



# Washington

CLASSICAL CHRISTIAN SCHOOL

2026-2027 SCHOOL YEAR

STUDENT & PARENT HANDBOOK



RE-ESTABLISHING  
WHAT IT MEANS  
TO HAVE A  
LEARNING  
LIFESTYLE

Washington  
CLASSICAL School CHRISTIAN

SHAPING FUTURE  
LEADERS WITH  
CLASSICAL EDUCATION



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# I. PURPOSE & AFFILIATION

## 1.1 MISSION STATEMENT

Our mission is to educate our student body with knowledge, understanding and wisdom through the teaching paradigm of classical learning. This approach will enable each of them to have all the tools available to be successful. Washington has been formed to re-establish a more proficient way to instill in the students the idea of learning as a lifestyle. We desire to mold our students to be future leaders in their homes, communities, and the world by filling them with a quest for creativity and innovation, the aspiration for achievement, and the passion for service.

## 1.2 PURPOSE

At Washington, the educational platform is foundationally Christ-centered and classical in delivery. It is by this instruction that we will empower each student with a passion for learning to last a lifetime.

## 1.3 VISION

To impart into each student Knowledge which ignites, Understanding which impacts and Wisdom which influences

### *Vision for our Ideal Washington Classical Christian School Graduate*

Our prayer is that the graduate of Washington School will contend earnestly for the faith revealed in God's Word, the Bible (Jude 3). He or she will do so with great integrity of heart, and with great skillfulness in thinking and communicating, in whatever vocational pursuit and sphere of life the Spirit of God places him or her. He or she will have a Christ-centered biblical worldview, genuinely thinking and living biblically.

## 1.4 MEMBERSHIP ORGANIZATIONS

### **ASSOCIATION OF CLASSICAL CHRISTIAN SCHOOLS (ACCS)**

Washington Classical Christian School is a member of the Association of Classical

and Christian Schools. We are currently a member of the Association of Christian Schools International (ACSI) and have been granted candidate status for accreditation with ACSI.

### *Mission Statement:*

"The primary mission of this association is to promote, establish, and equip schools committed to a classical approach to education in the light of a Christian worldview grounded in the Old and New Testament Scriptures. The mission of the association is both to promote the classical approach and provide accountability for member schools to ensure that our cultural heritage is not lost again. This mission will be accomplished through the work of the Association of Classical and Christian Schools. Through these various means, ACCS seeks to set an educational standard for a unified and directed approach to classical and Christian learning.

Our mission is also to equip schools in teaching such subjects through the methodology known as the Trivium (grammar, logic, and rhetoric), the educational foundation of our Western culture. We believe that God will bless this approach as He has in the past, as long as it follows the principles set forth in his Word.

We recognize that Christ was born in the reign of Caesar Augustus, and that Christianity took root and grew to maturity in the West. For this reason, we believe that we must teach certain subjects so that they are understood and appreciated. This includes ancient history, languages, and culture, studied in the light of biblical Christianity and its impact on western culture. We recognize our cultural heritage as a gift from God, but in seeking to restore that heritage we by no means are intending to idolize it. Therefore, we ground all that we seek to do upon the revelation of God, both in creation and in Scripture, with the former being interpreted by the latter. The Triune God of Scripture has created an ordered universe,

which can only be fully known through an orderly submission to His revelation of Himself in Scripture. As Christian schools, we are seeking to equip member schools to integrate all their teaching around the revealed Word of God."

### **ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS (ACTS)**

Washington Classical Christian School is a member and has begun the process of accreditation with ACTS.

The Association of Christian Teachers and Schools is a non-profit organization that strives to set new standards of Christ-centered academic excellence while assisting Christian schools to realize the highest level of educational credibility. ACTS is passionately committed to a Biblical Worldview that is consistent with God's Word, building partnerships with Christian schools, and serving current and prospective members with resources, consulting, advice, and mentoring.

### *ACTS Vision*

Setting a new standard of Christ-centered academic excellence.

### *ACTS Mission*

Assisting Christian schools to realize the highest level of educational credibility.

### *ACTS Core Values*

We are passionately committed to:

*A Biblical Worldview*—modeling, teaching, and leading with actions and decisions that are consistent with God's Word.

*Integrity*—demonstrating exemplary practices reflective of Christian ethics; with accountability to Christ, our schools, and the educational community.

*Excellence*—providing exceptional services for the certification and development of Christian administrators and teachers, and pathways to the highest levels of

accreditation for Christian schools.

*Relationship*—developing and sustaining a partnership with Christian Schools to enhance their ministry through personal connection.

*Creativity*—being proactive in the pursuit and development of innovative solutions to benefit the growth and development of our organization and its member schools.

*Service*—Purposing to approach current and prospective members by offering resources, support, consulting, advice, and mentoring.

ACTS does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration of its programs.

## 1.5 AFFILIATION WITH ANCHOR FAITH CHURCH

Washington Classical Christian School is a ministry of Anchor Faith Church.

## 1.6 GOVERNANCE

Washington Classical Christian School is a ministry of Anchor Faith Church, a private, non-profit (501[c][3]) organization. The school is governed by the Senior Pastors and an Advisory Board.

The overall responsibility of the Senior Pastors and the Advisory Board of Washington Classical Christian School is to operate the school according to biblical guidelines and under the full spiritual and legal authority of Anchor Faith Church.

## 1.7 TENETS OF FAITH AND DOCTRINE

### *1. The Scriptures Inspired*

The Bible is the inspired Word of God, a revelation from God to man, the living, infallible, and everlasting rule of faith and conduct, and is superior to conscience and reason. (II Timothy 3:15-17; I Peter 1:23-25; Hebrews 4:12)

## 2. *The One True Godhead*

The triune Godhead is comprised of 3 separate and distinct personalities, The Father, The Son, and The Holy Spirit, who are eternally self-existent, self-revealed, and function as one entity. Jesus Christ, who is God manifested in the flesh, is the second member of the Godhead, co-equal and co-eternal with the Father and The Holy Spirit. (John 1:1-5, 10-14; Matthew 28:18-20)

## 3. *Man, His Fall and Redemption*

Man was created good and upright, for God said, "Let us make man in Our image, after Our likeness." But, man, by voluntary transgression, fell, and his only hope of redemption is in Jesus Christ the Son of God. (Genesis 1:26-31, 3:1-7; Romans 5:12-21)

## 4. *The Salvation of Man*

(a) Man's only hope of redemption is through the shed blood of Jesus Christ. (Romans 3:24; John 3:3) On the cross, Jesus Christ became sin and sickness providing both salvation and divine healing for all mankind (Psalm 103:3), being justified freely by His Grace through the redemption that is in Christ Jesus. For by grace we are saved through faith. (Ephesians 2:8) "The word is near you, in your mouth and in your heart; that is, the word of faith which we are preaching, that if you confess with your mouth Jesus as Lord, and believe in your heart that God raised Him from the dead, you shall be saved; for with the heart man believes, resulting in righteousness, and with the mouth he confesses, resulting in salvation." (Romans 10:8-10)

(b) The evidences of Salvation. The inward evidence to the believer of his salvation is the direct witness of the Spirit. (Romans 8:16; I John 3:18-19, 24) The outward evidence to all men is a life of righteousness and true holiness. "You will know them by their fruits." (Matthew 7:16-20)

(c) Faith and Works. Salvation is by faith in Jesus Christ and not by human works;

however, our works will determine the rewards in eternity. (Ephesians 2: 8-10; Galatians 2:16; II Corinthians 5:10)

## 5. *Baptism in Water*

The ordinances of baptism by a burial with Christ should be observed as commanded in the Scriptures by all who have truly repented and in their hearts have truly believed on Christ as Savior and Lord. In so doing, they declare to the world that they have died with Jesus and that they have been raised with Him to walk in newness of life. (Matthew 28:19; Romans 6:4; Acts 10:47-48)

## 6. *The Lord's Supper*

"And when He had given thanks, He broke it, and said, 'This is my body which is broken for you. Do this in remembrance of me.' In the same way also he took the cup, after supper, saying, 'This cup is the new covenant in my blood; Do this, as often as you drink it, in remembrance of me.' Let a man examine himself, and so eat of the bread and drink of the cup." (I Corinthians 11:24-25, 28)

## 7. *The Promise of the Father*

All believers are entitled to, and should ardently expect and earnestly seek, the promise of the Father, the Baptism of the Holy Spirit, according to the command of our Lord Jesus Christ. (Luke 24:49; Acts 1:4-5; Acts 2:38) With it comes the endowment of power for life and service, the bestowment of the gifts and their uses in the work of the ministry. (Acts 1:8; I Corinthians 12:1-31). This wonderful experience is distinct from and subsequent to the experience of the new birth. (Acts 2:38; 10:44-46; 11:14-16)

## 8. *The Evidence of the Baptism in the Holy Spirit*

The full consummation of the Baptism of believers in the Holy Spirit is evidenced by the initial physical sign of speaking with other tongues as the Spirit gives utterance and by the subsequent manifestation of spiritual power in public testimony and service. (Acts 2:4; 10:44-46; 19:2, 6; 1:8; Galatians 5:16-26)

## 9. *The Church*

The church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the first born, whose names are written in Heaven. (Ephesians 1:22-23; 2:19-22; Hebrews 12:23)

## 10. *Total Prosperity*

Spiritual III John 2; II Corinthians 5:17-21

Mental II Timothy 1:7; Romans 12:2; Isaiah 26:3

Physical Isaiah 53:4, 5; Mathew 8:17; 1 Peter 2:24

Financial Malachi 3:10-11; Luke 6:38; II Corinthians 9:6-15; Deuteronomy 28: 1-14

Social Proverbs 3:4; Luke 2:52; Esther 2:15

## 11. *Blessed Hope*

Jesus is coming again to gather all His saints to ever be with Him (I Corinthians 15:51-52; I Thessalonians 4:16-17).

