



Student/Parent Handbook

2009-2010

MRS. GWEN MARTIN, Head of School
MR. CHRIS GANN, Assistant Administrator
MRS. CHRISTINE SCHULKER, Head of Middle School
MRS. JANE VAUGHT, Head of Elementary School
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Mascot: Eagle

Colors: Royal Blue, Gold and White

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www.WilliamsburgChristian.org

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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 in 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*)

CONTACT INFORMATION:

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101 Schoolhouse Lane
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RECORDS

GRADEQUICK: See grading/reporting under Evaluation/ Assessment.

EDLINE: Is an easy-to-access, state-of-the-art, completely secure, interactive website through which teachers can post homework, grades, and other pertinent information on the school's website with a few mouse clicks. This can be accessed by logging onto **www.edline.net**. The system includes unique log-ins and passwords so that parents can access information privately. Details are provided at the back-to-school night at the beginning of each school year.

STUDENT RECORDS: The school shall maintain records of every student, including part-time students. This includes registration forms and all other pertinent documentation for enrollment. The records (cumulative record, discipline file, and psychological file) will be 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 as well. When inspecting a student's records, any authorized parent/guardian may question the content of the records. This includes enrollment documents, grades, attendance records, immunization records, 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.

ACADEMIC PROGRAM GUIDELINES

ACADEMIC STANDARDS: It is the belief of Williamsburg Christian Academy that a quality education is the result of (1) a curriculum that integrates God's truth into all courses and adequately prepares the student for future educational endeavors, (2) teachers that are Christian in their philosophy of education, and (3) classes which enable the student to derive maximum benefit from his/her academic experience.

All curricula will maintain the Christ-centered philosophy of education. Therefore our educational effort is based upon the motivation that man's ability to know and reason is a gift of God given to enable man to know his Creator in a personal way. Curriculum is selected to produce critical thinkers who will bring every thought captive to the mind of Christ (2 Cor. 10:5) and that will enable students to fulfill Christ's Great Commission as they mature.

At WCA it is believed that students should move through the planned curriculum in a step-by-step progression that allows for steady academic and social development. Retention and/or skipping a grade are given the appropriate consideration on a case-by-case basis.

Curriculum is developmentally appropriate (Pre-school - Grade 12) and teaching methods promote inductive learning through exploration and discovery, inquiry and interpretation, critical thinking and creativity. The curriculum is designed to teach the whole child spiritually, intellectually, physically, and socially. Library volumes and classroom literature books are carefully selected to support educational excellence, developmental appropriateness, and to promote critical thinking from a Christ-centered perspective and value system. Art, music education, and physical education are offered at all grade levels to balance the overall educational experience at WCA.

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 **New International Version** as the translation of the Bible normally used in the classroom for study, quotation, and memorization.

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. Students are trained in the habit of prayer throughout the school day. Students are encouraged to make their requests known before God and are given opportunities to pray and to

share needs with others as they share their requests with Him.

CHAPEL: Chapels are held once per week for every grade level. A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all chapel assemblies.

HOMEWORK POLICY: To develop good study habits in the home, parents are asked to provide a daily time and quiet place for the completion of the assigned work. Parents may lend assistance making suggestions but are asked not to do the work for the child. Homework assignments or projects that are done exclusively by the parent are not accepted.

In general, the average amount of homework assigned is as follows:

- Grade 1: approximately 10 minutes per night
- Grade 2: approximately 20 minutes per night
- Grade 3: approximately 30 minutes per night
- Grade 4: approximately 40 minutes per night
- Grade 5: approximately 50 minutes per night
- Grade 6: approximately 60 minutes per night
- Grade 7 and 8: approximately 20 minutes per subject
- Grades 9-12: approximately 30 minutes per subject

If a student is unable to complete class work in a timely manner, additional time at home may be required to keep the student on task. Some advanced classes may require more time than suggested.

HONOR CODE:

One of the core values at Williamsburg Christian Academy is “personal responsibility in all areas of life,” (Phil. 1:9-11; Heb. 13:18). Students who attend WCA have made the decision to follow the Honor Code by making a pledge not to use alcohol and illegal drugs, engage in any sexual activity, and honor all rules governing vandalism, plagiarism, cheating, lying and forgery. Violations of the Honor Code carry serious consequences. Students are asked to sign an Honor Code form at the beginning of the school year and understand that any such activity may result in dismissal.

Honor Code

“I am acquainted with the information in the student handbook and I recognize the need for the establishment of administrative policies and procedures. I will fully respect the handbook guidelines and I will adhere to these guidelines to the best of my ability with God’s help. I understand that failure to comply may result in my dismissal.

1. I promise to uphold the standards of the school in conduct and dress code. I will, in honesty and teachable spirit, accept correction in these areas knowing it will be given for my benefit.

2. I will abstain from the use of tobacco, drugs, profanity, vulgar language, alcoholic beverages, immorality, gossip, or talking critically about others, malicious or careless destruction of property and any other activity inconsistent with WCA’s core values or Christian standards.

3. I will work diligently on all academic work, striving for the highest grade I can possibly make. I will always do my own work. I will not give, receive, or attempt to give or receive unauthorized help that could result in an unfair advantage in completing school work. I will not lie, cheat, plagiarize, or steal.

4. As a student at WCA, I will act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, morality, and honesty at all times, even when away from school.

I agree to abide by the above statements and other expectations of students enrolled at WCA.

NEATNESS/OWNERSHIP OF WORK: Neatness and accuracy are very important. Assignments, which are not neat, will be returned to be redone. 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. (See Honor Code above.)

CLASSES:

Elementary Class Schedule

The elementary “specials schedule” includes at a minimum art, music, physical education, and library/computer, and is to be designed by the Head of the Elementary School.

Middle School/High School Class Schedules

Students in grades 6-12 receive class schedules based upon their previous level of completion, teacher recommendation, achievement test scores, and grades. Appointments may be made during the summer to plan courses to be taken.

ADD DROP POLICY: Class changes may take place during the first three weeks of the semester. Students must schedule a guidance appointment and provide parental approval for any class change. Once a change

has been approved, the students will obtain signatures from the losing and receiving teachers and will return textbooks and other class materials to the losing teacher. When circumstances justify a schedule change after the three week period approval must be gained by the Director of Instruction, Assistant Administrator or The Head of School.

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

A. TRADITIONAL ACADEMIC DIPLOMA

- 4 Bible Studies Units
- 4 English Units
- 3 Math Units
- 3 Science Units
- 4 Social Studies Units
- 3 Foreign Language Units
- 2 Visual/Performing Arts Units
- 4 Electives (Health/PE, Speech SAT required)
- 1 Technology Education Unit

Total Units Required: 28

Honor Seal

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

In addition to the required credits, **Community Service** (annual non-credit) is a requirement of all middle and high school students. The non-credit requirement is a minimum of ten (10) service hours per semester or 20 service hours per year of volunteer service. A mission trip can be credited towards half of the requirement. Christ declares in Matthew 20 and Mark 10 that in order to be great in God's kingdom, we need to be servants of all. He also said that he came not to be served, but to serve. Activities might include peer tutoring or aiding teachers, church or youth group related community service and leadership roles, and community volunteer service. Students are able to choose and parents are asked to indicate their approval of activities by initialing the Community Service Form. Forms can be picked up in the Secondary School Office. The office manager will keep a record of students hours.

Any individual exceptions to these requirements may be made only with the approval of the Head of School.

CONCURRENT STUDENTS: High school seniors may opt to take a college class concurrently as their high school schedules allow. 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 and will receive the grade earned at the college on their high school transcript. In the interest of fair practices, these grades will not be weighted as this would skew class rank.

INTERNSHIPS: As designed by the Director of Instruction high school students may also receive one-half to 1 full credit for an internship.

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

SEX EDUCATION:

God has given parents the privilege and responsibility of educating their children on the subject of human sexuality. The school administration is available to give parents advice and direction in this area if requested. Sexual reproduction is addressed in the curriculum of the high school biology course. The secondary school will offer occasional guest speakers on sensitive subjects with parent notification.

