



# WILLIAMSBURG CHRISTIAN ACADEMY

*Teaching Them to Fly*  
*Deut. 32:11*

## STUDENT/PARENT HANDBOOK 2020-2021

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[FACEBOOK.COM/MYWCA](https://FACEBOOK.COM/MYWCA)

[TWITTER.COM/MYWCA](https://TWITTER.COM/MYWCA)

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

[Twitter.com/MyWCA](https://twitter.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. What is Brightspace?

A. Brightspace from D2L is WCA's extensive Learning Management System that will deliver our flipped classroom elements and distanced learning, as well as incorporating many functions previously handled by Praxi, the myWCA app and Google Classroom. Brightspace will be the primary way your child learns digitally and has the capability to pull in many 3<sup>rd</sup> party tools under one interface for ease and simplicity in communications and curricular delivery.

## Q. When does the school day start and end?

A. School hours are from 8:00AM-3:15PM Monday through Friday. Each Day classes start at 8:05 for Upper School Student and 8:15AM for Lower School Students. Upper School students are dismissed at 3:00PM each day, and Lower School students are dismissed at 3:15PM. Extra help sessions are available to upper school students from 3:15-3:40 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 PC, 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 Brightspace Learning management system. You will need your login credentials to access Brightspace, but the link to the login page can also be found at Parent Central, under the **Parent** Link on the mobile version of our website, and in Brightspace learning management system.

## 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 Brightspace system. Allow Push Notifications from Brightspace 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 excerpt is listed on our main website in Parent Central. You can also find dress code details using the MyWCA app.

# Table of Contents

<b>I</b>	<b>Calendar &amp; Bell Schedule</b>	<b>5</b>
<b>II</b>	<b>Foundational Constructs</b>	<b>8</b>
	<a href="#">Mission</a>	
	<a href="#">Vision</a>	
	<a href="#">Statement of Faith</a>	
	<a href="#">Core Values</a>	
	<a href="#">Biblical Beliefs</a>	
	<a href="#">Philosophy of Education</a>	
<b>III</b>	<b>Communication, Health &amp; Safety</b>	<b>12</b>
	<a href="#">Sources of Information</a>	
	<a href="#">Cancellation of School</a>	
	<a href="#">Contacting Teachers and Conferencing</a>	
	<a href="#">Emergency Communications</a>	
	<a href="#">Student Transportation</a>	
	<a href="#">Student Health</a>	
<b>IV</b>	<b>Academics</b>	<b>20</b>
	<a href="#">Standards</a>	
	<a href="#">Exams and testing</a>	
	<a href="#">Educational Enrichment</a>	
	<a href="#">Academic Policies and Procedures</a>	
	<a href="#">Awards and Honors</a>	
	<a href="#">Student Records</a>	
	<a href="#">Summer Reading</a>	
	<a href="#">Summer School</a>	
<b>V</b>	<b>Standards</b>	<b>30</b>
	<a href="#">Attendance</a>	
	<a href="#">Standard Rules and Guidelines</a>	
	<a href="#">Student Conduct</a>	
	<a href="#">Disciplinary System</a>	
	<a href="#">Digital Stewardship</a>	
	<a href="#">Dress Code</a>	
<b>VI</b>	<b>Student Life</b>	<b>46</b>
	<a href="#">Student Resources</a>	
	<a href="#">Extracurriculars</a>	
	<a href="#">Government and Fundraising</a>	
	<a href="#">Athletics</a>	
	<a href="#">Conflict Resolution</a>	
<b>VII</b>	<b>Appendices</b>	<b>52</b>
	<a href="#">Volunteering at WCA</a>	
	<a href="#">Aftercare Program</a>	
	<a href="#">K3/K4 Disclosure</a>	
	<a href="#">Student Dismissal Manager Quick Reference Guide</a>	

## TABLE OF CONTENTS

## Academic Calendar 2020-2021

### August

- 10-14 Teacher Pre-Service
- 15 (Saturday) 8am-2pm Upper School Family Orientation and Open House
- 17 Lower School Meet/Greet appointments
- 17 Upper School First Day of Classes (full day)
- 18 Lower School First Day of Classes (full day)

### September

- 7 No School
- 23 Lower School 1pm dismissal with PM Care

### October

- 8 Grandparents Day 11:30 dismissal with PM Care
- 8-9 Family Conferences
- 12 Columbus Day - No School
- 30 Lower School 1pm dismissal with PM Care

### November

- 11 Veterans Day Program
- 23-27 Thanksgiving Break
- 30 All Faculty Professional Development Day; No Classes

### December

- 1 Classes Resume
- 14 All school Carol Sing, 8:30AM
- 18 Lower School Christmas Music Program, 8:30AM
- 14-18 US Fall Semester Exams and Review Sessions
- 15-18 US 11:30 dismissal
- 17 LS 11:30 dismissal with PM Care
- 18 LS 11:30 dismissal No PM Care
- 21-31 Christmas Vacation

### January

- 1 Christmas Break (cont.)
- 4 Administrative Team Meetings; Faculty Workday; No School

## January (con't)

- 5 Classes Resume
- 11-15 High School Spirit Week
- 15 Homecoming Game
- 16 Homecoming Dance
- 18 MLK Day; No School

## February

- 11 Lower School dismissal at 1 PM with PMCare
- 15 No School, Presidents' Day

## March

- 17 11:30AM US dismissal: Family Academic Conferences 12PM-6PM; LS Full Day
- 18 Family Conferences 8AM-4PM; LS 11:30AM dismissal
- 19 Family Conferences 8AM-3:20PM; LS No School

## April

- 2 Flowering of the Cross 8:30AM; 11:30AM dismissal, No PM aftercare LS or US
- 5-9 Spring Break
- 16-21 High School Puerto Rico Mission Trip

## May

- 10-13 Senior Exams
- 14 Lower School Spring Music Program, 8:30AM
- 20 Elementary Awards and 5th Grade Graduation
- 21 Graduation Rehearsal 8am, US Awards 10AM
- 22 Class of '21 Commencement
- 24-28 Upper School Exams and Review Session
- 25-28 Upper School Exams 11:30 dismissal
- 26-27 Lower School 11:30AM dismissal with PM Care
- 27 Kindergarten Graduation 10:30
- 28 Last Day of School, 11:30 dismissal No PM Care



### Daily "Bell" Schedules (Upper School Only)

#### 2020-2021 UPPER SCHOOL DAILY SCHEDULE (M/TU/TH/FR)

Monday	Tuesday	Thursday	Friday
8:05-9:30 1A	8:05-9:30 1B	8:05-9:30 1A	8:05-9:30 1B
9:35-11:00 2A	9:35-11:00 2B	9:35-11:00 2A	9:35-11:00 2B
11:05-11:50 Lunch	11:05-11:50 Lunch	11:05-11:50 Lunch	11:05-11:50 Lunch
11:55-1:25 3A	11:55-1:25 3B	11:55-1:25 3A	11:55-1:25 3B
1:30-3:00 4A	1:30-3:00 4B	1:30-3:00 4A	1:30-3:00 4B

#### UPPER SCHOOL WEDNESDAYS

Time	Period
8:05-9:00	Life Planning Electives A
9:05-10:00	Bible Study /Praise & Worship
10:05-11:00	Life Planning Electives B
11:05-11:50	Upper School Lunch & Clubs
11:55-12:40	School Beautification
12:45-2:10	Flex Period
2:15-3:15	Upper School Faculty Meetings/Aftercare



**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 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 fundamental principles of the Word of God, and it espouses the historic Christian view of life as

## FOUNDATIONAL CONSTRUCTS

### *Williamsburg Christian Academy will maintain a non-negotiable commitment to its Core Values.*

presented in the Bible. The following statements of Biblical beliefs and practice are common to every Williamsburg Christian Academy employee. They are understood by all school families to be the foundational beliefs of the Williamsburg Christian Academy community. We all agree to submit to the Scriptures as the final authority in being a part of the WCA community.

