WCHS

Herald Handbook
2025 - 2026

EST. 1958

TABLE OF CONTENTS

Section 1: Who We Are ..... Pages 1-4

Section 2: Academic Standards and Procedures ..... Pages 5-11

Section 3: Student Life Policies

- Student Standards of Conduct ..... Page 12
- Student Behavior Expectations ..... Page 12
- WCHS Discipline Philosophy ..... Page 12
- Being Outside of Student Expectations ..... Page 13
  - Prohibitive Behaviors
  - Zero Tolerance Policy
- Academic Integrity ..... Pages 14-16
- Clothing Norms Pages17-18
- Technology Norms ..... Pages 19-20
- Human Dignity Norms ..... Page 21
- Attendance Information ..... Pages 21-24
- Detentions, Student Illness and Medication ..... Page 25
- General Student Information ..... Pages 25-26
- Student Involvement ..... Pages 27-28
- Miscellaneous Student Information ..... Page 29

Section 4: General Information ..... Pages 30-32

Section 5: Herald Handbook Agreement ..... Page 33

INTRODUCTION

Welcome to Whittier Christian High School! This handbook contains a wide variety of information about Whittier Christian High School, our school policies, academic information, student activities, expectations, and much more. We hope this handbook will provide you with what you need to have a successful school year. Both parents and students should become familiar with the details of this handbook to provide an understanding of the unique offerings of Whittier Christian High School and what you can expect from your campus experience.

Our Mission:
Whittier Christian High School is a Christ-centered community that equips and guides students to explore, discover, and pursue their life calling.

Our Vision:
The vision of Whittier Christian is to be a distinctive and innovative high school that intentionally equips students' academic, spiritual, and social/emotional needs by creating a flourishing community where all are seen, heard, and known.

Our Core Values:

Character Development:

We believe that Jesus transforms individuals through relationships. Our teachers, staff and administrators model relational intentionality with a passion towards learning and championing obstacles. Pursuing a oneness of spirit so that all members of our community are valued, empowered and equipped. In so doing, we claim our **OWNERSHIP OF FAITH** in Christ as He transforms our character towards love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, self-control; cultivating a culture of hospitality and healthy relationships.

Academic Preparation:

We are committed to **FAITHFUL TEACHING** from a biblical perspective in all activities through direct instruction, facilitated discussion and hands-on learning. The teaching, care, and individuation students receive reveals the value and worth we hold for all students. We shepherd our students to explore their future educational and vocational opportunities, encouraging them to pursue the passions God has given them. Our desire is that students may gain a vision of hope for what they may become.

Flourishing Community:

Our faculty and staff equip students to creatively tackle new challenges they face in academics, athletics, the arts, their spiritual lives, and their interpersonal relationships so that they are empowered to live out their **LIFE CALLING**. We endeavor to inspire all students to discover God and who they are in connection to Him, others and self so that they can participate in the flourishing of all communities by exhibiting servanthood, compassion, and love.

STATEMENT OF FAITH

We Believe . . .

- The Bible is the Word of God, divinely inspired as originally given, inerrant, the only infallible rule of faith and practice. (II Timothy 3:15, II Peter 1:21)

- God is Triune, one eternal God existing in three separate and distinct persons: Father, Son, Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

- Christ is God manifested in the flesh, born of a virgin, lived a sinless life, suffered and died on the cross as an atonement for our sins. He arose bodily from the dead, ascended into heaven, and now sits at the right hand of God as our Mediator who will come again one day visibly in power and glory to earth as revealed in the Bible. (John 10:33, Matthew 1:23, Luke 1:35, I Corinthians 15:3, Mark 16:19)

- Man was created in God's image and was descended from Adam by ordinary generation, therefore, inherited a sinful nature and is totally unable to save himself from the natural consequences of his sin, both original and actual. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9)

- Regeneration by the Holy Spirit is absolutely essential to Christian faith and life. By God's grace only and through faith in the accomplished work of Christ on the cross alone are we saved from eternal death. (John 5:28-29)

**Whittier Christian High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policy, scholarship and loan programs, and athletic and other school-administered programs.*

BOARD, ADMINISTRATION, FACULTY & STAFF

WCHS Board:
Mrs. Celina Canales
Mrs. Alisa Harris
Mr. Paul Jordan
Mr. Gary Miller
Mr. David Shin
Mr. Ron Washle
Dr. Mike Winter

Administration:
Carl Martinez - Head of School
Keven Kroehler - Chief Operation Officer
Mandy Echavarria - Principal

WCHS Staff:
Lisa Baldeo - HR Generalist/Accounts Payable Clerk
Bob Brown - Associate Admissions Director
Chris Duran - Fund Development
Ivan Garcia- Assistant Athletic Director
Jim Harrison - Athletic Director
Courtney Huyck - Director of Admissions
Robin Longinow - Academic Support Director
Ray Matchen-Gray - Lead Administrative Assistant
Cindi Morrison - Admissions Coordinator & PDSO
Lia Murphy - College Advisor
Joel Nunnally - College Advisement Director
Jonathan Pryor - Dean of Student of Life
Dora Robles - Bookkeeper
Steve Rojas - Director of Marketing
Johnny Trevino - Transportation/Facilities
Roxanne Zamora - Attendance/Registrar

Faculty/Staff Email Directory:

Amann, Jeff	jamann@wchs.com
Atonya, Franky	fatonya@wchs.com
Baldeo, Lisa	lbaldeo@wchs.com
Barcroft, Diane	dbarcroft@wchs.com
Beller, Caleb	cbeller@wchs.com
Beller, Kimberly	kbeller@wchs.com
Biggs, James	jbiggs@wchs.com
Brown, Bob	bbrown@wchs.com
Brown, Jeanine	jbrown@wchs.com
Childress, Josh	jchildress@wchs.com
Choe, Julia	jchoe@wchs.com
CLEAR IT	edtech@wchs.clear-it.com
Cordova, John	jcordova@wchs.com
Duran, Chris	cduran@wchs.com
Durham, Sherwin	sdurham@wchs.com
Echavarria, Mandy	mechavarria@wchs.com
Esslinger, Ryan	resslinger@wchs.com
Fasulo, Gracie	gfasulo@wchs.com
Genberg, Jon	jgenberg@wchs.com
Gomez, Akira	agomez@wchs.com
Gravitt, Christy	cgravitt@wchs.com
Guzman, Alfred	aguzman@wchs.com
Hagberg, Nathan	nhagberg@wchs.com
Harrison, Jim	jharrison@wchs.om
Han, Hannah	hhan@wchs.com
Hayward, Kent	khayward@wchs.com
Inouye, Darren	dinouye@wchs.com
James, William	wjames@wchs.com
Kim, Quenn	qkim@wchs.com
Kim, Syndi	skim@wchs.com
Klingenmeier, Sarah	sklingenmeier@wchs.com
Kroehler, Keven	kkroehler@wchs.com
Leffel, Belva	bleffel@wchs.com
Lemus, Jose	jlemus@wchs.com
Logan, Brennen	blogan@wchs.com
Logan, Wyatt	wlogan@wchs.com
Longinow, Robin	rlonginow@wchs.com
Maley, Ben	bmaley@wchs.com
Marriott, John	jmarriott@wchs.com
Martinez, Carl	cmartinez@wchs.com
Morrison, Cindi	cmorrison@wchs.com
Morrison, Todd	tmorrison@wchs.com
Mota, Raul	rmota@wchs.com
Nishimoto, Thomas	tnishimoto@wchs.com
Norman, Cathleen	cnorman@wchs.com
Novak, David	dnovak@wchs.com
Nunnally, Joel	jnunnally@wchs.com
Pryor, Jonathan	jpryor@wchs.com
Rivera, Kayla	krivera@wchs.com
Rojas, Steve	srojas@wchs.com
Secoda, Jason	jsecoda@wchs.com
Shibley, Rachel	rshibley@wchs.com
Trevino, Johnny	jtrevino@wchs.com
Van Duyn, Dale	dvanduyn@wchs.com
Uitvlugt, Alyssa	auitylugt@wchs.com
Zamora, Roxanne	rzamora@wchs.com
Zuniga, Artemiza	azuniga@wchs.com

ACADEMIC STANDARDS AND PROCEDURES

Whittier Christian High School is accredited by the Western Association of Schools and Colleges (WASC) and by the Association of Christian Schools, International (ACSI) through June 2021.

