



WESLEYAN

CHRISTIAN ACADEMY

STUDENT HANDBOOK

2021-2022

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WELCOME AND INTRODUCTION

Dear Prospective and Current Wesleyan families,

Wesleyan Christian Academy, is a ministry of the Wesleyan Denomination and is a unique educational program, which provides Christian services to children and teens. Wesleyan Early Education Center, serving children 6 weeks to 4 years old, and Wesleyan Christian Academy, serving students in grades K-12, are two interrelated programs that have been brought together under the umbrella of Wesleyan Christian Academy.

In operating these programs, we recognize the important responsibility we have assumed in providing the physical care, educational instruction, and spiritual development that are vital in the lives of children and young people today. We also realize we can fulfill this responsibility only through the support of parents, the expertise and dedication of our staff, and the guidance of the Holy Spirit.

This handbook was designed as a means to share with you important information and Academy policies. We invite you to read it and keep it available for future reference. We appreciate your trust in us and please remember us in your prayers for the love, patience, and wisdom we need to fulfill this tremendous responsibility with excellence.

On behalf of the Administrative Staff,

Dr. Rob Brown
Head of School

FOUNDATIONAL PRINCIPALS

Role of the Board of Directors and Administration

The Wesleyan Board of Directors is a policy setting and governance board that provides oversight, ensures financial stability, sets a strategic direction, maintains school performance data, guards the mission, and delegates all executive and administrative functions to the Head of School.

The Administrative Team consists of principals and directors that lead their respective divisions to carry out the policies of the School Board. The Board is made up of approximately ten members that are members of the North Carolina East and West Districts of the Wesleyan church (under whose authority this academy rests) and/or community members. The Head of School serves as an ex-officio member.

Names and contacts of school board members are not released for public use. Although the Board does not generally engage in daily issues of the school, if there is a question about a school policy, it can be referred to the Head of School, who may then choose to bring it to the attention of the Board Chair.

Statement of Purpose

Wesleyan Christian Academy is a private Christian school and Early Education Center which operates as a ministry of The Wesleyan Church.

Our goal is to develop the whole person, spiritually, academically, socially, emotionally, and physically. We believe Jesus Christ is the Savior of the world and we purpose to lead each person to salvation through His life, death, and resurrection as man's only means of salvation, attainable through personal repentance and faith.

We promote Christian living in the home and school as the ideal setting for quality education and development of healthy minds and bodies.

Vision Statement

To know and live the Truth.

Mission Statement

To partner with families by providing a biblically based, college-preparatory education to equip students to serve Christ and influence the world.

Educational Philosophy

For education to be meaningful, it must be based upon truth. Wesleyan Christian Academy believes that all truth is God's Truth, and His Truth is revealed through the Bible, which is infallible and is the standard for living a successful life. Only by recognizing God as the Creator, Designer, and Organizer of the universe can a proper understanding and mastery of facts and knowledge be possible.

Wesleyan Christian Academy believes that Christian education is a process in which teaching and learning are accomplished through developmentally appropriate activities by Christian teachers who encourage a high standard of academic excellence. We believe God's Word is the highest authority and strive to bring all knowledge into a living relationship with His Truth.

Wesleyan Christian Academy functions in a complementary role with the Christian home to provide, within a traditional educational setting, opportunities that integrate and nurture each student's academic, spiritual, social, physical, and emotional development.

Wesleyan Christian Academy desires to produce individuals who will be productive and contributing members both in society and within the body of Christ, emanating a Christian worldview.

Statements of Faith

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:25); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ

and that only by God's grace and through faith alone we are saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:15).

We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting separation from God (I Corinthians 15:51-54).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).

Statements of Faith on Marriage, Gender, and Sexuality

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Wesleyan Christian Academy.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person. We are a school that affirms a person's biological sex. Therefore, each person should refrain from attempts to physically change, alter, or disagree with their biological sex. (Genesis 1:26-28; Romans 1:26-32; 1 Corinthians 6:9-11)

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, Bisexual conduct, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor. 6:9-10). We are a school that affirms the sexual complementary role of a man and woman and should therefore resist same-sex sexual attractions and same-sex sexual acts or conduct, which are inconsistent with biblical teaching. (Genesis 1:27; Genesis 2:24; Matthew 19:4-6; Mark 10:5-9; Romans 1:26-27; 1 Corinthians 6:9-11; Ephesians 5:25-33).

We believe that in order to preserve the function and integrity of Wesleyan Education Center as the local Body of Christ, and to provide a biblical role model to Wesleyan Christian Academy's members and the community, it is imperative that all persons employed by Wesleyan Education Center in any capacity agree to and abide by this Position Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

These statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Wesleyan Christian Academy's faith, doctrine, practice, policy, and discipline, Wesleyan's School Board and the Wesleyan Church is the school's final interpretive authority on the Bible's meaning and application.

Instructional Beliefs

- We believe that the Bible is foundational to all truth and should be integrated in all subject areas.
- We believe that students are uniquely designed with spiritual, intellectual, physical, and social gifts, and therefore possess various learning styles.
- We believe the school should be committed to continuous improvement.
- We believe that students who are enrolled at Wesleyan Christian Academy can meet high academic expectations.
- We believe that standard alignment, curriculum design, instructional strategies, and learning activities should be based on distinct goals and challenging expectations for student achievement.
- We believe that a variety of appropriate and relevant instructional approaches and methods of assessment should be provided in order to meet the various learning styles of students.
- We believe students can become confident, intrinsically-motivated, life-long learners.
- We believe that Wesleyan Christian Academy should function in a complementary role with the home and church to produce individuals who reflect a Christian world view and become productive members of society.
- We believe that students will be able to demonstrate their understanding of essential knowledge and skills by the use of critical thinking and integrated application.

Educational Objectives

“And Jesus increased in wisdom and stature and in favor with God and man.” (Luke 2:52)

1. SPIRITUAL (Favor With God) “Let the Word of God dwell in you richly” (Col. 3:16)
 - a. Students will be encouraged to make a personal commitment to Jesus Christ.
 - b. Students will be encouraged to follow Christ daily and reflect Christ like qualities of character in their lives.
 - c. Students will continually increase their knowledge of Scripture.
 - d. Community outreach.

2. ACADEMIC (Wisdom) “Let this mind be in you which was also in Christ Jesus.” (Phil.2:5)
 - a. Students will acquire basic skills in the areas of reading, writing, speaking, and listening.
 - b. Students will acquire basic skills in the areas of mathematical concepts, computation, and application.
 - c. Students will acquire information concerning the earth, physical, and biological science, will appreciate the world God has made, and will apply this knowledge and appreciation in wise use of resources.
 - d. Students will understand the facts and flow of human history and current events, and interpret them in the light of God’s plan for mankind.
 - e. Students will be taught the facts and flow of American history, the basic principles of democracy, and the heritage of sacrifice which have made America free.
 - f. Students will be afforded the opportunity to develop skills in appropriate fine arts, will be encouraged to appreciate the artistic expression of others, past and present, and will be encouraged toward creative self-expression.
 - g. Students will understand the full range of career opportunities available to lead a productive life within God’s plan and will be guided toward matching their aptitudes and skills with those opportunities.
 - h. Students will have the opportunity to become acquainted with computer skills which will enable them to effectively function in a technological society.
 - i. Students will acquire skills in reasoning, academic investigation and in creative and critical thinking.
 - j. Students will be given opportunities to apply the skills which have been taught in each subject area.

3. SOCIAL (Favor With Man) “No man liveth unto himself” (Romans 14:7a)
 - a. Students will be taught respect for parents and courtesy and love for the whole family, and will assume responsibility within the family unit.
 - b. Students will be taught to develop and demonstrate concern for others.

- c. Students will be taught to respect the property of others.
 - d. Students will be taught acceptance and recognition of authority and respect for those in authority over them.
4. **PHYSICAL** (Stature) “Present your bodies a living sacrifice...unto God” (Romans 12:1)
 - a. Students will improve their coordination, grace, muscle tone, and endurance.
 - b. Students will be taught to form desirable habits in the care and grooming of the body, and will be taught to develop respect for the body as a temple of the Holy Spirit.
 5. **EMOTIONAL** (Wisdom) “For God hath not given us the spirit of fear, but of power and love.” (I Timothy 1:7)
 - a. Students will recognize the Christ-controlled personality as the source of true happiness.
 - b. Students will develop a continuous desire for learning.

Policy for Biblical Morality

Wesleyan Christian Academy’s biblical responsibility is to work in conjunction with the home to mold students to be Christ like. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ like life. The school reserves the right, and may choose within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual orientation, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (Romans 1:18-32.)

Non-Discriminatory Policy

Wesleyan Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admission policies, scholarships, athletic activities, and other school administrative programs.

Diversity Statement

With Galatians 3:28 as our premise – “There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus,” Wesleyan seeks to achieve a makeup of staff and students from a broad ethnic, racial and socio-economic background that is reflective of the global community in which we live, minister, and work. Within our specifically designed framework, we welcome and acknowledge the many God-given talents of diverse learners while maintaining our commitment to high academic standards. Our intent is to not meet any “quotas,” but to create an atmosphere where each child can understand, respect, and celebrate the differences that God has created and ordained in His sovereign creation of mankind.

Within a biblical framework that focuses on the unity of believers in Jesus Christ, we want to expose our children to a multi-cultural environment where the truth of God’s word is proclaimed and lived out daily. We intentionally want every student, parent and staff member to feel welcomed and appreciated for the way the Lord originally created their unique heritage.

School History

In 1970, under the church leadership and vision of Dr. Clyde A. Parker, First Wesleyan Church of High Point approved the implementation of a preschool program. In 1972, approval was given to implement a Christian Elementary School in addition to the preschool program in High Point on the Centennial campus. A first grade opened with 17 students. The Early Education and Elementary programs operated under the name Wesleyan Children’s Center. Due to enrollment growth, in 1973 a new facility was constructed with 13 classrooms, dining hall, commercial kitchen, media center, playgrounds, and offices.

In 1980, the Early Education and Elementary programs continued to grow and the Elementary included grades K-6 with 265 students. The school incorporated as a separate non-profit under the name Wesleyan Education Center. In 1981, Wesleyan Education Center merged with Kernersville Wesleyan Academy, and offered grades K-12. The school name was changed to Wesleyan Christian Academy and had 424 students in a new 39,000 square foot facility. To carry forward traditions from Kernersville, the school crest has both 1946 and 1981 dates to denote the original founding date as well as the merger date.

In 1982, WCA had its first graduation ceremony with 24 seniors. Over the next several years, there was continued growth in enrollment, curriculum and programming. 22 new classrooms were added, and enrollment grew to 730 in the academy, and over 200 in the early education program.

In 2000, First Wesleyan Church and a portion of the retirement center relocated. Wesleyan Christian Academy purchased the adjacent church facilities, expanding the Centennial campus. In 2003, a 30,000 square foot high school gym was constructed. In 2008, Facilities previously used by the church were renovated to become the Enrichment Center and Performing Arts Center.

In 2010, the Academy and Early Education program reached capacity of 1,300 students. By God's provision and grace, the school acquired 68 acres of land on the corner of Sandy Ridge Road and Johnson Street through the generosity of wonderful donors. In 2012, the Academy completed zoning requirements, architectural renderings, engineering studies, and initiated a fundraising campaign to begin the development of a new campus. In 2017, WCA held a groundbreaking for Phase I of our new campus property. Construction of outdoor educational centers and needed athletic fields began.

In the spring of 2019, WCA held a ribbon-cutting event celebrating the conclusion of Phase I and the beginning of Phase II of our campus, including a ropes course, facility for life and science programming, walking and running trails, a roundabout, and one building. Moving forward, we look to God for his direction, his provision, and guidance with regard to timing as we build out the remainder of our campus.

WESLEYAN CHRISTIAN ACADEMY POLICIES & PROCEDURES

Purpose of Handbook and Contained Policies

The policies contained within the Parent / Student Handbook are intended to provide guidance and structure to the daily operation of the academy. Families whose children are enrolled in the academy are expected to support and abide by the policies. It is the responsibility of each parent to review the handbook and be familiar with the policies. Questions and clarifications regarding any policy can be forwarded to your child's teacher and/or the administrative staff.

Changes in Policy

Wesleyan Christian Academy reserves the right to change or add any policy at any time when, in the discretion of the Board/Administration, it is determined to be in the best interest of the school.

Calendar

A school calendar is prepared annually. A copy of this calendar is posted on the website and is available in the front office.

Tuition and Fee Payments

The academy used the FACTS tuition payment plan which allows automatic drafts over ten or twelve months. Parents can check account balances through the FACTS link on the school web site.

Withdrawals

Parents are to notify the office if it is their desire to withdrawal a student. Withdrawals after June 1 will result in one quarter of the annual tuition.