## 12. *The Lake of Fire*

Those who have not accepted the redemptive work of Jesus Christ will suffer eternal separation from the Godhead. The devil and his angels, the beast and the false prophet, and anyone whose name is not found written in the Book of Life, shall be consigned to everlasting punishment in the lake of fire which burns with brimstone. This is the second death, the lake of fire. (Revelation 19:20; 20:10-15)

## 13. *The Millennial Reign of Christ*

The Scripture promises the return of our Lord Jesus Christ with His saints from Heaven to rule and reign for one thousand years on earth (II Thessalonians 1:7; Revelation 19:11-16; 20:1-6) After this, there shall be a new heaven and a new earth. (Revelation 21)

## 14. *Marriage and Sexual Relations*

The Church shall not sanction or conduct any marriage between persons of the same gender. God instituted monogamous marriage between male and female as the foundation of the family, the basic structure of human society. (Genesis 2:24) For this reason homosexuality, and all other "sexual preferences," or "orientations" are unnatural, sinful, and unacceptable to God. (I Corinthians 6:9-11; I Timothy 1:9-11) God has commanded that no intimate sexual activity be engaged other than in the context of marriage between a man and a woman. (Genesis 19:5; 26:8-11; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; I Thessalonians 4:1-8; Hebrews 13:4)

## 15. *Homosexuality and Other Sexual Perversions*

Any forms of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and/or pornography are sinful perversions of God's gift of sex between a man and a woman in marriage. Homosexuality is sin, detestable to God, and inconsistent with the Christian life. (I Corinthians 6:9-10; Leviticus 18:22, 20:13)

## 16. *Gender Identity*

Washington Classical Christian School along with its oversight, Anchor Faith Church, believes according to scripture and the authority it holds that God is the creator of all things, including male and female which complete the human race. This is determined in Genesis 1:26, "Then God said 'Let us make human beings in our image... so God created mankind in his own image, in the image of God he created them; male and female he created them.'" Jeremiah 1:5 declares, "Before I formed you in the womb I knew you, and before you were born, I set you apart".

According to scripture God determines the gender of all who make up the human race. Washington Classical Christian School will follow the gender indicated on each individual's birth certificate. However, if the gender is not indicated or selected accordingly,

Washington Classical Christian School reserves the right to initiate a physical test performed by a medical professional to determine the gender. Additionally, if physical alterations have been discovered a DNA test will be performed, and once a gender is determined we will treat the student as such.

### **1.8 STATEMENT ON THE FAMILY**

As stated above, Washington Classical Christian School has a deep commitment to assisting parents in their God-given responsibility to teach their children and to do so in a biblically centered way. It is important, in light of that, for parents to understand the biblical teaching on the family that undergirds and permeates all that Washington Classical Christian School teaches about the family and does in relation to the family. The following statement summarizes the biblical teaching on the family:

“God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God’s unique gift to provide for the man and the woman in marriage the framework for intimate companionship, the channel for sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God’s image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ.

She, being “in the image of God” as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his “helper” in managing their household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God’s pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on Biblical truth. Children are to honor and obey their parents.”

Gen.1:26-28; 2:18-25; 3:1-20; Ex. 20:12; Deut 6:4-9; Josh. 24:15; 1 Sam. 1:26-28; Ps. 78:1-8; 127; 128; 139:13-16; Prov. 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6, 15; 23:13-14; 24:3; 29:15; 29:17; 31:10-31; Eccl. 4:9-12; 9:9; Mal. 2:14-16; Matt. 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Rom. 1:18-31; 1 Cor. 7:1-16; Eph 5:21-22; 6:1-4; Col. 3-18-21; 1 Tim. 5:15; II Tim. 1:3-5; Titus 2:3-5; Heb. 13:4; 1 Pet. 3:1-7.

### **1.9 STATEMENT ON PARENTAL ASSENT**

In enrolling their child/children in Washington Classical Christian School, parents and/or legal guardians fully assent to Washington Classical Christian School teaching and acting according to its Philosophy of Education, Affirmation of Faith, and Statement on the Family.

## **II. PHILOSOPHY OF EDUCATION**

## 2.1 WHAT IS CLASSICAL CHRISTIAN EDUCATION

*“The classical and Christian approach to education is about equipping children for the future with what has been successful in the past.”* Gregg Strawbridge, [Classical and Christian Education](#)

Historical researchers have found that classical education can be traced all the way back to the Greek civilization just before Christ. However, it is the Protestant Reformation of the 1500s that has been credited with being greatly instrumental in continuing this high view of education and centering it in Scripture. Succeeding generations of Reformers perpetuated this approach, with these tools of learning and subjects as being central to education in Colonial America. Classical education continued well into the 1800s but was then increasingly lost only to be replaced with the “New Age” thinking and methodology of current day instruction.

In 1947, Dorothy Sayers, a writer from Oxford, wrote an article entitled, “The Lost Tools of Learning.” In this article, she advocated a return to the classical ways of educating children that would equip students with the tools of learning so that they could effectively learn and think well on their own. Dorothy Sayers wrote about the first three of seven liberal arts of education from the past. These three are called the Trivium. They are grammar, logic (or dialectic) and rhetoric. Sayers compared these with three distinct stages of learning that children go through and called these phases “poll-parrot” with grammar, “pert” with logic or dialectic, and “poetic” with rhetoric.

### Lost Tools of Learning Chart

The following material is drawn from the essay “The Lost Tools of Learning” by Dorothy Sayers.

BEGINNING GRAMMAR (PRE-POLLY)	GRAMMAR (POLL-PARROT)	LOGIC (PERT)	RHETORIC (POETIC)
Grades K-2	Grades 3-6	Grades 7-9	Grades 10-12
Approx. ages 4-8	Approx. ages 9-11	Approx. ages 12-14	Approx. ages 15-18
STUDENT CHARACTERISTICS			
<ol style="list-style-type: none"> <li>1. Obviously excited about learning.</li> <li>2. Enjoys games, stories, songs, projects.</li> <li>3. Short attention span.</li> <li>4. Wants to touch, taste, feel, smell, and see.</li> <li>5. Imaginative, creative.</li> </ol>	<ol style="list-style-type: none"> <li>1. Excited about new, interesting facts.</li> <li>2. Likes to explain, figure out, and talk.</li> <li>3. Wants to relate own experiences to topic, or just to tell a story.</li> <li>4. Likes collections, organizing items.</li> <li>5. Likes chants, clever, repetitious word sounds (e.g. Dr. Seuss)</li> <li>6. Easily memorizes.</li> <li>7. Can assimilate another language well.</li> </ol>	<ol style="list-style-type: none"> <li>1. Still excitable, but needs challenges.</li> <li>2. Judges, critiques, debates, critical.</li> <li>3. Likes to organize items, others.</li> <li>4. Shows off knowledge.</li> <li>5. Wants to know "behind the scenes" facts.</li> <li>6. Curious about Why? For most things.</li> <li>7. Thinks, acts as though more knowledgeable than adults.</li> </ol>	<ol style="list-style-type: none"> <li>1. Concerned with present events, especially in own life.</li> <li>2. Interested in justice, fairness.</li> <li>3. Moving toward special interests, topics.</li> <li>4. Can take on responsibility, independent work.</li> <li>5. Can do synthesis.</li> <li>6. Desires to express feelings, own ideas.</li> <li>7. Generally idealistic.</li> </ol>
TEACHING METHODS			
<ol style="list-style-type: none"> <li>1. Guide discovering.</li> <li>2. Explore, find things.</li> <li>3. Use lots of tactile items to illustrate point.</li> <li>4. Sing, play games, chant, recite, color, draw, paint, build.</li> <li>5. Use body movements.</li> <li>6. Short, creative projects.</li> <li>7. Show and Tell, drama, hear/read/tell stories.</li> <li>8. Field trips.</li> </ol>	<ol style="list-style-type: none"> <li>1. Lots of hands-on work, projects.</li> <li>2. Field trips, drama.</li> <li>3. Make collections, displays, models.</li> <li>4. Integrate subjects through above means.</li> <li>5. Categorize, classify.</li> <li>6. Recitations, memorizations, catechisms.</li> <li>7. Drills, games.</li> <li>8. Oral/written presentations.</li> </ol>	<ol style="list-style-type: none"> <li>1. Time lines, charts, maps (visual materials) 2. Debates, persuasive reports.</li> <li>3. Drama, reenactments, roleplaying.</li> <li>4. Evaluate, critique (with guidelines)</li> <li>5. Formal logic.</li> <li>6. Research projects.</li> <li>7. Oral/written presentations</li> <li>8. Guest speakers, trips.</li> </ol>	<ol style="list-style-type: none"> <li>1. Drama, oral presentations.</li> <li>2. Guide research in major areas with goal of synthesis of ideas.</li> <li>3. Many papers, speeches, debates.</li> <li>4. Give responsibilities, e.g. working with younger students, organize activities.</li> <li>5. In-depth field trips, even overnight.</li> <li>6. World view discussion/written papers.</li> </ol>

