



Student Handbook 2025-2026

Winchester Christian Academy
Student Handbook
2025-2026

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Mission

The mission of Winchester Christian Academy is to provide students with excellent academic training in a loving, Christian environment preparing them for leadership in their home, church, and community.

We model Christ's love daily through teaching and example. Our school is open to families of all faiths and traditions. Bible stories and scripture are taught at age-appropriate levels. Students attend chapel two days a week. Our curriculum offers academic excellence in age-appropriate development of fine and gross motor, reading, language arts, math, science, social studies, computer, listening, and social skills. Additionally, we provide opportunities in physical education, art, music, library, and band.

WCA Board of Trustees

The WCA Board of Trustees is charged with setting the general policies for the school and ensuring that all academic, spiritual, and other goals are met in accordance with Christian principles. The following individuals serve on the WCA Board of Trustees.

| | |
|-------------------------------|----------------------|
| Mr. Dan Walker, Chairman | Mr. Troy Wells |
| Mike Roggli, Vice-Chairman | Mrs. Pam Walker |
| Mrs. Kim Jett | Mr. Ryan Barry |
| Mr. Thomas Simmons, Treasurer | Mrs. Melinda Huffman |

Board Advisory Council

In addition to our school board, an advisory council has been convened by the board to give advice and support. The advisory council is composed of parents and community leaders.

Notice of Non-Discriminatory Policy

WCA shall not discriminate against any person based on race, color, national or ethnic origin, sex, or age. Any situation that is not directly addressed by this handbook will be handled by the school leadership and/or WCA Board of Trustees with professional discretion. (see Gender and Sexuality Statement, below)

Gender and Sexuality Statement

WCA believes God created man and woman. These categories are biologically, psychologically, and spiritually distinct, complementary, and together reflect God's image (Genesis 1:26-27). These categories of birth are to be upheld in sports, bathrooms, and any other activity as determined by WCA administration to uphold sacred teaching, longstanding norms, and privacy for individuals. In addition, marriage is the uniting of one man and one woman in an exclusive union for a lifetime as taught by Jesus Christ (Matt. 19:1-9).

Sexual intimacy is sanctioned only between a man and a woman who are married to each other (I Cor. 6:18, I Cor. 7:2-5, Heb. 13:4). Sexual immorality such as adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography are explicitly forbidden in scripture for the benefit of God's children. His commands express His love and righteousness (Matt. 5:18-20, I Cor. 6:9-10). All persons are to be granted compassion and treated with dignity and respect (Mark 12:28-31). Hate and harassment are not in accord with the spirit of Christ and scripture and will not be tolerated. We are to "love our neighbor as ourselves."

ENTRANCE REQUIREMENTS: Registration/Enrollment

Registration and enrollment must be completed online through FACTS. All students wishing to enroll at WCA must have a Student Registration/Data form completed by a parent or guardian. A non-refundable registration fee is also required of each WCA student when registering. This fee is used to purchase books, educational supplies, and other materials for the students. Students are responsible for maintaining all books and materials in good condition. Students may be charged for any lost or damaged books.

Registration forms must be submitted with a certified Birth Certificate and an immunization record signed by a healthcare provider. These forms are required as a part of each student's permanent record. Parents/guardians must provide previous academic records if transferring from another school.

**All forms are to be submitted before students can be enrolled at WCA.*

Tuition

The WCA Board of Trustees strives to maintain an affordable tuition rate. Providing a lower tuition requires the school to operate on a very close financial margin. Therefore, timely payment of tuition is vitally important to the stability of WCA. **All tuition payments and incidental charges such as Chester Meals, E.S.P., field trips, spirit store, etc. will be made online through the FACTS management system** at factsmgt.com using your username and password. Tuition payments must be kept current to prevent student dismissal. A zero balance is required by the end of each school year. Report cards and transfer of student permanent records will be held until school fees and tuition are paid in full.

A discount is given for full payment at the beginning of the school year. A discount is given for families with multiple children. This discount is given to the 2nd and subsequent siblings.

School Day Arrival and Departure

An official day at WCA begins promptly at 8:00 a.m. and ends at 3:00 p.m. All parents/guardians enter the campus by use of Shirley Drive. **Doors open at 7:30 a.m.** Students will gather in the main hall upon arrival. Students will enter their homeroom classes at 7:45 greeted by a faculty/staff member and begin the morning routines.

