



*Distinctively Different by Design*

## **Websterville Christian Academy Student and Parent Handbook**

### Table of Contents

Introduction .....	Page 2
Church and School History .....	Page 3-6
General Information .....	Page 7-9
Academics and Admissions.....	Page 10-18
Attendance.....	Page 19-20
Conduct.....	Page 21-28
Grievance Policy.....	Page 29-33
Athletics.....	Page 34
Finance.....	Page 35-36
Technology.....	Page 37-41
Safety.....	Page 42-44
Dress Code.....	Page 45-46
Parent, Student and School Agreement.....	Page 47-48
Appendix A.....	Page 49-50

Dear Parents and Students,

We extend to you a hearty welcome to Websterville Christian Academy (here in after, WCA). As we look forward to a new school year, we do so with both gratitude and expectancy. We are grateful to the Lord for all that He has done for us. As we look to the future, we are expecting even greater things and trusting the Lord for His continued guidance and leadership in the days ahead.

The purpose of the Parent/Student Handbook is to help you better understand the working of the school, its philosophy, and its requirements. Please read the handbook carefully. If there are any questions please come to the administration or School Board for clarification.

We hope this will be a wonderful school year for you!

Sincerely,  
Administration, Staff and Faculty

## **Church and School History**

## **A brief history from 1907-2005**

One-half acre of land where the church stands was set aside and given a conditional deed on May 21, 1895. Soon after, the Free Methodist Society erected a building and held services for several years. After they disbanded the Websterville and East Barre Baptist Society, a mission of First Baptist Church in Barre, began using the building for church services. The church roll showed 50 active members in 1911 and 60 in 1912. During those early years members raised the building and put a basement in for additional space. As early as 1916 the need for a parsonage was recognized but nothing was done until 45 years later. The present parsonage was finished in 1961.

Financial problems prevailed during the 20's and 30's. Pastor turnover was high and the church talked of closing its doors frequently. A voluntary closing took place for a few months in 1940. Discussions during these years frequently emphasized socials, ice cream sales, and concerts rather than witnessing, winning souls and personal commitment.

In the 1960's the church began to grow and the members committed themselves individually and collectively to the Lord. As a result, they withdrew from the Vermont Baptist Convention in 1966 because of its departure from basic biblical teaching. During the next couple of years the first addition took place which provided for four Sunday school rooms, a fellowship hall, kitchen, bathrooms and a new entryway. Two additional rooms were added in 1977 and an extension to the sanctuary including a nursery and library were completed in 1983.

As an expansion of its ministry, the church started holding kindergarten classes in 1975. In 1977 the elementary grades were added and then a high school in the few years to follow. The first senior graduation was in 1982. The school has grown and has around 120 students presently. In 1990 the first floor of the parsonage was converted to the Little Flock Nursery School. Then in the mid 90's the Mackie Kindergarten Room and the Emery Science room were added along with a covered rear entrance and a separate furnace building. An elevator was a welcome addition to the facility in 1998.

In 1980 the church leased the Union Hall adjacent to the property on the east to provide additional space for the church and school related programs. This hall was purchased in 1989. The lower level serves as a classroom and the second floor as a multi-purpose area accommodating the Awana clubs, Christian Karate, school classes, youth basketball and other special activities. Adjacent property on the west was donated by

Rock of Ages and has been developed into a recreation field and an overflow parking area.

Far more important than the buildings and programs are the lives that have been touched by the ministries of the church. Through the years, many have come to salvation in Jesus Christ. Children and adults have been nurtured in the Lord and encouraged in areas of service. A number of church and school youth have been and continue to serve the Lord in full-time ministry as pastors, missionaries, and Christian School teachers.

The church has been served by 22 pastors since it began. The current active membership is around 100.

## **Websterville Baptist Church Statement of Faith**

Websterville Baptist Church believes:

1. That the Bible is the Word of God, inspired by the Holy Spirit, and our rule of faith and life.
2. That there is one living and true God, eternally existing in three persons; Father, Son, and Holy Spirit.
3. That Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, died for our sins, rose bodily from the grave, ascended to heaven, and will be personally and visibly returning to this earth at the end of this age.
4. That all men are sinful by nature and practice. Thus they must receive Jesus Christ by faith to be delivered from sin and its penalty, to have eternal life, and to become a child of God.
5. That every child of God should be growing in grace and knowledge of the Lord Jesus Christ, living a life of righteous works, and being a witness of His saving grace to others.
6. That every child of God should be growing up in grace and knowledge of the Lord Jesus Christ, living a life of righteous works, and being a witness of His saving grace to others.
7. That the establishment and continuance of local churches is clearly taught and defined in the New Testament.
8. That God created the universe in six literal, 24-hour days.

<https://websterville.org/beliefs/>

Condensed from Article IV, Doctrine, of the Websterville Baptist Church Constitution.

Dear Friends,

God has richly blessed the ministry of Websterville Baptist Church through the years. Our purpose is and has always been:

- To provide young people with the opportunity to receive a Bible centered education that is conducive to spiritual, mental, physical, and emotional growth.
- To lead young people and their families to know and have a personal relationship with Jesus Christ as Lord and Savior.
- To provide a curriculum and programs of high academic excellence within a Christ-centered learning environment.
- To build character by stressing the importance of a Godly life, love for our country, self-control and a desire for excellence in every pursuit.
- To teach respect for God, parents, others, the church and the government.

Believing that God's desire is that we might "walk worthy of the Lord unto all pleasing, being fruitful in every good work, and increasing in the knowledge of God" (Colossians 1:12). We encourage our students and their parents to evaluate all areas of life from God's viewpoint. Philippians 4:8 sets the standard for our lives. "Finally, brethren, whatsoever things are true, just, lovely, honest, pure, of good report, if there be any virtue, and if there be any praise, think on these things."

We look forward to working with you in the ministry of Christian Education.

In Christ,

Websterville Christian Academy School Board

**Mission and Purpose:** Our mission and purpose is to provide spiritual training, Godly discipline, and quality academic education for children, which will equip them to love, worship, obey, and serve the Lord wholeheartedly.

WCA is an evangelical, Bible believing, Christian religious organization ministry of Websterville Baptist Church. We teach our students from a biblical worldview. We teach and preach that sin separates us from God, and that we must repent, confess our sin, and turn in reconciliation towards God. We teach that we are all sinners needing Jesus Christ as Savior. We believe the Bible teaches that any sexual activities outside of one man/one woman marriage, premarital sex, adultery, and abortion are sin, and thus are a part of a sinful lifestyle. Our intent is one of love, to lead, guide, and mold young men and women to be Christian leaders in America.

WCA is a school with a vision for the future. The goal of being a leader in Christian education demands an innovative curriculum and programs of enrichment. The school holds firmly to a traditional concept of education. We believe that academic excellence, combined with moral and spiritual training, in an environment that is conducive to spiritual growth, along with a caring, supportive atmosphere, will provide a rich education in the growth of the whole person.

The finest education is almost worthless unless your child develops self-discipline, determination, love, respect for others, good citizenship, moral courage, and spiritual growth. WCA is built on these premises and God's Holy Word, the Bible, provides time-tested principles that enable the child to set and achieve these goals.

At the heart of every program at the school is the belief that God created, sustains, and will consummate all things through His Son, Jesus Christ. Therefore, the universe and all life belong to Him and are under His control. Our goal is to produce students who will glorify God and reach his/her God-given potential in order to make a positive impact in the world.

**Notice of Non-Discriminatory Policy:** WCA admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions, scholarships, athletic programs, and other school administered programs.

**State Law for Independent Schools:** WCA reports as a Recognized Independent School under Vermont law, as a means of determining truant students. Enclosed are the following parts of the law that pertain to you and to us.

Recognized Independent Schools - Upon filing an enrollment notice, a Recognized Independent School may provide elementary or secondary education in Vermont. The enrollment notice shall be on a form provided by the commissioner and shall be filed with the commissioner no earlier than three months before the beginning of the school year for the public schools in the town in which the applicant proposes to locate.

