



**2025-2026**

**WILLISTON CENTRAL CHRISTIAN ACADEMY**



**RESPECT | INTEGRITY | SERVICE | EXCELLENCE**



**STUDENT  
HANDBOOK**

# WCCA Student Handbook

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# Respect. Integrity. Service. Excellence.

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# THE FOUNDATIONS OF WCCA

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## MISSION STATEMENT OF WCCA

The mission of Williston Central Christian Academy is to assist parents by helping equip students to embrace truth, strive for academic excellence and model Christian behavior and leadership in order to dynamically impact their home, community and culture for Christ. The ultimate goal is to guide students in developing a Biblical worldview, embrace Christian truths and principles, and discover and fulfill God's purpose for their lives, bringing glory to Him.

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## PHILOSOPHY OF WILLISTON CENTRAL CHRISTIAN ACADEMY

Williston Central Christian Academy's educational philosophy is in complete alignment with and does fully affirm our "Statement of Faith." In conjunction with this, we believe that education (and provision for education) of children and youth is the primary responsibility of parents; is a continuing, full-time process from birth to maturity; has the primary goals of salvation of and discipleship of the next generation; must be based on God's Word as absolute truth; must hold Christ as preeminent in all of life; and cultivates a Biblical worldview based on true wisdom and an eternal perspective. Our standard of Christ-like behavior is based on our RISE model: Respect, Integrity, Service, & Excellence.

WCCA's primary objective is to provide a distinctly Christian academic environment in which God's mandate to train, instruct and nurture each student in the Truth may be fulfilled. Administration, faculty and staff shall seek to minister to each student, providing a Christ-like example while promoting that student's physical, academic and social development. At all levels, in all programs and through all teaching, WCCA seeks to:

- A. Provide a Christian education to applicants regardless of their race, color, national or ethnic origin.
- B. Teach all subjects as parts of an integrated whole with Scripture as central to developing a Biblical worldview.
- C. Provide a clear model of Biblical Christian life through its staff and board.
- D. Encourage every child in his/her relationship with God in order to come to a saving knowledge of Jesus Christ as Lord.
- E. Emphasize grammar, reading, logic and rhetoric in all subjects.
- F. Encourage every student to develop a love for learning and to achieve his academic potential while discovering God's ultimate purpose for his life.
- G. Provide a safe and orderly learning environment conducive to the attaining of these goals.
- H. Pursue and secure school accreditation in order to ensure and maintain the highest educational quality and standards.

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## STATEMENT OF FAITH

- We believe the Bible to be inspired, the only infallible authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
- We believe that there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1; Matthew 29:19; John 10:30).
- We believe in the deity Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that people are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-21; John 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and lost; they that are saved unto resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

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## ACCREDITATION/MEMBERSHIP

Williston Central Christian Academy is fully accredited through Cognia and the International League of Christian Schools (ILCS).

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# ENROLLMENT AT WCCA

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## NOTICE OF NONDISCRIMINATORY POLICY

Williston Central Christian Academy admits students of any race, color, gender, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

WCCA does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its education policies, admissions policies, athletic, or other school administered programs except as otherwise provided by Florida State Law. Any questions or problems should be directed to administration.

Williston Central Christian Academy, as a private institution reserves the privilege of setting and maintaining its own standards for student conduct and appearance. The school maintains the right to refuse admittance to anyone who fails to meet the entrance requirements, and to suspend or expel any

student who violates the standards set down in the student standards of conduct, Parent/Student Handbook, or other rules of conduct as defined by the Administration.

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## ADMISSIONS POLICY

The biblical and philosophical goal of Williston Central Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Williston Central Christian Academy, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. In accordance with the school's recognition of Biblical authority, no immoral conduct will be tolerated, including identifying statements related to immoral conduct. The Bible strictly forbids immoral conduct and the advocacy for these forms of sinful behavior (1 Thessalonians 4:1-8). Williston Central Christian Academy retains the right to refuse enrollment to or to expel any student who engages in or promotes bullying, harassment, illegal, or immoral activities.

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## ADMISSIONS PROCEDURES

In order to become eligible to enter Williston Central Christian Academy, prospective new students or previous students wishing to re-enroll and their parent/guardians must do the following:

1. Submit completed application packet and application fee.
2. Schedule entrance exam, or submit documentation of any current standardized test scores documenting grade level proficiency. (A student who does not meet the test standard set by the school will be required to repeat the current grade or be denied admission).
3. Submit all necessary forms.
 

|                                |                                                   |
|--------------------------------|---------------------------------------------------|
| A. Certified Birth Certificate | D. Doctor's Health Form from the State of Florida |
| B. Social Security Card        | E. Most Recent Report Card/Test Scores            |
| C. Florida Immunization Form   | F. IEP or 504 (if applicable)                     |
4. Attend scheduled Student/Parent interview with an Administrator.
5. Read the *Parent and Student Handbook* and sign the *Handbook Acknowledgement Form*
6. Complete *Tuition Payment Agreement*

Steps 1-3 must be completed before the school office will schedule an appointment with an administrator for an interview. Scheduling an interview does not ensure automatic acceptance to the school, but provides the opportunity to determine through discussion with the school, parent and student if WCCA is the appropriate educational placement for the child. The admissions process is not completed until an interview has been held.

When accepted for enrollment, students are admitted conditionally on a ***nine weeks probationary*** period. If the child fails to make acceptable progress or does not adjust to the program of the school, the parents will be expected to give additional help at home, possibly engaging a tutor. The school reserves the right to place the child in a lower grade if it is deemed necessary based on performance. Additional probation may be set for not completing homework, failure to meet other set academic requirements of the various subjects or as a result of disciplinary problems. If the child continues to have difficulty progressing toward mastery of standards due to any of the above situations, a conference will be held to determine if continued enrollment is the best placement for the child.

Applicants entering 10<sup>th</sup> – 12<sup>th</sup> Grade will be considered for admission based on course completion and course availability on a case-by-case basis. Additionally, all 11<sup>th</sup> and 12<sup>th</sup> Grade applicants should pass the PERT Reading and Writing sections.

No applicant that has been *expelled* or placed in an *alternative school* for any reason will be considered for enrollment in WCCA until he/she has completed two (2) complete school calendar years with a satisfactory conduct and academic record.

No applicant that has been *suspended* from school for any reason will be considered for enrollment in WCCA until he/she has completed 1 complete school calendar year with a satisfactory conduct and academic record.

No applicant that has been *held back more than one grade* level in his/her school career will be considered for enrollment. No applicant that has been *arrested* will be considered for enrollment.

### **ESE Considerations**

An applicant with a 504 or IEP will be evaluated to determine whether or not WCCA would be able to meet the student's needs as provided for in the 504 or IEP.

