

**Dear Students,**

**Welcome to Woodland Christian High School for the academic year of 2008-2009. We anticipate a great year and expect God will bless those students who have made the commitment of being part of Woodland Christian High School.**

**The following Student Manual will assist you in providing a framework for a successful high school experience. In order for this to be accomplished, students and families will need to share a level of participation, cooperation, and responsibility.**

**The Student Manual is reviewed and evaluated at the end of each year, so it is very important that you read this new edition, as there have been several changes in different areas of concern. Students and families will be expected to read and cooperate with its intent.**

**In His Service,**

**Mr. Doug Brown  
Principal**

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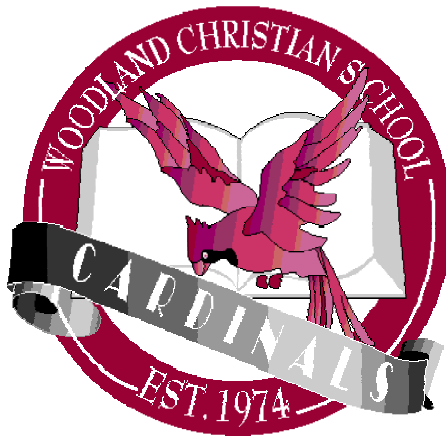
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WOODLAND CHRISTIAN

HIGH SCHOOL



STUDENT MANUAL

2008-2009

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Revised summer of 2008

The Administration and Faculty reserve the right to make changes without notice in the best interest of the school and within the framework of our Mission Statement.

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## **HISTORY OF WOODLAND CHRISTIAN SCHOOL:**

The decision to open a private, non-sectarian Christian day school was made by First Baptist Church of Woodland in the spring of 1974. This school would become known as Woodland Christian School. Beginning in September 1974 with thirty-nine students, WCS has expanded to meet the needs of students from preschool through high school. Woodland Christian actively competes academically, athletically, and musically with schools throughout Northern California. From a staff of three to a present staff of over fifty, the same basic ingredients of high expectations, commitment to excellence, and a love for children and young people have never changed.

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

## **MISSION AND PURPOSE STATEMENT:**

The mission of Woodland Christian High School is to introduce our student body and extended school family to the saving grace of Jesus Christ, and equip them for life and service for Him with the home and local church. The distinguishing feature that has set Woodland Christian School apart from other schools is a devotion to educating students with a Christian perspective based on Biblical principles, respect for parents, devotion to our country, and a love for God. Continuing the course set forth by the elementary and middle school, WCHS will strive for a values-based Christian education where Christ is honored and academic, emotional, physical, social, and spiritual success is the goal for every student.

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

### **PERSONS OF FAITH, who**

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

### **EFFECTIVE COMMUNICATORS, who**

- Convey ideas clearly, creatively, and effectively through oral, written, and artistic expression
- Receive and interpret messages of others in an effective manner
- Demonstrate an ability to use technology as a communication device

### **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

### **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

### **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

## **ORGANIZATION**

**WOODLAND CHRISTIAN SCHOOL:** Woodland Christian School includes four separate schools: Preschool, Elementary school (Kindergarten through sixth grade), Middle school (seventh and eighth grades), and High School (ninth through twelfth grade).

**THE BOARD OF DIRECTORS:** The governing body of Woodland Christian School and Woodland Christian High School is the Church Board of First Baptist Church, Woodland. These Christian leaders serve unsalaried, in accordance with the non-profit status of the church and 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) and the Association of Christian Schools International (ACSI). WCHS is accredited by the Western Association of Schools and Colleges (WASC).

**PARENTAL INVOLVEMENT AND SUPPORT:** All parents are encouraged to take an active role in curricular and extra-curricular programs at WCHS. Parents are encouraged to pray for WCHS just as the faculty of the school prays for each student and their families. Parents are asked to show support and respect to the faculty. Involvement in school activities, including fundraisers, will be encouraged. Parents are asked to follow the proper procedure in handling issues of grievance as described below.