PE/HEALTH CLASSES: For graduation, three semesters (1 ½ credits) of PE must be completed and one semester (1/2 credit) of Health. (See athletic participation below for additional information.)

ATHLETIC PARTICIPATION AS A COURSE CREDIT IN PHYSICAL EDUCATION (P.E.):

High School students may receive half-credit in P.E. for every two sports participated in during one school year. No carry-over to the next school year will be permitted. The only exception is cheerleading, from which a participant will receive half-credit for participation on the squad for the entire season. If a student elects to use a

sport as their credit, then the student will be required to take a full load of academic classes.

WEIGHTED CLASSES: High School A.P. or Honors classes are weighted according to the following: 5.0-A, 4.0-B, 3.0-C. WCA does not weight college classes that are taken concurrently; however, we adjust the college grading scale to our grading scale when assigning a numerical grade.

STUDY HALLS: In general, study halls are discouraged at WCA. Once in a while, a student who is self-motivated and a good steward of time might benefit from a scheduled study hall. However, the school offers students a wide variety of courses to give depth to their educational program and to encourage them to make the most of every available opportunity to learn.

EDUCATIONAL ENRICHMENT PROGRAM

Students with special needs are eligible for admission when the educational programs of Williamsburg Christian Academy are deemed appropriate for their needs. The school may maintain programs to serve students with special learning needs, age limits will apply. As appropriate, modifications in the regular classroom setting may be made to accommodate those with special learning needs.

HIGH SCHOOL SKIPPING GRADES: Students wishing to skip a grade must go before the Educational Board to present their case. Collectively the board will make a decision if the student will be allowed to be promoted. The educational board will be comprised of one teacher, Head of School, Director of Instruction and Assistant Administrator. To apply, students need to have a GPA higher than a 3.3 and must apply by the end of their freshman year. Requests need to be made before the junior year commences to be seriously considered.

HIGH SCHOOL PREREQUISITES

GENERAL MATHEMATICS PREREQUISITE: All students in grades 6-12 must have a final average of 80% in a math course to move on to the next course in the natural sequence.

AP CALCULUS: An A or B average is required in Pre-Calculus in order to enroll in the AP Calculus class.

CALCULUS: An A or B average is required in Pre-Calculus in order to enroll in the Calculus class.

PRE-CALCULUS: An A or B average is required in Algebra II in order to enroll in the Pre-Calculus class.

AP ENGLISH/HISTORY:

- Proficiency in previous English/History courses by maintaining an average no less than 90%.
- Exemplary school attendance.
- Completion of summer AP assignment.

AP or HONORS BIOLOGY: Proficiency in Biology and Chemistry by maintaining an average no less than 80%.

FOREIGN LANGUAGE: An A or B average is required in order to move to the next year of foreign language in the sequence.

HIGH SCHOOL CLASSIFICATION REQUIREMENTS:

Classification of grades is as follows:

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

TRANSFER STUDENTS

HOME SCHOOL STUDENT POLICY:

Williamsburg Christian Academy may offer part-time enrollment to home school students (grades 1-12) provided space is available. Any part-time or home school student must apply and meet all Williamsburg Academy admission requirements, including a signed acknowledgement of the Academy's core values and all other forms. The following criteria must be met:

1. In any given school year, a home school student must be enrolled in 5 classes from the onset of a semester (at least 2 must be core classes), in order to participate in any extracurricular activities such as athletics, fine arts productions/ensembles, and clubs. A home school 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 and home school students must have transportation home immediately following the last class taken. Tuition for classes may include study hall time between classes to cover cost of supervision by Williamsburg Christian Academy staff.
3. A student who wishes to graduate from Williamsburg Christian Academy must have

taken a minimum of 8 classes (at least 7 core classes) at the Academy.

FOREIGN EXCHANGE STUDENTS are welcomed to attend WCA contingent upon governmental requirements (I-20 Non-Immigrant Student Forms and SEVIS requirements) and placement with a host family.

ALL NEW STUDENTS are on probation for the first semester of their admission. This probation will be lifted during the following semester if no academic or behavioral issues present themselves during that first semester.

ACCEPTANCE OF COURSE WORK FOR HIGH SCHOOL CREDIT: Williamsburg Christian Academy accepts credits transferred from other high schools and correspondence courses, and may approve work done through bonafide home school experiences. This is subject to the discretion of the Head of School. Official transcripts are required at the time of admittance. Also, Williamsburg Christian Academy will accept summer school credits from accredited summer school programs or those accepted by the administration prior to taking the course.

EVALUATION/ASSESSMENT

ACHIEVEMENT TESTING: End of year achievement tests will be given to all students in grades 1st through 10th. WCA uses the Stanford Achievement Test.

SEMESTER EXAMINATIONS: Students in the middle and high schools must take semester examinations. These examinations are summative in nature and comprehensively cover the materials taught during the semester. Graduating seniors may be exempt from any second semester final if they hold a 92% average or above in the individual course from which they are qualified to be exempted (based upon second semester average only). This privilege is for seniors in individual classes. It is not based upon a 92% average or better as a cumulative average for all second semester classes. Any exceptions to this policy will be at the discretion of the Head of School.

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

A = 100 – 92	P = Pass
B = 91 – 83	G = Good (elem. only)
C = 82 – 74	S = Satisfactory (elem. only)
D = 73 – 65	I = Incomplete
F = Below 65	

F = Fail

For elementary grades 1 and 2, I is 73 and below. No Ds or Fs will be recorded. Specific grading scales and ranges will be printed on the report card.

GRADING/REPORTING PERIODS: Teachers use grading software called *GradeQuick* to record grades. These are exported routinely to *Edline* for access by parents and students. After each 4-1/2 week marking period, interim progress reports are posted for the parents' review (elementary progress reports are printed and sent home). At the end of each 9-week marking period, report cards are issued. Report cards must be signed and returned to the homeroom teacher within one week of receiving them. Interims and report cards will not be released to students if tuition and/or other fees (such as library fines or lunch money) are past due. The faculty also uses *Edline* for posting student grades online and for communicating homework and other course requirements. (See *Edline* section under *Contact* information.)

INCOMPLETE GRADES: Whenever an incomplete grade is given for a course on the report card, the student will have one (1) week to complete all work. The incomplete must turn into a grade after two (2) weeks.

TRANSCRIPTS:

Graduating seniors will be provided three 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 are available from the school office and must be submitted each time a transcript is requested. Request forms must be submitted two weeks in advance of date needed.

GUIDANCE PROGRAM: Williamsburg Christian Academy implements a guidance program comprised of individual and group services designed to give systematic assistance to all pupils in achieving optimal development in spiritual, educational, vocational, personal, social, health and civic concerns. The guidance services include testing, transcripts, letters of recommendation, college/university planning, teacher in-service training and teacher consultation.

Student personal needs such as a family crisis or other related issues will be addressed when possible, but as a general rule, outside counseling services will be encouraged. A list of counselors/educational service providers will be provided upon request.

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 high school students.

COMMUNITY SERVICE : High school students must complete 80 hours, 20 hours per year, of community service in order to graduate. A number of opportunities become available through the school during the year. Additionally, church and community organizations offer volunteer and/or mission opportunities. Students should obtain report forms from the secondary school office, room 210, and should return completed forms to that office. Because service is an important component of education, students who have not completed the number of hours by the end of each year will not be considered for academic honors.

AWARDS/HONORS

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

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

GOLD CARD RECOGNITION: A Gold Card is an award offered by local merchants for discounted purchases by eligible students. Gold Card recognition is awarded to A/B students who also exemplify good behavior.

ACADEMIC HONORS AWARDS PROGRAM: At the conclusion of the academic year, a special awards ceremony is held for the purpose of honoring students who have excelled in numerous academic and civic endeavors during the year. This includes subject area awards, character awards, and leadership awards, etc.