## 2.2 THE SUPREMACY AND SUFFICIENCY OF THE WORD OF GOD (2 TIM 3:16-17)

God's inerrant Word, the Bible, comprises the foundation upon which all areas of true knowledge and study rest. Washington Classical Christian School seeks to permeate all disciplines with God's Word and study all disciplines under the authority of God's Word. (2 Tim 3:16-17; Col 1:15-20; Matt. 7:7-12; Rom. 1:20)

God states in His Word that He reveals Himself in creation. Thus, all genuine truth in creation is truth that God has revealed and is available to all mankind at all times. This means that truth in mathematics, science, language, history, etc. is established by God and should be studied as such. This truth from creation, however, will never contradict God's special revelation in His Word; Thus, God's Word must guide us in our understanding of what is true and what is false in all fields of study.

### ***Parental Responsibility (Deut. 6; Eph. 6:4)***

God has granted to parents the responsibility and authority for raising their children, including the responsibility of educating them. The heart of this education is the teaching of God's Word, with all areas of knowledge included. Washington Classical Christian School seeks to assist parents and guardians in this God-given responsibility. In addition, God has ordained fathers to be the heads of their homes. We desire that in each home, whenever possible, the father will exercise leadership in educating the children. (Eph. 5:22-6:4)

### ***Biblical Worldview (II Cor. 10:5)***

All areas of knowledge and life should be viewed according to the perspective of the absolute truth of God's Word. Washington Classical Christian School teaches this worldview and seeks to model it through the godly lifestyles of its teachers, staff, and volunteers. As a key part of teaching this worldview, Washington Classical Christian

School seeks to encourage students, by God's grace, to repent of their sins and to believe in the Lord Jesus Christ alone for salvation. We also strive to provide an environment in which students can develop Christian character and leadership skills. (II Cor. 10:5, Matt. 28:18-20, 19:13-15; Proverbs 22:6, 4:20-27, II Cor. 5:20)

### ***Academic Excellence (Col 3:23)***

Washington Classical Christian School believes in doing all it does with fullness as unto the Lord. Washington Classical Christian School teachers provide a high level of teaching to provide for an expected high level of learning from the students. Though Washington Classical Christian School's purpose and vision are much broader, they include being an academically challenging school that will prepare students well for college.

### ***Classical Trivium (Luke 10:27)***

Washington Classical Christian School teaches with the time-proven classical approach of the Trivium. The Trivium consists of three categories: grammar, dialectic (or logic) and rhetoric. These three categories are emphasized successfully in three stages of the student's educational development.

The grammar stage focuses on mastery of knowledge, specifically the fundamental and foundational knowledge that will provide them with a framework on which to build all future learning. Grammar refers not only to the fundamentals of English but also theology, history, mathematics and other disciplines. The grammar stage seeks to address the questions "Who, what, where, and when?"

The dialectic (or logic) stage focuses on thinking properly and well. The students will learn how to order, relate, and think through knowledge they are gaining. This stage seeks to equip students with sound thinking

skills that will enable them to recognize when an idea or argument is sound, when one is not, and how to correct it. The logic stage seeks to address the questions "Why and how?"

The rhetoric stage focuses on training the students to use written and spoken language to communicate their thinking clearly and persuasively. This is the stage of application and expression.

The Trivium seeks to instill in students a love for learning and give them the tools of learning so that they can both think and communicate clearly, fully and biblically.

### ***Biblical Discipline (Hebrews 12:6-7)***

Washington staff will encourage and bless students for obedience and bring consequences to students for disobedience. We believe maintaining sound discipline is essential to quality education, and we are committed to disallowing a student's persistent misbehavior to frustrate the education of other students. In line with parents having the God-ordained responsibility for their children, we will involve the parents early in any disciplinary issues with their child. (Eph. 6:1-4; Heb. 12:6-7; Heb. 13:17)

### ***Preparation for God's Purpose (Jeremiah 29:11-13)***

Washington Classical Christian School seeks to be an effective part in preparing its students for God's plan for them to God's glory.



### **III.**

## **SCHOOL OPERATIONS**

### 3.1 ADMISSIONS

#### **Admission Procedure**

1. An application must be completed and returned to the school office with a non-refundable Application Fee of \$35.00.

2. An academic assessment will usually be given to determine proper grade placement. A \$25.00 Assessment Fee is due at that time.

3. A student interview is scheduled with both parents present whenever possible.

4. After the interview, and after reviewing all other required materials, the principal will make the decision whether to admit the student(s).

5. The administration will notify the parents regarding acceptance by letter. All required forms, fees, and health records must be turned in to the school office to complete enrollment.

6. Transfer students will not be admitted within a year of expulsion from any other school, must also provide the reason(s) a transfer is desired, and be in good financial standing with the prior school.

**Washington Classical Christian School admits students of any race, color and national origin. Washington Classical Christian School does not discriminate on the basis of race, color or national origin in the administration of its educational policies, admission policies, scholarships, athletic programs or other school sponsored events.**

#### **Admission Requirements for Students:**

1. A child must have reached the age of five years by September 1 of the fall in which he/she would be entering kindergarten.

2. If a child has successfully completed the previous school year and his work and behavior compare favorably to the comparable grade at Washington Classical Christian School, the child will be placed in the grade for which he/she is applying. However, if through the administration of an academic assessment or other evidence, it is determined that the child may not be adequately prepared for the next sequential grade level, it may be necessary that he/she repeat the previous grade.

#### **Admission Requirements for Parents:**

1. The parents/guardians must have read the Philosophy of Education, Affirmation of Faith and Statement on the Family included with the application, and they must have signed the release form acknowledging that they do not object to their child being taught accordingly (Parent Cooperation Agreement). Unless one parent has sole custody of a student, Washington Classical Christian School requires that both parents sign the agreement.

2. While the families of our students should always feel welcome to worship at Anchor Faith Church, the specific requirement is that the families of our students are regularly worshipping as a member of a Christian church body. We define regular attendance as weekly in the Christian church of your choice. Parents are required to provide the name of the church and contact information for an official of the church who can provide a reference/verification of membership and attendance. Washington will periodically check the status of regular attendance. Irregular/infrequent attendance or broken fellowship is grounds for immediate dismissal.

3. A parent interview with the principal must be completed (with both parents whenever possible).

4. The parents/guardians must willingly cooperate with all the policies of Washington Classical Christian School.

#### **Student-Faculty Ratio:**

Washington Classical Christian School has established a class size limit of 20 students per class for kindergarten through fifth grade, 23 for sixth grade, and 25 students for seventh through twelfth grades. (The grammar school classes also have full- or part- time aides.) Any exception to the class size limit requires the approval of the Board of Governing Officers.

### 3.2 RE-ENROLLMENT/ADMISSION OF RETURNING STUDENTS

Re-enrollment for the subsequent year begins at the beginning of the calendar year and continues

for a designated period prior to processing any new student applications. Details pertaining to re-enrollment, such as dates, tuition rates and fees, etc., are provided in a re-enrollment packet for the parents.

A fee of \$50.00 will be assessed for any re-enrollment paperwork that is received after the last day of the current school year.

Although Washington Classical Christian School desires to maintain its current student base, the school reserves the right to withdraw the re-enrollment of a student for the upcoming academic year. The decision to withdraw a student's privilege of re-enrolling in Washington Classical Christian School is not taken lightly. This type of decision may be the result of offenses like a student's or parent's unwillingness to cooperate with school policy or procedure, academic needs beyond Washington's scope, or consistent and deliberate disruptive behavior. Such a decision will only be rendered when attempts to resolve matters have been exhausted. Any student whose privilege to re-enroll in Washington Classical Christian School has been withdrawn will have any previously paid fees for the upcoming year refunded.

