2021-2022

WOODLAND HILLS CHRISTIAN ACADEMY HANDBOOK

WOODLAND HILLS CHRISTIAN ACADEMY
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TABLE of CONTENTS

Introduction 2
Statement of Faith 2
Enrollment Forms Required 3
Standard of Conduct 4
Enrollment 4
Parental Involvement 5
Explanation of Cost 5
School Calendar 5
Academy Hours 5
Student Arrival & Pickup 6
Student Dress Code 6
Enforcement 7
Absentee Policy 7
Bad Weather Days 7
Dismissal for Extracurricular Activities 7
Report Cards & Conferences 7
Visits by Parents 7
Telephone 8
Computer & Internet Access 8
Emergencies, Illness, & Medication 8
Lunches 9
Parties 9
Grievances 9
Non-Discrimination 9
Discipline 9
Things Not Permitted on Campus 14
Searches & Screening 15
Record Release Policy 15
General Comments 15
Automobile Guidelines 16
Lunch Guidelines 17
Student Contract & Commitment Form 17
Parent Contract & Commitment Form 17
Eight Characteristics of a Christian School 18
School of Tomorrow Procedures Manual 19

WOODLAND HILLS CHRISTIAN ACADEMY
2021-2022 School Year

Woodland Hills Christian Academy is recognized by A.C.E., The School of Tomorrow, Hendersonville, Tennessee as a Model School and offers instructional programs for grades Pre-K through the twelfth grade. Serving in cooperation with Woodland Hills Baptist Church, belief in God, Biblical education, and patriotism are an integral part of a student's studies and activities.

Woodland Hills Christian Academy maintains educational excellence in an atmosphere conducive to educational and Christian development.

Woodland Hills Christian Academy develops character and positive attitudes in each of its students. Students wear uniforms, which help in the teaching of self-control and discipline, neatness, and modesty in dress, which the student can carry with him or her all through life.

INTRODUCTION

The objective of this Handbook is to acquaint parents, students, and teachers with various policies of Woodland Hills Christian Academy. The contents of this Handbook will be discussed with prospective students and their parents at the time of interview for admission to the Academy. This is to answer any questions concerning general school policy, purpose and philosophy of a Christian education, manner of discipline, standards, and other matters of interest to parents and their children.

Our goal at WHCA is to maintain academic excellence in a Christ-centered atmosphere. The Academy is an extension of Woodland Hills Baptist Church and should be viewed as functioning with and in conjunction with the church.

This Handbook is a method of coordinating the efforts of parents, teachers, and students. It does not attempt to spell out the rules for every occasion. Common sense, good judgment, and principles from God's Word are relied upon for most decisions. These policies are intended to provide for an orderly relationship among the parents, students, and school.

The administration may change this handbook at any time it deems necessary. Handouts during a given year will update said changes, until they may be printed in a newly revised handbook.

STATEMENT of FAITH

Woodland Hills Christian Academy believes, teaches, and preaches the following:

1. The Bible is God’s revealed written Word, inerrant, inspired by the Holy Spirit, and infallible and authoritative for all who claim Jesus as Savior and Lord of their lives.

2. God is one in three persons. Father, Son, and Holy Spirit, He is the Creator, Redeemer and Sustainer of life.

3. Jesus Christ of Nazareth is Lord. He was virgin born, lived a sinless life, was crucified for our sins, died, arose on the third day, appeared to the disciples and many others over a period of 40 days, then ascended to the right hand of the Father where He is exalted and is coming again in glory.

4. All people are born with a sinful nature and live with that nature and its fruit until they repent and by faith receive Jesus Christ as Savior and Lord of their lives. The evidence of repentance is a regenerated life that emits love, and the presence of the Holy Spirit manifesting the presence of Jesus in gifts, fruit, and wisdom.

5. Water baptism is by immersion after the person has received Jesus as Lord and Savior.

6. Baptism, overwhelming, anointing, filling, of the Holy Spirit is the Father's promise for all believers, empowering them for ministry through supernatural gifts of the Holy Spirit. We stress continual fillings in the life of the believer for the work of the ministry.

