



# WESLEYAN

## CHRISTIAN ACADEMY

### **STUDENT HANDBOOK**

**2025 – 2026**

**Revised September 2025**

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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 to share 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,

David Ray, Ed.D.  
Head of School

## FOUNDATIONAL PRINCIPLES and POLICIES

### **Role of the Board of Directors and Administration**

The Wesleyan Board of Directors is a policy setting board. The Board protects the mission of the school, ensures the school's long-term sustainability and oversees the work of 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 WCA Board sets policies and the administrative team carries out the policies. Matters which pertain to daily operations of the school should be brought to the attention of the administrative team.

Names and contacts of school board members are not released for public use. Although the Board does not generally engage in daily operations 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. WCA's Board does not function as a Board of Appeals.

### **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 so that students will be equipped to serve Christ and influence the world for God's glory.

## **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, I 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.
- 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).
- 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)
- 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.
- 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; 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 consistent 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).
- 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.
- Students are uniquely designed with spiritual, intellectual, physical, and social gifts, and therefore possess various learning styles.
- The school should be committed to continuous improvement.
- Students who are enrolled at Wesleyan Christian Academy can meet high academic expectations.
- Standard alignment, curriculum design, instructional strategies, and learning activities should be based on distinct goals and challenging expectations for student achievement.
- 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.
- Students can become confident, intrinsically-motivated, life-long learners.
- 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.
- Students will be able to demonstrate their understanding of essential knowledge and skills by the use of critical thinking and integrated application.

## Biblical Morality Policy

Wesleyan Christian Academy's biblical responsibility is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike 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 Policy

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.” 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 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 multicultural 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.

## **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 and is posted on the website.

### Tuition and Fee Payments

The academy uses 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 withdraw a student. Withdrawals after June 1 will result in one quarter of the annual tuition. There are no exceptions to this board policy.

### Professional Development Days

Professional Development Days are of utmost importance in maintaining exceptional academic standards for our students. Staying current with best practices demands allotting and providing intentional training opportunities. Our accrediting agencies also require days of professional development opportunities with which we must concur. Continual growth through professional development days will occur at designated days throughout the school year.

## STUDENT & PARENT RESOURCES

### After School Program (ASP)

An After School program is provided for school age children in grades TK through 5<sup>th</sup> grade. This program provides care for Wesleyan students after dismissal from the formal school day. Games, activities, and supervised play allow students to remain on campus in a structured, safe environment. The following registration options are available:

**One-Hour Care:** Registration for this program includes a daily pick-up time by 3:30pm.

**Extended Care:** Registration for this program includes a daily pick-up time by 5:30pm.

**Day camps are** sometimes available when the Academy is closed for vacation, teacher workdays, holidays, or inclement weather. These camps require pre-registration and parents are charged the Day camp daily rate.

**Rates:** The After-school Program is separate from the Academy. An additional rate structure is applicable. These charges will be processed through our billing department.

**Snacks:** Students in the After-School Program can purchase Grab and Go or convenience snacks at various rates from our cafeteria. These charges will be posted to your child's lunch account.

It is a privilege to be enrolled in our After-School Program. Students should adhere to the classroom behavioral expectations in order to maintain enrollment in this program.

The After School Program is unable to provide personnel to escort children to an extracurricular activity on campus. ASP staff are responsible for supervising **only** students enrolled in ASP. After dismissal from the school day, all students TK through fifth grade who remain on campus, including children of staff members of Wesleyan Christian Academy, must be enrolled in the After School Program or be in the presence of their parent/guardian.

### Homework Support

- **Middle School Homework Room** is available 3:15 to 4:15 p.m. Monday through Friday. An additional fee of \$8 per day is charged to the student's account based upon attendance.
- **High School Learning Lab** is offered every day after school from 3:30 to 4:30 p.m. This lab is staffed by Travis Rimert in room 306 and includes peer tutoring, a place to do homework or makeup work before extracurricular activities and detention.

### Student Support Team (SST)

The SST consists of our school counselors, Spiritual Formation Director, School Nurse and a school administrator. Its goal is to Biblically and proactively equip students and families to navigate through current cultures and everyday life issues and circumstances.

## Chapel Program

Each division has a weekly chapel. 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.

- Elementary chapel is scheduled each Monday, 8:30 a.m. in the auditorium.
- Middle School chapel is scheduled each Thursday, 8:05 a.m. to 8:50 a.m. in the school auditorium.
- High School chapel is scheduled each Thursday, 10:25 a.m. to 11:15 a.m. in the school auditorium.

## Clubs and Organizations

Clubs and Organizations are offered annually based on interest and sponsorship. 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 rites" in regards to new or current members.

## Parent Volunteer Association (PVA)

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

- To promote, enhance, and enrich Christian education at WCA.
- 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.

PVA programs and activities can be found on the school calendar. The PVA also communicates with parents through the weekly e-newsletter as well as social media.

## The Trojan Club

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

## Student Participation in Athletics

- Currently enrolled WCA students participating in sports must be in school for a half day to participate in practices or games. Exceptions must be approved by administration.
- Any student placed on academic probation (2D's or 1F) may be ineligible from athletic participation. At the conclusion of the probationary period, if the student has met the academic standard, he/she may return to normal participation. This will be communicated to coaches by administration.
- Coaches may be contacted about disciplinary issues.
- Any student in violation of the student code of conduct during athletic activities may face disciplinary action.

- 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 and concussion awareness statement are required annually, prior to participation in any team activity and/or tryouts.
- Student athletes will sign a participation code of conduct contract for each sport.
- Students participating on a Wesleyan Christian Academy team shall recognize the academy sports schedule including meets, games, practices, etc. WCA's athletic schedule shall have priority over other competitive teams.
- Parents and students with concerns are encouraged to follow the Matthew 18 principle by contacting the coach initially, then the Athletic Director and lastly the school administration.

## 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.

## School News and Information

To stay up-to-date with school information, refer to both our WCA App & Website, as well as our weekly online newsletter.