**GRIEVANCE PROCEDURE:** Issues of grievance that arise between students and/or their families and faculty members should initially be discussed at a conference between the involved parties, i.e. parent/teacher conference. If this is not successful at resolving the concern, then a conference will occur with the involved parties and the principal. If this fails to resolve the issues, then a further conference will be held with the Woodland Christian School Administrator/ Pastor.

## **ACADEMICS**

**GRADING SCALE: \***

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

59 or below = F      I = Incomplete

\*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
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GPA will be calculated cumulatively per semester.

Academic classes will have semester final exams that count 10% of the semester grade.

## AP/HONORS CLASSES

The purpose/philosophy for having Advance Placement (AP)/Honors classes is:

- To provide accelerated curriculum and instruction to students in diverse subjects areas.
- To provide a challenging academic experience in a competitive environment.
- To provide a enrichment opportunities to students who have demonstrated a special interest/talent in a specific subject area.
- To prepare students for the AP exam, which, if successful, enables them to earn college credit.
- To prepare students for college classes.

Students must meet the following requirements to enroll in an honors class.

- 1) Overall GPA greater than 3.00 the previous semester
- 2) A GPA equal to or greater than 3.00 in the regular/honors subject the previous year

OR

- 1) Demonstrate exceptional ability/talent in subject area.
- 2) Signature approval from the high school administration and department chair required

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

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

**HONOR ROLL:** A student with a semester GPA of 4.01 or greater will be assigned to the Scholars Honor Roll, 3.5-4.0 will be assigned to the Cardinal Honor Roll, and 3.0 to 3.49 will result in an assignment to the Gold Honor Roll.

**EXTRA CREDIT:** Extra credit will be offered at the teacher's discretion, with a maximum of 5% limit calibrated into a student's grade per class per quarter, including Cal Ripken attendance award. The extra credit will be academically oriented (i.e. project, paper, etc.) and offered to the whole class.

**COMMUNITY SERVICE:** All WCHS students are required to participate in community service. Thirty hours of community service are required per year for high school graduation. Students must provide written evidence of spending at least 15 hours per semester in volunteer activity serving the local community. This may include activities that serve the local church and/or community-based Christian ministries and missions. Community service performed during the summer may be used for the up-coming school year requirement and can be up to 30 hours of credit. All 30 hours must be completed by the end of each academic year. See Community Service form for guideline details.

**SPANISH AND MATH PROGRESSION:** A grade of "C-" or better is required in the second semester to advance to the next level of work for both Spanish and Math. Both disciplines require a foundation of understanding for continued advancement. Repeating the course for better understanding will be a prerequisite. Special circumstances can be used to petition the school administration for a waiver of the requirement.

**HOMEWORK:** Homework is an extension of classroom academics. It is the responsibility of the student to acquire the homework assignments, to have texts and materials for assigned work at home, and to turn in homework assignments on time. Credit will be given for late work at the discretion of the class instructor as outlined in the class syllabus.

**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 (i.e. if one day is missed, the make-up assignment is due in two days, if two days are missed, the make-up assignment is due in four days, etc.). For an unexcused absence, class work and tests may not be made up.

**REPORT CARDS/PROGRESS REPORTS:** Report cards are issued four times per year. Only semester grades will be recorded on the permanent high school transcript. Progress reports will be issued halfway through the first quarter for every student. These progress reports will be e-mailed to parents. If there is a significant drop in a student's potential academic grade (i.e. C-, D or F) between the initial progress report and the end of the current quarter, contact from the individual faculty member to the parent will be made to address grade concerns. Progress reports are only sent out for a significant drop in grade or a grade less than a C for the remaining quarters. Assignments and grades may be checked online as well.

**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 principal will have final approval on all class changes.

**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 fine.

**COLLEGE AND CAREER-PLANNING:** Each student will be required to 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.

**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 extra-curricular activities until at least the next grade check (progress report or report card). They can regain eligibility if by the next grade check their GPA is 2.0 or greater and there are no "F's." (Eligibility is established the Monday after grades are posted.) If improvement is not made by the next grading period, the student may be dismissed from the school.

**CHEATING POLICY:**

All instances of cheating will be recorded in the students file.

