

WCHS STUDENT HANDBOOK



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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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Dear Students,

Welcome to Woodland Christian High School for the academic year of 2009-2010. 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

HISTORY OF WOODLAND CHRISTIAN SCHOOL

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 9th and 10th graders. WCHS moved to the new Matmor campus in the fall of 2000. The 11th grade was added for the academic year 2000-2001 and the 12th grade in 2001-2002. In 2009, with the welfare of both the church and school in mind, the board of Life Pointe Church decided to separate these ministries so that both ministries could thrive. July 1, 2009 was the official separation and a school board was selected to run Woodland Christian Schools.

ORGANIZATION

WOODLAND CHRISTIAN SCHOOL

Woodland Christian School includes four separate schools: Preschool, Elementary school (Kindergarten through sixth grade), Middle school (sixth through 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 School Board of Woodland Christian School. These Christian leaders serve unsalaried, in accordance with the non-profit status of the school.

PROFESSIONAL ORGANIZATIONS

Woodland Christian School is registered with the state as an accepted and recognized school. Woodland Christian High School is a member of the California Interscholastic Federation (CIF), the National Honor Society (NHS) 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 volunteer 15 hours of service to WCS in many forms. Involvement in school activities, including fundraisers, classroom help, and athletic events will be encouraged.

MISSION AND PURPOSE 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.

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 world-view

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

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 suggested coursework for admissions to 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 at least four Honors or AP courses (English, History, AP Calculus etc), and must take at least through pre-calculus in mathematics.

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 students must have a cumulative GPA of at least a 2.0 to graduate.

All three options require a total of 260 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.

Graduation Requirements

COURSES	Regular	College Prep	Scholar	Local Public
* Biblical Studies	40*	40*	40*	0
English	40	40	40	40
<input type="checkbox"/> Foreign Language	10	20	30	0
Health	5	5	5	5
Computer	5	5	5	0
<input type="checkbox"/> **Mathematics	30	30	40	30
Physical Education	20	20	20	20
Science	20	30	40	20
Social Studies	30	30	30	30
Visual/Performing Arts	10	10	10	10
Electives	40	30	10	70
Total	260	260	270	230

*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.

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

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

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

GRADING SCALE: *

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

*Grading scale for some Honors courses may differ

GRADE POINT AVERAGE

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

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

GPA will be calculated cumulatively per semester. Academic classes will have semester final exams that count 10% of the semester grade.

AP/HONORS CLASSES

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

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

CAL RIPKEN AWARD

Students who have perfect attendance in every class without an excused or unexcused absence will receive the Cal Ripken Award. Students must be present every class to receive this award. This award allows the student to apply extra credit to the class of his choice for perfect attendance.

CHRISTIAN AND 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 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 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 and teacher approval is required after 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. 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.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued at the end of each semester. Only semester grades will be recorded on the permanent high school transcript. Progress reports will be e-mailed to parents at the 4 ½, 9, 13 ½ week of the semester. Please contact the office if you need a hard copy sent to you. Assignments and grades may be checked online throughout the year on Renweb.

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. Due dates for make-up work for prolonged absences will be after the equal amount of time missed. The teacher should notify student of the due date. For an unexcused absence, class work and tests may not be made up.

CHEATING POLICY

1. All instances of cheating will be recorded in the students file.
2. Cheating on a test is an automatic "0" for all persons involved.
3. Cheating on homework will be handled at the discretion of the individual teacher.
4. Plagiarism is considered as cheating and will be handled at the discretion of the individual teacher. Multiple instances of cheating will be cause for dismissal.
5. Any evidence of cell phone use will automatically be considered cheating.

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.

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
2. 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.
3. 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.
4. Membership on an athletic team does not excuse one from P.E. participation, unless the game comes during the scheduled class period.
5. 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 requirements are met:

1. Students must meet CIF (California Interscholastic Federation) minimum
2. 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.
3. Must not be on academic or behavior probation.
4. 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).
5. The student’s actions and behavior must continue to reflect, as is
6. 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 one week, the absence is considered unexcused.

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.

1. An unexcused absence includes the following situations:
2. Skipping or cutting class
3. Suspension from class
4. Other unconfirmed reasons for absence

Skipping or cutting a class (fifteen minutes or more) will result in a detention..

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

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 will 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:

1. First tardy – first warning
2. Second tardy – final warning
3. 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)

HALL PASSES

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

CLASS DISMISSAL

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

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

1. Only 11th and 12th 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 9th and 10th graders, regardless of permission from a parent. Open campus is a privilege that will be lost if abused. This includes the following:
 2. After the third tardy after lunch in a semester the student will lose the privilege of open campus for one month.
 3. 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.
 4. Taking any un-authorized student off campus
 5. 9th and 10th 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. Students or parents wishing to visit classrooms must give 24 hour notice and have previous approval of the principal.

