



WILLIAMSBURG
CHRISTIAN ACADEMY
Teaching Them to Fly
Deut. 32:11

STUDENT/PARENT HANDBOOK
2019-2020

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The Parent/Student Handbook is designed to provide general guidance for families and students about current Williamsburg Christian Academy student policies, programs, and other information about the School. This Handbook is a fluid document and Williamsburg Christian Academy reserves the right, at its sole discretion, to amend, delete, or alter any of the contents of this Handbook as necessary. Should significant changes occur during the academic year, they will be communicated to families.

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WilliamsburgChristian.org

Find the myWCA app at the Apple and Android stores

[Facebook.com/MyWCA](https://www.facebook.com/MyWCA)

[Twitter.com/MyWCA](https://twitter.com/MyWCA)

[Instagram.com/mywca](https://www.instagram.com/mywca)

FREQUENTLY ASKED QUESTIONS BANK

This page is designed for quick reference of the most frequently asked questions of our staff and leadership at WCA

Q. When does the school day start and end?

A. School hours are from 8:00-3:00 Monday, Tuesday, Thursday, and Friday; 9:00-3:00 on Wednesday. Voluntary work sessions are available to middle and high school students from 3:10-3:30 Monday through Thursday.

Q. Where can I find school forms and permission slips for field trips?

A. All forms are posted on the WCA website, in the Parent Central section. On Parent Central, select the ‘Parents’ Button at the top of any page, and then select Forms from the menu in the right margin. On Mobile, select the “Parent Links” Menu icon in the upper right, and then select Forms from the Menu that drops down.

Q. How do I check my child’s class schedule and grades?

A. All grades and your child’s class schedule, as well as the portal for paying all charges to WCA, ordering lunches and updating family information is all conducted on the secure Praxi School platform. You will need your login credentials to access Praxi, but the link to the login page can also be found at Parent Central and under the Parent Link on the mobile version of our website.

Q. How do I stay up to date on all WCA announcements and news?

A. There are several means in which we communicate to our families, but the most timely is the new myWCA app for both Apple and Android devices. Allow Push Notifications from either app and you will receive instantaneous notification on all of our communications, including school closures, deadlines, and upcoming events.

Q. Where do I find the dress code for my student?

A. The Dress Code is listed in full on pages 45 and 46 of this handbook. An excerpted version of the dress code is also available at Parent Central and on the myWCA app in the Student Section.

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Academic Calendar 2019-2020

August

Aug 19-22 Mandatory Rising Senior College Readiness Bootcamp (9:00- 12:00)
Aug 23 Lower School Meet and Greet by teacher appointments
Aug 23 Upper School Orientation and Open House (8:00 - 11:30)
Aug 26 Quarter 1 Begins
Aug 26 1st Day of School Half Day (8:00 - 11:30); PM Care Available
Aug 27 Half Day (8:00 - 11:30); PM Care Available
Aug 28 First Full Day of School

September

Sept 2 Labor Day (No School)
Sept 23 Parent Coffee Discussions with the Head (8-9)
Sept 25 See You at the Pole
Sept 25 Lower School Only: 1pm Dismissal for Professional Development (PM Care Available)
Sept 27 Interim Grades Due

October

Oct 10 Grandparent's Day program (9:30am) 11:30 Dismissal (PM Care Available)
Oct 10 Family Conferences (12 - 6:00)
Oct 11 Fall Break (No School for Students)
Oct 11 Family Conferences (8:00 - 3:00)
Oct 14 Columbus Day (No School)
Oct 16 PSAT (9th - 11th grades)
Oct 16 SAT (12th grade)
Oct 18 1st Quarter Ends
Oct 21 2nd Quarter Begins
Oct 22 Parent Coffee Discussions with the Head (8-9)
Oct 31 Lower School Only: 1PM Dismissal for Professional Development (PM Care Available)

November

Nov 18 Parent Coffee Discussions with the Head (8-9)
Nov 22 Interim Grades Due
Nov 25 - 29 Thanksgiving Break

December

Dec 4 Lower School Only: 1PM Dismissal for Professional Development (PM Care Available)
Dec 13 Lower School Christmas Program (8:30)
Dec 16 Parent Coffee Discussions with the Head (6-8pm)
Dec 17 - 20 Upper School Half Days (8:00 - 11:30) Exams
Dec 19-20 Lower School Half Days (8:00-11:30); PM Care Available
Dec 20 Quarter 2 Ends
Dec 23 - Jan 3 Christmas Break

January

Jan 6 3rd Quarter Begins
Jan 11 Homecoming Dance
Jan 20 Martin Luther King Day (No School)
Jan 27 Parent Coffee Discussions with the Head (8-9)
Jan 31 State of the School Address 7pm

February

- Feb 7 Interim Grades
- Feb 12 Lower School Only: 1PM Dismissal for Professional Development (PM Care Available)
- Feb 17 Presidents Day (No School)
- Feb 18 Parent Coffee Discussions with the Head (8-9)

March

- March 4 SAT (11th Grade)
- March 13 3rd Quarter Ends
- March 16 4th Quarter Begins
- March 19 Half Day (8:00-11:30)
- March 19 Family Conferences (12:00 - 6:00)
- March 20 Family Conferences (8:00 - 3:00) No School
- March 23 Parent Coffee Discussions with the Head (8-9)

April

- April 3 Flowering of the Cross (8:30-9:30); Noon Dismissal (No PM Care Available)
- April 6 - 10 Spring Break (No School)
- April 6 - 10 Mission Trip
- April 13 Easter Monday (No School)
- April 16 Parent Coffee Discussions with the Head (8-9)
- April 24 Interim Grades

May

- May 6 Lower School Only 1PM Dismissal for Professional Development (PM Care Available)
- May 7 National Day of Prayer
- May 4 - 15 AP Exams
- 5/4 (8:00-12:00) AP Gov
- 5/5 (8:00-12:00) AP Cal
- 5/8 AP Art Portfolio Deadline
- 5/11 (8:00-12:00) AP Bio
- 5/13 (8:00-12:00) AP Lang
- May 16 Prom
- May 19 Parent Coffee Discussions with the Head (8-9)
- May 22 Lower School Music Program (8:30)
- May 25 Memorial Day (No School)
- May 28 Upper School Awards (10am)
- May 29 Elementary (1-5) Awards and 5th Grade Graduation (2pm)

June

- June 1-5 Upper School Half Days (8:00 - 11:30) Exams
- June 3-5 Lower School Half Days (8:00-11:30) PM Care Available
- June 4 Kindergarten Graduation (10:30)
- June 5 Baccalaureate (7:00)
- June 6 Graduation (10:00)



Daily "Bell" Schedules (Middle/Upper School Only)

Monday/Friday		Wednesday	
1st Period	8:00-8:50	1st Period	9:00-9:30
2nd Period	8:55-9:40	CHAPEL	9:35-10:25
3rd Period	9:45-10:30	2nd Period	10:30-11:00
4th Period	10:35-11:20	3rd Period	11:05-11:35
5th Period	11:25-12:10	4th Period	11:40-12:10
LUNCH	12:10-12:30	LUNCH	12:10-12:40
6th Period	12:35-1:20	5th Period	12:45-1:15
7th Period	1:25-2:10	6th Period	1:20-1:50
8th Period	2:15-3:00	7th Period	1:55-2:25
		8th Period	2:30-3:00
Tuesday/Thursday			
1st/2nd Period	8:00-9:40		
3rd/4th Period	9:45-11:15		
LUNCH	11:15-11:45		
5th/6th Period	11:50-1:25		
7th/8th Period	1:30-3:00		



**FOUNDATIONAL
CONSTRUCTS**

Mission and Vision

Statement of Faith

Core Values

Biblical Beliefs

Philosophy of Education

Mission and Vision

Mission

Williamsburg Christian Academy's mission is to provide college preparatory instruction in a culture of grace through personalized learning in academics, arts, and athletics while building relationships that inspire students to serve their community and become Christ-centered leaders.

Vision

The vision of Williamsburg Christian Academy is to partner with parents and the community to inspire minds to inquiry through God's wisdom, hearts to compassion in God's service, and lives to Christ in leadership.

FOUNDATIONAL CONSTRUCTS

Neutral Positions on Topics that Divide Denominations

1. Interpretation of spiritual gifts
2. Form of baptism
3. Election
4. Politics and Political Endorsements
5. Healing
6. Communion
7. Style of Worship

“No position” is defined as viewing an issue to be nonessential to salvation, but which has much variance among Christian evangelical groups as they interpret the scriptures. Therefore, any formal discussions would be referred back to the home and church for the student to determine for himself or herself. This would not prevent an individual, if asked, from giving his/her point of view.

Statement of Faith

We believe in God the Father, Maker of heaven and earth, and in Jesus Christ, His only begotten Son, our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary; was crucified, dead and buried, and on the third day was resurrected. He ascended into heaven, and sits at the right hand of God the Father, and will return to judge the living and the dead. We believe in the Holy Spirit. We believe in the Christian church: the communion of saints, the forgiveness of sins, the resurrection of the body, and eternal life. (Taken from the Apostles' Creed)

Core Values

- The pre-eminence of Jesus Christ and His word (*Colossians 1:15-17; II Timothy 3:16*)
- The continuous pursuit of academic excellence (*II Timothy 2:15*)
- Training the mind and transforming the heart to reflect Jesus Christ (*Rom. 12:2; Eph. 4:23-24*)
- Teachers who clearly demonstrate a commitment to Jesus Christ (*Eph. 4:1; Eph. 5:1-2*)
- Commitment to prayer (*I Thess. 5:16-18; Eph. 6:18*)
- The joy and responsibility of giving and serving others (*II Cor. 8:7, II Cor. 9:7-8*)
- Supporting families and rearing godly children (*Deuteronomy 6:5-8; Deuteronomy 11:18-20*)
- Unity within the school family (*I Peter 3:8*)
- Personal responsibility in all areas of life (*Philippians 1:9-11; Hebrews 13:18*)

Biblical Beliefs

Williamsburg Christian Academy was founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the Bible. The following statements of Biblical beliefs and practice are **necessary and essential** to every Williamsburg Christian Academy employee and understood by every school family.

We believe:

- The belief that the Scriptures, both Old and New Testaments, are the inspired Word of God, a complete revelation of God's love and will for the salvation of men, and the supreme and final authority in all matters of faith and life. (II Tim. 3:15-17; II Pet. 1:20-21; I Thess.2:13)
- The belief in one sovereign God, Creator of all things, eternally existing in three persons: Father, Son, and Holy Spirit. We believe God is perfect in holiness, infinite wisdom, unbounded in power, and measureless in love. (Matt. 28:19; I Pet. 1:2; II Cor. 13:14)
- The belief that Jesus Christ is the Son of God, that He was eternally pre-existent as God, and that He took on Himself the nature of man through the Virgin birth as to be true God and true man. We believe in His sinless life, His death on the cross as a sacrifice for our sins, His bodily resurrection, His ascension into heaven, His high-priestly intercession, and His coming personal return in power and glory. (Luke 1:26-35; John 1:14-18; Is. 7:14; Phil. 2:5-11; Heb. 2:17, 4:15; I John 4:10; Rom. 3:24-25; I Cor. 15:1-4, 20; Acts 1:9-11; Heb. 7:25; II Thess. 1:7)
- The belief that the Holy Spirit is eternal with the Father and the Son. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, to convict men of sin, righteousness, and judgment, to regenerate the believing sinner, and to indwell, guide, instruct and empower the believer for Godly living and service. (Heb. 9:14; John 16:13-14, 16:7-8, 3:5-8, 6:63; Titus 3:5; I Cor. 6:19; Rom. 8:14, 8:2)
- The belief that God created man in His image for the purpose of fellowship with Him, but that mankind through disobedience became subject to spiritual and physical death. We believe that all human beings, with the exception of Jesus Christ, are sinners by nature and practice, and except for the redemption provided through Jesus Christ, are eternally lost. (Gen. 1:27; Rom. 5:12-19, 6:23)
- The belief that God the Father is the source of eternal salvation, having loved the world and given His only Son, Jesus Christ, for its redemption. We believe that there is no other name under heaven by which fallen man can be saved, but the name of Jesus. (Heb. 5:9; John 3:16-17; Acts 4:12)
- The belief that Jesus Christ died for our sins as a representative and substitutionary sacrifice and that all who personally believe in Him are justified, not by any works of righteousness, which they have done, but by His perfect righteousness and redeeming blood. We believe that all who receive the Lord Jesus Christ by faith are born again and thus become children of God. (Rom. 3:23-28, 5:8-11; Eph. 2:8-9; Titus 3:4-5; John 3:3, 1:12-13)
- The belief that there will be a bodily resurrection of all the dead, of believers to a judgment of rewards and everlasting joy and fellowship with the Lord, and of unbelievers to a judgment of everlasting punishment and separation from the presence of God. (Matt. 6:20; John 5:28-29; Acts 24:15; Rom. 14:10-12; I Cor. 3:9-15, 15:21-24; II Cor. 5:10; Rev. 20:11-13)
- The belief that all who have been saved through faith in Jesus Christ are joined together in one great fellowship of believers, the church universal which is His body, of which He Himself is the Head. (Eph. 1:22-23; 4:11-16; Titus 3:5)

Philosophy of Education

We believe in God's view of truth and man as presented in the Bible. Man is born a sinner but is drawn by God's grace to receive Jesus as the sacrifice for his sin and to live in relationship with God as His child.

The purpose of Christian education is to:

- Teach Bible truth and to present all subject matter from a Biblical worldview.
- Develop each student as a whole person (spiritually, mentally, physically and socially) so that each student may assume his or her God-prepared role in a home, a church and in society.
- Provide an atmosphere in which Christian teachers model a mature Christian lifestyle.
- Partner with the parents and the churches of our students in the educational process, realizing that parents are responsible for the total education and training of their children.
- Develop Christian citizens who can graciously transform culture for eternal good.
- Equip students to use technology responsibly and for its greatest academic advantage for effectiveness in the workplace.