ATTENDANCE POLICY:

Purpose:

To ensure compliance with Tennessee state law regarding compulsory school attendance and to promote regular, punctual attendance as essential to academic success.

1. Compulsory Attendance Requirements

In accordance with T.C.A. § 49-6-3001, all children between the ages of 6 and 17 must attend a public or non-public school, or be lawfully homeschooled, unless legally excused.

2. Acceptable Forms of Schooling

A student may satisfy the compulsory attendance requirement by being enrolled in one of the following:

- A public school operated by a local education agency (LEA)
- A church-related school as defined in § 49-50-801
- A private school approved by the Tennessee Department of Education
- A home school registered with the local superintendent (§ 49-6-3050)
- A learning pod, provided the student is also enrolled in a recognized school

3. Excused Absences

Documentation is required to be considered an excused absence. Excused absences may include:

- Personal illness or injury
- Death in the immediate family
- Religious observances
- Court appearances
- Approved school-sponsored activities
- Other circumstances approved by the principal or designee (including notes and emails)

4. Unexcused Absences and Truancy

An absence is unexcused if it does not meet the criteria above. Under Tennessee law:

***A student is considered chronically absent if they miss 10 percent or more of the days the student is enrolled.*

- A student is considered truant after five unexcused absences.
- Schools must implement a progressive truancy intervention plan that may include:
 - Parent conferences
 - Attendance contracts
 - Referrals to school counselors or social workers
 - Referral to juvenile court if interventions fail

5. Tardiness

Punctuality is essential to student success. A student is considered tardy if they are not in their assigned area when the school day begins. Tardiness disrupts the learning environment and will be addressed seriously to maintain instructional integrity.

- Excused tardies may include illness, medical appointments, or other reasons approved by the school.
- Unexcused tardies may result in disciplinary action after repeated offenses.
- After three unexcused tardies, a student may receive a warning.
- After five or more unexcused tardies, the school may initiate interventions like those used for truancy, including parent meetings and behavior contracts. (See additional policy for upper school)

- Attendance contracts
- Referrals to school counselors or social workers
- Referral to juvenile court if interventions fail

6. Check-in/Check-out

Checking in late or checking out early **requires** an adult parent/guardian to sign a student out in person at the school campus office. The sole exception is for students who drive themselves and their siblings so long as a parent has provided a permission slip that is kept on file.

- No student is permitted to leave school property without parent/guardian permission.
- Students who co-op with other organizations, may sign themselves out only if written permission is on file and must adhere to the time stated on the permission slip.
- Unexcused check-in occurring after 11:30 am will count as an absence in accordance with this policy
- Unexcused check-out occurring before 11:30 am will count as an absence in accordance with this policy.
- Habitual check in/out may be treated similar to tardies, and the school may initiate interventions like those used for truancy, including parent meetings and behavior contracts.

7. Make-Up Work

Only students with excused absences or tardies will be allowed to make up missed work. All make-up work is required to be completed and turned in within five (5) school days of returning to school unless there are extenuating circumstances approved by school administration.

8. Reporting and Enforcement

Attendance and tardiness will be monitored daily.

Parents/guardians will be notified of excessive absences or tardies.

Chronic absenteeism (missing 10% or more of school days) will be addressed through school administrative intervention and actions.

VISITORS

To maintain a safe environment, **limited visitors** will be allowed in the school. WCA has purchased the Raptor visitor management system to screen and track visitors to our campus. All visitors will need to provide their government issued ID for an initial screening. These visitors should be for educational purposes only or must be approved by the school administration before entering the school and having contact with faculty, staff, and students. All deliveries, such as lunches, textbooks, and any other school materials/equipment, must be left at the office. The office will see that these items will be delivered.

There are no outside lunch deliveries such as doordash.

ACADEMIC POLICIES

Prekindergarten and kindergarten will be evaluated using an age-appropriate checklist that measures their mastery of specific academic and physical skills.

WCA will utilize the following grade scale for 1st-8th grades:

A: 93-100 B: 85-92 C: 75-84 D: 70-74 F: Below 70

WCA will utilize the following grade scale for 9th-12th grades:

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: Below 60

After much research and discussion with schools in our area, we have recently changed our GPA scale and High School Grading Scale to allow students' GPAs to be more aligned with the scales across the state of Tennessee. This will also be more beneficial for college planning. GPAs will automatically be calculated by FACTS management. We have already adjusted GPAs and Grades to the new scales in the FACTS system.

