05 p.m.

EARLY RELEASE WEDNESDAY

8:05 - 2:10 p.m.

MINIMUM DAY:

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

Students will begin each day in their home room class. Attendance, announcements, and flag salutes will be handled during home room. Each day will begin with prayer.

There are seven class periods 45 to 55 minutes in length. A five minute break is scheduled between each period. Students should use this time to visit their lockers and use the restroom so that there is no need to leave the classroom during class time.

Electives are supplemental within the regular class schedule. Electives for the 2009-2010 school year are as follows:

Sixth: Fine Arts and Keyboarding
Seventh: Spanish, Art and Keyboarding
Eighth: Spanish, Art and Keyboarding

ACADEMIC STANDARDS

Each student enrolled in Woodland Christian School is expected to maintain a 2.0 grade point average, with no failing grades. Should a student's GPA drop below a 2.0, he/she will be placed on academic probation for a period of six (6) weeks during which time opportunity will be given for the student to improve the grade point average to the required 2.0. After the six week period, should the grade point average fail to reach the minimum standard of a 2.0 G.P.A. with no failing grades, the student may be dismissed from Woodland Christian Middle School. Certain circumstances may extend this academic probation. While this is the standard, and all students will be expected to give their very best to achieve at least a 2.0 GPA without any failing grades, the teachers and staff will work with each student who, though working hard and giving their best, struggle maintaining the minimum standards.

ACHIEVEMENT TESTS

Academic achievement tests are administered in the spring of each year. The results of tests are available through the MS/HS school office. At the close of the academic year, leave a self-addressed stamped envelope with the office and test results will be mailed to you.

PUPIL PROGRESS

RENWEB

Parents may view their child's grades on Renweb our online grading system. Both grades and assignments may be viewed at any time. E-mail announcements, newsletters and class documents are also available to parents.

PROGRESS REPORTS

A formal progress report is issued at mid-semester for parents to view on Renweb. Within the first semester, a parent/teacher conference will be scheduled to discuss student progress.

REPORT CARDS

Student report cards are issued at the close of each grading period. For WCMS students, Report cards will be issued on Renweb at the end of each quarter.

In addition to academic grades, comments pertaining to individual classroom habits and attitudes will be made from the following list.

1. Positive effect on others
2. Showing improvement in class
3. Shows a real desire to learn
4. Insensitive to the feelings of others
5. Is performing below ability
6. Classroom behavior needs improvement
7. Attendance is affecting grade
8. Not prepared with books or materials
9. Homework not completed consistently
10. Inattentive/wastes time/does not follow direction

GRADE REFERRAL

Grade referrals provide another method for checking a student's progress during the quarter. A grade referral is a sheet of paper with a list of all student classes. The following information can be obtained from these referrals:

1. Current grade
2. Total points
3. Effort/attitude
4. Test scores
5. Missing assignments

Grade referrals are used sparingly and are given by parent request only. They must be picked up by the parent from the Middle School Office. Students must have a note from home or a special request from a teacher or administrator to receive a referral. These forms will be used to determine eligibility for after-school sports.

CONFERENCES WITH TEACHER

At the close of the first quarter, Parent-Teacher conferences will be scheduled. First-quarter report cards will be distributed at this conference. (Parents may schedule with any or all of the students teachers.) Parent-Teacher conferences are encouraged throughout the year in order to monitor your student's progress and/or to discuss any concerns you may have. You may call the school office or email the teacher directly.

HOMEWORK

Middle School students will have homework as an extension of classroom instruction, and each student is responsible to submit all assignments by the time they are due. This means that the student should know before leaving the classroom each day, what assignments are due, when they are due and how they are to be completed. Assignments should be noted in the required daily planner. Students who do not understand the instructions should ask the teacher for clarification. Students who are absent are responsible to contact RenWeb or the office to learn about the assignments they must complete. The number of school days the student is absent will be the same amount school days allowed to turn in assignments before they are determined late. One day absent = One day for make up work. If possible, such assignments should be done during the absence to avoid the heavy load of make-up work on top of current work when a student returns from an absence.