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 staff 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. Upon receiving the fifth *behavior detention* in a quarter, the student will be placed on behavioral probation.
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 quarter. 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. Administration will meet with the parents or guardian and a behavioral contract will be signed. 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 lunch.

SCHOOL PROPERTY

All school property will be respectfully utilized. This includes the following:

1. The school campus will be kept neat and clean.
2. All students, staff, faculty, and administrators will be responsible to ensure this occurs.
3. Any student who vandalizes school property will be held financially responsible for all damages and repair.
4. High School parking will occur only in designated areas with decal visible.
5. The student parking lot is for parking only and is not to be used for eating lunch in cars.
6. 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. Any locker not locked at the end of the day will subject the student to a \$1.00 fine.
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.

Lockers may be searched at any time by the police department or school administration. If a locker search should ever prove necessary, the following guidelines shall be implemented:

1. 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.
2. 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 cut and styled so eyes are visible at all times.
7. Distracting jewelry including jewelry associated with body is prohibited, with the exception of modest earrings.
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. Basketball shorts are not allowed for normal school wear.
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. Sweat-shirt 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).

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.
- 3. All tops must be either collared button-up or crew neck style only.(07-08 change)**
- 4. Girls may wear crew neck collar style shirts if there is no inappropriate message or picture. (Front only Silk-Screen or raised lettering)**
- 5. FRONT ONLY SILK-SCREEN LOGOS ON ANY SHIRT, BLOUSE, OR TOP EXCEPT FOR WOODLAND CHRISTIAN PRODUCED SHIRTS.**
- 6. The length of all skirts should be no more than 3” above the knee.**
- 7. Shorts and skorts are to have a 4” inseam**
8. Cap sleeve dresses may be worn providing that they have a crew neck collar that meets the shirt length minimum.
9. NECKLINES OF SHIRTS, BLOUSES, AND DRESSES SHOULD NOT EXTEND MORE THAN 3 INCHES FROM THE TOP OF THE STERNUM.
10. Docker style pants and jeans may not be excessively low cut.
11. No bare midriff showing at anytime.
12. Girls may also wear any Woodland Christian generated crew neck T-shirts such as team shirts, drama shirts, senior shirts, chapel shirts, etc.

THE FOLLOWING ARE NOT ACCEPTABLE:

1. Tank tops of any kind
2. Spaghetti strap tops/dresses
3. Halter, boatneck, or tube tops
4. Low cut, tight fitting, “see through” tops
5. Low riding mini skirts Sleeveless dresses or tops (shoulders must be covered)

ISSUES OF MODESTY: Choose your clothing carefully

1. NO BARE MIDRIFF SHOWING
2. NO UNDERWEAR VISIBLE at any time.
3. 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:

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

DRESS CODE ENFORCEMENT: Students who are not compliant with the dress code will be sent to the school office to check out rental clothes or sent home to change. Consistent violators will be placed on a behavioral probation contract.

EXPECTED STUDENT CONDUCT

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

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. 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.

PERSONAL MUSIC LISTENING

During school hours (8:00AM – 3:00PM) the listening to music on I-pods, MP3 players, I-phones, blackberries CD players, etc., is prohibited. The student will have his or her music device taken away to be picked up after school in the school office.

LAPTOP USE

The use of laptop computers during brunch and lunch will be allowed in the lunch room (A-5, A-6)

OFFICE PHONE USE

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

CELL PHONES

Students are not allowed to use cell phones during instructional time (class period). If a student is caught using his or her cell phones during class or chapel, the student's cell phone will be confiscated until the end of the day. The following steps will be taken for continuing violations.

1. *First offense* for cell phone violation: cell phone confiscated until the end of the day.
2. *Second offense in the same quarter*: phone is suspended in the office for 3 days (student must return phone to office each day of suspension).
3. *Third offense in the same quarter*: phone is confiscated for seven days and parent must pick up from office after seven days.
4. *fourth offense in the same quarter the student is suspended for one day.*

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.
4. **NO EATING LUNCH OR BRUNCH IN THE PARKING LOT.**
5. 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.
6. Parking on campus is a privilege that can be revoked for unsafe driving in and around the parking lot and driveway.
7. Students are not allowed to loiter in the cars or parking lot.

HARRASSMENT

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.

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. WCS in many forms. Involvement in school activities, including fundraisers, classroom help, athletic events will be encouraged. Parents are asked to follow the proper procedure in handling issues of grievance as described below.

HEALTH CONCERNS

1. Minor first aid treatment will be available in the school office.
2. Parents/guardians will be contacted by phone if the sickness or injury is felt to be a significant health concern, so that the concern may be evaluated and treated further.
3. In order to obey state requirements for medications that are taken at school, the following procedure must be followed: All prescribed or over-the-counter medication (aspirin, Tylenol, Advil, vitamins, cough syrup, creams, Tums, etc.) must have a physician's written order as well as a parent's written permission form.
4. These forms are available in the school office. Both doctor's and parent's permission forms will be required before any aspirin/Tylenol etc. to be given.
5. Students are not allowed to carry any kind of medication with them on campus. All medication to be taken by the student during the school day is to be dispensed by office staff and all permission forms must be on file.
6. We encourage, for the benefit of your student, that you notify the office of any health and medication issues that might exist.

