

Williamsburg Classical Academy Parent & Student Handbook

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Contents

| | |
|---------------------------------|----|
| Purpose | 2 |
| Statement of Inclusion | 2 |
| Registration Policies | 3 |
| Fees: | 3 |
| Registration Procedures | 3 |
| Minimum Age Exception Policy | 3 |
| Tuition Policies | 4 |
| Safety Policies | 5 |
| Conduct Policies | 5 |
| General Policies | 7 |
| Covid Policy | 10 |
| Honor Code | 11 |
| Medical Treatment Authorization | 11 |
| Releases of Liability | 11 |
| Enrollment Contract | 13 |

I. Purpose

The Williamsburg Classical Academy (WCA) community provides an opportunity for parents currently teaching their own children to supplement their home schooling experience with quality weekly classes. All of our instructors are competent educators, most of whom currently home school their own children. Parents cooperatively contract these instructors to plan the curriculum for a given class, provide instruction, give weekly assignments, prepare tests, and record grades.

WCA meets for 50-minute, 90-minute, or 120-minute class periods from 9:00 a.m. to 3:00 p.m., Tuesdays and Thursdays. We offer a variety of academic subjects, including art, history, languages, literature, science, and electives. These courses are listed on our website.

WCA offers the following benefits:

- For our students, the variety of our academic courses enhances their home education curriculum. Students gain valuable experience in a group-learning environment involving responsibility to fellow students and to their instructors, and they enjoy this weekly connection and fellowship with homeschooled peers.
- For parents, our courses offer the level of academic instruction we desire for our own students and provide parents an alternative to planning curriculum and evaluating progress. In addition, the cooperative nature of our organization serves as a source of encouragement and fellowship for the entire family.

Everyone is enriched by the organization: the student, the home educators, the family, the enrichment instructors, parent and student community.

**WCA does not discriminate on the basis of race, color, religion, national, or ethnic origin in the administration of its admissions policies, educational policies, scholarship programs, and other school-administered programs.*

II. Statement of Inclusion

WCA is a community of diverse homeschooling families. We strive to teach our students proper respect of elders, peers, and self. We exist to assist homeschooling families, not to teach specific doctrinal beliefs. We acknowledge and honor the fundamental value and dignity of all individuals. We pledge ourselves to creating and maintaining an environment that respects diverse traditions, heritages, and experiences. We firmly believe that “Our Differences are our Strengths”.

Students and their families are expected to conduct themselves in a manner which shows respect to the organization which provides us with a facility. As our current home is in a Christian church, students are

expected to show proper respect for the beliefs of our host. Language, dress, and behaviors should always conform to the expectations of the community.

Instructors, students, and family members should show kindness, honesty, and integrity in their dealings in the classroom, the common areas, and the community at large. Members of the community with religious beliefs that differ from yours should always be given proper respect.

If you have questions regarding specific religious content in a particular class, please consult with the individual instructor.

III. Registration Policies

Register with WCA by visiting our website: williamsburgclassicalacademy.org

A. Fees:

- Non-refundable Registration Membership Fee: \$155 per current family/ \$180 for Returning or New Families for class registration. \$25 is refundable upon completion of volunteer hours.
- Class Tuition: varies by class, see Section 4
- Material/Supply Fees: varies by class

B. Registration Procedures

All families must be registered members before they can sign up for any classes.

New members:

1. Go to the WCA website. Review all policy documents and the classes offered.
2. Fill out the online Registration Application.
3. Submit the \$180 registration fee.
4. You will be contacted shortly for an intake conference for your student and family. Be prepared to ask any questions you may have about homeschooling and WCA.

Returning members:

1. Go to the WCA website.
2. Fill out the online Registration Application. Choose the option, Returning Member.
3. Submit the \$155 registration fee.

C. Minimum Age Exception Policy

Minimum Age Exception Policy: In general, class age requirements are strictly followed. We understand each child works on his or her own unique learning curve. However, if you need to request an exception to the stated minimum age for a class, please do so *before* registering for the class. This is to avoid foreseeable difficulties and to ensure fair enrollment for all WCA members.