Time spent on homework will depend on the individual student's rate of work and comprehension of material. If a student is consistently spending over two hours on homework each day, parents should schedule a conference with the teachers. Students may have homework every night including weekends. Extra credit will be given at the discretion of the teacher

Points will be deducted for the following reasons.

1. Late
2. Improper heading
3. Sloppiness
4. Incorrect writing utensil
5. Lack of red pen or pencil when correcting only
6. Incorrect paper size (MUST BE COLLEGE RULED)

* Note that individual teachers may have additional guidelines.

HOMEWORK UPDATE

Specific missing assignments in each class can be viewed on Renweb. It is very important for parent to check this source often. If you do not have access to a computer, a copy can be retrieved by the office staff at your request. Each MS student is required to use a daily planner. Required planners should be purchased from the MS/HS office (B2). Planners will be used during each class period for the recording of daily homework as well various long-term assignments

CORRECT HEADING

The heading is to be MLA format. This is to be written on the top left hand side of the paper. This is standard form for all homework, essays, and projects.

Upper Left Corner of Page

1. Student name : (First and Last)
2. Teacher's name : (Use appropriate title. Mr., Miss, Ms., Mrs.)
3. Subject/Class : (For example, English 8, Vocabulary)
4. Date : (January 6, 2010; 1/6/2010)

All teachers will grade based on the following grading scale

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

PHYSICAL EDUCATION POLICIES

DRESS CODE

- A. Each student is required to dress-out fully every day. Students are to dress in locker rooms only.
- B. Clothes are to be kept in the P.E. lockers, not book lockers or bags.
- C. BOYS' clothing
1. Ash gray shirts.
 2. Red shorts
 3. White sweat socks – red, grey or black stripes are okay
 4. Tennis shoes/running shoes
 5. Sweat clothes for cold days Sweats should be solid grey, black or red (not Maroon) with no Logos or designs. Student name should be written on inside collar or tag.
 6. Torn or ragged clothes must be repaired or replaced.. NO hats or sunglasses.
- D. GIRLS' clothing
1. Ash gray shirt
 2. Red shorts
 3. Tennis shoes/running shoes
 4. Sweat clothes for cold days Sweats should be solid grey, black or red (not Maroon) with no Logos or designs. Student name should be written on inside collar or tag.
 5. White sweat socks- red, grey or black stripes are okay
 6. Torn or ragged clothes must be repaired or replaced.. NO hats or sunglasses.
- E. Last name must be placed on shirt and shorts using heat press. Clothes should be taken home on Fridays to be laundered.
- F. The P.E. Department will have clothes for loan. Students without the required uniform will receive a non-dress, but will be able to borrow P.E. clothing and participate as usual. Students will be charged 50 cents for each article rented (shirt or shorts)

NEW! Due to P.E. being scheduled during 7th period, P.E. clothing may be worn home. Reminder: P.E. uniforms including sweat clothes, socks etc, are to be worn for athletic practices for after-school sports.

LOCKER ROOMS

- A. Students must use P.E. lockers for their clothes and valuables.
- B. Any student caught vandalizing will be disciplined severely and held financially responsible for damages.
- C. Clothes left out in the locker room will be placed into the lost and found.

MEDICAL EXCUSES

- A. Excuse notes from home are honored for a maximum of 3 days absence.
- B. All medical excuses from the doctor will be honored.
- C. Medically-excused students may be used as helpers or officials, or sent to a designated study area.

CLASS ROUTINE

- A. Stretching, exercises, strength training and running will be part of the daily routine.
- B. Each sport unit will include instruction in rules and strategies, and analysis of the skills necessary to the sport.
- C. Students will participate in games in each team or individual sport.
- D. The instructor will administer written tests and skill evaluations.
- E. Physical fitness testing is completed in the fall and spring.
- F. Students must complete a one-page report, or another teacher-approved activity for each day absent from P.E..

GRADING

- A. Five points are earned each day for: proper dress, promptness, attitude and cooperation
- B. Bad attitudes or lack of cooperation will be reflected in the academic grades.

AFTER-SCHOOL SPORTS

Woodland Christian Middle School offers volleyball, flag football, basketball, and soccer. Practices are after school usually from 3:10 - 5:00 pm. Students in good standing and not on probation are allowed to try-out for the teams. Dress code is the same as P.E. No extra clothes should be brought for practices.