### **Re-Enrollment**

Re-enrollment/pre-registration for current WCCA students occurs in February following board approval of the tuition and fee schedules.

### **Mid-Year Enrollment**

WCCA does not routinely admit students after September 1<sup>st</sup> of the current academic year. Any student wishing to enroll at any point in the year, after this date, will be determined on a case-by-case basis at the discretion of the Admissions Committee. A student who withdraws during the school year wishes to re-enroll, they will be required to complete the entire application process and show academic progression.

### **Withdrawals**

If it is necessary to withdraw a student(s) from WCCA, parents should immediately contact the administrator, as well as complete the Student Withdrawal Form.

**Tuition Refund Policy**

|                                                   |            |                                                                                                                     |
|---------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------|
| Withdrawn within 1 week of School beginning       | 95% Refund | Withdrawal notice must be given two weeks in advance to receive refund. Refunds may be given at time of withdrawal. |
| Withdrawn prior to end of 1 <sup>st</sup> quarter | 75% Refund |                                                                                                                     |
| Withdrawn prior to end of 2 <sup>nd</sup> quarter | 50% Refund |                                                                                                                     |
| Withdrawn prior to end of 3 <sup>rd</sup> quarter | 25% Refund |                                                                                                                     |
| Withdrawn prior to end of 4 <sup>th</sup> quarter | No Refund  | No Refund given.                                                                                                    |

**GRADE PLACEMENT**

A Kindergarten child must be 5 years old on or before September 1<sup>st</sup>.

Grades 1 – 12 must show proof of having satisfactorily completed the previous grade and meet grade level proficiency standards on standardized tests as set by WCCA and outlined in our admissions policy.

## ATTENDANCE AT WCCA

**ATTENDANCE POLICY AND PROCEDURES**

Regular attendance is required by law. Students are required to be in school at least 90% of the school year. In addition to being in legal compliance, consistent attendance enables students to receive the instruction necessary for achieving grade level goals and objectives. Additionally, growth is obtained by being part of the learning environment and experiences which may not be assessed on tests, but are necessary for adequate progress and standards of excellence. Only through regular attendance will this happen.

*Absences are classified as excused or unexcused.*

**Excused absences** are due to illness (with a doctor's note), death in the family or other unavoidable circumstances. Upon returning to school students must provide documentation stating the cause of their absences. An extended illness (more than 2 days) may require parents to provide additional instructional assistance (tutor). Students are allowed the same number of days as the length of their absence to make up their work, including quizzes and tests. It is the student's responsibility, with parental help, to see that all work is made-up and turned in.

**Unexcused absences** are those that occur for any other reason. It is the student's responsibility to collect any missed assignments. It is also their responsibility, with parental help, to see that all work is made-up and turned in. This should be done within one day to receive full credit. Any missed quiz or test must be made up the day the student returns. Teachers hold the right to adjust these date requirements on a case by case basis.

**Pre-arranged absences** with parents' permission are those occasions parents choose to not send their child to school. This type of unexcused absence requires the following:

1. Work must be requested at least one week prior to absence.



2. Major assignments, such as projects and papers, due during the absence must be submitted before leaving.
3. Parents are responsible to tutor and provide instruction for new concepts and processes taught at school during the absence.
4. Work assigned during the absence must be submitted the day the student returns to school. Assignments completed during the absence are for practice and reinforcement after parent provided instruction.
5. Arrange times for missed tests and quizzes.

### **Excessive Absences**

Students with more than nine absences per semester will require a parent meeting with the administration to discuss parameters for continued enrollment of their children. (***Excessive absences as listed above will make a student ineligible for Honor Roll Status regardless of grades.***) Absences are recorded in a student's permanent record, and students may be required to pass competency exams in the content areas for promotion. Total number of absences in one year may not exceed 17 days (17 classes per subject for high school students). Once a student reaches his/her tenth (10<sup>th</sup>) absence, the parent will be required to meet with the administration to discuss parameters for continued enrollment of the child at WCCA. Parents of students on scholarships may be financially responsible for excess absences.

### **Tardies**

Williston Central Christian Academy partners with parents to instill the value of punctuality and maintains this is a necessary trait in responsibility training. *Whether it is for an assignment, an appointment, work or arrival to school, being on time is important.* Students are required to be in class by 8:10am. Any student arriving to the classroom after 8:10am is tardy. **Classes will begin promptly at 8:10am**, and entrance into the classroom after this time disrupts class routine and instruction. Every third (3<sup>rd</sup>) unexcused tardy will result in a consequence of one day of lunch detention. K-5<sup>th</sup> will receive one warning phone call home on their 3<sup>rd</sup> unexcused tardy. Once a student reaches his/her tenth (10<sup>th</sup>) tardy, the parent will be required to meet with the administration to discuss parameters for continued enrollment of the child at WCCA. (*Additionally, excessive tardies will prevent Honor Roll status regardless of grades.*)

### **Early Dismissal/Check-Out**

It is highly suggested that all appointments (doctor, dentist, etc.) be scheduled after school hours. However, in the event early check-out is necessary, student is responsible for all missed assignments. Additionally, Middle and High school students checking out early will receive an absence in each class they miss (students must be in attendance in each class at least 90% of the school year). Students cannot be checked out after 2:40pm.

### **School Closing**

In the event that the school must be closed due to a weather event or other emergency, parents will be notified via e-mail and SchoolStatus Connect. You can also monitor updates on the school Facebook page. Typically, if school closes due to weather events, WCCA will follow the Levy County public schools.

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## A DAY AT WCCA

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### SCHOOL HOURS

|                       |                                                                    |
|-----------------------|--------------------------------------------------------------------|
| K-12 <sup>th</sup>    | 8:10am – 3:00pm                                                    |
| Before Care           | 7:00am – 7:45am (\$5.00 per day)                                   |
| After Care            | 3:00pm – 5:30pm (\$10 per day)                                     |
| After School Tutoring | \$20.00 per hour; must be pre-arranged with the individual teacher |

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### ARRIVAL AND DEPARTURE PROCEDURES

Parents are able to begin dropping students off at 7:45am in the designated area. Any student needing to arrive prior to this time must be enrolled in before care. Classes begin promptly at 8:10am. Any student arriving after 8:10am, will be required to receive a tardy slip and must enter through the front office.

WCCA dismisses at 3:00pm. Students are to be picked up by 3:15pm; we do provide aftercare services (see above section) as needed. In the event that a parent, or authorized adult, cannot pick-up a student, the parent must contact the school office and give the name and description of the individual picking-up the student. That individual will be required to present a photo ID.

For the safety of your child and others, all students must be dropped-off and picked-up in the designated area. We request that all parents pick-up their students from the carline. Carline etiquette includes no cell phones, driving slowly, being aware of your surroundings, and patience. School staff and safety patrols are stationed to help with traffic flow and student safety.