1. The enrollment notice shall contain the following information and assurances:
  - a. A statement that the school will be in session an amount of time substantially equivalent to that required for public school.
  - b. A detailed description or outline of the minimum courses of study for each grade level the school offers, and how the annual assessment of each pupil will be performed; and
  - c. Assurances that:
    - i. The school will prepare and maintain records for each pupil enrolled or regularly attending classes.
    - ii. At least once each year the school will assess each pupil's progress, and will maintain records of that assessment, and present results of that assessment to each student's parent or guardian.
    - iii. The school's educational program will include the minimum course of study set forth in section 906 of this title.
    - iv. The school will meet such state and federal laws and regulations concerning its physical facilities and health safety matters as are applicable to recognized independent schools.
2. If the commissioner has information that creates significant doubt about whether the school would be able to meet the requirements set forth above, the commissioner may call a hearing. At the hearing, the school shall establish that it can meet the requirements for recognized independent schools. Failure to do so shall result in a finding by the commissioner that the school must take specified action to come into compliance within a specified timeframe or the children enrolled must attend another Recognized Independent School, approved



independent or public school, or home study program, or be declared truant unless absent with legal excuse.

3. A Recognized Independent School shall provide to each student's parent or guardian a copy of this section. The copy shall be provided when the pupil enrolls, or before September 1st, whichever comes later. Failure to comply with this subsection may create a permissible inference of false advertising in violation of section 2005 of Title 13.
4. A Recognized Independent School shall renew its enrollment notice annually. An independent school shall be recognized for a period not to exceed five years by the commissioner without need for filing an annual enrollment notice if:
  - a. It is recognized by an organization approved by the state board for the purpose of recognizing such school, or
  - b. It is accredited by a private, state, or regional agency approved by the state board for the accrediting purpose. Nothing contained herein shall be construed to prohibit the commissioner from initiating a hearing under this section.
5. If the commissioner has information that created significant doubt about whether the school, once in operation, is meeting the requirements for Recognized Independent Schools, the commissioner may call a hearing. At the hearing, the school shall establish that it has met the requirements for Recognized Independent School. Failure to do so shall result in a finding by the commissioner that:
  - a. The school may not be in operation for the remainder of the school year and that the children are truant unless absent with legal excuse or enrolled in an approved public or independent school or in a home study program, or
  - b. The school must take specified action to come into compliance within a specified time frame or the school will not be permitted to operate for the remainder of the school year.
6. Each Recognized Independent School shall provide to the Commissioner on October 1 of each year, the names and addresses of its enrolled pupils. Within seven days of the termination of a pupil's enrollment, the Recognized Independent School shall notify the commissioner of the name and address of the pupil. The commissioner shall forthwith notify the appropriate school officials designated in section 1126 of this title.
7. After the filing of the enrollment notice or at the hearing, if the school is unable to comply with any specific requirement due to a religious conviction shared by an organized group, the commissioner may waive such requirements if he or she determines that the educational purposes of this subsection are being or will be substantially met.

## Academics

**Little Flock Nursery and Preschool:** A Websterville education begins in the nurturing environment of the preschool. Here close relationships are built to help young ones make a smooth transition from family life to the life of the larger school community. We are committed to offering a safe, secure, loving atmosphere for each child. A phonics-based pre-literacy program, mathematics, science, Bible time, and balanced play and rest are part of the curriculum. This curriculum is carefully coordinated to build a solid foundation for our Kindergarten.

**Kindergarten:** Our program will introduce your child to the exciting world of learning that builds a solid foundation in basic phonetic sounds and rules, manuscript writing, arithmetic, and spelling. Many students will be able to read numerous small books before graduating from Kindergarten. Our Kindergarten program is designed for the 5-year-old child. During this time your child will begin to develop a love for learning.

**Elementary School:** A primary objective of the elementary school is to inspire a love of learning, intellectual growth, and effective study skills. This is accomplished by helping each student master the fundamentals of reading, writing, mathematics, science, and social studies. The elementary program provides both the environment and instruction, which makes learning an exciting adventure. Daily Bible lessons and weekly chapel focus on Biblical truths relevant to each child's experiences. Each grade level uses materials and subject matter that are appropriately challenging to the students. Activities are designed to encourage hard work and independent thinking. Through various extra-curricular and supplemental activities, the teachers and students work together to provide a well-rounded program.

**Middle School:** "Change" is the word that best describes these school years. The inevitable physical and social changes taking place in these grades provide a special challenge to the parents and teachers. The curriculum is carefully chosen to help the student bring together the concepts learned in elementary school to provide a foundation for high school and beyond. The programs are designed to challenge the students academically, stimulate them spiritually, and involve them physically. The academic workload is tailored for the academically motivated student of average ability. Most students find the workload demanding but readily attainable with reasonable effort.

**High School:** Websterville's high school curriculum is designed to prepare students for college and life after college. The curriculum is built upon the foundation of the elementary and junior high school. The high school curriculum includes all courses required for graduation by the State of Vermont, as well as other elective courses. The Bible classes are structured to help the students develop a Christian worldview and an understanding of how Biblical principles apply to situations they face today.

**Faculty:** The school has a warm and friendly atmosphere. Websterville's faculty is committed to developing a supportive community, which promotes and recognizes the individual differences and needs of each student. Parents are encouraged to be actively involved in all areas of the school: volunteering in the classroom, helping with special events and promoting and operating athletic programs. Because the school is an extension of the home, we view the educational process as a partnership between both institutions.

WCA is one of the major ministries of WBC and as such, WBC provides funding for the school; however, parents' financial responsibility is crucial for the proper functioning of this ministry. WCA believes that the tuition payment is an investment in your child's education and Christian formation.

WCA does not receive any state or federal funding. We solely rely on tuition and other fee payments to pay our dedicated staff for any school activities or services we offer.

**Open House:** A school Open House is conducted for educational programs at the beginning of the school year. Open House provides an opportunity for the teacher to acquaint you with the year's course of study content. In addition it provides the parents with the opportunity to get acquainted with the teacher and to discuss individual characteristics of their child.

## **Admissions**

**Application:** Parents requesting to enroll their children in WCA should call the office at 802-479-0141 to make an appointment to discuss the school and its program with a member of the administration. Students seeking enrollment in our five-year-old kindergarten program must be five years old by September 1. Students seeking enrollment for our first-grade program must be six years old by September 1.

**Admission:** A student is admitted to WCA on the basis of personal interview, examination of the student's past records, and availability of openings. The school reserves the privilege of refusing admittance to anyone without defining reasons, and of suspending and/or expelling anyone uncooperative with the overall purpose and program of the school. WCA admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

**Affiliation:** WCA is a Recognized Independent School under the Vermont State Statutes T16 VSA 166, having met the Vermont State Board of Education requirements. WCA is a member of the Vermont Christian Schools (VSC), the New England Christian Schools Association (NEACS), and the American Association of Christian Schools (AACS).

Membership in the student body of WCA is a privilege, not a right. If at any time, in the opinion of the administration, it is determined that a student is not in alignment with the goals and ideals of the school, he/she may be expelled and/or not invited back the following year.

**Registration:**

Registration is not finalized until the following forms have been completed and received as well as payment in full for registration and book fees:

1. Application to WCA
2. Complete the FAST application
3. Interview with WCA Administrator (Student and Parents)
4. Pay registration and Book fees
5. Immunization Records or Completed Religious Exemption
6. Non-Prescription Medical Form
7. Parent, Student and School Agreement signed (located on the last page of our handbook)

## High School

### **Graduation Credit Requirements:**

***1 Credit = 120 in classroom hours***

- 4.0 English
- 3.0 Math (to include Algebra I and Geometry)
- 3.0 Science
- 1.0 Social Studies
- 1.0 Government
- 1.0 U.S. History
- 4.0 Bible (or 1 per year enrolled at WCA)
- 1.0 Fine Arts
- 1.0 Foreign Language
- 1.5 P.E.
- 0.5 Speech
- 4.0 Electives to include ½ credit for Speech

\*Transfer students in the later high school years will be allowed certain exceptions should the need arise.

Additional WCA Requirement:

*120 Hrs of documented Community Service*

## WCA Grading Scale

LETTER GRADE	PERCENTAGE	GPA	PROFICIENCY
A+	100-97	4.0	Excellent
A	96-94	3.8	Excellent
A-	93-91	3.7	Very Good
B+	90-88	3.3	Very Good
B	87-84	3.0	Good
B-	83-82	2.7	Good
C+	81-80	2.33	Average
C	79-78	2.0	Average
C-	77-76	1.7	Average
D+	75-74	1.3	Needs Improvement
D	73-72	1.0	Needs Improvement
D-	71-70	0.7	Needs Improvement
F	69-0	0.0	Failing

## **Process for students failing subjects:**

### **Step 1**

1. If a student shows a failing grade and components within the Grading Rubric are below proficiency, the Academic Advisor will be contacted by the teacher(s) with a letter to state specifics for the failing grade(s).
2. The Academic Advisor will send a letter communicating these specifics with the parents of students.