1. Cheating on a test is an automatic "0" for all persons involved and detention and or Saturday school will be issued.
2. Cheating on homework will be at the discretion of the individual teacher.
3. Parents will be contacted in all cases.
4. Multiple instances of cheating will be cause for dismissal.

**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 parent or guardian indicating a minor illness or situation will excuse the student for up to three days. An alternative assignment will 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. This may also include a permanent medical exemption from physical education.
- 3) A one-day excuse at the discretion of the physical education faculty.
- 4) Membership on an athletic team does not excuse from P.E. participation (exception: PE taken as an elective) unless the game comes during the scheduled class period.

**ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

Students will be eligible to participate in extra-curricular activities (sports/drama productions/choir/band, etc.) if the following eligibility rules are met:

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, with no "F"s.

- 1) Must not be on academic or behavior probation.
- 2) 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).
- 3) The student's actions and behavior must continue to reflect, as is expected in the classroom, Christ-like attitudes and behavior appropriate to the extra-curricular event.

## **STUDENT LIFE**

### **ATTENDANCE**

An excused absence includes the following situations and requires a written note from parents/guardian:

- 1) Personal illness
- 2) Doctor's appointment
- 3) Bereavement
- 4) Special family situation

A written note for excused absences should be presented upon returning to the office If a written verification from parent/guardian is not received within two days, the absence is considered unexcused and a detention will be issued.

At times students will be absent from classes when participating in official school activities. This is considered an excused absence and must be approved in writing by the high school administration.

An unexcused absence includes the following situations:

- 1) Skipping or cutting class
- 2) Suspension from class
- 3) Other unconfirmed reasons for absence

Skipping or cutting class will result in a detention. Detention time will be equal to time missed in class.

**WCHS DOES NOT SANCTION OR APPROVE OF ANY "SENIOR SKIP DAY"; APPROPRIATE ACTION WILL BE TAKEN. (SEE SKIPPING OR CUTTING CLASS CONSEQUENCES)**

As has been tradition at Woodland Christian School, perfect attendance will be rewarded with the "Cal Ripken" Award as follows:

- 1) At the end of each semester, an attendance certificate will be awarded for each student who has perfect attendance during that quarter.
- 2) The certificate is worth a maximum 5 % increase to the cumulative grade of a class of the student's choice at the end of a quarter. The certificate must be redeemed at the end of the quarter it was awarded and may not be carried over to the next quarter.

**PREARRANGED ABSENCES:** Parents/guardian should contact the school and faculty when a prearranged absence is planned. It is the student's responsibility to contact each teacher to discuss homework and class work missed. Work requested ahead of time may be required to be turned in immediately upon return.

**TARDINESS:** A student is tardy to class if not in class by the time the bell rings. The student will be sent to the office to receive an admit slip and will have the tardy recorded in the behavioral binder. The tardy will be considered excused if a written note is brought to the school office from parent/guardian within 24 hours or from a school official. If a written note is not received in the office by the deadline, the tardy will be considered unexcused. Unexcused tardies will be handled on a quarterly basis in the following fashion:

First tardy - first warning  
Second tardy - final warning  
Third tardy - detention

Three tardies per quarter will result in detention.

Arriving late to class fifteen minutes or more without written excuse will be considered a class cut. (See skipping and cutting class consequences)

**CLASS DISMISSAL:** The class is not over until the faculty member excuses the class.

**CHAPEL:** Attendance at chapel is required for all students. Unexcused absences in chapel will result in detention. Behavior in chapel shall be courteous and attentive.

**ASSEMBLIES:** Attendance at all assemblies is required for all students.

**OPEN CAMPUS:**

Only 11<sup>th</sup> and 12<sup>th</sup> graders 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 9<sup>th</sup> and 10<sup>th</sup> graders, regardless of permission from a parent. Open campus is a privilege that will be lost if abused. This includes the following:

- 1) After the third tardy after lunch in a semester the student will lose the privilege of open campus for one month.
- 2) If student engages in behavior while off-campus that is deemed inconsistent with the mission of WCHS or is on behavior probation, he will lose the privilege of open campus for one month or until off behavior probation.
- 3) Taking any un-authorized student off campus
- 4) 9<sup>th</sup> and 10<sup>th</sup> graders leaving campus will serve detention hours and will lose the privilege in the first months of their Junior year (one month for each infraction).