Written documentation or a phone call to the school office is required for any student being picked-up by an individual outside of their normal daily routine. Students are not permitted to be transported by another student driver unless written permission from both parents is turned in to the office or the driver is added to their emergency card.

Students are not permitted to be picked up by a driving or car service, such as Uber, Lyft, etc.

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### CHAPEL

Chapel will be held weekly at 8:15am on Wednesdays for Elementary grades (K-5) and Tuesdays for Middle and High grades (6-12). All students are required to attend and participate in Chapel activities. Parents desiring to attend are welcome and will need to sign in through the main office. On your first visit, all visitors must present a valid driver's license or photo ID.

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# WCCA Uniform Policy

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## **The purpose of school uniforms is to:**

- foster an atmosphere of learning and self-discipline
- create pride within the team and advance the whole rather than the individual
- support a studious and disciplined environment
- allow students to dress without fashion comparison, reducing peer pressure
- help remove unnecessary distractions from school

## **General Uniform Information**

- Students will not be permitted to wear clothing that does not fit properly
- All attire should be worn neatly and modestly

## **Tops (appropriately sized and worn tucked in)**

**Polos:** Navy, White, Gray, Black

(Purchased through Lands' End - **School Code 900156290** or Western Ivy)

## **Bottoms (appropriately sized with belt)**

**Boys** – Shorts and Pants: Khaki or Navy (Plain Chino) (NO Cargos)

**Girls** – Shorts, Pants, Capris, Skorts and Skirts: Khaki or Navy (Biker shorts are mandatory under skirts. All Shorts, Skorts and Skirts must be NO shorter than 4" above knee. Bottoms are not to be form or tight fitting.)

## **Outerwear (hoods remain down, no pullovers/hoodies permitted)**

**Indoor:** Navy, Black or Gray (plain, with no writing, except school logo)

**Outdoor:** May be any weight or color depending on weather

## **Footwear**

- Students must wear athletic or casual shoes (athletic shoes are preferred for grades K-5th)
- No high heels, flip-flops, "crocs", slides, or "heelies" may be worn
- All shoes must be closed toe and closed heel

## **Hair**

- Hair for both boys and girls should be clean and well-groomed
- It must not be a distraction in the classroom and must stay out of the eyes
- Color is to be in the natural range

**Accessories (may not be a distraction or contain any inappropriate words or pictures)**

- Hats, other head coverings, or sunglasses are not to be worn indoors
- Belts must be worn if bottoms have belt loops
- Socks may be the color of your choice
- Girls' Headbands, Bows, or Make-Up must not be a distraction
- Jewelry – One single necklace may be worn under shirt
- Piercings – Earrings are allowed, but no other piercings are permitted
- Tattoos – No tattoos may be visible

**Friday Spirit Uniform for Students (K-12<sup>th</sup>)**

- WCCA Spirit Shirt (from any year) may be worn
- Bottoms – Navy, Black or Gray athletic shorts or pants
- Bottoms are to be NO shorter than 4" above knee and are not to be tight or form fitting
- Leggings are not acceptable pants
- Students may choose to wear their regular uniform bottoms
- All footwear guidelines still apply

**Friday Jean Day Options for Students (6<sup>th</sup>-12<sup>th</sup>)**

- Students may elect to wear regular blue denim jeans
- No skirts or shorts, and no other colors of denim are allowed
- Jeans must fit properly and cannot appear "damaged" or have holes or tears
- Students must wear either a uniform polo or a spirit shirt with jeans
- All footwear guidelines still apply

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**\*WCCA administration deems the right to determine any trend, fashion or fad inappropriate for school activities. All students will be in uniform (including outerwear) every day except on specified occasions (i.e. Field Trips).**

**\*\*Uniform Bottoms (Pants, Shorts, Skirts, Capris, or Skorts) may be purchased anywhere uniforms are sold (Walmart, JCPenny, Sears, Lands' End etc.). They must fit appropriately and not be form fitting.**

**\*\*\*Students enrolled in and attending Dual Enrollment classes at Santa Fe College may wear jeans and school polo on college days. Jeans must fit properly and cannot appear "damaged" or have holes or tears. This is a privilege that can be taken away should the administration deem necessary.**

## Uniform Violation Consequences

During the course of a school year, students who do not comply with the uniform policy will face the following consequences:

**1st Violation** - Verbal warning

**2nd Violation** - Written notice of Uniform Violation sent home

**3rd Violation** - Written notice of Uniform Violation sent home and the following consequences

**Elementary** – Lunch Detention/Loss of Recess or In-School Service Duty\*  
or Loss of Privileges

**MS/HS** – Lunch Detention / In-School Service Duty\* or Loss of Privileges

**4th Violation** – Student removed from classroom and parent contacted with the following options:

- Utilize change-out room if clothing is available\*\* or
- Bring a clothing change for student or
- Pick up student

**Repeated Offenses** - Parent/Teacher/Administrator Conference

\*In-school service duties will depend on the needs of the school at the time of the violation. Duty may include, but is not limited to: trash pick-up, lunchroom cleanup and sweeping, etc.

\*\*Based on clothing availability, parents may opt to have their children change into a uniform from WCCA's Office that the student will wear for the remainder of the school day. All articles of clothing from the WCCA Office are the property of WCCA and must be returned.

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## BIRTHDAY CELEBRATIONS

Birthday parties will not occur at school. However, students may bring a birthday treat to share with their classmates. Be sure you contact your child's teacher in advance to confirm a day to bring the treat. The following are "birthday guidelines":

Provide a treat for every child in the class.

1. **Choose treats that are not messy. Decorated brownies and cookies are the easiest.**
2. **Do not distribute birthday invitations at school, unless all classmates are invited.**
3. **Do not use pick-up as a departure point for private birthday parties.**

WCCA aims to promote inclusivity. Obvious exclusion of students is unacceptable.

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## LOST AND FOUND

WCCA is not responsible for lost or stolen items. We highly recommend that you put your child's name on everything. Any items that are found will be placed in our Lost and Found bucket located in the educational building.

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## LUNCH

Students are expected to bring lunches from home. Parents are encouraged to have students involved in selecting nutritional choices for their lunches. Lunch choice directly impacts children's ability to learn, so choose lunch items wisely. Lunches high in protein and low in sugar, will positively influence a child's readiness for learning in the afternoons. Although microwaves are available for students to use, these are limited in number, and with a large number of students desiring to "heat" food items, may not be a practical choice because of limited time at lunch. Also, refrigeration for lunches will not be available, so the lunch box should have its own cold pack if needed. **NO SODAS FOR LUNCH** (Coke, Pepsi, Sprite, etc.) unless provided by a teacher or staff member.