### **Step 2**

1. If a student continues to show a failing grade but has shown appropriate effort and study habits and has completed assignments, a team meeting will be called to discuss a possible change to the specific class level. This can be done during the first parent-teacher conference.
2. If a student continues to show a failing grade and has NOT shown appropriate effort and completed assignments, and does not meet the standard of proficiency within the grading Rubric, a team meeting will be called to discuss the reason why, and how the school can support the parents in requiring effort and completion of future assignments.

### **Step 3**

1. If the above measures have been taken, or a change to the specific class level is not possible and a student is still failing, we will communicate to parents a need for additional at-home tutoring/support.
2. If at all possible, WCA will provide an in-house tutor to help with tutoring.
3. If a student is failing because of a lack of effort or completion of assignments, we will communicate with parents that the future responsibility lies in the home.

### **End-of-Year Decision**

1. For students in grades 7-12, if a student has shown significant deficits to the components within the WCA Rubric, and the final grade for the subject is below 70%, the student must repeat the class if it is required for graduation or to go on to a higher level of learning. If two or more subjects are failed, the student will be required to repeat the year in grade. However, resources for summer work will be made available for parents and students before a final decision is reached.



**Honor Roll:** Students in grades 4-12 will be awarded Honor Roll certificates. Honors will be awarded to students who have all A's and B's and High Honors will be awarded to students who have all A's. This will be awarded quarterly.

**Homework:** Homework is an integral part of WCA's academic and character training. The purposes of homework are:

1. To teach habits of independent study.
2. Provide practice in the application of acquired skills.
3. To acquaint parents with the child's work.
4. To teach wise use of leisure time.
5. To promote participation in activities that further challenge the abilities of the pupil.

Our teachers do not give unnecessary homework.

Each student is expected to complete assigned homework neatly, accurately, and on time. Parents can help their child by providing a time and place with an atmosphere conducive upon the work assigned. In some cases, it may be necessary for us to ask parents to spend extra time helping their students with some areas of their homework.

The policy concerning incomplete homework is determined by each teacher in the Kindergarten and Elementary grades. In the High School, any incomplete work not made up by the end of each ten-week term will be counted as a zero. Students who have had extended illness will be given additional time.

**Make-up Work:** Students who are missing school or home work are given a period of time in which to make-up the work. The rule of thumb is that a student has the same number of days to make up work as they were absent (excused absences only). It is the responsibility of the student to check with the classroom teacher to schedule make-up work. Teachers will extend the make-up period for students with extenuating circumstances, if approved by administration. Work not completed within the required time will be recorded as a zero.

**Tests:** Semester exams are required for grades 7 - 12. The exam will cover only material from that semester.

In addition to regular course tests, WCA annually administers the following tests: IOWA Achievement Tests are annual and Cognitive Ability Test (COGAT) are every other year.

Other tests and information are made available to students, though not administered through the school, such as the Scholastic Aptitude Test (SAT).

**Parent Teacher Conferences:** Scheduled times have been set aside for parents and school personnel to meet in order to share ideas concerning the spiritual, mental, academic and physical growth of each student. Other conferences may also be necessary throughout the year. Any parent desiring a conference at the scheduled times should contact the teacher to reserve a time to meet.

**Promotion Policy:** A student will be promoted to the next grade upon passing all academic subjects including English, Math, Science, Social Studies, and Bible. If a student has an annual failing grade for one subject, they will be promoted to the next grade on probation, unless they complete summer work with a 70% or higher. If a student has an annual failing grade for two or more subjects, they will not be promoted to the next grade unless they complete summer work with a 70% or higher grade. When promoted upon probation, assessment after the next quarter will determine eligibility to continue in the current grade level or placement back to the original grade level. All courses attempted are included in the computation of a student's grade point average (GPA) for grades 9-12. The family of the student has the responsibility to find and pay for a summer teacher. This teacher must be approved by the Administration.

## **Attendance**

WCA's attendance policy is based on three objectives:

1. To comply with compulsory attendance laws.
2. To promote organizational efficiency.
3. To provide Christian character training.

Prompt and consistent attendance is necessary to realize all the educational benefits to which the student is entitled. Thus, we request that medical and other necessary appointments be made for after school hours whenever possible. Parental cooperation with our policy is essential and appreciated.

**Excused Absence:** Students who miss one or more classes for the reasons below will receive an excused absence and will be allowed to make up work without penalty. (Personal illness, death in the family, medical or dental appointment, emergency, transportation breakdown.)

**Unexcused Absence:** Absence from school with the knowledge of the parent but without having made arrangements with the school in advance of the absence and for reasons unacceptable to the school will be classified as unexcused. No makeup work will be accepted.

**Planned Absences:** Under extraordinary circumstances, the parents may believe it highly advantageous to take their child out of town because of business, church camp, or similar reasons. Special pre-arrangement must be made with the administration. This arrangement must be made at least five days in advance, to allow teachers time to prepare make-up work.

**Tardiness:** Promptness is expected and tardiness to homeroom requires a note, email, or phone call from the parents indicating the sufficient reason for the student's late arrival. The note should be provided to the school office when bringing your student inside, the phone call can be made to 802-479-0141 or the email can be sent to [wcaoffice@wcavt.org](mailto:wcaoffice@wcavt.org). Students are considered tardy if they are not in their homeroom by 8:20 am.

**Early Dismissal:** Students who need to leave school must be accompanied by a parent, guardian, or authorized individual. If the student drives to school, the office must have a written notice from the parent in order for the student to leave. If the student becomes ill, the office will contact the parents by phone before the student leaves.

No student may at any time leave campus with another student without written permission from both sets of parents.

Admission and dismissal information is completed at the time of registration which contains the names of those individuals, who are permitted to pick up students after school or during the day. Under no circumstances will students be released to anyone whose name does not appear on this form.

**Emergency Closings:** In the event that school must be closed for the day due to weather or other circumstances, public announcements will be made through WCAX, Facebook, Instagram, Gradelink, and email.

We realize that closings and delays are an inconvenience however it is our responsibility to ensure the safety of our students, staff and their families. Please know when these decisions are made, all efforts are exhausted before closing.

Weather related closings for WCA and LFNP are determined using multiple factors. Unlike a school system, looking at one specific area, our staff and students come from many areas and multiple counties. We work with several staff located in other geographical areas to check on weather and road conditions. We utilize the information provided by WCAX and additional Vermont Weather Alerts. When we find that one area is unsafe for travel we are usually able to continue with opening. Once two or more locations are deemed unsafe, we no longer have enough staff to cover our classes.

**Conduct:** WCA is distinctly a Christian school. Its purpose is to assist the home in training up a child in Christlikeness. Toward that end, certain expectations have been established regarding student behavior. Discipline is positive training that equips children to meet the demands, challenges, and responsibilities of life. It is of paramount importance that the home and school cooperate fully with one another.

If questions arise, the parents should first contact the teacher. A parent should never undermine any aspect of the program and should, therefore, never make derogatory remarks about the teacher or the school in the presence of their child, to other students, or to other parents. To do so not only violates Scripture and ethics but tears down the credibility and authority of the teacher. There are proper channels through which problems or disagreements may be discussed, and it is only through these channels that anything constructive can be done about problems.

No Code of Conduct can hope to address every infraction that can occur. These regulations are not intended to be exhaustive, but to provide general guidelines for acceptable behavior. The administration has the responsibility and final authority to enforce the intent and spirit of the Code of Conduct. The function of the Code of Conduct is to:

1. Reveal God. (1 Corinthians 10:31)
2. Develop and maintain a climate that allows the school to function decently and orderly. (1 Corinthians 14:40)
3. Teach students to respect authority. (1 Samuel 15:23)
4. Instill the values of Christian character. (Romans 8:29)
5. Promote and instill self-discipline.