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)
-  We believe that marriage is an institution created by God between one man and one woman. (Genesis 2:23-24; Matthew 19:4-6). Marriage reflects Christ's relationship with His bride the Church. (Ephesians 5:22-32). God designed sexual intimacy exclusively for the marriage relationship and thus, all sexual activity outside of marriage

is sinful and dishonors God. (Genesis 1:27, 2:24; 1 Thessalonians 4:3-8; Hebrews 13:4; Romans 1:18-32; 1 Corinthians 6:9-20).

 We believe that God created male and female in his image. Due to sin and human brokenness in this world, one's experience of their sex and/or gender is not always as God originally designed, however, we do not agree with any attempt to alter one's birth sex or gender created by God. (Genesis 1:27; Genesis 2:18-24; Deuteronomy 22:5; Romans 1:26-29; Romans 12:1-2; 1 Thess. 4:1-8).

## FOUNDATIONAL CONSTRUCTS

### 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 Biblical 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 through participation in a local church.



**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 Brightspace system, the WCA Parent Central website page, and the Eaglegram newsletter. 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 Brightspace DL2 system.

#### Timely school news and features for parents?

*The Eaglegram*, our electronic newsletter available by email subscription and on [williamsburgchristian.org](http://williamsburgchristian.org) under 'Parents'.

#### A calendar and information about WCA events?

On the website, [williamsburgchristian.org](http://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 [williamsburgchristian.org](http://williamsburgchristian.org), reached by clicking the 'Parent' button on the main page header.

#### Athletics info and calendars?

On the website, [williamsburgchristian.org](http://williamsburgchristian.org) by clicking the 'Athletics' menu item.

#### Orientation for new families?

On the *Parent Central* website at [williamsburgchristian.org](http://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](mailto: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, delay opening, or close early. Once a decision has been made, the school will communicate to families via Brightspace, email, television announcements, and the school's website. Parents and students should maintain up-to-date contact information in Brightspace.

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

## 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

**COMMUNICATION,  
HEALTH AND SAFETY**



**brightspace**  
by D2L

**DL2 Brightspace is WCA's new learning management system, and will also contain the primary communications methods to communicate with parents regarding schedules, events, classwork, etc.**

encouraged to check Brightspace on a weekly basis for more detailed student academic information.

**Grades K4-5:** 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 communicate with parents via Brightspace, letters, phone calls, and regular reports.

**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 communicate with parents via Brightspace, letters, phone calls, and regular reports.

## 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.
- ✍ Grades for assessments and papers are to be posted to Brightspace within four school days following major assignment date.
- ✍ Grades for daily coursework (e.g. homework, quizzes, etc.) are to be posted to Brightspace 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.

## Emergency Communications and Procedures

Williamsburg Christian Academy maintains an extensive Crisis Management Program that is continually updated. This manual includes information on official school 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.

## 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 off-campus events 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 if 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-campus events, they must complete a volunteer driver form and be approved before 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 the 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 rules listed below represent a concerted effort to arrive at a traffic management solution that both ensures the safety of the student, as well as the 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.

#### Drop-off

Drop-off parking rules are in effect from 7:30 AM through 8:30 AM.

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 the 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,

**COMMUNICATION,  
HEALTH AND SAFETY**

or staff members proceeding to the leadership/staff parking lot.

Once preschool and kindergarten students exit their vehicle, WCA staff will escort them to the 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**

Pick-up traffic rules are in effect from 2:40 PM-3:30 PM daily (11:40 AM-12:30 PM on half days) for all students. During any other nonstandard dismissal times, rules will be in effect 20 minutes before to 30 minutes after the planned dismissal time.

Pick-up is executed using the FastLane module of the School Dismissal Manager app. This app permits parents to designate when a student will not be in the car line for pick up for any reason. Please see Appendix E for 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 will be asked to move to an alternate location or move to the rear of the car line to wait for the child to emerge.

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 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 D) in order to complete the check in process and rejoin the car line.

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 3:30 PM. After 3:30 PM, parents of Upper School students should communicate with their students 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.

### **Passenger Pick-up Services**

Pick-up 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 the start of school and placed on a special pick-up list, and only students on that list will be released to the 3<sup>rd</sup> party designated driver. Please refer any such arrangements to the front office so we may communicate with the service as provide special pick-up procedures to them.

## COMMUNICATION, HEALTH AND SAFETY

### 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 through 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

### COVID-19 Plans and Procedures

WCA has arranged specific operating plans and health mitigation procedures relating to the COVID-19 pandemic and opening in the Fall of 2020. Please see Appendix G: *WCA FALL 2020 REOPENING PLAN* and Appendix H: *COVID-19 HEALTH MITIGATION PLAN* for more information on requirements and guidelines for parents during this time.

### Communicable Diseases

It is the intent 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 before entering the 6th grade.
- ✎ Varicella (chickenpox) vaccine is recommended.

For additional information about vaccines, please visit the National Immunization Program website at [www.cdc.gov/nip/](http://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 MAT Written Medication consent form which can be obtained at the school office or from Brightspace.

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 give medication to another student at any time. 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/or 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 Brightspace 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 ensure that the information on file is updated with any 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 to be submitted to the front office. This documentation should include necessary academic and athletic accommodations, as well as a diagnosis and plan for future re-evaluations. 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/or 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 who is providing care. The Head of School will review the psychologist'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.



- Rigor and Standards
- Academic Standards
- Exams and testing
- Educational Enrichment
- Academic Policies
- Awards and Honors
- 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, teachers, staff, and 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 a rigorous academic program that is grade/age appropriate. Our goal is to challenge students in such a way that 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 a 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. Our curriculum is developmentally appropriate (K4 - 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 **Brightspace** for parent 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 **Brightspace** 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 as follows: 4.5-A, 3.5-B, 2.5-C.

AP classes are weighted as follows: 5.0 – A, 4.0 – B, 3.0 – C.

WCA does not weight college classes that are taken concurrently.

## ACADEMICS

## 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 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. Students in grades 11 and 12 take the SAT.

### 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 students. Semester examinations count as 20% of the total grade. Students who are ill and cannot take an exam should call and inform the Upper School principal, who will schedule makeup exams. Students will not be allowed to take exams early. Also, middle school students are not permitted to be exempt from exams.

## Educational Enrichment

WCA's Educational Enrichment (EE) program is the focal point of WCA's pledge to provide personalized learning to all of our students, educating all as they were created with both gifts and challenges. The programs in EE address the various ways and quickness at which different students learn.

### Learning Support Services

At WCA, we believe that all learners should have access to a Christian education. Our Learning Support Services program helps nontraditional learners identify their strengths and then use those strengths to acquire strategies in order to compensate for their

struggles. The program supports students with diagnoses such as ADHD, anxiety, executive functioning weaknesses, dyslexia, dysgraphia, and other learning differences.

Our goal in the Learning Support program is to help each student recognize and reach their full potential. We work with students to develop metacognitive strategies, organizational and study skills, self-awareness, and self-advocacy. As students begin to realize their potential, they gain confidence and begin to thrive in the learning environment.