STUDENT & PARENT RESOURCES

After School Program (Grades K-5)

Since many parents are both employed, an After School program is provided for the school age child in grades K-5. This program is divided into the following categories:

- Before School Care: This program is designed for students who arrive between 7:00 and 8:00am. Supervision is provided. A snack breakfast is offered to these students.
- After School Care: This program is designed for students who remain at school later than 2:45 and as late as 5:30pm. Games, activities, supervised play and an afternoon snack are provided. All students that remain after 2:45 must be enrolled in this program.
- Vacation and Holiday Care: When the Academy is closed for vacation, holidays, or bad weather and the Early Education Center is open, a supervised program is provided for school age children. Breakfast, lunch, and snack are included in the cost of this program. An additional charge is made for these "special days". In order to project the enrollment for these "special days". Sign-up Sheets are used. Sign-up Sheets will be used to determine staffing commitments, facility space, and special activities such as field trips. Due to commitments made based upon the Sign-up Sheets, parents will be charged if they sign up for care on the Sign-up Sheet.

Since the After School Program is a separate program from the Academy, a separate rate structure accompanies this program. Listed in the financial section are the costs of this program. Specific policies of this program are included in a handbook entitled After School Program.

After School Program Guidelines (Extra-Curricular Activities)

- Students may be released from the After School Program to an extra-curricular activity if a release form has been completed and is on file. Such activities may include: soccer practice, piano lessons, guitar lessons, swim lessons, rehearsals, etc.
- The After School Program is unable to provide staff to escort children to an extra-curricular activity. It is our recommendation that children enrolled in the After School Program not be sent to an extra-curricular activity without adult supervision.
- After School Program staff are not responsible for students unless they are enrolled in the program. After dismissal, all students from kindergarten to sixth grade, including children of staff members of Wesleyan Christian Academy, should be enrolled in the After School Program or be in the presence of their parent/guardian.

Chapel Program

To emphasize the spiritual realm of our education, we host chapel each week. Parents and visitors are invited to join us for this special time. Exact time and location of our chapel is determined each year and listed in student schedules. Every student is expected to attend all chapel services and students are seated by class.

Clubs and Organizations

The following clubs and organizations are a part of the student extra-curricular activities:

8 th -Grade Spiritual Leadership Retreat	Junior/Senior Banquet (Prom)
Multiple Men's & Women's Athletic Teams	Junior and Senior Beta Club
Basketball Athletic Training League	Lego Robotics
Battle of the Books	Math Olympics/Spelling Bees/Science Fairs
Bible Study Groups	Missions Fair
Chess Club	Mission Trips
Choral Groups	National Honors Society
Fellowship of Christian Athletes	Pep Band
Go Far Running Club	Praise Band
High School Leadership Team	Photography Club
High IQ Bowl	Red Cross Youth Club
High School Musicals	Student Government
Homecoming Committee	Swim Lessons
Journalism Club	Wesleyan Instructional Soccer League

All new clubs and/or organizations must have prior approval by the administration before organizing. A staff member must be the sponsor. The club sponsor is responsible for directing all activities of the club and is present at all meetings. Fund raising by clubs is not permitted. No club, organization, or team shall conduct "initiation rights" in regards to new or current members.

Student Participation in Athletics

- Each student must be currently and fully enrolled to participate in any sports activity and must be in school for a half day to participate in that days practice or game.
- Any student placed on academic probation (2D's or 1F at midterm or report card) may be suspended from game participation for 2 weeks. If immediate academic progress is not observed, this time can be expended by the administration. With permission of the administration the student may practice and attend home games but will not travel to away games. When academic requirements have been met he/she may return to normal participation on the team.

- Any student who is disciplined in other areas of school life is subject to suspension from the athletic program to be determined by the Administration.
- Any student using profane or abusive language, or demonstrating unacceptable behavior may be subject to suspension to be determined by the Administration.
- Any player found to be using, possessing, purchasing, or providing tobacco products, alcohol, or illegal drugs will be dismissed from the athletic team for a time to be determined by the Administration.
- Any student found to be misusing or abusing school property or equipment may be dismissed from the athletic team for a period of disciplinary procedure and expected to pay for the damage. Lost equipment will be replaced by the student.
- Each student will abide by the rules established by each coach, regarding practice, conditioning, dress and travel. These rules will be communicated to the families on sports intro nights and reviewed by the Administration.
- A physical is required prior to participation in any team activity and/or tryouts.
- This policy shall be contained in all student handbooks and provided to all students who choose to participate in athletics and their parents.
- Students participating on a Wesleyan Christian Academy team shall recognize the academy sports schedule including meets, games, practices, etc. shall have priority over other competitive teams.

Parent-Teacher Organization (PTO)

The purpose of the Parent Teacher Organization at Wesleyan Christian Academy is:

- To promote, enhance and enrich Christian education at Wesleyan
- To strengthen the bonds of fellowship among WCA families.
- To support Wesleyan Christian Academy by providing a variety of activities and services to enhance the school.

PTO programs and activities can be found on the school calendar.

The Trojan Club

Similar to an athletics booster club in purpose, the WCA Trojan Club is a parent-run organization designed to support Wesleyan athletics throughout the year, while creating and providing for opportunities for Wesleyan students and families to come together to support our WCA Trojans (e.g. Homecoming Cookout, WCA Trojan wear). To learn more about the Trojan Club, or to join, visit www.wesed.org/athletics/trojanclub.

Media Center

The Wesleyan Christian Academy Media Center is a resource for students, staff, and parents, with more than 20,000 items in its cataloged collection. The collection includes printed books, e-books, videos, sound recordings, magazines, newspapers, and *World Book Encyclopedia Online*. Twelve computers, with internet access, and a color printer are available for patron use.

Materials in the media center are provided to supplement the classroom experience. It is important to understand that the presence of an item in the collection does not necessarily represent an endorsement of the ideas, actions, lifestyles, characterizations or symbols portrayed; therefore, the content of some materials may represent views which are not consistent with the philosophy and beliefs of the academy. Any concerns

should be brought to the attention of the media coordinator using the “Request for Reconsideration of Media Material” form. Students, parents, and staff are encouraged to submit suggestions for materials to add to the collection by using the form “Suggestions for Library Materials” on the academy website.

The media center is located in the main building near the academy office. To maintain and properly operate the media center in an efficient manner, the following policies are to be followed:

- Students are to follow procedures as established by the media coordinator in using library materials.
- The media center has an open check-out policy and may be used throughout the day by students, staff, and parents.
- All materials are to be checked out before leaving the library.
- Overdue notices will be issued as a reminder to return materials.
- Lost or damaged materials must be paid for. Charges will be applied to the student’s monthly bill. Report cards will be held until fees are paid.

Student Advisory Program

Each homeroom teacher shall serve as a student advisor providing appropriate information and assistance about the academy and its programs. The principal, assistant principal, guidance counselor, and chaplain are all available to assist homeroom teachers in regards to unique or specialized concerns.

School Website (www.wesed.org)

The academy website is designed to be a source of information for both prospective and current parents. While the homepage is geared to provide important information to families considering Wesleyan, it also houses a special link that connects parents and students to valuable resources. Quicklinks, which is located on the upper left-hand corner of the website instantly connects current families to the school calendar, student grades, important event registration information, etc. Please make use of this important resource as it was designed specifically with our students and parents in mind.

GIVING AND DONATIONS

Wesleyan Christian Academy is a non-profit corporation and is dependent upon tuition and contributions to operate. Although tuition covers the basic cost of operation, the addition of many enhancements and specialized equipment are dependent upon donations. Therefore, contributions are needed. All funds collected are used in the operation of school programs.

Annual Gift Giving Program (AGG)

Each year, a special annual gift giving opportunity is extended to all families. This once a year effort is designed to avoid multiple fund raising projects. The Annual Gift Giving program is sponsored through parent volunteers. Through the Annual Gift Giving program, the academy is able to add a variety of enhancements to the school, assist with financial aid, and special programming. All gifts are tax deductible.

Fund Raising Activities

Wesleyan Christian Academy prohibits door-to-door fund raising activities.

DAILY OPERATIONAL PROCEDURES

Cell Phones & Technology

Elementary School and Middle School Students must turn off cell phones and Smart Watches during the school day.

- Elementary School requires cell phones and smart watches to be turned into the teacher at the beginning of the day.
- Middle School may require electronics to be turned in at the beginning of class.
- High School Students are allowed to use cell phones between classes and during lunch. Phones will be placed in phone pouches upon entering the classroom. Teachers may take electronic devices when deemed necessary.

Personal Property

All personal items of a student should be properly labeled.

Student Lockers and Locks

Lockers are assigned in grades 7-12. Lockers shall be kept neat and clean at all times. Students are responsible for the care of the locker assigned to them. Combination locks are available to students who desire a lock on their locker. Locks are available through homeroom teachers. No food or drinks should be stored except a student's lunch for the same day. The lockers belong to Wesleyan Christian Academy; therefore, a locker can be checked at any time by a teacher or principal.

Elementary School Daily Class Schedule

Schedule	Time
First Bell	8:00 am
Tardy Bell Rings	8:10 am
Regular School Day	8:10 am – 2:30 pm
Lunch for Elementary Classes (ranges from)	11:00 am – 11:51 am
Dismissal	2:30 pm

- **Elementary Early Arrivals:** Students arriving PRIOR to 8:00 must report to the locations listed below:

Time	Location	Remarks
7:00 am – 7:30 am	Cafeteria	Staff will be present
7:30 am – 8:00 am	ES Cafeteria / MS to MS Gym	Teacher Assistants will be present.

Contact the Elementary School Principal (Emily Orman at eorman@wcatrojans.org) or After School Care Director (Amy McNeill @ amcneill@wcatrojans.org) for further information.

- **Chapel Schedule and Information:** Elementary chapel is held each Monday @ 8:30 in the school auditorium. Chapels are open for parents to attend.
- **Special Instructional Schedules:** Refer to the special class schedule for classes such as computer, music, etc. These schedules are posted in the hallway near the elementary principal's office.

Middle School Daily Class Schedule

5 th -Grade		6 th -Grade		7 th -Grade		8 th -Grade	
First Bell	8:00 am	First Bell	8:00 am	First Bell	8:00 am	First Bell	8:00 am
Homeroom	8:10-8:25	Homeroom	8:10-8:20	1 st Period	8:10 – 8:57	1 st Period	8:10 – 8:57
IE	8:30-9:05	Block I	8:20-9:35	Homeroom	9:02 – 9:10	Homeroom	9:02 – 9:10
Specials	9:15-10:00	Block II	9:40-10:55	2 nd Period	9:13 – 10:01	2 nd Period	9:13 – 9:44
Block I	10:15-11:15	PE/Computers	11:00-11:40	3 rd Period	10:04-10:52	3 rd Period	9:48-10:36
Lunch	11:24-11:56	Lunch	11:40-12:10	4 th Period	10:55-11:43	4 th Period	10:40-11:28

Block II	12:10-1:10	Block III	12:15-1:25	5 th Period	11:46-12:24	5 th Period	11:32-12:10
Recess	1:20-1:40	Electives	1:30-2:15	Lunch	12:25-12:50	Lunch	12:13-12:40
Block III	1:45-2:24	STEM/IE	2:20-3:00	6 th Period	12:55-1:33	6 th Period	12:46-1:24
				7 th Period	1:36-2:14	7 th Period	1:27-2:15
				8 th Period	2:17-3:00	8 th Period	2:17-3:00

- **Middle School Early Arrivals**

Middle school students who arrive PRIOR to 8:00 must report to the locations listed below:

<u>Time</u>	<u>Location</u>
7:00-7:30	Cafeteria
7:30-8:00	Middle School Gym

- **Middle School Chapel Schedule**

Chapel is scheduled at 8:05 – 8:50 on Thursdays and is held in the school auditorium. Chapels are open for parents to attend.

High School Daily Class Schedule

Regular Class Schedule	
First Bell	8:00
Tardy Bell	8:10
Homeroom	8:10 – 8:20
1 st	8:25 – 9:15
2 nd	9:20 – 10:10
3 rd	10:15 – 11:05
4 th	11:10 – 12:00
5 th	12:05 – 12:55
Lunch	12:55 – 1:25
6 th	1:30 – 2:20
7 th	2:25 – 3:15

Chapel Class Schedule	
First Bell	8:00
Tardy Bell	8:10
1 st Period / Homeroom	8:10 – 8:50
2 nd Period	8:55 – 9:35
3 rd Period	9:40 – 10:20
Chapel	10:25 – 11:15
4 th Period	11:20 – 12:00
5 th Period	12:05 – 12:55
Lunch	12:55 – 1:25
6 th	1:30 – 2:20
7 th	2:25 – 3:15

- **High School Early Arrivals**

High School students who arrive prior to 8:00 should report to the High School gym.

- **Chapel Schedule and Information**

Chapel is normally held on Thursday of each week at 10:25 – 11:15
 Grades 9-12 meet in the school auditorium.
 Chapels are open for parents to attend.

Early Dismissal Times K-12

On Early Dismissal days, the following schedule is followed:

- Elementary School Grades K-4 12:00
- Middle School Grades 5-8 12:30
- High School Grades 9-12 12:55

Tardy Bell K-12

Students arriving after the 8:10 bell are considered tardy

School Dismissal Instructions

The procedures listed below are followed during Regular and Early Dismissal.