## GIVING AND DONATIONS

Wesleyan Christian Academy is a non-profit corporation and is sustained by tuition and donations. Although tuition funds the essentials, through the generosity of families and donors, the school is able to purchase additional enhancements and specialized equipment to further strengthen the learning experience of each student.

## Wesleyan Christian Fund (formerly Annual Gift Giving Program)

Wesleyan Christian Fund has replaced the Annual Gift Giving campaign. Even though there has been a name change, the purpose remains the same. This annual fundraising effort allows us to go beyond the basics, strengthening programs, facilities and opportunities that directly bless our students. Every gift matters and every family's participation makes a difference!

## DAILY OPERATIONAL PROCEDURES

### Phone Policy:

Cell Phones may be kept in backpacks, but should not be seen or heard during school hours (8:00 a.m. to 3:15 p.m.) Any cell phone seen or heard will be collected for the day.

1<sup>st</sup> offense: collected for the day – detention & student pick up at 3:15 p.m.

2<sup>nd</sup> offense: collected for the day – detention & parents pick up

3<sup>rd</sup> offense: collected for the day – student sent to administration/contract

Smart watches may be worn, but are limited or collected at the teacher's discretion.

### Student Lockers and Locks

Lockers are assigned in grades 7-12. 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.

### Early Arrivals:

- Elementary students arriving prior to 8:00 a.m. must report to the following designated areas:
  - ❖ 7:00 a.m. to 7:30 a.m. Cafeteria/Staff will be present
  - ❖ 7:30 a.m. to 8:00 a.m. Cafeteria/Teacher Assistants will be present
- Middle school students who arrive prior to 8:00 a.m. must report to the following designated areas:
  - ❖ 7:00 a.m. to 7:30 a.m. Cafeteria
  - ❖ 7:30 a.m. to 8:00 a.m. Middle School Gym
- High School students who arrive prior to 8:00 a.m. should report to the High School gym.

### Tardy Bell K-12

Students arriving after the 8:10am bell are considered tardy

### Elementary School Daily Class Schedule

Schedule	Time
First Bell	8:00 a.m.
Tardy Bell Rings	8:10 a.m.
Regular School Day	8:10 a.m. to 2:30 p.m.
Lunch for Elementary Classes (ranges from)	11:00 a.m. to 11:50 a.m.
Dismissal	2:30 p.m.

## MIDDLE SCHOOL SCHEDULES

### 5<sup>th</sup> GRADE Daily Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Homeroom 8:10-8:20am	Homeroom 8:10-8:20am	Homeroom 8:10-8:20am	Chapel 8:05-8:50am	Homeroom 8:10-8:20am
Fun Mon. 8:25-9:00am	Block 1 8:25-9:35am	Block 1 8:25-9:35am	I/E 9:00-9:40am	Block 1 8:25-9:35am
I/E 9:05-9:35am	Specials 9:45-10:25am	Specials 9:45-10:25am	Specials 9:45-10:25am	Specials 9:45-10:25am
Specials 9:45-10:25am	I/E 10:30-11:00am	I/E 10:30-11:00am	Block 1 10:30-11:20am	I/E 10:30-11:00am
Block 1 10:30-11:20am	Recess 11:00-11:20am	Recess 11:00-11:20am	Lunch 11:30am-12:00pm	Recess 11:00-11:20am
Lunch 11:30am-12:00pm	Lunch 11:30am-12:00pm	Lunch 11:30am-12:00pm	Block 2 12:10-1:00pm	Lunch 11:30am-12:00pm
Block 2 12:10-1:00pm	Block 2 12:10-1:20pm	Block 2 12:10-1:20pm	Agenda Review 1:05-1:15pm	Block 2 12:10-1:20pm
Agenda Review 1:05-1:15pm	Agenda Review 1:25-1:35pm	Agenda Review 1:25-1:35pm	Block 3 1:15-2:05pm	Agenda Review 1:25-1:35pm
Block 3 1:15-2:05pm	Block 3 1:35-2:45pm	Block 3 1:35-2:45pm	Read Aloud/ 2:05-2:20pm Pack Up	Block 3 1:35-2:45pm
Read Aloud/ 2:05-2:20pm Pack Up	Pack-up/ Dismissal 2:45-3:00pm	Pack-up/ Dismissal 2:45-3:00pm	Recess 2:25-2:50pm	Pack-up/ Dismissal 2:45-3:00pm
Recess 2:25-2:50pm			Pack-up/ Dismissal 2:50-3:00pm	
Dismissal 2:50-3:00pm				

### 6<sup>th</sup> GRADE Daily Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Homeroom 8:10-8:20am	Homeroom 8:10-8:20am	Homeroom 8:10-8:20am	Chapel 8:05-8:50am	Homeroom 8:10-8:20am
Block 1 8:20-9:35am	Block 1 8:20-9:35am	Block 1 8:20-9:35am	Block 1 9:00-9:55am	Block 1 8:20-9:35am
Block 2 9:40-10:55am	Block 2 9:40-10:55am	Block 2 9:40-10:55am	Block 2 10:00-10:55am	Block 2 9:40-10:55am
PE/Computers 11:00-11:40am	PE/Computers 11:00-11:40am	PE/Computers 11:00-11:40am	PE/Computers 11:00-11:40am	PE/Computers 11:00-11:40am
Lunch 11:40am-12:10pm	Lunch 11:40am-12:10pm	Lunch 11:40am-12:10pm	Lunch 11:40am-12:10pm	Lunch 11:40am-12:10pm
Block 3 12:15-1:25pm	Block 3 12:15-1:25pm	Block 3 12:15-1:25pm	Block 3 12:15-1:25pm	Block 3 12:15-1:25pm
Electives 1:30-2:15pm	Electives 1:30-2:15pm	Electives 1:30-2:15pm	Electives 1:30-2:15pm	Electives 1:30-2:15pm
IE/STEM 2:20-2:55pm	IE/STEM 2:20-2:55pm	IE/STEM 2:20-2:55pm	IE/STEM 2:20-2:55pm	IE/STEM 2:20-2:55pm
Pack-up/ Dismissal 2:55-3:00pm	Pack-up/ Dismissal 2:55-3:00pm	Pack-up/ Dismissal 2:55-3:00pm	Pack-up/ Dismissal 2:55-3:00pm	Pack-up/ Dismissal 2:55-3:00pm