Every child is capable of learning. At WCA, we know that each child learns differently, and we love the opportunity to open the world of education for those that have struggled to see the value in their uniqueness. We believe in building relationships, celebrating differences, and helping each child find their path to success.

Acceptance into the program requires documentation of the diagnosed disability, as well as a 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. Also, 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. To receive continuation of services, updated documentation of eligibility may be required every three years.

## **Gifted Education**

Gifted learners receive educational services personalized to meet their unique needs. These services include acceleration, grouping, curriculum compacting and pull-out classes, as well as directed studies of advanced online courseware. Identification of gifted learners is made through quantitative and qualitative data from ability tests, achievement tests, parent and teacher recommendations, and student portfolios. Participation in creative and risk-taking opportunities are encouraged in and outside of the classroom -- examples are Odyssey of the Mind and William & Mary dual enrollment classes.

## **English as Second Language (ESL)**

WCA maintains a full time ESL program for the sport of students who are learning English in conjunction with their studies. This is many times middle or high school students who have been adopted from foreign countries, or students in our International Program.

## **General Academic Policies and Procedures**

### **Hybrid learning standards**

During remote learning study days, students must continue to maintain the same standard of behavior and follow the same rules and guidelines as during any in-person class day. As such:

## ACADEMICS

- Students will adhere to the same class schedule on remote learning days as they do for in-person classes.
- Students will dress in school uniform for remote learning courses.
- Students will have their video camera on for all remote learning courses on off-campus days.
- Students will only communicate with teachers through the Brightspace learning management system. Additionally, teachers will only communicate with students through the Brightspace learning management system.
- Students must have their laptop devices prepared for every class, whether remote or in person.
- Each student must be logged on to the Brightspace learning management system for every course, whether in person or remote.
- For all remote courses, students may sit at a table or a desk. Students may not lay or sit in a bed for remote study.

### **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 completed by parents.

### **Make-up Work**

All work missed due to absence must be made up to the satisfaction of the teacher. If the student is absent (unexcused) for a class where homework was assigned, the student is responsible for obtaining it from Brightspace.

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 several tests or quizzes and other assignments to make up should work 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 completed successfully. 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 credit, students must complete 130

hours at their internship for the school year. To earn 0.5 credit, students must complete 65 hours over the course of one semester. Students are responsible for logging internship hours and obtaining a supervisor's signature to verify those hours. Quarterly hour logs will be due to the college counselor. Students will also design a semester or year-long project focusing on utilization of the skills acquired at the 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.

### Online Coursework

WCA offers a hybrid learning format, which includes selected exclusively virtual courses. For more information, please refer to the *WCA 2020-21 Course Catalog*.

**Completion Time:** Students will have one semester to complete a semester course (0.5 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 an 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 must be completed by the last day of the 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, and 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.

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 quarter-credit in P.E. for each varsity sport they participate in with a limit of one-half 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.

## ACADEMICS

### 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 to honor students who have excelled in numerous academic and civic endeavors during the year. This includes subject area awards, character awards, and leadership awards.

#### Valedictorian and Salutatorian

Beginning at the 9th-grade level, grade point averages will be rounded to the nearest 1/10,000 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 the valedictorian and salutatorian. In the event of a tie, co-valedictorians and/or co-salutatorians will be chosen. Only those who have been in attendance at Williamsburg Christian 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 the 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 acknowledgment of the Academy's core values and all other forms. The following criteria must be met:

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 the 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.

## **ACADEMICS**

## 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 Course Catalog*).

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 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.*

## Add/Drop Policy (Upper School Only)

Class changes may take place during set add/drop 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 of Upper School principal.

After the published add/drop dates, changes may be made only in extraordinary cases as determined by the Upper School principal. Unless otherwise noted by the Upper School principal and/or 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 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. ADVANCED ACADEMIC DIPLOMA—JOHNNY TO PROVIDE
- |                                |                                |
|--------------------------------|--------------------------------|
| 4 Bible Studies Units          | 4 Science Units                |
| 4 English Units                | 3 World Language Units         |
| 4 History/Social Science Units | 2 Physical Education           |
| 4 Math Units                   | 1 Economics & Personal Finance |
| 1 Arts Unit                    |                                |

TOTAL CREDITS REQUIRED: 27\*

*For any student that entered the 9th grade in 2018-19 school year or later, 26 credits are required for the Commonwealth of VA Advance Studies Diploma. Should a student qualify for a traditional studies diploma, that request will have to be authorized by the Upper School principal and/or Director Learning Support Services.*

B. HONOR SEAL REQUIREMENTS

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

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

## Re-enrollment

Re-enrollment must be approved by the principal.

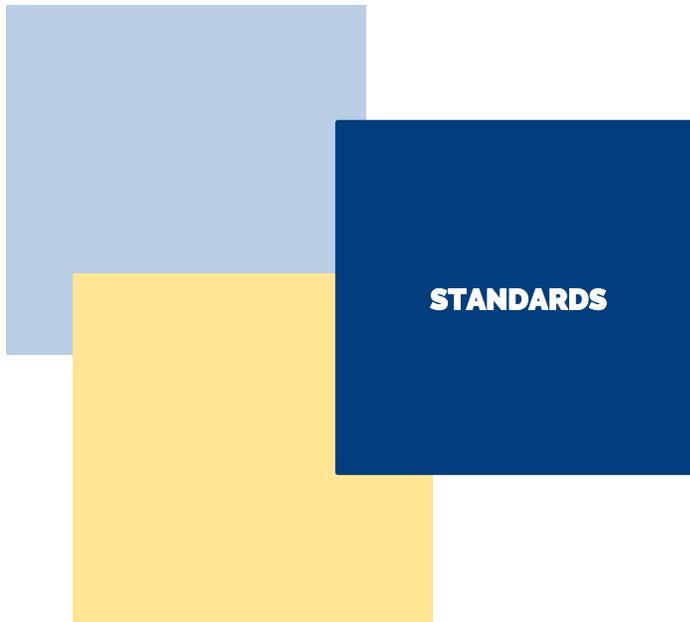
## Summer Reading Lists (Upper School Only)

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 high school 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.

## ACADEMICS



Attendance

Standard Rules and Guidelines

Student Conduct

Disciplinary System

Digital Stewardship

Dress Code

## Attendance

### Absences (excused and unexcused)

School hours are from 8:00 AM-3:15 PM Monday through Friday. The school day for the Upper School begins at 8:00 AM (tardy bell at 8:05 AM) and ends at 3:00pm. The school day for the Lower School begins at 8:15 AM and ends at 3:15 PM. Students are considered to be present for classes whether attending in person or virtually in our hybrid learning system. A student is only absent if he/she cannot participate in virtually or in person.

**Athletes must arrive at school by 10 AM to participate in any athletic competition. 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 prearranged 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 assignments prior to the prearranged absence when possible and appropriate. Students are responsible for obtaining assignments and making up work when absent. All missed classwork 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 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 the student to miss scheduled classes.

Determination of what constitutes an unexcused or excused absence is at the sole discretion of the administration. Family trips not prearranged at least one week in advance and/or longer than 5 consecutive days in length.

### School Schedule

Upper School drop-off 7:50 - 8:00      *\*instruction begins at 8:05am*  
Upper School pick-up 3:00pm

Lower School drop-off 8:00 - 8:10      *\*instruction begins at 8:15am*  
Lower School pick-up 3:15pm

## STANDARDS

## 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 or email either before or upon return from the appointment.

## Standard Rules and Guidelines

This section of the handbook governs basic rules and regulations at WCA that ensure a safe, secure, and orderly school day for all students as well and preserve 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 Him 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 ESV English Standard Version as the translation of the Bible typically used in the classroom for study, quotation, and memorization.