**General Conduct Information:** WCA has four school-wide responsibilities.

The four R's (R=Responsibilities)

1. Be Ready- listen, learn, and follow instructions- Self-oriented
2. Be Responsible- do your best each day- Class-oriented
3. Be Respectful- of others and property- Others-oriented
4. Be Christ's Representative- Christ- oriented

Students should always conduct themselves in a manner above reproach. Disorderly conduct is not conducive to developing Christian character. Students are expected to represent WCA in a positive manner always, even when they are not on school grounds and/or attending school functions or extracurricular activities. Students and parents acknowledge and understand that students are subject to disciplinary action by the school for conduct occurring off campus or during non-school hours, including weekends, holidays and summers. WCA reserves the right to suspend or dismiss a

student for misconduct on or off the school campus, 24/7 and without regard for whether the form of discipline is identified specifically herein and without regard for whether it is specified as improper off campus. While WCA has no control over student activity off campus that is not school sponsored and does not supervise student conduct off campus during an activity which is not school sponsored, misconduct during such activity may come to the attention of the school administration and may result in student discipline, which may include suspension or expulsion.

WCA must seek to provide an environment conducive to the spiritual growth and development of young people toward spiritual maturity. Our standards of conduct are geared to provide that environment. For that reason, we request that each student whether at home, school, or elsewhere, refrain from involvement in any kind of media in favor of drugs, rebellion, or immoral activity. Notebooks, folders, posters, backpacks, lunch bags, and other school materials depicting rock groups, crude graffiti, occult art, New Age art, etc. are not acceptable on the basis of the Christian lifestyle.

Acts of immorality, possession of pornography, obscene gestures, indecent exposure, profanity, lying, cheating, stealing, smoking, vaping, and use of alcohol, narcotics, and other dangerous drugs (including possession) are unacceptable behavior and will be dealt with as is deemed appropriate.

Conduct with others must show respect, good judgment, and propriety. Physical contact and verbal impropriety will not be tolerated.

WCA reserves the right to dismiss any student for any violation of the Code of Conduct. Students dismissed from WCA will not be considered for re-enrollment for a period of time to be determined by the school board. Before a student will be allowed to re-enroll, the student and the family must meet with the school board to discuss re-enrollment. Approval for re-enrollment must be voted on by the WCA school board.

**Discipline Code and Consequence Chart:** Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32).

Forms of correction used at WCA include extra assignments, write-ups, and in-school suspensions for 4th-12th grade. When problems arise, they will be dealt with promptly and in a prescribed manner. Disciplinary action will be taken for infractions of school rules and policies.

### **Definitions- Minor Infractions**

**Unprepared for class:** Students come to class without homework, calculators, pencils, glasses, books, etc.

**Dress Code Violation:** When a student wears any item listed as unacceptable on the WCA Dress Code chart.

**Classroom disturbance:** Students should raise their hand and be acknowledged by the teacher before they talk in class unless otherwise stated by the teacher.

**Horseplay:** Any kind of physical play fighting in the building, any kind of pushing or shoving, kicking, etc.; any kind of practical joke such as hiding another student's personal property, holding doors closed, etc.

**Note Passing:** Note passing suggests that students are not attending to the lesson taught or they are off task. Note passing usually occurs between two students and in private or hopes that the teacher does not see.

**Leaving Assigned location without permission:** When a student leaves their assigned location, ie. class, cafeteria, chapel, etc. without permission from the teacher or staff in charge. An example: a student is outside on the playground and leaves the playground to go inside to the bathroom. The student leaves without asking permission from the playground monitor.

**Skipping Class:** To miss class on purpose and without permission

**Running in Hallway:** Moving at a faster pace than walking, while in the hallway

**Social Misconduct:** Any kind of physical contact between two or more students regardless of gender, including arms around shoulders, holding hands, hands on legs or knees, sitting within 6 inches of one another, kissing, or prolonged hugging.

## Definitions- Major Infractions

**Bullying and Harassment:** Everyone deserves to be treated respectfully, and we need to work together to guarantee this. If you are being bullied or harassed, or if you see someone being bullied or harassed, report it. Complaints can be reported to the office or any other adult.

*Note: Students are strongly encouraged to report bullying or harassment; adults are required to report it.*

<b>Rude &amp; Disrespectful Behavior</b>	<b>Bullying 16 V.S.A 11(32)</b>	<b>Harassment 16 V.S.A. 11(26) (A)</b>	<b>Related Criminal Behavior</b>
<ul style="list-style-type: none"> <li>● Ignoring someone</li> <li>● Talking down to someone</li> <li>● Making faces at someone</li> <li>● Rolling your eyes at someone</li> <li>● Sneering at someone</li> <li>● Laughing at someone</li> <li>● Staring at someone</li> <li>● Teasing</li> </ul> <p>There is no intention to bully or harass.</p>	<ul style="list-style-type: none"> <li>● Weight</li> <li>● Clothes</li> <li>● Where you live</li> <li>● Height</li> <li>● Age</li> <li>● Hair</li> <li>● Perceived low intelligence</li> <li>● Socio-economic status</li> </ul> <p>Happens over a period of time and is repeated OR is a single, severe incident. There is the intention to harass.</p>	<p>Based on actual or perceived student's or student's family member's membership in a protected category:</p> <ul style="list-style-type: none"> <li>● Race</li> <li>● Creed (religion)</li> <li>● Color</li> <li>● National Origin</li> <li>● Marital Status</li> <li>● Gender</li> <li>● Sexual Orientation</li> <li>● Sexual Identity</li> <li>● Disability</li> </ul> <p>Happens over a period of time and is repeated OR is a single, severe incident. There is the intention to harass.</p>	<ul style="list-style-type: none"> <li>● Physical or Sexual Assault</li> <li>● Hate crimes</li> <li>● Cyberbullying</li> </ul> <p><b>School and/or parents contact police.</b></p>

**Rowdiness:** Continued use of horseplay, throwing of food or other objects such as staples, pens, pencils, or any act of aggression where bodily harm may occur.

**Offensive literature/language:** Any form of literature or spoken or written words that promote any kind of lifestyle that is in clear rebellion to God's Word. Any literature that promotes worldliness or lifestyles that are contrary to godliness or personal purity includes magazines, books, posters, bumper stickers, pictures, etc. that promote a godless lifestyle or slogan.



**Cheating/Plagiarism:** Cheating involves acquiring unauthorized help during an exam (looking over someone else's shoulder during a class test, or writing tests answers on one's arm...) Plagiarism is usually defined as using someone else's words or work as your own, without any kind of acknowledgement or attribution. (brooklyn.libguides.com)

**Lying:** Marked by or containing untrue statements.

**Direct disobedience:** The repeated violation of any school codes; doing something that the faculty/staff has requested not to do.

**Disrespect to faculty/staff:** Any verbal or nonverbal response to faculty/staff that is communicated as defiance against authority; talking in a negative, abusive manner about any person who is in authority. Mimicking, calling by first names, etc.

**Endangering public safety on campus:** Any type of behavior, whether purposeful or neglectful, that possibly could lead to harm to any student on our campus. This includes driving a vehicle without a license on campus, speeding on campus, or any act of aggression where bodily harm may occur.

**Destruction of school property:** Writing on, engraving on, leaving any mark on, or purposely damaging any piece of school property, including desks, lockers, bulletin boards, bathroom walls, school books, etc. The willful act of defacing, damaging, or destroying any property of the school.

**Fighting:** To argue with, or use force against a person or group of people, to verbally or physically oppose

**Offensive Language/Profanity:** Any word, either written or spoken, by a student that is commonly known as a "cuss" word or which has connotations or origins that are lewd in nature; any word that would use our Lord's name in vain; any gesture that would be considered unseemly or sexual in nature or from the occult or New Age.

**Sexual impropriety:** Any act or threat of an act of sexual contact with members of the opposite sex or same-sex; possession of any item that has sexual implications; the exposure of any private body part to a member of the opposite sex or the same sex; any form of written or spoken communication which is debased or sexually impure to any person in our school; any act, threat of an act, sound, or gesture that is sexually suggestive.

**Smoking:** The use of any tobacco or drug-related materials that are lighted up and smoked in themselves or with any smoking device, and/or any tobacco material that is chewed. This habit is strictly forbidden for all students whether at school or away from school for the sake of our Lord's testimony and our student's health.

**Drinking:** The consumption of any form of alcoholic beverage, including wine, wine coolers, or beer, at or away from school, whether private or public.

**Vaping:** The action or practice of inhaling and exhaling vapor containing nicotine, marijuana, and/or flavoring produced by a device designed for this purpose whether in school or away from school.