EDGAR J. RANDALL SCHOLAR ATHLETE AWARD: This award is given to one female and one male at the spring sports awards night for each school

year. The recipients must meet the following guidelines (SEE ATHLETIC PROGRAM FOR MORE INFORMATION):

- The athlete must play a minimum of one varsity sport and have earned a varsity letter in the current school year.
- The athlete must maintain a grade point average of 3.6 or above for the current school year.
- The athlete is a role model to others and is able to give 100% to both academics and athletics. He/she is hardworking and dedicated in both practices and games and understands that the commitment to athletics requires sacrifices in other areas of young adult life.
- The student shows Christ-like qualities in both their athletic and academic journeys.

BEHAVIOR STANDARDS

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

The GOAL of discipline is to teach students appropriate behavior and to correct behavior that negatively impacts the educational environment and process (Proverbs 22:6). WCA seeks to train its students to walk in a positive relationship with God and man. The Bible is a daily part of a student's curriculum, and students are trained to live in a cooperative, respectful, responsible and spiritually-minded manner.

While efforts are always made to maintain a student's privilege of attendance in school, students are responsible for the choices they make. The administration is responsible for determining appropriate consequences. The outcome of the disciplinary process in the life of a student is expected to result in 1) redemption (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, confession, and restitution.

GENERAL RULES

The following rules apply to all students coming to school and going home, at school activities, and on school property. The Head of School and staff will use an appropriate combination of interventions and consequences to maintain a safe, Christ-honoring,

positive learning environment for the individual student, all other students, and adults in the school.

1. **STUDENTS will remain on the school campus during school hours. Exceptions will be made with school administration and parental permission. Seniors may leave campus for lunch if time permits. Parent permission form should be on file in the secondary office in order for seniors to leave. Students returning late will be marked unexcused.**
2. **STUDENTS are to be respectful and submissive to the authority of teachers, staff, and administration.**
3. **STUDENTS are to be respectful of their peers.**
4. **STUDENTS will remain in class unless hall passes are issued by teachers, staff, or administration.**
5. **STUDENTS will refrain from chewing gum.**
6. **STUDENTS are expected to respect the school property and the property of others.**
7. **STUDENTS will refrain from eating food or drinking beverages except in the designated areas.**
8. **STUDENTS are expected to be diligent, cooperative, respectful, and spiritually-minded.**
9. **STUDENTS are expected to turn in cell phones and other electronic devices (such as IPODs) during school hours of operation.**
10. **STUDENTS will respect the personal space of others and refrain from inappropriate touching or public displays of affection.**
11. **STUDENTS will adhere to the dress code. (see pages 18-19)**
12. **STUDENTS will maintain a current Driver Authorization Form with the Assistant Administrator's office.**

OFFENSES & CONSEQUENCES:

The following list of offenses is not exhaustive. Definitions of offenses are available in the Head of School's office. Students may be disciplined for conduct which is not described below, but which interferes with

the educational process or threatens the safety or welfare of staff or students. School officials are authorized to utilize any and all of the disciplinary actions outlined. **VIOLATION OF SCHOOL RULES MAY AFFECT ELIGIBILITY FOR PARTICIPATION OR MEMBERSHIP IN ATHLETICS, EXTRACURRICULAR ACTIVITIES, CLUBS, AND HONOR SOCIETIES/AWARDS.** The fee per blue slip violation will be placed in a student fund to reward students at the end of the year who did not incur any infractions in these categories (\$3/MS; \$5/HS).

OFFENSES:

1. General disruption
2. Chewing gum
3. Disrespect/defiance
4. Unexcused absence
5. Dress code violation
6. Abusive talk/profanity
7. Cheating/plagiarism
8. Lying/falsification
9. Gambling
10. Harassment
11. Trespassing
12. Smoking/tobacco/possession
13. Fighting
14. Reckless driving
15. Stealing
16. Vandalism
17. Extortion
18. Destroying evidence
19. Burglary
20. Violations of the law
21. Cell/beeper misuse
22. False fire alarm/911
23. Misuse/abuse of technology
24. Threats
25. Bullying
26. Sexual harassment
27. Arson
28. Assault/battery
29. Weapons/dangerous objects/look-alikes
30. Alcohol/drugs
31. Controlled substances/substances-intent to sell/distribute
32. Guns/bombs/weapons/explosives
33. Robbery
34. Assault with weapon
35. Malicious wounding
36. Aggravated sexual battery
37. Kidnapping/abduction
38. Sexual assault

INTERVENTIONS: Interventions will be utilized by teachers and administration in an effort to correct and improve student behavior. This list IS NOT to be confused with the list of consequences available for misbehavior. Interventions are tools used to encourage restitution in addition to appropriate consequences.

- a. Prayer
- b. Scriptural application
- c. Verbal correction
- d. Time out
- e. Parent notification
- f. Parent/teacher/student conference
- g. Behavior contract
- h. Behavior essay
- i. Mentorship
- j. Student assistance plan
- k. Conflict resolution plan
- l. Placement in restricted setting
- m. Referral to outside agency

OFFENSES:

For offenses 0-22, consequences may include, but are not limited to, the following:

1. Warning/reprimand/referral
2. Fines (minimal, \$3-\$5, associated with blue slip referrals)
3. Removal from class
4. Detention
5. Probation/administrative alert
6. Saturday school
7. Work detail/community service
8. Restitution
9. Denial of extra privileges including athletics, extracurricular activities, clubs, awards, etc.
10. Send home with parent or guardian
11. ISS (In-school suspension)
12. OSS (Out-of-school suspension)
13. Recommendation for expulsion
14. Recommendation for Long-Term OSS
15. Loss of access to technology resources
16. Referral to police

A detention may be given for two blue slip referrals for the same infraction in one day, including fines.

OFFENSES 24-38 ARE SEVERE AND WILL RESULT IN SUSPENSION OR EXPULSION. PARENTS AND LAW ENFORCEMENT AUTHORITIES WILL BE CONTACTED.

DEFINITIONS OF OFFENSES ARE AVAILABLE IN THE HEAD OF SCHOOL'S OFFICE.

SCHOOL RESPONSE TO: ALCOHOL/DRUG/WEAPON SUSPICIONS

- The school board may require any student who has been found in violation of the Academy's policy on

alcohol and drugs to undergo evaluation for drug or alcohol abuse.

- **SEARCHES:** The school reserves the right, without prior permission from parents or students, to question students regarding possible disciplinary infractions, and to search and inspect any locker, vehicle, or room, and seize any suspicious or inappropriate items found therein. If there is a **reasonable suspicion** that illegal items are contained in a book bag, purse, or other item of personal property, the school may do an inspection.
- If law enforcement authorities are called and it becomes necessary, property searches/inspections by trained police officers/dogs may occur.
- Drug testing may be requested.

IMPACT OF CONSEQUENCES:

(ACADEMIC – AC; ATTENDANCE – AT; PERMANENT RECORD – P)

DETENTION: AC-None; AT-None; P-None.

SATURDAY SCHOOL: AC-None; AT-None; P-None.

WORK DETAIL: AC-None; AT-None; P-None.

ISS First Offense: AC-None; AT-Unexcused; P-None.

ISS Second Offense: AC-0-75% credit; AT-Unexcused; P-Recorded.

OSS First Offense: AC-0-65% credit; AT-Unexcused; P-None.

OSS Second Offense: AC-0-65% credit; AT-Unexcused; P-Recorded.

SUSPENSION (5+ days) Short Term: AC-0% credit; AT-Unexcused; P-Recorded.

SUSPENSION (10+ days) Long Term: AC-0% credit; AT-Unexcused; P-Recorded. **EXPULSION:** AC-0%; AT-Unexcused; P-Recorded.

SUSPENSION: Students may be suspended at the discretion of the Head of School or Assistant Administrator for repeated misbehavior or serious misconduct. The Head of School may also modify the above policies or following policies depending on special circumstances.

A student who is suspended is being denied normal attendance to school, which requires students to conduct themselves in a respectful, cooperative and responsible manner. The Head of School or Assistant Administrator is given authority to suspend a student if, in his/her judgment, a suspension is deemed the correct and

reasonable consequence, appropriate for the correction of a discipline problem. The Assistant Administrator will inform the parents of a student being suspended as to the reason and duration of the suspension. The type of suspension given to a student and the length of time is the decision of the Head of School or Assistant Administrator. The length of a suspension can range from one day in duration to the remainder of the school year. There are two types of suspension, in-school and out-of-school, and they are based on the type of severity of the infraction.