Parents will be called concerning forgotten lunches. However, if necessary, WCCA will provide lunch for those students who, on occasion, might forget their lunch. They will receive a bag lunch (lunchable or PBJ, fruit, etc.) from the administration. *The cost will be \$5.00*, and a charge slip will be sent home in the student's folder.

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## SAFETY DRILLS

Students are instructed on school safety by the school staff. Periodic fire, severe weather, and lock down drills are conducted throughout the school year as required by law.

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## HEALTH POLICIES

### **Injury Reporting Requirement**

All student injuries should be immediately brought to the attention of the WCCA supervising adult. An Accident/Incident Report must be completed for insurance and record-keeping purposes. Insurance companies require accurate, timely, and complete information.

It is the responsibility of the student and/or the student's family to notify appropriate school personnel of any injuries prior to leaving school grounds and/or the school-sponsored event. Failure to report an injury may result in claims being denied.

### **Contagious Conditions**

- Parents must notify the school office at the beginning of each school day their child will be absent.
- Children should be kept at home if they exhibit any of the following symptoms or conditions:

- Vomiting; diarrhea; fever; Strep Throat; Scarlet Fever; Conjunctivitis (Pink Eye); lice; Impetigo; Chicken Pox; Measles; Mumps; Rubella; Whooping Cough; Hand, Foot, Mouth Disease; Mononucleosis; etc.
- Children should be free of symptoms such as fever, vomiting and diarrhea for a MINIMUM of 24 hours before returning to school.
- When a child who has had a contagious illness returns to school, a note from the doctor should be obtained and sent to the school office. Documentation of treatment (i.e. antibiotic, etc...) by the child's doctor should be included in this note.

### **Chronic Conditions**

If your child has a chronic medical condition, the school office should be notified in writing either by a note from home and/or by a report from the doctor's office. This insures that we can properly care for your child in case of emergency.

### **Head Lice**

WCCA has a head lice policy that requires students be removed from school for the entire time of infestation. We realize that an infestation of head lice requires hours of work in order to stop it from spreading, but students must remain out of school until they are properly treated and are nit-free. Upon returning to school, student MUST come to the school office to be re-checked. More information is available in the school office.

### **Dispensing Medications**

The school office will under no circumstance dispense medications to a student without written permission from the parent. The following process should be followed when a student needs to take medicine during school hours.

Any prescribed medication must be brought to the school office. In addition, parents must also send a note authorizing the school to dispense the medication. All medication must be sent to school in the original pharmacy container and labeled with the following information:

1. Student's name
2. Drug name
3. Dose of the medication
4. Time it is to be administered

When a medication is to be administered daily or repeatedly over a period of time, a "Dispensing and Administering Medications to Students" form must be filed in the school office. A simple note from home will be accepted when a medication, such as an antibiotic, is to be given only temporarily.

Before the school can administer non-prescribed medication, such as Tylenol, written permission from the parent must be given to the school office. The note must delineate the symptoms for which the medication is to be dispensed and the dose to be given. For example, "Tylenol may be given to John Doe for complaints of a headache."

### **Physical Examination Requirements**

Student physicals will be required at the following times:

- Entrance into Kindergarten
- Entrance of all students regardless of grade

### **Immunization Requirements**

The Department of Health & Family Services requires a current immunization record for each student to be on file in the school office. Parents who chose not to immunize a child must provide a signed immunization waiver stipulating the reason the child has not been immunized (health, personal or religious convictions). (Reminder: 7<sup>th</sup> grade students must submit an updated shot record form)

### **Student Vehicles**

Students driving to and from school assume an extra responsibility for the safety of other students and for maintaining the respect of others. To encourage this safety and respect, our student drivers must follow these regulations:

1. All student drivers must register their vehicle with the school office.
2. Do not exceed **10 mph** in the parking lot.
3. Park only in designated areas.
4. Follow the traffic flow; do not “drive around” in the parking lot.
5. Do not allow other students to drive your vehicle.
6. No horseplay or reckless driving at any time will be permitted on campus or adjacent roadways.
7. Permission from office staff must be obtained to go to your vehicle during the school day.
8. Students may not drive to off-campus school sponsored events which take place during the school day without prior approval from the office.
9. Students may not transport other students to or from school, with the exception of siblings or parental permission from all parties.



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# COMMUNICATION AT WCCA

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## STUDENT PLANNERS

Elementary students will be required to maintain a planner on a daily basis. The planner may include updates on their academic progress, assigned work, and behavior issues. Parents are encouraged to communicate regularly with the teachers, and are required to sign the planner daily.

Middle and High School students are required to maintain a planner on a daily basis. The individual teacher will instruct students what is to be written for each subject. This may include but is not limited to daily assignments, upcoming tests/quizzes, important dates, etc.

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## USE OF TELEPHONE

Students are normally not permitted to use the school phone. In the event of a student illness or injury, office staff or the student's teacher will notify parents. If a student must use the office phone during the school day, the student may do so with the permission of an office staff person. Students are permitted to make phone calls to notify parents of changes in activities or other school functions.

**NOTE: Student cell phones may not be used during the school day without teacher permission.**

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## PARENT CONFERENCES/VISITATION

Parent Conferences are scheduled each quarter during Progress Report time to discuss the progress of each student. Notices will go home prior to that time in order to schedule an appointment.

Parents who desire to confer with their child's teacher should feel free to contact the teacher to set up an appointment, before school and during dismissal are not appropriate times for unscheduled conferences. If a parent wishes to visit a class, he/she must contact the school office and/or the classroom teacher ahead of time. Please do not go directly to the classroom without signing in at the office.

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## E-MAIL AND REMINDERS

Weekly e-mails will be sent with any information for the upcoming weeks and school-wide messages will go out via the SchoolStatus Connect communication platform. (If you need help joining SchoolStatus Connect, please contact your student's teacher or the front office.)

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## **PARENT/PTF MEETINGS**

Throughout the course of the school year, several parent meetings may be held in the evenings to share important instructions and updates. Parents are encouraged to attend each meeting in order to receive information. Each year prior to the beginning of the school year (in August), a Parent Orientation will be held to inform both new and returning parents of the policies and procedures of WCCA.

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## **VISITORS**

School and student security are a priority at Williston Central Christian Academy. The following are established to help ensure a safe environment.

1. WCCA is a closed campus—our doors and gates will remain locked.
2. All visitors must sign in and out in the main office. On your first visit, all visitors must present a valid driver's license or photo ID.
3. All visitors must wear the approved visitor badge while on campus.
4. Friends and extended family are not permitted to visit students on campus during the school hours unless administrative approval has been given.