### Student Discipleship

At WCA, the spiritual growth and development of our students is an integral part of our culture, mission, and vision. It is our hope that as our students grow academically, they will also grow to become Christ-centered leaders through opportunities for praise and worship and the exploration of God's Word on a deeper level in small group Bible studies.

Students will also have the opportunity to foster relationships with parent volunteers, local church pastors and youth leaders, and school staff who are committed to helping them grow in their spirituality and build on their foundation of faith.

### 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 our students and at least one parent/guardian will be in regular attendance at

their church.

## School Day Guidelines

### Elevator

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

### Textbooks

As a supplement to the Brightspace learning management system, digital textbooks will provide students with quicker, easier access to learning materials. In addition, e-textbooks eliminate the burden of keeping up with and transporting bulky textbooks while allowing WCA to maintain safer learning spaces free of clutter.

Traditional textbooks may also be utilized in some classes.

### 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 lockers). 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. Speeding and/or reckless driving on campus is prohibited. 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 parental 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/or including suspension from school.

## Administrative and Parent Guidelines

### School Supplies

A basic school supply list is provided for all school students before school starts. School supply lists for available classes can be found at Parent Central on the school website.

## STANDARDS

## Birthdays

In the Lower School, birthdays may 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 the school dress code for all field trips unless directed otherwise. 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 schoolwork.

## Student Conduct

### General Standards

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 facilities. Never write on desks, tables, or walls. Pick up papers and trash anywhere on the school grounds; have pride in the school and all 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.
-  **Specifically related to COVID-19 Health Mitigation, students who consistently fail to adhere to COVID-19 mitigation protocol regarding social distancing and hygiene may be sent home indefinitely for remote course study. For information on specific requirements, please reference Appendix E: WCA Health Mitigation Plan.**

### Honor Code

At Williamsburg Christian Academy, we believe that academic and personal integrity are essential elements in creating a comfortable and trustworthy 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.

When aware of an infraction, students should report that infraction to a teacher or principal. Students who are reported for possible violations will meet with the principal to discuss the report. The principal will then contact the student's parent or guardian to discuss the situation and any relevant 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 proactivity 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 to the Head of School as soon as possible.

## **STANDARDS**

**STANDARDS**

The possession or use of alcoholic beverages or the possession or use of illegal drugs or look-alike drugs at school or school-sponsored events is unacceptable and will result in strong consequences that may include expulsion. Any activity with illegal substances that 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.

The use of substances on campus or the act of arriving at school or any school-sanctioned activity while 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 in writing before a 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 excused or dismissed from school.

Additionally, any prescribed medication used by any person other than the person for whom it is prescribed or used in any manner other than the manner in which it is prescribed that also results in impairment will be considered an illegal drug and therefore a violation of WCA policy.

**Definitions:**

“Drugs” or “illegal drugs” include, but are not limited to, amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any substances listed herein. “Illegal drugs” include, but are 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/or 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 and/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 that 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 that complies with this policy may be verified by the Head of School or designee. The Student/Parent Handbook describes the

### Substance Abuse Policy (con't)

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 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 the unity of purpose. All information gathered will be kept confidential. 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 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 phencyclidine (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 test 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 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.

STANDARDS

## STANDARDS

### Student Conduct- Bullying and Harassment (con't)

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 treats others with respect. Such mutual respect promotes the Christian mission of the school and any form of bullying and inappropriate conduct based on an individual's color, race, religion, origin, sex, national origin, age, disability, handicap, or veteran status will not be tolerated. WCA is committed to 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 an administrator. This includes bullying, intimidation, retaliation, or discrimination through verbal, electronic, written, and physical means.

Also, 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 with the intention of making 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; unreasonably interfere with an individual's school performance or participation; or disrupts 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.

## Student Conduct- Bullying and Harassment (con't)

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 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 per 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 behavior has both positive and negative consequences and that they must accept responsibility for their 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 grade levels. 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

## STANDARDS

## STANDARDS

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."**

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 related to 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 Friday afternoons from 3:15-4:00. Students must arrive for detention sessions on time or they will need to serve an additional session. Determination of behaviors warranting detention is at the sole discretion of WCA administrators.

### **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 readmission 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. Readmission, if granted, will be upon recommendation of 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

## STANDARDS

## STANDARDS

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. Readmission 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 include, but are 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.

### 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](mailto:hos@williamsburgchristian.org).

## Digital Usage and Citizenship

The WCA digital stewardship policies listed below are intended to lay out specific guidance regarding 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 also 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.

### Personal Digital Devices

**Lower School students may not use cell phones on campus during school hours. 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.

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. 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 actions. 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.

## Digital Services and Hardware Responsibilities

Students in all grade levels and their parents will receive access to Brightspace. In addition, students in grade 4 and higher will receive the Google for Education suite of tools. Parents and students will be provided with secure login information for these accounts and are expected to safeguard login information.

Parents are required to agree to the following regarding provided digital services:

1. Students will be responsible to use their Brightspace and Google accounts 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 and classroom groups. Although students may have freedom to use these accounts to contact or be contacted by others, WCA may find and apply limits to this freedom and confine communications only to the school user accounts and activity.

Similarly, students will be issued digital devices for use in conjunction with the Brightspace learning management system. Proper care and maintenance must be taken with any school issued digital device. The device must be returned in the same condition as it was issued and accompanied by all accessories, manuals, software, and peripherals issued with the device. Damage to the digital device or missing elements upon return will result in a charge against the family's school account.

## Dress Code

Parents may purchase the required dress code items on their own and have them branded for WCA or buy the items pre-branded in our Flynn O'Hara Store.

WCA Online Store (Logo Included)

<https://www.flynnohara.com/schoollanding.aspx?scn=va015>

Personal purchase: Walmart/Target recommended. Please use the services of <https://theembroideryconnection.com/> to place the WCA logo on the left chest of your child's uniform shirts and sweatshirts that are purchased from a third party vendor.

### Lower School:

#### 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 bottoms
-  Eagle t-shirt must be purchased.
-  Eagle t-shirts may be worn any day.

#### 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 or polo dresses for PE.

#### Girls Options:

-  Collared shirt colors: navy; gray; white; light yellow
-  Skirt/Pants: navy or gray polo dress; khaki skirt; khaki pants; khaki shorts; navy shorts; navy pants; navy skirt (no pants with exterior sewn pockets, e.g. cargo pants). WCA Jumper may be worn.
-  Sweatshirt colors (must have WCA logo on them): navy or gray
-  Zip-up jackets: Solid color in the following color families: blue, yellow, black, grey or white. No fluorescent colors.
-  Accessories: belt worn with pants or shorts; socks with shoes
-  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 school building.
-  Dyed hair must be natural in color (no greens, blues, purples, etc.).

#### Boys Options:

-  Collared shirt colors: navy; gray; white; light yellow
-  Pant options: khaki pants; khaki shorts, navy pants, navy shorts (no pants with exterior sewn pockets, e.g. cargo pants)
-  Sweatshirt colors (must have WCA logo on them) : navy or gray
-  Jackets: solid color in the following color families: blue, yellow, black, grey or white. No fluorescent colors.
-  Accessories: belt and socks must be worn.
-  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.
-  Dyed hair must be natural in color (no greens, blues, purples, etc.).