The goals of Christian education at Williamsburg Christian Academy include:

1. The spiritual and moral growth of students:

- Present the Christian faith in hopes that students will accept Jesus Christ as their Lord and Savior.
- Encourage students to deepen their prayer life and time in reading the Bible to apply God's love, truth, and grace to their lives.
- As students develop the mind of Christ, help them gain a comprehensive Biblical worldview of themselves and the world in which they live.
- Encourage Students to develop a deepening personal relationship with Christ and the confidence to share His love.

2. Personal and social development of students:

- Encourage students to see themselves as unique individuals created in the image of God.
- Encourage students to love and respect others as God's creations.
- Encourage students to develop an attitude of serving others.
- Help students develop skills necessary for developing and maintaining future relationships in all areas of life including marriage, family, and career.
- Help students develop healthy physical habits and understand that their bodies are temples of God.

3. Academic development of students:

- Ensure students develop exceptional academic skills in oral and written communication, math, science, technology, social studies and the visual and performing arts.
- Ensure students develop effective study and research skills.
- Ensure students develop critical thinking skills, using God's Truth as the filter through which they view the world.

4. Joint cooperation between student's home and school:

- Establish coordination between each student's parents and teachers to enhance Christ-centered teaching at both the home and the school.
- Help families maintain Christian homes in the midst of constant cultural change.
- Encourage each student, family and staff member to support the school's mission statement by participation in a local church.
- Williamsburg Christian Academy will maintain a non-negotiable commitment to its Core Values.

**FOUNDATIONAL
CONSTRUCTS**



**COMMUNICATION,
HEALTH AND SAFETY**

Sources of Information
Cancellation of School
Contacting Teachers and Conferencing
Emergency Communications
Student Transportation
Student Health

Sources of Information

WCA maintains multiple channels for the display and dissemination of key information. Included among these are the Praxi Parent Portal System, the WCA Parent Central Website page, the Eaglegram newsletter, as well as newsletters published by teachers and the Lower School Principal. The school also posts information and news on multiple social media sites (Facebook, Instagram, Twitter, etc)

Where do I find...

My child's class schedule?

Your student's schedule is found in the Praxi Parent system under 'Classes'

Timely School News and features for parents?

The Eaglegram, our electronic newsletter available by email subscription and on www.williamsburgchristian.org under 'Parents', or by clicking the

A calendar and information about WCA events?

On the website, www.williamsburgchristian.org by clicking the 'Calendar' icon on the page header

Key general parent information (supply lists, summer reading schedule, etc) ?

On the *Parent Central* website at www.williamsburgchristian.org, reached by clicking the 'Parent' button on the main page header.

Athletics info and calendars?

On the website, www.williamsburgchristian.org by clicking the 'Athletics' menu item

Orientation for new families?

On the *Parent Central* website at www.williamsburgchristian.org, click the *WCA 101* Banner

Notifying WCA of Contact Information Changes

Parents and students are encouraged to keep their contact information up-to-date in the Praxi Portal. Alternatively, all contact information changes may be sent to Williamsburg Christian Academy via mail or email, using the following addresses:

Mail: Registrar
Williamsburg Christian Academy
101 School House Lane, Williamsburg, VA 23188

Email: registrar@williamsburgchristian.org

Changes may also be reported to the WCA front office.

Cancellation of School

The school will make its own decisions regarding severe weather, which includes when to open school, to call a delayed opening, or to close. Once a decision has been made, the school will communicate to families via the myWCA app, email, and the school's website, as well as television notification systems. Parents and students should keep their contact information up to date in Praxi.

If families do not get a message from WCA, expect school to open at the regularly scheduled time.

**COMMUNICATION,
HEALTH AND SAFETY**



Praxi-School is a secure, interactive website through which teachers post homework, grades, and other pertinent information on the school's website. The system includes unique log-ins and passwords so that both students and parents may access information privately. Details will be provided at the beginning of each school year.

Family-Teacher Communication

At WCA, effective communication between teachers and families is vital. Teachers will email each family every other week regarding their child's progress. Thorough, brief, academic update emails will include units covered, assignments given, brief comment regarding student progress in class, and any missing assignments. Families are encouraged to check Praxi-School on a weekly basis for more detailed student academic information.

Grades K3-5: will be entitled to a personal conference with their student's teachers at the end of October and any other time as necessary. Teachers will also use letters, phone calls, and regular reports to communicate with parents.

Grades 6-12: Parents may request a conference **at any time**. Group conferences may also be arranged when a parent would like to meet with all of a student's teachers at one time. Principals are also available to attend conferences if necessary. Teachers will also use letters, phone calls, the myWCA app, Praxi-School and regular progress reports to communicate with parents.

Teacher-Student Communication

Effective communication is key to the academic growth journey and is a two-way expectation of WCA, involving student and teacher. By the upper school years (Grades 6-12), we work closely with students regarding self-advocacy and articulation of concerns. Students are encouraged to ask clarifying questions of teachers (verbally or via email), request extra-help tutorials with a teacher after school, and advocate for themselves whenever appropriate. Respectful student advocacy is one major component of WCA's life preparation program. Each student has a duty to communicate respectfully and efficiently with teachers.

Each Williamsburg Christian Academy teacher will support students through punctual communication of the following:

- ✍ Distribution of an annual course syllabus, which provides a roadmap of content coverage for the year, class rules and expectations, teacher email, course objective(s).
- ✍ Rubrics, with comments, attached to graded tests, papers, and group projects.
- ✍ Distribution of typed class study guides no less than 10 days before the semester exam.
- ✍ Graded assessments and papers are to be posted to Praxi-School within four school days following major assignment date.
- ✍ Grades for daily coursework (e.g. homework, quizzes, etc.) are to be posted to Praxi-School within two school days of assignment due date.
- ✍ Upper School students (Grades 6-12) will be taken through best practices in note taking during the first week of school each year. Upper School families will be emailed a note taking guide template to help their child document important concepts efficiently at home.
- ✍ Teacher emails to parents approximately every other week

Emergency Communications and Procedures

Williamsburg Christian Academy maintains an extensive Crisis Management Program that is continually updated. This manual includes information on school official action and communications in the event of natural disaster (tornado, fire), as well as active shooter lockdown procedures and other crisis situations. Those wishing to review the school's crisis management manual are welcome to arrange an appointment with the Head of School at 757-220-1978.

**COMMUNICATION,
HEALTH AND SAFETY**

Student Transportation

Parents of Williamsburg Christian Academy students arrange for transportation for their child (ren) to and from school. The school may furnish limited transportation to some events (not on campus) with the use of the athletic bus. The athletic vehicle is primarily used for athletic contest transportation but may be used during the day for other school-related functions as long as there is no conflict with an athletic event. The following guidelines should be adhered to while driving on school property or to and from school events:

- ☞ Parents must adhere to designated traffic and parking rules.
- ☞ If parents would like to drive non-family students to off property events, they must complete a volunteer driver form and be approved prior to the event.
- ☞ Students are free to walk or ride bikes to school at the discretion of their parents. The safety of bikes is left to the owner of the bike.
- ☞ Upper School students are not allowed to drive other students to any school events including athletic contests, events or field trips.
- ☞ Athletes are not permitted to drive to away games. Transportation will be provided to and from all away games unless arrangements are made in advance with the coach/athletic director.

Drop-off and Pick-up

Williamsburg Christian Academy's number one priority in the creation of process and procedure for our drop-off and pick-up rules is the safety of your children. The map shown in Appendix D and the listed rules below represent a concerted effort to arrive at a traffic management solution that both insures the safety of the student, and efficient and orderly flow of traffic through our facility thoroughways.

We ask that you review these rules, become familiar with the traffic patterns, and abide by all directions and requests so that our drop-off and pick-up is as stress-free and orderly as possible.

Drop-off

Drop-off parking rules are in effect from 7:30AM through 8:30AM, and 8:30AM through 9:30AM on Wednesdays (Upper School Only).

Those dropping off students should enter the drop-off carline heading into the front main circle of the building. All students will be dropped off in the front circle of the building, and use the main entrance to school. High School students have the option to be dropped off in the Visitors Lot loop, but must enter the building through the front entrance. High school students who drive will park in the West Lot at all times

and walk in through the front doors.

When entering the loop, please pull up to the spot farthest forward, without passing a car in front of you. Follow the instructions of any staff member at all times.

ALL passengers should be unloaded on the CURBSIDE ONLY. Only parents who must go around to unlock car seats should exit the driver's side, and only with **EXTREME CAUTION.** To keep the line moving, please have your students ready to exit the car and proceed immediately into the building. Please depart safely when directed to do so by car line coordinators. Be aware of potential departing vehicles coming around you, or staff members proceeding to the leadership/staff parking lot.

After departing their vehicle, Preschool and Kindergarten students will be escorted to class after entering the front door. All other students will proceed to their classrooms. Please be patient when waiting behind parents with small children who must be unloaded from car seats.

Pick-up

Pickup traffic rules are in effect at 1:00PM for Preschool half day students, 2:40PM-3:30PM daily (11:40AM-12:30PM on half days) for all other students. During any other non-standard dismissal times, rules will be in effect 20 minutes before to 30 minutes after the planned dismissal time.

Pickup is executed using the FastLane module of the School Dismissal Manager App. This mobile application permits parents to designate if a student will be dismissed early, will be attending athletics or club programs, or for whatever other reason will not be in car line for pickup. Please see Appendix D for more information and instructions on how to use the School Dismissal Manager App.

All students, except those that drive or who have been designated to be participating in clubs or sports activities, will be picked up at the front entrance of the school, using the FastLane system. Cars must check-in to FastLane when reaching the designated point marked by signage on the main school driveway. Teachers will receive that check-in and send students out for pickup. If a child is called and does not promptly come out for any reason, the parent should expect the car line director to ask them to move to an alternate location while waiting for the child to emerge, or recycle to the rear of the car line.

Cars pulling up in car line will pull up as far forward as possible to the next available spot. Please do not pass cars already in car line to occupy a spot in front of them. Always follow the direction of car line staff members. Parents who pull up without checking into the FastLane car line system will be directed to exit the car line, and take the No-check-in car line recycle route (as depicted in Appendix E) to rejoin car line and check-in.

Please be patient when waiting behind parents with small children who must be loaded into car seats. Once you have picked up your student(s), you may pull away from the curb without waiting for the car in front of you, but should be alert to give way to any cars also pulling out to depart as you exit.

No cars shall park or stand along the main driveway during pickup, as this creates traffic congestion. Car line pickup ends at 3:30PM. After 3:30PM, Upper School student parents should communicate with their student to pick up from the front door lobby area.

Any parent who does not wish to use the FastLane car line pickup system, or who has additional business in the school (parent conference, volunteer) is welcome to park in the West Lot, walk in through the main entrance, and check in with the front reception as a visitor.

COMMUNICATION, HEALTH AND SAFETY

Passenger Pickup Services

Pickup of students by online ride hire services such as Uber, Lyft and others is not permitted on school grounds. Students being picked up by third party group transportation (such as the WISC after school program bus) must be identified before school start and placed on a special pick-up list, and only students on that list will be released to the 3rd party designated driver. Please refer any such arrangements to the front office so we may communicate with the service as provide special pickup procedures to them.

Acceptable Entrances/Exits

The front entrance to the building is always the primary entrance to Williamsburg Christian Academy. All parents, students, vendors and visitors enter and depart this entrance for safety reasons. Entrance into, or exit from the building from a location other than the front entrance by any person other than authorized staff during regular school hours is strictly forbidden.

School Visitors

All visitors must sign in at the office and wear a visitor's badge while on campus. Parents of prospective students may visit a classroom if previous arrangements are made through the administration.

Student Health

Communicable Diseases

It is the intention of Williamsburg Christian Academy to minimize the interruptions in learning caused by contagious or infectious diseases. Procedures for inclusion or exclusion of students or staff with such diseases will consider the transmittable nature of the disease and the educational implications for the affected person as well as others with whom he/she comes in contact. Once parents are contacted, they are required to make arrangements to have their sick child picked up within a reasonable amount of time.

Return to School After Illness

As a precaution against the spread of sickness, students are not to return to school after an illness until they are fever-free for 24 hours (without taking fever-reducing medications), free from vomiting or diarrhea for 24 hours, or have been on an antibiotic and have been fever-free for 24 hours. Parents are asked to use caution and common sense when dealing with a sick child. Students will be sent home from school if they have a fever of 100 degrees or higher, have a persistent headache that has not been relieved by over-the-counter medications, or has vomited or had

diarrhea. Students who check out of school due to an illness may not return to school for the remainder of that day, and may not participate in after school activities.

Immunization Policy

No student shall be admitted to school unless, at the time of admission, documentary proof of adequate immunizations is presented. Written certification must include dates and must be signed by a physician designee. The only exception to this is a signed waiver claiming religious exemption, which must be turned in to the school office. Please note the following:

- ✎ MMR (Measles, mumps, and rubella) - Those who have not previously received the second dose should complete the schedule by age 11-12 years.
- ✎ Td (Tetanus and diphtheria toxoids) is recommended at age 11-12 years if at least 5 years have elapsed since the last dose of tetanus and diphtheria toxoid containing vaccine. Subsequent routine TD boosters are recommended every 10 years
- ✎ Hepatitis B: Beginning July 1, 2001, all children who have not received three doses of hepatitis B vaccine will be required to receive such immunization prior to entering the 6th grade.
- ✎ Varicella (chicken pox) Vaccine is recommended.

For additional information about vaccines, please visit the National Immunization Program Web site at www.cdc.gov/nip/. You may also obtain an up-to-date *Recommended Childhood and Adolescent Immunization Schedule* in the Admissions office at WCA.

Medication Administration Policy

Medication of any kind (prescribed and non-prescribed) will not be administered without a completed Medication Assisted Treatment (MAT) Written Medication Consent Form which can be obtained at the school office or from the Praxi Parent Portal under the section entitled "Other Resources".

Once you have completed the MAT Consent Form as per the form instructions, bring the form and medication to the school office for processing. All medication types and dosages, whether prescribed or over the counter (OTC) must be clearly labeled as per completed on the form, any disparity between container labeling and Form information will not be accepted.