GPA scale for students in grades 9th-12th are as follows:

Regular Courses

A 4.00
B 3.00
C 2.00
D 1.00
F 0.00

Honors Courses

A 4.50
B 3.50
C 2.50
D 1.50
F 0.00

Dual Enrollment Courses

A 5.00
B 4.00
C 3.00
D 2.00
F 0.00

Retention Policy Grades Kindergarten - 5th

Four important factors influence the decision to retain a student: academic progress, maturity level, work habits, and attendance. There may be situations where it is in the student's best interest to repeat a grade. Retention in lower grades often provides a much greater chance of academic success in later years. These decisions are made only after extensive observation, discussion, and prayer.

Class Failure Grades 6-8

For students in grades 6-8, failing grades on report cards or a failing average at the completion of the school year, may result in WCA's recommendation to retain a student in the current grade level. If this situation arises, a meeting will be held with parents/guardians,

appropriate teachers, principal, and head of schools. These decisions are made only after extensive observation, discussion, and prayer.

Class Failure/Credit Recovery Options: (High School Grades 9th -12th)

Four important factors influence a student's academic progress: effort, maturity level, work habits, and attendance. When a student does not receive a semester/class average of 70D or above, the student will not receive credit for the class and must retake the class in order to receive the credit. The student must retake the course in order to receive credit for that course.

Dual Enrollment (Grades 9th - 12th)

WCA is proud to offer dual enrollment courses with three colleges: Freed-Hardeman University, Motlow State Community College, and Tennessee College of Applied Technology. Students will receive high school and college credit for enrolled courses but must maintain enrollment with WCA and the corresponding college. Students and parents must complete all entrance requirements to any college he/she is applying to attend. College and high school GPA will be impacted by these courses. A failing grade in a dual enrollment course will affect both your college and high school GPA. If this is a core academic course, the course must be repeated in order to satisfy the requirements for graduation.

Homework

Students are expected to complete all homework assignments. It is believed, and research based, that homework can serve the following valuable functions:

- Skills learned during school hours may be practiced and reinforced.
- By budgeting their time, children may learn the self-discipline of carrying out assignments independently.
- Parents may observe children as they work and gain insight as to their strengths and weaknesses, serving as a communication tool between school and home.

Incomplete homework assignments will be completed during recess/break time with a grade loss attached if applicable.

If a student seems to spend an excessive amount of time on homework, a conference with the teacher is in order. Please reach out to your child's teacher if this seems to be the case.

Teacher Conferences

Every teacher at WCA is happy to speak with parents about any concerns involving their child. There are two scheduled parent / teacher conferences per school year. If an additional conference is desired, parents should contact their child's teacher by email or schedule a conference through the school office.

Teachers must be in classes and attend to other assigned duties during the school day. As such, we ask parents to schedule conferences and avoid trying to talk with teachers before/during classes, during planning periods, and during lunch. Student privacy is of utmost concern and an effective conference cannot be held in the hallways between classes.

MEDICAL POLICIES AND PROCEDURES

Medication Information

All medication and nursing needs should go through the school nurse. No medication will be supplied by the school. Medications may be administered at school ONLY if the parent/guardian supplies the medication and has completed and signed the **Medication Permission Form**. A copy of this form is available in the school office.

All prescription medications must be brought to school in the original container by the parent/guardian. These medicines should be delivered only to the office. The medication should include a pharmacy label and must contain the child's name, prescription number, medication name, dosage, directions, date, licensed prescriber's name, and pharmacy name.

Prescription medications include epi-pens, inhalers, breathing treatments, and insulin. Medication permission forms are required to be on file in the school office prior to use. Parents/guardians are required to notify the school office and homeroom teacher of the medical needs of students.

If treatments (such as epi-pens or inhalers) should be kept with the student, the school must receive a consent form from the physician. Our school nurse, secretary, and homeroom teacher must be notified of where these will be kept in case of an emergency.

At the end of the school year, parents/guardians will need to pick up any unused medication. These medications will only be sent home with a parent or guardian.