Dismissal Times

Dismissal policies are effective 15 minutes prior to and following dismissal times. Regular dismissal times are listed below:

Grade	Time
Elementary (K-4)	2:30
Middle (5-8)	3:00
High School (9-12)	3:15

Dismissal Locations

To facilitate dismissal, several locations have been designated as pick up points. If you participate in a car pool, the pick-up location for all riders will be the location of the youngest student.

Grade Level	Entrance Location	Dismissal Location	Parking Lot Location	Diagram Code
K-1	C	Canopy A	Centennial	2
K-2	C	Canopy A	Centennial	2
1	C	Canopy B	Centennial	1
2	D	Connector	Performing Arts / Enrichment Center	7
3	D or E	Middle School Gym Foyer	Eastchester	5
4	D or E	High School Gym Foyer	Eastchester	6
5	D	Connector	Performing Arts / Enrichment Center	7
6	C	Canopy A	Centennial	2
7/8	D or E	Middle School Gym Foyer	Eastchester	5/6
9-12	D or E	Middle School Gym Foyer	Eastchester	5/6

Canopy Parking

Cars are not permitted under canopies during dismissal.

Centennial Parking Lot

From 2:00 – 3:15, ALL traffic moves in one direction during dismissal. Enter the parking lot using “Entrance C” and exit using “Entrance A”. Do not enter or exit in the wrong direction during dismissal.

Two Lanes of Traffic

Two lanes of traffic are available for parents using the Centennial and Eastchester dismissal locations:

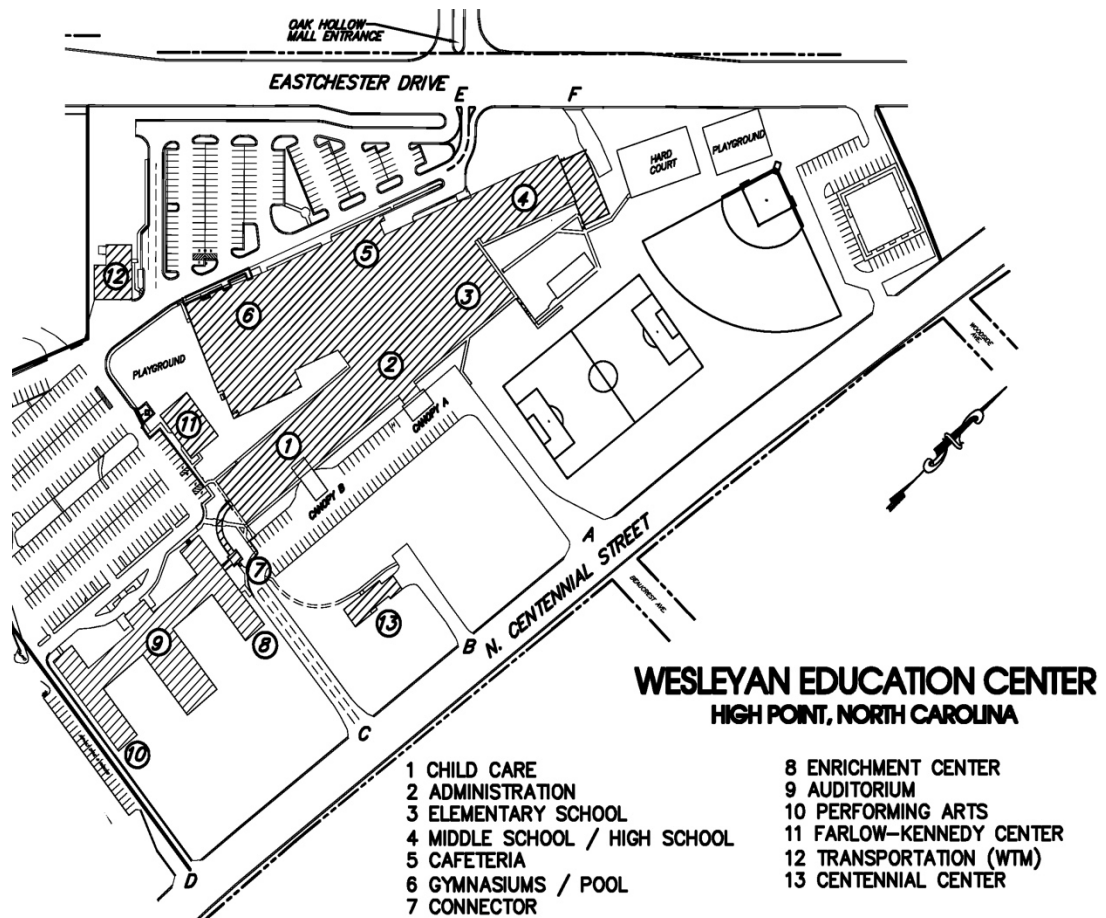
- LANE #1: located closest to the building is for loading.
- LANE #2: is the express lane for leaving the parking lots. Parents should use this lane after picking up riders. (Do NOT use this lane to pick up riders.)

Parking

Parents who arrive early are encouraged to use parking spaces and come to the dismissal location to pick up their children. Using parking spaces for early arrivals will help avoid long lines of traffic. Do NOT leave your car in line and unattended during dismissal.

Safety

Drive with caution and practice courtesy during dismissal.



Campus Map

Parent Visits to Classrooms

Parents are welcome to visit the Academy. To avoid interruption of classes parents are asked to make arrangements with teachers in advance of planned visits. All parents and visitors are to check in at the academy office. Parents (and visitors) should enter the building through the Main Academy Entrance at canopy “A” in the Centennial parking lot and receive a visitor ID. All other entrances are locked during the school day to prevent unsupervised entry into the building (exiting is possible at all entrances).

Visitors on Campus

All visitors will check in at the main office upon arriving on campus and receive a visitor ID. Wesleyan Christian Academy is closed campus during school hours. No student visitors are to be on campus without prior approval by the administrative staff. Parents are welcome, but must check in at the main office.

On-Campus Driving Regulations

Speed limit is 15 miles per hour on campus. Be very cautious while driving on campus; small children, students, and guests may be crossing parking lots and drives. Follow parking regulations listed in the handbook.

Parking Lot Chart

Due to limited parking on campus, the following assignments have been made to help “balance” the parking for staff and students. Locate your department to determine your parking lot assignment. The Centennial parking lot is very limited on parking and all Early Education Center parents must enter the building to pick-up and/or drop-off their child; therefore, student parking is not permitted during the operational hours of the Early Education Center program and only assigned staff cars are permitted.

Parking Lots	Assignment
Eastchester Drive	Academy Staff FLIK Dining Staff Parents and Visitors Seniors (Designated Area)
Performing Arts/ Enrichment Center Upper Lot	Early Education Center Staff Enrichment Center Staff Kitchen Staff Fine Arts Staff Housekeeping Staff Maintenance Staff Parents and Visitors Do Not use the Parking Spaces In Front of the FK Center
Centennial Street	Early Education Center Parents Office Staff Visitors No Students or Academy Staff cars are permitted in the Centennial Parking Lot during the operational hours of the Early Education Center Program.

FOOD SERVICES INFORMATION

Lunch

The school has contracted with FLIK Dining Service which provides a broad menu items. Menus are posted on the school's website. Students can purchase lunch or bring a lunch from home. Each student has an account and Pin #. Parents deposit funds in the account and as meals are purchased the balance declines. Parents can check balances and purchase history through a password on the school website. (All lunches must be eaten in the school dining hall, no food or drinks should be taken from the dining hall without permission). Students are expected to leave tables and chairs in a clean and orderly appearance. Proper and courteous behavior is expected of all students while in the dining hall. Any "special meals" catered by outside business must have administration approval prior to ordering. Students are not allowed to leave campus during lunch. (Due to our participation in the Federal lunch program all vending machines must be turned off until the last lunch period of the day at 1:30.)

Services offered by Wesleyan Christian Academy Cafeteria are:

1. Lunch is made available to all children in the Early Education Center and school.
2. Breakfast and snack are available for all Early Education Center and extended care students (K-6).
3. Parents and guest of the children are welcome to have lunch in the cafeteria for prices as set for students and adults.
4. Special items (ala cart) may be purchased for children when parent/guest of child is present with that child.
5. Students are to remain on campus during lunch.

Choices of lunch meals students can make.

Grade 5K-4th grade

1. Buy plate lunch of the day,
2. Buy extra milk every day,
3. Buy ice cream of their choice every Friday,
4. Bring lunch from home.

Grades 5 - 12

1. Buy plate lunch of the day,
2. Buy ala carte food items,
3. Buy salad or soup from the Soup/Salad bar,
4. Bring lunch from home.
5. Deli Station

A Microwave is available for student use at lunch.

Supplemental Sales

Students in grades 5-12 and adults may purchase individual items from the menu, or those offered in addition to menu items.

FLIK Lunch Account Payments (Made via your FACTS online account)

To Login to Your Account:

- Go to <https://wca-nc.client.renweb.com/pw/> or click LOGIN at www.wesed.org under Quicklinks on the top left hand corner of WCA's website.
- If you do not know your login, please email rbradley@wcatrojans.org

- Once you are logged in, click on the “FACTS” button on the left-hand side of the webpage
- Click “ADD FUNDS” under “Prepay Accounts”.

More Information about Your FACTS Lunch Account:

- You can click on your account to show your order history.
- The account balance is now recorded and maintained by family, not by student.
- We prefer that you add funds via this parents’ web portal. There is no additional fee for this if you use choose to withdraw from your bank account.
- If you need to send payment to the school, please send it to the front office and make all checks payable to Wesleyan Christian Academy.
- If your account goes below \$10, you will get a weekly email until funds are added and the balance is brought current.

STUDENT DRESS CODE

Dress Code for Students in Grades K-12

The school staff and Board of Directors believe that dress can influence the learning environment; therefore, the following dress code has been adopted by the academy. Parents are requested to review the dress code and assist the school in its implementation. Questions regarding the dress code should be directed to the appropriate principal. It is impossible to list all form of apparel that would be inappropriate for the classroom setting. Therefore, the administration reserves the right to make decisions on items not specifically listed in this policy. Students who show continual disregard to the dress code are subject to suspension or withdrawal from the academy program.

General Dress Code:

- All clothing and personal appearance should be modest, appropriate for Wesleyan Christian Academy, and not distracting to the learning environment. The administration reserves the right to make decisions on items not specifically listed in this policy.
- Hats; tank tops; bare feet; bare midriffs; sundresses; ragged or frayed apparel; objectionable slogan shirts; any clothing, hairstyle, make-up, or body piercing that is styled after the pop culture will not be allowed. (Modest, well fitted shorts are permissible. Grades 6-12 must have 7” inseam.
- Any clothing with symbols which have both secular and occult meaning may not be worn on clothes or jewelry. Final decisions are at the discretion of the administration.
- The fitting of tops, dresses and pants as well as the possible revealing nature of apparel should reflect appropriate modesty.

Boys Dress Code:

- Well-fitted slacks, jeans and shorts are acceptable.
- Earrings may not be worn to school or any school sponsored event.
- No extreme haircuts or styles that bring unnecessary attention will be allowed. Hair must be off the face and not below the top of the shoulder. Final decisions are at the administration’s discretion.

Girls Dress Code:

- Well-fitted slacks and jeans are acceptable; Skirts should be of modest length (minimum length 2” above the knee when standing).
- Tight fitting and/or low cut tops are not acceptable.
- Straps on sleeveless blouses/tops must be a minimum of 2”.

- No extreme haircuts or styles that bring unnecessary attention will be allowed. Final decisions are at the discretion of the Administration.

EMERGENCY DRILLS AND INCLEMENT WEATHER PROCEDURES

Fire Drills

Periodic fire, tornado and lockdown drills are required by state law. An evacuation route and procedures are posted in each classroom. The following guidelines should be observed for fire drills:

1. Turn all lights off.
2. Close all doors and windows
3. Walk rapidly and in a single file. No talking. (DO NOT RUN).
4. Do not take books and do not re-enter the building until properly notified.
5. Stay with your group or class
6. Teachers are to lead the class outside and take roll.

Inclement Weather Procedures

Wesleyan Academy does not automatically follow public school schedules; therefore, if it becomes necessary to delay or close the Academy due to inclement weather conditions, announcements will be placed on the school web site, text alerts, and made on the TV stations listed below:

WGHP-TV

Channel 8

High Point

Weather conditions vary from city to city and county to county; therefore, parents must evaluate conditions in their immediate area to decide whether their child should attend school. Any time the academy is closed due to inclement weather, all athletic and extra-curricular activities are also canceled. The Early Education Center program may continue operation during inclement weather. Make-up days will be communicated to parents by school administration.

Medical Procedures, Information, and Student Accident Insurance

Illness Procedures

If a child shows symptoms of contagious disease, fever, or any injury that appears to require medical attention the nurse will immediately call and request that you come and pick your child up from school.