Membership is held with the following organizations:
California Interscholastic Federation (CIF)
California Scholarship Federation (CSF)
National Honor Society (NHS)
National Institute of Learning Disabilities (NILD)

Academic Policies:
Whittier Christian High School is dedicated to a curriculum that "equips the mind and spirit" through Academics, Athletics, and the Arts – the 3A's. Spiritual formation and development is woven intricately throughout each aspect of this curriculum. The 3A's are accomplished through a curriculum and faculty focus on rigor, relevance, and relationship.

Rigor is achieved through an approach to learning and instruction that is designed to take and stretch each student's limits and boundaries of growth as a learner. Rigor recognizes that students need to be provided opportunities to progress as learners through offering a wide variety of subject disciplines, a varied approach to instructional strategies, and a rich technological experience. Relevance addresses the importance of adapting teaching and instruction to the needs of the 21st century student.

WCHS recognizes the importance of preparing students to succeed in a rapidly-changing world. This is one of the reasons WCHS is a 1:1 iPad school, embracing technology as an educational tool. Critical thinking skills, creativity in problem solving, and in-depth analysis are paramount when preparing students to be active, productive citizens in the future.

Grade Standards:
A = 100%-90%
B = 89%-80%
C = 79%-70%
D = 69%-60%
F = below 60%

*Note: Plus marks (+) or minus marks (-) may be used, but they do not change the grade points earned for the letter grade. Honors classes will be awarded one additional grade point for each grade.

- **California Scholastic Federation (CSF):** Students qualify for membership in CSF through the number of A's and B's earned in core academic courses. Application and payment must be collected by the given deadline for membership to be official. Students who are CSF members for four out of their last six semesters, including one during their senior year, are graduated as CSF Gold Seal Lifetime members.

- **National Honors Society (NHS):** NHS is open to juniors and seniors with a 3.75 GPA and on the basis of honors track enrollment, character, leadership, and service. Members are selected by a faculty council designated by the Head of School.

Credit:
Credit is the term used to indicate units earned by passing a class. Most classes grant five credits per semester when the student earns a passing grade. Passing grades are A through D-. Consequently, when a student passes both semesters of a single class, the student will have earned ten credits. Graduation requires a minimum of 250 credits.

Add/Drop Procedure:
During scheduled change day in August and the first three days of the first semester , students may make changes to their schedules provided they have completed any prerequisite courses and class space is available. For second semester, Students may make minor changes like dropping a class or adding a semester of health, speech, and study hall. This minor change does not include switching teachers nor rearranging schedule.

During weeks three through 12 of each semester, students may drop a class, but may only add a study or TA class to replace it. In these instances, students will be allowed to withdraw from the class without any effect on the student's grade point average.

For weeks 13-18, any dropped course automatically results in a failing grade. This grade will affect the student's grade point average.

Academic Support Services

Affiliated with NILD, (National Institute for Learning Development – nild.org) and IDA (International Dyslexia Association), Directed Studies certified educational therapists are trained in over 20 techniques and offer interventions, which address students areas of weakness and develop efficient, accurate thinking. NILD is a unique intervention program for struggling learners. This intervention is a language-based educational therapy, targeting areas of weakness in processing, memory, attention, oral and written language, reading, spelling and math. It guides and provides tools for students to discover how to learn in a what-to-learn world.

General Information

- Whittier Christian High School is able to support students who need accommodations to be successful in a college preparatory high school
- Many students with diagnosed learning differences have been successful in all recommended courses offered at Whittier Christian High School

Accommodations that CAN be supported at Whittier Christian are:

- Extended test time
- Quiet test environment
- Use of computer for written assignments
- Assistance in note taking: getting notes from teachers or peers to complete notes

- Preferential seating
- Free tutoring in Math, English & Spanish
- Directed Studies - one-on-one sessions
- Study Hall 4.0

Accommodations that CANNOT be supported at Whittier Christian are:
- Curriculum modification
- One on one class instruction
- Modified assessments (shorter versions of the assessment)

Contact the Academic Support Director, Robin Longinow at rlonginow@wchs.com or call (562)694-3803 x361 with questions pertaining to testing, accommodations and placement in the Academic Support system.

Diploma Programs

Whittier Christian High School offers three diploma programs designed to fit a student's academic needs and goals:
- High School Diploma
- College Preparatory Diploma
- Honors Diploma (Alpha Program)

Each diploma program has its own pattern of courses and academic demands. Consult the **WCHS Academic Catalog** for details regarding the specifics of each program. Upon completion of four years/ eight semesters of high school, students who completed the college preparatory or honors diploma will receive a seal on their diploma.

Along with each Diploma program Whittier Christian student's have the opportunity to apply and be accepted into Academies. These Academies consist of:

- STEM: BioMedical
- STEM: Engineering
- Business
- Fine Arts
- Leadership

Graduation Honors:
Graduation honors are given based on a student's academic achievement at the end of the seventh semester. These honors correlate to a student's cumulative grade point average. Graduation honors are offered at the following gpa levels:

- 3.0 – 3.49 – Graduation with Honors
- 3.5 – 3.79 – Graduation with High Honors
- 3.8 and above – Graduation with Highest Honors.

Valedictorian and Salutatorian will be determined each year by the following formula: The number of honor semester classes taken during grades 9-12 for 7 semesters (includes fall senior year) minus the number of B's in all academic and college level classes. Finally, in order to earn this honor, students must have no C's. NOTE: The highest GPA does not automatically determine Valedictorian - other factors such as a broader breadth of subjects will be considered. The valedictorian and salutatorian must have been at WCHS for at least three years prior to graduation, including their eleventh and twelfth grade year.

Other awards are given to graduates based on service to school and community as well as demonstrated spiritual commitment. These leadership and performance awards are determined by faculty and administration.

Achievement Tests and Academic Planning:
All 9th -11th grade students are required to take the PSAT. The PSAT is a preliminary test to give students an introduction to the SAT and is also used for National Merit Scholarship qualifying. In addition, students are strongly encouraged to take an optional full length ACT test offered periodically throughout the school year. Testing results are also used to determine academic achievement and for college preparation. Seniors do not take achievement tests.But are offered college preparation tools to help on college planning like essay workshops UC/Cal State and common application strategies. See College Advisement Guaranteed Services Information Packet.

Advanced Placement (AP):
Advanced Placement (AP) is an academic program designed by the College Board in which an advanced student may receive high school and college credit simultaneously. Within the AP curriculum, college level courses are taught by WCHS teachers, and at the conclusion of the course, students take a national standardized test. Students receiving a score of three or better on the exam may earn college-level credit depending on the requirements of their university of choice.

In order to qualify for AP courses, a student must meet minimum academic requirements and receive teacher approval. Specific requirements are contained within the **WCHS Academic Catalog**. Whittier Christian High School currently offers the following AP courses:

- Calculus
- U. S. Government and Politics
- English Literature
- Studio Art
- Biology
- Chemistry
- English Language
- Environmental Science
- Physics
- Psychology
- Statistics
- Spanish

Academic Probation:

When a student's grade point average (GPA) at any semester reporting period falls below 1.5 (excluding physical education), the student **may be placed** on academic probation. The duration of academic probation is for a one-semester period of time. During the probationary period, students are expected to make sufficient academic progress and achieve a minimum 1.5 GPA. If sufficient academic progress is not made during the probationary period, additional steps may be necessary to ensure continued academic growth. A student may not remain on academic probation for two consecutive semesters without a conference with their Academic Advisor and/or a school administrator. Continued failure to reach this academic standard may result in the student being asked to withdraw from school. Parents may appeal this decision in writing to the Board of Directors if there are compelling circumstances that warrant additional time to demonstrate academic achievement.