**VISITORS:** All visitors to the campus during school hours must check in at the school office to obtain a visitor pass and approval. Student visitors are allowed during lunchtime only unless authorized by the principal. Advance notice of 24 hours is required for students planning to visit during lunch or chapel. Students or parents wishing to visit classrooms must have previous approval of the principal.

**HALL PASSES:**

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

**DETENTION POLICY:**

The purpose of 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, and towards school property; and attitudes and actions, which do not reflect the Christian ideals supported by this school.

Faculty and administration may issue detentions. Detentions may not be postponed and must be served at the next available detention session. Detentions are served for one hour after school on Mondays and Thursdays. The following procedures will be followed concerning the issuing of detentions.

- 1) The detention is recorded in the behavioral binder in the high school office and a date is assigned for serving the detention.
- 2) If a student cannot attend the assigned date, a phone call is made to his parent or guardian to discuss the detention and confirm an appropriate date to serve the detention. The participation in extracurricular activities is not a valid excuse for changing the date to serve a detention.
- 3) Students must report to the detention room prior to 3:10 or the detention will be considered unattended.

- 4) Unattended detentions may result in the student's attendance in selected Saturday School. The fee for Saturday School is \$5.00. No exceptions.
- 5) Upon receiving the fifth *behavior detention* in a quarter, a letter will be sent notifying parents/guardian.
- 5) After receiving the fifth and any subsequent behavior detentions in the quarter, the student may be suspended.
- 6) All detentions must be served by the last day of the semester. Failure to do so will result in a one-month behavior probation sentence to be served the next semester. This means that the student cannot participate in ANY co-curricular activities including athletics (playing or watching) , social events and they lose off-campus lunch privileges.

**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. A letter of the student's behavioral status will be sent home and a copy will be placed in their file. A significant improvement in behavior must be acknowledged by school administration for the student to remain at WCHS. Behavioral probation prohibits the student from participating in extra-curricular activities and Off Campus privileges.

**SCHOOL PROPERTY:** All school property will be respectfully utilized.

This includes the following:

The school campus will be kept neat and clean. All students, staff, faculty, and administrators will be responsible to ensure this occurs. Any student who vandalizes school property will be held financially responsible for all damages and repair.

High School parking will occur only in designated areas with decal visible. The student parking lot is for parking only and is not to be used for eating lunch in cars.

Students must stay within the designated high school perimeter at all times, unless given permission to go outside the perimeter by faculty or administrator.

**LOCKERS:** Locker use is a privilege and thus should be respectfully utilized. Lockers are the property of the school and provided for the student's convenience.

There are limited lockers available on a first come, first serve basis and a \$10.00 deposit. \$5.00 is refundable with the return of the lock at the end of the year. 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, etc. are not permitted.*

- 5) Lockers may be searched at any time by the police department and school administration.

If a locker search should ever prove necessary, the following guidelines shall be implemented:

- a. Students can expect lockers to be inspected from time to time without prior notice to ensure that such areas are not being used for any unauthorized purpose.
- b. Students will not be notified in advance of any check of their assigned lockers. Lockers may be checked on a random basis, or if the high school administration has reasonable suspicion that a prohibited item is in a locker, an emergency search will be made.

**DRESS CODE:** Our policy is to honor God in our daily living and dress. Modesty, neatness, and cleanliness are the basic goals of the dress code. Clothing, jewelry, and/or hairstyles that distract from the primary mission of the school are considered unacceptable attire during school or during a school-sponsored event.