## 7<sup>th</sup> GRADE Daily Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Homeroom 8:10-8:18am	Homeroom 8:10-8:18am	Homeroom 8:10-8:18am	Chapel 8:05-8:50am	Homeroom 8:10-8:18am
PE/Computers 8:23-9:10am	PE/Computers 8:23-9:10am	PE/Computers 8:23-9:10am	Homeroom 9:00-9:10am	PE/Computers 8:23-9:10am
2 <sup>nd</sup> Period 9:14-10:03am	2 <sup>nd</sup> Period 9:14-10:03am	2 <sup>nd</sup> Period 9:14-10:03am	2 <sup>nd</sup> Period 9:14-10:03am	2 <sup>nd</sup> Period 9:14-10:03am
3 <sup>rd</sup> Period 10:05-10:53am	3 <sup>rd</sup> Period 10:05-10:53am	3 <sup>rd</sup> Period 10:05-10:53am	3 <sup>rd</sup> Period 10:05-10:53am	3 <sup>rd</sup> Period 10:05-10:53am
4 <sup>th</sup> Period 10:55-11:33am	4 <sup>th</sup> Period 10:55-11:33am	4 <sup>th</sup> Period 10:55-11:33am	4 <sup>th</sup> Period 10:55-11:33am	4 <sup>th</sup> Period 10:55-11:33am
5 <sup>th</sup> Period 11:35-12:13pm	5 <sup>th</sup> Period 11:35-12:13pm	5 <sup>th</sup> Period 11:35-12:13pm	5 <sup>th</sup> Period 11:35-12:13pm	5 <sup>th</sup> Period 11:35-12:13pm
Lunch 12:15-12:45pm	Lunch 12:15-12:45pm	Lunch 12:15-12:45pm	Lunch 12:15-12:45pm	Lunch 12:15-12:45pm
6 <sup>th</sup> Period 12:48-1:34pm	6 <sup>th</sup> Period 12:48-1:34pm	6 <sup>th</sup> Period 12:48-1:34pm	6 <sup>th</sup> Period 12:48-1:34pm	6 <sup>th</sup> Period 12:48-1:34pm
7 <sup>th</sup> Period 1:36-2:14pm	7 <sup>th</sup> Period 1:36-2:14pm	7 <sup>th</sup> Period 1:36-2:14pm	7 <sup>th</sup> Period 1:36-2:14pm	7 <sup>th</sup> Period 1:36-2:14pm
Electives 2:17-3:00pm	Electives 2:17-3:00pm	Electives 2:17-3:00pm	Electives 2:17-3:00pm	Electives 2:17-3:00pm

## 8<sup>th</sup> GRADE Daily Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Homeroom 8:10-8:18am	Homeroom 8:10-8:18am	Homeroom 8:10-8:18am	Chapel 8:05-8:50am	Homeroom 8:10-8:18am
Electives 8:23-9:10am	Electives 8:23-9:10am	Electives 8:23-9:10am	Homeroom 9:00-9:10am	Electives 8:23-9:10am
2 <sup>nd</sup> Period 9:14-9:51am	2 <sup>nd</sup> Period 9:14-9:51am	2 <sup>nd</sup> Period 9:14-9:51am	2 <sup>nd</sup> Period 9:14-9:51am	2 <sup>nd</sup> Period 9:14-9:51am
3 <sup>rd</sup> Period 9:54-10:31am	3 <sup>rd</sup> Period 9:54-10:31am	3 <sup>rd</sup> Period 9:54-10:31am	3 <sup>rd</sup> Period 9:54-10:31am	3 <sup>rd</sup> Period 9:54-10:31am
4 <sup>th</sup> Period 10:34-11:11am	4 <sup>th</sup> Period 10:34-11:11am	4 <sup>th</sup> Period 10:34-11:11am	4 <sup>th</sup> Period 10:34-11:11am	4 <sup>th</sup> Period 10:34-11:11am
5 <sup>th</sup> Period 11:14-12:01pm	5 <sup>th</sup> Period 11:14-12:01pm	5 <sup>th</sup> Period 11:14-12:01pm	5 <sup>th</sup> Period 11:14-12:01pm	5 <sup>th</sup> Period 11:14-12:01pm
Lunch 12:04-12:34pm	Lunch 12:04-12:34pm	Lunch 12:04-12:34pm	Lunch 12:04-12:34pm	Lunch 12:04-12:34pm
6 <sup>th</sup> Period 12:37-1:24pm	6 <sup>th</sup> Period 12:37-1:24pm	6 <sup>th</sup> Period 12:37-1:24pm	6 <sup>th</sup> Period 12:37-1:24pm	6 <sup>th</sup> Period 12:37-1:24pm
7 <sup>th</sup> Period 1:27-2:14pm	7 <sup>th</sup> Period 1:27-2:14pm	7 <sup>th</sup> Period 1:27-2:14pm	7 <sup>th</sup> Period 1:27-2:14pm	7 <sup>th</sup> Period 1:27-2:14pm
PE/Computers 2:17-3:00pm	PE/Computers 2:17-3:00pm	PE/Computers 2:17-3:00pm	PE/Computers 2:17-3:00pm	PE/Computers 2:17-3:00pm

## High School Daily Class Schedule

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

### 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 p.m.
Middle (5-8)	3:00 p.m.
High School (9-12)	3:15 p.m.

### Early Dismissal Times K-12

On Early Dismissal days, the following schedule is followed:

