

Williamsburg Classical Academy Parent & Student Handbook

January 2021

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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 in person and other days of the week entirely online. 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.

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 returning family/ \$180 New Family for in-person class registration. \$25 is refundable upon completion of volunteer hours.
- Non-Refundable Online Only Registration: \$55
- 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. (This is a digital payment. Contact the director for other payment options at info@williamsburgclassicalacademy.org)
4. You will be contacted shortly for an intake interview for your student and family. Be prepared to ask any questions you may have about homeschooling and WCA.
5. The admissions committee will contact you with the admissions decision.*

1. If your family is accepted, you will be given access to the class registration page and will be able to register your children for classes.
2. If your family is not accepted, then the registration fee will be returned.

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. (This is a digital payment. Contact the director for other payment options.)
4. Upon receipt of registration payment, you will be given access to the class registration page.

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.

**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.*

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 co-op 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 co-op semester will be a minimum of 12 contracted weeks. Classes that are longer will have an additional fee. Co-op 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 that

begins during the Fall semester. 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 (for in-person classes only). Tuition is due by the first day of class for online classes. Installments for Online classes are instructor dependent. 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 \$50 is due for any class dropped after the drop/add period for the Fall or Spring semesters.

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 year per class without refund or make-up class to parents. Instructors who need to cancel additional classes beyond the allowed day will provide an adequate substitute or make-up-date. If this is not possible, a prorated refund will be made.

Instructors may allow registration later than September, if space allows, on a case-by-case basis. At no time should this be a non-WCA student. Only WCA students are allowed in WCA classes either online or in-person.

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 the co-op 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.

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 the first day of classes. Specific fee information is listed in the class description. **Supply fees are non-refundable.**

Drop/Add: Families may elect to drop or add a class during drop/add periods only. Drop/add times occur prior to the Fall and Spring semesters and are always announced via email. Drops or adds after the drop/add period are by request only. Drops will incur a \$50 penalty per class. Adds will be dependent on availability.

V. Safety Policies

Each co-op day, a parent or designated responsible adult should accompany their children younger than 12 years of age into the instructor's classroom. WCA volunteers and faculty will supervise children as is feasible, but parents remain ultimately responsible for their own children. (Please refer to the Release of Liability form).

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. All parents, please carefully supervise your children! Remember that the driving lane of the parking lot is a one-way street; enter the lot through the first entrance and exit through the second one.

Instructors will be responsible for registered students in their classes for the time periods that their classes cover. Parents are responsible for their children of any age at all other times, including, but not limited to, breaks between classes (often but not always from ten before the hour to the hour), gaps in schedule, before and after classes and days and times that instructors are absent.

Students (ages 12 and up) are allowed only **one unsupervised gap-period** in their schedule which **may not occur at the beginning or end of the school day.** During this gap-period, the student must stay in the central assembly area and study. If the student has more than one gap-period between classes, a parent must be present.

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. Please refer to our “Release of Liability Form” for legal explanation.

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. There is one designated area for students to congregate out-of-doors. Please see the map on the website. All other areas (including the front and sides of the hosting church) are out of bounds.

All students must adhere to the following rules:

- No climbing on trees.
- No playing with sticks.
- All students must stay in WCA's designated area in the back of the church.
- An adult must be actively supervising at all times.
- Students may not play in the parking lot.

No student, *under any circumstances*, may leave the campus unless accompanied by their parent or designated responsible adult.

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. *Students should read these carefully, and sign to that effect on the enrollment contract.* 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 Williamsburg Classical Academy areas.
2. **There is to be NO eating on carpeted areas except as allowed in the Fellowship Hall and classroom areas.**
3. Any trash created in the classrooms, lobby or fields must be thrown away properly.
4. Food and drink are allowed at the tables in the classrooms only. *Gum is not allowed.*
5. Bathrooms must be kept clean. Toilet malfunction should be reported promptly.
6. Any spills or messes must be cleaned up promptly and not left for others to handle.
7. No running or loud active playing is allowed indoors.
8. No dangerous or damaging items are allowed in the building (i.e. baseballs, knives, water guns).