### 3.3 HEALTH RECORDS/REQUIRED FORMS

To ensure that Washington Classical Christian School is in compliance with all necessary state regulations and licensing procedures we must have the following information on file:

- Completed Admissions Application and Parent Cooperation Agreement
- Current HRS form 3040 (physical examination form)
- Current HRS form 680 (Immunization Record) or exemption documentation
- Financial Commitment Form
- Previous academic records
- Medical Release Form
- Birth certificate (copy)

A student's enrollment is not complete until all records and forms have been received.

### 3.4 SCHOOL HOURS

Washington Classical Christian School's hours are 8:30 a.m. until 3:30 p.m. on Mondays, Tuesdays, Thursdays and Fridays. Wednesdays are early release days and the school day ends at 2:30 p.m. Before and After Care are available as needed through Treasure Harbor Preschool (see section 3.6). During the school year, the school administration will generally maintain office hours from 8:00 a.m. until 5:00 p.m. Monday through Friday.

### 3.5 MORNING DROP-OFF AND AFTERNOON DISMISSAL PROCEDURES

The safe arrival and departure of our students is of utmost importance. Therefore, parents are required to adhere to the following procedures:

#### **Morning Drop-Off (8:10-8:30 a.m.)**

- Follow the established drop-off route for the school. Please drive slowly and cautiously and follow any directions given by school staff. Cell phone usage should be kept to a minimum.
- Grammar school students should not arrive before the scheduled drop-off time.
- Grammar school students should only be dropped off when a staff member is present.
- Any student walking in from the parking lot must follow the designated walking route. Walking grammar school students must be accompanied by an adult.
- Once students have been dropped off, they will gather in designated areas. Students are not permitted to go into the classrooms until 8:10 a.m. *Exceptions may be made for dropping off a project, food, etc. or if prior arrangements have been made with the teacher.*

#### **Afternoon Dismissal (Monday, Tuesday, Thursday, Friday 3:30pm & Wednesday 2:30pm)**

- Follow the established pick-up route for the school. Please drive slowly and cautiously and follow any directions given by school staff. Cell phone usage in pick-up line should be kept to a minimum.
- Notify the staff member on duty whom

you are there to pick up. Students will not be released to anyone who is not on the authorized pick-up list. You must notify the school office if someone not on the authorized list will be picking up your student. A photo I.D. will be required.

Students in grades K through 6 are picked up in-person.

Any students or adults walking from or to the parking lot must follow the designated walking route.

If there is a change in your child's normal dismissal routine, parents/guardians must notify the school office via email at [dismissal@washingtonccs.com](mailto:dismissal@washingtonccs.com) a minimum of 1 hour prior to the scheduled pick-up time, unless in case of emergency. Failure to follow this procedure may result in the parent or another authorized person from the Emergency Contact and Pick-up list being required to pick up the student.

### 3.6 BEFORE AND AFTER CARE

Before and after care is not available through Washington Classical Christian School. However, Treasure Harbor Preschool does offer a program, is an outreach ministry of Anchor Faith Church, and is located within the same building. Each family is responsible for making arrangements for before and after care with their preferred provider. You may contact Treasure Harbor Preschool at 904-823-9690 or [admin@treasureharborpreschool.org](mailto:admin@treasureharborpreschool.org).

### 3.7 ATTENDANCE

#### A. Philosophy and Intent

1. Washington Classical Christian School strongly supports the philosophy that the effectiveness of our instructional program and a student's academic success within this program depends on consistent attendance.

2. Students are required to maintain a level of attendance which enables them to meet their academic responsibilities, and which permits the teacher to maintain an excellent learning atmosphere for the entire class.

3. Students, and ultimately their parents/guardians, hold the main responsibility for school attendance and complying with the school's standards in this area.

#### B. Absences

Washington Classical Christian School recognizes that the parent has the authority to determine if and when their student will be kept out of school. At the same time, in order to maintain the effectiveness of our instructional program, Washington Classical Christian School places guidelines on absences and will maintain accurate records of attendance for all students. Student absences, whether excused, planned, or unexcused, will be recorded on their report cards and in their permanent student files.

#### DEFINITIONS OF THE TYPES OF ABSENCES

**Excused Absences** - An excused absence is an unplanned absence in which the student was absent with the parent's permission and knowledge and the parent notified school administration. An absence will be excused for the following types of reasons: personal illness, serious illness in the family, some medical appointments, funerals, or an unavoidable crisis.

**Planned Absences** - Washington Classical Christian School encourages families to schedule vacations, trips, and family activities around the school calendar, but realizes that may not always be possible. A planned absence is one in which the student is absent for a planned trip or occasion. Families are asked to notify school administration of planned absences as soon as possible.

**Unexcused Absences** - An unexcused absence is one in which school administration has not excused the absence due to a student having an excessive number of absences (see below) or an absence without the parent's permission and proper notification.

**Half-Day Absence** - A half-day absence will be

recorded for any student who comes to school later than or leaves before 11:30 a.m. Any student at school for less than 2 hours will be charged with a full-day absence.

#### MAKE-UP WORK

**Excused Absences** - Students will have as many days to complete missed work, quizzes, and tests as the number of days absent, for absences up to five (5) days. For longer absences, teachers will work out a schedule with students and parents for make-up work. Full credit will be given for any make-up work completed within the allotted time frame. Students will not be given any additional time to complete any assignments, quizzes, or tests that occur after their return, as long as they were on the schedule prior to the absence (unless the teacher determines more time is necessary for successful completion).

**Planned Absences** - Whenever possible, students are encouraged to complete work and take scheduled quizzes and tests prior to a planned absence. When this is not possible, with sufficient notice, teachers will try to honor requests for work to be gathered before an absence. Students will have as many days to complete missed work, quizzes, and tests as the days absent, up to a maximum of three (3) days. Students will not be given any additional time to complete any assignments, quizzes, or tests that occur after their return, as long as they were on the schedule prior to the absence.

**Unexcused Absences** - All assignments, quizzes, or tests will be due when the student returns. School administration will determine what credit will be given for the missed work.

#### NOTIFICATION OF ABSENCES

If a child is absent, arriving late or leaving early, parents are asked to notify the office via email to [attendance@washingtonccs.com](mailto:attendance@washingtonccs.com) on the day of the absence.

Students in the 7th grade and up are expected to contact the teacher individually to acquire make up

assignments.

#### EXCESSIVE ABSENCES

Students are permitted no more than ten (10) total daily absences per semester (18-wk period) or twenty (20) in one school year. Absences exceeding ten (10) per semester may automatically be considered unexcused and could result in disciplinary action, grade reduction, or lost credit. Parents will be asked to meet with the school administration to discuss the absences. Any exception to this rule would require the approval of the Board.

#### C. Tardy

The mornings are very important times at Washington Classical Christian School. A late student will be at a disadvantage by arriving tardy and will disrupt the learning environment for all the students. Tardiness may result in a student missing instruction or work given out. Excessive tardiness may also affect student grades. Because of this, we encourage parents to be committed to bringing their student to school on time. Washington Classical Christian School will maintain records of tardies for each student. Tardy is the status of any student who arrives to school after 8:30 a.m. (except for medical appointments). Any student arriving later than 8:30 a.m. WASHINGTON clock time will be required to sign in at the front desk before entering the classroom. When a student has been tardy in the morning five (5) times in a grading period, the parents will be contacted. Once a student has been tardy ten (10) or more times in a grading period, the parents will be asked to meet with the school administration.

#### D. Late Arrival/Early Departure

Any student arriving late needs to sign in. Any parent needing to pick up their student before the scheduled dismissal time should come to the school office to check their student out.

### 3.8 GRIEVANCE POLICY

These guidelines should be followed whenever a dispute or grievance concerning any aspect of Washington's operation arises between or among

parties connected in a direct way to Washington; this includes students, parents, volunteers, staff, administration and governing officers.

### **Definitions**

**Dispute:** any disagreement that results in broken fellowship or trust between or among parties, or that disrupts the lines of authority in Washington or that (in the judgment of either disputant) threatens the successful implementation of Washington's objectives and goals.

**Grievance:** a concern about any decision made by one in authority, where the concern is substantial enough to warrant an appeal of the decision to the next higher authority (teacher/principal/board of governing officers).

**Concern:** the substance of a dispute and/or grievance.

In handling any dispute, grievance or concern, each student or parent must refrain from gossip and from negative, slanderous or divisive talk and instead follow the appropriate guidelines below:

### **Guidelines for students to faculty**

1. Students of all grades may first present their concerns to the appropriate teacher.

2. If there is no resolution, then students, along with their parents, may bring the concern to the Principal who will meet to confer with them and the teacher together.

3. If there is no resolution, then the parents may appeal to the Board of Governing Officers through the appropriate administrator.

### **Guidelines for students to administration:**

1. Students, along with their parents, should bring their grievances or disputes about the general operation of Washington to the Principal.

2. If there is no resolution, then they

should contact the administration to request a meeting with the Board of Governing Officers.