Students with:

- A fever of 100 degrees or above should not return to school until they have been fever free for 48 hours without the use of fever reducing medication.
- Vomiting should not return to school until they are symptom free and have not vomited for 48 hours.
- Diarrhea should not return until they are symptom free and have not had diarrhea for eight hours.

Please do not give your child ibuprofen or acetaminophen (or any fever reducer) and bring him to school. Children should be symptom and fever free for 48 hours without the use of fever reducing medications before returning to school.

Administering Medication to Students

The purpose of our medication policy is to comply with North Carolina school health guidelines and best practice regarding medication given at school. School personnel should not administer medication to students

unless appropriate administration cannot be reasonably accomplished outside of school hours. The parent/guardian shall be responsible for providing all medications to be administered, except for certain over-the-counter medications that are available in the school nurse's office (see below).

Medications to be administered at school, both prescription and non-prescription, must be prescribed and authorized by a physician, nurse practitioner, physician assistant, or dentist on a Medication Administration Form (available on our website). The form must also be signed by the student's parent/guardian. This form must be completed and turned in to the school nurse before any medication will be administered. All medications and forms will be reviewed by the school nurse prior to administration to a student. As an alternative, parents may choose to come and administer medications to their child.

Providing Medications to the School

All medications must be brought to the school nurse's office by a parent/guardian, not the student. Each medication must be accompanied by a medication form signed by the prescribing health care provider and the parent. If the dosage is changed, a newly labeled container and an updated medication form must be provided. No medication will be given beyond the expiration date.

Controlled Substance Medications (such as ADD or pain medications) will be counted by the nurse with the parent/guardian on receiving or pick-up of medications. The date, medication name, dosage and quality will be logged and signed for by both the parent and nurse on the Medication Administration Checklist.

Unused Medication

When treatment has been completed or at the end of the school year, unused medication should be picked-up by the parent/guardian. At the end of the school year, all expired and unclaimed medications will be disposed of by the school nurse after a reasonable amount of time has been allowed for pick-up.

Self-Medicating

No student may carry medications or self-medicate except for students with diabetes or students who require rescue medications such as epinephrine auto-injectors (epi-pens) and inhalers for asthma. Completed Medication Administration forms must be on file. Students with diabetes may self-administer insulin and carry glucagon, if deemed appropriate by their healthcare provider and the school nurse. Self-medication privilege may be revoked if the student exhibits a lack of responsible behavior.

Prescription Medications

All prescription medications must be provided in a current pharmacy-labeled container. The label should state the student's name, name of medication, dosage, frequency and method of administration, and the name of the prescribing physician. (Parents may want to have the pharmacist label two containers; one for home use and one for school use if the child is to receive the medication at both sites.)

Non-Prescription Medications

All non-prescription medications must be provided in an original labeled container. All medications will be administered according to manufacturer's recommendations on the label unless otherwise indicated by the healthcare provider on the Medication Administration form. The following over-the-counter medications are available in the Nurse's Office. Acetaminophen (Tylenol), ibuprofen (Motrin or Advil). Diphenhydramine (Benadryl), Antacid (Tums or Mylanta) and cough drops/throat lozenges. A Medication Administration form must be completed in order to be given.

WCA Employees Trained for Administration of Medication

Only WCA employees to whom such responsibility has been delegated by the school nurse will administer medications.

- The training of staff will include the following:

- The 5 “Rights” of medication administration: Right Child, Right Medication, Right Dosage, Right Time, Right Route
- Safe storage and handling of medication, including medication disposal
- Documentation of medication administration
- Appropriate action for medication error, adverse reaction, or student refusal

Teachers should coordinate with the school nurse to have a plan for teacher absence and medication administration of daily non-emergent medications.

Medication Documentation

All administered student medications must be documented on a medication log and include the date, time, full student name, name and dosage of medication given, and initials of the person administering the medication. Logs will be kept with the medication and filed in the student’s health record at the end of the school year. Medications given in the Nurse’s Office will be recorded in the electronic student medical record.

Medication Storage

Daily non-emergent medication will be kept in the Nurse’s Office or in a locked medication box/file cabinet in the classroom as deemed appropriate by the school nurse. The school nurse and delegated teacher will be responsible for its supervision.

Medication requiring refrigeration will be stored in the medication refrigerator in the Nurse’s Office.

Emergency rescue medications for individual students, grade kindergarten through grade 6, such as epinephrine auto-injectors and inhalers, will be placed in the classroom first aid backpack. Responsible students in grade 5 and above who have healthcare provider authorization and who demonstrate proficiency may self-carry emergency medications. A Medication Administration form and a Student Contract for Self-Carried Medication/Equipment must be on file with the school nurse.

After School Program: Use of Medications

Those students who attend After School Program and require medication during that time will follow the same procedures as outlined in the policy. A separate supply of medication must be provided and will be kept in the office of the After School Program director in a locked filing cabinet. If medication is needed the After School Program director will administer the dose.

Off-Campus Trips: Use of Medications

The Medication Administration form is the authorized form used for all on-campus and off-campus activities, including overnight trips. Specific advisors/chaperones on the trip will be identified to administer medications while students are off campus. The school nurse will provide the appropriate completed medication administration forms to these individuals. No students on an off-campus trip will be allowed to self-carry any medications except in the case of rescue medications (epinephrine auto-injectors, inhalers and diabetic supplies). For medications normally taken at home outside of school hours, this may require advanced planning to ensure necessary medication forms are completed.

When medications must be taken on overnight trips, the following safety measures should be taken:

- Send only essential medications on the trip
- Send only required amount of medication in a pharmacy labeled or over-the-counter labeled bottle
- Identified advisors/chaperone accompanying the student will hold the medication and supervise the student taking the medication.

Questions related to this medication policy can be addressed by WCA's School Nurse at 336-884-3333 ext. 255.

CAMPUS SECURITY AND FACILITIES

Asbestos Notice

As a part of the federal requirements, Wesleyan Christian Academy was inspected for the presence of asbestos. Sections of the building constructed prior to 1982, were found to contain minor traces of asbestos (i.e. in floor tile, floor tile glue - most of these areas have been replaced). None of the areas found to contain asbestos were determined to be a risk to personal health in the normal operation of the Center. All sections of the building constructed after 1982 are free of asbestos. Periodically, tests are conducted to re-inspect the building for any changes in the presence of asbestos. Test records, federal reports, and management information are on file in the main office. No repairs shall be made to any area identified as containing asbestos without prior approval of the Maintenance Director and in conjunction with an approved asbestos management plan for repair. Appropriate training for housekeeping and maintenance personnel is provided by the Maintenance Supervisor.

Building Security

It is the intent of the academy and Early Education Center program to provide facilities which are safe and conducive to learning. One aspect of providing a safe building is to control access; therefore, on school days from 8:30 until 2:15 (or at early dismissal) only the entrances located at canopy A and B on Centennial Street will be open for entrance into the building. Since all Eastchester Entrances are unsupervised, these entrances will be secured. Students, parents, and visitors must enter either canopy A or B on the Centennial Street side of the building. Exiting from the building can be from any door. On non-school days, the Eastchester Entrances will be secured the entire day.

For early morning arrivals, doors will be unlocked prior to 7:00.

All outside doors will be locked at 6:00 p.m. each evening (except for game nights). On game nights, appropriate entrances will remain open until the conclusion of the game. On game nights, classroom sections of the building will NOT be accessible.

Key Pad Entrances

To control access, key pads are used in the following locations:

- Main Office Entrance
- Early Education Center Entrance
- Early Education Center at Ramp
- Connector Doors
- Auditorium Entrance
- Farlow Kennedy Center Entrance
- Performing Arts Entrance (south wing)
- Enrichment Center (north entrance)
- Middle School Gym Entrance
- High School Gym Hallway Entrance
- High School Entrance

A special code is required to enter the above entrances. The code is limited for use by employees, parents, and students; therefore, **it should NOT be given to other unauthorized individuals or students.**

FAMILY POLICIES

Child Abuse and Neglect Policies

Child abuse/neglect cases are often first suspected or detected by school personnel. By North Carolina law (G.S. 110-118), school personnel are required to report any suspected cases to the county social services department in the county in which the child resides.

When a student is suspected to have been physically, emotionally, or sexually abused, neglected, or “battered”, it is to be reported immediately to the principal or Early Education Center director.

By law, the responsibility for investigation and substantiation lies with the Department of Social Services. Wesleyan Christian Academy will comply with local authorities including the Department of Social Services in their request for student interviews. Specific skills are required to investigate child abuse or neglect; therefore, the school staff shall not conduct the investigation. An educator should gather enough information from the child to affirm his or her suspicion that the child has been non-accidentally injured. It is not necessary or desirable for the school to get all the details of the situation.

Students of Separated or Divorced Parents

The school will follow the court order or separation agreement regarding custody of a child, visitation procedures, and release of school records. It is the responsibility of the custodial parent to provide to the school a copy of the appropriate section(s) of the court order or separation agreement, which states applicable procedures, restrictions, custodial arrangements, and signatures. In the absence of a written order or agreement, either parent has the right to see the child or have the child released to him/her at the end of the school day. The school will provide to the custodial parent report cards and appropriate school communications. The school will avoid any agreement that would obligate it to regularly mail copies of the child’s records to the non-custodial parent. The custodial parent shall be the parent so designated within court order or separation agreement, or absent of a court order or separation agreement, the parent with whom the child resides the majority of the time.

Updating Student/Family Information

If any changes occur in a student or parent’s name, address, telephone number (cell, home or work), or employment, please notify the office immediately.

ACADEMIC AND GRADING POLICIES

Grading System

The grading system shown below will be used by the grade levels listed.

Grades K-2

- O – Outstanding
- S – Satisfactory
- N – Needs to Improve
- U – Unsatisfactory
- NA – Not evaluated at this time

Grades 3-12

A+ = 98-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = Below 60
A = 93-97	B = 83-86	C = 73-76	D = 63-66	
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

Honor Roll

The grading system is used to determine which students are eligible for the honor roll in grades 3-12. Two honor roll systems have been adopted: all A's for Administrator's List; all A's and B's for the Principal's List.

Retention Procedures

Retaining a student is a very important educational decision and in every instance, the decision should be considered carefully. Several factors need to be evaluated when arriving at this decision. These include the child's academic progress, general ability, social and emotional adjustment and physical maturity. Another important question to answer is, "Will the retention benefit the child?"

While the final decision rests with the school and specifically with the Administration and Principal, it is important that the parents (guardians) be included in discussion concerning retention. Parent involvement is necessary because it is important that the parents understand the child's overall performance and general status in school.

Student Report Cards

- **K1 & K2:** Report cards are prepared each nine weeks. A parent/teacher conference may be arranged following the nine weeks to discuss a child's progress. Please check the school calendar for dates of parent/teacher conferences. Effective May 2019, report cards for elementary, middle and high school are now emailed directly to respective parent's email addresses on file. No hard copies are provided.
- **Grades 1-12:** Report cards can be accessed online at the end of each nine weeks grading period by logging into RenWeb with your personal login via Quicklinks on the upper right hand corner of the academy's website (www.wesed.org). Parent/teacher conferences can be scheduled at the conclusion of the grading period to discuss a student's progress.

ParentsWeb

Parents can check student grades using the Net Classroom link on the academy's web site via logging in via Quicklinks on the homepage at www.wesed.org.

Mid-term Reports

In grades 3-12, progress reports will be emailed at the mid-point in each grading period to those parents whose child has a subject grade below C- during that grading period. Parent/Teacher conferences can be arranged at a convenient time by either the parent or teacher.

Academic Probation (Grades 3-12)

At the conclusion of any grading period, any student who receives two grades below a C- or receives an F in any subject shall be placed on academic probation. Academic probation may include the following items.

- Academic probation shall extend until the end of the next grading period. (A student can be placed on academic probation during the first grading period of the school year, based upon the grades of the fourth grading period of the previous school year.)
- At the end of the probationary period, the student shall have met the minimum requirements of the academic standard or shall be withdrawn unless the principal recommends extension of the probation period for an additional nine weeks due to specialized testing and/or evaluation.
- Any student placed on academic probation may be suspended from participation on any athletic team for 4 ½ weeks. At the conclusion of 4 ½ weeks, if the student has met the academic standard, he/she may return to normal participation on the team.

Exams (Grades 9-12)

All students in grades 9-12 shall take semester exams at the end of each semester. Seniors who have an average of B or above for the first 3 ½ nine weeks (quarters), may be exempt from second semester exams, as long as they have had no more than 7 tardies to homeroom and/or no more than 12 absences per course within

a year. In grades 9-11, students who have an average of B or above for the first 3 ½ nine weeks and with no more than 7 tardies and/or no more than 12 absences per course within a year can be exempted from one exam at the end of second semester. Any eligible student wishing to be exempted from exams, must notify the teacher of said class.