To show thoughtfulness and respect for our faculty:

Students:

1. Arrive to class on time; gather your things promptly at the end of class, and go to your next class in an orderly manner.
2. **Complete your assignments on time, and remember to bring them to class.**
3. **Raise your hand rather than interrupting.**

4. Listen attentively in class. Do not visit with classmates while the instructor is speaking.
5. Refrain from expressing inappropriate attitudes and unacceptable language.
6. Strive to control the volume of your conversations while in the assembly area so that you do not disturb classes.
7. Refrain from using cell phones, electronic games, and personal music in the classroom.

Parents:

1. Respect the instructors' requests and ensure your children honor the requirements.
2. Respect the authority of instructors and representatives of WCA.
3. 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.
4. Please do not deliver lunches or snacks to your student while class is in session.
5. Make tuition payments on time and be sure that you pay the correct amount.
6. 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, or immoral 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 officers and coordinators in a responsible and respectful manner.
2. Handle personal conflicts privately and with maturity; avoid unnecessary gossip to leadership.
3. Recognize the leadership as voluntary and afford them a good measure of grace and gratitude.

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

We require exemplary behavior and student accountability. If an adult corrects a student, and the student responds respectfully and returns to appropriate behavior, no further action will be needed. If a student responds disrespectfully and/or does not return to appropriate behavior, or if the offense is considered serious by the observant adult, **then the student will be referred to the director who will determine an appropriate disciplinary action which may or may not include suspension or dismissal.**

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

VII. General Policies

Digital Media/Photo Policy

1. **Photos and Other Co-op Member-generated Media Images:** All members acknowledge and agree that personal photos are permitted to be taken by students or parents without the specific consent of the photo subjects' parents. WCA shall have the option to request removal of any digital media images (photos, movies, etc.) taken on school property during school hours that are subsequently uploaded to the internet (Facebook, blogs, etc.). Students or parents must abide by such requests within 48 hours of such request being made.
2. **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.
3. **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.

Dress Code: Students and parents should dress appropriately so as not to be a distraction. Clothing with inappropriate/obscene pictures or slogans and excessively large or ripped clothing is not allowed. 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.

Gap-Periods: Students ages 12 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 may not occur during the first or last period of the day. 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.

Illness Policy: Please do not send your child to class during the contagious stages of an illness including, but not limited to, a serious cough, rash, pink eye, or a fever. Do not send children to class who have had fever, vomited or have shown symptoms of a contagious disease within the past 24 hours. Parents of children who are found to be sick will be notified and must pick up their children

immediately. Please help all of our families stay healthy by following these rules. Please see COVID policy.

Inclement Weather: In the event of snow or ice, we will follow WJCC school closing decisions. In all cases, please use your best judgement 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 Schoology, Teams or by emailing report cards. WCA will provide transcripts for classes taken at WCA if requested. All transcript requests should be made via the Transcript Request Form which is available on the website. Transcript requests must be made at least three (3) weeks in advance of any due dates.

Transcript Fees:

- One transcript per year is free.
- Additional requests are \$5 each.
- Full transcript assistance is available upon request for an additional consultation fee.
- Transcript Request Form is located here:

<https://www.williamsburgclassicalacademy.org/community-life>

Student 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 Student Driver Policy as defined herein. All drivers (student, staff, and visitors) are required to comply with all driving laws, and WCA and their Hosting Church driving and parking regulations: obey a 10 MPH speed limit on campus, obey all stop and directional signs, yield to pedestrians, and drive in a reasonable and safe manner. Students under age 18 are prohibited by law from using a cellular device while driving. This includes “hands-free” cellular devices. Virginia law also prohibits all texting while driving. If instructed to stop your vehicle by any co-op member, you must do so. Failure to abide by these rules may result in suspension of your driving and parking privilege. In complying with all Virginia state driving laws, drivers are responsible for vehicle insurance and accident reporting.

All drivers and vehicles must be properly registered and insured in accordance with state laws. Williamsburg Classical Academy and their hosting church will not be liable for drivers or passengers as they travel to or from classes. The undersigned acknowledges that before classes begin, and after class ends, Williamsburg Classical Academy and their hosting church is not responsible.