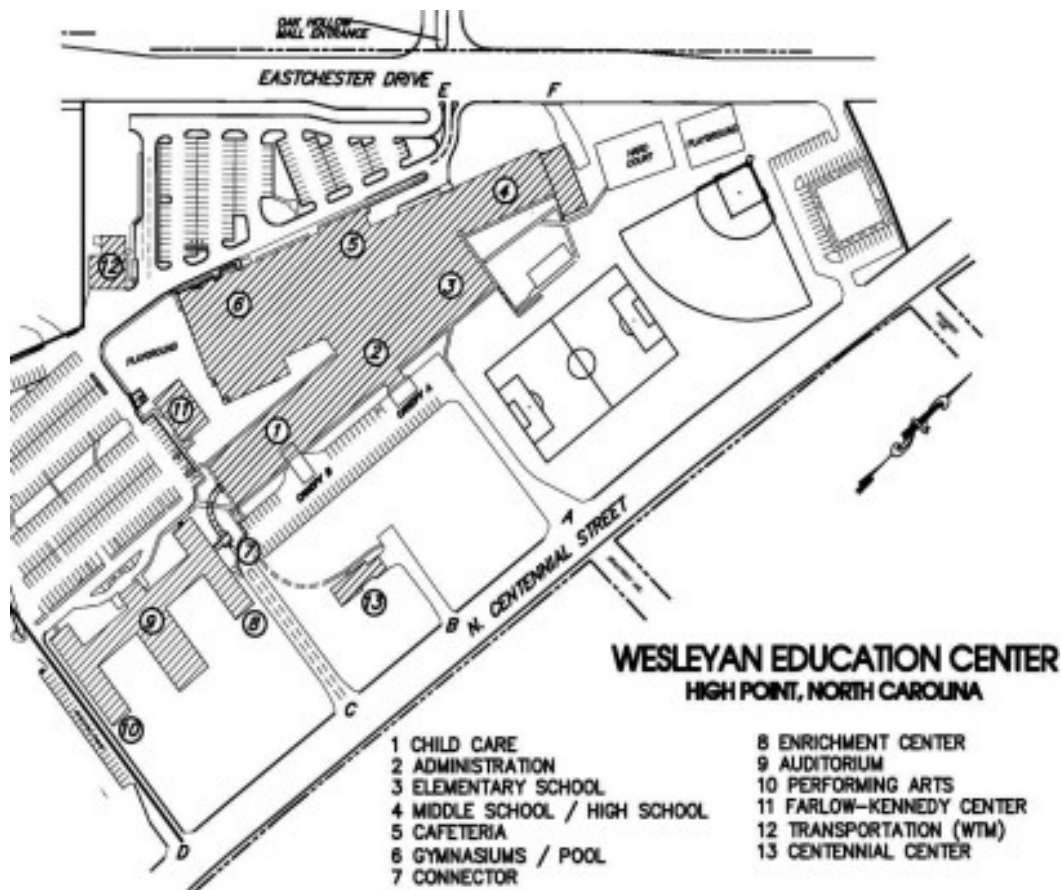
- Elementary School Grades K-4 11:00 a.m.
- Middle School Grades 5-8 11:30 a.m.
- High School Grades 9-12 11:45 a.m.

The Early Education Center does not follow the same schedule as the Academy; please refer to the website for early dismissal dates.

## 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. (See next page for Diagram)

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



## Centennial Parking Lot

From 2:00 to 3:15 p.m., 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.

Due to safety concerns, parking is NOT permitted under Canopy A at any time.

## On-Campus Driving Regulations

Speed limit is 15 miles per hour on campus. Please be courteous and cautious while driving on campus; small children, students, and guests may be crossing parking lots.

## Parking Lot Assignments

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 has very limited 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.

### Eastchester Drive Lot

- Academy Staff
- FLIK Dining Staff
- Parents and Visitors
- High School Seniors (Designated Area)

### Performing Arts/Enrichment Center Upper Lot

- Early Education Center Staff
- Enrichment Center Staff
- Fine Arts Staff
- Housekeeping Staff
- Maintenance Staff
- Parents and Visitors

### Centennial Street

- Early Education Center Parents
- Office Staff
- Visitors
- NOTE: No Students or Academy Staff cars are permitted in the Centennial Parking Lot during operational hours of the Early Education Center.

## 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, present an ID and receive a visitor pass. Parents and visitors should enter the building through the Main Academy Entrance at canopy “A” in the Centennial parking lot. All other entrances are locked during the school day to prevent unsupervised entry into the building (exiting is possible at all entrances).

## EMERGENCY DRILLS AND INCLEMENT WEATHER PROCEDURES

Fire drills, tornado drills, and lockdown drills are conducted periodically, as required by state law. An evacuation route and procedures are posted in each classroom.

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 communicated through the school website, text alerts, and on social media platforms.

Due to the wide geographical location of our students, parents must evaluate conditions in their immediate area to decide whether or not their child should attend school. Any time the Academy is closed due to inclement weather, all athletic and extracurricular activities are also canceled. The Early Education Center program may continue operation during inclement weather.

## FOOD SERVICES INFORMATION

### Lunch

The school has contracted with FLIK Dining Service which provides a broad menu of items. Menus are posted on the school's website. Students can purchase lunch or bring lunch from home. Each student has an account in which parents can deposit funds. Parents can check balances and purchase history through a password on the school website. Students are expected to leave tables and chairs in a clean and orderly appearance. Students are not allowed to leave campus during lunch.

Services offered by Wesleyan Christian Academy cafeteria include:

1. Lunch is made available to all children in the Early Education Center and Academy.
2. A light Breakfast is available for all Early Education Center students as well as Elementary students arriving prior to 7:45 a.m. Students in grades 5-12 may purchase breakfast items from the menu.
3. Grab & Go items will be available until 4:30 p.m., along with packaged items.
4. A microwave is available for student use in the cafeteria.

### Options for TK-4:

- Choice of plate lunch of the day.
- Purchase extra milk every day.
- Purchase ice cream of their choice every Wednesday
- Bring lunch from home.