**General Guidelines:**

1. The dress code applies to all students during school and at all school-sponsored functions. However evening events will not be governed by the same school day code but students are expected to adhere to the modesty code. Students may be sent home if staff feels their attire is not in keeping with the school guidelines for modesty.
2. Parents are expected to assist in ensuring that student appearance is consistent with dress code standards.
3. Faculty, staff, and school administration will enforce these guidelines. School administration will be the final authority concerning dress code issues.
4. Extremes in fashion are considered distracting and inappropriate. This includes hair that is dyed or streaked in extreme colors (green, blue, orange "glowing red", purple, etc.) or hair cut in extreme styles.
5. 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.
6. Girls hair needs to be cut and styled so eyes are visible at all times.
7. Distracting jewelry including jewelry associated with body piercing is prohibited, with the exception of modest earrings for girls. No facial piercing of any kind. This includes any visible body part.
8. There is to be no excessively sagging baggy pants; clothing with lettering and/or pictures not in accordance with the mission of the school.
9. Regulation PE uniforms are required for physical education classes. Advanced conditioning students will wear appropriate shorts and T-shirts designated by instructor.
10. No slippers or bare feet.

11. Boys/Girls may not wear hats or hoods of any style in the classroom. Sweatshirt hoods will be removed indoors.
12. Sweat pants and/or nylon warm-ups are only allowed in P.E. classes.
13. Military fatigues, flannel "pajama style" pants or "medical scrubs" are not acceptable.
14. **Designer** rips and tears in new clothing are allowed but there is to be no underwear or skin showing (ex. tears in the knees are not allowed).
15. Students may wear coats or sweat shirts with various logos in accordance with the mission of the school.
16. Any visible tattoo should be covered while at school.

### **Guidelines for Girls:**

Fashion is changing constantly, yet our basic dress code remains constant. Modest in appearance and neat and clean is our standard.

Please read the *General Guidelines* and the following:

1. Girls may wear collared shirts (polo style), and blouses with collars
2. Girls may wear dresses with button-up or crew style collars. Dresses must have a shirt length of no more than 3 inches above the knee. Crew style top, skirts, shorts, jeans, docker-style pants, cargo pants, overalls, skorts, collared button-up blouses. All tops must be either collared button-up or crew neck style only. (07-08 change)
  - Girls may wear crew neck collar style shirts if there is no inappropriate message or picture. (Front only Silk-Screen or raised lettering)
  - FRONT ONLY SILK-SCREEN LOGOS ON ANY SHIRT, BLOUSE, OR TOP EXCEPT FOR WOODLAND CHRISTIAN PRODUCED SHIRTS.
  - The length of all skirts should be no more than 3" above the knee. (07-08 change)
  - Shorts and skorts are to have a 4" inseam (07-08 change)
  - Cap sleeve dresses may be worn providing that they have a crew neck collar that meets the shirt length minimum.
  - **NECKLINES OF SHIRTS, BLOUSES, AND DRESSES SHOULD NOT EXTEND MORE THAN 3 INCHES FROM THE COLLARBONE.**
  - Docker style pants and jeans may not be excessively low cut.
  - No bare midriff showing at anytime.
3. Girls may also wear any Woodland Christian generated crew neck T-shirts such as team shirts, drama shirts, senior shirts, chapel shirts, etc.
4. **THE FOLLOWING ARE NOT ACCEPTABLE:**
  - Tank tops/layer tops of any kind
  - Spaghetti strap tops/dresses
  - Halter, boatneck, or tube tops
  - Low cut, tight fitting, "see through" tops
  - Low riding mini skirts Sleeveless dresses or tops (shoulders must be covered)

**3. Issues of Modesty: Choose your clothing carefully**

- NO BARE MIDRIFF SHOWING
- NO UNDERWEAR VISIBLE at any time.
- NO CLEAVAGE VISIBLE at any time. Neckline for all tops should not exceed more than 3 inches from the collarbone.

**Guidelines for Boys:**

Fashion is changing constantly, yet our basic dress code remains constant.

Modest in appearance and neat and clean is our standard.

Please read the *General Guidelines* and the following:

Choose your clothing carefully.

1. Boys may wear jeans, dockers style pants, cords, shorts, and cargo pants. Jeans, dockers style pants, and shorts are to be fitted and/or belted at the waist. No cut-offs or frayed edges
  - Excessively baggy, sagging, dragging pants are not permitted.
  - The length of shorts is to be no less than a 4" inseam. NO PE style shorts.
2. The following are acceptable shirts (07-08 change):
  - Polo/golf style shirt and T-shirts (long or short sleeve) Raised lettering or silk-screening logos are allowed providing that the logo is in accordance with the mission statement of WCHS. T-shirts must not be torn or ripped.
  - Button shirt with collar (long or short sleeve)
    - \*This shirt must remain buttoned
  - Woodland Christian produced T-shirts will be allowed at School.( examples:WCHS senior shirts, team shirts, drama shirt, )
3. No sports jerseys, sport uniform shorts, or sweatpants.
4. Facial hair is permitted if neatly groomed.
5. No earrings/body piercing at school or school functions.