**Possession of dangerous items:** Possession of knives, guns, matches, lighters, fireworks, sharp tools, or illicit drugs.

The following chart gives a consequence for every type of offense to our Code of Conduct. Any offense not listed will have consequences similar to the following and will be at the discretion of the administration and school board. All of the consequences are subject to review by the administration depending on the severity of the offense and may become more lenient or more severe. Please be advised that the consequence will be administered equitably.

Minor Infraction	Consequences
Unprepared for class Dress code violation Classroom disturbance Horseplay Note passing Leaving assigned location without permission Skipping class Running in hallway Social Misconduct	Write up Write up Write up Write up Write up Write up Write up Write up Write up
2 write-ups = 1 In-School Suspension	

Major Infraction	Consequences
Bullying and Harassment Rowdiness Offensive Literature/Language Cheating/Plagiarism Lying Direct disobedience Disrespect to faculty or staff Endangering public safety on campus Destruction of school property Fighting Offensive Language or Profanity Sexual impropriety Smoking Drinking Vaping Possession of dangerous items	Suspension, possibly expulsion Detention Suspension In-School Suspension In-School Suspension In-School Suspension In-School Suspension Out-of-School Suspension/ Expulsion Out-of-School Suspension Out-of-School Suspension Detention Out-of-School Suspension Out-of-School Suspension Out-of-School Suspension Out-of-School Suspension Out-of-School Suspension/ Expulsion
2 Detentions = Out-of-School Suspension	

The use of write-ups, detentions, and suspensions is a systematic way to provide a means of control and cumulative record of conduct problems that a student exhibits. It is not intended that this provides the only means of control. Students must also be reprimanded and counseled when the misdeed occurs. It is clear and precise. Teachers and students know what the expectation is and what the infraction brings as a result. It provides a communication system to keep parents informed concerning the conduct of their child.

**Definitions: Consequences**

**Write-ups:** This is completed when a student has a minor or major infraction. The write up will include the infraction, the date, time, consequence, and additional comments if needed. A copy of the write up will be sent home and a copy placed in the student’s record.

**Detention:** This occurs during school hours. Students may be assigned detention for one class period or the entire day. When students receive detention they should report to the office to meet with the Vice Principal overseeing discipline.

**Suspension- In-School or Out-of-School:** Students who have received a consequence of in-school suspension will be required to work on assignments in school at a designated location. Students who have received a consequence of out-of-school suspension will not be allowed to make up missing work. They will receive a zero for each assignment missed while at home in suspension.

**Expulsion :** As stated previously, WCA reserves the right to dismiss any student for any violation of the Code of Conduct. Students dismissed from WCA will not be considered for re-enrollment for a period of time to be determined by the school board.

**Restoration and Re-Enrollment:** When a student has been expelled from WCA, the family will be provided a letter of the School Board's determination. This letter will include steps for restoration should the family and student want to return to WCA. The restoration steps will include the date of which a student will become eligible for re-enrollment, the steps to set up a formal review with the School Board and any additional requirements set forth by the School Board. Approval for re-enrollment must be voted on and approved by the WCA School Board.

## **Grievance Process:**

### **Article I: Introduction and Values**

Websterville Christian Academy (WCA) seeks to promote harmony among its employees, faculty, students, and parents and to encourage equitable solutions to problems arising among them. WCA believes that most concerns and differences are best addressed through open and honest communication conducted in an informal, respectful, and civil manner and that effective resolution depends on direct, prompt, and constructive dialogue. The following procedures are adopted to meet these goals.

### **Article II: Parent Grievance Procedures**

**Section 1:** The School Board recognizes that effective school governance requires that the primary responsibility for issues involving student discipline, curriculum, assessment and promotion, and other day-to-day decisions regarding school management lies with the faculty, staff, and Administrative Team of WCA and these individuals are best suited to resolve conflicts that arise with respect to these issues. The Board has the authority to appoint, employ, and remove the Administrative Team, but primary responsibility and authority over faculty, staff and volunteer organizations of the School are vested in the Administrative Team. The Board, therefore, will exercise any authority in this policy conservatively and narrowly so as not to usurp the authority granted to the Administrative Team.

**Section 2: Informal Procedures:** A parent should first attempt to resolve any grievance through discussion with the relevant teacher(s) or other involved persons. If the parent's concern is not adequately addressed through an informal discussion with the teacher and/or staff involved, the parent should next attempt to resolve the grievance with the appropriate administrator, if applicable. If a grievance cannot be resolved in an informal manner, the parent may initiate a formal grievance procedure.

**Section 3: Formal Procedures:** In instances where informal means are ineffective or otherwise not feasible, the School offers these more formal grievance procedures. Grievance proceedings and information shall be kept confidential at all levels to the extent possible and permitted by law. A parent grievance is a formal written claim by a parent or group of parents identifying the concern, identifying the individual or group's resolution attempts, and identifying

any law, policy, or practice that is implicated by the concern. No one shall retaliate against a parent who files a grievance under this policy (or against a student whose parent files a grievance) in good faith.

**Level One** – Administrator Request and Conference. A parent may, by written request, seek a formal conference with the relevant administrator to address an unresolved grievance. The request shall succinctly describe the specific grievance(s) and related details, and shall identify any specific policy, rule, regulation or law believed to have been violated, and shall provide other relevant information to help the administrator adequately understand the nature of the grievance.

1. The request shall be filed within fifteen (15) business days of the most recent incident(s) or last informal attempt to resolve the grievance, provided that such attempt was made within ten (10) business days of the last incident.

2. Following receipt of the written request, the administrator shall, whenever possible, conduct a conference with the aggrieved parent(s) within ten (10) business days of receipt of the written request. Within five (5) business days following the conference, the administrator will state in writing his or her decision with regard to the grievance and a copy will be given to the parent.

**Level Two** - Appeal to the Head of School. If the grievance is not resolved, the parent(s) may appeal the administrator's decision in writing to the Head of School if the Head of School was not involved in the Level One Conference.

1. The appeal must be made within five (5) business days following receipt of the administrator's written Level One response to the grievant. The Head of School will review the grievance and conduct an informal investigation as necessary.

2. The Head of School shall issue a written response to the parent and the Level One administrator/staff within ten (10) business days following receipt of the written appeal.

3. Decisions of the Head of School are final and not subject to further appeal, except in the following instances:

- a. Decisions involving an alleged violation of a contractual right;
- b. Decisions involving an alleged violation by WCA regarding state or federal law;
- c. Decisions based on allegations of conduct by the Head of School in violation of law or school policy.

4. The School Board, retains discretion to determine whether an alleged violation involves a “final” or “appealable” decision by the Head of School. The School Board may consider all the available evidence in the record established at the time of the decision and any other evidence it deems necessary for consideration. In addition, the School Board has the authority to grant a discretionary appeal in exceptional circumstances.

**Level Three** - Appeal to the School Board: Appeal of Rights and Discretionary Appeals. If a parent is not satisfied with the disposition of the grievance at Level Two, the parent may, within five (5) business days of receiving notice of the decision of the Head of School submit a written request to the School Board Chairperson to appeal the Head of School decision and to request a formal hearing.

1. Within five (5) business days of receiving the written request for appeal, the School Board Chairperson shall issue a written notice to the parent and the Head of School indicating whether the Head of School’s determination is “final” in nature or whether the School Board, in its discretion or by right of appeal, shall grant a hearing. The notice shall also specify, if a hearing is granted, the time it will occur and guidelines by which it will be conducted.

2. When a hearing is granted, a panel of the School Board consisting of at least three people shall hear the grievance within ten (10) business days of the date the Chairperson’s notice is issued to the parent.

3. The School Board panel, may affirm, reverse, or modify the decision following the hearing, the parent and Head of School shall be informed in writing of the panel's decision within five (5) business days after the hearing, whenever feasible.

4. The decision of the School Board panel is final OR the decision of the School Board panel may be appealed to the full School Board.

### **Article III: School Board Grievance Panel Structure and Rules**

**Section 1: Composition of the School Grievance Board Panel** – The School Board Grievance Panel shall consist of no fewer than three members of the School Board, appointed by the Chairperson of the School Board and confirmed by a vote of the full School Board. One member of the Grievance Panel shall be designated by the Chairperson of the School Board to serve as the Chairperson of the Grievance Panel.