### Options for grade 5-12:

- Choice of plate lunch of the day.
- Purchase à la carte food items.
- Purchase salad or soup from the Soup/Salad bar.
- Purchase items from Deli Station.
- Bring lunch from home.

### Supplemental Sales

Students in grades 5-12 may purchase breakfast and Grab & Go items from the menu, in addition to regular 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.wcatrojans.org](http://www.wcatrojans.org) under Parent Links on the website.
- If you do not know your login, please contact our Student Accounts Coordinator.
- You may view your order history by clicking on your account.
- The account balance is now recorded and maintained by family, not by students.
- We prefer that you add funds via the parents' web portal. There is no additional fee for this if you choose to withdraw from your bank account. There is a fee if using a debit or credit card.
- 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 balance goes below \$10, you will get a weekly email until funds are added and the balance is brought current.

## **STUDENT DRESS CODE:**

WCA has implemented the following dress code. Parents and students, please familiarize yourselves with these policies. We appreciate your assistance in implementing these policies as we partner together.

### Dress Code for Students in Grade TK - 12:

*(Please refer to Divisional Dress Code Policies for specific information regarding shorts)*

#### Pants/Jean:

- Well-fitted pants and jeans are acceptable; please avoid skin-tight pants of any kind.
- Tears and holes in pants must not be above mid-thigh.
- Pajama pants are not acceptable.
- Jeggings, leggings, and flared leggings may only be worn with dress code appropriate skirts or dresses.

#### Shirts:

- Shirts must cover the entire midsection, front and back, and extend to the waistband when both standing and sitting.
- Low-cut tops are not acceptable.
- Sleeveless blouses/tops must have a minimum 2" strap.
- Transparent/see-through and skin-tight tops are not acceptable.

#### Dress/Skirts:

- Skirts and dresses should be no higher than mid-thigh.
- Oversized shirts and sweatshirts do not qualify as dresses.

### Hats/Headgear:

- Neither hats nor hoods may be worn in the school building
- Earbuds are not to be worn during the school day.

**Other:** No extreme haircuts or piercings. Clothing with logos, symbols and slogans that are not edifying will not be allowed. Final decisions are at the discretion of the administration.

### Specific Divisional Dress Code Policies:

#### TK – 5<sup>th</sup>:

- **Shorts:** Boys and girls may wear loose-fitting shorts of modest length, with no holes.
- **Leggings:** Girls in TK-5 may wear well-fitted cotton or athletic leggings with a shirt or dress that covers their bottom.

#### 6<sup>th</sup> – 12<sup>th</sup> Grade:

- Students may wear shorts that are no higher than mid-thigh.

## MEDICAL PROCEDURES, INFORMATION and STUDENT ACCIDENT INSURANCE

### Illness Procedure

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

#### Students experiencing:

- 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 48 hours

**Please do not give your child ibuprofen or acetaminophen (or any fever reducer) and bring him to school. Children should be symptom free for 48 hours 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 utilizing 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 to school to 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 quantity 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 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, 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 the 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/chaperones 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.

## 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 costs, 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.

## CAMPUS SECURITY AND FACILITIES

### Building Security

It is the intent of the academy and Early Education Center program to provide facilities which are safe and conducive to learning. Buildings are locked at all times. Additionally, WCA has police officers on campus continuously during Academy and Early Ed operational hours. Secured entrances are accessible by student and staff badges only. All visitors must check in at the main office at Canopy A and go through our security protocols before being admitted to the building.

On game nights, appropriate entrances will remain open until the conclusion of the game. Classroom sections of the building will not be accessible after 6 p.m.

## COMPUTER AND TECHNOLOGY POLICIES

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

- Current faculty and staff.
- 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. 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 is not 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 administrative offices.
- **Software:** Software shall include, but is not 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 the academy students to understand and abide by the computer policies as established by the Academy:

- Students will avoid all obscene materials. Inappropriate text, sounds, or graphics will not be saved or downloaded.
- Students may not use any communication tool that violates the terms of any applicable telecommunications license or any laws governing data collection, protection, privacy, confidentiality and security.
- Students will make no attempts to infiltrate computer or network security of the Academy, any company, or another person's computer equipment or email.

## 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 incur.

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.

## Artificial Intelligence (AI) Policy

Just as the internet was once a new concept which required educational opportunities to maintain integrity, AI is a new concept that WCA is exploring as an educational tool which can enhance education when utilized appropriately.

As our faculty explores this concept and develops appropriate regulations and procedures, those will be shared promptly with our WCA community. Due to the ever-changing world of technology, this policy will be reviewed annually to maintain both best practices and technological integrity.

## 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 or neglected, 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 formal investigation.

### 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 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

Please notify the front office of any changes in personal information.

## ACADEMIC AND GRADING POLICIES

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

#### Grades K-2 (Specials Classes)

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

#### Regular Grade Scale

1 - Satisfactory  
2 - Needs to Improve  
3 – Unsatisfactory

#### Skills Grade Scale

+ - Satisfactory  
- Unsatisfactory  
/ Not Evaluated

#### 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 A Honor Roll; all A's and B's for the A/B Honor Roll.

## Retention Procedures

All retention considerations are made collaboratively with teachers, parents and administration. The final decision is made by the school.

## Student Academic Progress

- **TK & K:** Report cards are prepared each nine weeks. Mandatory parent/teacher conferences will be arranged following the first nine weeks to discuss a child's progress and can additionally be scheduled at any given time. Please check the school calendar for conference dates. Report cards for elementary, middle, and high school are 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-week grading period by accessing the Family Portal under Parent Links at [www.wcatrojans.org](http://www.wcatrojans.org). Parent/teacher conferences can be scheduled at any time by contacting your child's teacher.
- Parents can check student grades anytime by accessing the Family Portal on both our website and mobile app.
- 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-.

