1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

WESLEYAN CHRISTIAN ACADEMY

2026 - 2027 PARENT/STUDENT HANDBOOK

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

1 WELCOME

Dear Parents and Students,

Welcome to Wesleyan Christian Academy! We are delighted that you have joined our school family. As we carry forth our mission of "partnering 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", our excitement continues to grow as we experience a wealth of God's blessings day after day.

You play a vital role in this ministry, balancing out our mission of school, church, and family. The Parent/Student Handbook is designed to share important information and answer many of the questions you may encounter throughout the school year. Please take a few minutes to familiarize yourself with our procedures and policies, and to pray for us as we seek to influence the lives of our students academically, spiritually, physically, and emotionally. We do not take this responsibility lightly and covet your prayers as we minister to our students, as well as have open conversations with our families, as needed.

On behalf of our administrative team and the entire Wesleyan Christian School faculty and staff, we welcome you to our school as we partner together for God's glory.

Sincerely,

David Ray, Ed.D.
Head of School

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

2 MISSION

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 who 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

2 MISSION

FOUNDATIONAL PRINCIPLES AND POLICIES

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

2 MISSION

FOUNDATIONAL PRINCIPLES AND POLICIES

Statements of Faith

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

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

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

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:15).

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

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

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

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

2 MISSION

FOUNDATIONAL PRINCIPLES AND POLICIES

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

2 MISSION

FOUNDATIONAL PRINCIPLES AND POLICIES

Statements of Faith on Marriage, Gender, and Sexuality (Cont.)

We believe that:

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

- 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 are the school's final interpretive authority on the Bible's meaning and application.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

2 MISSION

FOUNDATIONAL PRINCIPLES AND POLICIES

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, lifelong learners.
- Wesleyan Christian Academy should function in a complementary role with the home and church to produce individuals who reflect a Christian worldview 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

2 MISSION

FOUNDATIONAL PRINCIPLES AND POLICIES

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

3 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.

Resource Program at Wesleyan

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 (2nd - 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.

Enrichment Center at Wesleyan

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

3 ADMISSIONS

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 4-9 and 13-17 of this handbook)
8. Have parents or legal guardians 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

3 ADMISSIONS

ADMISSION STANDARDS

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

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

3 ADMISSIONS

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

3 ADMISSIONS

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 Parent/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 of the WCA property as well as be subject to further discipline.
12. Each student/family will be provided access to this Parent/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 Parent/Student Handbook, the Continuous Enrollment Agreement and the other literature, manuals, and operational documents from time to time.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

3 ADMISSIONS

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

3 ADMISSIONS

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 1st 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

3 ADMISSIONS

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. This link can be found on our website.
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. The link to the financial aid application is available on the school website and is done through FACTS.
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 emailed to the email address on file. 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

4 DRESS CODE

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:

Pants/Jeans:

- Tightly fitted pants and leggings may only be worn with tops, dresses, or skirts offering full coverage of hips, top of thighs, and rear.
- Tears and holes in pants must not be above mid-thigh.
- Pajama pants are not acceptable.

Shirts/Dresses:

- Shirts and dresses must cover the chest, shoulders (3 finger width), back, and midriff with no skin visible between the shirt and pants.
- Transparent/see-through tops are not acceptable.
- Dresses must reach mid-thigh.

Skirts/Shorts:

- Must reach mid-thigh.

Hats/Headgear:

- Neither hats nor hoods may be worn in the school building during the school day.
- 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

5 DAILY OPERATIONS

WESLEYAN CHRISTIAN ACADEMY POLICIES & PROCEDURES

Purpose of the 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 website.

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

5 DAILY OPERATIONS

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.

Phone Policy (High School):

Cell Phones must be kept in backpacks, and should not be seen or heard during school hours (8:10 a.m. to 3:15 p.m.) Any cell phone seen or heard will be collected for the day.

- **1st offense**: collected for the day – student pick up at 3:15 p.m.
- **2nd offense**: collected for the day – detention & parents pick up
- **3rd offense**: collected for the day – student sent to administration and a student behavior contract will be created

Phone Policy (Middle School):

Cell phones will be turned in to a designated location during homeroom. Phones are kept throughout the school day until students are dismissed.

Smart watches may be worn, but may be limited or collected at teacher or administrator discretion.

Phone Policy (Elementary School):

Students will turn in all cell phones and smart watches at the beginning of each school day. Devices will be securely stored and returned to students at the end of the day.