7. God calls us to a holy righteous life in Him. We are to live lives separated from the world while in the world. Our lives are to be characterized by the character and ministry of the Lord, Jesus Christ.

8. Jesus is going to return in person for His church. He will judge all mankind. The righteous will inherit the new heaven and the new earth; the unrighteous will be banished to eternal punishment in a literal hell.

A COMPLETED APPLICATION for ENROLLMENT REQUIRES the FOLLOWING FORMS…

Student Application
Medical History
Financial Policy
Record Release Form
Copy of Birth Certificate
Parent and Student Commitment Form
Standard of Conduct Form

Forms for enrollment at Woodland Hills Christian Academy are available from the school office. The medical history must be accompanied by a signed doctor's verification of required vaccinations. A copy of the student's Social Security card is also requested. Other forms for enrollment may be required as the need presents itself.

STANDARD of CONDUCT

Students of the WHCA are expected to refrain from engaging in/or talking about: cheating, swearing, any use of tobacco, un-godly music, dancing, drinking of alcoholic beverages, and using narcotics. Any student who participates in or talks about such activities is subject to immediate suspension. They should not discuss un-godly music or secular movies while at school.

Woodland Hills Christian Academy students are expected to act in an orderly and respectful manner, always careful to maintain good Christian standards of courtesy, kindness, clean language, morality, and trustworthiness. Each student must sign a "Standard of Conduct Form", agreeing to strive toward unquestionable character in the areas of conduct, speech, modesty, and attitude. These standards are to be upheld at all times, in and out of school.
Any student observing questionable activities or overhearing conversations, which are contrary to the policies of this Academy should immediately discuss the matter with the administration. This is not tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing." "… to him that knoweth to do good and doeth it not, to him it is sin." James 4:17.

Each student and parent must understand that enrolment at Woodland Hills Christian Academy is a privilege. Therefore, at any time a student is subject to suspension, expulsion or non re-enrolment based on the student's behavior and/or academic performance.

ENROLLMENT

The Academy is committed to a plan of controlled, yet continuous, enrollment of new students. Information will be provided to all interested parents. Application forms will be provided upon request, accompanied by a copy of this Handbook. In order for parents to apply for admission for their children, a non-refundable application fee must accompany each child's application. Copies of the child's birth certificate, last year's report card, any standardized tests, immunization record, and any other form specified in this handbook must accompany the application in order for it to be considered complete.

Upon receipt of a completed application, an interview with the parents and child(ren) will be arranged. The principal will discuss with the parents and each prospective student the purposes and standards of the Academy. Parents and prospective students will be given adequate time to have their questions about the Academy answered. In turn, the parents will be asked about their religious beliefs and experiences, their educational goals for their children, and whether or not they are willing to adhere to the policies and standards set forth in this Handbook. After prayer and seeking God by all parties and agreement is reached that SSCA is in the will of God for the education of your child, he or she will be accepted into the student body. The parents will sign a form releasing the permanent records of the prospective student. An appointment for student testing will be arranged. If available, space in the Academy will be reserved for the student. If space is not available, the student will be assigned a position on the waiting list based on (1) the date that his completed application was received, and (2) the date that his interview process was successfully completed. Parents will be invited to enroll their children as openings occur according to the chronological

waiting list. The results of standardized testing and consultation among the parents, teacher(s), and the principal will determine the final grade placement.

PARENTAL INVOLVEMENT

All parents are expected to attend parent orientation at the first of each year.

All parents are expected to participate in activities that under gird the Academy such as financial support, fundraising, volunteer labor, and supervision of field trips and extracurricular activities.

EXPLANATION of COST

Testing Fee (Application Fee)

At the time application for enrollment is submitted to the Academy, a non-refundable application fee of $50 must accompany each application. This fee will be used to fund scholastic testing and set up academic projections.

Tuition & Fees

A schedule describing total tuition and fees are provided below. Active Members of WHBC receive a discount. A fee may be charged at the end of the year for awards and trophies.