Student Classification in High School

Accurate classification of any student cannot be determined until such time as transcripts of credits earned in schools formerly attended have been received and evaluated. Classification of students may not change during the year. In the upper school, adherence to the following classification will be practiced:

- | | |
|------------|--|
| FRESHMAN: | To be classified as a freshman, a student must have completed the eighth grade. |
| SOPHOMORE: | To be classified as a sophomore, a student must have earned not less than five (6) units of credit, including one unit of English. |
| JUNIOR: | To be classified as a junior, a student must have earned not less than ten (12) units of credit including two units of English. |
| SENIOR: | To be classified as a senior, a student must have earned not less than (18) units of credit, including three units of English. |

Grade Point Average Calculation Transfer

In order to calculate the GPA for transfer students who are eligible for either the valedictorian or salutatorian award, the grade point value of the transfer courses will be determined by the Wesleyan Christian Academy staff. Determination of the grade point value will be based upon comparing Wesleyan Christian Academy course requirements/descriptions and the course requirements/descriptions from the previous schools.

Class Ranking

All ranking of students shall be used for internal purposes only. Unless specific institutions require an exact class rank, information released externally will only indicate valedictorian and salutatorian. (Board approved 1/27/98)

Junior Marshal

In order to be named a junior marshal, a student must have been in attendance at Wesleyan Christian Academy the entire sophomore and junior year.

National Honor Society/Senior Beta Club

In order for a student to be selected for the National Honor Society or Senior Beta Club, the student must have been in attendance at Wesleyan Christian Academy at least one full semester. Transfer students who are already National Honor Society or Senior Beta Club can transfer their membership.

AP/Honors Courses (Grades 9-12)

Students must secure written teacher recommendations before enrolling in any AP (Advanced Placement) or Honors courses. If a teacher does not recommend a student for a course that student desires to take, the student's parent may make a request to the high school principal to permit the student to enroll without the teacher recommendation. If such enrollment is approved by the principal, a letter will be placed in the student's permanent record indicating that placement did not have a teacher recommendation. The student will be required to complete the course for the entire school year. If a student elects to drop such a course, the policy for "Dropping of Classes" will apply.

Dropping of Classes – Grades 9-12

With parents' permission, students may make needed schedule changes during the first ten days of school with no penalties. After the first ten days of school have passed, the only changes which will be approved will be those in which a student is experiencing academic difficulty and needs to move to a less rigorous level of that particular subject area (i.e., a move from Honors Algebra II to Algebra II). Any course which is dropped and does not meet the above criteria may be recorded as a failure for that course for the school year.

ELEMENTARY SCHOOL HOMEWORK PHILOSOPHY AND PROCEDURES

Philosophy

Homework in the elementary school at Wesleyan Christian Academy must be purposeful and able to be completed within a reasonable time frame. Homework can be given for reinforcement of classroom instruction, practice in skill development (sight words, reading, spelling, math, procedures, etc.), memorizing important information (math facts, Bible verses, etc.), applying skills (book reports, projects, etc.), and preparing or studying for tests. Homework can also be given to assist in the development of responsibility and time management skills.

Grade Level Procedures

Kindergarten

Generally, there is little or no assigned homework in kindergarten. Any desired homework is shared with parents in the teacher's weekly newsletter. Students are encouraged to read or be read to 15 minutes each evening. Unfinished "seatwork" is rarely given as homework.

First Grade

Generally, homework is shared with parents through the weekly newsletter. Homework includes things such as weekly sight words, spelling words and Bible verses. Short books for students to read during the evening are often sent home. Unfinished "seatwork" is rarely given as homework. In any long term project, sufficient time and information is given.

Second Grade

Generally, reading, Bible memory, math and spelling skills are the emphasis of most homework in second grade. Reading is encouraged every evening, though not required. Math study sheets are provided weekly, and students are encouraged to study math facts each evening for 10 minutes. Timed quizzes culminate these math skill-building assignments. Spelling lists are sent home with students weekly. Unfinished "seatwork" is rarely given as homework. Long-term projects tend to be limited in second grade.

Third Grade

Generally, weekly homework includes daily reading, Bible memory, spelling, skill practices and review for tests. Assignments are written on the board for students to record in their own homework pad. Unfinished "seatwork" is rarely given as homework. Long-term projects are issued one at a time with adequate lead time for completion.

Fourth Grade

Generally, homework consists of reinforcing math and language skills, completing projects, and studying for content area tests. Because of departmentalization, teachers confer daily and during lesson planning to assure that workloads are carefully monitored. Directions for assignments are discussed in class, and homework is written on the board. Written on each teacher's board are the homework assignments from all of the fourth grade teachers including long-term projects. Students are required to record the homework assignments in their homework pad for parents' review and signatures. Unfinished "seatwork" is rarely given as homework. Long-term projects are assigned with plenty of lead time for completion.

*Suggested Nightly Time Frames

The times suggested below are based upon the idea of the average student in the elementary school at Wesleyan Christian Academy.

<u>Grade Level</u>	<u>Suggested</u>	<u>Maximum</u>
Kindergarten	** 5 minutes	*** 20 minutes
First	** 15 minutes	*** 25 minutes
Second	** 30 minutes	*** 45 minutes
Third	** 30 minutes	*** 60 minutes
Fourth	** 45 minutes	*** 75 minutes

* There will be no homework on Wednesday nights to avoid conflict with families attending church services.

**This does not necessarily include time for the 15 minutes of reading incentive program.

***The maximum times include adequate time for completing daily homework and long-term projects.

Observations for Parents

1. Concerns about homework issues should always be taken first and directly to the specific teacher who made the assignment. If resolution is not satisfactory, the parent should request a meeting with the teacher and principal. (Matthew 18 principle).
2. Some parent assistance may be necessary or requested on projects; however, as much as possible, the work should be that of the student.
3. Sometimes students must learn to deal skillfully with personal tendencies toward perfectionism, disorganization and delays in getting on-task, etc. These types of personal tendencies can significantly skew the amount of time a student spends on homework. Teachers should be consulted when such tendencies begin to affect homework. Ultimately, parents must assume the primary role for resolving such issues.

MIDDLE SCHOOL HOMEWORK PHILOSOPHY AND PROCEDURES

Philosophy

In the middle school, homework is a significant part of the education process. Homework can serve several purposes: to preview upcoming material, to review material already taught, to reinforce ideas and concepts, to supplement or assist in accomplishing class objectives that class time limitations cannot afford, to provide interaction leading to discovery by the student, and finally to foster responsibility and accountability in the individual. Homework must be intended to accomplish one of the above purposes by the teacher. All homework can be accessed through their Google Classroom account.

Grade Level Procedures

Fifth Grade

The typical amount of time spent on homework should be between thirty minutes to one hour for the average Wesleyan student. This could include daily reading, Bible memory, spelling exercises, skill practice in English and math, vocabulary exercises for various subjects, and review for tests. Unfinished seatwork is rarely given as homework. Long term projects are assigned with appropriate notice and students are encouraged to accomplish these in progressive steps. All homework is written on the board for the student to copy in his Agenda Book. To assist parents, teachers will send home a folder with the student’s work products and other relevant information on a weekly basis.

Sixth Grade

The typical amount of time spent on homework should be between thirty minutes to one hour for the average student at Wesleyan Christian Academy. This could include Bible memory, spelling, and the practice of skills and concepts in the area of math, English, and reading. In the areas of history, science and Bible, students can

be assigned reading and review of material already taught. Unfinished seatwork is rarely given as homework. All assignments are written on the board in each class to be recorded by the student in their Agenda Books. All long term projects are assigned with sufficient prior notice and students are encouraged to complete these in progressive steps over the extended time. To enhance communication with parents, teachers will send home each week a folder which includes work products from the previous week.

Seventh Grade

The typical amount of time spent on homework should be between one and one and half hour for the average Wesleyan Christian Academy student. This would include practice problems in math. English would require weekly spelling and vocabulary exercises and a quiz, as well as practice activities in grammar. In literature, a novel will be read. Science homework includes reading, surveys, diagrams, collections, and research. Bible assignments include weekly memory verses and an occasional essay. All classes will involve test preparation. All assignments in each class are written on the board for students to record in their Agenda Book. Unfinished seatwork is rarely given as homework. All long-term projects are assigned for completion over an extended period of time. Teachers coordinate long term assignments to avoid homework overload. Parents are notified if students fail to complete homework assignments.

Eighth Grade

The typical amount of time spent on homework should be between one hour and one hour & forty five minutes for the average Wesleyan Christian Academy student. Homework can include practice problems, worksheets, research activities, supplementary reading, journal writing, and review for tests. Unfinished seatwork is rarely given as homework. All long-term assignments are coordinated among teachers to provide students with appropriate time to complete the assignments in a progressive manner. In order to facilitate communication between home and school, parents will be notified if students do not complete homework assignments.

Observations for Parents

1. Research indicates that the one variable which leads most consistently to educational success for a student is the emphasis and encouragement that comes from parents.
2. Although homework is the student's responsibility, parents are key figures in assisting the student in developing this responsibility. Parental assistance in establishing a specific time and place for their child(ren) to complete homework assignments is important. The location should be free from distractions (music, TV, etc.).
3. Although parents are encouraged to hold children accountable in completing homework, this should not evolve into a situation where the parent is doing the work for the student. Letting the student know the parent is available if assistance is needed and establishing clear expectations regarding fulfilling school work are essential parental roles in the homework process. Parents will find that calling questions to their child for test studying purposes, Bible verse memorization, and vocabulary definitions will keep the parent aware of the level of work the student is encountering and impress upon the student the value the parent has for his/her education and performance.
4. There will be NO homework on Wednesday nights to avoid conflict with families attending their church services. It is possible that on rare occasions a student may have an assignment or may need to study for a test scheduled on Thursday, but this requires permission of the principal.
5. The projected homework times do not include reading incentive programs or other elective activities.
6. Extended or long term projects will be assigned with appropriate time for their completion. Students are encouraged to complete long term projects in a progressive manner over the assigned time. Students learn the importance of planning and avoiding last minute project crunch.
7. An Agenda Book is provided to each middle school student. All assignments are written on the board in each classroom and students can transfer homework information into their Agenda Book. Homework and classroom assignments are posted on Google Classroom, as well.
8. Some students may struggle in completing homework assignments or have perfectionist tendencies. Either characteristic can result in homework time being extended beyond expectations. Parents are encouraged to monitor homework process regarding these two factors.

9. Modifications in assignments for students with learning disabilities may be incorporated by the teacher. Significant modifications will be noted on the student's report card.
10. Concerns regarding homework should be directed initially to the classroom teacher. If resolution is not satisfactory, the parent should request a meeting with the teacher and principal.

HIGH SCHOOL HOMEWORK PHILOSOPHY AND PROCEDURES

Philosophy

Homework in the high school at Wesleyan Christian Academy is a vital part of the academic program. The purpose of homework is to review, practice, expand, and enrich concepts which have been introduced in the classroom. Homework promotes responsibility and discipline in preparation for the rigorous college curriculum.

Procedures

1. High school students are typically assigned two hours of homework three to four nights weekly. Advanced Placement and Honors courses require additional outside assignments.
2. Frequently, time is allotted in the class to allow students to begin work and raise questions concerning homework.
3. Homework generally consists of reinforcing skills, completing research for projects and papers, and studying for content area quizzes and tests.
4. There will be no homework on Wednesday nights to avoid conflicts with families attending their church services.
5. A test calendar is provided for teachers to coordinate testing, projects, and papers to ensure students will not have more than two major assignments per day.

Observations for Parents

1. Concerns about any homework issues should always be taken first and directly to the specific teacher who made the assignment. If resolution is not satisfactory, the parent should request a meeting with the teacher and principal.
2. Some parent assistance may be necessary or requested on projects; however, the work should be the student's.
3. Parents play a significant role in the success of homework in ensuring that their child has an established time and place for study.
4. Students must learn to deal skillfully with personal tendencies toward perfectionism, disorganization, and delays, which can cause them to become overwhelmed and frustrated. These personal tendencies can significantly skew the amount of time a student spends on homework. Teachers should be consulted when such tendencies begin to affect homework. Ultimately, parents must assume the primary role for resolving such issues.
5. Students with learning disabilities may have homework modifications. An approved list of modifications is available from the resource teachers.
6. Parents should encourage students to avoid "last minute overload" on long term projects and papers.
7. Teachers are aware that students have many extracurricular activities; however, students should consider homework a priority and organize their time accordingly.
8. An agenda book is provided to each high school student. Homework and classroom assignments are posted on Google Classroom, as well.
9. Students should not register for Advance Placement or Honors courses without first considering that these courses innately require substantial independent study. Advance Placement courses are taught on the freshman college level; therefore, homework will resemble college assignments.

GRADUATION AND RELATED POLICIES

General Graduation Requirements

The following requirements must be fulfilled by each student eligible for graduation:

- All curriculum requirements must be satisfied.
- All financial obligations must be cleared.
- Each student’s attitude, conduct, and philosophy must be in keeping with the testimony and standards of Wesleyan Christian Academy. The administration reserves the right to deny privilege of graduation to any student whose attitude, conduct, or philosophy does not reflect the established standards of the Academy.
- Senior service project which includes 12 hours of community service.