CIF Academic Eligibility:
For the privilege of participating in athletics, cheer, and student government, students must be enrolled in minimum of four credit classes and maintain an eligibility standard based on course grades. This eligibility index is computed each quarter and semester when grades are issued.

The eligibility academic standard is a 2.0 G.P.A. based on all credit classes including a maximum of one P.E. class. Receiving more than one "F" would cause immediate ineligibility. Probation will not be allowed when more than one "F" has been received in the previous quarter.

When a student is declared "ineligible", the student is placed on a one quarter probationary status. During probation the student may still practice, play, or perform. This is a grace period during which the student must improve their grades to a 2.0 average or higher. Probation cannot be extended to a student who has not passed four classes in the previous grading period.

If the student has not been successful in achieving acceptable levels (2.0 gpa) at the end of this nine-week period (one quarter), the student cannot play or compete. Two probation time periods will be extended to a student during his or her high school career. There can only be one probation quarter employed within a given school year up to the maximum of two probation quarters over a student's high school career.

Eligibility for fall activities is determined by the grades earned from the second semester of the previous year. Summer school grades may be averaged along with the second semester grades in order to re-compute the grade point average. A student who is on probation during the fourth quarter must raise his or her grades to a 2.0 gpa in order to play in the first quarter of the next school year. There can be no consecutive fourth and first quarters of probation.

Students must be in attendance a minimum of two full class periods on the day they are participating in any performance, practice, competition, or activity. Students may not participate while under school suspension.

Taking Classes Outside WCHS:
All credit advancement courses (elective courses or courses WCHS does not offer) and credit recovery courses must be approved by the college advising staff. The sole academic content providers that WCHS allows are APEX Online Learning or UC Scout. No other transfer credit will be matriculated into the WCHS graduation transcripts. In select circumstances, other accommodations can be made by a

college advisor that are unique per students' learning abilities. Junior/Community College courses can be also approved for elective purposes only. Both online and community college courses will not be approved for original graduation credit if the original course credit can be earned at WCHS. For example, a student cannot obtain original English credit online or at community college due to the four-year requirement at WCHS. He/she may obtain online approval if the students needs to retake the course to meet graduation requirements.

Physical Education (PE) Waiver:
Whittier Christian allows students to participate in C.I.F. sanctioned sports off campus to meet the Physical Education requirement. The following sports are not offered here at WCHS and therefore are allowed for the Physical Education requirement: Field Hockey, Boys/Girls Tennis, Boys/Girls Water Polo, Badminton, Gymnastics, and Lacrosse. The only non-CIF sanctioned sports allowed are Ice Skating and Equestrian.

No other sports or activities will be allowed to meet these requirements. The off-campus sport must be taken with a certified club team and must be taken within the school year. Seventy-two hours are needed for one semester of credit (5 credits), and a total of 20 credits are needed for graduation and completion of the Physical Education Requirements. NOTE: Workouts at a GYM cannot be used to fulfill PE requirements.

Report Cards:
Report cards are mailed each quarter (nine-week intervals). In addition to the student's current academic grade, report cards include citizenship and work habit grades. Additional items may include teacher comments and student absences for each class. All tuition, fees, and fines must be paid before report cards and transcripts are released.

Transcripts:
Transcripts comprise an academic record of all work attempted and/or completed during the high school years. Transcripts are used when a student transfers to a different high school, applies to college, or applies for certain scholarships. Whittier Christian High School sends transcripts to the college of the student's choice at no charge. Alumni who request transcripts will be charged a fee of $10.00

Schoology:
Schoology (Schoology.com) is the web portal to all things related to Whittier Christian High School. On Schoology you will find critical school information, class assignment details and due dates, class web pages, athletic news, and important club and activities information. Once a Schoology account has been created, parents and students must change their password keep for the duration of their time at WCHS. Schoology accounts are mandatory for every student and family.

Progress Reports:
Progress Reports are issued once each quarter of the school year. They are mailed to the student's residence at mid-quarter (4 1/2 weeks). Typically, progress reports are sent only when the student has a grade of C- or below in the class. In those instances, specific attention should be given to comments noted by the teacher.

Quarter Grades:
Quarter Grades represent an evaluation of a student's progress in all classes for an entire nine-week period. Although these grades are not part of the student's permanent academic record, they do reflect progress for a significant portion of the semester.

Semester Grades:
Semester grades are an evaluation of a student's achievement in each class for an entire 18-week period. This grade will typically include two quarter grades and a final exam where given. Not all classes require final exams. Semester grades are recorded on the student's transcript and become part of the student's permanent academic record. Students earn credit and grade points on the basis of these semester grades.

If a student lacks sufficient progress or is in jeopardy of failing a course at the semester, parents are notified prior to the permanent grade being issued.

Final Exams:
Final exams are an important part of academic measurement. Final exams are administered over a three-day period at the conclusion of the semester. Time is given exclusively to this process in all academic classes. In the event a student must be absent from a Final Exam, arrangements for make-up exams must be made with the Principal, Robin Longinow (rlonginow@wchs.com). Make-up exams will only be allowed for excused absences.

Summer School:
Summer school may be used to repeat a course or attempt a new class. In both cases a student's grade point average may be favorably affected.

Concussion Policy:
If a student sustains a concussion during the academic school year please consult the **WCHS Academic Catalog** for details regarding the specifics of the Concussion policy.

STUDENT STANDARDS OF CONDUCT

Whittier Christian High School is a community that strives to establish an environment that allows for students and staff to thrive in developing into who God has created them to be. To better assist our community's development, we desire to provide guidelines pertaining to academic integrity, clothing norms, technology conduct, human dignity, and attendance. Each of the policies in this section will require a spirit of mutual dependence and submission from our students, faculty, families and staff.

The Student Standards of Conduct are a set of guidelines for student behavior and are designed to provide a framework for conduct and behavior on and off campus.

We ask that you please review and uphold the policies explained in detail below for your reference in order to partner in the continued establishment of a Christ-centered community.

Whittier Christian High School reserves the right, within its sole discretion, to refuse admission to an applicant or discontinue enrollment of a student if the conduct or activities of the student are counter to, or in opposition with the biblical lifestyle the school teaches.

Attending WCHS is a privilege given to those who demonstrate a spirit of harmony with the Christian philosophy and goals of the school. By applying for admission, the student indicates the desire to become a sincere, cooperative member of the Whittier Christian High School student body. Admission to Whittier Christian High School is dependent on both the student and the student's family being the best fit with the school's mission, statement of faith, and other admission criteria.

STUDENT BEHAVIOR EXPECTATIONS:

- Maintain a standard of behavior that does not interfere with the rights of others and/or the learning process.
- Attend classes punctually and regularly.
- Respect the responsibility of school staff to uphold school policy and rules, regarding student behavior during school and at school activities.
- Maintain a standard of dress consistent with the published Clothing Norms.

Whittier Christian High School Discipline Philosophy:

WCHS works in partnership with families to mold students to exemplify Christ. Parents and students, along with the school, must desire to work together toward spiritual and academic maturity. We expect parental support in the application of school standards. By enrolling your student at Whittier Christian High School, parents agree to submit to the school's standards of conduct and its authority to discipline their student. This authority may include student behavior that occurs off-campus, when said behavior impacts the school day or is in conflict with the school standards.

Disciplinary situations can be opportunities for great growth. Students must be held accountable for their words and actions, it is our goal that discipline is administered with grace and compassion. Redemptive discipline seeks to correct wrong behavior and encourage the development of Christian character. With this in mind, when it is necessary to discipline a student, it will be administered in a manner that respects all parties involved, reflects Christ, and leads to redemption. Matters of discipline will be communicated to parents in a timely fashion.