SUBSTANCE ABUSE

Woodland Christian School has developed the following **Substance Abuse Policy** to aid in the battle against drug and alcohol abuse. The consequences of occasional substance abuse can be so serious that *Woodland Christian Schools* (WCS) have chosen this proactive agreement to encourage students to avoid substance abuse. We believe that:

1. Many students drive themselves and others to and from school and off-campus for lunch, as well as participate in potentially hazardous science lab activities, physically challenging P.E. classes, and/or interscholastic sports. This policy has been adopted to protect their health and safety as well as that of all students.
2. It provides the means of defusing unfounded rumors about substance abuse that are destructive to students.
3. Substance abuse testing provides a means of resolving the issues surrounding accusations of substance abuse.
4. This policy assures both parents and students that WCS is doing everything possible to provide a safe and caring Christ-centered educational environment. This partnership between WCS and parents encourages the few students who may consider abusing substances to more likely refuse the temptation.
5. A written agreement between WCS and the parents of enrolled students provides the opportunity to offer guidance and accountability.

SUBSTANCE ABUSE POLICY

Parent and student written consent to the Substance Abuse Policy Agreement is required as a condition of enrollment or re-enrollment at WCS and shall remain in effect during the complete period of enrollment.

Students shall be required by the school administration to submit to the substance abuse testing:

1. If the WCS administration determines in its sole discretion that a drug test may be appropriate.
2. If the administration suspects that the student may have a history of substance abuse.
3. Before the test is performed, students who have been or are presently taking prescription medication shall provide either a copy of the prescription or a physician's written verification of this fact. Such substance abuse testing shall be at the expense of WCS for the initial test.
4. Any required follow-up tests shall be at the expense of the student or his/her parent(s) or guardian(s) at a facility selected and approved by WCS.
5. Confidentiality and follow-up testing are required to ensure privacy and reliability when a testing report is positive.
6. Admission of illegal substance use can result in a 6 month probation period. This six month probation period will require testing every 15 days at the expense of the student.
7. Illegal substance use at school, during school hour or substances being brought to school will result in immediate expulsion.
8. The police will be contacted by WCS if any illegal substances are found at school, or in the possession of a student. This requires immediate expulsion.
9. The WCS administration may only discuss positive test results with those who must be informed to provide needed direction during the course of the student's educational experience at WCS. A "need-to-know" only basis shall be maintained by the WCS administration.
10. The school shall not publish any results of testing and shall not discuss the results with non-related parents, other students, faculty or staff except on a "need-to-know" basis.
11. Confirmed positive results from substance abuse testing, after follow-up testing is requested, will result in immediate prohibition of all extra-curricular participation, including athletics. The student will also be referred to the school administration for follow-up in regard to his/her status as a student at WCS.
12. Prior to enrollment, each student and his/her parent(s) or guardian(s) are required to provide written authorization and consent for testing. Failure of either the students or parents to consent to testing is grounds for refusing admission to WCS.

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.

SCHEDULES

Woodland Christian Schools have instituted a weekly early release day for teacher development. On Wednesdays. The other days of the week are twenty minutes longer in order to maintain the appropriate amount of instructional minutes.

Woodland Christian High School is on a block schedule with eight class periods. Monday and Wednesdays the odd periods classes meet, Tuesday and Thursday are the even periods, and Friday all eight classes are taught.

BELL SCHEDULES

Monday/Tuesday (Long Block)		
	Monday	Tuesday
8:00 – 9:30	Period 1	Period 2
9:30-9:45	Brunch	Brunch
9:45-11:15	Period 3	Period 4
11:20-12:50	Period 5	Period 6
12:50-1:40	Lunch	Lunch
1:40-3:10	Period 7	Period 8

Wednesday (Early Release)	
8:00-9:20	Period 1
9:20-9:35	Brunch
9:35-10:55	Period 3
11:00-12:20	Period 5
12:20-1:00	Lunch
1:00-2:15	Period 7

Thursday (Chapel Day)	
8:00-9:25	Period 2
9:25-9:40	brunch
9:40-10:50	Period 4
10:55-12:05	Chapel
12:05-12:40	lunch
12:45-1:55	Period 6
2:00-3:10	Period 8

Friday	
8:00 – 8:45	Period 1
8:50 - 9:35	Period 2
9:35-9:50	Brunch
9:50 – 10:35	Period 3
10:40-11:25	Period 4
11:30-12:15	Period 5
12:20-1:05	6Period
1:05-1:45	Lunch
1:45-2:25	Period 7
2:30-3:10	Period 8