Curriculum Requirements for Graduation

English I, II, III, IV	4 Units
Mathematics	4 units
Science	3 Units (Biology, Chemistry and one other)
Social Studies	3 Units (U.S. History, World History, and Government)
Bible	2 Units
Foreign Language	2 Units
Physical Education	1 Unit
Philosophy	1 Unit (Understanding the Times)
Electives	4 Units
Total	24 Units

Transcripts

No charge is assessed students for the first full transcript. A fee is charged for all subsequent transcripts. No transcript is sent unless all debts owed to Wesleyan Christian Academy are cleared. As a policy, Wesleyan Christian Academy includes on student transcripts SAT, ACT, and/or AP scores.

Commencement Activities

All seniors are expected to participate in all of the commencement activities and to adhere to commencement guidelines and instructions.

Criteria for the Selection of the Valedictorian and Salutatorian

The criteria for selecting the valedictorian will be the senior with the highest grade point average who has been in attendance at Wesleyan Christian Academy for at least the entire sophomore, junior and senior years. The salutatorian will be the senior with the second highest grade point average who has been in attendance at Wesleyan Christian Academy for at least the entire sophomore, junior and senior years. The decision of this academic award will be made at the end of the third marking period. The grade point average will be rounded off to the hundredths. The grade point average will be calculated on course work completed by the student from grade nine through grade twelve.

Senior Service Policies

As a Christian school, we believe in Christ’s command “to love one another.” We encourage Christ’s teaching that “Whatever you did for one of the least of these brothers of mine, you did for me.” (Matt. 25:40). We further believe that it is important “...to prepare God’s people for works of service, so that the body of Christian may be built up...” (Ephesians 4:12); therefore, opportunities to develop volunteer service is an essential component of Christian education.

Policies

1. Each student during his/her senior year at Wesleyan Christian Academy shall complete twelve hours of community volunteer service as a requirement of graduation.
2. The community service hours shall be earned in the following manner:
 - (1) Six hours must be earned in service as designated by the Principal. These hours are completed during the spring of the year on a school day under the direction of the senior class advisors.
 - (2) Six hours shall be earned through volunteer work at the following agencies:
 - a. Wesleyan Arms (or another health care facility)
 - b. Crisis Pregnancy Center
 - c. Churches (beyond regular commitment or responsibilities which the student regularly assumes)
 - d. Local civic organizations
 - e. Local service organizations
 - f. Special assignments or programs arranged and/or approved by the senior class advisor and/or high school principal.
3. ALL service hours must have prior approval by the senior class sponsors and/or principal, and be scheduled outside the normal instructional day.
4. Upon completion of approved volunteer service, the student will submit to the senior class sponsor a written confirmation, which describes the volunteer service provided and identifies the dates and hours of the service. The confirmation must be signed by the authorized adult supervisor.
5. The final date for completion of all senior service volunteer hours is April 30 of each year.
6. The senior class sponsors shall place a certificate in the student's permanent file in May which verifies completion of the senior service requirement.
7. Failure to complete the senior service requirement will result in the student's diploma and transcript being held until all hours are completed and verified by the senior class sponsor.
8. Each year a copy of the senior service policies will be provided to all seniors and mailed to their parents no later than September 30.
9. Questions regarding senior service projects and/or policies should be directed to the senior class sponsors.

ATTENDANCE POLICY

Wesleyan Christian Academy recognizes that daily classroom attendance is an integral and essential component of the learning process for the following reasons:

- The teacher clarifies, interprets, and supplements information given in textbooks and other instructional resources.
- The classroom environment lends itself to planned, as well as to impromptu discussions, which are educationally enriching and impossible to make up.
- The classroom affords the opportunity for a student's social skills to develop; co-existence, responsibility and commitment to others in the classroom is an essential part of a student's education.
- Instruction is planned and has intended sequence and deadlines.

Therefore, a student’s enrollment in the academy is his commitment to attend all class sessions.

Absences

- Illness (with or without a doctor’s excuse). Upon returning from an absence, a student must submit to the homeroom teacher, a written excuse from a parent explaining the reason for the absence. Notes are to be turned in within two days of returning to school. Parents must contact the school regarding the absence.
- Family Emergency (i.e. illness at home, death in immediate family, emergencies requiring medical or dental service). Please contact the school regarding the students absence.
- Personal Circumstances and Family Trips: Students are requested to bring a note from a parent in advance stating the reason for the absence. Students and/or parents should check with the teacher(s) about all make-up quizzes, tests, and assignments. In grades 5-12, it is the student’s responsibility to secure approval and arrange for assignments and make-up work prior to the absence. The initiative for contacting the teacher and making up work rests with rests with the student. Teachers will be available upon request, for reasonable periods of time after school to assist students. Parents are encouraged to recognize that a student’s absence may affect the student’s academic work and grades.

Make-up Work for Excused Absences

A student will have one (1) school day for every day missed to a maximum of five (5) school days to complete make-up work. (Special arrangements can be made upon the approval of the teacher). Students may receive zeros for work not turned in, and loss of credit of 10 points per day may be assessed for work turned in late. Normally, pre-announced tests, which have been scheduled on the day of a student’s return from an absence, shall be taken unless prior approval has been provided to the student by the teacher. (Students receiving an in-school-suspension fall under this section of the policy).

Unexcused Absences

All other reasons for absence from school will be considered unexcused. This includes those times when a note is not received from home concerning the student’s absence.

Make-up Work for Unexcused Absences

Daily class work and assignments due on the day of the unexcused absence may be graded as a zero. Major tests and assignments missed may be made up with reduced credit (i.e. loss of credit of 10 points per day for each day it is turned in late), within the same time period allotted for excused absences. Any work not made up within five (5) school days may receive a zero for the test or assignment.

Excessive Absences

Classroom attendance and participation is vital to the learning process. Excessive absences, whether excused or unexcused, have a detrimental effect on learning. When a student exceeds five absences within a nine week grading period, a reduction in the nine week’s grade based upon the percentages listed in the table will be made

No. of absences within one nine week grading period	6	7	8	9	10+
Percentage of grade reduction in one nine week grading period	1%	2%	3%	4%	5%

A student who is absent from a class more than **15 times within a semester**, whether excused or unexcused, may I not receive a grade higher than 60 or semester credit for the course. All absences for school related functions (athletics, field trips, band, etc.) will not count as absences in this policy. Extenuating circumstances,

such as prolonged illnesses may be considered with proper documentation. Parents shall make requests in writing to the principal.

The administration may grant a waiver in hardship case such as extensive documented medical conditions or extended family illness.

Check-in and Check-out Procedures

Whenever it is necessary for a student to be excused early, the student must bring a permission note from parents or guardian stating the reason and time. An early dismissal pass will be issued from the office which must be signed by the teachers and returned to the school office. Leaving school without permission is classified as truancy and can result in suspension up to three days. A student must sign out and sign in at the office when he/she leaves and returns.

Requests for Homework

When a student is absent from school, the school office occasionally receives requests for assignments which the parent will pick up later in the day. If classwork and/or homework assignments are requested, it would be helpful to contact the school no later than 8:30. It is acceptable for the student to pick up missed assignments from teachers on the first day of return following an absence.

Tardiness to School Arrival (Grades 1-4)

Excessive tardies, whether excused or unexcused, is detrimental to a student’s learning. Exceeding 5 tardies will result in a demerit and reduction in the report card grade of the first period subject based upon the following:

No. of tardies in one nine week grading period	5	6	7	8	9
Percentage of grade reduction in one nine week grading period	1%	2%	3%	4%	5%

Tardiness to School Arrival (Grades 5-8)

Students arriving at school after homeroom will report to the main office to sign-in and receive a pass to his/her classroom. Excessive tardies are unacceptable; therefore, after the third tardy and each subsequent tardy within any grading period, the student will be given a demerit.

Tardiness to School Arrival (Grades 9-12)

Students arriving at school after homeroom will report to the high school secretary’s office to sign in and receive a pass to their class. Excessive tardies are unacceptable; therefore, after the third tardy within any grading period, the student will be assigned a twenty minute detention. A forty minute detention is assigned for additional tardies.

Leaving School Early (K-6)

Leaving school early often disrupts the instructional process. When early dismissals exceed four during a grading period, they will result in a reduction in the report card grade of the last period class based upon the chart below:

No. of early dismissals in one nine week grading period	5	6	7	8	9
Percentage of grade reduction in one nine week grading period	1%	2%	3%	4%	5%

The administration may grant a waiver in cases that require a continual early dismissal for education or medical purposes.

ADMISSIONS

Admissions Policy

Wesleyan Christian Academy's mission is, "To partner with families by providing a biblically based, college-preparatory education so that students will be equipped to serve Christ and influence the world." We are interested in drawing students who are motivated to learn, who are strong in character, and who are amenable to Christian instruction of high quality.

To assist students with *mild to moderate diagnosed learning differences*, the **Resource Program at Wesleyan Christian Academy** provides small group Resource Classes to children (1st-12th) in reading/English and math designed to fortify their skills in these areas. Ultimately, it is the goal of the Resource Program to enable students to return to and succeed in their grade-specific classes.

The Enrichment Center at Wesleyan Christian Academy, is a distinct division of the larger academy, and offers more in-depth academic support for students with *moderate to severe diagnosed learning differences*. As part of the Enrichment Center program, your child will receive a parallel college-preparatory education, taught by teachers who are specially trained to provide instruction tailored to each student's learning differences and geared to help them excel. As is the goal with our Resource Classes, The Enrichment Center works to mainstream students back into the traditional academy classroom.

Admission Standards

Based upon the admissions philosophy statement, Wesleyan Christian Academy's admission standards are designed to identify students who:

1. Want to attend Wesleyan Christian Academy
2. Are motivated to learn
3. Demonstrate average or above average aptitude and/or achievement
4. Are socially and emotionally well adjusted
5. Are amenable to correction and instruction
6. Have parents or legal guardians who are in full agreement with and will uphold the Academy's Mission, Philosophy, Statements of Faith, Statements of Faith on Marriage, Gender and Sexuality, Diversity Statement and Enrollment Agreement, and will strive to advance the mission of Wesleyan Christian Academy.
7. Have parents who will meet their financial obligation
8. Meet minimum age and developmental readiness qualifications (To enroll in the Kindergarten program, a child must be five on or before August 1st. In addition, all children must complete a developmental readiness test.)

Wesleyan stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. Parents, or the legal guardians, whose children are admitted to and/or are enrolled in Wesleyan Christian Academy, are agreeing to uphold these and other traditional biblical values derived from historical Christianity and the

relevant Christian positions embraced by the Wesleyan Church, under whose authority this academy rests. Parents understand and acknowledge they are entering into a partnership with Wesleyan Christian Academy to teach these principles and biblical values.

In addition, the Board of Directors urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5,6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). Wesleyan was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. Wesleyan will consider admission for students from any family who, despite their religious background, desires a Christian education and will stand in alignment with and will uphold Wesleyan's philosophy of Christian education, student conduct requirements, the school's core value statements and positions and who is willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at Wesleyan is contingent upon this same understanding and support.

Validating Transfer Credits

Transfer credits from regionally or state accredited schools shall be accepted. Transfer credits from other sources shall be accepted according to the following procedures:

- Administering a validating examination,
- Conditional enrollment based upon satisfactory completion and performance within specified subject area(s).
- Course credits from non-accredited schools shall be accepted only when validated by examination or by scholastic performance.

Correspondence Courses and Individualized Study

Correspondence courses and/or individualized study shall not be accepted for credit unless prior approval has been given by the principal. The courses and/or individualized study shall be reviewed by the administrative staff to ensure minimum SACS standards have been met.

Enrollment Policy

1. Applying to and attending Wesleyan Christian Academy (WCA) is a privilege and not a legal or contractual right. Acceptance to and continued enrollment in WCA is exclusively conditioned upon this Enrollment Agreement.
2. WCA's expectation is that the relationship between WCA, its students, and parents is based on the mutual cooperation and support among parents, students, and WCA staff. A positive and supportive attitude by each parent and student of WCA, its faculty, and administration is critical to ongoing enrollment in WCA. Therefore, as a parent/student, I will support WCA and decisions of the WCA administration.
3. As parents, we sincerely pledge our loyalty to the goals and ideals of WCA.
4. As parents, we invest authority in the WCA faculty and administration as to the discipline of our child. We agree that we will support the WCA faculty and administration in discipline at home as well.
5. As parents, we agree with the principle of **Matthew 18:15-17** to bring any and all questions and criticisms to the WCA employee most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher involved. If a satisfactory conclusion is not reached, we will contact the appropriate principal. If not resolved at this level, a meeting with the principal and Head of School can be arranged. As an extension of your home, we desire to partner with our families. Applying the Matthew 18 principle at times can be uncomfortable; however, a commitment to do so helps foster a culture of honesty and respect for one another.