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## **RESOLVING CONFLICT**

The Bible commands Christians to make every effort to live at peace and to resolve disputes with one another in conformity to Biblical principles. Any question or complaint should be handled as close as possible to the level of its occurrence. If satisfaction is not attained at this level, then the problem should be brought to the next highest level of authority.

For example, if a student has an unresolved problem involving a teacher, the proper line to follow is Student – Teacher – Administrator – Board.

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## **CRITICAL INCIDENTS**

In the event that WCCA experiences a “Critical Incident,” parents will be notified via SchoolStatus Connect and email. For the safety of students, staff, and parents, parents are not to come directly to the school, but are to meet at the First Baptist Church Sanctuary (339 E Nobel Ave) where a school representative will be on hand with further information and instructions.

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# ACADEMICS AT WCCA

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## ACADEMIC EXPECTATIONS

Students are expected to meet specific academic requirements. Language arts and mathematics advance along a continuum; each grade level provides the foundation for the next grade level's expectations. To ensure students are best prepared for success at the next grade level, a final average of 70% is the expected benchmark; however, students must earn a minimum passing grade of 60% (D) or higher to qualify for promotion. Williston Central Christian Academy will conduct academic reviews at the end of each grade level to determine whether promotion and continued enrollment is recommended. For promotion and continued enrollment students must:

1. Exhibit mastery of grade level knowledge and skills. Minimum grade level achievement is 60% for second semester in Language Arts, Writing, Reading and Mathematics.
2. Maintain an overall 2.0 or higher grade point average.
3. Demonstrate Satisfactory (S) conduct and work habits in all areas. (Consistent N's in any area will be taken into consideration for probationary status and/or non-re-enrollment of the student.)

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## RETENTION

Elementary students who fail a full year of English or math may be retained in their grade level.

Middle School students who fail a full year of more than one core course may be retained or required to make up the course. English, math, science, Bible and history are considered core courses.

High School students who fail any course must make up the credit over the summer through Florida Virtual School or another credit recovery program.

**NOTE: Students must maintain an overall 2.0 GPA to continue enrollment at WCCA.**

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## CURRICULUM

The Christian curriculum series from BJU Press is primarily used in all grades. UFLI Phonics curriculum is used in Kindergarten – 3<sup>rd</sup> grade. Any supplemental curriculum used will be thoroughly reviewed before selection and utilization. Middle/High use the curriculum All Things Algebra for their mathematics courses. Middle/High School students are also required to take at least one online class; these elective courses will take place through Florida Virtual School or Ignitia.

## MINIMUM GRADUATION REQUIREMENTS

- Minimum of 24 Credits
  - 4 Credits English Language Arts
  - 4 Credits Mathematics (Algebra I, Geometry and 2 Others)
  - 3 Credits Science (one of which must be Biology 1; 2 of 3 must have lab component)
  - 3 Credits Social Studies (1 Credit in World History; 1 Credit in US History; .5 Credit Economics to include financial literacy and .5 Credit US Government)
  - 1 Credit Fine and Performing Arts, Speech and Debate or Practical Arts
  - 1 Credit Physical Education
  - 4 Credits Bible
  - 4 Credits Elective
  - 1 Online Course
- Minimum of a 2.0 Overall GPA is required for Graduation
- Minimum of 75 Hours of Community Service

For additional requirements, please contact the school office.

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## GRADING AND REPORT CARDS

Grades are given to provide parents and students an indication of their student's achievement. Report Cards are sent home at the conclusion of each quarter.

Grades are reflective of the student's knowledge of grade level expectations and progress toward meeting goals. A percentage and a letter grade will reflect the knowledge attained. The grade is based on actual data as determined by classroom work, tests, quizzes, projects and homework.

Grades will be assigned as follows:

- A = 100% - 90%
- B = 89% - 80%
- C = 79% - 70%
- D = 69% - 60% (below grade level expectation)
- F = 59% and below (Failing)

**Kindergarten** uses a skill-based report card with a scale of 1-3, with 3 showing mastery. Students must have 16 out of 20 ELA skills and 14 out of 17 math skills for promotion.

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## HOMEWORK

Homework reinforces and extends learning. The time a student requires to complete homework assignments is determined by a variety of variables: attention to task, environment, ability level and learning exceptionalities. The following is a guideline for homework “time on task”. These are time allotments for the average student working uninterrupted with focused attention to the tasks. Reading is not included in these time frames; however, students should read as much as possible; it directly relates to children’s success in school.

|                       |            |
|-----------------------|------------|
| Kindergarten          | 10 minutes |
| 1 <sup>st</sup> Grade | 10 minutes |
| 2 <sup>nd</sup> Grade | 20 minutes |
| 3 <sup>rd</sup> Grade | 30 minutes |

|                                         |            |
|-----------------------------------------|------------|
| 4 <sup>th</sup> Grade                   | 40 minutes |
| 5 <sup>th</sup> Grade                   | 50 minutes |
| 6 <sup>th</sup> -8 <sup>th</sup> Grade  | 60 minutes |
| 9 <sup>th</sup> -12 <sup>th</sup> Grade | 60 minutes |

Parents are expected to provide guidance and accountability for homework assignments and reading. Homework assignments given to span several days will need parents to help students understand the “across time” concept. Help your child divide the work so he/she spends a portion of the homework time each day toward the completion of the assignment. Time management for projects will also require parents’ guidance.

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## LATE WORK

Late work will be graded at a 50% reduction in grade if turned in one day past the due date, any work turned in after that will receive a zero. However, teachers reserve the right to make exceptions on a case-by-case basis. (Please refer to the “Attendance at WCCA” section for our policy regarding missed assignments due to absences.)

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## TECHNOLOGY/ELECTRONIC DEVICES

Williston Central Christian Academy has computers available for student use in the classrooms. All computers are to be used for educational purposes in compliance with the *WCCA Acceptable Use Policy*. Students who use school computers will be required to read and sign an agreement indicating they will follow the policy. After the agreement has been signed, a personal user ID and password will be assigned. Students who do not cooperate with the guidelines outlined in the agreement will forfeit the privilege of using school computers and could face disciplinary action as outlined in the agreement.

Students may bring technology/electronic devices to school, at their own risk, with teacher and parent permission. Students are required to adhere to the *Acceptable Use Policy* with personal devices (cell phones, devices, kindles, etc.), school computers, and all other electronic devices.

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## **CELL PHONE POLICY (INCLUDING ALL ELECTRONIC COMMUNICATION DEVICES)**

WCCA is aware that parents and students use electronic communication devices (ECDs) to communicate with each other; however the use of ECDs on school grounds must be appropriately regulated to protect students, staff, and the learning environment.