*All OTC (over the counter) medicines will follow the above guidelines.

Illness, Injury, Emergency

At the beginning of the school year, all parents/guardians must complete the student health information on the registration form, paying special attention to allergies and emergency contact information. If a child becomes ill or is injured during the school day, a parent will be notified immediately. If a child requires emergency care, the school will contact emergency medical

services and the parent or guardian. To prevent sickness from spreading among students, children should NOT attend school if they are sick.

****Phone numbers and emergency contact information must be kept current. ****

DISCIPLINE

WCA seeks to provide an atmosphere of high academic and Christian standards. Biblical principles for the basis of guidelines for student behavior. Rules, regulations, and expectations have been developed to proper standards of behavior. Our goal is to help students develop self-control and personal responsibility. WCA seeks to have a safe and positive environment that is conducive to learning. Each student has the right to learn and be safe. Our behavior management system is described below in the Code of Conduct.

CODE OF CONDUCT ("ROAR"):

Beginning the 25-26 school year, WCA will be implementing a new behavior management system to encourage positive character traits- Respect, Ownership, Attitude, and Responsibility. We want our students to ROAR!

Student behavior will be tracked using a chart that follows the class around each day. When a student receives a 'mark' on the behavior chart, there are set consequences:

1st offense - warning

2nd offense - reflective assignment or loss of privileges

3rd offense - parent contact required

4th offense - office referral

There are many positive aspects of this new behavior system. First, it encourages teachers to have consistent expectations in each classroom. Second, it ensures that all students are treated equally and held to the same standard of conduct. Finally, it highlights any behavior a student may be struggling with through consistent tracking. This will be helpful for teachers and parents to assist the student in obtaining the desired behavior.

In addition to monitoring for negative behaviors, students will also be rewarded for positive behaviors. Rewards will be given both in a grade-level setting and school-wide. The activities will vary between the upper and lower schools. For specific details of these awards, please contact your child's teacher.

Chart of School Expectations

(according to location)

These will be reviewed with students at the beginning of school
and continue throughout the school year.

| | CLASSROOM | HALLWAY | RESTROOM | LUNCHROOM | PLAYGROUND |
|-----------------------|--|--|---|--|---|
| RESPECT | <ul style="list-style-type: none"> *Keep your hands to yourself *Be a good listener *Be an active participant *Include others in activities *Follow directions *Get permission before leaving location | <ul style="list-style-type: none"> *Walk on the right side of the hallway *Face forward in line | <ul style="list-style-type: none"> *Respect the privacy of yourself and others *Wait your turn *Knock before entering a stall | <ul style="list-style-type: none"> *Respect all adults in the building *Eat politely *Wait your turn *Get permission before leaving location | <ul style="list-style-type: none"> *Treat others as you want to be treated *Follow directions *Include others in activities *Get permission before leaving location |
| OWNERSHIP | <ul style="list-style-type: none"> *Give your best effort on assignments *Find value in mistakes *Apologize when necessary *Treat school property as your own | <ul style="list-style-type: none"> *Remove hats and hoods when entering the building *Pick up feet while walking *Treat school property as your own | <ul style="list-style-type: none"> *Flush toilets *Wash hands after using restroom *Place all trash in trash can *Treat school property as your own | <ul style="list-style-type: none"> *Place all trash in trash can *Treat school property as your own | <ul style="list-style-type: none"> *Use equipment appropriately *Apologize when necessary *Treat school property as your own |
| ATTITUDE | <ul style="list-style-type: none"> *Be positive *Smile and make eye contact when speaking *Use appropriate manners *Use kind language and appropriate voice levels | <ul style="list-style-type: none"> *Be positive *Smile and make eye contact when speaking *Use appropriate manners *Use kind language and appropriate voice levels | <ul style="list-style-type: none"> *Appropriate behaviors required- no horseplay *Use kind language and appropriate voice levels | <ul style="list-style-type: none"> *Be positive *Smile and make eye contact when speaking *Use appropriate manners *Use kind language and appropriate voice levels | <ul style="list-style-type: none"> *Play fairly *Use appropriate manners *Use kind language and appropriate voice levels |
| RESPONSIBILITY | <ul style="list-style-type: none"> *Be prepared for class *Have all needed supplies *Use time wisely | <ul style="list-style-type: none"> *Go directly to your next location *Keep hallways clear of | <ul style="list-style-type: none"> *Use time wisely *Clean up after yourself | <ul style="list-style-type: none"> *Use time wisely *Walk when entering or exiting *Clean up after | <ul style="list-style-type: none"> *Pick up all equipment when recess is over *Clean up after yourself |

| | | | | | |
|--|--------------------------|----------------|--|----------|--|
| | *Clean up after yourself | personal items | | yourself | |
|--|--------------------------|----------------|--|----------|--|

Office Referrals:

Participation in the following activities will not be tolerated and constitutes grounds for disciplinary action.