## Upper School:

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

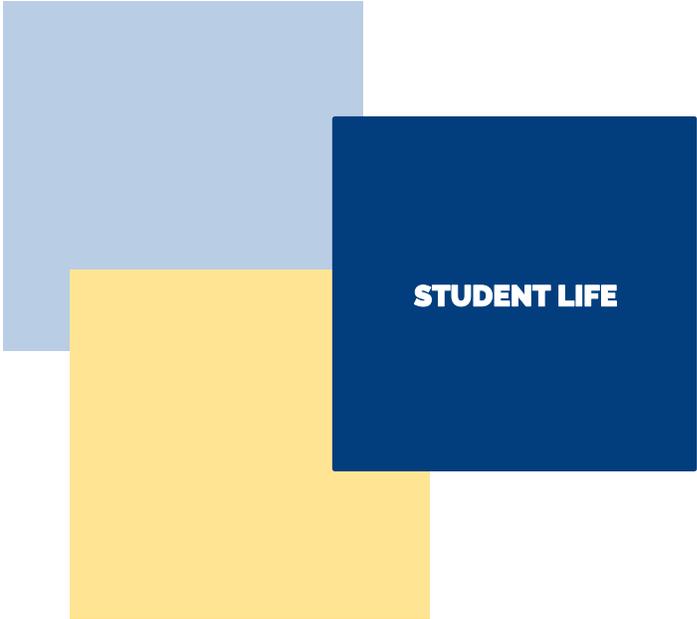
### Boys:

- ☞ Collared shirt colors: navy; gray; white; light yellow
- ☞ Pant options: khaki pants; khaki shorts, navy pants, navy shorts (no pants with exterior sewn pockets, e.g. cargo pants).
- ☞ Sweatshirt/Fleece/Hoodie colors (Must have WCA logo on them): navy or gray
- ☞ Jackets: Solid color in the following color families: blue, yellow, black, grey or white. No fluorescent colors.
- ☞ Accessories: belt and socks must be worn.
- ☞ Shirts must be tucked into pants or shorts.
- ☞ Pants and shorts must have belt loops and a belt must be worn.
- ☞ Only WCA hooded sweatshirts are permitted in the colors indicated. Hoods may not be worn inside the school building at any time during the school day. Collared shirt must still be worn underneath.
- ☞ Hats are not permitted to be worn in the school building at any time during the school day.
- ☞ Sunglasses are not to be worn in the school building at any time.
- ☞ All footwear must have a back; no flip-flops or Crocs unless given permission by the Upper School principal.
- ☞ Hair must be above eye and collar level. Facial hair is prohibited. Dyed hair must be natural in color (no greens, blues, purples, etc).

### Girls:

- ☞ Collared shirt colors: navy; gray; white; light yellow
- ☞ Skirt/Pants: khaki skirt; khaki pants; khaki shorts; navy shorts; navy pants; navy skirt (no pants with exterior sewn pockets, e.g. cargo pants)
- ☞ Sweatshirt/Fleece/Hoodie colors (must have WCA logo on them): navy or gray
- ☞ Jackets: Solid color in the following color families: blue, yellow, black, grey or white. No fluorescent colors.
- ☞ Accessories: Belt with pants or shorts; Socks must be 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 in the colors indicated. Hoods may not be worn inside the school building at any time during the school day. Collared shirt must still be worn underneath.
- ☞ Hats are not permitted to be worn in the school building at any time during the school day.
- ☞ Sunglasses are not to be worn inside the school building at any time.
- ☞ All footwear must have a back; no flip-flops or Crocs unless given permission by the Upper School principal.
- ☞ Dyed hair must be natural in color (no greens, blues, purples, etc).

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.

Personal student 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 ACSI legal update).

### Extra Help

Students are encouraged to be proactive in their educational 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 3:15-3:30 (Mondays through Thursdays).

Any student earning less than 73 in any upper school course will be required to attend an extra help session as designated, whether virtually or in person. 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 73 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.

### 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

**STUDENT LIFE**

## STUDENT LIFE

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:

### **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 social events are to be approved by the administration and planned under the guidance of faculty and staff.

### **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 upper school students. Mission opportunities will be available to Upper School students each year. Please look for specific information on mission trips and service opportunities via the Upper School Principal.

### **Student Government**

The student government organization in both middle and high school is called Student Council Association (SCA). Each of the MS and HS 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 involves student services at a fair price such as car washes, yard work, babysitting, tutoring, or providing food for sale at already scheduled WCA events (dinner before athletic 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 general topics with regard 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 prior approval for absence is given 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. Athletic activities and late arrivals from away games are

## STUDENT LIFE

not valid excuses for homework not being completed on time or tardiness to school. Williamsburg Christian Academy 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, PIAL soccer, cross country and swimming

*\*Subject to change based staffing, student enrollment, and interest*

### **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 make arrangements 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 the 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 Virginia Metro Athletic Conference 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

Williamsburg Christian Academy 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.

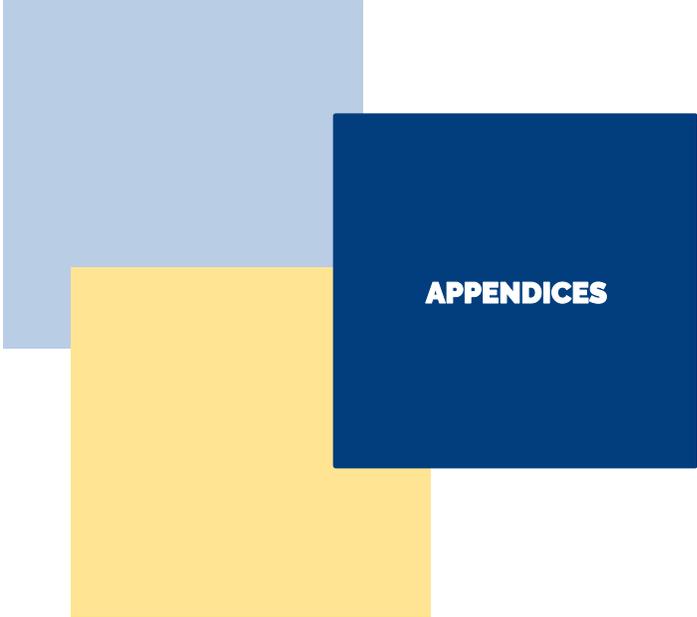
We expect our coaches, players, students, and parents to represent Christ and WCA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of constituents and friends. In the process, we expect all such constituents and friends to uphold 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

Williamsburg Christian Academy 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 avoided. 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 an escalation of issues that can often be resolved through open communication. Backbiting, the spreading of rumors, and physical fighting is not tolerated at Williamsburg Christian Academy. 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: Drop-off and Pick-up Diagram

Appendix E: School Dismissal Manager App Guide

Appendix F: Fall 2020 Opening Plan

Appendix G: WCA Commonwealth of Virginia COVID-19 Health Mitigation Plan

## 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 about. Please refer to the WCA Volunteer Handbook for more in-depth information and full volunteer policy and procedural guidance, as well as a list of opportunities.

## APPENDICES

### **VOLUNTEER OPPORTUNITIES AND ORGANIZATION**

WCA regularly requires assistance in meeting the necessary functions of school operations, athletic functions, and other events. 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 a proper license 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 the following paperwork annually (*available in the front office or at the Parent Portal at [williamsburgchristian.org](http://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

### BEFORE AND AFTER SCHOOL CARE POLICY (AM/PM CARE) 2020-2021

Williamsburg Christian Academy (WCA) offers a before and after school care program for enrolled **K4 through 5<sup>th</sup>-grade students** to meet the needs of working parents. Because of space limitations, WCA is unable to provide care for parents who wish to attend WCA athletic or other events. Our goal is to provide a safe and caring home-like environment for children where Christian principles are practiced.