Pre Kindergarten Class

1st Child	$100 per week
2nd Child	$ 75 per week
3rd Child	$ 60 per week

$95 Supply Fee per semester

Kindergarten through 12th Grade

1st Child	$ 200.00 per month
2nd Child	$ 175.00 per month
3rd Child	$ 150.00 per month

$600.00 Maximum per family (K-12)

- Plus PACE Materials
- Plus Cost of field trips
- $135 yearly Supply Fee for **Kindergarten only**

SCHOOL CALENDAR

A school calendar will be provided to each student prior to beginning of the school year, or upon enrollment. This calendar will be essentially the same as that of the local public school system. The Academy's grading system is on a quarterly basis.

ACADEMY HOURS

- 8:00 AM to 3:00 PM Monday thru Friday
- Early hours | 7:00 AM and afterschool care until 5:30 PM is provided at an additional cost of $10 per week for Pre-K | $25 per week for K-12th grade

STUDENT ARRIVAL and PICKUP

The Academy is not responsible for students dropped off before 7:45 a.m. unless they are in extended care of before school or afterschool. Students must also be picked up before 3:15pm.

STUDENT DRESS CODE

Dress code will adhere to School of Tomorrow International Convention Dress Code Standards, unless otherwise stated. Uniforms are to be worn properly every day, unless otherwise notified.

Boys:

- Solid khaki pants or knee length shorts are required, a belt must be worn.
- No elastic pants are to be worn (must have belt loops).
- Maroon or navy blue polo shirts (no logo)
- Brown or black shoes or boots and socks are to be worn with the uniform.
- Pants must not be tight. Shorts must be knee length
- Hair is to be no longer than the top of the ear on the sides and above the collar in the back.
- Hair is to be clean and combed.
- No fad haircuts, or clothing, (i.e. chili bowls or sagging pants, etc.).
- No hair coloring or perms.
- Young men are to be clean-shaven. No beards or mustaches.
- No jewelry: except a watch and one ring

Girls:

- A uniform plaid skirt or khaki shirt, shorts or pants are required for girls.
- Maroon or navy blue polo shirts (no logo)
- Shirt must be cleaned, pressed and tucked in if applicable.
- Black or brown shoes must be worn with uniforms.
- No high heels or platform shoes.
- Uniforms are to be worn everyday unless otherwise notified
- No colored, streaked or bleached hair.
- Makeup is not preferred, but if used only light makeup. Must be modest.
- No sheer or sleeveless blouses.
- Clothing must not be tight (form-fitting), must not be low cut, and must be modest.
- No jewelry: except a watch, one ring, one modest pierced earring per ear.

No staff member or student, male or female, shall acquire body piercing or tattoos. If a student had a tattoo prior to attending WHCA the tattoo should be covered at all times.

P. E. Uniforms

Girls: Modest shorts, T shirts with WHCA logo, white socks, and tennis shoes.
Boys: Male students must wear modest shorts and T-shirts with WHCA logo
All boys must have white socks and tennis shoes for P.E.

Standard and P.E. uniforms are subject to change as needed.

ENFORCEMENT

Enforcement of the dress code will be at the discretion of the principal or supervising teacher. The question of hair length, dress length, or if the student is dressed in proper uniform will be the sole decision of the principal or supervising teacher. Students in violation of dress code will be subject to disciplinary action, which could include expulsion until violation is remedied.

ABSENTEE POLICY

If your child is not at school, he/she will be counted absent. If your child completes his/her work at home that day, it will help him or her to get a complete at the end of the year.

1. If a student has more than 6 unexcused absences in a semester, he/she will not be eligible for end of the year trophies or awards.

2. If a student has more than 9 absences (excused or unexcused) in a semester, then he/she will be considered for immediate dismal from WHCA, either temporarily or permanently; and/or the student may be required to repeat all PACE's completed during the semester in which the absences occurred.

BAD WEATHER DAYS

At the discretion of the principal, school will be closed because of inclement weather. Usually, but not always, if public school is closed for bad weather, the Academy will be closed also.

DISMISSAL for EXTRACURRICULAR ACTIVITIES

Students may not be excused during school hours without special permission.