All OTC medication (including topical creams) must be presented to the school office in an unopened container and have the student's name written on the label.

All students are required to take medication in front of authorized office staff upon being given the medication. No student may at any time give medication to another student. The medication named on the container must be the medication inside the container; no substitutions.

No student is to give or sell medication to another student. If a student does give or sell medication to another student, disciplinary action will be taken up to and including expulsion.

No coach, volunteer, or team mom may give medication to a student at any school-related function without the completed MAT Consent Form and proper handling of the medication as per this policy. Parental consent must be obtained in writing.

Medical Emergencies and First Aid

At the beginning of each school year all parents/guardians are required to provide Emergency Contact Info in the Praxi Parent Portal for each student. This includes the name and phone number of the doctor to be notified, insurance information, as well as the name, address, and phone number of the parents and three alternate persons to be notified if the need should arise. It is the responsibility of the parent to see that this information on file is updated with changes throughout the year.

No student will be allowed to remain in school without Emergency Contact information on file. In case of serious illness or injury, which requires immediate attention, this information may be used if the office is unable to contact the family immediately.

Concussions

If a physician has diagnosed a student with a concussion, appropriate steps can be initiated to help facilitate the healing and recovery process. Rest and protection of the brain after a head injury is essential, and a return to school is recommended gradually. A physician should complete paperwork and it should be submitted to the front office. Included in this documentation should include academic and athletic accommodations as well as a diagnosis and plan for future re-evaluations. The documentation should address both academic and athletic accommodations. Upon receipt, the front office will notify the appropriate division principal who will lead the effort to facilitate the gradual make-up of academic work. Official clearance from a doctor must be provided before a student will be allowed to return to school as well as participate in activities. A student must be cleared academically before returning to any sport and to Physical Education class.

Mental Health

Should a student be placed on medical leave following a life-threatening mental health incident, the parents of the child are expected to sign a waiver allowing WCA to request a mental health assessment from a licensed psychologist or mental health professional providing care. The Head of School will review the psychologist's or mental health professional's mental health assessment and full incident details with the Administrative Team to determine if the student may resume participation in WCA's academic program. The Head of School will communicate with the family regarding the student's status within 3 school days of the review meeting with the Board of Directors.



ACADEMICS

Academic Standards

Exams and testing

Educational Enrichment

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Student Records

Homeschool Students and Transfer Credit

Summer Reading

Summer School

One of God’s desires for students is the mastery of academic studies. Students should give themselves earnestly to their studies. Good study habits begin with the proper attitude in receiving training “as from the Lord” and executing studies “as unto the Lord.”

Academic Standards

Williamsburg Christian Academy sets the bar high for our students, our teachers, our staff, and our administration. In addition, we believe in accountability within the context of our community. Thus, we believe that earning a Williamsburg Christian Academy diploma is a significant achievement. We expect our students to take their studies seriously, and we have designed an academic program that is rigorous and grade/age appropriate. Our goal is to challenge students in a way where life skills, such as accepting responsibility, meeting challenges head-on, the creation of intrinsic motivation, and overcoming adversity are taught and reinforced through the academic program.

It is the understanding of Williamsburg Christian Academy that a quality education is the result of (1) a curriculum that integrates God’s truth into all courses and adequately prepares the student for future educational endeavors, (2) teachers that are Christian in their philosophy of education, and (3) classes which enable the student to derive maximum benefit from his/her academic experience. All curricula will maintain the Christ-centered philosophy of education.

At WCA it is believed that students should move through the planned curriculum in a step-by-step progression that allows for steady academic and social development. Retention and/or skipping a grade are given the appropriate consideration on a case-by-case basis. Curriculum is developmentally appropriate (K3 - Grade 12) and teaching methods promote learning through exploration and discovery, inquiry and interpretation, critical thinking and creativity. Art, music education, and physical education are offered at all grade levels to balance the overall educational experience at WCA.

Halfway through each quarter, interim progress reports are posted to **Praxi-School** for the parents’ review. At the end of each quarter, report cards are issued. Report cards will not be released to students if tuition and/or other fees are past due. The faculty also uses **Praxi-School** for posting student grades online and for communicating homework and other course requirements.

The grading scale at Williamsburg Christian Academy is shown as follows:

A = 100–90	4 = Exceeds Standards
B = 89–80	3 = Meets Standards
C = 79–70	2 = Approaching Standards
D = 69–60	1 = Below Standards
F = Below 59	

Honors classes are weighted according to the following: 4.5-A, 3.5-B, 2.5-C. Advanced Placement (AP) classes are weighted according to the following: 5.0 – A, 4.0 – B, 3.0 – C. WCA does not weight college classes that are taken concurrently.

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Failures

Any grade below 60 is a failure. To receive a passing grade and earn credit in a year-long course, students must:

- Have a passing average for the second semester
- Earn a two-semester average of 60 or above

Students who fail three or more classes during the fall semester will not receive re-enrollment contracts. Furthermore, a student who fails more than two courses included in the student's cumulative grade point average for the year will be dismissed from the school.

Incomplete Grades

Whenever an incomplete grade is given for a course on the report card, the student will have two (2) weeks to complete all work. The incomplete must be replaced by a legitimate grade after two (2) weeks.

Homework Guidelines

Students will be assigned homework of various amounts depending on grade level and the teacher. Typically, homework will increase with each grade. Honors and AP classes will require an extended amount of work.

Exams and Testing

Achievement Testing

Achievement tests will be given to all students in Kindergarten through 8th grade. WCA uses the Children's Progress Academic Assessment™ (CPAA™) test for students in grades K-2. Students in grades 3-8 take the Measures of Academic Progress (MAP) test. Upper school students in grades 9, 10, and 11 take the PSAT.

Semester Examinations

The WCA school year is divided into two semesters. Scheduled 1½-hour examinations in core courses (Math, English, Science, History, and Bible) are given at the end of each semester for all upper school grades. Semester examinations count as 20% of the total grade. Students who are ill and cannot take an exam should call and inform the Director of Student Affairs, who will schedule makeup exams. Students will not be allowed to take exams early. In addition, middle school students are not permitted to be exempt from exams. Sixth graders will not take semester exams but will take an end of the unit test in core subjects during exam days.

Educational Enrichment

The Educational Enrichment program exists to handle students that fall outside the standard educational track at WCA, or require additional assistance to successfully navigate their way through our curriculum. This includes students that have learning differences as well as students that may need an accelerated track to properly challenge them. The program's primary department is learning support services for challenged and twice exceptional learners, but also includes programs for English as a second language (ESL), independent study, internship and dual enrollment, as well as advisement on moving forward past the standard curriculum track at WCA.

Learning Support Program

The Learning Support Program at WCA was designed to provide academic support for students with learning differences and those with disabilities that directly impact their educational experience. Acceptance into the program requires documentation of the diagnosed disability, as well as determination by the team that the program is suitable to meet the needs of the individual student. Upon enrollment into the program, each student will receive a Personalized Education Plan (PEP) that is written annually by the Learning Support Program director, the parents, the student's teachers, and when appropriate, the student. The PEP is designed to ensure that nontraditional learners are fully supported according to their individual needs, paving the way for success. This plan will include any classroom and testing accommodations and/or modifications that the student qualifies for based on his or her disability, and may include other support services as well. In addition, each student's progress will be closely monitored to ensure that the plan is appropriate and effective, as well as to determine if any changes need to be made. In order to receive continuation of services, updated documentation of eligibility may be required every three years.

General Academic Policies and Procedures

Neatness/Ownership of Work

Neatness and accuracy are very important. Ownership of all work should be clearly identified. By placing his/her name on assignment, a student indicates that the work is original and that all teacher guidelines have been followed. It is critically important that all work be completed by the student claiming authorship. Parents are encouraged to be an active part in the work of their children, however no work should be actually completed by parents.

Late Work Policy

Assignments (homework, projects, lab reports etc.) are due at the start of the next scheduled class period after the assignment was given unless altered by the instructor. A 10% penalty will be assessed for late homework turned in up to 24 hours after the assignment was first due. Beyond this 24-hour grace period, the assignment will not be accepted and a 0 will be entered as the grade. If you are absent (unexcused) for a class where homework was assigned, you can get the assignment from Praxi. The assigned work will be due upon your return to class. Missed assignments for excused absences will follow the school's policy manual.

Make-up Work

All work missed because of an absence must be made up to the satisfaction of the teacher. Students are allowed the same number of days as they were absent to complete the work due to illness or other types of excused absences. If the first day absent is a test/quiz day, the student can expect to make up the test/quiz on the day of return unless other arrangements have been made in advance with the teacher. If the student is absent for only one day, and the day that the student is absent is the test/quiz day, then the student is expected to take the test/quiz on the day of return unless an arrangement has been made with the teacher. Also, if the day the student returns from a one-day absence is the test/quiz day, the student is expected to take the test/quiz the day upon return. Students who have been absent two (2) or more days and have a number of tests or quizzes and other assignments to make up should work

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with the principal and the classroom teachers to devise a schedule for making up the work.

Half Credit Courses

High school classes are viewed in semester increments. Students receive one-half credit for each semester of a course successfully completed. If a student fails one semester in a class, then the student is required to repeat that semester in an accredited summer school program in order to get the one-half credit intended. Transcripts reflect the status of courses passed in this manner.

Internships

Seniors have the opportunity to earn high school credits through internships. Students are responsible for creating and securing their internship, as well as making a formal proposal to the College Counselor. To earn 1.0 credits, students must complete 130 hours at their internship over the course of the school year. To earn .5 credits students must complete 65 hours over the course of 1 semester. Students are responsible for logging their hours and ensuring their internship supervisor signs off on their hours. Quarterly hour logs will be due to the College Counselor. Students will also design a semester or yearlong project that will focus on utilizing the skills they learn at their internship. Project proposals will be due to the College Counselor no later than three weeks after the internship begins. The student will work with their College Counselor to determine the specific requirements of their unique project idea.



Built Exclusively for Christian Schools

Ignitia is a versatile online Christian curriculum and learning management system with dynamic, Christ-centered lessons and interactive features designed to serve teachers and students in elementary, middle, and high school.

Online Coursework

Williamsburg Christian Academy offers online coursework through the [Ignitia](#) platform. Students may take any online course that is not already offered through Williamsburg Christian Academy. In some instances, students may take a core course (Math, Science, English, History, Foreign Language) online due to a scheduling conflict. Online coursework does incur an additional cost of \$250 for a 1.0 credit course or \$125 for a semester course. Parents must approve the addition of an online course and complete a form through Praxi before the course will be added and the student's account charged.

Completion Time: Students will have one semester to complete a semester course (.5 credits), and one full school year to complete a year-long (1.0 credit) course. Students must complete at least 25% of a year-long course per quarter, or 50% of a semester-long course per quarter, in order to receive a grade for that quarter in their online class. If a student completes less than the prescribed percentage of the course they will earn an F for the quarter. Students must complete the coursework within the prescribed time frame in order to earn credit. Year-long (1.0 credit) courses be completed by the last day of school year in which the course was started.

Student-Teacher Interaction: Students will have two teacher points of contact when enrolled in an online course: The online course administrator, as well as a teacher with subject matter expertise. The online course administrator assists students with keeping track of progress made in the course, resetting accounts, proctoring tests and quizzes, as well as communicating with the student, parent and counselor regarding a student's overall progress in the course. The online course administrator will provide an interim or quarter grade every 4 – 5 weeks. Students will interact with this teacher daily during the class period they are assigned to work on their online course.

General Academic Policies and Procedures (con't)

Students are also assigned an additional teacher with knowledge of the curriculum the student is enrolled in. As an example, a student enrolled in online Biology will be assigned a teacher on the WCA campus who teaches Biology. This teacher serves as the subject matter reference for the student throughout the duration of the course to answer questions and review content for understanding. Students will meet with this teacher bi-weekly, for a total of 15 hours a semester, to review course content.

Course Credit in Physical Education (P.E.) for Athletic Participation

Upper School students may receive one half-credit in P.E. for each varsity sport they participate in with a limit of one full credit per academic year.

Concurrent Students

High school seniors may opt to take a college class concurrently as their high school schedule allows. The college classes selected must be classes that are not offered at Williamsburg Christian Academy. Students will receive one high school credit for each college course completed. College credits must come directly from the college and are not part of the high school GPA.

High School Credit-Bearing Courses Taken in Middle School

The following courses are offered in middle school for high school credit (consult with a counselor concerning prerequisites for these courses):

-  Algebra I
-  Geometry
-  World Language

Parents have the option of requesting that a course (grade and associated high school credit) be expunged from a student's transcript for any high school credit-bearing course taken in middle school. If a student has a course expunged from the transcript in a high school credit-bearing Algebra or Geometry course, the course must be repeated for credit the following year in order to meet graduation requirements. If a student has a course expunged from the transcript in a high school credit-bearing World Language course, the course may be repeated for credit.

The decision to have a grade expunged is binding and no grade or associated credit will be awarded once a request has been granted. The deadline to request a grade be expunged is August 1 of the same year in which the high school credit-bearing course was taken in middle school. Students who drop or have failed any part of a high school credit-bearing course and who are planning to retake the course the following year must register for the entire course. Credit is only awarded upon successful completion of the high school credit-bearing course.

Awards and Honors

Academic Honors Awards Program

At the conclusion of the academic year, a special awards ceremony is held for the purpose of honoring students who have excelled in numerous academic and civic

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endeavors during the year. This includes subject area awards, character awards, and leadership awards.

Honor Roll Recognition (*Middle and Upper School Only*)

Honor roll is awarded to those students who exemplify good grades and good student behavior that is evident in all that they do throughout the quarter/semester. If a student has a behavior deficiency, he/she may be removed from the honor roll as deemed appropriate by the administration. Honor roll recognition is awarded as follows during each grading period:

A Honor Roll = all A's in all subjects and good behavior

A/B Honor Roll = all A's and B's in all subjects and good behavior

Valedictorian and Salutatorian

Beginning at the 9th grade level, grade point averages will be rounded to the nearest 1/10,000th and continue in this manner through the Senior year. Senior students with the first and second highest calculated cumulative GPA through the end of the fall semester will respectively be designated valedictorian and salutatorian. In the event of a tie, co-valedictorians and/or co-salutatorians will be chosen. Only those who have attended Williamsburg Christian Academy for three (3) years will be considered for Valedictorian and Salutatorian status. The valedictorian is based on information available through the fall semester of their senior year.