BEING OUTSIDE STUDENT BEHAVIOR EXPECTATIONS

When student behavior or attitude is in conflict with school standards, efforts will be made to reconcile the differences. **The following are the general behaviors and decisions that will result in disciplinary actions, with consequences ranging from detention, suspension, and possibly Forced Withdrawal.**

Prohibitive Behaviors:

- Cause damage to or steal private or school property.
- Cause, attempt to cause, or threaten to cause physical injury to another person (i.e. harass, bully)
- Commit an obscene act or engage in habitual profanity or vulgarity.
- Disrupt school activities or otherwise willfully defy the valid authority of support staff, teachers or administrators.
- Be in classrooms without faculty supervision.
- Acts of dishonesty (i.e. cheating, lying, stealing, forge notes/signatures)
- Smoke or be in the possession of tobacco, e-cigs, or nicotine during school or at any school events.
- Involvement in sexual behavior that is not consistent with Biblical principles held by WCHS
- Recording or photographing individuals without consent
- Severe on-going behavioral problems or harassment (includes racial slurs, epithets, drawings, comments)
- Inappropriate use of social media platforms that disrupt the school environment or infringes on the rights of others

Zero Tolerance Policy:

For the safety and security of all Whittier Christian High School staff, teachers, administrators, and students, Whittier Christian High School has established a zero tolerance policy for the following:

- Possess, sell, or otherwise furnish any firearm, knife, explosive, or any other dangerous object
- Terrorist threats
- Possession or use of alcohol, marijuana, illegal drugs, drug paraphernalia or abuse of prescription drugs on campus or at school events
- Criminal behavior

❖ Parents may appeal a **Forced Withdrawal** decision to the Board of Directors for an **Expulsion hearing**. A hearing will consist solely of a summary of the problem and the evidence used to arrive at that decision. The Board will meet independently of the parents and come to a final decision. It is understood that the Board can be expected to support the Head of School's initial decision but may choose to deliver a modified or a more severe discipline (recorded on transcript) if thought to be in the best interest of the student, school, or others.

❖ A student may be allowed to reapply for admission to WCHS after a **Forced Withdrawal** after a length of time determined by the Board of Directors or school administration and fulfillment of any other conditions set by them.

ACADEMIC INTEGRITY

Whittier Christian High School seeks to assist students to explore, discover, and pursue God's calling on their life. Our goal is to prepare students for a life of excellence as evidenced by their personal character. Academic integrity is one opportunity for growth.

Expectations of Students:

- Do your own work when you are expected to do your own work.
- Understand that you must process information in order to learn it.
- Do not tolerate cheating by others; inform teachers and/or administration to alleged instances of cheating.
- Do not allow others to use your work. Being a good friend means not letting your friend use your work.
- Be sure to understand your teacher's specific instructions about appropriate and inappropriate collaboration on assignments.

Expectations of Parent/Guardians:

- Do not excuse your student from class when a test or assignment is due.
- Support the Academic Integrity Policy of WCHS.
- Be aware of appropriate and inappropriate collaboration.
- Have realistic expectations for your child.
- Work with WCHS to make decisions and accept consequences based on what is best for your student.

Cheating:

All examinations, assignments, homework, projects, or research activities are designed, in whole or in part, to evaluate student performance or to serve as a learning experience. Therefore, ALL work assigned shall be completed independently by each student unless the teacher explicitly states otherwise.

Examples of cheating incidents include, but are not limited to:

- Seeking or accepting assistance from another person during an examination or test.
- Looking at another's exam or talking during the exam.
- Possessing or using unauthorized material during an exam, test, or quiz.
- Procuring a copy of an exam, quiz or essay topic without authorization.
- Submitting an assignment for credit when the student is not the sole author.
- Preparing a written assignment for another student and allowing it to be copied and submitted as original work.
- Using deceptive, dishonest, or fraudulent methods to obtain or attempt to obtain credit for academic work.
- Accessing or altering a teacher's record of student grades or scores.
- Using a previous assignment to meet the needs of a current assignment.

Plagiarism:

Any intentional use of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published material and the work of other students. This includes work with or without permission by the owner in order to pass off said work as one's own, including but not limited to the use of AI

generated content. Turnitin.com, an anti-plagiarism service for assisting students and teachers with accurate writing assignments, is used at WCHS. Through Turnitin.com, we are preparing our students for future academic success since this program is used at many colleges and universities.

Examples of plagiarism incidents include, but are not limited to:

- Copying verbatim (word for word) from a source and not giving credit in a footnote.
- Copying any paper written by someone else and representing it as one's own.
- Heavily summarizing a primary source with little-to-no individual effort or without giving proper credit to the primary source.
- Allowing anyone else to modify or rewrite one's writing assignment and representing it as one's own.
- Using an Artificial Intelligence engine

Procedure for Academic Integrity Issue:

Step 1: Teacher alerts administration of alleged offense

Step 2: Administration and teacher review and analyze assignment, rubric, instructions & work sample

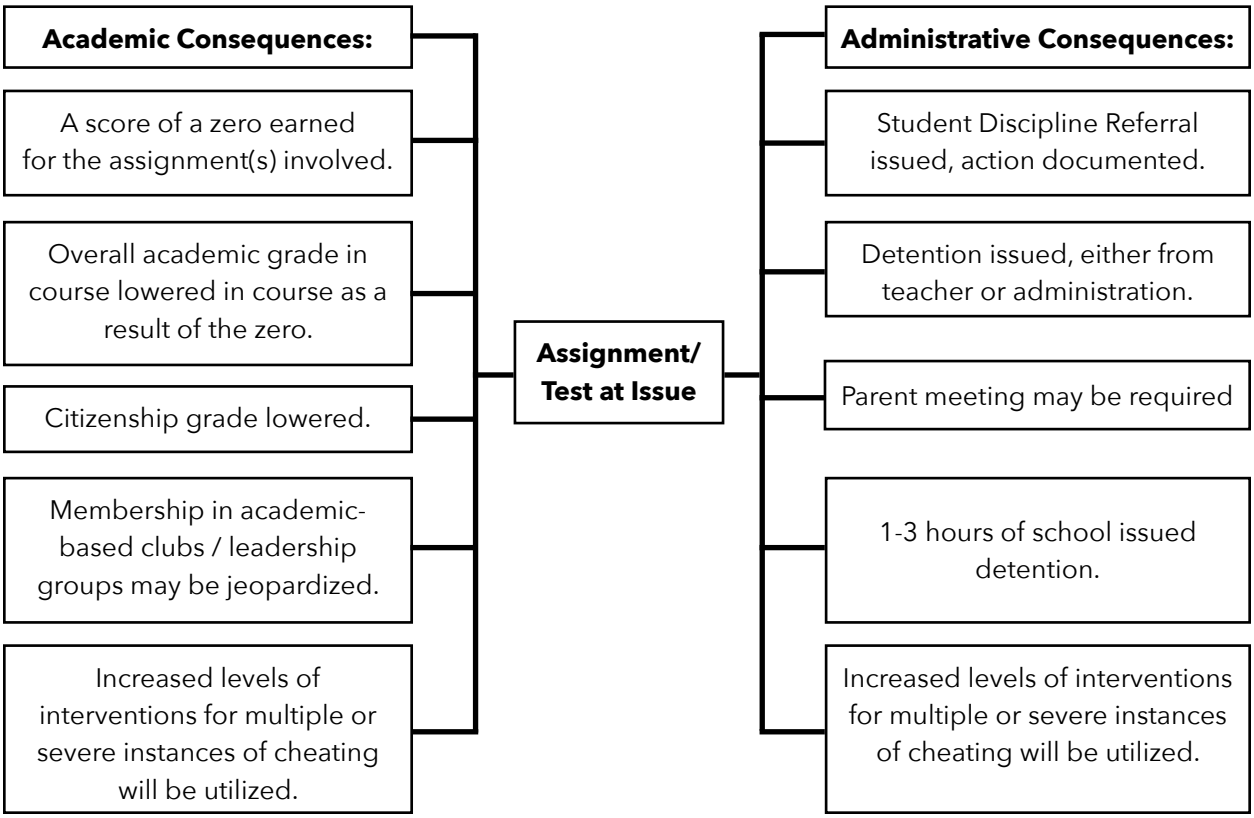
Step 3: Teacher speaks with student regarding offense to obtain their perspective. Teacher may issue academic consequence as per school policy at this time

Step 4: Administration speaks with student as needed and issues an administrative consequence as per school policy

Step 5: Teacher/parent /student meeting may occur, followed by an administrative meeting if needed. Minor offenses may not require administrative or parent involvement.