TRANSPORTATION

CAR POOLS

Students are not to keep their rides waiting. Students should be off campus by 3:30, unless they are with a teacher. On Wednesdays, students should be off campus by 2:30.

MS Parents may use the gravel parking lot for morning drop off and after-school pick up. Please use the main parking lot during school hours.

BICYCLES

While students may ride bikes to school, they are not to be ridden on school grounds. The school campus begins at the entrance to the parking lot. Students need to stop at the sidewalk, dismount and walk on campus-using the crosswalk in the parking lot. Because we have no option for storing skateboards and scooters, please do not use these as transportation to school.

FIELD TRIP

Students will participate in class or school field trips throughout the year. Field Trip permission forms and information covering the individual events will be issued at least one week before the trip. The purpose of these forms is to acquaint parents with specific event details and to aid teachers in their preparation. Permission slips must be completed and signed by a parent, and returned to school the day before the event (unless otherwise notified).

Parents planning to drive on field trips are required to file appropriate insurance and personal documentation with the MS office.

HEALTH

HEALTH EXAMS

All students are required to have the California School Immunization Record card on file at school. It is also advised that all students entering the seventh grade have a complete physical.

MEDICATION

Medication, including aspirin, cannot be administered to students without a medical permission card, which includes the parent's signature and the doctor's signature, on file in the office. Any medication that is brought to school MUST be left in the office, labeled with student's name, and include very explicit instructions including written permission from the parent, for administering the medication.

ILLEGAL DRUGS

All students are expected to refrain from the use of tobacco, alcohol, drugs and other personally harmful items or indulgences. It is strictly forbidden to bring any such materials onto the campus at any time or be involved in these activities off campus. To aid in the battle against drug and alcohol abuse, we have adopted a Substance Abuse Policy. Each student and his or her parent must sign the contract granting permission for testing if it is deemed necessary by the administration.

BUILDINGS, GROUNDS and EQUIPMENT

Students shall respect the property of others. Offenders will be responsible for repair or replacement of damaged property at the discretion of the school administration.

Students are not to use school equipment or appliances except with specific authorization.

LOCKERS and LOCKER ROOMS

Each student* will be issued two lockers at the beginning of the school year: one to be used for books and one as the P.E. locker. Lockers must be kept neat and clean. They will be checked periodically by teachers. Combinations are not to be shared with other students. Students are responsible to keep all school items and personal belongings locked up in their lockers. Locker numbers may be changed by the administration if a problem arises. No student shall open or violate the contents of any locker assigned to another person. Locker rooms will be locked after school. All book bags are to be hung on hooks provided in the locker area.

* Sixth Grade students will be issued a P.E. locker only.

LOST and FOUND

Items of personal property that are found should be returned to their owners as soon as possible. If the ownership is not known, such items are to be turned in to the office. A fee of 25 cents will be charged to the owner on all lost & found items. CAUTION: Do not leave personal belongings in the P.E. locker rooms, outside locker area, or on the lunch tables unattended. Students are not to be in the possession of another student's property except with the owner's specific permission.

TEXTBOOKS

Textbooks, which are the property of WCS, are to be kept covered. If lost or damaged, such books must be replaced at the expense of the student. All students should have their names on the inside cover of their books. Textbooks should be returned in good order at the close of the school year. Damages beyond normal wear will be

the responsibility of the student.

ELECTRONICS AND PERSONAL ITEMS

Electronic items such as **I-Pods, MP3 Players, radios, Game Boys, CD players** are NOT to be BROUGHT to school. If students bring such items to school they risk losing them or having them stolen. If a teacher becomes aware that a student has brought one of these items to school, the student will be asked to relinquish the item until the end of the school day. A Conduct Referral will be issued. If this offense is repeated, a parent will be required to pick up the electronic item from the office and additional discipline steps will be taken by the administration.

Because students use **cell phones** for communicating with parents before and after school, cell phone may be brought to school. Phone should be kept on SILENT throughout the school day. Students whose phone rings during school or students who choose to use their phone for any reason, including texting, without direction permission from a staff member, will have their phone confiscated for pick up after school. A Conduct Referral will be issued. If this offense is repeated, a parent will be required to pick up the electronic item from the office and additional discipline steps will be taken by the administration.