Student Lockers

Lockers are assigned in grades 7-12. Students are responsible for the care of the locker assigned to them.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

5 DAILY OPERATIONS

Early Arrivals:

Elementary students arriving prior to 8:00 a.m. will be supervised in the following areas:

- 7:00 a.m. to 7:55 a.m. Cafeteria

Middle school students arriving prior to 8:00 a.m. will be supervised in the following areas:

- 7:00 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 commons area or the assigned high school classroom.

Tardy Bell TK-12

Elementary and middle school students arriving after the 8:10 a.m. bell are considered tardy. High school students are considered tardy if they arrive after the scheduled bell for any class period.

ELEMENTARY SCHOOL SCHEDULE	TIME
First Bell	8:00 a.m.
Tardy Bell	8:10 a.m.
Dismissal	2:30 p.m.
Early Dismissal	11:00 a.m.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

5 DAILY OPERATIONS

MIDDLE SCHOOL SCHEDULE	TIME
First Bell	8:00 a.m.
Tardy Bell	8:10 a.m.
Dismissal	3:00 p.m.
Early Dismissal	11:30 a.m.

HIGH SCHOOL SCHEDULE	TIME
First Bell	8:00 a.m.
Tardy Bell	8:10 a.m.
Lunch	12:50-1:30 p.m.
Dismissal	3:15 p.m.
Early Dismissal	11:45 a.m.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

5 DAILY OPERATIONS

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

5 DAILY OPERATIONS

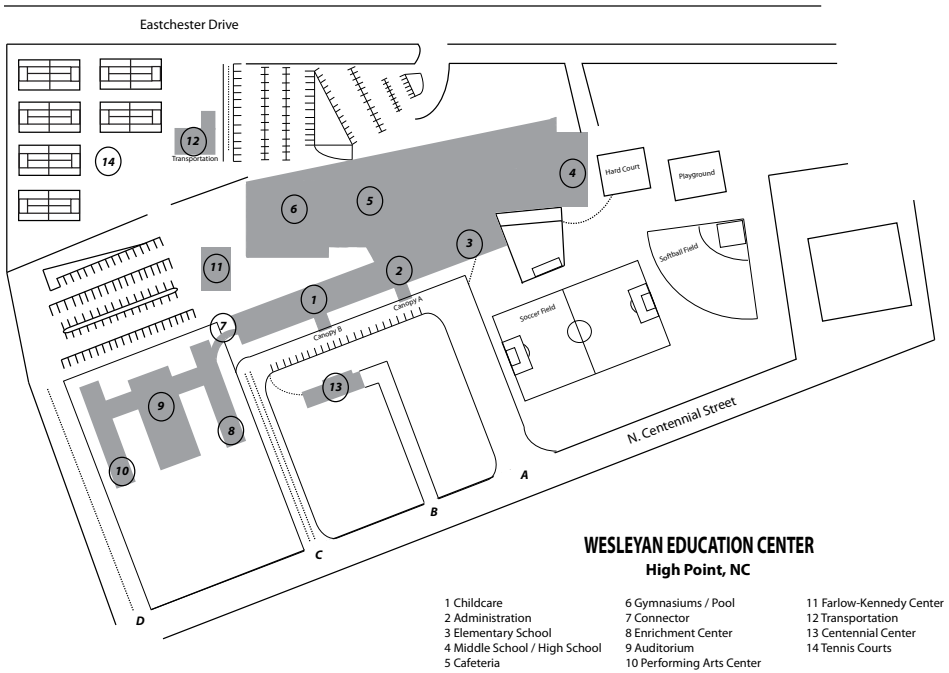
Dismissal Locations

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
TK	C	Canopy A	Centennial	2
K	C	Canopy A	Centennial	2
1	D	Connector	Performing Arts/ Enrichment Ctr	7
2	D	Connector	Performing Arts/ Enrichment Ctr	7
3	D or E	High School Gym Entrance	Eastchester	5
4	D or E	Middle School Gym Entrance	Eastchester	5
5	D	Connector	Performing Arts/ Enrichment Ctr	7
6	C	Canopy A	Centennial	2
7-8	D or E	Middle School Gym Entrance	Eastchester	5

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

5 DAILY OPERATIONS



WESLEYAN EDUCATION CENTER
High Point, NC

1 Childcare
2 Administration
3 Elementary School
4 Middle School / High School
5 Cafeteria
6 Gymnasiums / Pool
7 Connector
8 Enrichment Center
9 Auditorium
10 Performing Arts Center
11 Farlow-Kennedy Center
12 Transportation
13 Centennial Center
14 Tennis Courts

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

5 DAILY OPERATIONS

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.

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).

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

6 FOOD SERVICES

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, check balances, and purchase history. 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.
2. A complementary light breakfast is available for all elementary students arriving prior to 7:45 a.m.
3. Students in grades 5-12 may purchase breakfast items from the menu.
4. Students in grades TK-4 may purchase additional prepared items.
5. A microwave is available for student use in the cafeteria and in elementary classrooms.