REPORT CARDS and CONFERENCES

Report cards will be sent out at the end of each nine-week period. Conferences with parents can be held if requested by parents or staff.

VISITS by PARENTS

Parents are welcome and encouraged to visit the school at any time as long as the visit is not disruptive to the students or staff. Parents should be dressed in an appropriate manner.

TELEPHONE

Students must have special permission to use the phone. This includes cell phones and smart watches, which will be checked in with the WHCA staff at the beginning of each day. If a student needs to use his/her cell phone, special permission will be required. In most cases cell phones are not allowed at school.

COMPUTER and INTERNET ACCESS

Woodland Hills Christian Academy utilizes the technology available in today's world through the use of computers. With the ever-increasing amount of unwholesome content through the Internet, students will not be allowed Internet access without permission and/or supervision. Also, students wishing to access an e-mail account from the school computers must have written permission on file from their parents.

The staff will be the final judge as to whether a website is appropriate for viewing by a student. As a general rule, any website that contains, promotes, or discusses immoral actions, inappropriate language, or any worldly pursuits, which are against Christian values will be considered inappropriate for viewing.

EMERGENCIES, ILLNESS, and MEDICATION

Emergencies

A parent who needs to reach his child due to an emergency should contact the school.
In case of an accident at school, an attempt will be made to reach the parents.

Excuse from Physical Education

Students will only be excused from participation in physical education with a doctor's permit. If your child does not have the proper P.E. uniform, he/she will be set in detention.

Illness

If a student becomes ill, the parents will be contacted, and the child sent home.
Parents will also be notified if there are contagious diseases or parasites.

Medication

If a student must take a prescription medication during school hours, written authorization from the parent and/or physician must be on file in the school office. Medications are to be delivered to and kept in the school office. Prescriptions must be sent to school in their original container and may be administered only to the student named thereon and according to the directions. This authorization must be renewed each school year.

Responsibility for Injuries

Students in attendance at WHCA must assume any and all responsibility for injuries received at school or any school function or event. The Academy is not responsible for any damages resulting from injuries, which occur as a result of misconduct of the student.

LUNCHES

No lunches are provided on a regular basis at or by the Academy. Each student is responsible for bringing his/her lunch daily.

PARTIES

The principal must approve any and all parties in advance. Details of refreshments and decorations must be submitted for approval.

GRIEVANCES

If a parent becomes dissatisfied with the Academy in any respect, he should first seek to resolve the matter with the person or persons involved rather than spreading criticism or maintaining a negative attitude. The faculty and staff of the Academy act as the parent's representatives to their children, therefore; they are the parent's authority in the parent's absence. In order to protect and strengthen this relationship, parents are encouraged to maintain objectivity when they or their children have a grievance against a member of the faculty and staff or the policies of the Academy.

NON-DISCRIMINATION

Woodland Hills Christian Academy does not discriminate on the basis of race, color, or national origin with regard to students, faculty, or staff.

DISCIPLINE

God's Word, the Bible, is the Academy's authority for determining right from wrong, and distinguishing virtue from vice. The Academy has adopted a pattern of discipline that is set forth in the Bible, believing that effective discipline of children is both formative and corrective. The Academy will endeavor to form the character of a child by surrounding him with an environment of unconditional love and let him know that he is accepted by the Academy as a person with dignity and worth, since God has created him for the purpose of bearing His own image and likeness. In order to form the character of a child in a way that pleases God, parents and teachers must be alert and ready to commend good behavior and to correct bad behavior.

Some aspects of discipline are to be practiced constantly in a formative way. The following sequence will be used in the process of correction.

1. Instruction
We will teach our students what is expected of them, both morally and academically. This begins the first day and continues throughout the school year.

2. Commendation
We will praise and enforce good behavior and any sign of progress. We will endeavor to identify the student's positive characteristics in order to build his confidence.

3. Reproof
When a student fails to fulfill a responsibility, misbehaves, or breaks a rule, we will Biblically identify the offense and its consequences. We will attempt to determine if the child understands what is expected of him.