Each step is separate and may end the investigation or event at any time if the concerns are cleared up and/or the situation is resolved.

Consequences for Academic Integrity Issue:



Each situation merits individual consideration, and these steps serve as guidelines to follow, but may change as needed.

CLOTHING NORMS

Whittier Christian High School seeks to create an environment where students and staff can thrive as they grow into the people God has called them to be. Personal attire plays a meaningful role in shaping that environment. Our faculty and staff are committed to upholding dress expectations with respect, compassion, and fairness—applying them equally to both male and female students, without judgment.

All students are expected to follow these clothing norms during the school day and at all school-sponsored events, including field trips, extracurricular activities, and any other functions representing Whittier Christian High School.

1. **All students must be covered completely from mid-thigh (7" above knee) to top of chest and back in non-see-through and non-revealing materials.**
   - *When walking, sitting, bending or lifting the arms, the midriff or any of the side/back/underarm area of the torso must not be visible.*
   - *Holes or rips in pants are permitted as long as the aforementioned rips meet the length requirement of not being 7" above the knee.*
   - *Outer garments should be size appropriate and conceal all undergarments.* ***No spandex shorts***

2. **The front and back of a shirt (or top of any kind) must be connected over both shoulders.**
   - *Tank tops must have at least a 1-inch width over the shoulder.*
   - *Both shoulders must have material of appropriate width covering them at all times.*
   - *Low cut blouses/tops are not allowed.*

3. **Personal appearance, including but not limited to hair color, styling, makeup, footwear and clothing should be suitable for the context of an educational institution.**
   - *Hats may be worn in the classroom/chapel, however no hoods inside (outside only).*
   - *Hair color and hair style must refrain from being extreme*
   - *Tattoos should be covered up to the best of a student's ability.*
   - *Sleepwear, including slippers, are not allowed.* ***No Pajamas****. Only on predetermined, and school sanctioned "dress up" days..*

4. **Clothing must be free of obscene or inappropriate words and/or logos.**
   - *This includes writing and/or graphics that* ***may be perceived*** *as racially insensitive, sexually suggestive, culturally demeaning, or politically charged.*

❖ ***Jewelry, accessories, tattoos, hair, facial hair, and other elements of a student's appearance that draw undue attention, distract, disrupt, or otherwise interfere with the learning atmosphere at school or at school activities and events, or that create a health, safety, or welfare issue are prohibited.***

We encourage students to wear Whittier Christian High School attire to show school pride. Spirit wear can be purchased through ASB in the STUCO building located in the Large Quad.

In order to keep it simple for everyone, please notice the image.
All of the clothed areas must be covered on all students.

Being Outside the Clothing Norms:

When a student's attire does not align with the clothing norms, they will be respectfully asked to address the issue. There are several appropriate ways this can be resolved.

- Adjust the fit of the clothing (if possible to meet the school's norms).
- Put on something else that is already at school (e.g. a jacket, WCHS provided clothing etc.).
- Call home and request a change of clothes.

Typical Protocol for Clothing Norms violation (not limited to):

Step 1: Administrator, teacher or staff member issues dress code concern
Step 2: Student reports to front office, and warning is given (multiple infractions will require a parent call).
Step 3: Student adjusts fit or parents bring a change of clothing.
Step 4: Student returns to class.

WCHS faculty and staff will address any non-compliance with the Clothing Norms in a respectful and professional manner. Our goal is not to shame students for their wardrobe choices, but to maintain a standard that supports our school environment. Students are expected to comply ***after no more than two reminders***. Repeated non-compliance may be considered an issue of disrespect rather than attire and may result in administrative consequences..

❖ ***WCHS reserves the right to make the final determination regarding the appropriateness of student attire in accordance with the Clothing Norms. The school also retains the authority to revise these norms as needed or when circumstances warrant an update.***

TECHNOLOGY NORMS

The use of iPads, the internet, and other technology at Whittier Christian High School is a privilege—not a right. This privilege is extended to students who are willing to accept the ethical responsibilities that come with appropriate use. Students are expected to use all technology resources productively, responsibly, and solely for school-related purposes.

Misuse of technology may result in the suspension or loss of these privileges. The WCHS administration reserves the right to determine what constitutes appropriate or inappropriate use, and any such determinations will be considered final.

By enrolling at Whittier Christian High School, students and parents agree to release and hold the school harmless from any liability arising from physical or emotional harm or damage resulting from, caused by, or related to the misuse of iPads or the school's technology network.

To support a safe and focused learning environment, WCHS has established a Technology Code of Conduct. By enrolling at WCHS, students and parents acknowledge and agree to abide by the following expectations:

Cell Phone Policy:

- Phones must be placed in the designated location at the start of each class.
- Phones may not be used during class, chapel, or assemblies.
- Unauthorized and/or inappropriate use may result in confiscation.
- Consent is required before recording others. ***Please note that photographing/recording a person without their knowledge or consent is illegal.***

iPad Policy:

- Keep sound muted at all times unless instructed by the teacher.
- Students must not retrieve, save, download, or display hate based, offensive, or sexually explicit material on any WCHS iPad or other personal technology resource. This includes screen savers and background images. Any questionable material should be reported to a WCHS faculty or staff member immediately.
- The presence of inappropriate weapons-related messages, pornographic materials, alcohol, drugs, gang-related, or hateful symbols or pictures on the iPad or within files will result in disciplinary consequences.

Technology Decorum:

- Students must be polite and use appropriate language in all electronic communications. Profanity, vulgarity, or other inappropriate language is not allowed and will be disciplined according to school policies.
- Students must use email and other means of communication responsibly and must show respect for the rights of others when accessing and submitting content online. Do not use technology to gossip, insult, demean, bully, or harass other students, faculty or staff members, on or off campus. Such communications will be disciplined according to the Harassment Policies in the Herald Handbook.
- Masquerading, spoofing, or pretending to be someone else is strictly forbidden. This includes, but is not limited to, sending e-mail, creating accounts, posting messages or online content

(text, images, audio, video, etc.) in someone else's name. Pranks and jokes will be considered offensive and not tolerated.

- Students should refrain from sending out mass communications such as chain email, text messages, advertisements, or other messages to many recipients. The use of the school's technology is not for personal gain or profit.

Code of Conduct for Online Activity:

- Social media and networking sites will be blocked by the school's MDM. This includes Instagram, SnapChat, Facebook, WeChat, and X as well as a variety of sites intended primarily for social usage.
- Students' online activities, including those on social networking sites such as Instagram, X, Facebook, and WeChat, must not reflect negatively about the school or its students, faculty, and staff. Students will be held responsible for the manner in which they represent themselves and WCHS.
- Students must respect the intellectual property of other information providers and obey copyright guidelines. Do not plagiarize or use other's work without proper citation and/or permission.
- Cheating, falsifying information, hacking, or gaining unauthorized network access violate the standards of integrity at WCHS and are not permitted.
- Transmission of any material that is in violation of any law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and device viruses.
- Students should only use those network directories designated for school use or for the purpose designated by a WCHS faculty member. Do not use or access files, software, or other resources owned by others without their permission.
- All forms of vandalism are prohibited. This includes but is not limited to, modifying or destroying equipment, programs, files, or settings on any technology resource that does not belong to the student, including another student's iPad, a WCHS iPad or other technology resources.
- Tampering with the security measures is forbidden. Violations of this policy will result in strict disciplinary action.

HUMAN DIGNITY NORMS

Our goal is to develop Christian citizens who view diversity as a positive force in society and who have skills to interact harmoniously with persons of all groups. Therefore, Whittier Christian High School affirms its policy that students, staff, faculty and families should treat all persons equally and respectfully and refrain from the willful and negligent use of slurs against any person on the basis of race, language spoken, color, sex, religion, hardship, national origin, immigration status, age, or political belief.