IV. Tuition Policies

WCA does not employ instructors. Instructors are under the employment of the families who have a student attending their classes. For this reason we do not pay the instructors. You, the parents, pay the instructors directly. We are simply a community at which instructors and students can convene, providing assistance and encouragement to homeschooling parents. The Administration does, however, maintain supervisory authority over instructors and programming. Each semester will be a minimum of 12 contracted weeks. Semesters that are longer than 12 weeks allow for snow and sick days. If they are not used they require no additional fees from the parent.

Each instructor, in conjunction with WCA Administration determines the tuition for his/her classes. All tuition and supply fees are listed in the course descriptions.

Tuition is a semester obligation. The WCA Board and faculty trust that families fulfill their enrollment contract by participation in WCA for the entire semester. However, every class is offered for a full year. All WCA classes are available for a full year duration with a drop/add period in November. During the drop/add period, you may drop a class or add any WCA class. If you do nothing, you will remain in the classes you are enrolled in.

Tuition may be paid in full before or on the first day of class or in 3 monthly installments to be paid during the first week of each month. Parents are responsible for making arrangements with instructors for payments which are not paid in full the first day, or the first week of each month. Instructors have the right to turn away students with unpaid accounts if arrangements for payments have not been made. Tuition is due by the first day of class for all classes. A cancellation fee of a minimum of \$50 is due for any class dropped after the drop/add period for the Fall or Spring semesters. This fee will increase to a minimum of first month's tuition and semester supply fee once classes begin for the semester. Unpaid tuition and fees can result in removal from WCA and/or disqualifying the family from returning in the future.

Tuition checks should be made out directly to the instructor, and placed in their file folder in the mailbox for in-person classes. Please write a *separate check for each instructor*. On the memo line of each check, please include your child's name, and the name of the class the check covers. You may write one check to cover several classes to the same instructor. Otherwise, payments should be made using the digital payment method provided by your instructor.

Instructor Sick Policy: One emergency day for instructors will be allowed per semester per class without refund or make-up class to parents. If this is not possible, a prorated refund will be made.

Tuition and Fees are non-refundable with one exception:

Military Exemption Clause: If you are in the military, and you or your spouse receives permanent change of station or deployment orders, you may choose to leave WCA without penalty to you. If you have

paid the tuition in full at the beginning of the semester, the instructors will refund a prorated amount of tuition; supply fees are non-refundable. A copy of the orders must be submitted to the administration as soon as received and tuition and fees will be due up until 30 days prior to the report date of the new duty station/deployment.

Supply Fees: In addition to the registration fee and class tuition, some classes have a small materials (supply) fee that should be paid in full by the first day of classes. Specific fee information is listed in the class description. **Supply fees are non-refundable.**

V. Safety Policies

Leaving your children at any time with WCA and/or on the premises of the hosting church without supervision is at the sole risk of the family. Instructors will be responsible for registered students in their classes for the time periods that their classes cover. Of utmost importance for all of our children is safety in the church parking lot. Please drive with extreme caution in the parking lots, and do not allow your children to walk in the parking lots unattended. In addition, no one is allowed to play in the parking lot at any time. All parents, please carefully supervise your children!

Students (ages 13 and up) are allowed only **one unsupervised gap-period** in their schedule which **may not occur prior to their first class, or after their last class. (Exceptions may be allowed at the discretion of the directors.)** If the student has more than one gap-period between classes, a parent must be present.

No students are allowed to play out-of-doors unless a WCA representative or a parent is actively supervising. A parent must be physically on the grounds with the students. All other areas (including the front and sides of the hosting church) are out of bounds. Allowed areas are; under the overhang, the small brick patio (quiet area only), and the back grass field.

Please pick up your children promptly. We must not have unattended students waiting for their parents to arrive.

VI. Conduct Policies

WCA does not function as a school with a principal, support staff, custodial, and maintenance crew. Each member must cooperate to keep our facility clean, quiet, and orderly. It is very important that all WCA members realize we represent home education, and that we should demonstrate exemplary behavior for our peers, our faculty, and for the church we have been graciously allowed to use.