Student Records

Records are maintained for every student. This includes registration forms and all pertinent documentation for enrollment. The records (cumulative record, discipline file, and psychological file) are maintained and updated showing personal data and progress through the school, including academic achievement, health information and test results. Teachers and administrators have access to these files.

Parents/guardians may review their child's records upon request; copies may be requested. When reviewing a student's records, any authorized parent/guardian may question the content of the records. This includes enrollment documents, grades, attendance records, immunization data, dates of graduation, progress reports, standardized test results, and discipline reports. If it is agreed to, the questioned material will be removed, or the parent/guardian may place a rebuttal with the material in question.

When a file is accessed by an authorized individual, a log will document the inspection including the date, name, and reason for the inspection.

Transcript Requests

Transcripts requests will be processed **if the account in finance is current**. Graduating seniors will be provided transcripts free of charge. Transcripts for alumni, and additional transcripts for students, will be at a cost and checks may be made payable to Williamsburg Christian Academy. Transcript request forms may be requested on the college and career page of the WCA website. Request forms must be submitted two weeks in advance of date needed.

Homeschool, International and Transfer Student Policies

Student Reduced Day Program

Williamsburg Christian Academy may offer part-time enrollment to students (grades 6-12) with unique and special circumstances as determined by the Upper School Principal provided space is available. Any part-time student must apply and meet all Williamsburg Academy admission requirements, including a signed acknowledgement of the Academy's core values and all other forms. The following criteria must be met:

ACADEMICS

1. In a given school year, a student must be enrolled in 5 credit bearing classes from the onset of a semester (at least 2 must be core classes. A part-time student who enrolls at Williamsburg Christian Academy mid-semester will not be permitted to participate in any extracurricular activity during that semester.
2. All part-time students must have transportation home immediately following the last class taken. Tuition for classes may include study hall time between classes to cover cost of supervision by Williamsburg Christian Academy staff.
3. A student who wishes to graduate from Williamsburg Christian Academy Must meet all of WCA's requirements as outlined in the student handbook.

Transferring Students

Williamsburg Christian Academy accepts credits transferred from other accredited high schools and accredited correspondence courses and may approve work completed through accredited home school experiences. This is subject to the discretion of the Head of School, the Upper School Principal, and the College Counselor. Official transcripts are required at the time of admittance. Williamsburg Christian Academy will accept summer school credits from accredited summer school programs or those accepted by the administration prior to taking the course.

International Students

International Students are welcomed to attend WCA contingent upon governmental requirements (I-20 Non-Immigrant Student Forms and SEVIS requirements), the meeting of requirements established through admissions standards to WCA, and placement with a host family.

Class Scheduling and Assignment

Classes at WCA are scheduled per our established curriculum (For more information on the WCA Curriculum, see the *WCA Curriculum Guide*).

The lower school "resource schedule" includes at a minimum art, music, physical education, and library/ computer, and is designed by the Principal of the Lower School. Williamsburg Christian Academy does not honor requests for classroom teachers.

Students in grades 6-8 receive class schedules based upon their previous level of completion, teacher recommendation, achievement test scores and grades.

Students in grades 8 - 11 will work with the College Counselor each spring to complete course requests for the following school year. The Upper School Principal and

ACADEMICS

Counselor create the list of course offerings for the following school year based on student interest and teacher availability, so it is very important for students and families to take time to think through their student's course requests for the following school year. Families are encouraged to schedule an appointment to meet with the counselor and their student to discuss any concerns regarding course requests and college planning or graduation. In August students will receive their schedule which includes teacher and period assignments at which time the Add/Drop window will begin. See "Add/Drop" for additional information.

Classification of high school grades is as follows:

-  Sophomore (10th grade) must have completed 7 credits before the fall semester
-  Junior (11th grade) must have completed 14 credits
-  Senior (12th grade) must have completed 21 credits before the fall semester

Reclassification of students for athletic purposes is not permitted at Williamsburg Christian Academy.

Williamsburg Christian Academy does not honor requests for classroom teachers.

Drop/Add Policy (Upper School Only)

Class changes may take place during set Drop/Add periods only. Students must schedule a counseling appointment and provide parental approval for any class change. Once a change has been approved, textbooks and other class materials should be returned. When circumstances justify a schedule change, approval must be gained by the Counselor and Principal of Upper School.

After the published Drop/Add dates, changes may be made only in extraordinary cases as determined by the Upper School Principal. Unless otherwise noted by the High School Principal and Head of School, all post first-quarter withdrawals will appear on the transcripts of the students requesting them. Course withdrawals may be considered for extenuating circumstances and on a case-by-case basis.

Although student choices of electives will be honored to the greatest extent possible, balance in class size and numbers of requests may preclude granting a first choice in all instances.

Promotion and Graduation

Promotion shall be based on satisfactory progress at each grade level. Graduation shall be based on satisfactory completion of the diploma requirements of Williamsburg Christian Academy with the following requirements:

A. TRADITIONAL ACADEMIC DIPLOMA

4 Bible Studies Units	3 Science Units
4 English Units	3 World Language Units
4 Social Studies Units	2 Visual/Performing Arts Units
3 Math Units	5 Electives

TOTAL CREDITS REQUIRED: 28

Exceptions to the traditional academic diploma:

- If a high school student exceeds the math/science requirements by one class, then the visual/performing arts requirement will be reduced by 1 credit (only 1 credit will be required).
- If a high school student exceeds the math/science requirements by two classes, the visual/performing arts units will not be required and a special Science, Technology, Engineering, and Math (STEM) seal will be awarded to indicate a concentration toward engineering.

B. HONOR SEAL REQUIREMENTS

- 5 AP and/or Honors courses completed by graduation
- 3.5 GPA or higher
- 80 hours of community service completed by graduation

Note: For other diploma options, please make an appointment with the Principal of the Upper School.

Re-enrollment

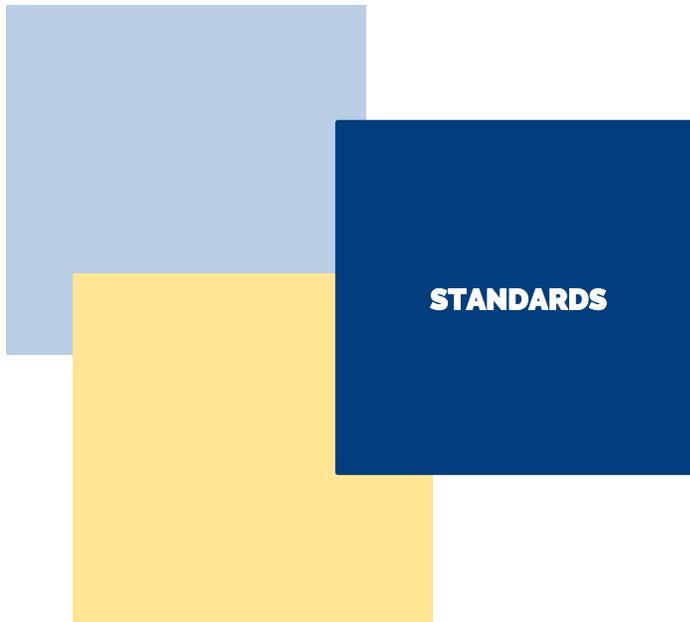
Re-enrollment must be approved by the Principal.

Summer Reading Lists (Upper School Only)

Summer reading is recommended and sometimes required of students at WCA to encourage educational growth and foster the love of reading. The reading lists have been compiled by teachers to provide a wide variety of topics to students as well as the greatest possible balance between personal interest and strongly endorsed literature books. Summer reading lists will be posted on the website.

Summer School (Upper School Only)

Summer school courses may be taken for makeup credit or to gain additional academic credits. Students taking summer school courses must have them approved prior to enrollment by the Principal of the Upper School. Any 9th-11th grade student failing English and/or Math will be required to attend summer school. Students failing other courses may be required to attend an approved summer school program at the discretion of the Head of the Upper School. Any student failing more than two courses will be dismissed from WCA.



Attendance

Standard Rules and Guidelines

Student Conduct

Disciplinary System

Digital Stewardship

Dress Code

Attendance

Absences (excused and unexcused)

School hours are from 8:00-3:00PM Monday, Tuesday, Thursday, and Friday; 9:00-3:00PM on Wednesday for Upper School and 8:00-3:00PM for Lower School.

The Teachers will supervise all attendance records. Daily records will be kept for every student and entered on his or her permanent record at the end of the school year. Communication with the athletic director will be ongoing. In addition, students must remain on campus until either excused or officially dismissed. Parents or guardians will be informed officially by the school after a student's fifth (5) absence. Seven (7) excused or unexcused absences in a semester warrant a parent meeting with administration, and will result in a Saturday Make-up Day. Absences may be excused or unexcused.

WCA administration will treat each case individually based on its merit and based on extenuating circumstances that may arise from time to time. Consequences include (as applicable by grade level), but are not limited to, loss of class credit, mandatory study hall time before or after school to make up missing work, removal from athletic teams and extracurricular activities, and removal from Williamsburg Christian Academy.

If you know in advance that your child will be absent, please send in a note to the receptionist. We keep a record of all excuses. Absences will be considered excused for personal illness, serious illness or death in the immediate family, medical and dental appointments, or other compelling reasons specifically approved by the Head of School. When returning to school after an absence, a note should be sent to the school office by the parents explaining the reason for the absence. A limit of two notes per semester will be accepted for the same medical condition; the third must be provided by a doctor and appropriate medical official.

An absence involving more than four periods or ½ of the school day will be recorded as a "full day absence." **Athletes must be present for an entire school day to play in all games. A doctor's note is required if a student has a doctor's appointment on a game day in order to play.**

Notes for absences must be received within two (2) days of the student's return to school for the absence to be excused. All absences will be unexcused until a note is received by email or phone call to the office.

Requests for pre-arranged absences such as out of town family trips should be submitted to the office in writing for approval **at least two (2) weeks in advance**. Teachers will send along assignments prior to the pre-arranged absence when possible and appropriate. Students are responsible for obtaining assignments and making up work when absent. Any missed class work and homework must be completed and turned in on time. For each day absent, the student will be allotted one day to make up the work.

The administration, faculty, and staff of Williamsburg Christian Academy expect every student to be in attendance in every class every school day. The maximum number of allowable absences (excused or unexcused) is 9 (nine) days per semester and 18 (eighteen) days per year. If a student exceeds the maximum number of absences (Excused or Unexcused), he/she may not receive credit and may fail each class in which the maximum is exceeded. Absences due to long-term illness or extenuating

STANDARDS

Attendance (con't)

circumstances will be handled on an individual basis by the administration and school board if warranted.

Those students who have reached the maximum, nine (9) absences, during a semester will not be allowed to participate in a school event that requires an additional absence from class. This policy would not eliminate overall participation in the activity; it would just impact those events that require them to miss scheduled classes.

Determination of what constitutes an unexcused or excused absence is at the sole discretion of administrative leadership.

Family trips not prearranged at least one week in advance and/or longer than 5 consecutive days in length will constitute an unexcused absence.

Excused Early Dismissals and Tardies

Students arriving at school after 10:00 am will be counted ½ day absent. Students leaving before 1:00 pm will be counted ½ day absent. Participation in athletic games after school may be denied to students not attending a full day. Students must attend at least a half-day in order to participate in non-athletic extracurricular activities. The receptionist will inform the athletic director of absences of athlete. All notes for early dismissal or tardiness should be given to the office as soon as the student arrives at school. The office will record and keep the notes and issue a pass to class or an early release slip depending upon the circumstance.

School begins at 8:00 am, and it is critically important that students arrive to school on time. Such habits are critical to success in later life, and we seek to instill punctuality in our community. Any student in grades K-12 arriving after 8:05 is considered late to school. If the student arrives between 8:00 and 8:05, they may go right to class. K3 and K4 students may go right to class if they are late. If K-12 students arrive after 8:05, they must report to the front office, sign the tardy log and obtain an office pass before he/she goes to class. There is a consequence, dependent on grade level, for excessive tardiness to school and to individual classes. For details, please see discipline sections for divisions in this handbook.

Tardies to school will result in disciplinary action as follows:

- ☞ Three (3) tardies in one quarter will result in a warning email sent home
- ☞ Five (5) tardies in one quarter will result in Saturday school service hours
- ☞ Seven (7) tardies in one quarter will result in a parent conference
- ☞ Ten (10) tardies in one quarter will result in an In-School Suspension
- ☞ Three (3) unexcused tardies in the same class will constitute an absence from that class

Skipping Class

Skipping class is defined as an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day or staying out of a scheduled class or activity without permission. Such action will result in disciplinary action to the student. For details, please see discipline sections for divisions in this handbook.

Medical Appointments

Medical appointments should be scheduled after school hours whenever possible. When appointments must be made during school hours, the teacher and school office should be notified in writing with a personal note either prior to or upon return from the appointment.

Standard Rules and Guidelines

This section of the handbook governs basic rules and regulations at WCA to ensure a safe, secure and orderly school day for all students as well as preserving the facilities that God has granted us.

Faith Based Guidelines

Prayer

Prayer is important and one of the non-negotiable core values of Williamsburg Christian Academy. Students at WCA are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with God is essential to consistent Christian living.

Bible

The use of Scripture in the classroom and the teaching of Bible are integral and fundamental in the educational process at Williamsburg Christian Academy. The Academy recognizes the English Standard Version (ESV) as the translation of the Bible normally used in the classroom for study, quotation, and memorization.

Chapel

Chapel will be held weekly on Friday mornings for K3-5th grade. Chapel will be held for Upper School on Wednesday mornings in the cafeteria.

A spirit of reverence should be felt in all chapel services. Attentive and courteous conduct honoring the Lord should be observed at all chapel assemblies. Parents are always welcome to attend chapel services.

Church Attendance

Hebrews 10:25, "Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching."