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 insure that their vehicles are locked at all times while parked.

Families acknowledge, understand and will abide by the following:

When parents give permission via the Student Driver Form for their minor child(ren) to drive themselves and only other immediate family members in their household to and from Williamsburg Classical Academy classes, the parents therefore:

- allow their child to arrive at and depart from co-op campus without a legal adult.
- understand that before their child(ren)'s classes begin and once their child(ren)'s classes end Williamsburg Classical Academy is not responsible for their child(ren).
- are to never allow their children to drive any child(ren) other than immediate family members living in their household and Williamsburg Classical Academy shall not be held responsible if they do.
- understand that they must provide liability insurance for the cars that their child drives to and from WCA and that all claims having to do with auto liability will not be covered by Williamsburg Classical Academy, but by the family's insurance.
- affirm that their child(ren) have a valid driver's license for the state of VA.
- understand and their child(ren) understands the responsibilities of this privilege.
- understand that both they and their student drivers must sign our Student Driver Form available in the WCA Handbook packet.

We welcome visitors to WCA who are considering enrolling their children. Please request a visit via email to WCA leadership so that a visit may be scheduled.

VIII. Covid Policy

1. COVID In-Person Class Policy:

The following are the policies and procedures that WCA will implement for the duration of the COVID Pandemic for In-Person Classes.

- WCA requests that instructors, parents and students wear masks while at WCA.
- WCA **REQUIRES** that masks be used when upon entering the building, in the fellowship hall, in the hallways and shared spaces.
- Each instructor has a mask policy for their in-person classroom based on class size, student age, and ability to distance. You can view the individual instructor policy after becoming a member of WCA, but prior to class registration.
- Instructors will be required to clean/sanitize their classroom between each class.
- We ask that parents please send hand sanitizer with students in order to help WCA's supply last longer.

2. Williamsburg Classical Academy COVID Safety and Health Measures

Since the Coronavirus is a novel virus with no vaccination and/or known immunity, social distancing measures, infection control practices and sanitation are our biggest defenses. WCA will re-open at the direction of the Governor of Virginia. The purpose of this guidance is to ensure that, when WCA returns to campus, the adults and children are taking every reasonable precaution to prevent the spread of COVID-19. The measures outlined below will remain in effect until formally lifted at the direction of the WCA Administration and announced publicly.

- Temperature as an Indicator.

Parents must measure their child(ren)'s temperature in the morning prior to bringing them to co-op. If the child's temperature is 100.4 degrees or greater, he or she must be kept at home until fever free for 24 hours, in the absence of fever-reducing medications (per VDSS Guidelines).

WCA has the ability to take the temperatures of all students using a temporal artery contactless thermometer and perform a daily health observation upon arrival at school if the student appears unwell or exhibits viral symptoms. If a temperature is detected upon arrival the parent must take the child home. During the day, if the child displays cold symptoms or has a fever, the student should be masked immediately, isolate him or her from others and notify the parent for student pickup. WCA will use emergency contact numbers to call a parent or caregiver to return to school and pick up the child as soon as possible.

Faculty and staff members will measure their temperature at home and remain there if they have a temperature of 100.4 degrees or greater.

The same procedures as described above apply to staff members.

All staff and student temperature and health checks will be requested for each attended co-op day.

Parents must answer the co-op day health checklist with questions for parents and students such as if anyone at home is ill or has a family member traveled internationally the last two weeks. The Health-Check email will be sent every coop day. Any affirmative question response must be reported immediately to WCA Admin via email.

- Social Distancing.

Faculty, staff and children age 10 or without a medical exemption and above are REQUIRED to wear a face mask upon entering the building, the fellowship hall, and hallways while on campus especially in times when physical distancing is difficult. However, each Instructor has a mask policy appropriate for their classroom that should be reviewed prior to registering for or

attending classes. For staff and student mask guidelines, see article (below) from the Bloomberg School of Public Health.

For parents who want students in their masks at all times: WCA recognizes the challenges of asking younger children to wear masks and will engage the children in role modeling and positive redirection if a child removes or refuses to wear a mask. Tables and workstations are being spaced to maintain social distancing which would allow children to remove masks, if allowed by their parent. We encourage parents to practice wearing, removing and handling masks with their children.