The following rules of conduct are required from WCA students as we strive to be an exemplary organization. Parents are responsible for their own children's behavior and must ensure that they are acting

in accordance with these rules. These rules apply not only during WCA Tuesdays and Thursdays, but also at those times and places that WCA members are participating in or supporting WCA sponsored activities.

To show thoughtfulness and respect for our host church:

1. Do not enter any portion of the church other than the designated WCA areas.
2. Eating is only allowed at the tables in the Fellowship Hall and in classrooms with instructor permission.
3. Any trash created in the classrooms, lobby, outdoors or bathrooms must be thrown away properly.
4. Bathrooms must be kept clean. Toilet malfunction should be reported promptly to the fellowship hall monitors.
5. Any spills or messes must be cleaned up promptly and not left for others to handle.
6. No running or loud active playing is allowed indoors.
7. No dangerous or damaging items are allowed at WCA (i.e. guns, baseballs, knives, water guns).
8. No skateboards, roller skates, bikes or heelys allowed in the building or the parking lot.
9. Do not vandalize; this includes no writing on tables, walls, mirrors, chairs, etc.
10. Church and WCA property is off limits. If it doesn't belong to you, don't touch it.
11. Do not contact the host church or staff for any reason! All communication, concerns, requests, etc MUST go to the WCA Administration.

To show thoughtfulness and respect for our faculty:

Students:

1. Arrive to class on time; if you arrive late please enter the classroom quietly and do not disrupt the class in session.
2. Wait for the instructor to dismiss the class, gather your things promptly, and go directly to your next class in an orderly manner.
3. Complete your assignments on time, and remember to bring them to class.
4. Raise your hand rather than interrupting.
5. Listen attentively in class. Do not socialize in class with classmates while the instructor is teaching.
6. Conversations in the Study Hall should be kept quiet so that they are not heard outside of your immediate area and to not disturb classes or other people in the room.
7. Cell phones, electronic games, and personal music is not allowed in the classroom.

Parents:

1. Respect the authority of instructors and representatives of WCA.
2. Refrain from interrupting classes in session unless there is an urgent reason. If you must enter the classroom, please wait patiently at the door until the instructor acknowledges you.
3. Please do not deliver lunches or snacks to your student while class is in session.
4. Make tuition payments on time and be sure that you pay the correct amount. Late fees will incur for payments not made on time.
5. Keep your phone on and respond to it while your children attend classes so that the instructors may reach you if necessary.

To show thoughtfulness and respect for all participating families:

1. Conduct yourself in a way that your words and actions promote unity & encouragement.
2. Avoid disrespectful, offensive, rude behavior.
3. Avoid gossiping about one another. Handle conflict privately and with maturity.
4. Avoid horseplay and rough housing.

To show thoughtfulness and respect for WCA leadership:

1. Bring input and opinions to the WCA Administration in a responsible and respectful manner.
2. Handle conflicts with maturity by avoiding unnecessary gossip and taking it to the WCA Administration.
3. Recognize the leadership as voluntary and afford them a good measure of grace and gratitude.
4. Respect the boundaries set forth by the instructors and WCA Administration including designated breaks and communication methods.

Consequences

1. 1st offense - Email to parent(s) from administration.
2. 2nd offense - Meeting with parent(s) and student(s) with administration.
3. 3rd offense - Removal for the remainder of the semester.
4. 4th offense - Expulsion

Consequences may not follow this progression and may vary depending on the offense.

Participation in WCA and its associated activities is a privilege. The WCA leadership, if faced with conduct violations by a participant, or their family, can terminate the participant's enrollment.

We require exemplary behavior and student accountability. If an adult corrects a student, the student is to respond respectfully and return to appropriate behavior. If a student responds disrespectfully and/or does not return to appropriate behavior the parent will be immediately contacted to pick up the student.

As previously stated, dismissal from WCA does not release a family from the obligation of tuition and fees.