Cell phones and other ECDs that are heard or are in use by students on school grounds without the consent of school personnel will be confiscated. Due to safety and security, headphones, earbuds, AirPods, or other wired or wireless listening accessories that could be connected to cell phones or personal ECDs are prohibited during the school day. All cell phone use shall be at the direction and permission of school personnel. Any other electronic communications will be considered a violation and will be prohibited. Electronic communications include, but are not limited to, phone calls, video/audio recordings, photographs, social media and/or text messages. Taking pictures or video of school staff or students without their permission, or recording fights are strictly prohibited. ECDs may not be used for illegal purposes, or for transmitting, retrieving, or storing any communications of an obscene, discriminatory, harassing nature, or for any other purpose that is against school policy. Electronically capturing, transferring, or other sharing of nude, obscene, pornographic, or otherwise illegal images or photographs will be reported to law enforcement and may constitute a crime under state and/or federal law that could result in arrest and prosecution. ECDs containing such illegal images will be confiscated and turned over to law enforcement.

If an ECD device is visible, being handled, or otherwise used in any manner during a test or exam, it will be considered cheating and the student may receive a zero for that test or exam and disciplinary action.

Note: Inappropriate use of an electronic communications device will result in the following disciplinary action:

### **First Offense**

Device confiscated, Parent contacted to arrange return

### **Second Offense**

Device confiscated, Parent contacted to arrange return, One day lunch detention/comparable consequence

### **Third Offense**

Device confiscated, Parent contacted to arrange return, One day ISS

### **Future Offenses**

Additional ISS days and/or alternative placement or expulsion

### **Refusal to Surrender ECD**

First Offense-One Day ISS, Second Offense-One Day OSS, Future Offenses- Additional OSS days and/or alternative placement or expulsion

### **ECD Use That Results in Substantial School Disruptions**

Up to 10 days OSS and/or alternative placement or expulsion

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## ACCEPTABLE USE AGREEMENT

Technology and internet use at Williston Central Christian Academy, whether on a student-operated device or a school computer, is to be used for educational purposes that serve the school's mission. It is expected that all WCCA students will use the devices respectfully and for the sole purpose of deepening and enriching their educational experiences at WCCA. The use of devices in the classroom is a privilege, not a right. Students are expected to uphold the values and expectations set forth in the Student Handbook.

The following Acceptable Use Policy is provided to make all users, including parents, aware of the additional responsibilities associated with efficient, ethical, and lawful use of technology. If a student violates any of the following terms and conditions, he/she may lose technology privileges and suffer disciplinary consequences.

### Unacceptable Conduct

Unacceptable conduct and/or illegal interaction with the information services is strictly prohibited. This includes, but is not limited to:

- Cyber bullying or anything that can be construed as cyber bullying, including sending or displaying offensive messages or pictures or harassing and violating others.
- Sexting – sending or receiving of sexually explicit digital images, videos, messages, emails, etc.
- Using the network for any illegal activity, including violation of copyright (plagiarism) or other contracts.
- Vandalizing the data of another user.
- Wastefully using finite resources.
- Gaining unauthorized access to resources or entities.
- Accessing inappropriate matter on the internet.
- Using technology capabilities for cheating.
- Using technology capabilities for communicating with other students during class.
- Disabling or attempting to disable school-installed software such as internet filtering and antivirus.
- Invading the privacy of individuals which includes, but is not limited to accessing another person's account and/or files and taking pictures or videos of a student or teacher unknowingly.
- Posting personal communications without the author's consent.
- Posting anonymous messages.
- Use of non-educational social media networks or apps during class time which include, but are not limited to Facebook, Instagram, Twitter, TikTok, SnapChat, Pinterest, etc.
- Placing unlawful information on a system.
- Using abusive or otherwise objectionable language.
- Sending messages that are likely to result in the loss of recipients' work or systems.
- Degrading the good name of Williston Central Christian Academy in any technological communication both within and outside of school.
- Sending chain letters, broadcasts, chats, texts, or instant messages to a list of others.

- Use of the information services for commercial activities for profit or product advertising.
- Defacing or disrupting equipment or system performance.
- Political lobbying.
- Any other use which would violate the policies of Williston Central Christian Academy concerning proper student conduct and/or which would violate the teachings of the Bible.
- Use of a non-WCCA network during school hours.

All members of the WCCA community are expected to practice netiquette while using technology. Netiquette is defined as network etiquette and includes the following:

- Politeness
- Use of appropriate language
- Privacy
- Limited disruptions

Students are personally responsible for their use of technology as well as for what happens to their personal technology tools. Students are responsible for everything posted on their social media networks regardless of whether or not they posted them as well as for comments they post on other people's accounts.

If a WCCA student is found to have a repetitive disciplinary issue due to the use of a specific app, the teacher may request the removal of the app from the student's device.

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## **SCHOOL ISSUED DEVICES**

WCCA will be issuing shared devices to all elementary and middle school students. High school students will be issued an individual device to be used in 9<sup>th</sup> – 12<sup>th</sup> grade. Please refer to the Technology User Agreement for further information and terms of use.

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## **ACADEMIC HONESTY**

Williston Central Christian Academy values academic honesty. Teachers will clearly define honest and dishonest academic work in their classes by discussing expectations and the importance of honest effort. They will inform students of procedures and practices relating to examinations, homework, and class work. Teachers will advocate the importance of honesty by employing teaching and testing strategies that reduce opportunities for dishonest behavior.

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Whenever students have a question about this or any other procedure, they should ask their teachers, not their peers.

Students are to never copy another student's work and submit it as their own. Teachers shall guide students in understanding when collaborative efforts are appropriate.

Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork, and all other



types of work not one's own. The types of plagiarism include the following: word-for-word plagiarism, mosaic plagiarism (rearranging or rewording without documentation), and indirect plagiarism (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not be limited to, the following:

1. Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects.
2. Failing to cite with quotation marks the written words or symbols of another author.
3. Failing to identify and give full credit to the author and sources whose words and/or ideas are paraphrased or directly quoted used in a speech or in a written document.
4. Failing to list all titles and authors of source materials in a bibliography/reference page.
5. Copying or paraphrasing ideas from literary criticism or study aids without documentation.

Using AI (artificial intelligence) as the "author" of any academic work is not acceptable since it is not the individual work of the student. It undermines the integrity and accountability of students to conduct appropriate research and compilation of their own work. Teachers may allow the use of AI in the classroom for educational purposes. Students may only use AI with teacher permission.

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## **TEXTBOOKS**

Each student will be assigned a set of textbooks. It is the responsibility of each student to take care of their textbooks and bring them to school each day.

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## **QUALITY OF WORK**

Each teacher is required to expect high standards of work from the students. Students are to be prepared for class with all materials, have homework done on time, work to achieve to their potential, follow guidelines and standards of quality work set by the classroom teacher, and respond with respect when guidance and correction are given by the teacher. Honesty and integrity are to be demonstrated by the students at all times in completing academic requirements.