#### Hours of Operation

**Before Care -6:45 a.m. to 8:00 a.m.**

**After Care - 3:15 p.m. to 6:00 p.m.**

**School-Wide Early Dismissal 11:30 AM to 6:00 PM**

We have designed a semi-structured program to give children safe boundaries while allowing more freedom than the normal classroom setting. During PM care, there is a generous amount of playtime, along with a designated time for homework. We also provide a nutritious afternoon snack each day. Our AM/PM care director and staff are CPR and first aid certified. Enrollment begins in February during the school re-enrollment period. **Space is limited**. The AM/PM director will determine when the program is full and notify parents.

#### GENERAL POLICIES

##### Arrivals & Departures

- A parent or person authorized by the parent must sign in a child attending AM care.
- The care provider will sign in a child attending PM care.
- All children attending PM care should report promptly. No one is admitted after 3:30 PM unless prior arrangements are made with the PM care director.
- Children of WCA staff members must be in PM care no later than 3:30 PM and may not run back and forth to a parent's office/classroom.
- At pickup, the child must be signed out by the parent or person authorized by the parent.
- Once a parent has signed their child(ren) out of PM care, the child(ren) may not return to PM care that day.
- Written notification from a parent is required if the AM/PM Care program is no longer needed.

##### Illness

Limitations in attendance or requiring immediate pick up will be as follows:

- The Child's temperature is 100 degrees or over
- There is green or yellow discharge from the nose
- The child has a contagious illness

## **Half Days**

- PM care is provided on scheduled half days with the exceptions of:
  - a. Any Early Dismissals before holidays
  - b. Early Dismissal last day of school
- On scheduled half days when care is provided, children need to bring a lunch and drink.

## **Inclement Weather**

- If school is closed, no AM/PM care is provided
- If school closes early, there will be no PM care
- If the opening of school is delayed, there will be no AM care

## **Disciplinary & Behavior Management**

Parents will be informed in person, by telephone, in writing, and/or through parent conferences if their child displays inappropriate behavior. Inappropriate behavior may lead to disciplinary action, including possible suspension and/or termination from the program. The following list of inappropriate behaviors may result in disciplinary action, and this list may not be all-inclusive:

- Fighting
- Stealing
- Defacing school property
- Lack of respect for staff members
- Uncooperative with staff instructions
- Discourteous behavior toward other children
- Improper and inappropriate language use
- Other behaviors as noted in the WCA Student Handbook

Disciplinary action may include the following:

- Time out
- Verbal or written report to parents
- Parent conference
- Suspension
- Expulsion
- Other actions as noted in the WCA Student Handbook

## **Snack**

- A nutritious snack is provided daily after school
- Candy and other junk food is discouraged but is permitted with parent permission
- Gum is not allowed

## **Toys/Games**

Children are not allowed to bring certain toys or games from home. This includes toy weapons and bey blades.

## **Students not picked up 15 minutes after dismissal time**

At the end of the school day, parents have a fifteen-minute period of time to pick up their student. At fifteen minutes after the scheduled dismissal time for that day, all

## **APPENDICES**

students who have not been picked up are taken to the PM Care room. Our school policy and insurance company require that students be supervised at all times.

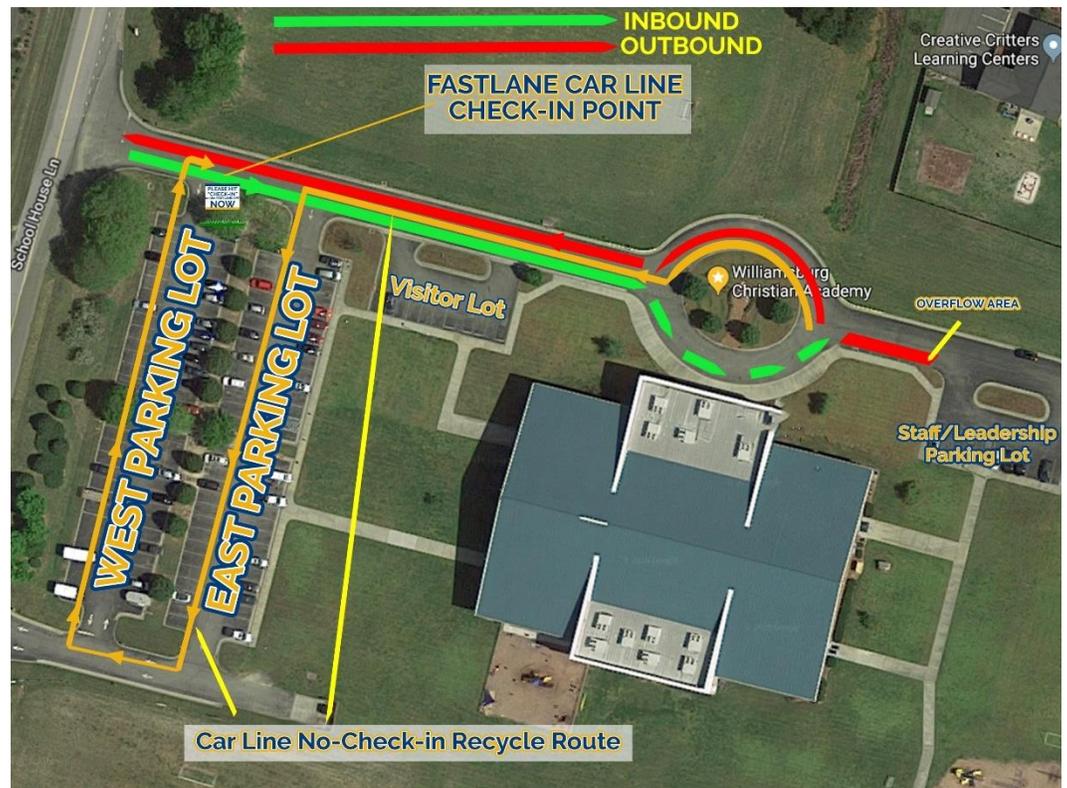
## Appendix C: Eagle Preschool

### K4 DISCLOSURE

WCA's K4 program is a religiously exempt preschool. We adhere to the standards set by the Virginia 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: Drop-Off and Pickup Quick Reference Map



## Appendix E: 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 F: Fall 2020 Opening Plan



# 2020 OPENING PLAN

### ACADEMIC OPERATIONS

Per social distancing requirements of the Commonwealth of Virginia, Williamsburg Christian Academy may open with the following blended operational weekly schedule in August 2020 with the understanding that our local and state government orders and medical data may ease or tighten restrictions and our opening school schedule:

#### LOWER SCHOOL

1. On-campus instructional days Monday, Tuesday, Thursday, and Friday.
2. Remote course learning day each Wednesday.
3. Lower school learning environments will have a maximum classroom size of 9 students and may use a combination of first and second-floor classrooms.

#### MIDDLE SCHOOL

1. On-campus instructional days Tuesday, Thursday, and Friday.
2. Remote course learning days Monday and Wednesday.
3. Middle school classrooms will have a maximum classroom size of up to 9 students.

#### HIGH SCHOOL

1. On-campus instructional days Monday and Wednesday.
2. Remote course study days Tuesday, Thursday, and Friday.
3. High school classes will have a maximum classroom size of up to 9 students.