Faculty and Staff members should avoid congregating in common areas and remain six feet apart from their nearest neighbor.

* **Food service changes.**

1. No self-serve snacks are allowed.
2. No microwave or coffee machine will be available.
3. The kitchen will be closed.
4. Waving, elbow bumps at a distance and smiles will replace hugging, handshaking, high fives and other forms of contact until further notice.

* WCA implements “Hand Hygiene” upon return to school. This exercise includes sanitizing hands every hour by everyone present at school. In addition, everyone will practice “Hand Hygiene” upon entering any school building, before eating, after eating and as needed (i.e. especially after blowing one’s nose, coughing or sneezing, going to the bathroom, etc.).

Parents please send hand sanitizer with your student for each co-op day.

● **Cleaning**

Each WCA classroom will have a supply of spray sanitizer for use during and after-class cleaning and will increase frequency of cleaning and disinfection.

Instructors will intensify normal cleaning and disinfecting efforts, including but not limited to frequently disinfecting items that are touched often (doorknobs, faucets, etc.) and cleaning the classrooms after each class. Shared materials will be cleaned by the Instructor after each use.

* **Other Protective Measures**

WCA understands the challenges of social distancing, mask wearing and limiting touching of faces with young children but feel the steps outlined in this document mitigate risks to the children, families and Instructors.

WCA is not screening students or staff specifically to identify cases of COVID-19. If the school has a sick child (including typical symptoms of COVID-19), Admin will notify local health officials for further guidance.

Siblings will be kept together to the extent possible.

Prior to the re-opening, Instructors are required to attend an in-service on COVID-19 information and new protocols (how it spreads, requirement for face masks, hand washing requirements, material sanitizing, proper cleaning techniques. what to do if a child displays symptoms).

- **Co-op day health check**

VDH Health Self-Check Screening

COVID-19 Screening Protocol: self-check of health

Instructors, Parents, and Students should assess themselves for symptoms of COVID-19 before attending each coop day. Ask yourself, “YES or NO to any of the following:”

1. A new fever (100.4°F or higher) or a sense of having a fever for you or anyone in your household?
2. Do you or someone in your household have a new cough that cannot be attributed to another health condition?
3. New shortness of breath that cannot be attributed to another health condition?
4. New chills that cannot be attributed to another health condition?
5. Do you or someone in your household have a new sore throat that cannot be attributed to another health condition?
6. New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?
7. A positive test for the virus that causes COVID-19 disease within the past 10 days?
8. Close contact (within about 6 feet for 15 minutes or more) with someone with suspected or confirmed COVID-19 in the past 14 days?
9. International travel in the past 14 days?

If you can answer YES to any of the screening questions before reporting to coop, please stay home and do not attend coop.

- **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, assignment of an F for the class, separation from the WCA community, or some combination of these. It is essential, therefore, that every student understands the standards of academic honesty and how to avoid dishonesty by proper acknowledgment of intellectual indebtedness. 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 acknowledgment. Assume that acknowledgement is necessary any time you collaborate and/or cooperate, unless you are expressly informed that it is not. This is not meant to inhibit discussion and debate of academic subjects either inside or outside the classroom.
5. 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.
6. 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.
7. The submission of work as one's own that has been prepared by another person.
8. 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 every exam and paper stating that the assignment has been completed in accordance with the Honor Code;
- reporting suspected dishonesty to the instructor;
- asking an instructor to re-proctor an exam when cheating has been witnessed or is suspected; or
- confronting a student suspected of violating the Honor Code.

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 or 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 and understand the *Williamsburg Classical Academy Statement of Belief* and agree to respect these as the beliefs upheld by the faculty and leadership.
- 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*. 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.
- have read, understand, and agree that they and their family will abide by the *Williamsburg Classical Academy Safety, Conduct, and General Policies*.
- have read and understand *Williamsburg Classical Academy Medical Treatment Authorization Form*.
- have read and understand the *Williamsburg Classical Academy Release of Liability Forms and Policies including the COVID Policy*.