VII. General Policies

Gap-Periods: Students ages 13 and up may have only **one** "gap-period" between classes. A "gap-period" is defined to be a class period during which the student is not enrolled in a class. During a gap-period, the student must stay in the assembly area and study. This gap-period cannot be prior to and/or after the student's first/last class. If a student has more than one gap-period between classes, then a parent must be present at the hosting church during this time. Parents **must pick up their children** immediately when their children's last class of the day ends.

Drug and Alcohol Policy: Alcohol, drugs and drug paraphernalia are NOT allowed on WCA property or at WCA student events or activities. In addition, students and parents are NOT allowed on WCA property or at WCA student events or activities while under the influence of alcohol or drugs.

Bullying Policy: Bullying, including cyberbullying, is not permitted by any student, parent or instructor while attending WCA. This includes while on campus, at WCA events and activities, and when communicating with WCA administration, directors, instructors, families and students. Examples of bullying include but are not limited to the following:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures

Dress Code: Students and parents should dress appropriately so as not to be a distraction. Clothing with inappropriate/obscene pictures or slogans is not allowed. Shirts should cover the midriff and not be low cut; no crop tops allowed. Shorts/Skirts should be long enough that the butt is not seen. Bottoms should be worn properly and not hang below the butt, no low riders. In case of violation, parents will be called to bring suitable clothing for the child who will not be allowed in class until appropriate attire can be worn.

Public Displays of Affection Policy: Public displays of affection are prohibited. Students are not to touch each other while on campus or at WCA events or activities. Examples of PDA include but are not limited to: hugging, kissing, holding hands, sitting on another student's lap, and putting legs across another student's lap, etc.

Illness Policy: In an effort to keep everyone healthy do NOT send anyone to WCA if there is illness in the house, or if there has been illness in the house in the previous 24 hours. This includes colds, flu, strep, covid, lice, diarrhea, etc. Students will be sent home if they are exhibiting any signs of illness or if there is illness in the home.

Consequences

1. 1st offense - Email to parent(s) from administration.
2. 2nd offense - Meeting with parent(s) and student(s) with administration.
3. 3rd offense - Removal for the remainder of the semester.
4. 4th offense - Expulsion

Consequences may not follow this progression and may vary depending on the offense.

Digital Media/Photo Policy

1. **Photos, Media and Digital Media used for Promotional Purposes:** Any photo or media image taken by WCA-authorized members may be used for promotional purposes unless the parent of a child whose likeness appears in the image elects to disallow this.
2. **Photo Release Policy - Yearbook Exemption:** All parents are required to sign the Photo Release Policy in which you may elect to allow or disallow the use of an image of your child for school-related purposes. The yearbook, however, is exempt from this Photo Release Policy. By registering with the co-op, all parents agree that images that may include their children may be taken for, as well as used for, the yearbook.

Inclement Weather: In the event of inclement weather WCA Administration will determine whether to close, or delay opening WCA. Information will be emailed and posted on Facebook. In all cases, please use your best judgment before venturing out in bad weather.

Report Cards and Transcript Requests: For students who have completed WCA high school classes, instructors will provide final grades via the current Learning Management System or by emailing report cards. WCA will provide transcripts for High School classes taken at WCA if requested by the parent. All transcript requests must be made via the Transcript Request Form which is available on the website. Transcript processing may take up to 3 weeks and will not be processed during any scheduled breaks or during the months of August or September.

Transcript Fees:

- One transcript is free.
- Additional requests are \$10 each.
- Transcript Request Form is located here:
<https://www.williamsburgclassicalacademy.org/community-life>

Drivers: When a student enrolls at Williamsburg Classical Academy, and the student drives him/herself to and/or from WCA, he/she and their family members agree to our Driver Policy as defined herein. All drivers (student, parents, instructors, and visitors) are required to comply with all driving laws, and WCA and their Hosting Church driving and parking regulations: obey a 5 MPH speed limit on campus, obey all stop and directional signs, yield to pedestrians, drive in a reasonable and safe manner and refrain from using a cellular device while driving. Failure to abide by these rules may result in suspension of your driving and parking privilege.