Hate Speech* Policy:

Acts motivated by hate, bigotry, or bullying will not be tolerated within the Whittier Christian High School community. Acts of intimidation, verbal harassment, physical force or threat of physical force directed against any other students, their family, or their property will result in disciplinary action. Whittier Christian High School pledges to ensure that the school's campus and offices are a place of safety for every individual in our community.

Therefore, if students choose to violate the policies and principles, or the spirit of the law in regard to racial harmony, the administration will take disciplinary action that will relate to the nature, context and seriousness of the hate speech and can include all disciplinary actions up to and including immediate suspension and ultimately forced withdrawal.

*** Hate speech** includes racial slurs, physical threats, ethnic jokes of a demeaning nature, bigoted speech attacking or disparaging a social or ethnic group or a member of such a group. Students should note that this list gives guidance, but is not intended to be exhaustive.

Sexual Harassment* Policy:

Whittier Christian High School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Therefore, the school does not tolerate the sexual harassment of any student, school employee, or volunteer worker. The school is prepared to take action to prevent and correct any violations of this policy. Any person who violates this policy will be subject to disciplinary action, including possible forced withdrawal.

*** Sexual harassment** is defined as unwelcome sexual conduct that denies or limits a student's ability to benefit from the school program. This would include requests for sexual favors, verbal, visual, or physical conduct of a sexual nature, and written material of a sexual nature.

Examples of Potential Sexual Harassment

- Unwanted sexual advances or propositions
- Making or threatening reprisal after a negative response to sexual advances
- Visual conduct such as leering, sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct such as 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, obscene letters, notes or invitations
- Physical conduct such as touching, assaulting, impeding or blocking movements

❖ The school requires all administration, faculty, staff and volunteers and strongly encourages all students to immediately report incidences of sexual harassment to the school administration, or the Dean of Student Life. Reports made to the Dean of Student Life, Principal or Head of School will be dealt with promptly. Each complaint of sexual harassment will be investigated in a way that reasonably ensures the privacy of all parties concerned. The student is not required to resolve the complaint directly with the offending person.

ATTENDANCE NORMS

Regular and punctual attendance at school is essential for academic success. Absences interrupt the smooth and complete process of learning. Students are urged to develop strong, positive attendance records. However, it is understood that situations may arise causing a student to be absent. In those instances, the following definitions and procedures should be followed by both parent and student.

Absence Procedures:

When a student is absent, the parent/guardian must clear the absence by either calling the Attendance Office (562) 694-2983 between 7:30 and 9:30 a.m. on the day of the absence or sending a note with the student to the Attendance Office on the first day back to school following the absence. **Failure to verify a student's absence within 72 hours will result in a student being marked truant and no changes are able to be made to the attendance record thereafter.** Whether calling or writing a note, please identify your student's name, the nature of the absence and the length or anticipated length of absence.

When circumstances demand a student be absent in the foreseeable future, parents/guardians should advise the Attendance Office in writing prior to the absence. If the absence is to be of a length longer than three days, parents must also advise the Dean of Student Life, as well as, provide verification from a licensed medical or dental professional. Students should make arrangements with teachers to get any school work in advance.

Types of Absences:

Verified Absences: Verified absences are those that parents/guardians have reported to the Attendance Office and cleared within the 72 hours from the date of each absence. There are two categories of **Verified Absences.** They are:

- ***Excused*:**
  - Examples of verified excused absences (not limited to) are illness, doctor/dentist appointments, physical therapy, funerals, bereavement, court appearances, weddings. Documentation may be required for an absence to be excused.

- ***Unexcused*:** Unexcused absences are absences that have been verified by a parent/guardian within 72 hours but is not considered an excused absence. Teachers are not required to accept late work from a student with an unexcused absence.
  - Examples include vacation, over-sleeping, car trouble, driver's test, out-of-town visitors, missed the bus, personal/business reasons, out of gas, or traffic citations.

Unverified Absences: Student absences that are not verified within 72 hours from the date of each absence will be unverified resulting in a truancy.

- A truancy is defined as an intentional unauthorized absence from school or class period. A truancy may be a single period, multiple periods, or the entire school day. Students that leave campus without properly checking out of school will be marked truant..
  *** Note: All absences whether Verified EXCUSED/UNEXCUSED and Unverfied are calculated into a student's semester attendance record.**

Excessive Absences:

When a student has accumulated **4** absences in a semester (including both excused and unexcused), a letter will be mailed to parents/guardians. Parents/Guardians should use this correspondence as a reminder that attendance is important, and should make attempts to limit future absences.

When a student has accumulated **7** absences in a semester (including both excused and unexcused), parents/guardians will receive a second letter reminding them of the potential consequences of acquiring more absences. In some circumstances, parents will also receive a telephone call from the Dean of Student Life or the student's advisor. A meeting with parents/guardians may be necessary to develop a plan to ensure student attendance.

When a student has accumulated **10** absences in a semester (including both excused and unexcused) that student will receive a 10% grade reduction on their semester grade, as well as receive a final letter detailing the consequences of accumulating 15 absences.

When a student has accumulated **13** absences in a semester (including both excused and unexcused), all credit will be lost for the class in which the absences have occurred. If this were to occur the student will receive a N.C. (No Credit) on their transcript.

- If there are documented medical reasons for the need to be absent please communicate that with the Dean of Student Life and the school nurse.

- A student may appeal to the Dean of Student Life and the Student Attendance Review Committee, requesting a waiver of the Excessive Absences Policy. Waivers will only be granted in extreme circumstances.

- If a student must withdraw from school for a specific medical reason, (as approved by doctors, family, and advisors) the student will receive a grade of either Pass/Fail if the withdrawal is after the 15th week of a semester. If the withdrawal takes place before the end of the 15th week, said student will be required to repeat those classes upon their return.

Make-up Work from Absences:

All make-up work from verified excused absences is the student's responsibility and arrangements must be made with the student's teachers. In regards to verified unexcused absences, all assignments missed is at the sole discretion of the teacher.

With unverified Absences/Truancies students will not be allowed to make-up missed work and/or will receive a 0 on assignments, quizzes, and tests.

When an absence is due to a school-related activity (including athletic games and competitions), all work must be turned in on the first day back from the absence.

Long-term assignments such as research papers or book reviews must be submitted early or on the assigned date regardless of attendance. For these special assignments, failure to present the assignment may result in grading penalties.

Tardies:

Tardiness interrupts and delays class instruction. Interruptions take away from the learning experience of the students and teacher in the classroom.

A **TARDY** is defined as not being in an assigned seat when the bell to begin class rings. A tardy becomes an absence when a student arrives more than 15 minutes late to the first class of the day, or arrives more than 5 minutes late to any other subsequent class thereafter.

However, students arriving late to school due to a medical/dental appointment will not be charged with a tardy provided they present a doctor/dentist note at the time of their arrival to the Attendance Office.

Tardies will be tracked on a cumulative total.

Typical Protocol for Tardies (for all Periods of the day):

Step 1: Teacher stands outside classroom with a welcoming smile, when late bell rings, teacher closes their classroom door. Teacher takes attendance.

Step 2: Student arriving late to class will be allowed into classroom only after receiving an admit slip from the Attendance Office. Attendance secretary will change 'A' to 'T' for tardy. If a student is more than 15 minutes late to the first class of the day they will be marked "Unexcused". If they are more than 5 minutes late to any other class they will be marked as "Unexcused".

Step 3: The Attendance secretary will keep track of tardies cumulatively and give the proper consequence when reached.

Tardy Consequences:

# of Tardies per Period (Semester)	Consequence
1-4	Verbal Warning
5-8	Detention
9-11	Saturday School Detention (2nd Saturday of month)
11 or more	Loss of student privileges

Detentions:
Detentions will be held during after school hours and during Lunchtime once a week.
Saturday School will be held when needed:

- Half Day - 8am - 12pm and will cost $50 (all no shows will be charged $100. FACTS accounts will be used)

- Students who habitually or flagrantly disregard the expected attendance standards are subject to be **INELIGIBLE** for participation in extra-curricular activities such as sports, school performances, and/or attend dances or activities. (This may be due to but not limited to excessive absences, tardies, or detentions).