- Disruptive behavior during class and transition times
- Disrespect of authority
- Dishonesty (academic and behavior)
- Cheating (see Plagiarism policy below)
- Fighting
- Use of vulgar/profane language
- Harassment/Bullying
- Inappropriate use of all electronic devices (See Cell Phone policy)
- Destruction of school materials/property *Take pride in our school!
- Use of alcohol/drugs/tobacco products

**Any student engaging in any behaviors listed above or behaviors detrimental to the learning environment and overall climate of WCA are subject to consequences listed in the ROAR Behavior Management (listed above), suspension, or dismissal.

See addendum for Upper School Behavior Policy – page 21.

Plagiarism Policy

Winchester Christian Academy believes in teaching ethical academic standards, which include students completing their own work, not plagiarizing, not cheating, and striving to do their best. “Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members of one another” (Ephesians 4:25).

Academic Dishonesty Includes Cheating:

- Copying another student’s work or allowing another student to copy your work.
- Looking at another student’s quiz or test answers or allowing another student to look at your quiz or test answers.
- Using or sending any information using an electronic device—on or off campus.
- Signaling any kind of information during a quiz or test.
- Taking or looking at any assignment, quiz, or test information from a teacher.
- Telling another student what is on a quiz.
- Using notes or study items during a quiz or test.

Academic Dishonesty Includes Plagiarism:

Plagiarism is defined as “the practice of taking someone else's work or ideas and passing them off as one's own.” Plagiarism is not being honest and is the same thing as stealing. These guidelines are applicable to all assignments, including papers, worksheets, quizzes, tests, etc.

- Any information obtained from the internet, book, textbook, etc. must have a proper citation.
- Students need to rewrite information in their own words instead of copying and pasting.
- If you use any information that is not considered common knowledge, you must include a source.
- No paper may be submitted that comes from another source, such as another person or the internet, even if you paid money for it.
- No work should be copied from another student, with or without permission.
- Group projects need to be completed as a group. If a member of the group refuses to participate, his or her name should not be on the project, claiming to have helped. Students should report group members refusing to assist with the project.
- Using ChatGPT or any artificial intelligence to complete assignments and claiming them as your own original work.

**This policy will be reviewed annually and as needed as technology advances and changes.*

If students are unsure of how to correctly cite a source, they should discuss this with a teacher. Consequences can include zeros, parent conference, meeting with the principal, dismissal from school sports and clubs.

Internet Usage Policy

Internet usage and Chromebooks are used by the Winchester Christian Academy as a learning tool to help students get the skills they need to succeed. *Only educational games approved by the classroom teacher will be allowed during the school day.* They will be used to help reinforce learning of the academic standards and help to prepare students for a future in a technological world. Internet safety is the job of students, parents, and teachers. WCA has firewalls in place to block any inappropriate content. If anything inappropriate is found on Chromebooks, students need to notify a teacher immediately. Anything done on Chromebooks, computers or while logged onto the WCA's internet is property of Winchester Christian Academy and will be monitored by all teachers and administration through the use of GoGuardian. A record is kept of everything on the computer. Once something is typed, searched for, etc. it may be looked at by administration at any time.

Students in grades 6 - 12 will be issued a school email address and Chromebook. Passwords should be kept in a safe place. Students are only allowed to message or e-mail users within our domain or other appropriate educators if given permission by a teacher. Students may sign on to their Google account at home, but the same school rules apply and accounts can be monitored off campus. All e-mails and messages should remain clean and appropriate.