## Academic Probation (Grades 3-12)

At the conclusion of any grading period, any student who receives two D's or 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 may be withdrawn; however, the principal may recommend an extension of the probation period.
- Any student placed on academic probation may be suspended from participation in any extracurricular activities. At the conclusion of this time period, if the student has met the academic standard, he/she may return to normal participation.

## Exams (Grades 9-12)

Exams are given at the end of each semester. All students will take first semester exams. Students in grades 9-11 may exempt one second semester exam if they meet the following requirements, and seniors may exempt all second semester exams if they meet the following requirements:

- No more than 7 tardies to Homeroom for the year
- No more than 12 absences from Homeroom for the year
- No more than 12 absences in the specific class for the year
- Have 25 service hours logged in Renweb by **May 11**
- Have a B or above average in the class the student desires to exempt as an exam.

Any eligible student who wishes to be exempted from exams must notify the teacher of that 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 fifteen (18) units of credit, including three units of English.

In agreement with NCISAA's statement regarding reclassing, reclassification is to be used for academic purposes only. Additionally, there are requirements regarding age, 5<sup>th</sup> year eligibility restrictions and limited dual enrollment opportunities.

## **Criteria for the Selection of Junior Marshals**

The criteria for selecting the Junior Marshals will be the juniors (number to be determined by the site needs) with the highest grade point average who have attended Wesleyan Christian Academy for at least the entire sophomore and junior years. The Chief Marshal will be the junior with the highest grade point average. The decision of this academic award will be made at the end of the third grading period. The grade point average will be rounded off to the hundredths and will be calculated on course work completed by the student from grade nine through grade eleven.

## **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 attended Wesleyan Christian Academy at least one full semester. Transfer students who are already part of the 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 first make a request to the appeals committee via their course registration sheet, to permit the student to enroll without the teacher's recommendation. If 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 the course, the policy for "Dropping of Classes" will apply. (See below)

## **Dropping of Courses – Grades 9-12**

With parents' permission, students may make needed schedule changes during the first ten days of school. 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 (for example, a move from Honors Algebra II to College Prep II).

## Homework Policy

- Generally, homework is not assigned on Wednesday nights due to many families attending Bible study or small group activities; however, some studying may still be required.
- Tests are not usually given on Thursday unless a week's advance notice is given.
- Quizzes may be given on any day of the week.
- Students have one day for each day of absence (maximum of 5 days) in which to turn in all missed assignments.

### Elementary

Teachers in each classroom will share with parents the grade level expectations for nightly homework. As the students progress developmentally in age, expectations will rise accordingly for the next grade level. Due to each student's diversity in focus and attention span, time spent on homework completion may vary from child to child.

We ask that you contact the teacher regarding any concerns with homework assignments. Some parent assistance may be necessary or requested on projects; however, as much as possible, the work should be completed by the student.

### Middle School

In middle school, homework is a significant part of the education process and helps in further understanding the concepts being presented. Fostering responsibility and accountability is an intentional goal as students maneuver the middle school years and prepare to enter high school. Nightly homework expectations increase through the middle school years, and depending on motivation, student maturation, and individual focusing ability, homework completion times will vary from student to student. All assigned homework can be accessed through the Google Classroom platform.

The following expectations are based on average developmental timeframes:

- |                           |                  |
|---------------------------|------------------|
| • 5th grade and 6th grade | 30 min. - 1 hour |
| • 7th grade               | 1 - 1 ½ hours    |
| • 8th grade               | 1 - 1 ¾ hours    |

### High School

Homework in high school 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.

- Students can typically expect 2 - 3 hours of homework, three to four nights weekly.
- Honors and Advanced Placement courses require additional outside assignments.

#### Late Work:

Teachers will assign students to Work Lab to complete the assignments if it has not been submitted within 24 hours of the due date.

Homework and classwork assignments that are late will receive partial credit at the following:

- College Prep classes – 10% off per day
- Honors & AP classes – 50% off the first day, then 10% per day
- After 5 days or the next scheduled assessment, whichever comes first, the assignment will be marked at 0%.

#### Quizzes/Tests/Papers/Projects

- 10% off each day



## GRADUATION AND RELATED POLICIES

### General Graduation Requirements

In order to receive a diploma, the following requirements must be met by each student eligible for graduation:

- All curriculum requirements must be satisfied.
- All financial obligations must be cleared.
- Senior service hours must be completed in entirety.

### Curriculum Requirements for Graduation

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

Any exceptions to graduation requirements must be approved by administration.
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### Transcripts

To obtain a transcript, contact the high school college counselor. As a policy, the transcripts include SAT, ACT, and AP scores. Student accounts must be up-to-date in order to release transcripts.

### 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)

### 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 attended 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 attended 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 and will be calculated on course work completed by the student from grade nine through grade twelve.

## Expected Student Outcomes

Upon graduation, it is with great intentionality that our graduates will exemplify excellence in:

### A Superior Academic Distinction by

- Thinking critically and applying innovative strategies in problem-solving
- Conducting comprehensive research based upon both qualitative and quantitative information obtained through informed inquiry
- Completing a rigorous and challenging coursework with integrity
- Developing a lifelong growth mindset to include attaining knowledge, wisdom, and independent life skills
- Demonstrating the ability to effectively communicate and advocate with purpose

### A Strong, Established Biblical Foundation through

- Learning and applying Biblical lessons taught daily in each subject area
- Attending weekly chapel services
- Participating in small group meetings
- Studying the foundations of a Christian worldview as compared to other worldviews

### A Servant Leadership Mindset demonstrated by

- Participating in community outreach projects
- Collaborating with peers in a Christlike manner to reach specific group goals
- Exemplifying the “Great Commission” in both community and global service opportunities
- Engaging in leadership opportunities both on and off campus

### A Firm Belief in Christian Community by

- Advocating for teachers, peers, and others through prayer
- Edifying peers, teachers, and our campus wide community as a whole
- Engaging with a local church
- Embracing and demonstrating respect for diversity in ethnicity, learning style, socio-economic status and age

### A Biblical View of Stewardship by

- Exhibiting the completion of time-oriented goals with excellence
- Supporting mission projects with living necessities, time, and financial resources
- Utilizing their God-given talents in all areas of the school by engaging in performing and visual arts, extracurricular activities, chapel opportunities, and by supporting or participating in our sports program
- Honoring the family structure with respect, honor, and gratitude.