Students should not bring cards, magazines (unless used for a required project. In this case they should not have photos, art, advertisements etc that are obscene or inappropriate in any way.), weapons, toys which represent weapons to school.

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

SPECIAL ACTIVITIES

CHAPEL

Chapel is a time when our school meets together to worship and learn principles from God's Word. This is accomplished in a variety of ways: special speakers, drama presentations and films. We expect students to be orderly and respectful to those who are leading chapel. We ask that students bring their Bibles to chapel unless told otherwise. Students are to enter quietly and leave quietly. There should never be any booing or whistling in chapel. Hats and hoods should be removed during chapel.

ATHLETIC TEAMS

All Seventh and Eighth grade students have the opportunity to try out for our sports teams. Girls are offered volleyball, soccer, cross country, basketball and track. Boys may participate in flag football, soccer, cross country, basketball and track. A 2.0 grade point average with no failing grades, must be maintained in order to participate in the games. Athletic participation fees are required for each sport.

BAND

WCMS Band: It is our desire to offer Middle School band. Please watch for information regarding this year's program which will be forthcoming.

Douglas Band: Many WCMS students participate in the Douglas MS Band program. Douglas Band students will arrive on campus after the 1st period tardy bell. Band students should communicate with their first period teacher regarding appropriate procedures for entering the classroom after the tardy bell. In all cases, student should make their way to class promptly, enter the classroom quietly – taking his/her seat without disruption.

STUDENT COUNCIL

Class representatives will be elected in the fall to help plan and participate in school projects and Spirit Week.

SCHOOL-WIDE EVENTS AND FUND RAISERS

Woodland Christian School provides a number of activities throughout the year to give family and friends an opportunity to support our school, while having an enjoyable time together. Some of those events will be our Spaghetti Dinner, Family Picnic and the 10K Run.

GENERAL BEHAVIOR EXPECTATIONS

CLASSROOM BEHAVIOR

Teachers will enforce these basic expectations individually and may have additional class guidelines.

1. Enter and leave class in an orderly fashion.
2. Students should be in their assigned seats and ready to begin class work when the tardy bell rings.
3. Students are to raise their hands and wait to be acknowledged before speaking unless advised by the teacher.
4. Students should sit up without slouching or rocking. Feet should be kept on the floor.
5. No student is to stay in or enter the classroom without a teacher present or with a teacher's permission.
6. To minimize distractions students should enter without knocking and wait to be recognized by the teacher when sent on an errand to another classroom.
7. Neither eating nor drinking is permitted in classrooms unless a teacher has given permission as part of a class activity.
8. Theft, vandalism, or other violations of the law, on or off campus, may result in expulsion. Police may be contacted.
9. Vulgar or obscene gestures, verbal or physical (pictures, writing, etc.), are not appropriate, and will not be tolerated.
10. Music with questionable or unacceptable lyrics will not be tolerated.
11. PDA - Public Display of romantic Affection (i.e. kissing, hugging, arms around each other, hand holding, sitting on laps) between students is not appropriate and will not be tolerated at school or school-related activities. Immoral behavior, on or off campus, may result in expulsion.
12. Gossiping or a persistently critical spirit and/or uncooperative attitude will subject a student to possible suspension or expulsion. Parents/guardians guilty of the same conduct, places their child(ren) in jeopardy of dismissal from WCMS.

CAMPUS BEHAVIOR

1. Gum chewing is forbidden **on campus at all times**.
2. A show of affection in a physical manner between students (such as holding hands or hugging) is not allowed.
3. Students shall behave respectfully toward others, avoiding abusive/demeaning language, fighting, throwing objects at others or even mutual horseplay, which often leads to unintentional fights. Persons engaging in these activities will be disciplined.
4. No standing on the lunch tables.
5. All equipment that is checked out during lunch period must be returned by the person who checked it out.
6. Any balls/frisbees that go over the fence or on the roof must be left there until a teacher is contacted.
7. For your own safety and the safety of others, do not run on the walkways. Be careful when opening doors.
8. After-school dress will consist of the regular school-day dress code or P.E. clothes. P.E. clothes are to be worn for athletic practices. Team uniforms may be worn for after-school sports.