### **Guidelines for parents to faculty:**

1. Parents must present their concerns about in-class situations first to the appropriate teacher.

2. If there is no resolution, then parents may bring the concern to the Principal, conferring in the presence of the teacher.

3. If there is no resolution, then the parents may appeal to the Board of Governing Officers through the appropriate administrator.

### **Guidelines for parents to administration:**

1. Parents should bring their grievances or disputes about the general operation of Washington to the appropriate administrator.

2. If there is no resolution, then they should contact the administration to request a meeting with the Board of Governing Officers.

We discourage hallway conversation when there is a dispute or grievance. For the best interests of all parties and for the sake of clarity, we ask that a meeting be set with the appropriate faculty/administrator to discuss the dispute further.

Should any dispute arise that this policy does not address, then the administration or Board of Governing Officers will determine a procedure to follow.

## **3.9 PARENTAL INVOLVEMENT**

Parents are expected to be actively involved in their student's pursuits at Washington Classical Christian School. Accordingly, parents are required to volunteer a minimum of 30 hours per school year. If a parent chooses not to participate in volunteering, an option will be given to buy out

of volunteer hours at the rate of \$30.00 per hour. Below are a few suggestions of the most common ways parents can be involved:

- Be an ambassador for our school and attend and invite others to Parent Information Sessions
- Visit the school/class.
- Help in the classroom or with grading
- Serve as a driver and/or chaperone on field trips (some trips may be closed to parents)
- Volunteer in the school
- Offer to share your vocation or a field trip to your place of business (pre-arrange with teacher)
- Offer to share any special talents or interests you have with a class or the school.
- Help host an in-class party.
- Help with school-sponsored events such as Family Days, Parent/Teacher Conferences, graduation ceremonies, Christmas programs, annual fundraisers, etc.
- Attending iiP (Involved and Innovative Parents) meetings

If you desire to volunteer in a classroom in any capacity, please call ahead as a courtesy to the teacher to set up an appropriate time.

Parents, as well as all visitors, are required to check in and register in the school office.

All classroom visitors and those in service roles that involve direct interaction with students and families should be dressed in modest, business casual attire.

## **3.10 FAMILY COMMUNICATION**

### **Website**

Information about Washington Classical Christian School can be accessed on the school website at [www.Washingtonccs.com](http://www.Washingtonccs.com). The website includes the school's philosophy, mission statement, this handbook, general school calendar, our ethics policy, etc., as well as links to various information portals.

### **FACTS®**

Washington Classical Christian School uses a web-

based school management system called FACTS®. Parents, guardians, and 9th-12th grade students should create access accounts in ParentsWeb. 7th and 8th grade students may, with parent permission, also set up their own access. Detailed class information, financial balances, assignments, attendance records, grades, report cards, and more are found in ParentsWeb. It is important for parents to provide the school office with their current e-mail address and cell phone number and to be aware that the majority of the communication from the school administration will occur electronically. It is every parent's responsibility to check ParentsWeb at least once per week.

### **SchoolStatusConnect® (formerly classtag®)**

Washington Classical Christian School uses the SchoolStatusConnect® app for important communications as well as for general school-wide information sharing. It is every parent's and guardian's responsibility to check and stay abreast of the information provided.

### **Student Folders**

In addition to regular electronic communications, teachers will send home correspondence via the students' red folders (this includes the daily behavior report, assignments, test schedules, study topics, field trip information, etc).

### **Communication with Divorced or Separated Families**

- Unless one parent has sole custody of a student, Washington Classical Christian School asks that both parents sign the Parent Cooperation Agreement and Re-enrollment Form. The school should be provided with legal documentation regarding custody. Also, parents need to notify the school and provide documentation for any changes in custody arrangements.
- Washington Classical Christian School will send any correspondence requiring a response to the parent living at the student's primary residence.
- Washington Classical Christian School will assume that teacher newsletters, daily communication folders, and flyers sent

home will be received by the primary parent. Parents will be responsible for communicating information with each other and assuring that the primary parent receives the daily communication folders and other communication in a timely fashion.

### 3.11 EMERGENCY PROCEDURES

In the event of an emergency, established policies and procedures are followed when and where necessary.

We regularly practice safety procedures (fire drills, tornado drills, lock-down drills,) so that everyone is familiar with steps to take for an actual event.

In response to any public service advisements to close or suspend regular operations, Washington Classical Christian School will notify parents by one or all of the following methods:

- text and/or email messages
- Instant alert system
- notice on ParentsWeb.

### 3.12 TRANSPORTATION

At this time, students at Washington Classical Christian School are transported to and from field trips by Anchor Faith Church busses or by adult volunteers. Anyone who volunteers to drive students must have a valid driver's license, proper liability insurance on their vehicle, and have completed a Volunteer Driver Registration Form with the school office, in addition to being background-checked cleared. No students will be permitted to leave campus for field trips unless a signed Student Medical Release Form is on file in the school office. Student drivers are not permitted to drive on field trips.

### 3.13 STUDENT DRIVERS

Students who are the appropriate age and have been issued a valid Florida driver's license are permitted to drive to and from school, once they have registered with the school office. Upon registration, students will be issued a parking

decal which must be displayed on the rear window of the student's vehicle. Students in grades 10-12 may check themselves out from school with prior parental communication with the school office. Students are not permitted to leave campus during the school day without being checked out through the school office and/or without administrative permission. Student drivers are not permitted to use a cell phone while driving on school property.

### 3.14 LOST AND FOUND

It is very important that students' personal belongings be marked. Lost-and-Found is in the school office. At the end of each quarter, unclaimed personal items will be added to the school's supply of used clothing, donated to charity, or discarded.

### 3.15 LOST/DAMAGED SCHOOL PROPERTY

Parents will be asked to replace any piece of school property including, but not limited to, any textbook, classroom item, library book, computer or iPad that is lost or damaged by their child during the school year. If the item is lost, the total replacement fee is charged. If the item is damaged, school administration will determine the appropriate charge.

### 3.16 ELECTRONIC DEVICES

Students are not permitted to use I-pods, MP-3 players, CD players, portable games systems, PDAs, personal laptops, etc., at any time on school property. Electronic or recording devices are only permitted in class when the teacher or administration has given express permission for their use. (See 3.17 for cell phone policies.)

### 3.17 CELL PHONES AND CALL/TEXT-CAPABLE DEVICES

Student cell phones and devices capable of calling or texting are allowed before, during, and after school only under the following conditions:

1. Each parent wanting a student to have a cell phone, or call-capable or text-capable device,

must complete, sign, and submit a Cell Phone Permission Request form to the school office requesting that the child be allowed to have a cell phone. The parent will need to demonstrate a clear need for the calling/texting device. (i.e., the student is involved in sports, tutoring, etc.)

2. Once a student is granted permission by the administration to have a cell phone or device, the following rules apply:

- The student must sign a Cell Phone Contract.
- The cell phone must remain put away, turned off, and out of sight from 8:10 am to 3:30 pm; this includes any off campus school related activity.
- The cell phone may be used only by that student and only with the permission of a staff member to call the student's parent or guardian. Cell phone use for other than necessary communications with caregivers is generally not permitted while a student is in the care and supervision of Washington staff.
- Failure to comply with these rules will result in the cell phone being confiscated, and the parents will be contacted.
- Permission to bring the cell phone back on campus will be at the discretion of the school administration.

3. Washington Classical Christian School will not assume any responsibility for lost, stolen, damaged, or misused cell phones or devices.

### 3.18 SCHOOL TECHNOLOGY RESOURCES

Throughout the school year, Washington Classical Christian School may make available to the students certain technology (i.e., laptops, iPads) that will aid them in their studies. Procedures regarding proper usage will be taught prior to students being allowed to use the technology. The use of this technology will be monitored by school staff. Students are expected to take care of any school technology loaned to them for use. Any misuse or mistreatment by the student that results in damage of school property will result in the parents being asked to replace the damaged

technology or have it professionally repaired. A Computer and/or iPad Usage Contract must be signed by the student and parents before using the school devices. If there is any violation of the contract, a student may lose his or her privilege to use the school's computers or other technology resources.

### 3.19 PETS ON CAMPUS

Students and parents are not permitted to bring any pet onto the property. Exceptions to this rule can only be made by the school administration and when the reason for the visit is to support a classroom's educational experience.



# IV. FINANCIAL PROCEDURES

#### 4.1 TUITION PAYMENTS

Tuition may be paid monthly (10-month plan; equal monthly installments – August 1 through May 1), by semester (two equal payments due by the first day of school and November 30), or in one payment in advance for the upcoming school year. Tuition is due on the first day of each month. A late fee of \$30.00 is applied after the 7th of the month for unpaid tuition. Checks should be made payable to Washington Classical Christian School and turned in to the school office.

A discount is available for paying a year in advance prior to the start of school, or paying by semester if the required due dates are met. (See the current Schedule of Rates and Fees or Financial Commitment Form.)