**Section 2: Parent Liaison** – One member of the School Board Grievance Panel shall be appointed by the Chairperson of the School Board and confirmed by a vote of the full School Board to serve as Parent Liaison. This individual shall not sit on the School Board Grievance Panel. His or her primary role will be to help parents understand the grievance procedures and to provide process guidance to aggrieved parents. Parents who approach other members of the School Board Grievance Panel with grievances will be referred to the Parent Liaison.

**Section 3: Training** – Members of the School Board Grievance Panel and the Parent Liaison will receive training provided by a qualified individual with regard to confidentiality, impartiality, and other topics relevant to effective execution of their duties.

**Section 4: Timelines** – Failure of a parent or employee to comply with the procedural timelines listed may result in denial of a grievance request. Extensions in timelines may be granted if the relevant decision maker determines there is a reasonable need for such extension. Similarly, the timelines for actions to be taken by school personnel or board members may be extended, with notice to the aggrieved party, when there is a reasonable need for extension or extension is in the best interest of an effective process.



**Section 5: Forms** – The Head of School or School Board may develop one or more grievance forms to facilitate and document the various steps of the grievance process.

**Athletics:** Basketball, soccer, cross country and track are offered at Websterville. We believe athletic competition is a vital part of the overall educational program at WCA.

Students gain the privilege of participating in athletics by maintaining academic and conduct eligibility.

**Academic:** Students must achieve an academic average of 70 or greater with no “F’s” on their report card in order to participate in our athletic program.

The following procedure will be followed to regain eligibility:

1. A student will be suspended from game participation for a two week period.
2. The student will be suspended from practice for a two week period.
3. Full reinstatement will occur when the student returns to the acceptable academic level.

**Conduct:** Students will be ineligible for extracurricular events (sports, student offices, etc.) when suspensions are in place.

**Finance:** Tuition Payment Method- WCA offers different methods of payment to accommodate parents' different financial circumstances. All tuition payments are received and processed through Blackbaud (a third-party contracted provider for administering our tuition process).

New families are required to register with Blackbaud. Already enrolled families do not need to register again unless there is a change in payment plan. The payment methods are as follows:

1. **Full Payment** (One-time payment) – The entire tuition is due before the start of the school year.
2. **Semi-Annual** (2 Payments) – Half of the tuition is due before the start of the school year. The second half of the tuition is due before the start of the second semester.
3. **Monthly** (11 payments) – Monthly payments are due on or before the **1<sup>st</sup>** of the month or the **15<sup>th</sup>** of the month.

Should a difficulty in meeting your financial obligation occur, it is your responsibility to notify the Head of School to make a special arrangement or adjustment to your agreement in writing.

**Deductions:** No deductions will be made for days, weeks, or months absent from school. Personal vacation or illness will not be deducted from tuition.

**Refund Policy:** All payments made to WCA are non-refundable. WCA will not be required to refund tuition or portions of tuition if the student is withdrawn by choice or is asked to leave by WCA administration or WCA School Board

**Late Payment and Penalties:** An \$80.00 late payment fee will be automatically added to the tuition owed if not paid on the due date. Students whose accounts are 30 days past due, may not be permitted to participate in extracurricular activities in school, such as drama, winter sports, summer sports, etc. Students whose accounts are 60 days past due may not be allowed in school until tuition is paid or payment arrangements have been made in writing (see tuition payment method).

**Past Due Accounts:** Progress reports, report cards, transcripts, or any other document will not be issued to parents with past-due accounts. This includes but is not limited to registration fees, extracurricular activities fees, late payment fees, book fees, after-school care fees, etc.

In the event that there are unpaid tuition or fees by June 30<sup>th</sup> of the current year, unless alternative arrangements have been agreed upon in writing and approved by the Head of Schools, the family will not be eligible for re-enrollment for the following academic year. Re-enrollment will be allowed after the financial obligations have been met. The student's ability to be accepted will be contingent upon space availability in the grade in which he/she would have otherwise been placed.

**Additional Fees:** These fees are in addition to and are not included in the regular tuition cost. These costs will be adjusted each academic year to reflect the true cost of each program. See the office for more information.

•Extracurricular activities:

- Winter Program (Ski, skate, bowling), when offered
- All Athletics

•After School Care program

•Sonlight Kids' Club (Summer Care for children 5 to 12 years of age).

**Fundraisers:** To cover other operating expenses and to continue with affordable tuition, WCA conducts a series of fundraisers. Parental participation is required.

**After-school Care:** Program Hours and Late Pick-up Fee-WCA is open for drop off at 7:30 AM Monday through Friday and closes at 3:15 PM at which time parents must pick their children up. We understand that some parents have conflicting schedules; therefore, we offer an after-school care program.

•WCA After-School runs Monday through Friday from (3:15 PM to 5:00 PM): \$15 per day, whether the student stays 5 minutes or two- hours. Students must be registered in advance to attend. Registration forms will be sent out the first week of school

**Withdrawals:** Withdrawals must be conducted through the school office. Those withdrawing will be charged tuition until the office is notified of the completion of the proper withdrawal form which must be signed by the parent or guardian. Notification should be at least one week in advance. Report cards and/or student records cannot be released until all accounts are cleared. The registration fee is non-refundable and only the hardcover portion of the textbook fee will be prorated for a refund.

**Textbooks and Library Books:** Books must never be left out of doors. They must not be written in or defaced. All textbooks are to be covered with an acceptable book cover at all times. This helps us to protect the books, and to keep our book fee low.

## **Cell Phone Use Policy**

**Expectation:** WCA students may bring their phones to school. Students who bring their phones to school should keep their phones off & secured in their backpack or car. Students should not be seen with or using their phones during the school day (8:00 AM – 3:15 PM). It is no longer acceptable to have your phone in your pants/shorts pocket. If a student has a phone out in a classroom, hallway, or restroom, the phone will be confiscated. Students will be required to uphold the “Acceptable Use Policy” for using any electronics on school premises. Under no circumstances is a student permitted to record, either audibly or visually, any person on school property without written consent from all parties involved.

**Consequences:** Confiscated phones will be sent to the office and will remain there until a parent comes in to pick up the phone. Any student who records an individual on school property without the written consent of that person will face consequences up to and including expulsion from WCA.

**Expectation:** Students will be required to stay on our school's WIFI and will not be allowed to have any VPNs connected to their devices.

**Consequence:** Failure to comply with these will result in possible confiscation of their device.

Note: WCA is not responsible for damaged cell phones.

## **Chromebook Policy**

WCA has prepared the following policy regarding the distribution and use of the WCA Chromebooks:

1. Each Chromebook is the property of WCA.
2. Each Chromebook will have a unique identification number.
3. The student will be responsible for paying for any damages, which are not the result of manufacturing defects, to the Chromebook. This may include replacing the Chromebook at current market value.
4. The administration and staff are authorized to make random inspections of ANY and ALL Chromebooks. These inspections may be made at any time and for any reason. In the event unauthorized use is discovered, the privilege of using the Chromebook may be rescinded.
5. The Chromebooks are to be used for WCA classroom projects only. This includes the use of classroom apps, word processing, and other teacher-directed use. Any other use will be considered “unauthorized use” and may result in the privilege of using the Chromebook being rescinded.

## **Students Acceptable Use Policy (AUP) for WCA**

**Network & Technology Use:** WCA provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by WCA teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times. WCA uses a content filtering system on the WCA network. The system is designed to prevent access to inappropriate sites. It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not access an inappropriate site. It is the student's responsibility to report any inappropriate site access to the teacher. Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cybercrimes:

1. **Criminal Acts:** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, pornography, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.
2. **Libel Laws:** Publicly defaming people through publishing material on the Internet, email, etc...
3. **Copyright Violations:** Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), and engaging in plagiarism (using other's words or ideas as your own).

The Acceptable Use Policy was developed with input from WCA administrators, teachers, students, parents, the police department, and the WCA Legal Advisor. Additional information designed to promote student and parental/guardian understanding of this policy can be found on the WCA Cyber Safety website (see the Acceptable Use Policy section on the website). By signing the Acceptable Use Policy, students acknowledge the following rules and conditions:

As a WCA student, I understand that the use of the school network and email is a privilege, not a right. I understand that the school network and my email accounts are owned by WCA.

WCA has the right to access my information at any time (this includes personal devices, as well as those provided by WCA).