- Chromebooks and computers are to be used for academic purposes only. They will not be used for playing games, messaging, chat rooms, social media, etc.
 - Chromebooks are to be kept at school unless a waiver is signed and permission is obtained.
 - Students will not be using the webcam to photograph anything or other students or teachers unless it is for a group assignment, and then only with the consent of that person. Camera features will be disabled for any student computer that does not comply.
 - Students will not use microphones to record teachers or any other student unless it is for a group assignment, and then, only with the consent of that person.
 - Students will only use his or her assigned Chromebook or computer.
 - Students will not share their password with anyone.
 - If Chromebooks or computers are not functioning correctly, a teacher should be notified immediately.
 - Students will not search for any inappropriate content.
 - Students will not have privileges to download any content on Chromebooks or computers. Any needed apps will be placed on Chromebooks or computers by teachers.
 - Students will not download or stream any music, movies, games, or other media.
 - Students will never share any personal information such as address or phone number while using the internet.
 - Students are not to be on phones, iPod, iPad, or any other personal media devices while at school without prior permission from a teacher. Even in the case of special permission, students will only use such devices to complete an educational assignment.
 - Students will comply with applicable copyright laws in the use of media and materials.
- *****If students do not comply with rules and guidelines, privileges will be taken away.*****

Student Dress and Appearance

Modesty, neatness, and good taste should be reflected in the dress and appearance of all WCA students. Any dress or appearance that brings undue attention is prohibited. The WCA Board of Trustees, Faculty, and Staff are committed to helping maintain the very best learning environment possible. A correlation certainly exists between appropriate attire and a positive learning environment. Any dress or hairstyle that is considered contrary to good hygiene, distracting, disruptive in appearance, detrimental to the educational environment, or to the public image of the school shall not be allowed. The administration of the school reserves the right and responsibility to determine whether a student's attire is within the limits of appropriateness for school, decency, and modesty. In matters of opinion, the judgement of the head of schools/principal/designee shall prevail. Student dress and appearance, which do not meet these guidelines, will result in the parent being called and the student sent home.

Please observe the following and if there are questions use the rule "when in doubt leave it out" and do not wear the item.

- Shorts (boys and girls) must be mid-thigh to knee (past fingertips when standing and arms down by students' side).
- All clothing must fit properly. Pants must fit at the waist, not sagged or baggy. Clothing may not be tight or form fitting.
- No leggings or yoga pants are allowed unless they are worn under a dress or shirt that is mid-thigh to the knee.
- No tank tops, spaghetti strap shirts, off the shoulder tops, or shirts that show undergarments may be worn.
- No clothing that shows cleavage or the stomach area is allowed.
- No clothing with inappropriate language or graphics may be worn.
- Any holes in pants must be below the knee.
- 6th-8th grade students will participate in Tae Kwon Do and be required to wear a Tae Kwon Do uniform. 9th-12th students who elect to participate must wear a Tae Kwon Do uniform.
- PreK-5th grade will participate in P.E. each week. Students must wear proper footwear to participate in P.E. Tennis shoes with non-marking soles are required.
- PreK-1st grade students are to send an extra change of clothes in a gallon-sized Ziploc bag (with your child's name clearly printed on the outside of the bag) to leave in case of emergencies.
- Clearly label all sweaters, jackets, and coats with your child's name.

Cell Phones/Electronic Devices/Smart Watches

All cell phones and electronic devices including watches capable of electric transmission must remain off and in the book bags for the school day or they will be taken up and sent to the school office. Parents must come to the school office to pick up such devices.

To ensure a respectful and distraction-free learning environment, the following policy regarding cell phone use will apply to all students in all grades.

1. Power Down & Put Away

- All phones must be powered off and stored out of sight before entering the classroom (e.g., backpacks or designated storage bins).
- Phones are not allowed in pockets or on desks, even on silent.

2. Focus First, Phones Later

- Use of cell phones for any purpose (texting, calling, games, social media, music, etc.) is strictly prohibited during class time, including:
 - While the teacher is instructing
 - During independent work or tests
 - During bathroom or hallway breaks unless authorized

3. Consequences for Violations

- 1st Violation: Teacher warning and phone held until class ends.
- 2nd Violation: Phone turned over to school office, will be returned at the end of the school day, and parent/guardian will be notified.
- 3rd Violation: Mandatory parent/guardian meeting; student will leave devices in the office until the end of the school day for an undetermined time.