## Student Service Requirements and Guidelines

### Overview:

"For you were called to be free brothers; only do not use this freedom as an opportunity for the flesh, but serve one another through love. For the entire law is fulfilled in one statement: Love your neighbor as yourself."

-Galatians 5:13-14 (HCSB)

Wesleyan Christian Academy's student service initiative aims to foster community engagement, spiritual responsibility, and personal growth among students.

Community service for all students is defined as the act of unpaid labor or the contribution of sacrificial time and resources for the well-being of their immediate communities (within 100 miles of WCA).

### High School Service

- All students in grades 9-12 are required to complete 25 hours of unpaid community service within a 100 mile radius of WCA
- Submission of Hours: All service hours must be documented and submitted through the Family Portal (FACTS/Renweb), including the contact information of the supervising adult for verification purposes.

### Special Recognition

- Seniors accumulating a minimum of 300 hours of service throughout high school will be awarded a special service cord at graduation.
- Wesleyan's annual end-of-year Academic Awards ceremony will recognize students who have excelled significantly in service.

### Resources and Opportunities

- Service Opportunities List: WCA will provide a comprehensive list of service opportunities, accessible on the school website under the "Student Service" tab. This list will include information about organizations, contact details, and schedules for both seasonal and ongoing projects.

### NON-COMPLIANCE POLICY

- Grades 9-11: Students who do not complete the required 25 service hours by May 11, 2026, will be ineligible for end-of-year exam exemptions.
- Grade 12: Seniors who fail to complete the required 25 service hours by May 11, 2026, will **not** receive their High School diploma.

### Middle School Service

- All middle school students (grades 5-8) are highly encouraged to complete 12 hours of community service
- Jr. Beta Club members will adhere to their existing service hour requirements of 12 hours.
- Developmentally appropriate service opportunities, tailored to middle school students, will be offered by Wesleyan.
- Submission of Hours: All service hours must be documented and submitted through the Family Portal (FACTS/Renweb), including the contact information of the supervising adult for verification purposes.
- Wesleyan's annual end-of-year Academic Awards Ceremony will recognize the middle school students with the highest number of service hours.

## Elementary School Service

- All elementary students (TK-4) are highly encouraged to complete 8 hours of community service.
- Developmentally appropriate service opportunities, tailored to elementary school students, will be offered by Wesleyan.
- Submission of Hours: Students and parents must document and submit their service hours through the Family Portal (FACTS/Renweb), including the contact information of the supervising adult for verification purposes.
- Wesleyan's annual end-of-year Academic Awards Ceremony will recognize the elementary classrooms with the highest level of service participation as well as the individual elementary students with the highest number of service hours.

## WCA ATTENDANCE POLICIES

### ELEMENTARY ATTENDANCE POLICY

Irregular attendance is disruptive to a student's academic progress. Parents are asked to hold absences to a minimum; absences should be due to legitimate, unavoidable circumstances. While the school realizes that there will be times when extenuating or special circumstances require a student to miss school, frequent or long absences from class for nonessential reasons are not conducive to an appropriate attitude toward learning.

In addition, the classroom instruction, discussion, and activities that a student misses when absent cannot be made up by normal homework assignments or retaught during the regular school day upon their return. In cases where the school decides that excessive absences are detrimental, a conference between school personnel and the parents will take place.

#### Reporting Absences

Parents must email the child's teacher to notify the school of a student's absence. The email should include the nature of the absence. Parents should email the teacher as early as possible for a planned absence. Planned absences may be either excused or unexcused.

#### Excessive Absences

Conversations between WCA personnel and parents will begin to take place after a student has missed 6-8 school days and continue with additional absences. Students who miss 18 or more days of class during the school year *may* not receive credit or promotion to the next grade level.

#### Early Dismissal and Late Arrival

Any elementary student who checks out before 11:00 a.m. will be counted absent. All students who leave school before 2:30 p.m. must be signed out by a parent or guardian in the front office. Students are not permitted to sign themselves out of school.

Likewise, if an elementary student checks in after 11:00 a.m., they will be counted absent. All students who arrive after 8:10 a.m. must be signed in by a parent or guardian in the front office. Elementary students are not permitted to sign themselves in.

#### Work Missed During an Absence

To request homework for a child who is ill, please contact the teacher via email, preferably before noon. When the teacher compiles missed work, the assignments will be available for pickup in the Academy Office at the end of the school day. All work missed because of an absence must be made up to the teacher's satisfaction. Students are allowed one day to make up work for each day of absence.

## **MIDDLE SCHOOL ATTENDANCE POLICY**

Irregular attendance is disruptive to a student's academic progress. Parents are asked to hold absences to a minimum; absences should be due to legitimate, unavoidable circumstances. While the school realizes that there will be times when extenuating or special circumstances require a student to miss school, frequent or long absences from class for nonessential reasons are not conducive to an appropriate attitude toward learning.

In addition, the classroom instruction, discussion, and activities that a student misses when absent cannot be made up by normal homework assignments or retaught during the regular school day upon their return. In cases where the school decides that excessive absences are detrimental, a conference between school personnel and the parents will take place.

### **Reporting Absences**

Parents must email the child's teacher to notify the school of a student's absence. The email should include the nature of the absence. Parents should email the teacher as early as possible for a planned absence. Planned absences may be either excused or unexcused.

### **Excessive Absences**

Conversations between WCA personnel and parents will begin to take place after a student has missed 6-8 school days and continue with additional absences. Students who miss 18 or more days of class during the school year *may* not receive credit or promotion to the next grade level.