The final decision regarding parent appeals of suspensions of three days or less lies solely with the Head of School. For suspensions greater than three days, the parent may appeal to the school board in writing. If the appeal is won, the consequence is nevertheless served; however, the impact to the student's grades, attendance, and permanent record is removed.

EXPULSION. The Head of School reserves the right to expel any student if, in the sole judgment of the school, 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, then a student 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.

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

Expelled students and students who have withdrawn at the request of the administration are prohibited from being on campus before, during, and after school hours. Expelled students are prohibited from attending school-

sponsored functions without the specific permission of the Head of School or his/her designee for each event and **must** be accompanied by at least one parent during the entirety of each event.

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

Three separate suspensions during any one academic year may result in expulsion. Situations will be handled at the discretion of the Head of School.

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, illegal actions, eastern religious influences, occult practices, and music or entertainment that is clearly ungodly in nature.

VOLUNTARY WITHDRAWAL

Certain kinds of issues may warrant voluntary withdrawal, at the prompting of the Head of School, in order to protect the safety and reputation of the school. Tuition is due in full accordance with the tuition payment preference form agreement.

PROBATION

At the discretion of the administration, probationary status may be assigned to be quarter or one semester in duration. Students being placed on this status during a given semester, rather than at the beginning of a quarter/semester, are on probation for the remainder of that semester. No more than two consecutive semesters of probationary status will be allowed any student. Expulsion will result at the end of the second probationary quarter/semester if that student has not improved his/her performance to such an extent that

probationary status can be ended. By agreement of the administration, or the agreement of the teachers and administration, determination of probation status is made. This determination can be made at the beginning of a quarter/semester or at any time during a quarter/semester.

Categories of probationary status:

- All new students are given probationary status for one semester. If a student fails one or more subjects during the first semester they will be placed on academic probation the following semester.

- **Academic deficiency:**

Criterion for probation due to academic deficiency is determined as any student failing two or more subjects (in a semester) will be placed on probation for the following semester.

- **Behavioral deficiency:**

Criterion for probation due to behavioral deficiency is determined as any student who, in the determination of the administration or the agreement of staff and administration, is performing in a pattern of unacceptable behavior (failure to be cooperative, respectful, responsible or spiritually-minded). Any student given a suspension from school will automatically be placed on probation. Unacceptable behavior includes the following serious items: **Poor Attitude:** is described as a rebellious spirit that is unchanged after encouragement from faculty\staff; a continued negative attitude; or a negative influence upon other students. **Disobedience, Disrespect:** is described as a continual, deliberate disobedience or disrespect toward faculty or staff members; continual disregard for school rules; or committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school’s testimony.

- **Administrative Alert** may be used at the Head of School’s discretion under special circumstances and for problems other than those discussed. This kind of probation does not limit a student’s activities or leadership roles. A written explanation of reasons for an administrative alert will be retained on record for one semester, and then if satisfactory progress has been made, be removed from the student’s permanent file.

The parents of any student placed on probation will receive written notice of that decision as well as a copy of this policy.

Consequences of probation:

At the discretion of the Head of School, student activities may be limited for individuals on probation (except for new students on probation). The student may be

removed from any leadership position during that school year. The student may lose the opportunity to participate in any extracurricular activities during the quarter/semester he/she is on probation. Privilege to participate the following semester of that year requires administrative approval.

Determination to end probationary status:

At the end of any given semester, all students on probation will be assessed as to whether probationary status can be ended, must be continued, or if withdrawal from the school is required, or if a third consecutive probationary period is required. The administration, or an agreement by staff and the administration, will determine these important decisions. Parents/guardians of students who have been on probation, or are being placed on probation, will receive written notice of probationary decisions.

Probationary plan:

At the discretion of the Head of School, students placed on administrative alert or probation will be provided a written explanation of identified deficiencies. A meeting between student, staff and/or parents to develop a mutually agreed upon plan for remediation may be held. Follow-up conferences are recommended at intervals assigned by the administration.

HIGH SCHOOL DEMERIT SYSTEM:

The demerit system has been chosen as a guide for discipline in the High School (9th-12th grade). Failure to comply with the codes and regulations of the High School will result in issuing demerits according to the written guide. Demerits accumulated by a student will be kept for one semester. At the end of the semester one-half of the demerits will be dropped.

Demerit Categories and Point Value:

Frequency	1 st	2 nd	3 rd	4 th	5 th	6 th	Thereafter
Violation							
Disorderly							
Conduct	3	3	3	5	5	5	10
Excessive							
Talking	3	3	3	5	5	5	10
Dress							
Code	1	1	1	3	3	3	5

Failure to Follow								
Direction	1	1	1	3	3	3	3	5
Gum	1	1	1	3	3	3	3	5
Food or Soda		1	1	1	3	3	3	5

More Serious Offenses

Frequency	1 st	2 nd	3 rd	4 th	Thereafter
Violation					
Disobedience	5	5	5	10	10
Disrespect	5	5	5	10	10
PDA	5	5	5	10	10
Vulgarity or Profanity	10	15	20	25	
Skipping Class	15	15	20		
Bullying/ Harassment	10	20	20		
Cell Phone, IPOD, Digital Camera					
Infraction	10, 10, 15				
Stealing					
Lying or Cheating	25	25			
Pornography	50				
Drugs or Alcohol	50				

The following actions will take place for students accumulating the indicated number of demerits.

- 5 demerits: Phone call home.
- 10 demerits: Phone call and morning detention assigned
- 20 demerits: Phone call and 1 day ISS (Parent Conference)
- 30 demerits: Phone call and 2 days of ISS and student is put on 9 week behavioral probation.
- 40 demerits: Phone call and 2 days of OSS and probation is reviewed for adjustments.

50 demerits: Grounds for expulsion

CELLPHONE/IPOD/DIGITAL RECORDING DEVICE ACCEPTABLE USE

Contemporary culture emphasizes visual images over language and God's word (Ezekiel 11:21) cautions us about the negative influence of "vile images and detestable idols." The powerfully destructive influence careless words (including bullying) is escalating in our culture and Proverbs 16:27 confirms that speech can be "like a scorching fire" WCA requires the removal of cell phones as they pose temptation to cheat on tests, temptations to communicate with neighbors in class without making audible sound, temptations to make unkind remarks through texting, and temptations to be distracted by games and images. These temptations seriously undermine Christian education.

God desires one-on-one, face-to-face, flesh to blood relationships in our school ministry. Therefore, WCA requires the removal of cell phone/iPODS/digital recording devices in order to encourage unity and fellowship and to eliminate all distractions that prohibit relational ministry at Williamsburg Christian Academy. In addition, there is no urgency or necessity for having cell phones/iPODS/digital recording devices during school business hours as the school provides accessibility to telephones for the purpose of contacting parents when essential.

WCA students will not have cell phones/iPODS/digital recording devices in the school building (including lockers, purses, or backpacks) during business hours unless they have been 1) relinquished at the beginning of the school day according to a prescribed plan designated by the student's department head (Head of Elementary, Head of Middle School, or Assistant Administrator on behalf of the high school) or 2) stored in the car or home. In addition WCA does not accept responsibility for damage of cell phones/iPODS/digital recording devices while they are in the possession of administrative staff members. Items must be labeled and can be retrieved at the close of the school day according to the prescribed plan.

INTERNET ACCPETABLE USE

The Internet connection will be used only to meet the goals in Williamsburg Christian Academy's curriculum. Students will have the opportunity to enhance their learning through: accessing additional resources for reference and research, consulting with experts in a

variety of fields, communicating with other students and individuals in similar study situations, learning to conduct searches, evaluate resources, and locate relevant material, and interacting with up-to-date primary sources. WCA will provide 1) a connection that is protected by a reliable Internet filter which blocks sites that are objectionable for content or language, and the releasing of personal information, 2) supervision of students while they are using the Internet, 3) training for students (and parents) that clearly spells out what is appropriate and inappropriate, and 4) a requirement that students and parents sign agreements to abide by the Internet policies of the school.

“Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things”.

Philippians 4:8

It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following code of ethics. The Internet user is responsible for his/her actions whenever using the Internet. Unacceptable uses of the network will result in suspension or revoking of these privileges temporarily or permanently at the discretion of the administration. Some examples of unacceptable use are:

1. Using the network for any illegal activity.
2. Using the network for financial gain or initiating any financial transactions.
3. Degrading or disrupting the equipment or system performance. Any security problems must be reported to the technology coordinator and not shared with other users.
4. Vandalizing the data of another user.
5. Wastefully using finite resources, after being warned and instructed as to proper use.
6. Gaining unauthorized access to resources, including attempting to get around the Internet filter installed on a computer with Internet access.
7. Invading the privacy of individuals including reading mail that belongs to others without their permission.

8. Using an account owned by another user – with or without that user’s permission.
9. Posting personal communications without the author’s consent or posting information containing information not meant to be made public.
10. Posting rude or inappropriate messages.
11. Downloading viruses or attempting to circumvent virus protection programs.
12. Violating the spirit of Williamsburg Christian Academy’s Mission Statement.

By signing the consent and waiver form at the beginning of the school year, the student agrees to abide by these restrictions. The student and parent (or guardian) must sign after they have discussed these rights and responsibilities together.

The Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk. Considering the provisions mentioned above, Williamsburg Christian Academy cannot assume responsibility for:

1. Students evaluating and citing sources inappropriately.
2. Costs that the students incur if they request a product or service for a fee.
3. Any consequences of disruption in service that may result in a lack of resources.
4. Guaranteeing privacy of mail. The electronic file policy of the Academy includes *WCA provides technological equipment for job related purposes and specifically reserves the right to monitor employee and student work performance and use of mechanical, electronic, or other work related devices. This includes telephone, voicemail, computer, Internet, and email. Misuse of WCA equipment may lead to disciplinary action up to and including dismissal or expulsion.*

ATTENDANCE

SCHOOL HOURS:

8:06 am – Entrance bell

8:15 am – Warning bell

8:18 am – Tardy bell

3:00 pm – Elementary dismissal

3:12 pm – Middle School and High School dismissal

Students will not be permitted to attend classes without the Medical Release Form on file in the front office.

SECONDARY SCHOOL ATTENDANCE:

Middle school and high school students will not receive credit for individual classes missed more than 18 times (excused or unexcused) due to “non-program” reasons, during a school year. **Attendance is recorded for individual classes daily.**

NOTE: 4 Tardies (excused or unexcused) =1 absence.

ABSENCES: If you know in advance that your child will be absent, please send in a note to the receptionist. We keep a record of all excuses. Absences will be considered excused for personal illness, serious illness or death in the immediate family, medical and dental appointments, or other compelling reasons specifically approved by the Head of School. If your child is going to be absent, please call the school office before **10:00 am** on the day of the absence. Assignments for make-up work can be obtained by accessing EdLine (see contact information on page 4). When returning to school after an absence, a note should be sent to the school office by the parents explaining the reason for the absence; otherwise the absence will be “unexcused.” Tests and other graded materials missed during an unexcused absence will receive a “0.”

An absence involving more than four periods or ½ of the school day will be recorded as a “full day absence.”

Athletes must be present for an entire school day to play in all games. A doctor’s note is required if a student has a doctor’s appointment on a game day in order to play.

Notes for absences must be received within two (2) days of the student’s return to school in order for the absence to be excused.

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

The administration, faculty, and staff of Williamsburg Christian Academy expect every student to be in attendance in every class every school day. If, due to extenuating circumstances, a student is unable to be in school on any given day, a 90% attendance rule will be invoked. Assuming a 90-day semester, this percentage equates to a MINIMAL requirement of 81 days per semester, thus giving a maximum allowable absenteeism of nine (9) days per semester and 18 days per year.

If a student exceeds the maximum number of absences for a non-school related reason, 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 allowable days of absence, nine (9), during a semester will not be allowed to participate in a school event that requires an additional absence from class. This policy would not eliminate overall participation in the activity; it would just impact those events that require them to miss scheduled classes.

Excessive unexcused tardies may eliminate a student from being eligible for a Perfect Attendance Award at the end of the school year. The decision will be made by the administration.

EXCUSED EARLY DISMISSALS AND TARDIES:

Students arriving at school after 10:00 am will be counted ½ day absent. Students leaving before 1:00 pm will be counted ½ day absent. Students must attend school for a **full day** in order to participate in athletic games after school. **Students must attend at least a half-day in order to participate in non-athletic extracurricular activities. The receptionist will inform the athletic director of absences of athlete.**

All notes for early dismissal or tardiness should be given to the office as soon as the student arrives at school. The office will record and keep the notes and issue a pass to class or an early release slip depending upon the circumstance.

UNEXCUSED TARDINESS: Being on time to school or class teaches students responsibility for promptness in their adult life. Students are considered tardy to school if they are not in homeroom by 8:18 am and are considered tardy to class if they are not in class before the tardy bell rings. If a student is tardy TO SCHOOL, he /she must report to the office, sign the tardy log, and obtain a pass in order to be admitted to class. Tardiness will generally be considered unexcused. The exception to this rule will be a doctor's excuse upon checking in. Middle School and High School students must sign in and out in the front office. All parents are required to sign students in and out in the front office.

4 Tardies (excused or unexcused) are equivalent to 1 absence and will be treated as such in applying the 18-day rule. Any exceptions must be granted by the Head of School.

LATE ARRIVAL/EARLY DISMISSAL FOR JUNIORS AND SENIORS :

Any student that is a junior or senior can be granted early dismissal or late arrival on a daily basis or for a specific period of time. This privilege is to not exceed the end of the school year. At least one of the following circumstances must exist: 1.) the student does not have a first period class, 2.) the student has a need for employment which requires a shortened school day, 3.) the student has a family-related situation which requires the student's presence, 4.) the student can profit from a shortened school day in the judgment of the Assistant Administrator, or 5.) a shortened day is listed as an accommodation on a Personalized Educational Plan that is on file with Williamsburg Christian Academy. Written request from the student's parents stating the reason for the request must be filed with the Assistant Administrators office before permission is granted.

CONSEQUENCES FOR TARDINESS: Students start with a clean slate each quarter. Middle or high school students accumulating three Level 3 detentions (see elementary schools and secondary schools below) during one quarter will be placed on probation for the following quarter. If the pattern is not corrected, a second probation for the subsequent quarter will be assigned. Failure to correct the pattern after two (2) probationary quarters will result in withdrawal of the student from school. A student who reaches Level 4 in the secondary schools and is suspended will automatically be placed on probation during the quarter in which the suspension occurs.

1. Elementary School (per quarter)

- a) Level one, verbal warning

- b) Level two, note home requiring signature
- c) Level three, partial loss of recess
- d) Level four, parent conference with the teacher and Head of Elementary School
- e) Level five, probation for nine (9) weeks. A second probation is permitted; however, if the problem is not corrected during the second probationary period, the student will be asked to withdraw.

2. Middle School and High School (per 9 week quarter grading period): As directed by Department Heads

ATTENDANCE RECORDS: The receptionist and secondary school office manager will supervise all attendance records. Daily records will be kept for every student and entered on his or her permanent record at the end of the school year. Communication with the athletic director will be ongoing.

TRUANCY AND CUTTING: Truancy or cutting class is equivalent to absence at school without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day, or staying out of a scheduled class or activity without permission. Such action will result in disciplinary action to the student and will be considered reason for suspension.

MAKE-UP WORK: When five (5) days or fewer are missed, students will have an equal number of days missed to make up work. For example, if three (3) days were missed, the student would have three (3) days to complete and turn in all make up work. The number of days given does not include weekends. It is the student's responsibility to turn in all make-up assignments in a complete and timely manner.

If more than five (5) days are missed due to illness, the teacher, student, and parents will work out a schedule that will allow enough time for the necessary make-up work. Administrators may also be involved in the planning of make-up work.