Student Illness and Medications:

- When a student becomes ill and is unable to remain at school, the student should report to the Attendance Office. The parent/guardian will be notified by the Attendance Secretary to make arrangements for the student's release.

- School personnel are not permitted to dispense medications these include aspirin, ibuprofen, and Tylenol, without a signed Permit to Administer OTC Medication on file. These forms can be picked up from and returned to the Attendance Office and will be kept in the student's file for one year.

- Students may not keep medication with them at school. If a student must take medication on a regular basis, it must be turned in to the Attendance Office and the parent must complete a "Permit to Administer Medication" form before any medication can be dispensed. The medication must be clearly identified with the student's name, dosage, and time to be administered.

- If a student is required to carry an asthma inhaler at all times, a permit must be on file with the Attendance Office. Please contact the Attendance Office for the proper forms and documentation prior to sending the inhaler to school with your child.

- Students must be 24 hour fever free before returning to school.

GENERAL STUDENT INFORMATION

Search of School and Student Property:
To ensure the safety of WCHS and its community and to allow enforcement of the school's policies, Whittier Christian High School retains the right to search any student's locker, desk, backpack, purse, cell phone, computer or iPad (including all files, emails, text messages, etc.), as well as any other item brought onto campus (including a car). Said search may occur with or without notice or probable cause. No student or family should have a reasonable expectation of privacy with respect to any of the above-described or similar items.

Off Campus Privileges:
WCHS is a closed campus meaning students are not permitted to leave campus during the school day, with the exception of seniors who have off-campus lunch privileges. Seniors only may leave campus at lunch on Fridays and must give their school I.D. to the security officer when leaving campus. Juniors

may leave campus for lunch on specifically designated off-campus lunch days (for which they have turned in a signed permission slip) or when accompanied by their parent/guardian or other adult family member. Underclassmen leaving campus with a parent/guardian for lunch must sign out in the Attendance Office and meet parent in the office.

Violations of off campus privileges, including repeated tardies when returning from lunch, may result in revocation of those privileges.

Visitors:
WCHS is a closed campus. Unauthorized visitors are not allowed on campus during the school day, including lunch and break.

All school visitors must check in at the Security Office upon arrival to campus and must wear a visitor's pass while on campus. All visitors are expected to adhere to the dress and behavior standards of WCHS. Student visitors may shadow a current student for a day under the following conditions:

- The visiting student is a prospective student whose school does not have a scheduled WCHS visitation day
- The visiting student has been given special permission by administration

Visitors must receive permission at least 24 hours before the scheduled visit. Permission can be obtained through the Admissions Office or the Dean of Student Life.

* NO FOOD DELIVERY services will be allowed on campus

Spiritual Development:
Chapel is an integral part of campus life throughout the year. It is an opportunity for students to come together as a community to worship and explore faith and its impact in our lives. Many students have found this to be a time of life-changing commitments. All WCHS students are required to attend chapel and to sit in their designated areas. It is our expectation that all students will either actively participate in worship and/or be respectfully attentive.

Study Hall:
Many students find themselves very involved in school and community life amidst a sizable academic load. As a result, they frequently need extra time to work on homework or projects. Study halls meet in various classrooms during many class periods throughout the school day. Students must come to study hall prepared with study or reading materials to take advantage of available time. Students receive no credit for study hall. Attendance is mandatory.

When study hall is not an appropriate option for a student, it may be of greater value to meet with their college advisor to explore other possibilities for managing time productively.

STUDENT INVOLVEMENT INFORMATION

Community Service Recommendation:
At Whittier Christian High School, our mission is to develop young people who embody the love, life, and mission of Jesus Christ. We believe that as Christ transforms character, individuals gain a vision of hope for their place in the world. This vision leads to active participation in the flourishing of their communities. Through this transformation, students shift from self-focus to a life marked by compassion and service—moving from selfishness to "otherness."

It is recommended that every student participate in at least 20 hours of service each year. This can be accomplished off-campus or on. Every student will be provided a MobileServe account where they can regularly log their service hours.

Students who complete 80 hours of service, will be awarded a "Service & Faith Leadership Academy" cord upon graduation. This cord becomes a recognized mark of spiritual leadership on resumes and college applications.

Extracurricular Activities:
There are a wide-range of activities in which students are encouraged to participate. Some of these programs are seasonal while others have involvements throughout the entire school year. These activities include plays and musicals, fine arts, class councils, social committees, spirit week, missions and outreach programs, Chapel Design Team, California Scholarship Federation (CSF), National Honor Society (NHS), Academic Decathlon, and a number of school clubs.

WCHS provides a number of student activities to enhance the sense of community and promote school spirit. Some of these activities include Homecoming, Sadie Hawkins, Winter Formal, Prom, and various class council events.

All Whittier Christian High School standards of student conduct apply at school activities, events, and athletic competitions. Failure to meet standards may result in disciplinary action, including no admittance to or removal from an event or activity.

Co-curricular Activities:
Some activities are considered co-curricular because they meet during a specific class period. These programs include: Choir, Band, Girls' Ensemble, Jazz Band, Theater, ASB, and Yearbook.

Student Travel:
Student travel opportunities are available to interested students. Cultural and service opportunities in the United States and abroad are available periodically. Current trips include a culture and language trip to Europe (odd numbered years), and an annual service trip to Panama City.

Athletics:
Athletics are an important part of the extra-curricular program at WCHS. All students are encouraged to participate in as many athletic activities as possible in their time here. All athletes must communicate with their coaches or the Athletic Department if there are issues/concerns. In addition, it is expected that all athletes participate in practice if healthy and contribute in a positive way to the success of their team. Student athletes are required to inform their coaching staff if attendance to practice is not an option. Coaches have discretion to remove an athlete for any number of reasons but not limited to,

poor behavior, academic progress, school or practice attendance, and contributing to an unhealthy team environment.

The athletic program is divided into three distinct seasons of the school year*.

- FALL: Football (B), Volleyball (G), Cross Country (B/G), Tennis (G)
- WINTER: Basketball (B/G), Soccer (B/G
- SPRING: Baseball (B), Softball (G), Track & Field (B/G), Volleyball (B), Golf (B/G

  * Cheer/Song participation is year round

Steroid Use Policy:
As a condition of membership in CIF, all member schools are required to adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. This policy states that participating students and their parents, legal guardians, or legal caregivers shall agree that the student-athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) who is using these medications to treat a medical condition. Participating students and their parents, legal guardians, or legal caregivers are required to sign a document indicating their agreement with this policy. Penalties may be assessed for false or fraudulent information. Any violation of this policy will be enforced pursuant to the Whittier Christian High School policy regarding the use of illegal drugs.

Student Government:
At WCHS student government is comprised of students elected or appointed to serve their fellow students. Elections and interviews are conducted each spring to select a panel of new student leaders. Student Government members organize, lead, and direct activities that involve the entire student body. Student Government is divided into ASB and Class Councils. Both function under the guidelines of the Constitution of the Associated Student Body of Whittier Christian High School.

- **Associated Student Body (ASB)**

The members of the ASB are responsible for planning and administering student body activities. The ASB provides leadership through events designed to foster a positive social atmosphere and enhance school spirit. ASB is led by the Activities Director.

- **Class Council**

Class Councils include individual class officers who plan and direct activities for each of the four grade levels. Sophomore, Junior, and Senior class officers are elected or appointed in the spring and serve the following school year. Freshman officers are elected in the fall and serve the remainder of the year. A separate election is held early in second semester of the year to elect officers for the following year. Appointed positions may also be available on some class councils.

Each class council benefits from the assistance of an assigned faculty sponsor to provide support in the planning and directing of class activities.