I understand that WCA administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement. I will use technology in a manner that complies with the laws of the United States, and the state of Vermont, and the policies of WCA. I understand that I am to notify an adult immediately if I access material that violates appropriate use.

**1. I am responsible for my computer account and email account.** I understand that passwords are private and that I will not share my password with anyone. I understand that I am responsible for all activities on my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot access my account.

**2. I am responsible for my language.** I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities, or any other inappropriate language as determined by school administrators.

**3. I am responsible for how I treat other people.** I will use email and other means of communication (e.g. blogs, wikis, chat, instant messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing media, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.

**4. I am responsible for my use of the WCA network.** I will use WCA computer resources responsibly. I will not search, retrieve, save, circulate, or display hate-based, offensive, drug related, or sexually explicit material. I will not search, retrieve, save, or circulate images or information about weapons using any WCA computer resources unless authorized by the school administrator/teacher as part of a school assignment. I understand the use of the WCA network for illegal or commercial activities is prohibited.



**5. I am responsible for my conduct on all online sites.** I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers, and administrators.

**6. I am responsible to be honest while online.** I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes but is not limited to, sending out emails, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name.

**7. I am responsible for protecting the security of the WCA network.** I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including proxy servers, file sharing, shareware, or freeware on school computers. I will not connect to non-district hotspots without permission. Students cannot bypass the WCA network or have any VPN connected to the network.

**8. I am responsible for protecting school property.** I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings, on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).

**9. I am responsible for respecting other people's property online.** I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

**10. I am responsible for following WCA policy whenever I publish anything online.** I will follow all policies set forth by the WCA and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, chat, discussion group, podcasting, or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to, my name, address, phone number, or school. I will not post photos of students with their first and last names on any online site, including, but not limited to: blogs, wikis, and discussion groups.

## **Safety**

**Transportation:** WCA does not own buses or vans for transportation to and from school therefore, parents must arrange for their children's transportation.

In the event of a field trip and when possible, WCA may seek the rental of a school bus. Most of the time transportation to field trips is done on a voluntary basis from parents.

**Locked Door Policy :** WCA recognizes the dangers we face in today's social environment and we take the safety of your students and our staff very seriously.

Drop off and pick up will be done at the side of the building. The back door is also suited for drop-offs for those with disabilities.

- Doors will be locked from 8:15 am to 3:15 pm after dismissal. During this time parents must come to the front door and ring the bell to be allowed inside.
- Students who arrive after 8:15 am will be escorted to the classroom by an administration official unless the parent needs to speak directly to the teacher, in which case, the parent must obtain a "Visitor's Pass."

**Illness/Medication:** School personnel are prohibited by law from prescribing or administering internal medication. If a student must take medicine during the school day, it may be administered only with written parental or physician approval. Minor scratches and abrasions will be treated by the school. Medicine administration forms are available in the WCA main office.

Students with a temperature above 99.6°F will not be allowed to remain in school.

Students who are unable to participate in physical education classes due to a medical condition must have a note from a doctor excusing them.

**Communicable Disease Policy:** Any student, employee, or volunteer having been diagnosed with a communicable disease must report such diagnosis to the administration immediately. The Center for Disease Control defines a Communicable Disease as follows: “illnesses that spread from one person to another or from an animal to a person, or from a surface or a food.”

Any child who contracts a communicable disease (Measles, Mumps, Chicken Pox, etc.) must have a doctor’s note in order to re-enter school.

**School Visitor Policy:** Classroom visits by parents and students are welcome. Student visitors should either be a visiting relative of a student, a student from another Christian school, one who is potentially interested in enrollment at WCA, or alumni. All visitors shall come to the school office to secure permission from WCA administration.

We do request that any parent visit to a classroom be made by appointment with the office and that any parent-teacher conference be scheduled at a convenient after-school hour with the teacher. Visitors must abide by school rules in conduct and dress while visiting the school. Visitors are not permitted to visit during days of major examinations.

In order to ensure the safety of our students and to limit disruption of instruction, WCA has implemented the following visitor’s policy.

1. All visitors to the school building must enter via the main entrance, sign into the visitor's logbook, wear a Visitor Pass while in the building, and sign out in the logbook when exiting.
2. Visitors attending school functions that are open to the public, such as parent-teacher partnership meetings or public gatherings, are not required to sign in at the main office.
3. Students may not open doors for any person at any time unless given permission by an administrator.
4. Parents or visitors who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), with final approval by the Head of School, so that class disruption is kept to a minimum. Advanced arrangements can include an email, email calendar invitation, or a phone call that notifies the school employee of the exact day and time of the visit.
5. School employees who are expecting a visitor must notify the office staff ahead of the visit, through email or calendar invitation. This notification shall be completed five days in advance of the visitation. School employees are required

to meet and escort their guest(s) (limited to one set of parents/guardians/caregivers at a time) to the appropriate meeting location.

6. Teachers are not expected to discuss individual matters with visitors during class time.
7. Any unauthorized person on school property will be reported to the Head of School or his or her designee. Unauthorized or disorderly persons will be asked to leave. The police may be called if the situation warrants it.
8. All visitors are expected to abide by WCA Code of Conduct while on school property, any additional rules or regulations imposed in connection with emergencies declared by WCA or relating to alerts issued by local authorities.

**Buildings and Grounds:** All buildings, facilities, grounds, and equipment of WCA are considered to be God's property. Respect for the appearance and care of the property is expected of students in helping keep it clean and in good repair. Careless or willful damage to school or church property will not be tolerated. All damage, whether willful, accidental, or due to misuse must be paid for by the student.

Each student in grades 7 through 12 is assigned a locker. The school will record the locker number for reference. Students may not exchange lockers without permission. Lockers are to be kept clean at all times and are subject to periodic inspection.

No student is to open another student's locker.

**Fire Procedure:** Evacuate- In the event of a fire at WCA, the person first observing the fire will pull the alarm. When the alarm is triggered, a notification is sent automatically to the Barre Town Fire Department. The students will then evacuate the building under the direction of an adult and go to the assigned meeting place.

Attendance is to be taken immediately before and after exiting the building to ensure all children and staff are accounted for.

**Assigned Meeting Places-**In case of a fire, the meeting location for all students and staff is the playground. In the event that this site is deemed unsafe, the WCA Administrator, in conjunction with the Barre Town Police and/or Fire Department (emergency personnel) will make the determination to move to an alternative relocation site.

Those students/staff/visitors not involved in regular class activity or in the restroom are not to return to their class before evacuating, but should immediately proceed to the designated meeting location.

**Emergency Exit Plans-** The Emergency Exit Plans are posted in each room and include the locations of rooms, doors, windows, fire extinguishers, and fire alarms.

Relocation Plan- A relocation involves moving students and staff from the primary evacuation site (WCA playground) to an alternative site. This information will be made accessible to parents, via phone call, once the police have deemed it safe.

**DRESS CODE FOR STUDENTS, FACULTY AND STAFF**

Before choosing your attire, ask:

1. Does this glorify God? (Romans 12:2)
2. What is my purpose for wearing this?
3. Is this garment appropriate for a learning environment?
4. When in doubt, ask

<b>Attire</b>	<b>Expected</b>	<b>Unacceptable</b>
<b>Pants</b>	Khakis, chinos, wool blend, linen, cotton, twill, corduroy, knit, polyester, jeans	Spandex/stretchy tight pants; yoga pants;pants that are too loose at the waist,too low riding at the hips and reveal undergarments or skin when squatting down;pants with frayed hems, holes or rips; sweat or athletic warm-up pants
<b>Skirts</b>	The length should be 1 inch above the knee or longer when standing	Shorter than the length described
<b>Dresses</b>	The length should be 1 inch above the knee or longer when standing; Neckline no lower than 2 fingers below the collar bone; back must be covered	Spaghetti straps; dresses short than the length described
<b>Shorts</b>	Khakis, chinos, wool blend, linen, cotton, twill, corduroy, knit, polyester, jeans  The length should be 1 inch above the knee or longer when standing	Shorter than the length described; not tight or stretchy fabric of any kind; shorts with frayed hems, holes or rips, no gym or athletic shorts

<b>Tops</b>	Blouses; dress shirts, sweaters, cardigans, vests, polo shirts, turtlenecks; solid color t-shirts, solid color sweatshirts	Clothing designed as undergarments; no graphics; spaghetti straps; shirts that reveal the back, midriff, or cleavage when reaching or bending; form fitting/immodest clothing; muscle shirts, no see-through fabrics, no writing  *Patterns are permitted
<b>Foot Attire</b>	Clean leather like shoes or boots, clogs, casual dress-shoes, flats, athletic-shoes, sandals, heels or wedges no more than 1 ½ inches high (heels 1 ½ inches or higher can be worn by women in formal settings requiring formal attire)	Flip flops, slippers, heels higher than 1 ½ inches, bare feet
<b>Accessories</b>	Appropriate Jewelry  Belts, if pants have loops	Head coverings such as baseball caps or bandanas while indoors, elaborate or unsafe jewelry, rope or string as belts  Body piercing in any place other than the ears is prohibited.  Ear piercing on men is prohibited.
<b>Grooming</b>	Clean and neat, hair neatly cut, styled, worn safely, hair off the ears and collar for men, facial hair must be neat and maintained	Excessive perfume or colognes, discernible body odor, extreme hair styles or unnatural hair color.