Make-up quizzes and tests for 6th through 12th grades will be taken after school or during directed studies so that students do not miss more instructional time. Teachers may make exceptions to this policy if appropriate time

during the school day exists. Missed quizzes and tests should be made up within three (3) days of returning.

Make-up quizzes and tests assigned five (5) school days in advance, or projects and research papers assigned ten (10) school days in advance, are not eligible for extended make-up days. Students must be prepared to take tests and turn in projects when they return.

INCLEMENT WEATHER: School closings and early dismissal due to snow, ice, or other hazardous conditions will be announced over the local TV stations or school telephone recording as soon as a decision has been made. Also, WCA has an automated communication system called School Reach online that will automatically make these telephone calls.

DRESS CODE

STANDARDS OF DRESS: The basic guidelines for school apparel are modesty and neatness. As we seek to glorify God and reflect Christ, we acknowledge that moderation and uniformity in dress lends itself to the expression of 1 Peter 3:3-4, which states that “beauty should not come from outward adornment” but the “inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight.”

It is the desire of Williamsburg Christian Academy that students reflect a wholesome Christian testimony in every way. We believe that there is a definite relationship between good dress habits, good work habits and proper school behavior.

DRESS DOWN DAYS: Upon occasion, the administration will approve a “dress down” day for students. **All dress code guidelines apply for dress down days.** Approved t-shirts may be purchased for dress down days. The profit goes to support missions.

UNIFORM FOR NORMAL SCHOOL DAYS:

ALL ITEMS MAY BE FOUND AND PURCHASED THROUGH: FLYNN & O’HARA; FRENCHTOAST.COM; LANDS’ END; BURLINGTON COAT FACTORY; WALMART, JC PENNEY.

NO SHOES WITH ROLLERS OR WHEELS ARE ALLOWED. NO CROC STYLES

NO NON-TRADITIONAL HAIR COLOR OR HAIR STYLES THAT ARE EXTREME FADS

NO EARRINGS WORN BY YOUNG MEN, NO NEW TATOOS AFTER ENROLLMENT

GIRLS:

Elementary

JUMPER: Split front from Flynn & O’Hara in school plaid, #65/8B.

PANTS: Pleated, flat front or flat front trouser pant in navy only.

WALKING SHORTS: Pleated with cuffs or flat front twill tab short in navy only.

SKORT: Modest length three tab button front in navy blue only.

SHIRTS: Short sleeve or long sleeve polo or mock neck or traditional turtleneck in white, red or yellow; short sleeve or long sleeve oxford in white only.

SWEATERS: Long sleeve fine flat knit cardigan in navy only; long sleeve flat knit cardigan in navy only; v-neck vest in navy only.

Middle/High School:

SKIRT: from Flynn & O’Hara in school plaid, #501-8B pleated or A-line in navy blue or khaki. Hemline no shorter than 2” above the knee.

PANTS: Pleated, flat front or flat front trouser pant in navy or khaki.

WALKING SHORTS: pleated with cuffs or flat front twill tab short in navy or khaki. (No denim, cargo/utility pocket or draw strings)

SKORTS: modest length, three tab button front from in navy or khaki.

SHIRTS: (YELLOW SHIRTS DISCONTINUED) Short sleeve or long sleeve polo from in white, red or navy; short sleeve or long sleeve oxford in white only. (Undershirts must be white with no writing, shorter sleeve than the outer shirt)

SWEATERS: Long sleeve fine flat knit cardigan in navy only; long sleeve flat knit cardigan in navy only; v-neck vest in navy only.

OUTERWEAR: Any WCA jacket or sweatshirt that **is not hooded**. Any other outerwear worn to school must stay in the student’s locker until the end of the day.

OTHER REGULATIONS - GIRLS: HEMLINES no shorter than 2 inches above the knee; UNDERSHIRTS must be WHITE and SHORT SLEEVED; LEGS – Elementary - navy or black TIGHTS; Middle/High – navy or black TIGHTS or hose; SOCKS navy or white knee socks or ankle socks (top must reach mid-ankle bone NOT BELOW OR HIDDEN)/ SHOES no boots, no backless shoes, no open-toed shoes; tennis shoes must be clean and in good repair; BELTS plain - black or brown; HAIR: neat, clean, and well-groomed.

PE UNIFORMS (grades 6-12): Must be purchased at COLONIAL SPORTS on Prince George Street.

BOYS:

Elementary:

SLACKS: Pleated double knee, flat front double knee or pleated twill in navy only.

WALKING SHORTS: Pleated or flat front twill in navy only.

SHIRTS: Short sleeve or long sleeve polo in white, red or yellow; short sleeve or long sleeve oxford with button down color in white only. (Undershirts must be white with no writing and have a shorter sleeve than the outer shirt)

SWEATERS: Long sleeve pill resistant v-neck cardigan in navy only; long sleeve flat knit v-neck cardigan in navy only; v-neck vest in navy only.

OUTERWEAR: Any WCA jacket or sweatshirt that **is not hooded**. Any other outerwear worn to school must be stored in the student's class room until the end of the day.

Middle/High:

SLACKS: Pleated double knee, flat front double knee or pleated twill in navy or khaki.

WALKING SHORTS: Pleated or flat front twill in navy or khaki. (No denim, no cargo/utility pockets or draw strings)

SHIRTS: (YELLOW SHIRTS DISCONTINUED) Short sleeve or long sleeve polo in white, red or navy; short sleeve or long sleeve oxford with button down collar in white only. (Undershirts must be white with no writing, and have a shorter sleeve than the outer shirt)

SWEATERS: Long sleeve pill resistant v-neck cardigan in navy only; long sleeve flat knit v-neck cardigan in navy only; v-neck vest in navy only.

OUTERWEAR: Any WCA jacket or sweatshirt that **is not hooded**. Any other outerwear worn to school must stay in the student's locker until the end of the day.

OTHER REGULATIONS - BOYS: NO CARGO PANTS;; SOCKS navy or white ankle socks (top must reach to mid-ankle bone or above, NOT BELOW OR HIDDEN); SHOES/ no boots, no backless shoes, no open-toed shoes, tennis shoes must be clean and in good repair; BELTS plain – brown or black; HAIR: neat, clean, and well-groomed; ART: no tattoos or body art; TIES: OPTIONAL, but encouraged.

PE UNIFORMS: Must be purchased from COLONIAL SPORTS (grades 6-12) on Prince George Street.

Dress Code for Non-School Hours:

Ladies and Gentlemen

- **No midriff may be shown, not even when bending over**
- **Shirts must be worn at all times (boys particularly)**
- **No spaghetti straps**
- **No low cut tops**

- **No tank tops (of any kind)**
- **T-shirts are acceptable (only if language and logos are appropriate)**
- **No short shorts**
- **Athletic shorts are acceptable**
- **No cut-off shorts are acceptable**

Dress code for Athletes on Game Days:

The dress-up code for athletes is determined by the athletic director, coach, or assistant athletic director for the ENTIRE team. Other dress code allowances for athletes, such as uniforms, warm-ups, et., must be approved by the individuals as stated above and must be adhered to by the ENTIRE team. **Jeans are never permitted**. When dressing up, athletics must adhere to the following dress code or one approved by the athletic director (see below):

- **LADIES: Modest blouse with sleeves or dressy sweater; skirt (a maximum of 2" above the knee). Dress slacks, suits, and modest dresses with sleeves, adhering to the hemline stated above; dress shoes (no flip-flops or sneakers).**
- **MEN: Dress slacks (no casual pants); dress collar shirt (must stay tucked in); neck tie (neck ties are encouraged but optional); and dress shoes (no flip-flops or sneakers)**

DRESS CODE VIOLATIONS

The judgment of the staff of the school, and particularly the Head of School and Assistant Administrator, will be used to assure that improper grooming of a student does not reflect negatively upon the image of Williamsburg Christian Academy. The school acknowledges that following the Dress Code is first and foremost a family responsibility. Students who wear unacceptable clothing to school will change into acceptable attire or be sent home until appropriate clothing is worn. Students unable to find transportation home will remain in the office until the end of the day. All absences incurred as a result of inappropriate dress will be unexcused.