All drivers and vehicles must be properly registered and insured in accordance with state laws. Students who drive themselves, without parent accompaniment, must complete the Student Driver Form, submit a copy of their driver's license and current insurance policy.

Neither WCA nor their hosting church shall assume any responsibility for damage or theft to vehicles or other items of personal property left in the vehicle, while parked on school property. Students are reminded to ensure that their vehicles are locked at all times while parked.

VIII. Covid Policy

The Covid Policy at WCA is subject to change based on current guidelines, recommendations and our host facility. This information, and updates, will be posted on our website.

A full Covid Policy release is available and must be agreed to on the class registration platform prior to class registration.

IX. Honor Code

1. Academic Dishonesty

Any form of academic dishonesty is a serious offense in an academic community. At WCA such dishonesty can result in removal from the class, a grade of zero on the assignment and/or the class, removal from the class, removal from the WCA community, or some combination of these. WCA will not excuse a lack of awareness or understanding of what constitutes academic dishonesty. Any attempt to commit any of the following infractions also constitutes academic dishonesty. Academic dishonesty includes but is not limited to:

1. Plagiarism: Failure to acknowledge ideas, phrases, data, music, or images used in any paper, examination, quiz, report, presentation, exercise or project submitted in a course but gained from another person.
2. Misrepresentation or falsification of data in any coursework.
3. Self-plagiarism: the submission of one piece of work in more than one course without the written permission of the instructors involved.
4. Cooperative or collaborative effort in coursework without the explicit permission of the instructor. Assume collaboration and/or cooperation are not permitted unless you are expressly informed that they are. This is not meant to inhibit discussion and debate of academic subjects either inside or outside the classroom.
5. Cheating on examinations or tests: to give or receive assistance from written material, another person, his or her paper, or any other source, including electronic sources, or to attempt to do so, during an examination or test. The only exceptions will be at the explicit instruction of the instructor of the class.
6. The submission of work as one's own that has been prepared by another person.
7. Stealing, altering, redirecting, or otherwise tampering with the form or content of digital media created or presented by another person without explicit permission of that person.

2. Student Obligation

Aside from refraining from all forms of academic dishonesty, WCA students are expected to take proactive steps to support the Honor Code and to respond to incidents of academic dishonesty. Such steps may include:

- signing a pledge on an assignment or test stating that the assignment has been completed in accordance with the Honor Code;
- reporting suspected dishonesty to the instructor;

X. Medical Treatment Authorization

Any Instructor or Volunteer at Williamsburg Classical Academy can give minor medical care (including, but not limited to, washing and putting band-aids on, using ice packs for bumps, etc.) as needed while child(ren) are at the Academy. This is at the instructor's or volunteer's sole discretion. The Instructor or Volunteer at WCA can obtain immediate care in the case of a medical emergency as determined solely by them, in the event that the parent cannot be consulted or located, or if the care is believed to be so urgent that there is no time for consultation with the parents/guardians. Parents will be solely responsible for, and will promptly pay any expenses, which may be incurred in providing treatment to their child.

If needed, parents will provide an **Emergency Action Plan** for Allergies and/or other Pre-existing Medical Conditions (a step-by-step plan of what someone should do in a medical emergency caused by an allergic reaction or pre-existing medical condition). This plan is for the Academy staff's, volunteers' and caregiver's information only; it doesn't create an obligation to follow it, although we make efforts to follow it. Williamsburg Classical Academy assumes no responsibility for any treatment or actions in response to medical incidents, medical emergencies or medical conditions. Parents are responsible for promptly providing a detailed emergency action plan with this paperwork if one is needed, as well as talking to their child(ren)'s instructors regarding allergies/medical conditions before their child begins classes. (Parents are to consult their doctor for information about how to make an Emergency Action Plan for their child.)