#### 4.2 COLLECTION POLICY

Parents can view their account information at any time on ParentsWeb. To ensure that tuition and fees are collected in a timely manner and to institute a policy whereby unpaid fees are collected as quickly as possible, we have established the following procedures:

1. In the event the current month's tuition is not paid by the 7th of the month, a late fee in the amount of \$30.00/family is assessed to the account.
2. If neither tuition is paid nor arrangements are made before the end of the current month, then school administration will attempt to personally contact the parents.
3. If after all efforts noted above have been exercised and a period of 30 days has elapsed from the initial date due, administration may immediately discontinue a child's education for lack of payment.
4. If any outstanding balance remains on the account at the end of any quarter, report cards and any academic school records will be withheld until the balance has been paid.
5. Families who utilize scholarship dollars are responsible for timely approval of distributions and endorsing of checks. A late fee of \$30.00 is

applied if the disbursement approval or check endorsement is not completed by 15 days from the date the school notifies families of action required for scholarship payments. Late fees must be paid within 30 days of the date applied in order for the account to be in good standing.

#### 4.3 STUDENT WITHDRAWAL

Prior to the start of any school year, Washington Classical Christian School makes financial commitments (i.e., facilities, supplies, curriculum, faculty, etc.) that normally cannot be terminated in the event a student withdraws from school once the school year begins. For this reason, we have established the following policy:

In the event a student is withdrawn after the beginning of the school year, the parent must complete a Request for Withdrawal form and is obligated to pay a withdrawal fee according to the following schedule:

Withdrawal fees:	
1st 9-weeks =	\$1,200.00
2nd 9-weeks =	\$900.00
3rd 9-weeks =	\$600.00
4th 9-weeks =	\$300.00

The administration will try to schedule an exit interview to help communicate and resolve any issues. No school records or transcripts will be released until all fees have been paid and all school property has been returned (textbooks, athletic uniforms, etc.) In general, scholarship agencies do not pay early withdrawal fees. As with any fee or cost associated with attending Washington, those not paid by scholarship are the responsibility of the parent/guardian.

#### 4.4 FINANCIAL AID

Washington partners with various scholarship programs. With each scholarship program, parents/guardians have tasks and responsibilities throughout the school year. We request that you familiarize yourself with your scholarship agency. In the event that your scholarship provider does not pay a student's fees or tuition, whatever the reason, the financial responsibility is the parent's/guardian's.

## V. HEALTH POLICIES



## 5.1 NUTRITION

Students may bring a morning snack, an afternoon snack, and need to bring a lunch to school. Students will eat either within their classroom or in a designated and suitable place. Parents are expected to provide a healthy snack of a serving of ready-to-eat fresh fruit, seeds or nuts for morning snack, and a healthy lunch and afternoon snack for their student(s). Soda, sports drinks, and caffeinated beverages are prohibited. Water is encouraged throughout the day, including snack times. Beverage options are water, milk, and 100% juice. Students will not have access to refrigerator space or microwaves. Therefore, lunch should be packed such that it is ready to eat without the need for refrigeration or a microwave oven. The school provides the option of occasional special lunches.

## 5.2 SICKNESS

1. If a child has a temperature of 100 degrees or higher, a parent will be contacted and expected to make immediate arrangements to pick up their child.
2. If a child has any outward signs of sickness, a parent will be contacted and the child's condition will be discussed. If school administration believes the health and well being of the child and the other children are in jeopardy, the parents will be expected to make immediate arrangements to pick up their child.
3. Students should not come to school if they have had a fever of 100 degrees or higher, and/or have vomited, and/or had diarrhea within 24 hours.
4. In the event a child has contracted a serious illness, a doctor's note clearing the child may be required prior to the child coming back to class. However, the ultimate decision made regarding a child's health and the risk they pose to other children at Washington Classical Christian School is left to the discretion of school administration. The school administration will make any necessary decisions regarding notification of health issues.

## 5.3 MEDICATION POLICY

### *Non-prescription medication*

The school faculty/staff is not permitted to dispense non-prescription medication without the written permission of the parent. Medication forms granting permission are available in the school office. The parent is responsible for providing both the non-prescription medication and the administration schedule in writing. School staff is only permitted to administer the dosage listed on the label, unless a written doctor's note is provided.

### *Prescription medication*

The school staff is permitted to dispense prescription medication to a student only under the following conditions:

1. Parent(s) must notify the school administration in writing for approval.
2. Parent(s) must sign a medication permission form (available in school office.)
3. All prescription medications must be in the original container and have a pharmacy label which includes the child's full name, doctor's name and telephone number, name of the medication, strength of the medication and specific instructions regarding time and dosage to be given.

## 5.4 INCIDENT AND INJURY REPORTS

Incident and Injury Reports will be completed for any type of injury that occurs during the school day, with one copy being sent to the parent to be signed and return the next school day. We will attempt to contact parents immediately concerning any head or serious injury. Emergency medical services will be sought as needed.

# VI.

## STUDENT BEHAVIOR & APPEARANCE

## 6.1 STUDENT CONDUCT EXPECTATIONS

Washington Classical Christian School bases its student conduct expectations on the following Godly Standards:

Obey Right Away: “Obey those who rule over you for they watch out for your souls as those who must give an account. Let them do so with joy and not with grief, for that would be unprofitable for you.” *Hebrews 13:17*

Obey Cheerfully: “Do all things without complaining and disputing.” *Philippians 2:14*

Work Hard: “And whatever you do, do it heartily, as unto the Lord and not to men.” *Colossians 3:23*

Be Kind: “And be kind to one another, tenderhearted, forgiving one another, even as God for Christ’s sake has forgiven you.” *Ephesians 4:32*

Speak True & Encouraging Words: “Let no corrupt word proceed out of your mouth, but what is good for edification that it may minister grace to the hearer.” *Ephesians 4:29*

Exercise Self Control: “Whoever has no rule over his own spirit is like a city broken down without walls.” *Proverbs 25:28*

Display Order: “Let all things be done decently and in order.” *I Corinthians 14:40*

To facilitate our partnership in developing appropriate behavior, each Lower School student completes a daily behavior report which should be reviewed at home daily. The behavior report requires a parent’s signature weekly.

## 6.2 DISCIPLINE

To ensure consistent Biblical discipline, the following guidelines are to be followed:

1. Teachers and, if necessary, the administration will determine the method and severity of punishment for misbehavior, weighing individual student’s problems and attitudes.

2. Biblical principles regarding transgressions and punishment must guide all disciplinary actions, which may include private and public apologies, damage-restitution, and restoration of broken fellowship.

3. Repentance, grace, and forgiveness must remain integral to the discipline of students.

4. Teachers deal at the classroom level with most disciplinary matters. They seek to do so in a way that follows God’s example of how He deals with His people. He *teaches* His law clearly. In fact, God’s law is the schoolmaster that the Lord uses to bring a person to Christ in repentance and faith (Gal. 3:24). The Lord also *trains* His people to obey Him, by doing such things as warning clearly of consequences for disobedience and by giving hypothetical situations (see Prov. 1:10). The Lord then *blesses* obedience and *curses* disobedience.

Washington staff will *teach* the children our expectations, including having them memorize the Student Conduct Expectations and the Bible verses that accompany them. School staff will *train* the children in how to obey through practice, hypothetical examples, and clear warnings. School staff will *bless* the children for obedience and bring consequences to the children for disobedience.

### Disciplinary Actions

In order to maintain a constructive learning environment, teachers will discipline according to a consistent classroom procedure. Most disciplinary issues are dealt with in the classroom, and may include the use of time-outs and other consequences. In the case of on-going misbehavior or when the infraction is of a more serious nature, a Student Conduct Note will be sent home. The Student Conduct Note is a tool used to record and communicate behavioral infractions and concerns. If your child is issued a conduct note, parents need to sign and return the note to the student’s teacher the following day. Consistent or serious misbehavior may result in a student being sent to

the office. The administration may then contact one of the student’s parents and/or issue an appropriate punishment to the student, including the possibility of suspension. In addition, the administration may also require of the student restitution or other appropriate measures consistent with biblical guidelines. Upon a decision to suspend a student, the administration will notify the student’s parents and require them to make transportation arrangements to remove their child from school as soon as possible.

In accordance with biblical principles (Proverbs 13:24) and Florida Code 1003.32, Washington Classical Christian School reserves the right to use corporal punishment in its disciplinary practices. Code 1003.32 states that the use of corporal punishment is subject to approval in principle by the Principal before it is used and must be administered in the presence of another informed adult. Parents are required to sign a Corporal Punishment Advisement Form.

Corporal punishment will be administered based on the following guidelines:

Lower School – 3 Godly Standards notes in a one-week period.

Upper School – 2 Godly Standards notes or trips to the Principal’s office in a month.

In the event that a family has opted out of school administered corporal punishment, a parent will be contacted and required to pick up the student from school immediately.