**DRESS CODE ENFORCEMENT:**

§ Students who are not compliant with the dress code will receive detention and be sent to the school office to check out rental clothes or sent home to change.

§ Another detention will be assigned after the second violation in a quarter. If the student receives a third detention for the same violation a suspension can be issued.

**EXPECTED STUDENT CONDUCT:**

1. Students will be expected to respect themselves, fellow students, staff, faculty, administrators of the school, and their parents/guardians.
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, verbal or physical (pictures, writing, etc.), are not permitted.
5. Music with questionable or unacceptable lyrics will not be tolerated.
6. PDA - 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. Immoral behavior, on or off campus, may result in expulsion.
7. A persistently critical spirit and/or uncooperative attitude subject a student to possible suspension or expulsion. Parents/guardians guilty of the same concerns, subjects the family to potential dismissal of the student.
8. Food and drinks are not allowed in classrooms during class hours. *Exception: teacher planned event.*
9. During school hours the use of the following is prohibited: MP3 players , CD players, cell phones, etc., and may be taken by faculty and administrators.
10. Use of video games during brunch and lunch will be checked for appropriate content and will be confiscated if found to be inappropriate.
11. Phone calls by students will only be allowed for emergencies or urgent matters, and only with the approval of staff, faculty, or administration on the office phone. Please *ask* before using the counter phone. Personal cell phones may be used for emergency calls in the office only with staff approval.
12. CELL PHONES:  
Cell phones are to be in the SILENT MODE and while on campus from 8am to 3pm.

*The use of personal cell phones*

Students are not to receive calls on their cells phones but they may get staff approval to check parent messages in the school office and return parent calls there.

*No text messaging*

*No picture taking with cell phone*

*First offense for cell phone violation: cell phone confiscated for 3 days.*

*Second offense: phone is confiscated for seven days;*

*Third offense: phone is confiscated for three days and parent must pick up from office.*

13. Gum chewing is not allowed on the campus. Students will be fined \$1.00 if they are found to be chewing gum on campus. This money will be collected and used to fund campus maintenance.

#### 14. 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 occurred. Disciplinary action, up to and including dismissal, will be taken against any employee or student who is found to have engaged in harassment. Sexual harassment includes unwanted sexual advances, making or threatening reprisals after negative response to sexual advances, visual conduct such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters, verbal conduct: making or using derogatory comments, epithets, slurs, and jokes, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations, and physical conduct: touching, assault, impeding or blocking movement.

#### 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. will be given.
4. 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.

## EMERGENCY CODE PROCEDURES AND DRILLS:

### FIRE DRILLS:

The school will hold fire drills quarterly. The teacher 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 to the designated exit, and with their teacher will proceed outside 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.

### EARTHQUAKE

**DRILLS:** The school will hold periodic earthquake drills. At the onset of an earthquake or an alarm signaling an earthquake drill (three long blasts of the bell), students are to follow instructions of the faculty and staff. This includes moving away from windows and areas with a potential of falling debris, seeking shelter under desks, tables, etc., and hanging on (DUCK, COVER, and HOLD). Students are to remain in DUCK, COVER, and HOLD position until the signal is given to exit the building (continuous bell) or the all-clear signal is given. Students will follow the same procedures for exiting as noted above in the fire drill.

### 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 potential dangerous situation exists on or near campus the school will be initiating 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 your classroom. Students outside the classrooms will be directed to a supervised location. Students will remain in the class until the code is lifted.

### 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. All activities are under school supervision and rules while on school property. **NO EATING LUNCH OR BRUNCH IN THE PARKING LOT.**

3) Cars must be parked in the designated parking lot, #'s 1-53 and overflow area. No student cars are allowed on the Middle School side.