4. Correction
In order to correct habitual or rebellious behavior, the teacher will take action in keeping with the offense that will best lead the child to repentance.

a. Parent-teacher consultation;
b. Apply the Word of God to specific offense;
c. Restitution (in cases involving property that can be restored or replaced);

5. Confession and Forgiveness
Through prayer and love, the child will be brought to accept full responsibility for his actions by confessing to and seeking forgiveness from anyone whom he has offended or injured.

6. Response and Forgiveness
The teacher leads anyone offended to express forgiveness and acceptance. The teacher also expresses appropriate forgiveness, affection, acceptance, and affirmation.

Disciplinary action is to be handled with discretion on the part of all concerned. The principles of Matthew 18:15-17 (and other passages dealing with corrective discipline) are to be followed with great care, in order that no one's reputation be spoiled with careless talk.

Actions or behavior which require disciplinary action such as expulsion, temporary or total, include, but are not limited to lying, cheating, stealing, cursing, immoral acts as determined by conservative Biblical standards. These actions or behaviors are considered including, but not limited to, on or off school property.

<u>Any exception granted for one, does not constitute policy for everyone, but is given only to that individual or individuals for that particular offense at that particular time.</u>

Additionally, it is the desire of the staff, faculty, and administration of Woodland Hills Christian Academy to have each student travel in the direction that God would lead them. There are two important ways in which we encourage our students to live for Jesus.

1. The first way is to challenge them through personal contact with other believers who are serving God (Heb. 10:25).

2. Secondly, we can build their faith, confidence, and trust in God by requiring them to be under the teaching and preaching of God's Word during daily services (Romans 10:17).

It is encouraged that all students attend church every week, as verified by a church attendance form church, which has been approved by the administration. Also, we strongly recommend that our students become actively involved in various youth ministries of their church, such as teen soul-winning, bus ministries, Children's Church, or other related ministries.

Woodland Hills Christian Academy expects full cooperation from both student and parent in the educational process. If at any time the academy feels that this cooperation is lacking, the student may be requested to transfer out. Enrollment at Woodland Hills Christian Academy is a privilege, not a right. Even though a student has not broken any specific rule or regulation, we expect him/her to abide by the spirit of the law, as well as to abide by the letter of the law. A destructive, critical and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. If at any time, a student manifests a detrimental influence or spirit of controversy at the academy or displays a spirit contrary to the purpose and principles for which the academy stands, he/she is subject to expulsion.

The strategy for discipline is the demerit system, which is designed to give students and parents another objective picture of the student's general attitude and behavior.

Woodland Hills Christian Academy is not meant to be a correctional institution. It is designed to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their God-given roles. WHCA exists not only to give the student the academic tools to make a living but to teach them how to live.

Complaining will not be tolerated! If your child does come home complaining about a policy, rule or discipline – please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that all children report from an emotional bias and usually do not include all of the information.
3. Understand that the academy has reasons for every rule, that the rules are enforced without partiality or favor, and that when there is no longer need for a certain rule – that rule will cease to exist.
4. Fully support the administration, and **PLEASE** contact the academy office for all the facts.

The paramount rule is "Do Right!" Demerits are earned for disturbances or broken rules. Three or more demerits in one day result in detention after academic hours (starting at 3:30 PM or a time deemed necessary by the administration) the following day. Students serve detentions by sitting in their office quietly and doing nothing, or complete an assignment prescribed by the principal.

Demerits earned after 2:30 PM are recorded **for the next day**.

Detentions are earned as follows:

3 demerits = 20 minutes detention
4 demerits = 30 minutes detention
5 demerits = 45 minutes detention
6 demerits = 60 minutes detention.

When a student earns a detention, a "Detention Slip" will be sent home with the student. It is to be signed by the parent and returned the following morning. **If the "Detention Slip" is not signed and returned it is an automatic 2 demerits the next day**. If a student "forgets" to serve his/her detention, the detention will be doubled for the next day. The detention limit for one week is two hours. If this limit is exceeded, the matter will be brought to the attention of the administration, which in turn will conference with the student and parents. The student is placed on probation. If the administration believes that the situation has not changed within two weeks, the parents may be asked to withdraw the child from Woodland Hills Christian Academy.