### CUSTODIAL OPERATIONS

Always one of the most valuable services in any organization, our Custodians will work to ensure proper care of our facilities. Virginia Department of Health and Centers for Disease Control information and recommendations for schools will guide the care of our facility. As always, our custodial team assists in providing the healthiest possible learning environment for your child.

*(Con't on back)*

## Appendix F: Fall 2020 Opening Plan (con't)



# 2020 OPENING PLAN

APPENDICES

*(Con't from front)*

### HYGIENE

Frequent use of hand sanitizer, self-care and hygiene, appropriate hand washing, and practice of coughing/sneezing etiquette will serve as vital components to our health and life skills curricula.

### SMALL GROUP TRAINING FOR STUDENT-ATHLETES

As long as there continues to be an indefinite moratorium on interscholastic athletic competitions, we will facilitate small group individualized skill development and conditioning practices for student-athletes. Under the Wellness pillar of the WCA academic program, movement is key to establishing healthy minds and bodies. Small group training activities will be organized by Pam Gibbons, Athletic Director, according to season (e.g., Fall volleyball) and will have the following guidelines:

1. Maximum training groups of up to 5 student-athletes per session.
2. Social distancing of 12 feet between student-athletes because particles travel at different rates when bodies are in motion.
3. Student-athletes may not store their belongings in gym lockers.
4. Student-athletes may not arrive on campus for small group training sessions before 3:30 pm on remote course study days.
5. Coaches and the Athletic Director will develop a comprehensive schedule of small group training to provide as much access to sessions as possible.
6. Our focus will be on individual skill development and conditioning rather than team competitions and defensive drills that create close contact.

### VIRTUAL LEARNING INTEGRATION AND WCA'S FUTURE

Blended learning will allow WCA to offer your student the best education possible. By offering a hybrid experience, more class offerings will be available, giving your student the opportunity to expand their learning profile in ways that have not been possible before.

*(Con't next page)*



# 2020 OPENING PLAN

*(Con't from previous)*

## VIRTUAL LEARNING INTEGRATION AND WCA'S FUTURE (CON'T)

In addition, this will prepare them for the multi-faceted learning experience they will likely encounter in college. By exposing them to this model now while they have the support of our qualified and passionate teachers, they will be well-equipped for true 21st-century education as they grow and mature into young adults pursuing higher education and will have the tools and training necessary to be active agents in their own learning.

Using our virtual tools to expand curricular offerings as we connect with experts and educators nationally and globally, Williamsburg Christian Academy will flip the classroom with a mixture of blended synchronous and asynchronous learning opportunities. This mixture enables faculty to make better use of brick-and-mortar class time through careful inclusion of demonstrations, movements, simulations, experiential learning, and hands-on group and individual projects. Gone are the days when students sit idle in a classroom for 50 minutes.

For more information on how our accrediting agency, Association of Christian Schools International, views the value of blended learning, please visit <https://www.acsi.org/-school-services/accreditation/online-schools-accreditation>.

# Appendix G: WCA Commonwealth of Virginia COVID-19 Health Mitigation Plan

## APPENDICES

### PROCESS

Williamsburg Christian Academy's response to the COVID-19 pandemic is designed to protect the health and safety of the entire WCA community - students, families, faculty, staff, and visitors.

The goal of the 2020-2021 Health and Safety Statement is to guide a safe reopening of our campus.

This plan is based on the most recent information and guidance from many different authorities and groups, including:

#### 1. Local, State and Federal Authorities, including the Center for Disease Control and Virginia Department of Health.

Based on the Centers for Disease Control (CDC) and Virginia Department of Health (VDH) recommendations, WCA can answer 'yes' to all recommendations required to safely open and monitor.

#### 2. WCA Health and Safety Task Force

Lorraine Perkins, DNP, FNP, BSN  
Ray Henley, DDS  
Shawn Flanagan, MD  
Tammie Saunders, BSN, RN  
Johnny Graham, Head of School  
Rob Campbell, Head of Administration  
Noelle Rennolds, Lower School Principal  
Crystal Florakis, Upper School Assistant Principal  
Matt Leffler, Board President  
Mike Nice, Board Treasurer

#### 3. WCA Guidance from professional organizations and peer schools NAIS, ACSI, VCPE

### ESSENTIAL QUESTIONS

#### What conditions would allow Williamsburg Christian Academy to open in person, on campus?

WCA has strongly considered all VDH and CDC recommendations regarding opening in person, on campus, for the 2020-2021 school year. According to the current regulations published this summer, WCA's Health and Safety Task Force, Board of

## APPENDICES

Trustees, and Leadership have determined that the school is prepared to open safely while continuing to monitor the COVID-19 pandemic guidelines as time goes on. Additionally, the school has submitted its Health Mitigation Plan for in person curricular delivery to the Virginia State Health Commissioner's office.

### **What conditions would cause Williamsburg Christian Academy to close facilities and move to all-school distance learning?**

WCA would move to all-school remote course learning if mandated by Governor Northam or recommended by the James City County Department of Health or Virginia Department of Health. There may be scenarios this school year that call for one grade level or division to move to remote course learning temporarily while allowing the rest of the campus to continue to remain open.

### **What happens if/when there is a confirmed COVID-19 case within the school community?**

According to the medical professionals on the Health and Safety Task Force, if or when there is a confirmed case of COVID-19 within our school community (including faculty, staff, students, or students' household members), the school will be notified by the James City County Department of Health. If we are notified of a positive case of COVID-19 from a parent or staff member, our first call will be to the James City County Health Department for direction. WCA will follow all CDC and VDH protocols to send infected or exposed individuals home. The CDC recommends 14 days of quarantine after exposure based on the time it takes to develop the illness if infected. WCA will follow all CDC and VDH protocols to sanitize or temporarily close any at-risk areas of our campus. The health department will guide decisions regarding the closure of a classroom, school, or office.

### **What is Williamsburg Christian Academy's stance on mask-wearing?**

Although students and learning facilitators will not wear masks throughout the entire school day, they will be required to wear masks when collaborative projects involve contact within six feet for ten minutes or longer as defined by the Virginia Department of Health regarding close contact. As a result, each student should bring a mask to school each day as a part of his or her supplies. Learning facilitators will review mask hygiene details with students during Health & Safety instruction each Monday. Masks should be washed or replaced daily.

### **Will student temperatures be taken each day?**

When entering the school building's front entrance each day, students, staff, guests, parents, and vendors will be scanned for their temperature via thermal camera. Subsequently, the thermal camera will notify the front office receptionist when a specific individual has been identified as having a fever.

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### What if someone in my household is infected with COVID-19?

If a member of your household is infected with COVID-19, please contact Mrs. J'me Ferguson, Assistant to the Head of School, at [fergusonj@williamsburgchristian.org](mailto:fergusonj@williamsburgchristian.org) or (757) 378-5260 regarding your child's specific quarantine timeline.

### Who do I contact if I have general COVID-19 questions?

Regarding a WCA-specific COVID-19 protocol question, please contact Mrs. J'me Ferguson, Assistant to the Head of School, at [fergusonj@williamsburgchristian.org](mailto:fergusonj@williamsburgchristian.org) or (757)378-5260. Regarding regional health data questions, please contact the James City County Department of Health at (757) 253-4813.

### What if I'm uncomfortable with sending my child to school? What do I do?

No problem! That's a parental decision, not the school's, and we have a flipped learning plan that will allow remote students to grow as lifelong learners without disruption. Parents who intend to opt into 100% virtual learning indefinitely need to send an email to Johnny Graham, Head of School, with the email subject **"Virtual Only Opening"** before August 12, listing the names of all children in the body of the email when opting into full virtual learning for 2020-21. Williamsburg Christian Academy's flexibility allows parents to control when they feel comfortable with on-campus learning for their children.