Five behaviors necessitate immediate discipline:

- Disrespect shown to any employee. (The particular employee will judge whether a student showed disrespect).
- Dishonesty (i.e., lying and cheating) in any situation at school.
- Rebellion (i.e., flagrant disobedience) against any employee.
- Fighting (i.e., striking another with malicious intent).

- Obscene, vulgar or profane gestures or language, including the taking of the Lord’s name in vain.

If a student commits an act of such seriousness that the administration considers swift, decisive action necessary, the Principal may expel the student immediately. Should an expelled student desire to re-enter the school at a later date, the administration may grant such a request at their discretion.

Detention is also an option in the Upper School. Detention may be required during the student’s lunch period, before, or after school.

## 6.3 CHEATING/PLAGIARISM

Cheating in any form is considered stealing and displays dishonesty and serious character concerns. If any student is caught cheating or plagiarizing, they will receive swift and strong consequences as dispensed by the Principal. Especially for sixth grade and up, students will usually receive a zero for the work in question.

## 6.4 DRUGS/ALCOHOL/TOBACCO

In accordance with 1 Corinthians 6:19-20, we believe that our bodies are the temple of the Holy Spirit. Therefore, the use of alcohol, drugs, or tobacco on the school grounds is strictly prohibited. Evidence of possession or use will be cause for immediate suspension or expulsion.

## 6.5 WEAPONS

The possession of a weapon, including knives of all kinds, on the school grounds is strictly prohibited. Any violation of this policy may result in immediate suspension or expulsion.

## 6.6 DRESS CODE

All Washington Classical Christian School students are required to adhere to our prescribed dress code. Families can also purchase Warrior Wear items from Washington (hoodies, t-shirts, etc.) for Fridays and occasional special dress code days.

Students are required to wear a WCCS uniform Monday through Thursday: The uniform is specific, and reinterpretations of the guidelines should be avoided. Students may wear Warrior Wear with plain blue jeans (no patterns, rips, holes, tears, or frays) or regular uniform bottoms on Fridays, along with sneakers or close-toed shoes (such as loafers or deck shoes; No crocs, no boots, no clogs, sandals, or flip flops, etc.).

Special uniform attire will be required for presentations such as National History Day, Awards Day, and any formal outside activities which students attend.

***General Appearance Guidelines:***

- Clothing should be clean and tidy. No ripped or torn clothing is allowed.
- Graphic T-shirts and hoodies\* other than Washington Wear are not permitted.  
\*Washington Hoodies are NOT a part of the regular uniform but are permitted on Fridays.
- Caps, hats, visors, bandanas, or other head coverings are not permitted indoors.
- Students may not change out of their school day apparel until after 3:30 pm daily and should remain in dress code when at after school or off-campus activities, such as clubs and public events.
- All students are required to dress out for PE. Kindergarten through 5th grade students may wear the PE uniform all day on the day of PE. Students in 6th grade and up will be required to bring their Physical Conditioning uniform to change out for their PC class and, accordingly with the schedule, change back into regular dress-code clothes for the school day.
- 6th - 12th grade may wear their WCCS Court t-shirt with Friday wear jeans and sneakers or close-toed shoes on Wednesdays and during Court events.

## 6.7 PERSONAL APPEARANCE

The appearance of Washington students should reflect a responsible image of the school. As society's image of acceptable personal

appearance changes with time, changes may be necessary to this policy. School administration reserves the right to make changes, add to this policy at any time as deemed necessary, and to make the final decisions regarding the appropriateness of a student's appearance.

- Boys' hair must be clearly above the eyebrows, shirt collar, earlobes, and not in a distracting style. Facial hair is not permitted, and sideburns must not be longer than the bottom of the earlobe.
- Boys' may not wear female apparel, make-up, nail polish, nose rings, earrings, gauges, jewelry, or excessive and unusual wrist wear.
- Hair must be kept clean.
- Girls' make-up (7th grade and up, only) and nail polish should not be distracting.
- Students in K-6th are not permitted to wear make-up.
- While traditional ear piercing (one piercing in the earlobe) is acceptable for girls, gauges of any size, multiple ear piercings, or piercings on other parts of the head are not acceptable for either boys or girls. If a student had such a piercing or gauge prior to becoming a Warrior, it is expected that they will not wear any jewelry in that piercing while at school and school functions.

## 6.8 COMPLIANCE WITH STUDENT APPEARANCE STANDARDS

School administration determines whether students are complying with the standards of appearance. In the event a child's appearance is inconsistent with Washington Classical Christian School's apparel and appearance standards, school administration may contact the child's parents to request corrective measures. Administration may bar attendance of students in violation of this policy.

If a student arrives at school and their appearance does not comply with the standards set forth in the dress code and student appearance policies, the parents will be contacted to bring appropriate clothes. Alternatively, the parent may pick up the student to change and return or, if not returning,

accept an unexcused absence for the day (with all academic and financial consequences applying.)

## 6.9 DATING POLICY/DISPLAYS OF AFFECTION

Washington Classical Christian School encourages platonic relationships between boys and girls that attend our school. We desire that our students demonstrate propriety and morality in their relationships with the opposite sex. Students shall refrain from any and all displays of affection while they are on school property and at any school-sponsored event (which may be off campus).



**VII.**  
**EDUCATIONAL**  
**PROGRAM**

### 7.1 GRAMMAR SCHOOL

Washington defines Lower School as K-6th grades. Sixth grade students must meet the minimum requirement of a collective average of 70% or better in their core subjects and be in good behavioral standing with the school. In addition to these requirements, each 6th grade student will complete the Bible Memory Challenge. Successful completion of these requirements qualifies students to be invited to join Washington's Upper School.

### 7.2 LOGIC & RHETORIC

Upper School consists of two schools: Logic and Rhetoric.

Logic School includes grades 7 & 8. Seventh and Eighth grade students each have their unique requirements to advance to the next grade level. Seventh grade students memorize and recite the first 35 stanzas of Horatius at the Bridge. Eighth grade students draw a free-hand map of the world and label several features, each continent, and ocean. Eighth grade students must meet the minimum requirement of a collective average of 70% or better in their core subjects and be in good behavioral standing to promote to the Rhetoric School.

### 7.3 RHETORIC SCHOOL

Rhetoric School consists of grades 9-12. Students in the Rhetoric school are required to provide a designated Gmail account for school communications.

Course of Study and Graduation requirements:

<u>FIELD OF STUDY</u>	<u>CREDIT</u>
English/LA	4
Mathematics	4
Social Studies	3
Science	3
Foreign Language	2
Electives	8
Physical Education	1

### 7.4 LATIN

Washington Classical Christian School pursues a distinctive classical and Christian approach to all areas of study, including science, mathematics, reading, and writing. We have decided to train the students in some disciplines that are not commonly taught yet are important for effective classical Christian education. Latin is one of these disciplines. The fundamentals of this language are introduced to our students as early as is reasonable. During their educational pursuits at Washington, students will receive Latin instruction.

### 7.5 BIBLE/THEOLOGY, HISTORY AND LITERATURE

Beginning in 7th grade, our students study theology, history and literature in a coordinated fashion. Along with the Bible, they will be reading many of the great books and primary sources of ancient and western civilization.

1. Theology: Because the purpose of man is to glorify God and worship Him forever, it is essential that students study God's revelation of Himself and the way of salvation in Christ.
2. History: Students will study the record of God's providential dealings with man by interacting with primary and great historical sources.
3. Literature: Students will read many of the great works of literature throughout history. They will thus interact with the major issues that have arisen through the centuries. They will also benefit from the exposure and opportunity to imitate great writing.

### 7.6 PHYSICAL ACTIVITY REQUIREMENT

Washington Classical Christian School strives to develop the whole student spirit, soul and body. The school's physical education department is progressively developing. Students' physical activity requirement is satisfied through weekly PE class as well as Physical Conditioning for 6th-

8th grade students. Rhetoric School students take PE as a credit requirement.

### 7.7 GRADING SCALES

With the exception of kindergarten and first grade, the following scale is used for student grades in academic classes:

100-97	A+
96-94	A
93-90	A-
89-87	B+
86-84	B
83-80	B-
79-77	C+
76-74	C
73-70	C-
69-67	D+
66-64	D
63-60	D-
59 or below	F

The following grading scale will be used for all subjects in kindergarten and first grade, grammar school enrichment classes, penmanship, and grammar school student conduct.

- E (Excellent)
- S (Satisfactory)
- N (Needs Improvement)
- U (Unsatisfactory)

No mark (a blank) indicates that an area under study has not been evaluated for a particular marking period, which may occur as a result of insufficient data or time in study of the subject on which to base an evaluation.

### 7.8 HOMEWORK

Regularly, students will be assigned homework. Homework is a valuable tool in educating with excellence, but Washington Classical Christian School recognizes the need to monitor the amount of homework our students are assigned. Obviously, the amount or necessity of daily homework will vary from grade to grade, but teachers will adhere to the following policy.