DISCIPLINE AND PROBATION

Academic Standards & Probationary Policy

Students earning below a 2.0 GPA or who have a failing grade on their quarter report card will automatically be placed on academic probation for six (6) weeks. A conference with the parents and the school administration will determine any future course of action. This probationary period is a time when adjustments are made and attitudes are evaluated. After the six week probationary period, if the student does not reach a 2.0 GPA with no failing grades, the student may be dismissed from school. Students entering Woodland Christian from another school may be placed on academic probation if grades are below the 2.0 GPA requirements. This will be determined by the administration during the registration process. Students on academic probation are not allowed to participate in

athletics, social events, or any extra-curricular activity until the probation is lifted.

Behavioral standards and Probationary policy

God has called us to behave in such a way as to bring honor to Him while preferring one another in love. To that end, WCMS students are expected to actively participate in school while obeying school policies, including all classroom rules and procedures, showing respect to classmates and teachers. Students making behavior choices violating school policies are subject to any of the following consequences, or a combination there of. Specific procedure steps will be determined by the administration and staff based on specific issues and student choices over time.

- 1.) **Conference with Teacher:** Teacher talks with student regarding behavior choices.
- 2.) **Conduct Referral:** Teachers and support staff may issue a Conduct Referral for school policy violations, documenting behavior date, time and recorded consequence. This is to be signed by the parent or guardian and returned to the office the next school day.
- 3.) **Student Conference with Administration:** Administrator meets with student to discuss student choices.
- 4.) **Behavioral Probation:** Behavioral Probation results from receiving 5 Conduct Referrals in one quarter indicating a trend of behavior the student is not choosing to correct. Parents will be notified and a conference with the administration will be required.
- 5.) **Detention:** Detention is a designated day during the week scheduled for students to serve 45 min of. Detention. Detention may or may not be specified on the conduct referral. Detention will consist of a one-on-one discussion about behavior as well as an assigned consequence.
Detentions will take place Thursday morning 7:15-8:00am. Principal Smith will oversee detentions.
- 7.) **Conference with Student, Parents, and Principal:** This is a review of behavior which usually involves the development of a behavior contract to be signed by the student and parents.
- 8.) **Expulsion:** This step is the final consequence for failure to follow school policy. This is also used for any serious infraction as determined by the staff and administration, or any infraction that violates California State Law for schools including harassment, assault or the threat of assault; having drugs on campus, drug use, or carrying a weapon of any kind, or a facsimile there of. The WCMS Administration will act to maintain a safe and considerate campus atmosphere where every student can learn and grow.

DRESS CODE POLICY PROCEDURES

Students are expected to honor the WCMS dress code each day. Teachers will be using the published dress code as they guideline for enforcement.

Students who follow the dress code daily are eligible for optional and privilege dress days such as weekly t-shirt Tuesdays and various free-dress Fridays.

Students who do not follow the dress code daily will lose the privileges of weekly t-shirt Tuesdays and scheduled free-dress Fridays throughout the year.

If a student arrives out of dress code in some way, teachers will follow the guidelines outlined below.

Teacher Procedure:

Teachers will follow the same procedure for each dress-code violation:

1. Teacher fills out a Dress Code Violation form.
2. The student takes the form to the MS/HS office.

Office Procedure The MS office personnel will check the student's dress-code file and follow the procedure below. (The white copy of the DCV is given to the student for parent signature. The office will file the pink copy and the yellow copy will be returned to the issuing teacher.)

Abbreviations:

MS = Middle School

DCP = Dress Code Policy

DCV – Dress Code Violation

First Dress-code Violation

1. Attached to the DCV form, the student is given a copy of the MS DCP with the infraction information highlighted.
2. Student is loaned an appropriate uniform to wear for the day.
3. Office personnel will email parents alerting them that their signature is needed for a DCV.
4. Student takes home the DCV form and highlighted DCP. The student is to read the MS DCP thoroughly. Parents should sign the DCV form verifying parental knowledge of the violation and that the student read through the DCP.
5. Student returns the DCV form to the MS office the following day. (Office personnel will follow up with teachers, parents and students.)
6. Office personnel file the DCV in the student file.