6. As we put into practice the principle of **Matthew 18:15-17**, each student and parent agrees to show due respect in interactions with WCA staff members. It is expected that each staff members, students and parents primary conduct at all times is to be considerate and show respect for others. This includes refraining from negative (or critical) comments about a WCA staff member posted in any public digital forum, including social media, blogs, vlogs, or websites.
7. Parents authorize WCA to take their child/children on field trips by means of a school bus or walking (if on campus). Students are not allowed to leave WCA's premises during school hours without parental permission and WCA approval. Failure to follow these guidelines will lead to disciplinary action.
8. Although WCA will not release addresses or identifying information of students, parents agree that their child's photograph/video may be used for WCA promotion and advertising and release WCA from all liabilities for doing so.
9. WCA is not responsible for the loss of personal property, regardless of the method of loss.
10. Each student agrees to wear attire and have an appearance appropriate to the occasion and to adhere to the guidelines in the Student Handbook. Failure to follow these guidelines will lead to disciplinary action.
11. Because many individuals, through prayers and gifts have made WCA's campus possible, each student is expected to keep the facilities attractive. Any student who defaces or harms in any way WCA property will be assessed the full replacement cost to the WCA property as well as be subject to further discipline.
12. Each student/family will be provided access to a Student Handbook and other literature, manuals, and operational documents that describe general guidelines on WCA's mission, goals, ideals, policies, and procedures. These documents, both individually and collectively, are not incorporated in this Enrollment Agreement and do not create any legal rights, contractual obligations, or guarantees of any kind on behalf of WCA. WCA reserves the right in its sole discretion to change the Student Handbook and the other literature, manuals, and operational documents from time to time.
13. All school documents including handbooks and policies provide general guidelines on issues which will result in discipline, up to and including dismissal, including without limitation, such conduct as poor academic work or effort; poor or inappropriate citizenship; poor or negative attitude; hostility, bullying, or threatening behavior; and includes inappropriate and unacceptable behavior both on or off campus at any time of the year such as engaging in behavior or a lifestyle inconsistent with Biblical guidelines as prescribed by the Wesleyan Church, profanity, inappropriate use of social media, tobacco, alcohol, and drug use. WCA reserves the right in its sole discretion to determine, based on the facts and circumstances on an individual basis, the appropriate level of discipline, up to and including dismissal. WCA's decision is final.
14. WCA reserves the absolute right in its sole discretion to reject any applicant and to dismiss any enrolled student at any time and for any reason. In the event an applicant is rejected before the school term begins, the application fee will be refunded. If an enrolled student is dismissed, the student's tuition will be pro-rated through the day of dismissal and any excess tuition paid will be refunded.
15. FORCE MAJEURE POLICY: WCA's duties and obligations under this Enrollment Agreement will be suspended immediately without notice during any period that the School is closed due to force majeure events including, but not limited to, any fire, act of God, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond WCA's control. If such an event occurs. WCA's duties and obligations in the Agreement will be postponed until such a time as the School, in its sole discretion, may safely reopen. WCA reserves the right to alter the school calendar, daily schedule, or shorten or lengthen the school year in order to complete the academic programs. In the event that WCA cannot re-open due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.

CONTINUOUS ENROLLMENT POLICY

1. I agree that the term of continuous enrollment begins with this signed Continuous Enrollment Agreement and will renew automatically every year until my student graduates from Wesleyan Christian Academy or until the agreement is terminated by WCA or through written notification by the student's family on or before February 1.
2. To be eligible for continuous enrollment, I understand that my student's financial account must be current and that my student(s) must be in good academic and behavioral standing.
3. I understand that my student's account will be automatically billed the nonrefundable continuous enrollment fee each year on February 15.
4. I understand that if my student will not be returning to Wesleyan Christian Academy the following year, that I am required to complete the School Withdrawal Form or provide written notification of my student's withdrawal on or before February 1 to avoid being charged the nonrefundable continuous enrollment fee.
5. I agree to maintain a current FACTS tuition draft and that any changes to my draft will be communicated to the student accounts office in a timely manner.

FINANCIAL AGREEMENT

1. I hereby agree to pay tuition and standard fees according to FACTS Tuition guidelines and the Tuition and Fees Sheet.
2. Student Accident Insurance is required for all students and is included in their fees.
3. A student will not be allowed to attend class or take mid-term / final exams if tuition becomes past due.
4. Special fees are due when posted to account.
5. Registration fees are **nonrefundable** and due at the time of enrollment and continuous enrollment.
6. Transcript/diploma or other school information shall not be issued until all financial obligations are met in full.
7. Due to general expenses and staff commitments, no reduction can be made in tuition due to absenteeism.
8. Extended care is an optional service; therefore, it has a separate fee charge and is not included in the regular tuition. (See the Tuition and Fees Sheet)
9. Lunch fees are based upon items purchased; therefore, this cost is NOT included in regular tuition. The Academy uses the Lunch Prepay Meals Plus program.
10. A service charge is made for returned checks.
11. Students will not be permitted to begin a new school year until all charges have been paid in full from the previous year.

12. All financial aid requests must be completed according to the financial aid guidelines and approved by the financial aid committee to receive financial assistance. Forms are available through the Main Academy office.
13. **WITHDRAWAL POLICY: Parents withdrawing students after June 1 will be required to pay the portion of the school year completed in addition to a minimum of one quarter's tuition.** This policy is required due to the commitments Wesleyan has already made for personnel, supplies, and materials based on your child's enrollment.
14. All financial information is mailed to the address of the student's residence. It is the enrolling parent's (guardian's) responsibility to share this information with other appropriate adults.
15. All financial obligations must be paid in full in order to register for the next school year.
16. A monthly late payment fee will be charged on accounts that have a balance of \$100 or more at the end of any month.

STUDENT BEHAVIOR AND DISCIPLINE

Students shall recognize the teacher as being the controlling authority at all times; therefore, respect and cooperation shall be expected from each child. In addition, students shall be expected to respect and cooperate with their peers at all times.

Student Behavior Philosophy

Believing that discipline is a process by which students are guided to develop Christ-like characteristics, each teacher maintains classroom behavior in a manner in accordance with Christian principles as set forth in Scripture and stated school policy.

Discipline is not confined to mere external control, but each student is encouraged and guided to become internally governed through example and precept.

In an atmosphere of clear Christian standards of conduct, there is the opportunity for development of strong, stable Christian character. "Therefore, we are being transformed into His likeness with ever-increasing glory, which comes from the Lord, who is the Spirit." (II Corinthians 3:18b)

Student Behavior Principles

- It is vital that there be order in the classroom and that the rules of the school be upheld. This is usually considered from the viewpoint of the teacher, but it is as important for the student because:
 - In a school society it is necessary for mutual respect and order to prevail so that all students feel comfortable and content as members of the society.
 - A teaching-learning situation can only exist in an orderly environment where problems do not create barriers to student learning.
 - Students appreciate fairness and justice. When they realize that the same behavior is expected from all members of the student body, there will be a spirit of cooperation and unity.

"Order my steps in thy word..." Psalm 119:133a

- It is essential that the teacher be in command at all times. Rewards, incentives and encouragement are important tools in establishing good behavior patterns. ("withhold no good from them to whom it is due, when it is in the power of thine hand to do it." (Proverbs 3:27). This is the positive side of discipline which creates a strong motivation on the part of the student for cooperation and voluntary conformity to the

proper code of behavior and puts the teacher in command. Faculty and administration will seek to apply the Academy's rules fairly with compassion and wisdom.

"For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life."
Proverbs 6:23

- On most occasions discipline will be progressive. As a teacher anticipates serious discipline problems, a teacher/parent conference will be held, getting input from the parents, suggestions from both parties, and, if possible, a cooperative plan implemented with both the home and the school working together for improvement in the behavior of the child. When this is handled before the problem becomes serious, much conflict can be averted.

"Without counsel purposes are disappointed; but in the multitude of counselors they are established."
Proverbs 15:22

- Discipline should build self-esteem and a self-developing value system based upon the principles of the Word of God. Students should never be "put down" or demeaned before their peers. They should be taught to feel that proper behavior is their responsibility.

"Understanding is a wellspring of life unto him that hath it." Proverbs 16:22

Athletic Sportsmanship

The athletic program at Wesleyan provides an opportunity to build athletic skills, positive relationships, and Christian character. At Wesleyan, students have an opportunity to participate on varsity, junior varsity, and middle school teams. Although athletics is competitive, relationships between Wesleyan teams and players should reflect a spirit of support and respect for each other.

Regardless of the sport gender or age level, teams and individual players should demonstrate a supportive attitude in their relationship toward other Wesleyan athletes, other schools in both actions and words. The total school staff has a responsibility to foster positive relationships between and among Wesleyan teams, players and students. The support of parents, coaches, and respect of teams and officials to promote and support this policy is expected.

Campus/School Property

Many families have through their prayers and gifts made this campus and program possible. Parents through their investments have also assisted in maintaining our facilities and program. Students should consider it a privilege to attend Wesleyan Christian Academy; therefore, they should do all in their power to keep our buildings attractive and clean. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to dismissal.

Field Trips

Field trips can be an important part of the learning process. Participation on field trips is a privilege. To ensure safety, these guidelines are followed:

1. Students should understand that on all field trips they represent a Christian school and that their conduct should reflect this image.
2. Students should remain seated while the bus is in motion.
3. Loud talking, distracting activities, or improper manners are not permitted.

On Field trips, students are to dress in accordance with the school dress code unless the activity requires them to do otherwise. Changes in dress will require administrative approval.

Harassment / Bullying Policy

Although God made each of us different, we are all very special gifts from God; therefore, Wesleyan Christian Academy is committed to maintaining an academic and Early Education Center environment in which all individuals treat each other with dignity and respect and which is free from all forms of bullying, intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination and expulsion.

Discerning and interpreting “unkind” and “mean” comments and behavior from actual bullying can at times be challenging to determine. However, aggressive behavior that is intentional, repeated over time, and imposing calculated power of someone else is considered “bullying.” WCA will appropriately address the mistreatment or abuse of a student by staff, volunteers, or between students. And to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior. Bullying, as well as unkind and mean comments and behavior, can take on various forms and levels, including:

- Physical – when a person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal – when a person uses their words to belittle or call another person hurtful names.
- Nonverbal or relational – when one person manipulates a relationship or desired relationship to harm another person. This can take on various forms such as social exclusion, friendship manipulation, or gossip.
- Cyber – the intentional and overt act of aggression toward another person by way of any technological tool or social media, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyber bullying can involve:
 - Sending vulgar or threatening messages or images.
 - Posting sensitive, private information about another person.
 - Pretending to be someone else in order to intimidate, harass, or harm another person.
 - Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.
 - Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized behaviors include sexting, exposures of private body parts, and sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in the behavior. This policy applies to all students, staff, and volunteers.

Student Sexual Harassment Policy

Any student who feels that he/she is being, or has been harassed, including sexually, by a school employee, another student, or a non-school employee at any time shall immediately contact his/her teacher in person or any trusted WCA employee. An employee who receives such a complaint shall report it in accordance with Wesleyan’s staff Code of Conduct.

Disciplinary Procedures

It is the teacher’s responsibility to maintain control in the classroom so that students can show a positive attitude by cooperation in the classroom.

It is apparent that many things which occur during the day require the teacher’s appraisal of the situation. It is true that everyone will not evaluate the situation in the same way. It is our belief, however, that a good

understanding of the following framework will result in a sound educational environment and a more unified approach to discipline.

It is the purpose of this section to outline categories relating to disciplinary infractions. Within these areas, most typical offenses will be covered. Examples of the types of infractions relating to each heading are listed to provide clarity and direction in dealing with students.

Disciplinary offenses include, but are not limited to, the following areas:

Inattention

- talking while teacher is talking
- writing and passing notes
- sleeping in class
- other

Disturbance

- throwing or playing with objects
- tardiness
- “horseplay”
- loud talking
- other

Minor Abuse of Property

- writing on desks
- inappropriate use of textbooks
- other

The above categories will be addressed primarily by the classroom teacher. The disciplinary actions taken by the teacher may include the following:

- Warning
- Temporary removal from class
- Detention
- Parental contact
- Administrative intervention

General Policy Infractions

Dress Code

- Students of Wesleyan Christian Academy will adhere to the dress code as outlined in the student handbook.
- Any student not dressed in accordance with this code may be withdrawn from the classroom, then requested to change to proper attire or be sent home.

Tardiness to Individual Classes (Grades 7-12)

- All students will be in their assigned area/room, and in his/her seat at the bell. A student will not be permitted to leave the room once the bell has rung, unless an emergency arises.
- A student who enters the room after the bell has rung will be considered tardy.

Flagrant Disobedience

Behavior problems considered to be serious in nature requiring immediate parental and/or administration intervention:

Cheating

The following procedures will be carried out when dealing with a student who is involved in cheating on a test, quiz, report, homework, or other assigned work by the teacher. This policy will also affect any student who willingly provides for another student.

- The first time a student is caught cheating, the parents will be contacted by the teacher, a zero may be given for the work, and an in-school suspension may be given.
- The second time a student is caught cheating, the parents will be contacted, a zero may be given for the work, and suspension will be determined by the administration. In addition, the student may be placed on disciplinary probation.