Most common infractions include but are not limited to:

1 Demerit

- Parent envelope not signed and/or returned
- Out of seat without permission
- Changed goal without permission
- Goal or goals not set
- Messy goal card
- Goals not ready for goal check
- Disturbance: at lunch or breaks, in Learning Center (office, score station, testing table, computer center, etc.), in rest room, hallways and/or stairs.
- Not ready for homework stamp or slip
- Vocabulary not said before Self-Test
- Sitting on a table
- Throwing objects
- Sleeping in office
- Littering
- Eating without permission
- Not working on prescribed work
- Failure to follow written or oral instructions
- Running in buildings
- Using office equipment without permission
- 6-inch rule violation
- Scoring violations (1-6 demerits; usually, but not always 1 demerit for every 3 violations)
- Repeat offenses continue to increase demerits

2 Demerits

- Working a Checkup or Self-Test without Supervisor's initials
- In unsupervised or off-limits area without permission
- Defacing school property, school materials, or other student's property
- Griping

- Speaking unkindly to others
- Name calling
- Talking at testing table
- Turning around at office
- Unauthorized communication in Learning Center
- Tardy without note from parent
- Detention slips not returned or not signed
- Walking up to staff without permission

3 Demerits

- Inappropriate language – staff discretion
- Using telephone without permission
- Speeding in parking lot; sitting in car without permission
- PACEs left at home, car, etc.
- Giving another student PACE answers
- Incomplete homework (This includes Math work, Word Building words, and all related assignments to homework pages.)
- Cheating (3-6 demerits)
- Looking back in the PACE during Checkup or Self-Test
- Note writing, passing, and/or receiving

4 Demerits

- Direct disobedience to staff member
- "Back talking" to a staff member
- Any act or gesture of disrespect to a staff member, parent, other student or visitor
- Out of uniform without a note
- Working the Self-Test without stapling the PACE closed
- Doing a Self-Test at home

5 Demerits

- Fighting or provoking another to fight
- Lying

6 Demerits

- Bad language (2nd offense – 1 day suspension) (staff discretion)
- Stealing
- More than one day's goals not scored, corrected and/or re-scored
- More than one day's computer or video goals not completed
- Cheating on test (6 demerits – possible suspension)

All repeated offenses are worthy of double demerits.

"Next Day" notes do not excuse the demerits.
All school rules apply at all school functions: Field trips, sporting events, PE, Student Conventions, etc.

Suspension Policy

The following behavior will receive an automatic one to three day **out-of-school** suspension:

1. Breaking into, vandalizing, or damaging the campus or property on campus (students or their parents are required to pay for repairs).
2. Bringing or threatening to bring weapons to school – such as knives, martial arts paraphernalia, firearms, or fireworks.
3. Possession of pornographic, lewd, immodest, or inappropriate material on campus.
4. Possession or use of alcoholic beverage on or off campus.
5. Possession or use of tobacco products.
6. Any physical contact with the opposite sex that the administration deems inappropriate.
7. Second offense in using bad language.
8. Continual disrespect and/or disobedience to **any** staff member.
9. Forging of parent or staff signature or initials.

Expulsion Policy

The following behavior will result in consideration for expulsion:

1. Bringing a gun to school.
2. Acts of immorality or immodesty, on or off campus.
3. Possession or use of drugs, on or off campus.
4. Striking a teacher or staff member.
5. Arrest or involvement in crimes, other than minor traffic tickets.

THINGS NOT PERMITTED on CAMPUS

Tobacco
Skateboards, roller skates or blades
Firearms
Weapons (i.e., knives, brass knuckles, etc.)
Alcohol
Narcotics
Radios
Fireworks
CD players or MP3 players (except those used in I.S.C. competition)
Secular magazines, books, or catalogs
Video Games (except those provided by school for educational purposes)
Toy guns or weapons of any kind (except those used for props in I.S.C. competition)
TV or video monitors (except those provided by the school for educational purposes)
No DVD movies except those approved for educational purposes.