CONSEQUENCES FOR DRESS CODE VIOLATIONS:

Elementary schools (per nine-week grading period)

- a. Level one, telephone call home.
- b. Level two, note home requiring signature.
- c. Level three, partial loss of recess.

- d. Level four, parent conference with teacher and Head of School.
- e. Level five, probation for nine (9) weeks. A second probation is permitted, however, if not corrected during the second probationary period, the student will be asked to withdraw.

Middle School and High School

Middle School students will receive a written referral and be charged \$3 per dress code infraction which will be billed monthly on the regular tuition bill or other bill. This also applies to other referrals. At the end of the year the money collected will be used to purchase a gift certificate for students who have not received any blue slip referrals all year in these categories. High School students will receive demerit points for dress code violations. Refer to page 15 for an explanation of the demerit system.

ATHLETIC PROGRAM

CHRISTIAN STUDENT ATHLETES: The Christian philosophy of athletics must stem directly from the school's Christian philosophy of education. The ultimate 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.**

It is the goal that athletes develop positive Christ-like character qualities and express them through athletic practice and competition. Athletics is a microcosm of life. The athletes are confronted with all types of life situations, perfect learning situations for teaching Biblical principles. It is the job of a coach to properly direct the athletes in situations to build the proper character qualities.

Athletics at WCA will help foster vital relationships among team members, where coaches will teach and encourage direct leadership and teamwork.

There will be a commitment to excellence in each particular sport. Athletics is a means to an end, not an end in itself, in that athletics represents an aspect of the educational program, but not the main focus of the program. It is a goal that the student becomes a well-rounded individual, striving toward his/her God-given potential, and developing excellent sportsmanship on and off the court.

Williamsburg Christian Academy offers the following core sports for grades 6-12 contingent upon interest:

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

Boys: Soccer, Basketball, and Baseball

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

FRESHMAN SPORTS PARTICIPATION: In a sport which Williamsburg Christian Academy sponsors separate Varsity and JV teams (coached by different coaches, having separate schedules), a freshman shall participate on the JV team only. Exceptions: recommendation by the Varsity coach to move a freshman to the Varsity team can be made at any time, and advancement can be made by approval of the athletic director and Head of School. In a sport in which WCA does not sponsor separate teams, the freshman shall participate as part of the Varsity squad.

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. An Extracurricular Participation Form, (located on the school website or in the back of the athletic handbook) signed by parent and student must also be completed for each season an athlete plays a sport.

Athletic eligibility is determined by the Metro Athletic Association by-laws. No student whose grade point average is not above a 1.7 and/or is failing more than one course shall be allowed to participate in any athletic function. All other eligibility requirements put forth by the Metro Athletic Association 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. It is important that students plan ahead in order to complete homework, papers, and study for quizzes and tests when any activity will take up afternoon and evening hours. Sports activities are not valid excuses for homework not being completed on time or tardiness to school.

STANDARDS OF STUDENT ATHLETES AND COACHES:

Williamsburg Christian Academy conducts an intensive interscholastic sports program in the belief that competitive team experiences contribute significantly to the development of character, mutual support and school spirit. **Sportsmanship** is an important part of this training.

We expect our coaches, players, students and parents to **represent Christ** and the Academy in a manner that is **respectful of others on and off the field of play.** We also encourage and endorse the enthusiastic support of

constituents and friends. In the process, we expect all such constituents and friends to uphold the same high standards that we expect of our students. Opposing teams and their fans are to be treated as honored guests. The administration is directed to implement these policies, and those established by the league, at all levels of competition.

AFTER-SCHOOL ATHLETIC PRACTICES:

1. 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.
2. 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.
3. Students are not to be in the gym without supervision.
4. Each student should make arrangements to be picked up immediately following dismissal from the activity.
5. Students who are picked up habitually late from practices will be removed from the team.

EXTRACURRICULAR ACTIVITIES

Students in grades 6-12 will have the opportunity to participate in extracurricular activities throughout the school year. Extracurricular participation will require the completion of an Extracurricular Participation Form (located on the school website or in the back of the athletic handbook) for each student. This form will hold students to specific academic and behavior standards. High school students are encouraged to participate in at least two (2) extracurricular activities in their high school career. The aim of these activities is the development of character as well as specific skills. Students are expected to maintain respectful attitudes and responses to those in leadership and to others with whom they participate.

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 (74%), 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:

SERVICE GROUPS: **Community Service and Mission Trips** - Community Service is an annual non-credit requirement of all middle and high school students. Please refer to the *Academic* section of this handbook for further information regarding community service.

ACADEMIC COMPETITIONS: Battle of the Books (elementary and middle school), Odyssey of the Mind, ACSI Art Festival, ACSI Math Olympics, ACSI Spelling Bee, ACSI Science Fair, Metro Art Festival, ACSI Writing and Arts competitions, and The National Geography Bee. (**NOTE:** This list is not exhaustive.)

ATHLETIC PROGRAMS: These are primarily designed for middle and high school students; other students are encouraged to participate in community athletic opportunities. Teachers are to be aware that every effort is made to schedule athletic contests well in advance. Parents, students, and teachers will be notified whenever changes are made to our athletic schedule (see athletic program).

MUSICAL EXTRACURRICULAR ACTIVITIES:

- Annual Stage Production
- District Band Auditions
- District Choir Auditions
- Music in the Parks (Busch Gardens)
- Elementary Choir Grades K-5

PARENT INFORMATION

OFFICE NOTES: As a weekly means of communicating pertinent information to the families of WCA. Each parent should access OFFICE NOTES through Edline or parent email.

OFFICE NOTES contain information related to fundraisers, athletics, school policies, academics, achievements, and other important school news. OFFICE NOTES can also be accessed on the WCA website, www.WilliamsburgChristian.org. The deadline

for submitting information electronically for the OFFICE NOTES is Tuesday at noon to www.purksc@williamsburgchristian.org.

PARENT TEACHER CONFERENCES:

Grades Pre-K-5: will be entitled to a personal conference with their student's teachers at the end of the first 9-week quarter or any other time as necessary. Teachers will also use letters, phone calls, and regular reports to communicate with parents.

Grades 6-12: Parents of secondary students can request a conference at any time. Group conferences can also be arranged when a parent would like to meet with all of a student's teachers at one time. The Head of School is also available as a resource to be included in conferences. Teachers will also use letters, phone calls, Edline and regular progress reports to communicate with parents.

CLASS SIZE : The student-teacher ratio is as follows:

Pre-K is up to or less than 14:1

Kindergarten is up to or less than 15:1

1st grade is up to or less than 20:1

Grades 2-5 is up to or less than 24:1

Grades 6-12 is up to or less than 24:1

The administration reserves the right to adjust the student-teacher ratio.

EXTENDED DAY FOR MS/HS: 7:00am -8:06am in the cafetorium; 3:30 pm -6:00 pm location TBD. WCA will provide a supervised study hall before school and after school. All secondary students not playing sports must report to the study hall. Fees are published on the WCA website.

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

General Information:

1. Hours: Before school – 7:00 am – 8:06 am
After school – 3:00 pm – 6:00 pm
2. Enrollment is taken throughout the school year in accordance with space availability.
3. There will be no daycare on the days school is closed.

4. There will be after-school care for half days, unless the director has notified parents otherwise.
5. WCA will follow the regulations of the Commonwealth of Virginia Department of Social Services regarding requirements for an after-school program under religious exemption.

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

SCHOLARSHIPS: Scholarships are not awarded to students, but those with financial need may apply through an independent agency designated by the WCA business office for money designated for financial aid. The amount of money may vary from year to year.

STUDENT ACCIDENT INSURANCE: Each student at Williamsburg Christian Academy is protected by accident benefit coverage which provides a level of medical coverage should a child be injured at school. This policy is a second carrier for families who have other insurance policies and first carrier for families without insurance.

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. Students wishing to visit during the school day must also receive permission from the administration.

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

VOLUNTEER DRIVERS: All drivers must apply each school year for approval to drive for school field trips and athletic practices and events. A volunteer driving form can be obtained from the front office.