Believing that our role at Williamsburg Christian Academy is to assist the home and the church in the task of training young people, it is encouraged that all of our students and at least one parent/guardian will be in regular attendance at their church.

Standard Rules and Guidelines (con't)

School Day Guidelines

Elevator

In order for students to use the campus elevator, permission must be given by the appropriate division principal.

Textbooks

Textbooks must be kept in good order, and damage to textbooks during the school year may result in a fine to the student's account to repair or replace a book.

Student Lockers

Lockers are assigned to students in grades 6-12 (and in selected lower school grades as needed). If space allows, some students may be assigned two lockers (top and bottom locker). Combination locks may be used provided the combination is on file in the upper school office. Many students choose not to use a lock. WCA reserves the right to cut locks to search lockers.

Automobiles

All drivers are required to obey all traffic signs and laws while driving on the WCA Campus. Driving on campus is a privilege that can be suspended. There must be no speeding or reckless driving on campus. Parking in unmarked areas, such as grassed areas, is not permitted. Infractions will cause the loss of driving privileges on the WCA Campus.

WCA Students that have obtained a valid driver's license and have permission from their parents may drive and park on school property once they complete the Student Driver Permission Form and are approved to drive on campus by the WCA Administration. Permission forms can be obtained at the school office. WCA students will be required to sign the permission form agreeing to all Student Driving Regulations noted on the form. Once the student is approved to drive on WCA property, they will receive a WCA parking permit for the school year. Parking permits must be returned at the end of each school year and renewed at the beginning of each school year. The annual cost of the parking permit is \$20.00. Students driving on campus at any time that have not applied for and obtained written permission from the WCA Administration will receive disciplinary action up to and including suspension from school.

Administrative and Parent Guidelines

School Supplies

A basic school supply list is provided for all school students before school starts. [Upper School students will learn more about remaining school supplies when they meet their classroom teachers at the beginning of school.](#) School supply lists are available on the school website.

Birthdays

In the lower school, birthdays will be celebrated during your child's lunch period. Please refrain from distributing private birthday invitations at school. If a parent or

guardian would like to provide treats for their child, please contact the student's teacher a week in advance.

Teacher Gifts

Simple, thoughtful, inexpensive teacher gifts are very meaningful to WCA faculty and staff, yet they are not a requirement. Gifts are not a requirement and are not mandated by any division of the school. Any gift amount is appreciated. All gifts are voluntary, and no records are kept of contributions.

Field Trips

Students must follow school dress code for all field trips unless otherwise stated. Permission slips must be completed in full, signed by parents and returned to the trip sponsor before students will be allowed to participate on any field trip. If a student has more than 5 (five) absences in a semester or is currently failing a class he/she will instead remain at school to complete school work.

STANDARDS

Student Conduct

General Standards

In order to maximize each student's educational experience, it is critically important that each classroom maintain a high level of production, inspiration, and mutual respect. Thus, students and teachers must work together so that all students have the opportunity to succeed. Although each teacher will individualize their classroom experience, there are certain expectations in each WCA classroom:

-  Proper respect must be shown to other students and adults. Listen without speaking when another person is speaking. Never belittle another student for an opinion, question or answer.
-  Inappropriate language or demeaning comments are never acceptable in a WCA classroom.
-  Show proper respect for all property and the facilities. Never write on desks, tables, or walls. Pick up papers and trash anywhere on the school grounds; have pride in your school and all of its facilities.
-  Students must not deface school property or the property of others. To do so is a serious matter.
-  No food or drink is allowed in the classroom without a teacher's permission

Honor Code

At Williamsburg Christian Academy, we believe that academic and personal integrity are essential elements in creating a comfortable and trusting educational atmosphere for students, faculty, and school family. We encourage all students to extend their educational experiences beyond textbooks and academics. The School is responsible not only for developing student's minds, but also for developing character, strong morals, and a Christ-centered walk.

To accomplish this goal, each student must uphold and follow the School's Honor Code. It is based on a system of mutual trust among students, faculty, and staff; it dictates that as members of the Williamsburg Christian Academy community, we will not lie, cheat, steal, or plagiarize.

Students should, when aware of an infraction, report the infraction to a teacher or Principal. Students who are reported for possible violations will meet with the

STANDARDS

Principal to discuss the report. At this point, the Principal will make contact with the student's parent or guardian to discuss the situation and corrective measures. The first offense will be used as an opportunity for growth and guidance with the degree of judgment varying depending on the age of the student and appropriate circumstances.

As referenced, the Honor Code prohibits:

- Lying
- Cheating (the giving, receiving or attempting to give or receive unauthorized help, including the loaning of homework, that could result in an unfair advantage in completing school work)
- Stealing or borrowing without permission
- Any form of plagiarism (intentionally or unintentionally borrowing someone else's words, ideas or facts and passing them off as one's own)

Philippians 4:8 states, "Finally brethren, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report, if there be any virtue, and if there be any praise, think on these things."

Each student at WCA is expected to commit to what the Word of God petitions us to be in the area of honor. Strong emphasis is placed on the importance of integrity as it relates to being truthful and upholding academic integrity.

Substance Abuse Policy

Williamsburg Christian Academy seeks to assist each student with the skills and attitudes necessary to live a full, productive, and drug free life. Our philosophy of drug and alcohol abuse is one of pro-activity and prevention based upon the lifestyle depicted in Romans 12:2; Psalm 25:21; I Corinthians 10:13.

We affirm that substance abuse has far-reaching negative consequences and that we must provide a drug free environment in order to successfully deliver Christian education. To that end, we have the authority to test students for drugs.

The WCA Substance Abuse Prevention Policy is motivated by protection and deterrence, not detection and punishment. We also maintain the core value of personal responsibility. We see our task as assisting students with education and awareness. If any staff member or student has reason to suspect a WCA student of abusing drugs or alcohol, that staff member or student shall report the matter as soon as possible to the Head of School.

The possession or use of alcoholic beverages or the possession or use of illegal drugs or look-alike drugs at school or at school-sponsored events is unacceptable and will result in strong consequences and may include expulsion. Any activity with illegal substances which results in an arrest or conviction may result in expulsion at the discretion of the Head of School. The possession of any drug paraphernalia at school or a school-sponsored event carries the same consequences as possession or use of alcohol or drugs. Any use of substances on campus or arriving on campus for school or any activity sanctioned by the school under the influence of drugs or alcohol will be cause for immediate suspension or expulsion. If a student is not expelled, a prescribed treatment plan must be put in place, and documented through writing, before a

Student Conduct- Substance Abuse Policy (con't)

student may return to school. If a second offense occurs at any time during a student's academic career at WCA, the student will be removed from school.

Additionally, use of a prescribed drug by any person other than the one for whom it is prescribed, to dispense a prescription drug to another for whom it is not prescribed or to use a prescribed drug in a manner other than that which is prescribed if such a use results in impairment, will be considered an illegal drug and against WCA policy.

Definitions:

“Drugs” or “illegal drugs” means amphetamines, cannabinoids, cocaine, phenylcyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any substances listed herein. “Illegal drugs” includes, but is not limited to, all scheduled drugs as allowed by law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. The use of the term “drugs” or “illegal drugs” shall also include performance enhancing drugs.

Searches and Inspection:

Students may be asked to submit to a search of any vehicle brought onto WCA premises; to submit to a search of any packet, package, purse, briefcase, lunch box, or other container brought onto WCA premises; or to submit to a search of desk, file, or locker, whether or not such container, briefcase, backpack, etc., is locked. Refusal to consent to a search or inspection may result in disciplinary action, up to and including expulsion.

WCA administration may also, at its discretion, invite law enforcement or other qualified personnel to conduct random searches or assist in a specific search on WCA property. Such a search may include any and all personal property of WCA students.

If the WCA Head of School has received what he or she believes to be proof of substance abuse, including but not limited to a student who tests positive for drug use, or a student is found to be in possession of drugs or drug paraphernalia or is under the influence of drugs, the student will be disciplined according to WCA Student Policy, up to and including suspension or expulsion, at the discretion of the Head of School. Any drug prescribed by a physician for use by a student must be in a container which includes the prescription. Possession of a drug without a prescription shall be sufficient evidence of chemical abuse requiring further investigation. Possession by a student of a prescribed drug in a manner which complies with this policy may be verified by the Head of School or designee. The Student/Parent Handbook describes the appropriate procedures if prescribed or over-the-counter medication must be dispensed during the school day.

Substance Abuse Testing Procedures:

Each WCA student will be subject to all WCA Student Policy statements. WCA reserves the right to test any individual who at any time exhibits cause for reasonable suspicion of substance abuse from age 12 and above. Students may also opt for self-referral and the natural consequences. Parents/guardians may request their child be tested at any time at their own expense and must agree to provide the results to the school to preserve unity of purpose. All information gathered will be kept confidential.

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Student Conduct- Substance Abuse Policy (con't)

WCA will coordinate with local medical specialists and/or drug testing centers to provide testing. This may include random sampling and the testing of hair samples or urine samples. Advance notice will not be required. Students and parents of students will be notified on the morning of the test, and parents will be given the opportunity to be present and be provided with a detailed description of the testing. The test screen will include, but is not limited to, tests for use of cocaine, marijuana, opiates, methamphetamine, and phenylcyclidine (see definitions).

School administrators will be notified of all test results and will then notify parents/guardians. Additional tests can be done privately at the expense of the individual families. Positive tests will result in disciplinary interventions that are described in the WCA Student/Parent Handbook. The school may also require that a student receive an assessment and counseling from a state-approved alcohol/drug agency. Proof of satisfactory completion will be required.

Law enforcement agencies will be contacted in both first and second offenses of substance abuse. Students will be required to sign the Substance Abuse Prevention Policy each year. Second offenses will result in expulsion. Any tampering with drug testing results or falsifying of information will result in expulsion. The cost of any red-flagged or extra tests will be borne by the student's family.

Students and family members are always encouraged to contact the school to self-refer or to report concerns. Self-referral may give the school cause to withhold normal consequences in the interest of second chances and a redemptive philosophy of education.

Drug and alcohol testing will be conducted so as to reasonably ensure the confidentiality of the results. Test results and related information, including interviews, reports, statements and memoranda shall be maintained as confidential information, separate from the permanent student record.

Other scriptures that form the basis of this policy are: Galatians 5:19-21; Luke 1:15, 21:34; I Cor. 6:10-13, 19-20; Prov. 20:1.

Bullying and Harassment Policy

As a Christian school dedicated to the teachings of Jesus Christ, we believe in the value and dignity of all people (Psalm 139:14, Matthew 22:37-40). Thus, any form of harassment or bullying towards any member in the WCA community, or any visitor to school (which includes those involved with activities on or off campus, visiting athletic teams, their fans, and officials) is completely unacceptable and will not be tolerated.

Williamsburg Christian Academy believes in preserving the dignity of every student, coach, administrator, faculty, and staff member and it is the expectation that everyone in the WCA community treat others with respect. Such mutual respect promotes the Christian mission of the school and any form of bullying and inappropriate conduct on the basis of an individual's color, race, religion, origin, sex, national origin, age, disability, handicap, or veteran status will not be tolerated. WCA is committed to

Student Conduct- Bullying and Harassment (con't)

excellence in all areas of its operation, and any form of discrimination that is not consistent with the school's Christian mission is strictly prohibited. This policy strictly forbids any student from engaging in conduct which bullies, harasses, discriminates, intimidates, or retaliates against any other WCA student, a student's family, WCA employee, teacher, coach, or administrator. This includes the bullying, intimidation, retaliation or discrimination through verbal, electronic, written, and physical means. In addition, sexual harassment and any offensive conduct based on gender (including, but not limited to, sex-oriented kidding/teasing, sexual advances, verbal abuse, unwelcome pressure for sexual activity, stalking, unwanted touching and physical contact) will not be tolerated and is subject to disciplinary review by WCA administration.

“Bullying” means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyberbullying. “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict. “Bullying” also does not include any expression of religious, philosophical, or political views that does not cause an actual, material disruption of the educational work of the school, including but not limited to any expression that is consistent with WCA's statement of faith, educational values, mission statement, and/or curricular or pedagogical objectives.

“**Cyberbullying**” includes, electronically sending mean, vulgar, or threatening messages or images online posting of sensitive, private information about someone pretending to be someone else online in order to make that person look bad using photoshop tools to create harassing images publishing jokes about another person on the Internet using the Internet to entice a group to physically harm another person can be done using email, IM's, text messages, blogs, etc.

Bullying involves systematically and chronically inflicting physical hurt or psychological distress on another person. Bullying involves physical and emotional behaviors that are intentional, controlling, and hurtful, thus creating harassing, intimidating, hostile or otherwise offensive educational environments. Bullying behaviors include unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with an individual's school performance or participation; or creates a disruption in the educational environment.

Examples of bullying include, but are not limited to, physical contact intent on causing harm, spreading rumors (by verbal or electronic means) about another student or member of the WCA community with the intent of causing harm, any inappropriate sexual reference or image shared with others, and inappropriate name calling/comments based on race, gender, disability, national origin, religion, etc.

Students, parents, and/or staff who are aware of bullying should report it to a faculty member, a supervisor or the appropriate principal. The head of school, division principal, or designee, shall promptly assess whether any claim of alleged bullying falls within the definition of bullying under this policy and upon probable cause that it does, shall notify via telephone, personal conference, and/or in writing, the parent or legal guardian of all students, and/or any adult involved within forty-eight (48) hours

STANDARDS

of the initiation of an investigation of any such claim in a manner that protects the privacy and procedural rights of all concerned. All reports of an incident of alleged bullying will be initiated, investigated and acted upon by WCA in a timely fashion in accordance with WCA's standard disciplinary policies and procedures.

Consequences for founded determinations of bullying will be developmentally and age-appropriate, and may include detention, suspension, and/or expulsion from the school and/or, in the case of an adult, from employment by, and/or access to, the school, and/or participation in WCA activities. Also, depending upon the facts and circumstances of any claim of alleged bullying, referral of any bullying claim and/or finding may be made to local law enforcement authorities.