### Homework Policy

1. Homework is to take up no more than ten minutes per grade level per night. (No more than 10 minutes per night for K/1st grade, 80 minutes for 8th grade, etc.) In the Lower School, acceptable nights for homework are Monday, Tuesday, Thursday, and Friday. Wednesday night homework is not permitted for Lower School students.
2. Homework is not to be assigned over holidays or vacation periods except for literature reading or memory work.
3. Teachers may contact parents to ask how much homework their child is doing in an evening. If the parent's answer is above the desired average the teacher will report this matter to the principal immediately.
4. This policy is not meant to limit the ability of parents to work with their children on academic matters. Parents have the responsibility to train, oversee, and maintain mature time management in their student. Neither is it to excuse sloth which might necessitate a student being disciplined and having work to complete at home. This policy is not a substitute for necessary remediation.

School work that is to be completed at home is assigned for the primary reasons or causes listed below:

1. Students may need more practice time than is available during the school day. After reasonable class time has been spent on the material, a teacher may choose to assign homework to allow for the necessary practice.
2. Work completed at home provides opportunity for parental involvement. Parents are active participants by assisting their child/children in his/her studies. Homework also keeps the parents informed as to the current topics of study in class.

3. Work may also be given to students who, having been given adequate time to complete an assignment in class, did not use the time wisely and/or who require further development of their skills.

Work completed at home is categorized by Washington Classical Christian School according to the following definitions:

**Homework:** work done at home that was specifically assigned as homework, not including unfinished class work or study/review

**Unfinished Class Work:** work done at home due to an assignment not completed in class

**Study/Review:** time spent studying and reviewing for tests and quizzes

**Make-up Work:** work done at home due to a student's absence from school

#### **Late Work Policy**

5 pts per day will be deducted for any assignment which is late, up to 10 days, after which the assignment will not be accepted and a zero will be recorded.

#### **7.9 MID-TERM EXAMS/FINAL EXAMS**

Mid Term and Final Exams will be administered beginning in the 9th grade (8th grade if courses are being taken for credit). For yearlong courses, mid-terms will be given at week 18 and finals will be given after week 33 of the school year. For semester long courses, the midterm will be given at approximately 9 weeks into the semester and the final after week 16.

#### **7.10 REPORT CARDS/PROGRESS REPORTS**

Report Cards will be produced at the end of each grading period (9 weeks). These report cards will be available to view and print through ParentsWeb. Paper copies will be made available on request. Report cards and any academic school records will be withheld if a balance remains on the account.

Mid-quarter progress checks will be prompted midway through each grading period. These checks provide the parent an indication of the student's progress in a particular subject and at a particular time. For most subjects, current grades for students are available to view any time on ParentsWeb.

#### **7.11 STUDENT PROMOTION POLICY**

A student will be promoted (advanced from one grade to the next) only if the following criteria have been met:

- Students must document that they have successfully completed the previous grade-level with a collective average of no less than 70% in all core subjects.
- If a transferring student does not have such documentation, or at the discretion of the administration, that student must schedule an assessment with the Principal and appropriate faculty, who will determine if the student is prepared to promote to the next grade.

If the school administration questions a student's ability to perform at the next grade level, it may choose to retain the student. However, the Principal will consider any petition, based on merits, to diverge from the requirements of this policy and make a determination regarding such an appeal.

#### **7.12 ACADEMIC PROBATION**

Washington Classical Christian School administration will work with the teachers and parents of any student who is not meeting the education requirements of Washington Classical Christian School. Students will be assessed on a case-by-case basis. Collectively, school administration, the teacher, and parents will decide on the best course of action.

#### **7.13 STANDARDIZED TESTING**

Each school year, standardized testing is administered to Washington Classical Christian School students. Parents will receive a copy of their child's test results.

#### **7.14 LEARNING DISABILITIES**

Children who have severe learning disabilities will not be admitted to Washington Classical Christian School due to the lack of adequate staff, funding and resources. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as the other students in their grade level.





# VIII. STUDENT LIFE



## 8.1 SCHOOL-SPONSORED ACTIVITIES

### *Off Campus*

Throughout the year, students will attend school-sponsored activities off-campus (i.e., field trips, service projects, etc.) as part of their educational program. Parents must sign a Medical Release Form releasing Washington Classical Christian School from any liability and authorizing Washington to obtain any necessary treatment in the event of an emergency.

### *On campus*

Washington Classical Christian School will hold several school-sponsored events during the year that students and parents can attend (i.e., orientation, graduation ceremonies, and holiday celebrations). Parents will be provided with timely information regarding these events.

## 8.2 ATHLETICS

9th - 12th grade students may register with the Florida High-School Athletic Association (FHSAA) and participate in athletics at the public high-school for which they are zoned. Any student wishing to play an extra-curricular sport must submit a request for approval with the WASHINGTON school office. Students with a grade point average below 3.0 (B-), or not passing one or more classes, will not be permitted to participate in extra-curricular athletics.

## 8.3 THE COURTS OF WASHINGTON

The concept of a house system in Classical Christian education originated in the 13th century at Oxford University in England, where students lived in houses and were assigned a master to help guide, mentor, tutor, and discipline them in their studies. In the 1800s, houses were introduced once again to encourage academics and socialization among boarding students in classical learning institutes. Producing brilliant minds and many influential world shakers—including Wolfgang Mozart, Benjamin Franklin, writers J.R.R. Tolkien and C.S. Lewis, Martin Luther King Jr., and countless others—classical institutes still utilize the house system today.

The Washington Classical Christian School House System is modeled after this rich historical tradition, embracing the same vision and purpose that shaped classical learning for centuries. At WCCS, the four Courts provide a place for students to build community, promote Godly virtue, strengthen inter-grade relationships, receive mentorship, enjoy wholesome fun, and grow as leaders—reflecting the timeless goals of the classical model.

To support this mission, WCCS uses a points-based system that encourages healthy competition between the Courts. Students can earn Court points by upholding our core values, excelling in academics, participating in and planning community service projects, and being involved in sporting events—whether by playing or simply attending to cheer on their peers. Additionally, the Courts compete through Court Games, where students' physical and mental strengths are put to the test in friendly rivalry.

This intentional structure fosters camaraderie, spiritual growth, leadership development, and school spirit, making the House

System an integral and energizing part of the WCCS experience.

## 8.4 IN-CLASS PARTIES/PARTY INVITATIONS

Teachers may initiate and plan in-class parties with parental assistance throughout the year. Parents are asked to bring treats for their child's class only if prior arrangements have been made with the teacher. Also, parents or students are permitted to pass out birthday party invitations at school only if:

- A copy of the invitation is made available to the teacher for review of content.
- The invitations include all the children in the class or all the children of one gender (i.e., an all-girls' party or an all-boys' party).
- A Special Food Related Activities Form is required for each student who wishes to participate in class parties and additional school sponsored food related events.

## 8.5 PARENT-TEACHER CONFERENCES

For the Grammar school, Parent-Teacher conferences will be held once in each the fall and spring semester. Parents are encouraged to use these conferences to communicate directly with their child's teacher.

At any school level, parents are welcome to request a conference with their child's teacher at any time throughout the school year. Parents may contact the school office or the teacher directly to schedule a conference.

## 8.6 REVERENCE POLICY

Washington Classical Christian School in its entirety at all times honors and respects God's name, character, and truth in all its endeavors, any class songs, skits, stories, instruction and discussion that include references to the nature, attributes, and work of the Lord will conform to biblical standards.

As a Christian school, we neither emphasize nor celebrate Halloween, Valentine's Day, Santa Claus, the tooth fairy, the Easter bunny, or any other mythical man-made tradition. While we understand that some families choose to have traditions surrounding these concepts, Washington Warriors will be directed to refrain from discussions on such topics at school. Washington Warriors are offered a variety of opportunities to recognize and celebrate the truth and love of God, such as making and sending gifts to orphans, the elderly, and others less fortunate.

## 8.7 LIBRARY

The Jane McDaniel Library is for the use of students and teachers. Students, teachers, families and the community will have ongoing opportunities to participate in the continued building of our school library which serves the development of our students according to our vision, purpose and mission.

## “ OUR MISSION

Our mission is to educate our student body with knowledge, understanding and wisdom through the teaching paradigm of classical learning. This approach will enable them to have all the tools available to be successful. Washington has been formed to re-establish a more proficient way to instill in the students the idea of learning as a lifestyle. We desire to mold our students to be future leaders in their homes, communities, and the world by filling them with a quest for creativity and innovation, the aspiration for achievement, and the passion for service.



# Our Purpose

OUR EDUCATIONAL  
PLATFORM IS FOUNDATIONALLY  
**Christ-Centered & Classical**  
IN OUR EMPOWERING STUDENTS WITH DELIVERY  
— A PASSION FOR —  
LEARNING TO LAST A LIFETIME