SEARCHES and SCREENINGS

The staff and/or administration reserves the right to search anytime and anywhere they think appropriate, for illegal or unauthorized materials or items. This search includes but is not limited to:

1. Any automobile
2. Backpacks, purses, wallets, pockets, etc.
3. Lockers & desks
4. Persons

Drug screening will be required as deemed necessary by the administration of WHCA **by a doctor of WHCA's choice, at the student's expense**.

RECORD RELEASE POLICY

Upon transfer or dismissal, a student's records will be transferred only if the student is in good standing with the academy as defined partially, but not entirely, by a current balance of the student's tuition.

GENERAL COMMENTS for PARENTS and STUDENTS

1. NO GUM at school, on field trips, or any school activity.
2. ALL students should keep hands off other students. The "six-inch" rule is the standard. No horseplay.
3. Guns, knives, matches, lighters, radios, personal tapes, tape players, CD's, CD players, MP3 players and electronic games are not permitted on campus.
4. Students are not to be in the Learning Center or any off-limits areas without staff.
5. The church instruments and equipment are off limits unless permission has been given by the staff for a student to use the instruments or equipment.
6. Parties are not school sponsored unless parents receive **written** notification from the principal or the academy office.
7. The school phone is reserved for official academy business and emergencies.
8. Outside (secular) books or magazines must be approved, in writing, by the parent <u>and approved by the Supervisor upon arrival at the academy</u>.
9. No running or rough play in the building or on the property at any time.
10. Rest rooms and water are available on breaks.
11. Sharpening pencils should be done at break times. Throwing trash away may be done at break time or on the way to the score station. Do not raise your flag to ask permission for these activities.
12. Students may wear a watch; therefore, students are not to ask for the time. Clocks are also in the Learning Centers.
13. Students must secure Supervisor's approval of a book for an E-privilege report, <u>in advance</u>.

14. No student should be lying on the floor or tables. Students should sit on chairs unless otherwise instructed by staff
15. No student should be on the academy property after school hours without direct adult supervision. Students should not arrive more than 30 minutes before an activity. Playground equipment is for supervised activity only.
16. Students are to move quickly from place to place when arriving at the academy and changing classes.
17. Students are not under the responsible care of the staff before 7:45 AM.
18. A student who has not been present for at least 3 hours of academy time/class time is not permitted to participate in academy functions or activities that day or evening.
19. The staff of Woodland Hills Christian Academy works closely with each home in meeting God-given responsibilities.
20. The communication envelope, homework and detention slips are used for effective parent-staff relations. The correspondence should be signed indicating that the parent received the correspondence. The parent may include any notes to the staff or office and school payments when returning the envelope to the academy.
21. Daily dress code for students will include proper and complete uniform, pressed, and cleaned.
22. Physical Education: If a student is too sick for PE, he/she is too sick for school. At Woodland Hills Christian Academy no student is excused from the required PE class for medical reasons without a doctor's written excuse. 4 demerits will be given if a student fails to be in complete PE uniform for each PE period. Repeated offenses increase the penalty. Students with an incomplete PE uniform will remain in dress uniform and will become a spectator or helper for the remainder of PE class. PE clothes are to be taken home and washed after each PE class. Personal athletic equipment should not be brought from home unless the student has been given permission from staff to do so. Students are not to use equipment outside of school activities.

AUTOMOBILE GUIDELINES

1. Students must stay out of and off vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to the academy. Parked cars and parking lot are off limits.
2. Students may not leave the Academy grounds during school hours without permission. Also, students must have written permission from their parents to go home with another student. If an emergency arises during the day in which the parent needs their child to go home with someone else, the parent should contact the school office to let the staff know. Students may not leave the campus to get a forgotten lunch. A parent will be notified and may make arrangements for lunch.
3. Student's "carpooling" must be approved, in writing, by both parents and the administration.
4. If students are speeding or driving recklessly on school property, they may not be allowed to drive to school.

LUNCHROOM GUIDELINES

1. Lunch boxes must be plain
2. Lunch boxes, sacks and lunch containers must be labeled with student's first and last name.
3. A microwave is provided for student lunches. A student is to bring his own utensils and bowls or plates.
4. No sharing of food at lunch or breaks.
5. Special meals for groups are welcome. Please notify the school in advance.
6. Students are not allowed to go out to eat lunch unless it is with their parent(s) or grandparent(s).