### **Early Dismissal and Late Arrival**

Any middle school student who checks out before 11:30 a.m. will be counted absent. All students who leave school before 2:30 p.m. must be signed out by a parent or guardian in the front office. Students are not permitted to sign themselves out of school.

Likewise, if a middle school student checks in after 11:30 a.m., they will be counted absent. All students who arrive after 8:10 a.m. must be signed in at the front office.

### **Work Missed During an Absence**

To request homework for a child who is ill, please contact the teacher via email, preferably before noon. When the teacher compiles missed work, the assignments will be available for pickup in the Academy Office at the end of the school day. All work missed because of an absence must be made up to the teacher's satisfaction. Students are allowed one day to make up work for each day of absence.

### **Extracurricular Eligibility:**

A precondition of participating in the extracurricular life of the school (games, plays, concerts, practices, etc.) is attending academic classes. Those who do not abide by this cannot participate in extracurricular activities on the day of the absence unless otherwise authorized by the principal. Students must check in before 11:30 a.m. to be eligible for any extracurricular activity on that day. If it is a half-day schedule, he/she must check in before 9:30 a.m.

## HIGH SCHOOL 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 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. **Students who miss 18 or more days in any class during the school year may not receive credit for the class.**

### Absences

Students must bring a note to any teacher whose class he/she missed, including homeroom.

Illness: Upon returning from an absence, students must bring a note to any teacher whose class he/she missed, including homeroom.

Family Emergency: (i.e. illness at home, death in immediate family, emergencies requiring medical or dental service). Please contact the school regarding the student's absence.

Personal Circumstances: 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. 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 is the student's responsibility.** 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.

Excused Absence does NOT mean the absence is eliminated, zeroed out or is otherwise unrecorded.

### Make-up Work for Excused Absences

All makeup work should be completed in a timely manner. Students who miss a day, are allowed an additional day to complete assignments; students should communicate with their teacher(s).

### 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.

## 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 8:30am. It is acceptable for the student to pick up missed assignments from teachers on the first day of return following an absence. Always check your Google Classroom account for assignments, as well.

## 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 the first bell should report to the high school office to sign in and receive a pass to class. Students are allowed three free tardies with no consequences; however, on the fourth tardy, to any class, students will receive a detention. For every additional tardy, students will receive an additional detention. Tardies reset at the end of each quarter.

## 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 Christlike 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 a 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 in which 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

## 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:

- Students should understand that on all field trips they represent a Christian school and that their conduct should reflect this image.
- Students should remain seated while the bus is in motion.
- 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 act 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 on 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 name
- Non-verbal 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
- 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
- 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 the maximum amount of learning can take place. Therefore our teachers have full administrative support in ensuring that the classroom environment is established with respect for all persons.

Disciplinary offenses include anything that distracts from the learning environment. 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 on pages 18-19.

Any student not dressed in accordance with the WCA dress code will be asked to change to proper attire.

On the second offense students will receive a detention for non-compliance and will also be asked to change to proper attire.

### **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:

### **Academic Dishonesty**

All incidents of cheating (homework, classwork, quizzes, and tests) will result in an in-school suspension. Repeated infractions will result in further suspension and disciplinary probation. This policy will also affect any student who willingly provides for another student.

### **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, have possession of or distribute tobacco, marijuana, narcotics, stimulants, alcoholic beverages, vaping paraphernalia or any other unauthorized or controlled, illegal substance or paraphernalia. This applies to students on campus or off campus and at any time of the year. Students not complying with this policy may receive a suspension or may be expelled from the Academy. Additionally, administration may employ resource officers for guidance in these matters.

### **Skiping School/Class**

Students may not skip school, homeroom, chapel and/or assigned classes during the school day, or leave campus without permission. 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.
- 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 devices. 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 messages or images 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 may be given a detention by any faculty member or administrator. Detention requires that a student remain after school for a period of time as a result of misbehavior. The time and date, not less than 24 hours from the infraction, are clearly marked on the student's detention slip, and parents will be notified via email.

### **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 turned in to his/her teacher(s).

### **Level III – Out-of-School Suspension**

In the case of a serious infraction of our discipline policy, a student may be given a suspension by the administration. Work missed due to an out-of-school suspension may be required to be made up with reduced credit. Work not made up within 5 school days may receive a zero for all tests and assignments.

### **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 Criteria

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 reapplying 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.

# 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.

**The Resource Program at Wesleyan is designed** to assist students with *mild to moderate diagnosed learning differences*, and 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, such as dyslexia, dysgraphia, dyscalculia, auditory processing, central processing, and ADHD disorders*. 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 in good behavioral standing for a full academic year prior to the time of application to Wesleyan
5. Are socially and emotionally well adjusted
6. Are amenable to correction and instruction
7. 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 Policy and Enrollment Agreement, and will strive to advance the mission of Wesleyan Christian Academy (Each of these statements of faith may be found on pages 3-4 of this handbook)
8. Have parents who will meet their financial obligation
9. Meet minimum age and developmental readiness qualifications (To enroll in Transitional Kindergarten, a child must be 5-years-old by October 31st and to enroll in Kindergarten a child must be 5-years-old by August 31st. 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 national 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 the Continuous Enrollment Agreement.
2. WCA's expectation is that the relationship between WCA, its students, and parents is based on 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 agree to show due respect in interactions with WCA staff members. It is expected that the conduct of each staff member, student and parent is to be considerate and show respect for others at all times. 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 in adherence 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 this 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 into the Continuous 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, the Continuous Enrollment Agreement 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 prorated through the day of dismissal and any excess tuition paid will be refunded.
15. **FORCED CLOSURE 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 forced major 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<sup>st</sup> of the current year.
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 drafted 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 regarding 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 midterm/final exams if tuition becomes past due.
4. Special fees are due when posted to account.
5. Enrollment 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.
9. Lunch fees are based upon items purchased; therefore, this cost is NOT included in regular tuition. The Academy parents prepay for lunch through the parent portal on both our website and our phone app.
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. Unfortunately, there are no exceptions to this board policy.
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.