DEVELOPMENT OFFICE

The Development Office and the WCA school board have committed to implementing a model of development that will create long term, sustainable funding for WCA. Carolyn Purks, Director of Development, and a team of individuals have been specifically trained to design a customized plan for building lifelong donors for WCA. This model involves monthly *Catch the Vision* tours and hosting the annual *Soar Like Eagles* luncheon. This one hour ask event is designed to effectively communicate

the vision of the school and then offer guests an opportunity to invest in the school's multiple-year giving society. This model of development is mission based and allows for funding to come from those who are committed to seeing God's purposes fulfilled in this ministry. All parents are encouraged to attend a *Catch the Vision* tour and participate in the *Soar Like Eagles* luncheon through either hosting a table or attending as a guest. For more information, contact Carolyn Purks at 220-1978 ext. 113.

FUNDRAISING BY STUDENT ORGANIZATIONS:

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

1. Fundraising that involve students services at a fair price such as car washes, yard work, baby-sitting, tutoring, or providing food for sale at already scheduled WCA events (dinner before Sports Award Ceremony, etc.)
2. Organizations may request to be on the monthly roster to sell Krispy Kreme doughnuts on the first Friday of each month in the morning car-line. This roster is approved and maintained by the Director of Development.
3. 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 a particular interest for a particular need (tennis court, piano, etc.) will be permissible with approval from the Director of Development.
4. Sale of fundraising products is not permissible with the exception of the traditional Athletic Booster citrus fruit sale and the Junior Class pizza-kits (for prom expenses).

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. Lunch fees will be billed to the parents account. The goal is to provide a wide variety of healthy choices in our lunch program. WCA lunches are catered by Custom Culinary Connections.

TRANSPORTATION OF STUDENTS: Parents of Williamsburg Christian Academy students arrange for transportation for their child(ren) to and from school. The school may furnish limited transportation to some events (not on campus) with the use of the athletic bus. The athletic vehicle is primarily used for athletic contest transportation, but may be used during the day for other

school-related functions as long as there is no conflict with an athletic event. The following guidelines should be adhered to while driving on school property:

1. Parents must adhere to designated traffic and parking rules and be approved volunteer drivers through application process.
2. High school students with proper licenses may drive to and from school. Students must park vehicles in designated student parking areas. Driving privileges may be suspended for unsafe driving or violation of driving rules. A copy of the student's Driver's license and car tag numbers must be on file in the office.
3. 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.
4. High School students are not allowed to drive other students to athletic contests, events or field trips as a representative of the school.
5. 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.

THE CAR LINE DROP-OFF/PICK-UP: information will be addressed in an assembly at the beginning of the school year. Also look for information in the OFFICE NOTES. Elementary parents are asked to park and come to the appropriate classroom at dismissal time.

PARENT/COACH/OTHER DRIVER GUIDELINES:

Drivers of the WCA school bus or those transporting students for a field trip in a vehicle must have proper licenses and be 21 years of age or older. In order to drive for any school sponsored functions such as field trips, athletic events, etc., every driver must be pre-approved by submitting **annually** the following paperwork to the Head of School 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 John Perkins at 757-880-7888 for more information.

STUDENT LIFE

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."

STUDENT PLANNERS: WCA requires the use of a student planner in grades 1-12. Tuition covers the cost. If planner is misplaced or lost, you are required to purchase one.

STUDENT LOCKERS: Lockers are assigned to students in grades 6-12 (and in selected elementary grades as needed). If space allows, some students may be assigned two lockers (top and bottom locker) based upon their seniority in the high school or middle school. Combination locks may be used provided the combination is on file in the secondary school office. Many students choose not to use a lock. WCA reserves the right to cut locks off in an emergency or in failure to adhere to the above specifications.

SCHOOL SUPPLIES: A basic school supply list is provided for students before school starts. These lists are very specific in elementary school and they become less and less specific in middle school and high school. Students in grades 6-12 will learn more about the necessary school supplies when they meet their classroom teachers at the beginning of school. School supply lists are available in the school office and on the school website.

SUMMER READING LISTS: 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. Reading lists are available in the school office and on the school website.

TELEPHONE USE: Students are not permitted to use the telephones in the office unless the receptionist deems the call an emergency and permission has been obtained by an authorized teacher. MS/HS students are allowed to make calls only upstairs in the secondary school office, with permission obtained from the office staff. In the rare case, this may include a last minute athletic team change or an illness. Cell phones are permitted to be used ONLY before and after school. If they become visible (on/off) or used during the day, they will be confiscated until after school. They are to be turned in to appropriate personnel on a daily basis.

SENIOR TRIP: A senior trip is available and may be planned by the senior class through the Assistant Administrator for approval.

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.

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

FIELD TRIPS: Field trips are planned for students, under the supervision and instruction of teachers, to museums, art galleries, places of historical, industrial and civic interest, and institutions or places of similar character, which, in the opinion of the teacher, may promote the education of such students. The place to be visited and the method of transportation must be approved by the administration. All such trips will require the prior written consent of the parents of each student attending on a Field Trip Permission Form. In addition, a

Medical Release Form must be on file with the school in order for a student to participate. Additional fees will be added to field trips to cover the cost of gas in vehicles and/or the WCA bus. (**NOTE:** Field trips are not allowed during the last week of every quarter or during the last 3 weeks of a semester, for MS/HS students only).

CONFLICT RESOLUTION: Because of our human nature, at times we irritate others, with the result that there are misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems:

1. **Keep the matter confidential.**
2. **Keep the circle small.**
3. **Be straightforward.**
4. **Be forgiving.**

SPIRITUAL LIFE

Matthew 6:33 states, "But seek first the kingdom of God and His righteousness..." WCA maintains a priority position in its educational efforts to build God's kingdom and make disciples.

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

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

STUDENT HEALTH GUIDELINES

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:

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.

MMR (Measles, mumps, and rubella)- Those who have not previously received the second dose should complete the schedule by age 11-12 years.

Hepatitis B Beginning July 1, 2001, all children who have not received three doses of hepatitis B vaccine will be required to receive such immunization prior to entering the 6th grade.

Varicella (chicken pox) Vaccine is recommended.

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

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

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

MEDICATION POLICY: Medication of any kind (prescribed and non-prescribed) will not be administered without a completed Parental Consent for Medication Form, which must be on file each year for every student. For non-prescribed drugs students are to bring any medication to the front office staff at the beginning of the school day, accompanied by a physician's note clearly stating the name of the medication, dosage and time to be given. All students are required to take medication in front of the school nurse or authorized office staff upon being given the medication. No student may at any time give medication to another student. If a student does give medication to another student, further disciplinary action will be taken. The medication named on the

container MUST be the medication inside the container. NO SUBSTITUTIONS. For prescribed drugs the same guidelines apply as for non-prescribed drugs. Also for prescribed drugs students may only bring in the dosage required per day as prescribed by the physician. No student is to give or sell medication to another student. If a student does give or sell medication to another student, all privileges to take medication at school will be revoked and further disciplinary action will be taken. No coach, volunteer, or team mom may give medication to a student at any school-related function without the consent of the parent. Parental consent must be obtained in writing.

MEDICAL EMERGENCY AND FIRST AID: At the beginning of each school year all parents/guardians are required to fill in the information on the **Student Emergency Medical Release Form** for each student. This includes the name and phone number of the doctor to be notified, insurance information, as well as the name, address, and phone number of the parents and three alternate persons to be notified if the need should arise. It is the responsibility of the parent to see that this information on file is updated with changes throughout the year. **No student will be allowed to remain in school without an Student Emergency Medical Release Form 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. Medical release forms will be filed in the office in grade-level binders for use on field trips.

EMERGENCY PROCEDURES

At least one fire drill per month will be accomplished. Students will be instructed in evacuation procedures by school administration at the beginning of the school year. Evacuation diagrams will be posted in each room in the building. Tornado drills and other emergency procedures will also be practiced under the direction of the administration.

An Emergency Procedure Manual is on file in the office and is included in the Faculty Handbook for reference in condensed form.