Student Automobile Regulations:

- Parking regulations will be enforced by Campus Supervisor; parking permits must be properly displayed at all times (Permits available in Front office).
- Parking permits will be distributed to students in good standing with attendance, discipline and grades.
- Students must have a school-issued parking pass to park on campus and park in the student designated lots.
- Permits belong to the school and can be revoked at any time based on violations of these policies.

Citizenship Eligibility for Co-Curricular & Extra-Curricular Activities

The opportunity for a WCHS student to be involved in both extra and co-curricular activities is a privilege and not a right. Therefore, all students must maintain a standard of Citizenship that benefits and encourages the community of Whittier Christian. Our hope is that students will take an intentional approach towards being active participants in their own growth as people and the overall success of their fellow classmates.

MISCELLANEOUS STUDENT INFORMATION

Accidents:
Students should report all accidents, large and small, immediately to the faculty supervisor. If no faculty supervisor is present, accidents should be reported to the Attendance Office. If emergency treatment is required, students will receive appropriate insurance forms for completion.

Whittier Christian High School provides student accident/medical insurance for each student. This coverage is "secondary coverage," meaning claims must be first submitted to the parents' insurance carrier. The school's policy will cover whatever reasonable expenses remain after the parents' insurance carrier has settled. If the parents do not carry medical insurance, WCHS will submit all claims to its carrier. Any questions concerning this program may be directed to our Business Administrator.

Emergency Plan:
In the event of an earthquake or other large-scale emergency, the school has formulated a specified emergency plan. Emergency messages may be sent out over Schoology, therefore, it is of utmost importance that every parent and student is registered on Schoology to receive any emergency messages.

During an emergency, it is our first priority to ensure the safety of all WCHS students. WCHS has developed an Emergency Action Plan that addresses the needs of all persons on campus.

Child Abuse Reporting:
All Whittier Christian High School staff, faculty, and administration members are legally required to report known or suspected instances of child abuse to Child Protective Services (Department of Social Services). When a staff, faculty or administrator has knowledge of or observes a child whom he or she knows or reasonably suspects has been the victim of child abuse, the staff, faculty, or administrator will follow legal reporting procedures.

Child Custody:
Parents should inform the school office when custody arrangements have changed and/or when emergency contacts have changed. **If one parent is NOT allowed to see or pick up a child, the school must have a certified copy of the court's Order of Final Judgment on file in the office.**

GENERAL SCHOOL INFORMATION

Mascot:
The WCHS mascot is the "Herald" whose origin is a Biblical reference to angelic messengers of good news. The school colors are red, white, and gold. The high school has graduated over 5,000 seniors since it was founded in 1958 and currently has 500 students enrolled.

Alma Mater:
We praise thee Whittier Christian, Our Alma Mater hail!
To honor God will be our goal,
In Him we cannot fail.
In every effort, every quest,
As Heralds we will do our best, And through the years our loyalty, We'll ever pledge to thee.

Words by Vicki Huckleberry Lewis, class of 1966

School Facility:
The high school facility is leased from the Lowell Joint School District. We value a clean and neat campus appearance. It is the shared responsibility of all who are a part of the daily workings at school to maintain its tidiness, including cleaning up after themselves at break and lunch. Students involved in damaging, defacing, or tagging of buildings, property, landscaping, or equipment will be liable for the repair or replacement of damaged materials as well as other potential penalties, including suspension and/or forced withdrawal. Observation of vandalism should be reported to the school office immediately.

Campus Hours:
Campus hours are from 7:30 am to 4:00 pm. Students may remain beyond the afternoon time provided they are involved in a supervised activity. Parents should arrange for timely departure of students. Supervision beyond 4:00 pm is not guaranteed. The campus is gated and locked at the end of each day. Students are not to enter campus or climb over fences once the gates have been secured.

Accounting Office:
The Accounting Office is open from 7:30 am to 4:00 pm to provide service and answer questions regarding tuition payments, textbook charges, and other billing matters. The direct telephone number is (562) 694-5839.

Cafeteria:
Cafeteria services are available to students at both break and lunch. A variety of items are sold at morning break time and a separate menu of both hot and cold entrees is available at lunch.

Lockers:
A locker is provided to each student at the beginning of the school year. The school is not responsible for loss or damage to items in the student's locker, and students should be very careful about maintaining the security of the locker combination. The locker is the property of the school and may be inspected at the discretion of administration. The student need not be present or give permission for

an administrator to search the locker assigned to them. Students may only use their assigned lockers. Sharing of lockers will not be permitted.

Students are strongly discouraged from bringing valuables to school. Additionally, purses and backpacks should not be left in hallways, bathrooms, or locker rooms. WCHS assumes no liability for iPads, cell phones, materials, textbooks, or personal items that are lost, damaged, or stolen. All items should be locked in the student's locker and the locker should be kept locked at all times. Students are encouraged to label all personal items.

Telephones:
There is a telephone available for student use in the Attendance Office. It is available at all times except during class time. The school telephone system is not available for student use except for emergencies or with specified permission by a staff member. Parents who need to reach their student should call the school office and a message will be delivered.

Transportation and Traffic Flow:
The school provides bus service to and from certain surrounding communities. Please contact the Director of Transportation for information on bus routes. Upon request, the school office will provide information regarding others who live in neighboring areas for the purpose of forming car pools. Parents who drop off students in front of school must enter from Morris Avenue and exit via Worth Avenue, providing a one-way flow of traffic. It is most helpful if drivers would pull forward as far as possible and be especially cautious of pedestrians crossing the driveway. If you must park your vehicle, please pull to the right side of the driveway. Please enter and exit Morris and Worth streets slowly and observe the speed limit of 25 mph on the surrounding residential streets.

School Transportation to activities in private vehicles is restricted to nine passengers according to the California Department of Motor Vehicles. In most instances, the school will provide bus transportation to and from athletic events and field trips. When needed, a school bus will be provided to athletic practice venues but not return trips to school. Students are to be picked up at the practice site.
Bus guidelines require that students do not occupy the vehicle without the driver being present and that passengers immediately follow the driver's instructions. Passengers must remain seated at all times and may not have any part of the body extended out a window. There is no eating permitted on the bus.

***Note Regarding Service Road Usage:** The service road connecting the faculty and student parking lots is for authorized school vehicles only. Parents and students are not allowed to use the service road.

Good Neighbor Policy:

It is very important that we cultivate a positive relationship with those neighbors who live next to the school's campus. Please help in this manner by driving safely within the surrounding neighborhoods and limiting unnecessary noise in the early morning or late evening hours.

Additionally, please follow these guidelines as you attend meetings or events on campus after 5:00 p.m. or on the weekend:

- Parking for all evening meetings and events in the student parking lot at 501 N. Beach Blvd.
- Do not use the service road from the student parking lot to the faculty parking lot.
- For events in the gymnasium, the student parking lot must be cleared by 10:00 p.m. per city requirement.
- All field trips or athletic teams returning to campus after 5:00 p.m. must be picked up in the student parking lot.
- All students arriving for early morning or weekend departures for special events or trips must be dropped off in the student parking lot.
- Please drive the speed limit of 25 mph in the residential streets surrounding the campus.

HERALD AGREEMENT

Attempts have been made to address the questions and concerns of students and parents enrolling in Whittier Christian High School. However, it is understood that there may be other issues that have not been addressed in this handbook. Please feel free to inquire with the administration to have any matter clarified.

By enrolling in Whittier Christian High School, parents and students indicate their understanding and acceptance of school standards and policies as explained in this handbook, and agree to adhere to them.

The administration, faculty, and staff of Whittier Christian High School welcome you to another school year. We look forward to partnering together and pray God's blessings on you this year.

Student Name _____ Grade Level _____

Parents and Students should sign where indicated below to indicate their receipt and understanding of the information contained in this Herald Handbook. **This signature page MUST be submitted by Friday August 29, 2025.** Forms must be uploaded to the Herald Handbook course in Schoology.

We have read and fully understand the contents of this Herald Handbook. Parents and student agree to comply with the information contained within this packet to the best of our ability, and understand the implications and consequences if either of us fails to do so.

Student Signature _____ Dated: _____,

Parent Signature _____ Dated: _____