Second Dress-code Violation

1. Attached to the DCV form, the student is given a copy of the MS DCP with the infraction information highlighted.
2. Noting that this is the student's second DCV, office personnel will schedule detention.
3. Student is loaned an appropriate uniform to wear for the day.
4. Office personnel will email parents alerting them that their signature is needed for a DCV and that their child is scheduled for detention in a particular day. The student's name is added to the detention roster.
5. Student takes home the DCV form and highlighted DCP. Parents should sign the DCV form verifying parental knowledge of the violation and that the student is scheduled for detention on the date noted.
6. Student returns the DCV form to the MS office the following day. (Office personnel will follow up with teachers, parents and students.)
7. Office personnel file the DCV in the student file.

Third Dress-code Violation

1. Attached to the DCV form, the student is given a copy of the MS DCP with the infraction information highlighted.
2. Noting that this is the student's third DCV, office personnel will schedule detention and notes that the student loses any MS optional dress privileges – including t-shirt Tuesdays and free-dress days for 1 month.
3. Student is loaned an appropriate uniform to wear for the day.
4. Office personnel will email parents alerting them that their signature is needed for a DCV, that their child is scheduled for detention on a particular day and that the student has lost his/her optional dress code privileges for one month. Staff should give starting and ending dates – noting it on the DCV form and then add the student's name to the detention roster.
5. Student takes home the DCV form and highlighted DCP. Parents should sign the DCV form verifying parental knowledge of the violation, the loss of optional dress code privilege days and that the student is scheduled for detention on the date noted.
6. Student returns the DCV form to the MS office the following day. (Office personnel will follow up with teachers, parents and students.)

7. Office personnel file the DCV in the student file.

Fourth Dress-code Violation

1. Attached to the DCV form, the student is given a copy of the MS DCP with the infraction information highlighted.
2. Noting that this is the student's fourth DCV, office personnel call the parents and have the student picked up for the day.
3. At the close of the day, the MS principal will contact the parents to discuss the student's choices and further action.

"Ignorance of the law is no excuse." This statement simply means that you are expected to know all the rules which govern your school. These rules will be taught to you just the same as regular class work; therefore, the statement, 'But I didn't know about that,' will never be considered a good excuse.

Each staff member is functioning to help you, as a student, realize your maximum potential. It is quite likely that in the course of your relationship with adults, areas of disagreement might arise. In such situations, some students are tempted to be disrespectful. It is important that you respect staff members and comply with whatever is requested of you, even if you disagree. If, after having done what was required of you, you feel that you were unjustly treated or accused, see the person involved in private and explain your position. If after talking with the teacher you still feel the same, you may schedule a time to meet with the teacher and administrator.. There is no valid reason for you to be disrespectful to an adult. Disrespect, disobedience or insolence toward any staff member is cause for disciplinary action.

CONCLUSION

As the staff of WCMS, we take our roles as educators very 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 world for God's glory.

Bell Schedule 2009-2010

Middle School Bell Schedules for Early Release Wednesdays

Monday/Tuesday/Friday

0	7:15-7:55
1	8:05-8:55
2	9:00-9:50
Break	9:50-10:00
3	10:00-10:50
4	10:55-11:45
Lunch	11:45-12:15
5	12:15-1:20
6	1:25-2:10
7	2:15-3:05

Thursday Chapel

0	7:15-7:55
Chapel	8:05-9:05
1	9:05-9:45
Break	9:45-9:55
2	9:55-10:35
3	10:40-11:20
Lunch	11:20-11:50
4	11:50-12:30
5	12:35-1:25
6	1:30-2:10
7	2:15-3:05

Wednesday Early release

0	7:15-7:55
1	8:05-8:50
2	8:55-9:40
Break	9:40-9:50
3	9:50-10:35
4	10:40-11:25
lunch	11:25-11:55
5	11:55-12:45
6	12:50-1:30
7	1:35-2:10

Minimum Day

0	7:15-7:55
1	8:05-8:45
2	8:50-9:35
Break	9:35-9:45
3	9:50-10:30
4	10:35-11:15
5	11:20-12:00

No electives or P.E. will be taken during min days.