4) Parking on campus is a privilege that can be revoked for unsafe driving in and around the parking lot and driveway.

5) Students are not allowed to loiter in the cars or parking lot.

# Bell Schedules 2008 -2009

## High School

<u>Mon, Tue, Thu, Fri</u>	
<b>Period</b>	<b>Time</b>
<b>0</b>	<b>7:20 – 8:05</b>
<b>1</b>	<b>8:10 – 8:55</b>
<b>2</b>	<b>9:00 – 9:45</b>
<b>3</b>	<b>9:50 – 10:35</b>
<b>Brunch</b>	<b>10:35 – 10:45</b>
<b>4</b>	<b>10:50 – 11:35</b>
<b>5</b>	<b>11:40 – 12:25</b>
<b>Lunch</b>	<b>12:25 – 1:10</b>
<b>6</b>	<b>1:15 – 2:05</b>
<b>7</b>	<b>2:10 – 3:00</b>

<u>Minimum Day Schedule</u>	
<b>Period</b>	<b>Time</b>
<b>0</b>	<b>7:35- 8:05</b>
<b>1</b>	<b>8:10 – 8:40</b>
<b>2</b>	<b>8:45 – 9:15</b>
<b>Brunch</b>	<b>9:15 – 9:25</b>
<b>3</b>	<b>9:30 – 10:00</b>
<b>4</b>	<b>10:05 – 10:30</b>
<b>5</b>	<b>10:35 – 11:00</b>
<b>6</b>	<b>11:05 – 11:30</b>
<b>7</b>	<b>11:35 – 12:00</b>

<u>Wednesday Chapel Schedule</u>	
<b>Period</b>	<b>Time</b>
<b>0</b>	<b>7:20 – 8:05</b>
<b>1</b>	<b>8:10 – 8:50</b>
<b>2</b>	<b>8:55 – 9:25</b>
<b>Chapel</b>	<b>9:30 – 10:15</b>
<b>Brunch</b>	<b>10:15 – 10:25</b>
<b>3</b>	<b>10:30 – 11:05</b>
<b>4</b>	<b>11:10 – 12:00</b>
<b>4</b>	<b>12:00 – 12:45</b>
<b>5</b>	<b>12:50 – 1:30</b>
<b>6</b>	<b>1:35 – 2:15</b>
<b>7</b>	<b>2:20 – 3:00</b>

# 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.

## Scholars Diploma

The requirements for this option are consistent with the admissions requirements for the University of California and the most competitive private colleges and universities. This track is designed for advanced students who seek an academic challenge. It will include Honors courses (English, History, Biology, etc), advanced classes (Pre-calculus, Calculus, Physics, etc.).

## College Prep Diploma

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

## Regular Diploma

Completion of a 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 three options require a total of 250 credits for graduation. 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 and a comparison of graduation requirements of local public high schools.

<b>COURSES</b>	<b>Regular</b>	<b>College Prep</b>	<b>Scholar</b>	<b>Local Public</b>
<b>Biblical Studies</b>	<b>40*</b>	<b>40*</b>	<b>40*</b>	<b>0</b>
<b>English</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>
<input type="checkbox"/> <b>Foreign Language</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>0</b>
<b>Health</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<input type="checkbox"/> <b>**Mathematics</b>	<b>30</b>	<b>30</b>	<b>40</b>	<b>30</b>
<b>Physical Education</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Science</b>	<b>20</b>	<b>30</b>	<b>40</b>	<b>20</b>
<b>Social Studies</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>Visual/Performing Arts</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Electives</b>	<b>40</b>	<b>20</b>	<b>0</b>	<b>70</b>
<b>Total</b>	<b>250</b>	<b>250</b>	<b>260</b>	<b>230</b>

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

\*\* Transferring students from a school that does not have Algebra I on the eighth grade transcript can receive credit by successfully passing Geometry and Algebra II. Student must petition the guidance counselor after completing the two courses to have it placed on the transcript.

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

WCHS students are also required to complete 30 hours of community service every year enrolled at WCHS for high school graduation.

Graduation requirements are only the classes taken in grades 9-12.