### What if I have traveled to a region of the country or the world that is a COVID-19 hot spot?

A WCA employee or student will be quarantined as a precaution for ten school days following the return of the employee, student or any of their household family members from travel to any city or region where COVID-19 infection rates have not been in decline for at least two consecutive weeks before their visit (e.g., Myrtle Beach, SC; Houston, TX; Phoenix, AZ, etc.)

### Providing a safe and healthy learning environment for the Williamsburg Christian Academy community is our highest priority.

The WCA Health and Safety Task Force has set forth a host of recommendations to allow for a safer start of the 2020-2021 school year for in-person, on-campus teaching and learning during the COVID-19 pandemic.

Unless mandated by the state, or otherwise advised by health officials, WCA's doors will remain open for on-campus instruction per our May 15 Fall 2020 Opening Plan. WCA will follow CDC and VDH protocols to send infected or exposed individuals home and close and sanitize any at-risk areas of campus. The health department will guide decisions regarding closure of the classroom, school, or office.

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## APPENDICES

To support higher-risk individuals within our community, WCA will offer hybrid learning options for students and a telework policy for employees.

The plan's structure below has been carefully considered to address and promote the safety, health, and welfare of our entire school community. The community health guidelines and policies are subject to change as new information becomes available. Procedures to protect the health and safety of the WCA community fall into three main categories:

## HEALTH AND SAFETY PROCEDURES PROTECT. DISTANCE. DISINFECT.

### PROTECT: STUDENT SCREENING

WCA families protect our school community through the practice of social distancing coupled with the mastery of cough, sneeze, and handwashing hygiene away from campus as well as in person. We encourage parents to limit the out-of-school social interactions of their children so that the WCA community may be safer. Additionally, we'll progress towards full operational status as employees, students, and families partner with our ministry to master COVID-19 health mitigation protocols. Families are attesting that their students are illness/symptom-free by sending them to school and by answering NO to all of the following:

- Do you have a fever (temperature equal to or higher than 100 without taking fever-reducing medication)?
- Are you experiencing shortness of breath or difficulty breathing?
- Do you have a cough?
- Do you have the chills?
- Have you lost your sense of smell or taste?
- Do you have a headache?
- Do you have a sore throat?
- Do you have muscle aches?
- Have you experienced any GI symptoms such as nausea, vomiting, diarrhea, or loss of appetite?
- Do you have a bacterial infection such as pink eye or strep throat that you have not been on an antibiotic for 24 hours?
- Have you been asked to self-isolate or instructed to quarantine by a medical professional or local Health Department official?
- Have you been in close contact with anyone who has been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

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## PROTECT: FACULTY/STAFF SCREENING

All faculty, staff, and students are expected to adhere to the sick policy and stay home if they are exhibiting any signs of illness. If symptoms arise during the school day, the individual will be sent home promptly. Symptoms of illness include:

- Active vomiting or diarrhea in the last 24 hours.
- Chills/generalized body aches.
- Fever greater than or equal to 100 in the past 24 hours without fever-reducing medication.
- Exhibiting any signs or symptoms of a respiratory illness (cough, runny nose, respiratory secretions), with or without fever.
- Undiagnosed rash, new and/or untreated rash or skin condition (i.e., hives, wound with purulent drainage).
- If diagnosed with pink-eye or strep throat, the individual must be on antibiotic treatment for 24 hours.
- Experiencing signs or symptoms of COVID-19 (fever, cough, shortness of breath, muscle pain, new loss of taste or smell, sore throat, headache, rash).
  - Must follow up with a medical provider and provide a return-to-school note to the nurse.
  - Pediatricians or family physicians will advise families of appropriate next steps and evaluate if COVID-19 testing is warranted.
- If we are notified of a positive case of COVID-19 from a parent or staff member, our first call will be to the Virginia Department of Health for direction.
- The VDH will most likely notify the school of any positive cases within our school community.
- Students/staff may not return to school until they're illness/symptom-free for 48 hours, except if diagnosed with COVID-19, and they must follow CDC and VDH recommendations.
- If someone in our community has tested positive, they will be under the watch of the VDH and will receive instruction as to when they will be released from quarantine/isolation.
- Families will be notified via email of any known COVID-19 exposures.

## PROTECT: PREVENTION

All WCA employees will wear a face mask while in common spaces on campus.

It is recommended that all Upper School students wear face masks.

All faculty and staff buckling and unbuckling students during the car line will wear a face mask.

All Lower School students must have individual supplies.

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## APPENDICES

## APPENDICES

We will teach and reinforce proper handwashing techniques and covering of coughs and sneezes among students and staff.

MAT-certified staff will monitor absenteeism to identify any illness trends among the students and employees.

Signage regarding signs and symptoms of COVID-19, proper handwashing, respiratory etiquette, and how to properly wear a face mask will be placed around campus.

### DISTANCE

**All staff and students will practice feasible modified social distancing.**

Visitors will be restricted to those that are essential, and they will be asked to wear a mask and complete a health screening attestation form before interacting with people.

Students in the Lower School will be kept with their class “family” during the day at recess and lunch and will not mix with other class “families”. Car line will be run with staggered arrival and dismissal times. Refer to July 20 Head of School email to families regarding opening protocol.

There will be no clustering of desks.

Lower School lunch will occur in each classroom on the first floor of the building.

Upper School lunch will occur inside the cover of a tent located on the east side of campus and enable a seamless transition to post-lunch outdoor recreation in the Upper School.

### DISINFECT: CLEANING

One custodial staff member will be assigned to each building floor during the day to clean/disinfect all high-touch areas of the campus. Learning facilitator assistants will support classroom cleaning needs of the school frequently each day.

- Ensure adequate supplies for proper hand hygiene (soap, paper towels, hand sanitizer, disinfecting towels, and spray).
- Hand sanitizer stations will be placed throughout the building.
- Bathrooms (including classroom bathrooms) will be cleaned, disinfected, and mopped multiple times per day as needed by the custodial staff.
- Tables and desks will be wiped down after each use by the learning facilitator assistants between periods of student use.

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## DISINFECT: HYGEINE

### Hand hygiene education will be provided.

- Hand hygiene (handwashing for 20 seconds with soap and water if available or use of hand sanitizer when entering a building, changing your environment, after using the bathroom, before and after eating).
- Lower and Upper School learning facilitators will build time into their class schedule to teach and enforce proper hand hygiene.

### Respiratory etiquette education will be provided.

- Practices include covering your mouth and nose when coughing or sneezing.
- Use tissues and throw them away after one use.
- Wash your hands or use hand sanitizer every time you touch your mouth or nose.

This Health and Safety Plan is based on the most recent information as of July 20, 2020. Any updates will be communicated via email or posted to the website and WCA social media platforms.

## SUMMARY AND CONCLUSION

On May 15, 2020, Williamsburg Christian Academy families received the current version of detailed plans for the curricular and athletic opening of hybrid in-person school operations. Please review our opening plan [here](#) as a reminder of operational details. WCA families will receive a separate informational email from Head of School, Johnny Graham, on or before August 13, 2020, regarding the school's implementation of the Brightspace learning management system. WCA's Brightspace learning management system will be used throughout in-person and remote learning and will establish a safer online environment for all communication among learning facilitators, students, coaches, and staff. The Brightspace LMS will enhance WCA's flipped classroom curricular delivery moving forward.

## APPENDICES