XI. Releases of Liability

When a student enrolls at Williamsburg Classical Academy, they and all family members agree to the following releases of liability:

In consideration of being permitted to participate in Williamsburg Classical Academy in any way, all participants, students and all their family members and guardians [hereinafter referred to as "Family"] agree to the following:

Release:

1. Release, covenant not to sue, waive, and discharge Williamsburg Classical Academy, their independent instructors, their affiliated instructors, advisors, administrators, board members, volunteers, participants or other family members, or the hosting church, their officers, employees, board members, administrators, instructors, volunteers, participants or other families participating in Williamsburg Classical Academy or hosting church (hereinafter referred to as “Releasees”) from all liability for any loss or damage and any claim or damage on account of injury to the person or property or resulting in death of a Family member while Family is participating in Williamsburg Classical Academy activities or any other activities on the premises of the hosting church.

Assumption of Risk:

2. Family agrees to indemnify Releasees from any loss, liability, damage or cost Family may incur due to the presence of Family in or on the premises of the hosting church. Family realizes transportation to and from Williamsburg Classical Academy or any time off campus is the Family responsibility. Family also realizes that times between classes, gaps in schedules, before and after classes, and days and hours that instructors are absent are the Family responsibility. Leaving your children at any time with Williamsburg Classical Academy and/or on the premises of the hosting church without supervision is at the sole risk of the Family.
3. Family assumes full responsibility for and risk of bodily injury, death or property damage while in or on the premises of WCA’s hosting church and/or while working for any purpose participating in the co-op activities.
4. Family expressly agrees that this release waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Virginia and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
5. Family, in consideration of being permitted to participate in Williamsburg Classical Academy, for Family, and Family’s heirs, executors, administrators, and assigns, releases and forever discharges all Releasees, and their heirs, administrators, and executors of and from any and every claim, demand, action, of whatsoever kind or nature, either in law or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage participation in Williamsburg Classical Academy or any activities in connection with Williamsburg Classical Academy or on the host church’s property.
7. Family releases all hosting church and WCA officials, professional personnel, instructors, volunteers and all others listed as “Releasees” above from any claim whatsoever on account of first aid, treatment or service rendered to the Family during participation in Williamsburg Classical Academy. I understand that I will be solely responsible for and will promptly pay any expenses which may be incurred in providing treatment to the Family.
8. Family agrees that the parent(s) and/or legal guardian(s) of the participant should inspect the facilities and equipment to be used, and if the parent or guardian believes anything is unsafe, he or she should immediately advise supervisor (advisor, manager, etc.) of such condition(s) and refuse to participate.
9. Family acknowledge and fully understands that each member/participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions, or negligence but the action, inaction, and negligence of others, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.

10. Family assumes all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death.
11. Family releases, waives, discharges and covenants not to sue Williamsburg Classical Academy its affiliated clubs, their respective administrators, directors, agents, and other employees of the organization, other members/participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event, all of which are hereinafter referred to as “releasees,” from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses or damages on account of injury, including death and damage to property, caused or alleged to be caused in whole or in part by the negligence of the releasees or otherwise.

The family also acknowledges:

12. Family states that Mother and/or Father of Family have carefully read the above release and know and understand the contents of the release and their significance and sign this release as Family’s own free act.
13. This agreement shall be binding on each member of the Family, their personal representatives, assigns, heirs, and next of kin.
14. This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

XII. Enrollment Contract

When parents enroll their home-schooled child(ren) in a supplemental class or classes for the school year at Williamsburg Classical Academy, they are agreeing that they:

- understand that WCA’s commitment is for the school year, as decisions to offer classes are based upon enrollment, and WCA must plan for classroom space and organizational expenses.
- have read, understand and will abide by the *Williamsburg Classical Academy* **Parent and Student Handbook**.
- have read and understand the *Williamsburg Classical Academy* **Tuition Policies as stated in the Parent and Student Handbook**. Parents agree to pay all tuition in accordance with these policies, and acknowledge that if they withdraw their children or they are dismissed from co-op, they are still responsible for the semesters’ tuition they contracted for as explained in the policies.