STUDENT CONTRACT and COMMITMENT FORM

All students will sign a Student Contract and Commitment Form for attendance, conduct (including dress code) and schoolwork.

PARENT CONTRACT and COMMITMENT FORM

All parents will sign a Parent Contract and Commitment Form for cooperation with the school for their child's attendance, conduct (including dress code) and schoolwork.

Parents of students thirteen years of age and older will make sure the required Church Attendance Form is completed each week.

EIGHT CHARACTERISTICS of a CHRISTIAN SCHOOL

by David Gibbs | Attorney for the Christian Law Association

I. A Christian school must lead a child to Jesus Christ as his Lord and Savior.

A. The number one priority- seeing every child saved.

B. Pray for every child individually by name daily

C. What good is it to fill a mind, and lose a soul

II. Knowledge of God's word

A. One is an unlearned person if they do not know God's word. Degrees, diplomas, etc. mean nothing.

B. "Study to show thyself approved"- II Tim. 2:15

III. A Christian School should teach students to be soul winners and bear fruit.

A. There will be no fire in the classroom 'till there is a fire in you.

B. "Go ye therefore to all the nations, ...teaching them to observe all things whatsoever I have commanded you"- Matt. 28: 19-20

IV. A Christian School should teach its students to fear God

A. "The fear of the lord is the beginning of wisdom and the knowledge of the holy is understanding"-Prov. 9:10

B. "...fear God, and keep his commandments: for this is the whole duty of man."- Eccl. 12:13

V. The way of Holiness

A. Teach them to live holy and Godly lives- Walk in the way of holiness. -I Peter 1:15-16; Col. 1:22; II Cor. 6:17

VI. Stewardship of Life

A. The life I now live; I live for Christ; dead to self.

B. "I die daily"- I Cor. 15:31

C. I Cor 6:19-20; Romans 12:1

VII. Dedicated to excellence

A. "Whatsoever ye do, do it heartily, as to the Lord, and not unto men: knowing that of the Lord ye shall receive the reward of inheritance: for ye serve the Lord Christ." Col. 3:23-24VIII. Teach students to worship God

A. "O come, let us worship and bow down: let us kneel before the Lord our maker."- Psalms 95:6

B. "O worship the Lord in the beauty of holiness: fear before him, all the earth."- Psalms 96:9

VIII. Teach students to worship God

A. “O come, let us worship and bow down: let us knell before the lord our maker.” – Psalms 95:6

B. “O worship the Lord in the beauty of holiness: fear before him, all the earth.” – Psalms 96:9

Reprinted from A.C.E. School of Tomorrow Procedures Manual

A. Our school should not have the following:

1. Students who lack character.
2. A secular atmosphere (secular youth activities, TV talk or language, lewd body movements)
3. Negative attitudes
4. Critical spirits

B. Our school should have the following:

1. A clean and uncluttered environment
2. Positive and up-lifting attitudes

C. Advantages of wearing uniforms

1. Uniforms contribute to higher academics. Students are less concerned for their dress & concentrate more on academics.
2. Uniforms contribute to greater self-control in students. A sharp-looking, neat student will tend to act that way, a sloppy appearance tends to foster undisciplined character.
3. Uniforms reduce clothing cost & make it easy for students to know what to wear each day. Quality uniforms can be worn from one to three (or more) years.
4. Uniforms build school spirit.
5. Uniforms eliminate competition in dress. Peer pressure regarding clothing is minimized.
6. Sharp uniforms command respect.
7. Sharp uniforms can help to improve a student's self-image & give him a sense of personal worth.
8. Uniforms standardize the dress code. They eliminate conflict over what students can & cannot wear.
9. Modest uniforms help students learn to dress appropriately, preventing immodest apparel & slovenly appearance at school.
10. Uniforms help establish a pattern of life whereby students may select other appropriate clothing throughout life. They can help build convictions on what kind of clothing is modest, conservative, and appropriate.