Williamsburg Christian Academy forbids **any form of retaliation** against any individual or group that reports bullying or harassment. This policy includes students, parents, siblings, faculty, staff, coaches, and administration. Anyone who believes they have experienced retaliation should report this to the appropriate division.

Disciplinary System

Lower School

Williamsburg Christian Academy students are expected to exhibit concern and care in their dealings with other members of the WCA community. All students are to respect the dignity and rights of other persons and their property. All students are expected to develop and maintain a high standard of personal integrity and honor in behavior, language, good manners and work. All students shall observe the regulations of the school, guiding their actions through the use of common sense. WCA students are taught that their behavior has consequences both positive and negative, and that they must accept responsibility for their own behavior and schoolwork.

Therefore, the positive discipline we encourage at WCA is based upon self-discipline. Students will follow the course of discipline established by individual grades. Discipline procedures will be explained to students in their class at the beginning of the school year. Discipline is created to be developmentally appropriate according to each age in the lower school grades.

Upper School

PHILIPPIANS 1:27a says, "Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ."

The goal of discipline is to teach students appropriate behavior and to correct behavior that negatively impacts the educational environment and process (Proverbs 22:6). WCA seeks to train its students to walk in a positive relationship with God and man. The Bible is a daily part of a student's curriculum, and students are trained to live in a cooperative, respectful, responsible and spiritually-minded manner. While efforts are always made to maintain a student's privilege of attendance in school, students are responsible for the choices they make. The administration is responsible for determining appropriate consequences. The outcome of the disciplinary process in the life of a student is expected to result in 1) **repentance** (turning away from the behavior), 2) **remorse** (a heartfelt sorrow concerning the behavior), and 3) **restitution**

(making it right). Discipline at WCA is a process of instruction, repentance, restitution and restoration.

2 Corinthians 7:8-11 says, “For even if I made you grieve with my letter, I do not regret it—though I did regret it, for I see that that letter grieved you, though only for a while. As it is, I rejoice, not because you were grieved, but because you were grieved into repenting. For you felt a godly grief so that you suffered no loss through us. For godly grief produces a repentance that leads to salvation without regret, whereas worldly grief produces death. For see what earnestness this godly grief has produced in you, but also what eagerness to clear yourselves, what indignation, what fear, what longing, what zeal, what punishment! At every point, you have proved yourselves innocent in the matter.”

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The WCA Upper school community is centered on the concepts of respect, honor, and trust. Common sense should guide student behavior at all times. Because of the importance of the upper school educational experience, no student will be permitted to impede upon the WCA experience of any other student at any time, in or out of the classroom. If this occurs, students will be reported to the Upper school principal through a specified and consistent system. The goal of the system is to encourage and guide students to make the right choices and to counsel and disciple students when wrong choices are made.

The Upper School Principal ultimately determines disciplinary action on behavior infractions and honor code issues. Disciplinary action includes detention, work detail, and suspension. If a violation or set of violations occur that merit consideration for expulsion from the school, the Head of School has the ultimate authority.

Detention

Upper school detentions will be held on Wednesday afternoons from 3:15-4:00. Students must arrive for detention sessions on time or they will need to serve an additional session. Students will sit silently for the full time of the detention without sleeping or distracting other students. Determination of behaviors warranting detention are at the sole discretion of WCA Administrators.

Saturday School Service Hours

If a student has accumulated three (3) detentions over the course of a semester, that student will be assigned to Saturday school, service hours. Students are served at the school on Saturdays from 8AM-11AM. Students will be assigned simple service projects aimed at improving the physical appearance of our school. A further detention will be evaluated by the principal and may possibly lead to a suspension.

Suspensions

In-School Suspension or Out of School Suspension:

Suspensions from school are serious and are designed to allow the student the opportunity to reflect upon their actions and the consequences associated with those actions. It is our hope that a permanent change will occur as a result of a suspension. All In-School Suspensions are served in the building during the school day. A student who is suspended may not participate in any extracurricular activities during the time of the suspension. Determination of behaviors warranting suspension are at the sole discretion of WCA Administrators.

Students who have been suspended may not receive re-enrollment materials until the school year has been completed satisfactorily. Re-enrollment must be approved by the Principal of the applicable school.

Discredit Clause

Williamsburg Christian Academy reserves the right to require a student to withdraw for cause, medical or otherwise. This includes students who are involved in an activity that reflects in a negative, harmful way on the school. Any arrest or conviction in court other than a routine traffic violation will result in suspension and may result in dismissal from the school.

Disclosure Clause

Any student who is charged with a misdemeanor or a felony is under obligation to report this promptly to the school's administration. Failure to do so may result in immediate dismissal from WCA.

Expulsion

The Head of School reserves the right to expel any student if the student is a continuous discipline problem or refuses to take academic responsibilities seriously. When a student is not in harmony with the students and teachers of Williamsburg Christian Academy or is not benefiting his/her peers spiritually and/or intellectually, he/she may be expelled for serious offenses. Parents may appeal an expulsion in writing to the school board provided the Biblical model for respect of administrative authority is being modeled. The school board's decision is binding. Tuition is due in full accordance with the tuition payment preference form agreement.

EXAMPLES OF BEHAVIOR LEADING TO EXPULSION:

- Use of a Weapon
- Not submitting to the authority of Teachers and Administration
- Drug Use
- Bullying (as defined on page 37-38 of this handbook)
- Repeated Suspensions
- A pattern of unacceptable behavior including poor attitude, disobedience and disrespect
- Any extreme unacceptable behavior as determined by the Head of School.

the above list is not exhaustive

A student who has been expelled may apply for possible re-admission to Williamsburg Christian Academy 12 months following the completion of his/her expulsion. The student must have repented and apologized to all offended parties as well as displayed a good record at another school. Re-admission, if granted, will be upon recommendation of the administration and approval of the school board, which may require the gathering of other information, and must be accompanied by a certificate of successful remediation or counsel in writing from any professionals who have helped the student during the expulsion year.

Expelled students and students who have withdrawn at the request of the administration are prohibited from being on campus before, during, and after school hours. Expelled students are prohibited from attending school-sponsored functions without the specific permission of the Head of School or his/her designee for each

event and must be accompanied by at least one parent during the entirety of each event.

Expulsion of a student is in effect for a 12-month period from the date of the expulsion. Re-admission may be considered after that time period.

At school or school-sponsored events, the school staff acts on behalf of the parents to enforce rules and issue discipline for behavior that is not in keeping with standards commonly held at home and school. Outside of school and school-sponsored events, parents hold the responsibility for helping their children maintain consistent Christian lifestyles. The school, however, reserves the right to dismiss a student if it becomes apparent that his or her out-of-school activities are exerting a negative influence on other students in the school. Activities that the school board feels would have a detrimental effect on the spiritual well-being of the child or the school includes, but is not limited to the following: The use of or involvement with alcohol, tobacco, drugs, pornography, offensive language, immoral behavior, bullying or harassment through social media, and illegal actions.

STANDARDS

Grade and Behavior Reporting

Williamsburg Christian Academy is obligated to report honor and discipline violations - including, but not limited to, suspensions and expulsions - to schools where students have applied for admission.

Withdrawal

A family intending to withdraw a student from WCA must submit a signed student withdrawal form to the Head of School at hos@williamsburgchristian.org.

Digital Usage and Citizenship

The WCA digital stewardship policies listed below are intended to layout specific guidance with regards to the use (or misuse) of electronic devices at WCA. Although digital devices have the potential to greatly impact the learning process and are increasingly a part of our everyday lives, they have the potential to be a substantial distraction to class instruction. The rules, policies and opportunities listed below are intended to assist our students in using technology tools responsibly in the school setting.

Digital Devices

Lower school students may not use cell phones on campus during the hour of 7:45 AM and 3:00 PM. Lower school students are not permitted to carry cell phones during the day, and they must be secured in a student locker. Upper School students will turn in their phones prior to the start of the school day at a designated location. High school students may use their phones at lunch and then return them to designated location. WCA allows students to bring their own laptops and/or tablets for educational purposes only.

WCA is not responsible for the security of student-owned technology and therefore the student must take responsibility. Devices are to be kept on silent mode during the school day and may not be used for non-instructional or inappropriate purposes.

STANDARDS

WCA has the right to confiscate and/or examine any device that is suspected of inappropriate use.

Internet Usage

WCA provides an Internet connection that is protected from objectionable content by a web filter. Training in digital citizenship is provided for students by the faculty. Consequences are applied for unacceptable uses of the WCA network including: illegal activity, initiating a financial transaction, degrading security or system performance, vandalizing the data of others, being wasteful of resources, unauthorized access to resources, invasion of privacy, use of someone else's account without permission, posting or viewing private/rude/inappropriate messages or images, downloading viruses, or violating WCA's Mission, Vision or Core Values.

WCA is not responsible for students' citing of sources inappropriately, fees incurred by request for a product/service, or disregard for the privacy of email. Students will carry full responsibility for these items. The school's policies against discrimination or harassment apply to all Internet communications. Any Internet communications that adversely reflect on the Christian values of the school or that disparage anyone will carry serious disciplinary consequences. Students will be held responsible for all posts or blogs on a website or for content posted by third parties that is inappropriate or contrary to WCA's Mission, Vision or Core Values.

Google For Education

Parents of students in grades 4-12 must agree to partner with WCA in the oversight of assigned williamsburgchristian.org Google for Education accounts for students in grade 4-12. Parents will receive their child's username and password before the start of the school year. The current password is case sensitive and will need to be typed exactly as shown upon receipt. Parents are expected to keep a record of the login/password information for student accounts and to change the password after initial setup.

Students will be introduced to the Google Docs system and receive training in digital citizenship. The importance of Internet safety and respectful email communication will be covered. Google for Education is beneficial for WCA students because it allows group collaboration between teachers and students. In addition, students will have access to word processing, spreadsheet and presentation software without using hard drive space and without device compatibility issues presented by Microsoft Office. Google for Education student email accounts will not be used to communicate sensitive or personal information pertaining to grades or classroom performance.

Parents are required to agree to the following regarding Google for Education:

1. Students will be responsible to use their Google account for appropriate academic activity only. All collaborative files will be used to communicate assignments and projects under the direct supervision of the classroom teacher.
2. Online communication will be respectful and collegial in nature. Teachers will maintain a master list of students and their email addresses and will create appropriate student groups. Although students may have freedom to use Google for Education accounts to contact or be contacted by others, WCA may find and apply limits to this freedom and confine communications only to the williamsburgchristian.org user accounts.

Dress Code

Lower School:

K3, K4 and K Students:

-  No backless shoes; tennis shoes must be clean and in good repair and must be worn for PE
-  Solid color shirts
-  Khaki/navy/black bottoms
-  Eagle t-shirt must be purchased
-  Eagle t-shirts may be worn any day
-  Hair color must be a natural color

Grades 1-5 Students:

-  No backless shoes; tennis shoes must be clean and in good repair and must be worn for PE;
-  girls must wear shorts under jumpers for Physical Education (PE).
-  Hair color must be a natural color

Girls Options:

-  Solid colored polo style dresses
-  Khaki/navy/black pants or walking shorts; no cargo
-  Solid color, collared shirts
-  Solid colored sweaters, fleece, quarter-zip, crewneck sweatshirt; small logo only and must not be larger than 2 inch by 2 inch. Hooded sweatshirts are not permitted unless they are a WCA sweatshirt. Hoods may not be worn inside at any time during the school day.
-  Eagle t-shirt must be purchased and can be worn on designated Eagle t-shirt days. Field trips and other special occasions will require this t-shirt.
-  Hats or sunglasses are not permitted to be worn inside the classroom.

Boys Options:

-  Khaki/navy/black pants or walking shorts; no cargo
-  Solid colored, collared shirt
-  Solid colored sweaters, fleece, quarter-zip, crewneck sweatshirt; small logo only and must not be larger than 2 inch by 2 inch. Hooded sweatshirts are permitted and must be a WCA sweatshirt. Hoods may not be worn inside at any time during the school day.
-  Eagle t-shirt must be purchased and can be worn on designated Eagle t-shirt days. Field trips and other special occasions will require this t-shirt.
-  Hats or sunglasses are not permitted to be worn inside the classroom

STANDARDS

STANDARDS

Upper School:

The goal is that the students are modest and look nice, business casual. This sets the proper mindset for serious learning.