4. Teacher-Approved Use Only

- Teachers may allow phone use only for academic activities (e.g., research, learning apps) with clear permission.
- Students with approved accommodations involving technology must present documentation to school staff

5. Responsibility Matters

- Students are expected to act responsibly and respectfully in managing their devices.
- Repeated offenses will be considered insubordination and may result in disciplinary action according to the student handbook.

Meals and Snacks

A daily lunch is provided for an additional fee. Those students not eating the meals provided must bring his/her lunch in a lunchbox or bag with his/her name clearly labeled on the outside. **** We will no longer be accepting daily lunch deliveries.** Limit these to forgotten lunches or special occasions only.**

A lunch menu will be posted each month online in the FACTS/SIS management program and must be paid through the program for a student to receive this meal plan. This is considered an incidental charge.

Students are encouraged to bring a water bottle daily. Water stations are available for students to refill water bottles. Bottles should be labeled with the student's name.

*******As indicated on the student registration form, please inform the school of any food allergies.*******

Holiday and Birthday Parties

Please notify your child's teacher in advance if you would like to send a treat on your child's birthday so that you can be made aware of any student food allergies. We encourage prepackaged snacks, popsicles, ice cream, etc.

Emergency Drills

Fire drills will be scheduled each month during the school year. Tornado and lock-down drills will be practiced once each semester. Our students will practice these safety drills in preparation of such emergencies.

Field Trips

Field trips create activities that allow students to enhance their learning and build on what they experience. Parents will be notified in advance of a field trip, and must sign a permission note before a student may leave the school to participate in the field trip.

Publicity Release

WCA produces a variety of materials each year for marketing and publicity purposes. Such material may include newsletters, newspaper articles, radio spots, television ads, billboards, web-site information, and similar media. Unless otherwise indicated in writing, parents who enroll their children in WCA give consent to the use of their child's picture, voice, likeness, and / or name in such material.

Weather-Related / Emergency School Closing

Weather conditions may force school to close early, open late, or be cancelled. Announcements will be posted as soon as possible *by*: FACTS email/text, and local radio stations (WCDD, WZYX).

WCA School Emblems

The future of Winchester Christian Academy promises to be filled with the excitement of unlimited opportunity. The challenges faced while beginning our new school will be rewarded over the years with a rich history of tradition and achievement. Part of the tradition of any school relates to its colors and mascot.

The WCA school colors are purple and gold. Purple is a symbol of royalty—Christ our King. Gold is a symbol of the streets of heaven—our destination.

The lion is our school mascot. The lion is a symbol of courage and boldness. We read in Joshua 1:9 — “Be strong and courageous, do not be afraid, do not be discouraged, for the Lord your God will be with you wherever you go.” Our goal at WCA is for our students to seek Christ first in their lives and to be courageous and bold for Him each day as they grow in mind, in body, and in spirit.

**Enrollment in WCA constitutes student and parent
acceptance of all WCA policies.
*Winchester Christian Academy***

**Accredited by COGNIA*

**Accredited by the National Christian School Association*

501(c)3 Non-profit Organization



Winchester Christian Academy Admission Requirements 2025-2026

Below you will find an admissions checklist designed to assist families with the Winchester Christian Academy enrollment process. The below items are required to be completed before successful admission to Winchester Christian Academy. Please feel free to contact the WCA office at (931) 967-5466 with any questions regarding the application process.

- *Complete Student Registration Form(s) through FACTS*
- *Copy of Certified Birth Certificate submitted through FACTS*
- *Non-Refundable Registration Fee(s) per student paid through FACTS*
- *Current immunization and applicable medical records submitted through FACTS*
- *Submitted all (if any) custody or court documentation through FACTS*
- *Signed and submitted records request for Transcripts and Standardized Test results*
- Any specialized test results or notification of placement in special programs including an IEP or Service Plan ***(Please note: WCA is NOT certified to educate or admit Special Education students and is not certified to provide special services to anyone except Speech through a coordinating program with FCS.)***
- All previous disciplinary records (or official school statement of disciplinary action) declaring positive disciplinary record at previous school(s) *(K – 12th only)*
- Entrance exams:
 - If transcripts are unavailable, entrance testing will be administered in reading and math to assess grade level capabilities
 - If school transcripts are not on grade level or above, administration will need to review educational records and administer reading and math exams.
- Satisfactory student and parent interview with school official
- Signed Student Background Information Survey
- Signed Statement of Faith
- Minimum of two (2) teacher recommendation forms completed by previous years' teachers.
- Student Essay (Upper School only)

Once the above requirements have been satisfied, WCA administration will make a final decision on enrollment.