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## **PROGRESS REPORTS**

Progress Reports are given at the middle of each quarter. Generally, parent conferences are held to go over each student's progress report, as well as any other information pertinent to each student.

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## **SEMESTER EXAMS**

Students in grades 6 – 12 have semester exams that cover their entire course work for the semester. Exams are given to all students in core academic courses. Core Academic courses include English, Mathematics, Science, and History. Courses classified as "non-academic" may also schedule cumulative final exams. Final exams are weighted 20% of the student's semester grade.

**\*Semester exams may not be taken ahead of time.**

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## **STANDARDIZED TESTING**

WCCA will administer the MAP Assessment in the Fall, Winter, and Spring. Testing results will be made available to parents.

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## **SPECIAL EDUCATION**

WCCA does accept a limited amount of students on IEP's or 504 plans. However, WCCA is limited in the services we are able to provide, therefore, each applicant applying with an IEP or 504 plan will be carefully evaluated to ensure that WCCA is capable of accommodating the needs of each student.

Personal Learning Plans (PLPs) may be created anytime parents, teachers, and the administration deem necessary for individual student success.

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## **HONOR ROLL**

Honor Roll will be recognized each grading period for students in 1<sup>st</sup> – 12<sup>th</sup> grade. Students must have all A's and B's, no N's or U's, and attendance/tardy record must be in accordance with stated attendance policy. (see Attendance)

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# **DISCIPLINE AT WCCA**

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Students at WCCA are expected to adhere to behavioral standards that enable classroom instruction to proceed uninterrupted and facilitate appropriate social interaction. WCCA will maintain a respectful learning community. WCCA uses RISE (Respect, Integrity, Service, Excellence) as a clear example of the character and behavior that is expected of our students.

Levels of offenses have been established to provide optimum establishment of an environment conducive to learning and developing Christ-like character. Consequences for the levels of offenses are noted; however, in all cases, the administrator reserves the right to make the final decision for disciplinary action.

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## **NON-NEGOTIABLES**

To foster an atmosphere conducive to academic progress, the teachers, with the support of the administration will enforce certain undisputable, automatic "Non-Negotiable" rules. This is a school-wide program and consists of basic expectations and supports consistent and uniform application. The goal of the non-negotiables is to make following the rules easier and foster responsibility. The

explanation of the non-negotiables the first day of school serves as adequate communication and activates their implementation.

**Non-Negotiables:**

1. Students will be on-time and ready to learn when the bell rings and class begins.
2. Students must adhere to our Cell Phone/Electronic Communication Device Policy and Technology user agreement.
3. Food and drink (with the exception of water) are not permitted in classrooms, the chapel or any carpeted area without teacher permission.
4. Dress code must be followed. (Mandatory guidelines provided.)
5. Students will participate in classroom activities and Chapel.
6. No running in the classroom, hallways, or other facilities.

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**CLASSROOM DISCIPLINE**

Each teacher will be responsible for listing their classroom rules which are to be followed with rewards given for good behavior and consequences given for inappropriate behavior. Each teacher will be responsible for the administration of his or her own classroom. If a student shows a consistent pattern of misbehavior, the teacher will contact the parent and document such behavior. If the student continues to persist in inappropriate behavior after correction by the teacher and parent contact, then the teacher has the option to present the student with a discipline referral to the administration. The student will then be dealt with in the discipline system.

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**PRIMARY DIVISON (K-3)**

As children go through the grades, it is important for parents and teachers to use experiences as a basis for understanding of right and wrong choices. Aligned with Biblical truths, WCCA. will endeavor to be in partnership with parents to help students understand the impact of their behavioral choices. For primary grade students, infractions and consequences consider child development and allow learning time before advancing to consequences which will require visits to an administrator and/or parent conferences.

**Level I & II**

Level one offenses are to be handled within the classroom by the teacher. Teachers set the guidelines for their individual classrooms in alignment with the school expectations. Primary teachers use color changes to denote levels of misbehavior in the classrooms. Teachers will contact parents concerning repeated misbehavior. If student misbehavior does not show improvement the continued Level I offenses will result in a visit to the principal as a Level II offense. Once a Level I offense becomes a Level II offense due to repetition, the student will no longer receive warnings for the same behaviors and will be referred as Level II.

Level I and II discipline infractions are, but are not limited to, the following:

1. Not following a teacher's instruction (insubordination)
2. Inappropriate pictures/actions: explicit private body parts, portrayal of improper actions, public displays of affection or any other actions the administration deems inappropriate.
3. Not following classroom/school rules or procedures (insubordination)
4. Inappropriate language, profanity, rudeness (defiance).
5. Name calling or teasing (disrespect).
6. Making extraneous noise; yelling, talking during instruction or other times "no talking" is requested, making sounds with other body parts or materials (unruliness).
7. Lying and cheating (deceit).
8. Spontaneous poking or pushing causing no injury (unruliness).
9. Disobeying drop-off or pick-up procedures. At dismissal students must stand with their teachers in an orderly manner (disobedience).
10. Inappropriate and/or disruptive behavior during lunch period, chapel and assemblies (unruliness, disobedience).
11. Dress code violations (insubordination).

Level I and II consequences may include the following:

1. Lunch detention.
2. Field trip restrictions: parent's attendance required or no participation.
3. Chores: Assisting in the maintenance of school property.
4. Sitting out of PE and/or recess.
5. Loss of Leadership roles and/or independent privileges.
6. Restitution actions determined by administration.

**Level III** offenses require a visit to the administrator and a parent conference. Level III infractions are serious and will imperil the student's longevity at Williston Central Christian Academy. If a student reaches Level III, he/she begins the continuum which if inappropriate behavior continues, will end in expulsion.

Level III offenses are, but are not limited to, the following:

1. Repeated or severe Level I and/or Level II offenses.
2. Bullying (verbally, physically, internet).
3. Fighting or physical aggression.
4. Vandalism: defacing or damaging property.
5. Stealing.
6. Causing another injury.
7. Explicit sexual conversation, writing or pictures (digital or print), public displays of affection.

Level III consequences advance along the following continuum. Counseling may be required, and it will be the responsibility of the parents to secure a professional counselor. Reenrollment status will be impacted when students reach this discipline continuum. If a student is at Level III offenses, all

leadership responsibilities will be relinquished. Level III consequences will be determined by the Level III offense.

1. One-Three day in-school suspension (ISS).
2. Out of school suspension (OSS) (minimum of three days). (becomes part of student's official permanent cumulative record)
3. Expulsion. (becomes part of student's official permanent cumulative record)

**Level IV** offenses are “no tolerance” and result in immediate out of school suspension or expulsion.

1. Drug/substance: possession, use or distribution of drugs or alcohol.
2. Weapons: possession, use, threat of use, distribution or attempted distribution of any type of operable or inoperable weapon such as firearms, knives, switchblades, tear gas, bullets, fireworks, and other explosives. Items used as a weapon will be regarded as a weapon.
3. Threat to kill or seriously harm: verbal or written.
4. Bullying resulting in injury or evidence of ongoing pervasive words and actions against another student.