Stealing or Major Damage to School or Personal Property

Students will respect school property and the personal property of other students, school employees and other persons. A student engaged in this type of activity will be dealt with in the following manner:

- Faculty or staff member will immediately send the student to the Principal for disciplinary action. The student’s parents will be contacted for a conference. The offense will result in an out-of-school suspension, in-school suspension, or expulsion from school and restitution will be required.

Student Use of Illegal Substances

Students will not use or have possession of tobacco, marijuana, narcotics, stimulants, alcoholic beverages, vaping paraphernalia or any other unauthorized or controlled, illegal substance or drug paraphernalia. This applies to students on campus or off campus and at any time of the year. Students not complying with this policy will receive an extended suspension or will be expelled from the Academy.

The guidelines listed below will be followed. First and second offenses are based upon total years enrolled at Wesleyan Christian Academy.

Tobacco/Vaping Products

Possession/Use	1 st offense	2-ISS*	D.P. (9 weeks)
	2 nd offense	2-OSS*	D.P. (9 weeks)
	3 rd offense	Possible Expulsion	

Alcohol Products

Possession/Use	1 st offense	3-ISS	CS*
	2 nd offense	3-OSS	CS*
	3 rd offense	Expulsion	

Marijuana/Prescription Drug Abuse

Possession/Use	1 st offense	3-OSS	Drug Test, CS
	2 nd offense	5-OSS	Drug Test, CS
	3 rd offense	Expulsion	

Purchase/Providing

1 st offense	5-OSS	Drug Test, CS
2 nd offense	Expulsion	

All Other Illegal Narcotics

Use/Purchase/Providing/Possession	1 st offense	Expulsion
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*(ISS = In School Suspension, OSS – Out of School Suspension, Community Service)

Scheduled and random drug testing may be required at the discretion on the administration. All drug testing will be at the expense of the parent. Community Service hours will be determined by the administration.

Any student involved in the type of activity on campus will be dealt with in the following manner:

The substance, material, or object will be confiscated from the student, and the student will be escorted to the Principal's office with the substance or object. The administration may suspend the student or expel the student from the Academy.

Depending on the severity of the above offenses the school always reserves the right to expel students for any of the above reasons.

Skipping School/Class

Students may not skip school, homeroom, chapel and/or assigned classes during the school day, or leave campus without permission. Students shall be on campus and in their assigned areas unless they have been given permission by the administration or their designee, or their parent/guardian. Students involved in this type of activity will be dealt with in the following manner:

- The student's parents will be informed of the incident and the student may be suspended from school. (The number of days will be determined by the administration).
- Tests, quizzes, or other class work missed by the student will not be made up. A grade of "0" may be given for all work missed during the unauthorized absence.

Insolence, disrespect, insulting words or actions

Students shall respect other students, faculty, and staff by utilizing appropriate language and actions at all times, both face-to-face and electronically.

- Any student engaged in this type of behavior may be sent to the Principal.
- As a result of this infraction of the discipline policy, a student may be suspended from school for a time determined by the administration.

Fighting

Students shall not fight or attempt to cause bodily harm to another student. If a student attempts to involve another student in a fight, the other student should walk away and report the incident to a faculty member. Students involved in fighting will be dealt with in the following manner:

- The student(s) will be escorted to the Principal.
- The parents of the student(s) involved will be notified and the student(s) suspended for a period determined by the Principal.
- Both students under most circumstances will be punished when involved in a fight.

Possession and/or threat of use of weapons

Possession and/or the threat of the use of weapons is not permitted while on campus or at any school sponsored activity. Any student involved in this type of activity will be dealt with in the following manner:

- The object will be confiscated from the student, and the student will be escorted to the Principal's office immediately with the object.
- The administration may suspend or expel the student from the Academy.
- Pocket knives fall under this policy and should not be brought to school.

Sexting

In keeping with the school's responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of "sexting."

- Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device.
- Students engaged in such activities are subject to state laws and school discipline.
- The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement.
- Students are required to immediately report any such activities to a teacher or school administrator.

Vandalism at Other Schools

No Wesleyan Christian Academy student shall be involved in damaging or defacing the facilities, grounds, or equipment of another school. Any WCA student involved in such activity shall be responsible for the expense of repair and subject to appropriate disciplinary action including suspension or withdrawal.

Administrative Responses to Student Infractions

Level I – Detention

A student can be given a detention by a faculty member or administrator. Detention requires that a student remain after school for a period of time (determined by the staff member), as a result of misbehavior. Parents are responsible for the student's transportation home. The student will be given a 24-hour notice before the detention is served. The parent or guardian will be notified in writing of their child's detention. This measure is given, if not specifically mentioned in the discipline policy, at the discretion of the faculty member or administrator.

1. The student will report to detention hall within 10 minutes of dismissal of school. Students will remain quiet and in their seats unless otherwise directed by the detention hall supervisor.
2. If a student has a conflict with serving the detention for that week they must bring in a handwritten note from their parents prior to the detention. Parents need to include a daytime phone number.
3. Students, who do not report to detention as assigned or receive multiple detentions, shall be assigned appropriate disciplinary action by the respective principal including the possibility of suspension.
4. A student continuing to receive detentions can result in the withdrawal of the student from the academy.

Level II – In-School Suspension

A student can be given an in-school suspension by the administration. On the day of the suspension, the student, upon arriving to school, will report to the Principal. The student will be placed in a supervised, isolated situation for the entire school day. The student, during the suspension, will work on assigned material which will be handed in to his/her teacher(s).

Level III – Out-of-School Suspension

A student can be given a suspension only by the administration. A suspension is given in the case of a serious infraction of the discipline policy. The duration of the suspension is left to the discretion of the Administration. Work missed due to an out-of-school suspension may be required to be made up with a reduced credit of 10 points. Work not make up within 5 school days may receive a zero for all tests and assignments.

Students who are members of a school organization which require a high standard of conduct for membership (i.e. National Honor Society, Junior or Senior Beta Club), if suspended, may be removed from that organization for a period equivalent to one semester (18 weeks). At the end of the eighteen weeks, the appropriate faculty committee will determine whether the student should be reinstated or removed from the organization.

The academy will comply with any college or university's request for information regarding student suspensions. A record of suspensions will be maintained within the student's file.

Level IV – Expulsion

A student can be expelled from Wesleyan Christian Academy by the administration based upon inappropriate behavior either on or off campus.

Disciplinary Probation

A student may be placed on disciplinary probation based upon the following factors:

- Continued deliberate disobedience.
- A rebellious spirit which is unchanged after much effort by teachers.
- A negative attitude toward other students.
- Committing a serious breach of conduct inside or outside the school which has an adverse effect upon the testimony of the school
- An out of school suspension.
- Two or more in-school suspensions.

Disciplinary probation will include the following items:

- Disciplinary probation shall extend for a minimum period of nine school weeks.
- At the beginning of the probationary period, a meeting with the parents and student will be held to review the student's current behavior, identify problems, discuss a strategy for improvement plan and explain the minimum expectations.
- During the period of disciplinary probation the student's behavior will be monitored.
- If the student has met the expectations, the student will continue in the program. If expectations have not been met, the student will be withdrawn.
- Any serious behavior problem which occurs during disciplinary probation will result in the immediate withdrawal of the student.
- Any student who is placed on disciplinary probation more than twice within the same school year shall not be eligible to return to Wesleyan Christian Academy the following year.
- Disciplinary probation can extend into the following school year in order to complete the probationary period.

Re-Enrollment of Withdrawn Student

Any student who is withdrawn (dismissed) from the academy due to academic and/or disciplinary reasons must wait a minimum of one calendar year before making application for re-enrollment to Wesleyan Christian Academy. The Admission Committee will include all normal admission procedures in their review of the re-enrollment request and, in addition, the committee will review:

- The reasons for the academic/disciplinary withdrawal (dismissal),
- The record of behavior and performance which the student has demonstrated during the past year, and the general reputation of the student within the community.

Unchaperoned Student Trips

The academy does not endorse high school students going on unchaperoned trips such as spring beach trips. The academy does endorse family vacations which include children and parents, and endorses school/church sponsored retreats which are properly supervised by parents, teachers, and/or pastors. It is the desire of the academy that parents will see this policy as a positive step which will unite our combined efforts of home and school to protect and nurture God's gift to us: our students and children.

COMPUTER AND TECHNOLOGY POLICIES

Wesleyan Christian Academy provides computer facilities and services for authorized users. Authorized users include the following:

- Current faculty and staff who are approved
- Current students enrolled and presently attending the academy program.

There is a continuing evolution of laws and conventions associated with communications and information technologies. These laws and conventions govern acceptable use of electronic communication tools. Careless use can have dramatic consequences, which could not only harm the academy but students, staff, and faculty. The policies set forth in the staff handbook are intended to minimize the likelihood of any harm to students, staff, and faculty.

Ownership

Funding for computer equipment and software has been provided through the academy's operational fund and/or donations. Therefore, all computer equipment and software described within these policies are solely owned by the academy and have been provided to the user to enhance either the academy's instructional program or its support services. Decisions regarding equipment, software, and/or configuration are based upon the best interest of the academy as a whole. Although personal computers and software in the owner's home may be reconfigured and modified as desired by the owner, computers in the academy are the property of the academy and shall not be changed without prior approval of the Director of Technology.

Scope and Definitions

The policy established by the Academy shall apply to all equipment and programs as outlined below:

- **Hardware:** Hardware shall include, but not be limited to monitors, keyboards, mice, central processing units, hard drives, cables, printers, and storage units. It shall include all hardware allocated not only in the classroom, but also allocated to the Media Center and office administrative purposes.
- **Software:** Software shall include, but not be limited to all computer programs and data collections owned by the academy, which were acquired for classroom use and administrative purposes.

Student Policies

It is the responsibility of academy students to understand and abide by the computer policies as established by the academy.

Hardware and Software Policies

- Students will not install any software on any computer. Under no circumstances will students bring software into the academy and load it on any computer. This not only violates licensing agreements, but places the academy in danger of having viruses infect the system.
- Students will not change any hardware configurations of any computer.
- Students will not modify the software configuration of any computer. Software configuration includes:
 - Operating system loaded on a machine
 - Application software loaded on a machine
 - Desktop settings (icons, screen savers, screen colors, backgrounds)
 - Network settings
 - CMOS settings
- Students will not copy, for their personal use, any software owned by the academy.
- Personal disks containing data files may be used on school computers with permission from the teacher.

- Disks provided by the academy are to be left at school unless permission is granted by the teacher to use elsewhere.
- Students will follow the proper shutdown procedures of all computers. Failure to do so can corrupt the operating system database and would require the reloading of the operating system, all programs, etc.

Internet Provisions

In an effort to provide students with the necessary tools in technology, the academy feels that it is advantageous for students to use the Internet. The Internet provides access to a large amount of information and resources that can greatly benefit and enhance student education. The Academy encourages exploration of the Internet for legitimate academic-related research. However, students must understand and abide by the policies specified below:

- Students may not access the Internet during class time unless authorized by the teacher.
- Students may not download any Internet file unless specified by the teacher. If a file is downloaded, it must be saved to a thumb drive and not the hard drive.
- Students are to follow proper procedures to sign on and off of the Internet.
- The Internet is to be used only as a research tool.
- Students will avoid all obscene materials. Inappropriate text, sounds, or graphics will not be saved or downloaded.

In addition, students may not use any communication tool:

- In any manner that violates the terms of any applicable telecommunications license or any laws governing data collection, protection, privacy, confidentiality, and security.
- To carry any defamatory, discriminatory, or obscene material.
- In connection with any attempt to infiltrate computer or network security of the Academy, any company, or another person's computer equipment or e-mail.

Failure to Abide by Wesleyan's Computer and Technology Policies

Failure by a student to abide by any of the computer policies set forth by the Academy will lead to disciplinary action, up to and including dismissal from the Academy as well as the student being assessed for any expenses the academy may experience.

Students can be responsible for bearing the cost of repair: (a) if damage to any computer equipment or software causes the Academy additional expenses for repair or replacement, and (b) if the repair is the result of improper use. Students may also be responsible for fees, fines, or penalties authorized by governmental agencies, if the student's actions were in violation of current statutes.

By acceptance of enrollment into the academy, the student is agreeing to abide by the computer policies as stated in the handbook.

STUDENT ACCIDENT INSURANCE

Student Accident Insurance

All children enrolled at Wesleyan Christian Academy will be covered under a student accident insurance plan. The cost of the coverage is included as a part of the enrollment fees. A copy of the plan benefits and exclusions are included in the addendum of the Student Parent Handbook. The plan is not meant to pay 100% of all medical cost, but is designed to assist parents with medical expenses, which may not be covered through personal health insurance. Since the student accident insurance is an "excess" coverage, parents should first file a claim with their personal insurance prior to filing with the student accident insurance.

If your child is injured while at school or at a school sponsored or supervised event, contact either the Early Education Center office or academy office. Claim forms with appropriate instructions are available at each office.