WCA shall not discriminate against any person on the basis of race, color, national or ethnic origin, sex as defined in the Bible, or age.



Addendum to Upper School Plagiarism Policy

As computers and artificial intelligence (AI) advance, the need for policies and procedures regarding AI and student assignments has become clear. AI Story Generators, Chat GPT, Image Generators, etc. are becoming advanced enough to create student work with little to no effort on the part of the student. This is detrimental to learning and school progress. Student assignments are inherently understood to be completed by the student without aide from AI generators of any kind (*unless specifically directed to do so by the teacher in extremely limited cases of STEM or elective projects*). Students will not utilize AI generators of any kind to complete schoolwork without direct authorization. This is considered to be a direct violation of the WCA Honor Code.

1st Offense:

- Parent phone call/notification
- Zero for assignment with no opportunity to make up assignment.

2nd Offense:

- Parent phone call/notification
- In School Suspension for one day (student will be placed with adult in isolation from student body—including breaks, special classes, and lunch).
- Zero for assignment; student will re-do the assignment for no credit in In School Suspension.

3rd Offense:

- Parent phone call/notification
- Zero for assignment with no opportunity to make-up assignment.
- Out of school suspension or expulsion with Board of Trustees review to discuss next steps.

**Plan will be reviewed annually and as needed as technology advances and changes.*

| WCA Upper School | | | |
|---------------------------------------|--------------------------------------|--|---|
| Offense | 1st Offense | 2nd Offense | 3rd Offense |
| Cell Phone | Return to student at end of day | Return to parent at end of day | Return to parent at end of day |
| Cheating | Warning; grade at teacher discretion | 1 day ISD; grade at teacher discretion | 2 days ISD; grade at teacher discretion |
| Class Disruption | ASD / 1 day ISD | ASD; 2 days ISD | 3 days ISD; AS |
| Cutting Class | 1 day ISD | 2 days ISD; SL | 3 days ISD; AS |
| Disrespect / Defiance / Argumentative | 1 day ISD; SL; AS | 3 days ISD; AS | OSS |
| Dress Code | Warning; change of clothes | 1 day ISD; change of clothes | 3 days ISD; change of clothes |
| E-Cigarettes (no CBD) | 5 days ISD | 8 days ISD | 10 days ISD |
| Fighting | 3 days ISD; 3 days OSS | 5 days ISD; 5 days OSS | Change of placement |
| Harassment / Bullying | 2 days ISD | TBD by admin | TBD by admin |
| Hate Speech | 1 day OSS; 3 days ISD; PC | 3 days OSS; 5 days ISD; PC | Change of placement |
| Horseplay | Warning; 1 day ISD | 2 days ISD | 3 days ISD |
| Inappropriate Use of Chromebook | Warning; PC; Con | Take up chromebook | 1 day ISD |
| Insubordination / Non-compliance | 1 day ISD; Con | 2 days ISD; AS | 3 days ISD; AS |
| Knife | Warning; PC; confiscate knife | 2 days ISD; PC | 3 days ISD; PC |
| Leaving Campus w/o Permission | 1 day ISD | 2 days ISD | 3 days ISD; AS |
| Missed ASD | 1 day ISD | 1 day ISD | 1 day ISD |
| Out of Area | Warning; Con | 1 day ISD | 2 days ISD |
| Physical Aggression | 1 day ISD | 2 days ISD | 3 days ISD |
| Profanity | Warning; 1 day ISD; PC | 2 days ISD | 3 days ISD; PC |
| Public Display of Affection | Warning; Con | 1 day ISD; SL; AS | 2 days ISD; SL; AS |
| Sleeping in Class | Warning; Con | 5 days SL | 1 day ISD |
| Key | | | |
| OSS | Out of School Suspension | | |
| ISD | In School Detention | | |
| SL | Silent Lunch | | |
| PC | Parent Contact | | |
| ASD | After School Detention | | |
| AS | Activity / Privilege Suspension | | |
| Con | Conference | | |