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## **INTERMEDIATE DIVISION (4-12)**

### **Level I**

Level I offenses are to be handled within the classroom by the teacher. Teachers set the guidelines for their individual classrooms in alignment with the school expectations. Except four warnings with consequences and a parent contact before behavior becomes a Level II offense and an administrative visit is required. Once Level I offense becomes a Level II offense due to repetition, the student will no longer receive warnings for the same behaviors and will be referred as Level II.

Level I discipline infractions are, but are not limited to, the following:

1. Not following a teacher's instruction. (insubordination)
2. Not following classroom/school rules or procedures. (insubordination)
3. Name calling or teasing. (disrespect)
4. Making extraneous noise: yelling, talking during instructions or other times “no talking” is requested, making sounds with other body parts or materials. (disrespect, insubordination)
5. Disobeying drop-off or pick-up procedures. At dismissal students must stand with their teachers in an orderly manner. (disobedience)
6. Inappropriate and/or disruptive behavior during lunch period, chapel, and assemblies. (insubordination, disrespect)
7. Dress code infractions. (insubordination)

### **Level II**

Level II offenses require a visit to the Administrator. Parents will be contacted at the time of the visit and may be required to attend a conference with administration. The student will be actively involved in the resolution of the infraction and will receive a commensurate consequence.

Level II offenses are, but are not limited to, the following:

1. Repeated Level I offenses.
2. Disrespectful behavior: words (written or oral), pictures, actions, body movement.
3. Lying or cheating and any form of academic dishonesty.
4. Inappropriate language: profane, abusive, sexual innuendos, insolent.
5. Inappropriate writing and pictures: defamation, profane, sexual, violent.
6. Inappropriate pictures/actions: explicit private body parts, portrayal of improper actions, public displays of affection or any other actions the administration deems inappropriate.
7. Disruption of instruction requiring the teacher to stop instruction to address the student's behavior.

Level II consequences may include the following:

1. Lunch detention.
2. Completions of a SHIELD Packet that fits the offense.
3. Field trip restrictions: parent's attendance required or no participation.
4. Chores: Assisting in the maintenance of school property.
5. Loss of Leadership roles and/or independent privileges including PE or other activities.
6. Restitution actions determined by administration.

**Level III** offenses require a visit to the Administrator and a parent conference. Level III infractions are serious and will imperil the student's longevity at Williston Central Christian Academy. If a student reaches Level III, he/she begins the continuum which if inappropriate behavior continues, will end in expulsion.

Level III offenses are, but are not limited to, the following:

1. Repeated or severe Level I and/or Level II offenses.
2. Bullying (verbally, physically, internet).
3. Fighting or physical aggression.
4. Vandalism: defacing or damaging property.
5. Stealing.
6. Causing another injury.
7. Explicit sexual conversation, writing or pictures. (Digital or print)
8. Inappropriate or vulgar pictures/actions: explicit private body parts, improper actions, violence, major public displays of affection, or other concerning behaviors while on school campus or off campus behaviors that impact the classroom or school environment.

**Level III** consequences advance along the following continuum. Counseling may be required, and it will be the responsibility of the parents to secure a professional counselor. Reenrollment status will be impacted when students reach this discipline continuum. If a student is at Level III offenses, all leadership responsibilities will be relinquished.

Level III consequences will be determined by the Level III offense.

1. One-Three day in-school suspension (ISS).

2. Out of school suspension (OSS) (minimum of three days). (becomes part of student's official permanent cumulative record)
3. Expulsion. (becomes part of student's official permanent cumulative record)

**Level IV** offenses are “no tolerance” and result in immediate out of school suspension or expulsion.

1. Drug/substance abuse: possession, use or distribution of drugs or alcohol.
2. Weapons: possession, use, threat of use, distribution or attempted distribution of any type of operable or inoperable weapons such as firearms, knives, switchblades, tear gas, bullets, fireworks, and other explosives. Items used as a weapon will be regarded as a weapon.
3. Threat to kill: verbal or written.
4. Bullying resulting in injury or evidence of ongoing pervasive words and actions against another student.

## **HARASSMENT POLICY**

WCCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. WCCA is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to disciplinary action, up to and including suspension or expulsion.

## **SEXTING POLICY**

In keeping with the school's responsibility to provide a moral and safe learning environment for all students, the following policy regarding sexting has been put in place. Sexting – the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cellphone, computer, or other digital device – is prohibited on or off school property. Students engaged in such activities are subject to state laws and school discipline. Sending, sharing, possessing or viewing pictures, text messages, or emails, that contain sexual messages or images is a violation of this policy. School administrators may search cellphones or any other device at any time they suspect that a search will reveal a violation of school rules. If an administrator confirms sexting, the following steps will be followed:

1. Contact the parents of all students involved
2. Each student will receive 3 days of OSS
3. Each students will be placed on a three strike program with this infraction being strike one
4. Local authorities may be contacted

## **CORPORAL PUNISHMENT**

WCCA does NOT use corporal punishment as a form of discipline.

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## THREAT ASSESSMENT

Any of the above offenses that are considered Threat-to-Self or Threat-to-Others will require a WCCA Threat Assessment evaluation.

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## EXTRA-CURRICULAR ACTIVITIES AT WCCA

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### FIELD TRIP CHAPERONES AND VOLUNTEERS

Field trips are scheduled throughout the school year to enhance each student's educational experience. Individuals may be asked to help chaperone or transport students to field trips. In order to do so or volunteer at WCCA in any capacity, individuals must submit a completed volunteer packet to the school office, which will include a background screening.

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### MISSIONS MODEL (HIGH SCHOOL TRIPS)

9<sup>th</sup> Grade Trip – HEART Institute  
10<sup>th</sup> Grade Trip – Epworth Missions Trip

11<sup>th</sup> Grade Trip – Domestic Missions Trip  
12<sup>th</sup> Grade Trip – Foreign Missions Trip

**(Further information will be given several weeks (or months) in advance of each trip.)**

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### MAJOR SCHOOL FUNDRAISERS AND SERVICE PROJECTS

Throughout the school year WCCA hosts some major fundraising events and service projects. It is imperative that we have parental support and volunteers to help during these events.

Notification will be made as fundraisers or service projects are scheduled.

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## CONCLUSION

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This handbook serves as a guide to the policies and procedures of Williston Central Christian Academy. In the event that a policy is changed or updated or a new policy is added, you will be notified in writing.



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