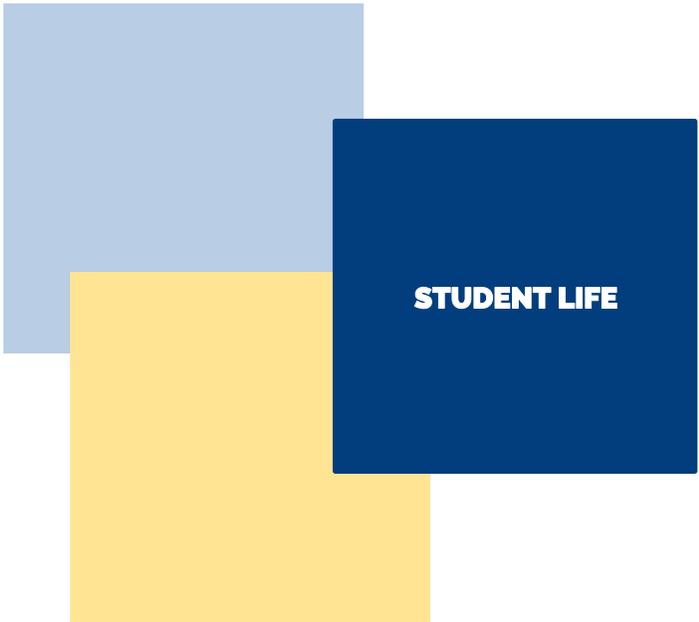
Boys:

- ☞ Khaki, navy, black pants or walking shorts, and collared shirts must be worn. Solid color sweaters, sweatshirts or quarter zips with only the non-design manufacturers logo (maximum of approximately 2 inches by 2 inches), no other writing. No cargo pants or hats.
- ☞ Shirts must be tucked into pants or shorts.
- ☞ If worn, pants and shorts must have belt loops and a belt must be worn.
- ☞ Only WCA hooded sweatshirts are permitted. Hoods may not be worn inside at any time during the school day. Collared shirt must still be worn underneath
- ☞ Hats are not permitted to be worn in the school at any time during the school day.
- ☞ Sunglasses are not to be worn in the building at any time.
- ☞ Wednesdays for chapel, boys may dress up with a tie.
- ☞ Any WCA branded pullover, fleece, or sports zip up jackets are permitted. Collared shirt must still be worn underneath
- ☞ Hair color must be a natural color

Girls:

- ☞ Khaki, navy, black pants or walking shorts, and collared shirts must be worn. Solid color sweaters, sweatshirts or quarter zips with only the non-design manufacturers logo (maximum of approximately 2 inches by 2 inches), no other writing. No leggings, jeggings, or yoga pants.
- ☞ If worn, Pants and shorts must have belt loops and a belt must be worn.
- ☞ Shirts must be tucked into pants or shorts.
- ☞ Only WCA hooded sweatshirts are permitted. Hoods may not be worn inside at any time during the school day. Collared shirt must still be worn underneath
- ☞ Hats are not permitted to be worn in the school at any time during the school day.
- ☞ Sunglasses are not to be worn in the building at any time.
- ☞ Wednesdays for chapel, girls may wear long dresses, maxi skirts or dresses with leggings. If a dress is sleeveless, backless, or has spaghetti straps a sweater must be worn. Upper school students may wear skirts or dresses slightly (1-2 inches) above the knee.
- ☞ All footwear must have a back, no flip-flops unless given permission by the Middle/Upper School Principal.
- ☞ Any WCA branded pullover, fleece, or sports zip up jackets are permitted. Collared shirt must still be worn underneath
- ☞ Hair color must be a natural color

We reserve the right to call the parent/guardian to bring an alternative outfit to school or send the student home to change clothes if they are an approved driver. We reserve the right to call the parent/guardian to bring an alternative outfit to school or send the student home to change clothes if they are an approved driver



STUDENT LIFE

- Student Resources
- Extracurriculars
- Government and Fundraising
- Athletics
- Conflict Resolution

Student Resources

Counseling Program

Williamsburg Christian Academy implements a school college counseling program comprised of individual and group services designed to give systematic assistance to all pupils in achieving their educational and vocational goals. The counseling services include testing, transcripts, letters of recommendation, college/university planning, teacher in-service training and teacher consultation. The school shall seek to guide all students in appropriate directions beyond high school. The faculty and administration shall work cooperatively with families in providing guidance for upper school students.

Student personal needs such as a family crisis or other related issues, as a general rule, should be referred to outside counseling services. A list of counselors/educational service providers will be provided upon request. When a student shares confidential information of a serious or life-threatening nature, the school counselor will report that information to the appropriate authorities. When the counselor deems sharing non-critical, confidential information necessary, he/she will do so with prior permission from the student. – (as per Association of Christian Schools International (ASCI) Legal Update).

Extra Help

Students are encouraged to be pro-active in their education process. If a student is struggling in class the student should schedule time to meet with their teacher during their office hours. Students should refer to their teacher's syllabus for scheduled office hours. Teachers generally facilitate extra help academic tutorials from 3:15PM-3:30PM (Mondays through Thursdays).

Any student earning less than 72% in any Upper School course will be required to attend extra help sessions after school. A student must improve the course grade to a 75 in order to place out of required after school extra help. Teachers will collaborate with the Upper School Principal to resolve extra help scheduling conflicts involving any student that has less than a 72 average in multiple classes. Extra help academic tutorials take priority over athletic obligations and extra-curricular activities. Students participating in after school sports or activities may join their teams upon conclusion of their daily extra help tutorials. Students who skip academic extra help tutorials may be suspended or dismissed from their team or activity at the discretion of the head of school. Teachers will communicate required extra help tutorials to student, family, and coach by the end of business each Friday regarding the student's extra help.

Lunches

WCA provides a lunch program to its students and staff at an affordable price. Menus are available online and orders are placed online one week in advance. The goal is to provide a wide variety of healthy choices in our lunch program.

Restaurant deliveries for lunch are not permitted.

Extracurriculars

Students in grades 6-12 will have the opportunity to participate in extracurricular activities throughout the school year. Upper school students are encouraged to participate in as many extracurricular activities in their upper school career as they can.

handle. The aim of these activities is the development of character as well as specific skills. Participation in extracurricular activities is a privilege that is extended to all students who have good attendance and are in good academic standing. A student whose grade point average falls below a “C” average (70%), or has a grade lower than a “D” will be required to withdraw from the activity until his or her grades improve. This includes interim report cards. Students with high, unexcused absenteeism (more than 5 days per quarter) will be required to withdraw from the activity until attendance improves. Extracurricular activities are not valid excuses for homework not being done on time.

When possible, scheduled activities will be published; however, it is possible that changes will occur. Every effort will be made to notify parents of the changes as soon as they are known. Some of our extracurricular activities may include, but are not limited to:

Academic Competitions

Odyssey of the Mind, ACSI Art Festival, ACSI Math Olympics, ACSI Science Fair, and ACSI Writing and Arts competitions. (NOTE: This list is not exhaustive.)

Athletic Programs

These are primarily designed for upper school students; other students are encouraged to participate in community athletic opportunities. Teachers and coaches will work together to promote student success in both the classroom and on the field.

Social Events

As a co-educational institution, Williamsburg Christian Academy seeks to provide many wholesome activities for social development in a Christian environment. All socials are to be approved by the administration and are to be planned under the guidance of faculty and staff. Chaperones will receive a set of guidelines to follow when supervising dances and other activities.

Spiritual Life

Prayer Buddies

The lower school is committed to on-going service throughout the school year. Build A Bear, Grove Christian Outreach, Envoy Nursing Home, Avalon and Operation Christmas Child are some of the organizations we have partnered with in the past few years.

We build our school community through partnering our Upper and Lower School students as Prayer buddies. Prayer buddies meet every six weeks. They build relationships with God and each other as they worship, pray, and serve together.

Community Service

Community Service is an annual non-credit requirement of all middle and upper school students. Missions opportunities will be available to upper school students each year. Please look for specific information on mission’s trips and service opportunities via the Principal of the Upper School.

Student Government

The student government organization in both middle and high school is called Student Council Association (SCA). Each of the Middle School and High School classes will elect student government officers who will serve as class representatives and officers at large. The duties of SCA are as follows:

1. Plan special activities.
2. Serve as the students' voice to the administration.
3. Promote school spirit and Christian attitudes in the student body.

Each school is appointed a separate teacher advisor to lead their SCA for a year.

Fundraising

All proposed fundraising activities must be submitted to the Head of Administration in writing for administrative approval, prior to implementation. Approval will be based on the following principles:

1. Fundraising that involve student's services at a fair price such as car washes, yard work, baby-sitting, tutoring, or providing food for sale at already scheduled WCA events (dinner before Sports Award Ceremony, etc.)
2. Solicitation of gifts will be strictly limited to special situations such as a mission trip and/or for scholarship funds. Solicitation of gifts from a small group of individuals with interest for a particular need (tennis court, piano, etc.) will be permissible with approval from the Head of Administration.

Athletics

This section of the handbook is intended to provide guidance and information on some of general topics with regards to the WCA Athletic program that relate to general school policies, procedures and programs. For a listing and description of all rules, regulations and programs available within our Athletic program, please reference the WCA Athletic Handbook.

Christian Student Athletes

The Christian philosophy of athletics stems directly from the school's Christian philosophy of education. The goal must be "to be conformed to the image of Jesus Christ" (Romans 8:29) and to "develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body" (1 Thes. 5:23). SEE THE STUDENT ATHLETIC HANDBOOK FOR MORE INFORMATION.

Participation in the WCA athletic program is a privilege, not a right. Student-athletes are the face of the school externally and are expected to be spiritual role models for younger students internally. Luke 12:48 informs us that to whom much is given, much will be required.

Students participating in sports are expected to maintain a minimum GPA throughout the season and may be suspended from team activities (including practices and games) if the minimum GPA is not maintained. In addition, WCA practices are not voluntary, but mandatory, and all team members are expected to attend all practices, games, and activities unless permission is given to miss by the team's coach.

We also expect our athletes to place appropriate focus on academics while competing for a WCA athletic team. It is important that students plan ahead in order to complete homework, papers, and study for quizzes and tests when any activity will take up afternoon and evening hours. Sports activities and late arrivals from away games are not valid excuses for homework not being completed on time or tardiness to school.

WCA offers the following core sports for grades 5-12 contingent upon interest, try-outs and conformity to Virginia Metropolitan Athletic Conference (VMAC) and Virginia Independent School Athletic Association (VISAA) bylaws:

Girls: Volleyball, Basketball, Softball, Soccer, Cheerleading and Field Hockey

Boys: Soccer, Basketball, and Baseball

Co-ed: Tennis, Golf, Soccer, and Cross Country, Swimming

After-School Athletic Practices

- ✎ When possible, practice times are encouraged to be held from 3:30-5:30 pm, but may be changed according to the sport and coaching situation.
- ✎ Students may dress at the end of the school day for participation; however, all students must have supervision before participation in the activity can begin.
- ✎ Students are not to be in the gym without supervision.
- ✎ Each student should plan to be picked up immediately following dismissal from the activity.
- ✎ Students who are picked up habitually late from practices will be removed from the team.

Student Athletic Eligibility

No student may participate in a tryout, practice or a scheduled game unless he/she has submitted a physical exam form from a qualified physician. Other eligibility requirements regarding Athletic eligibility are determined by the VMAC and VISAA by-laws.

Student-athletes earning less than a 70 in multiple courses will be ineligible for athletic participation until the average in those classes improves to 75 or above. The Upper School Principal will require the student-athlete to participate in extra help tutorials until grades meet standard. The student-athlete may not participate in practices or interscholastic competitions when ineligible. The Upper School Principal will notify the student-athlete, coach, and parents when the period of ineligibility is complete.

A student automatically becomes eligible at the start of each new semester unless stated otherwise by the principal. A student who fails English and/or Math in the second semester or for the year must make up the credit in an approved summer school to be eligible the following fall. For eligibility purposes, summer school is considered an extension of the second semester. Any student failing more than two subjects at the end of the school year will be dismissed.

Student-athletes who have been suspended due to violations of policies outlined in this handbook, may not participate in practices or interscholastic contests until their suspension is complete.

All other eligibility requirements put forth by the VMAC will be reviewed by the Athletic Director who will submit the official eligibility list. Students with high, unexcused

absenteeism (more than 5 days per quarter) will be required to withdraw from the activity until attendance improves.

Conduct of Student-Athletes, Parents and Coaches

WCA conducts an intensive interscholastic sports program with the knowledge that competitive team experiences contribute significantly to the development of character, mutual support and school spirit. Sportsmanship is an important part of this training.

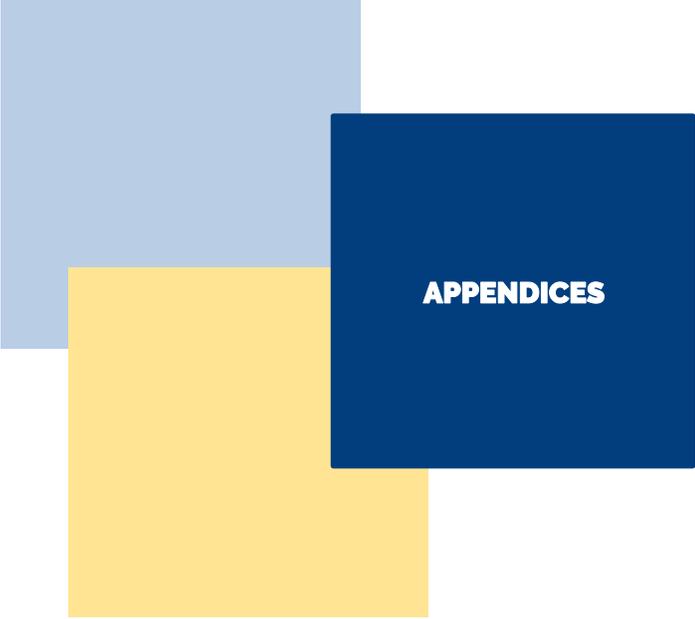
We expect our coaches, players, students and parents to represent Christ and the Academy in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of constituents and friends. In the process, we expect all such constituents and friends to uphold the same high standards that we expect of our students. Opposing teams and their fans are to be treated as honored guests. The administration is directed to implement these policies, and those established by the league, at all levels of competition.

Non-WCA Sponsored Activities

WCA believes that powerful educational experiences, and the realization of unique God-given gifts and talents, can occur in the context of the school. Thus, WCA encourages students to seek opportunities in the academic, athletic, arts, and social realms outside of WCA. Involvement in multiple activities enriches the student experience and helps promote the mission of the school. Students and parents are encouraged to seek opportunities that fit into family schedules, and the school encourages families to seek healthy balances for their students.

Conflict Resolution

The school recognizes that our community is diverse and conflict will occur. The expectation of all members of the WCA community is to handle conflict in a way that is glorifying to God and that maintains the integrity of all parties involved. We desire for conflict to be resolved instead of run from. We are a community that follows the Matthew 18 principle of open discussion between those that have disagreements. Failure to do so can lead to escalation of issues that could usually be resolved through open communication. Backbiting, the spreading of rumors, and physical fighting is not tolerated at WCA. This policy covers all areas of the school, including conflicts between students, teachers and parents, administration and parents, coaches and players/parents, club sponsors and students/parents, and parents and parents. Ultimately, the WCA community members are on the “same team” and members of the community are bound to act in a way that glorifies the Lord at all times, including during times of conflict.



APPENDICES

Appendix A: Volunteering at WCA

Appendix B: BeforeCare/Aftercare

Appendix C: Preschool

Appendix D: School Dismissal Manager App Guide

Appendix E: Car Line Pick-up and Drop-off Guide

Appendix A: Volunteering at WCA

Williamsburg Christian Academy treasures the contribution of our parents in a volunteer capacity to help with the efforts of our ministry. The following guidelines are provided to ensure the safety and proper legal and liability protection for the school and those volunteering.