- We require that belts be worn with pants or shorts if they have belt loops. Students may not use rope, string, etc as a belt.
- Dress down day will be the last Friday of each month. These days will be announced as a reminder to students. On dress down days, students can wear athletic, yoga and sweatpants

or athletic shorts, as long as they are not tight fitting. Athletic shorts should be 1 inch above the knee. T-shirts and sweatshirts will be permitted on dress down days.

### **Parent, Student, and School Agreement 2024-2025**

Thank you for choosing Websterville Christian Academy. We welcome you to our WCA community with arms wide open. Our school is entering its 48th year in operation and we are glad to have you be a part of our school. The school holds firmly to a traditional concept of education. We believe that academic excellence, combined with moral and spiritual training, in an environment that is conducive to spiritual growth, along with a caring, supportive atmosphere, will provide a rich education in the growth of the whole person.

The finest education is almost worthless unless your child develops self-discipline, determination, love and respect for others, good citizenship, moral courage, and spiritual growth. WCA is built on these premises and that God's Holy Word, the Bible, provides time-tested principles that enable the child to set and achieve these goals. At the heart of every program at the school is the belief that God created, sustains, and will consummate all things through His son, Jesus Christ. Therefore, the universe and all life belong to Him and are under His control. Our goal is to produce students who will glorify God and reach his/her God-given potential in order to make a positive impact in the world. We at WCA also believe music, speech, drama, and art are critical elements of a student's total education and thus offer opportunities in each one of these areas.

To be successful, a school needs a positive, effective, and supportive working relationship between school administration, teachers, parents and students based on shared values, high expectations that reflect a student's potential, and an understanding and acceptance of the roles all of us have to create an environment in which students are secure and can take responsibility for their learning and personal development.

Please read through the expectations we have of ourselves at WCA and the expectations we have of our parents and indicate your commitment to these by signing this agreement together, with your student(s).

#### **What you can expect from WCA:**

1. A safe and welcoming environment where God is honored and learning can prosper.
2. A foundation centered on Christ and includes a traditional education.
3. Positive, supportive, and structured classroom environments with low student to teacher ratios.
4. Challenging and stimulating work which meets the needs of the individual student.
5. Clear information on student progress and encouragement of open parent and teacher communication.
6. Faculty who pray for your student. Faculty who get to know your student and come to have a strong sense of who your student is and their specific strengths and weaknesses.

7. Faculty who work to maintain a level of discipline conducive to learning.
8. Student achievement results that reflect the student's potential, but also non-academic results like behavior improvements, social skills and life skills.
9. Homework that is assigned to support your student's academic growth in accordance with our objectives for your student.
10. Enrollment means you've trusted us with your students and value our professional expertise and devoted care. We do not govern by popular opinion but through God's guidance through His teachings in the bible. With that being said we do not justify our existence or defend every action, policy or decision however we will be glad to share our biblical thought process.

**What we expect of our Parents:**

1. Understand, accept, and support the aims and ethos of the school; trust in the school's values and methods.
2. Acknowledge that the school has your child's best interests in mind as it aligns with God's word.
3. Encourage and recognize your student's achievements and provide understanding and compassion when there are setbacks. Follow recommended plans from the school to overcome setbacks.
4. Understand that school life and home life are symbiotic and cannot work against or undo each other.
5. Use communication channels appropriately and respectfully. Be courteous and respectful to WCA faculty, staff, other parents and students, and all those affiliated with the WCA community.
6. Understand that we will not discuss other students with you. All students are unique. Do not compare your student to other students.
7. Understand and respect our teachers' job and scope of responsibility.
8. Provide a quiet, distraction free place at home for study.
9. Check your student's planner, regularly monitor their grades online, and communicate with your student's teachers in a timely manner about concerns.
10. Work with your student to ensure regular attendance and punctuality. Enable them to complete their school day by limiting appointments during school hours and limiting vacations during the school year. WCA provides many three day weekends and breaks to give our students rest and the opportunity to engage in other activities.

We, as parents/guardians of \_\_\_\_\_, have received, read, and understand all items in this handbook.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix A: FAST Questions and Answers

### FAST - TUITION ASSISTANCE PROGRAM

#### Frequently Asked Questions:

The goal of the **Websterville Christian Academy** Administration and School Board is to make it possible for every family that desires access to a Christian Education to attend **WCA**.

*Websterville Christian Academy* does not want to have any child not able to attend based solely on finances. The Administration and The School Board continually work with families to help make tuition more affordable.

#### How do I apply for Tuition Assistance?

WCA uses a third party vendor to process all applications. **FAST is not a scholarship**. FAST is the processing company that allows WCA to make a better and more informed decision when distributing the available scholarship funds among those who have applied for assistance. Availability of funds vary from year to year depending on the donations received by WCA for tuition assistance.

The online application for FAST can be accessed through the link provided on the WCA website. <https://wcavt.org/registration-forms/>. It takes approximately 45 minutes to complete the application. The application is in essence a financial disclosure statement. You will be required to send supporting documentation directly to FAST. FAST requires you to provide all pages of your Federal and State Tax returns, W-2's and business tax returns (if applicable). Additional documents may be requested.

#### May I complete the application in paper format instead of online?

Unfortunately, no. All applications must be submitted online.

#### Can WCA or a representative of WCA fill out my application?

Unfortunately, no. This is a process that needs to be completed by each applicant.

#### Who decides what tuition assistance is awarded and how is the decision based?

The WCA School Board considers the recommendations for the applicants by FAST. The WCA School Board is responsible for determining the amount of the assistance given. Many factors are considered when determining the amount awarded to each family. Factors include but are not limited to: family income, expenses, net worth, debt level, and number of children attending WCA. In addition, special family circumstances are also considered when a letter of explanation is included in the application process. **The**

***amount of assistance granted can vary greatly depending upon those factors and the availability of funds.***

### **Is there an application deadline and what if I miss it?**

The application dates are from **March 1st to May 31st** for the following school year you wish to enroll. If a returning family misses the application deadline, they may still apply. However, they must first contact the school prior to applying to ensure availability of funds.

### **Does my child's academic achievement or athletic ability influence the decision for assistance?**

Websterville Christian Academy does not award tuition assistance based on athletic merits. **Academic achievement may be considered on a year to year basis.**

### **Do I need to reapply each year?**

Yes. Tuition Assistance applications and tax documentation for students must be submitted to FAST within the application window of time each year.

### **Will my financial information be kept confidential?**

Information submitted to FAST is kept in strict confidence. All tax documents are submitted to and kept by FAST. All members of the WCA School Board are sensitive to and fully aware of the need for confidentiality. In addition, we require that families who receive awards be discreet and keep the award amounts confidential and not discuss them with other families or teachers. WCA is not at liberty to discuss award amounts or make comparisons with applicants.

### **I am divorced/separated. Does my child's other parent need to apply?**

When both parents are legally responsible for the financial support of the child, regardless of their situation, the financial information of both is required and considered and both parents must apply. Often there are other adults who may help with the tuition such as step-parents, grandparents, etc. The persons financially responsible for the child should be the ones completing the FAST application.

### **When will I know if I have been awarded tuition assistance?**

Applications will only be considered if they have been filled out completely and all requested documents have been submitted to FAST. For applications submitted by the due date, a decision letter will be mailed by **July 1st.**