The items listed here are just a smaller subset of policies that are frequently inquired on. Please refer to the WCA Volunteer Handbook for more in depth information and full volunteer policy and procedural guidance as well as a listing of opportunities.

VOLUNTEER OPPORTUNITIES AND ORGANIZATION

WCA regularly requires assistance meeting the necessary functions of school operations, athletic functions, and other event support. These requirements are sometimes met directly (such as field trip drivers and chaperones, dance chaperones, etc.), while others are provided by organizations affiliated with or connected to WCA. For more information on any of these organizations, refer to the Volunteer Handbook.

-  WCA Community Association
-  WCA Athletic Boosters
-  WCA Fine Arts Coalition

VOLUNTEER BACKGROUND CHECKS

Regular volunteers must sign in and submit to a criminal background check through the business office (see Volunteer Handbook for other information).

PARENT/COACH/OTHER DRIVER GUIDELINES

Drivers of the WCA school bus or those transporting students for a field trip in a vehicle must have proper licenses and be 21 years of age or older. In order to drive for any school sponsored functions such as field trips, athletic events, etc., every driver must be pre-approved by submitting annually the following paperwork (*available in the front office or at the Parent Portal at www.williamsburgchristian.org*) to the Head of Administration for approval:

- Volunteer Driver Application Form
- A recent copy of your driving record from DMV
- A copy of your driver's license and insurance information

(NOTE: Refer to the Volunteer Handbook, which is available in the office, for additional information on guidelines for volunteering.)

WCA BUS GUIDELINES

In addition to the requirements listed above, anyone driving the WCA bus must reserve it through the Athletic Director and submit to a brief instructional session on the general operation of the bus, including how to access keys, how to operate the air conditioner, and how to unlock the gas cap. Contact the Athletic Director for more information.

Appendix B: BeforeCare/AfterCare

For grades K3-5, WCA offers a before- and after-school care program that is designed to meet the needs of working parent(s), and to provide an option for the parent(s) who want daycare on an occasional basis for their child. Williamsburg Christian Academy seeks to provide a safe and caring environment for children wherein Christian principles are practiced.

General Information:

Hours: Before school – 6:45 am – 8:00 am
After school – 3:00 pm – 6:00 pm

-  Enrollment is taken throughout the school year in accordance with space availability.
-  There will be no daycare on the days school is closed.
-  There will be after-school care for half days, unless the director has notified parents otherwise.
-  WCA will follow the regulations of the Commonwealth of Virginia Department of Social Services regarding requirements for an after-school program under religious exemption.

Additional information regarding the program is available through the lower school office.

For Middle and Upper School:

Students arriving before 7:45AM must report to the designated classroom where supervision is required. Students remaining in school after 3:15PM who are not participating in a sport or extracurricular activity must report to the designated classroom where supervision is required.

Appendix C: Eagle Preschool

K3-K4 DISCLOSURE

WCA's K3-K4 program is a religiously exempt preschool. We adhere to the standards set by the Department of Social Services in the following aspects:

1. Statement of Intent to be Religiously Exempt
2. Certification of Tax Exempt Status
3. Sanitary Inspection
4. Food Services Inspection
5. Fire Safety Inspection
6. Certificate of Occupancy for our building
7. Verification of required staff/child ratios
8. Staff Health Reports
9. Statement of Code Compliance

Appendix D: School Dismissal Manager Parent Quick Reference Guide



URL: <https://www.schooldismissalmanager.com/>

You will receive a Welcome Email from School Dismissal Manager (SDM). If you are new to SDM, it will show your Username and a Temporary Password at the **top**. Your first login can be done from a desktop/laptop or from the app.

Follow these first three steps to get started using SDM:

1. **Understand a Default vs. an Exception...** a *default* dismissal is the way your child goes home most days and is considered the standard dismissal (a single default can be assigned for everyday of the week or a different one for each day of the week depending on needs); an *exception* is a temporary (single-day or recurring) change to that default.
2. **To login...** click on the URL listed above or enter it in the browser of choice and you will find the login area at the top right of your screen.
 - a. **If you are new to SDM...** use your Username and Password from the Welcome Email, you will be required to change your password immediately before proceeding.
 - b. **If you are a returning user and your email address has not changed...** you may continue using the same username and password that you have used in the past.
 - c. **If you have forgotten your password...** use the Forgot Password link next to the login area to reset it.
3. **To set Default Dismissal...** look at the two-week calendar to see if your child's default dismissal is set correctly. If set correctly, there is nothing further needed. If not, look at your top menu and choose **one** of the following based on what you see:
 - a. **If you see *Parent Preferences and Student Defaults* as an option in the top menu...** click on it and change your child's default dismissal instruction within the settings. If you need to set a different default for each day of the week, click on the link below the *Default Dismissal Note* field and then click **Edit** next to each day of the week to set.
 - b. **If you only see *Parent Preferences* as an option in the top menu...** while keeping in mind your school's policies, call or email the school office to request a default change.

Below, are additional steps to take as needed when they occur:

4. **To create a single-day exception...** in your two-week calendar, click on the day that you wish to create an exception (for future dates click the Future Date button at left below the calendar). Next to the child you are creating an exception for, select the exception from the dropdown options and then click **Update Schedule**; a note may be required. **Note:** You may select an exception for each of your children before clicking on **Update Schedule** to create the exception(s).
5. **To Cancel an exception...** click on the day you are cancelling an exception. Out to the right of each exception is a **Cancel Exception** button. Click the button for each exception you wish to cancel and then click **Done** in the bottom right.
6. **To Create a Recurring Exception...** (example: one that occurs every Monday and Wednesday for six weeks), click on **Recurring Dismissals** in the top menu. Select the student's name and then select the dismissal instruction from the dropdown options. Next, select which days of the week the dismissal instruction will occur (you may select up to three days). Last, set a date range and click **Schedule Recurring Dismissal Instruction**. **Note:** You can only create recurring dismissals for one child at a time.
7. **To Cancel Recurring Exceptions...** click on **Recurring Dismissals** in the menu and select the student's name. Then click on **Click Here to Delete All Existing Recurring Dismissal Instructions and Reset to Default Value for this Student**. **Note:** This will cancel ALL recurring dismissals that have been set for this student. To cancel a single day within a Recurring set, refer to #5.

IMPORTANT: Remember to reference the **Frequently Asked Questions** (Parent FAQ) link next to the login area for quick answers to your questions or **Get Started** in your top menu for on-screen details. You may also click on **Help** in the top menu to send an email directly to the school office staff.

Appendix E: Car Line Pick-Up and Drop-off Guide



**WILLIAMSBURG
CHRISTIAN ACADEMY**
Teaching Them to Fly
Deut. 32:11

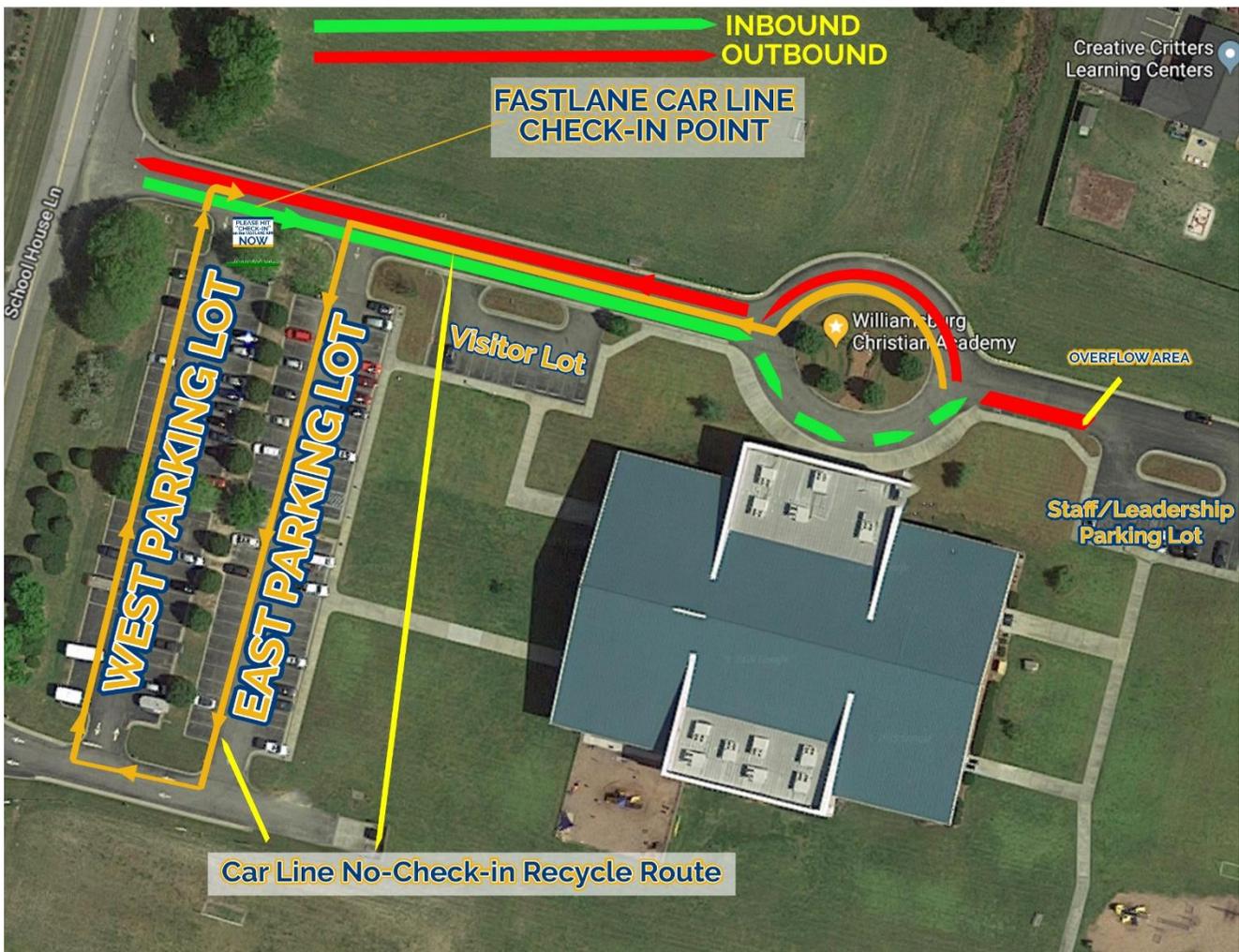
DROPOFF AND PICKUP GUIDE

rev. 7/2019

Williamsburg Christian Academy's number one priority in the creation of process and procedure for our drop-off and pick-up rules is the safety of your children. The map depicted below and the listed rules on the rear of this handout represent a concerted effort to arrive at a traffic management solution that both insures the safety of the student, and efficient and orderly flow of traffic through our facility throughways.

We ask that you review these rules, become familiar with the traffic patterns, and abide by all directions and requests so that our drop-off and pick-up is as stress-free and orderly as possible. Your cooperation is greatly appreciated!

(see reverse for detailed Drop-off and Pick-up rules)





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DROPOFF PROCEDURES

Please refer to the map on the front side of this guide for identification of described areas

1. Drop-off parking rules are in effect from 7:30AM through 8:30AM, and 8:30AM through 9:30AM on Wednesdays (Upper School Only).
2. During dropoff, all students will be dropped off in the front loop of the building. High School students have the option to be dropped off in the Visitors Lot loop, but must enter the building through the front entrance. High school students who drive will park in the West Lot at all times and walk in through the **front doors**.
3. When entering the loop, please pull up to the spot **farthest forward**, without passing a car in front of you. Follow the instructions of any staff member at all times.
4. ALL passengers should be unloaded on the CURBSIDE ONLY. Only parents who must go around to unlock car seats should exit the driver's side, and only with EXTREME CAUTION. To keep the line moving, please have your students ready to exit the car and proceed immediately into the building. Please depart safely when directed to do so by car line coordinators. Be aware of potential departing vehicles coming around you, or staff members proceeding to the leadership/staff parking lot.
5. All students will proceed into the building using the front entrance. Preschool and Kindergarten students will be escorted to class after entering the front door. All other students will proceed to their classrooms.
6. Please be patient when waiting behind parents with small children who must be unloaded from car seats.

PICKUP PROCEDURES

1. Pickup traffic rules are in effect at 1:00PM for Preschool half day students, 2:40PM-3:30PM daily (11:40-12:30 on half days) for all other students. During any other non-standard dismissal times, rules will be in effect 20 minutes before to 30 minutes after the planned dismissal time.
2. All students, except those that drive or who have been designated to be participating in clubs or sports activities, will be picked up at the front entrance of the school, using the *FastLane* system in the *Student Dismissal Manager App* (see *WCA Parent/Student Handbook* for more details).
3. Cars must check-in to *FastLane* when reaching the designated point marked by signage on the main school driveway (*depicted on diagram*). Teachers will receive that check-in and send your student out for pickup. If a child is called and does not promptly come out for any reason, the parent should expect the car line director to ask them to move to an alternate location while waiting for the child to emerge, or recycle to the rear of the car line.
4. Cars pulling up in car line will pull up as far forward as possible to the next available spot. Please do not pass cars already in car line to occupy a spot in front of them. Always follow the direction of car line staff members.
5. Parents who pull up without checking into the *FastLane* car line system will be directed to exit the car line, and take the *No-check-in car line recycle route* (as depicted on reverse) to rejoin car line and check-in.
6. Please be patient when waiting behind parents with small children who must be loaded into car seats.
7. Once you have picked up your student(s), you may pull away from the curb without waiting for the car in front of you, but should be alert to give way to any cars also pulling out to depart as you exit.
8. No cars shall park or stand along the main driveway during pickup, as this creates traffic congestion. Car line pickup ends at 3:30PM. After 3:30PM, Upper School student parents should communicate with their student to pick up from the front door lobby area.
9. Any parent who does not wish to use the *FastLane* car line pickup system, or who has additional business in the school (parent conference, volunteer) is welcome to park in the West Lot, walk in through the main entrance, and check in with the front reception as a visitor.

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