Lunch options for TK-4th grade:

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

Lunch options for grades 5-12:

- Choice of plate lunch or vegetarian option 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 **FOOD SERVICES**
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

6 FOOD SERVICES

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

- To Login to Your Account, go to **https://sis.factsmgt.com/family-portal/en-us** or click LOGIN at **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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

7 STUDENT & PARENT RESOURCES

After-School Program (ASP)

An After-School program is provided for school age children in grades TK through 5th 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 After-School Care: Registration for this program includes a daily pick-up time by 3:30 p.m.

Three-Hour After-School Care: Registration for this program includes a daily pick-up time by 5:30 p.m.

Daily After-School Care (As Needed): Registration for this program includes a daily pick-up time by 5:30 p.m. and is used as needed with a daily rate.

Day Camps

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 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

7 STUDENT & PARENT RESOURCES

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 supervised by a faculty member and includes peer tutoring, a place to do homework or makeup work before extracurricular activities.

Student Support Team (SST)

The SST consists of our school counselors, Spiritual Life 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, 9:20 a.m. to 10:10 a.m. in the school auditorium.
- High School chapel is scheduled each Thursday, 10:15 a.m. to 11:35 a.m. in the school auditorium.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

7 STUDENT & PARENT RESOURCES

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, hazing, or bullying" 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

7 STUDENT & PARENT RESOURCES

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.
- Any student placed on academic probation may be ineligible for athletic participation.
- Administration may contact coaches regarding disciplinary issues.
- Any student in violation of the student code of conduct during athletic activities may face disciplinary action. Any student placed on disciplinary probation (see disciplinary probation section) may be ineligible for athletic participation.
- 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 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

7 STUDENT & PARENT RESOURCES

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!

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

8 ACADEMICS & GRADUATION

Academic and Grading Policies
The grading system shown below will be used by the grade levels listed:

Grades TK-2 (Specials Classes) Regular Grade Scale Skills Grade Scale
O – Outstanding 1 - Satisfactory + - Satisfactory
S – Satisfactory 2 - Needs to Improve - Unsatisfactory
N – Needs to Improve 3 – Unsatisfactory / Not Evaluated
U – Unsatisfactory
NA – Not evaluated at this time

Grades 3 - 12

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

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

8 ACADEMICS & GRADUATION

Student Academic Progress

- **Report cards** are prepared each nine weeks. Please check the school calendar for conference dates. Report cards for elementary, middle, and high school are emailed directly to respective parents' email addresses on file. No hard copies are provided.
- **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.
- **Grades 5-12** Parents can check student grades anytime by accessing the Family Portal on both our website and mobile app.
- **In grades 5-12**, 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 2-12)

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.
- At the end of the probationary period, if the student has not met the minimum requirements of the academic standard, they may be withdrawn.
- 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 can return to normal participation.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

8 ACADEMICS & GRADUATION

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:

- 7 or fewer tardies, for the year, in the particular class they wish to exempt
- 12 or fewer absences, for the year, in the particular class they wish to exempt
- Have 25 service hours logged in RenWeb by May 11
- Have a B or above average in the class they wish to exempt

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 six units of credit.

JUNIOR: To be classified as a junior, a student must have earned not less than twelve units of credit.

SENIOR: To be classified as a senior, a student must have earned not less than eighteen units of credit.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

8 ACADEMICS & GRADUATION

In agreement with NCISAA's statement regarding reclassing, reclassification is to be used for academic purposes only. Additionally, there are requirements regarding age, 5th year eligibility restrictions and limited dual enrollment opportunities. Reclassing requests should be made through the academic and college counseling department.

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 their 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 grades nine through grade eleven.

National Honor Society

In order for a student to be selected for the National Honor Society, the student must have attended Wesleyan Christian Academy at least one full semester, meet the GPA requirement of unweighted 3.75, and be recommended for their service, leadership and character by the NHS selection committee. Transfer students who are already part of the National Honor Society can transfer their membership.

Beta Club

In order for a student to be selected for Beta Club, the student must have attended Wesleyan Christian Academy at least one full semester, meet the GPA requirement of unweighted 3.5, and be recommended for their service, leadership and character by the Beta selection committee. Transfer students who are already part of 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 may first make a request to the appeals committee via a course consideration form. If enrollment is approved by the committee, communication will be sent to the student and the parent.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

8 ACADEMICS & GRADUATION

Dropping of Courses

Grades 9-12: With parents' permission, students may request schedule changes during the first ten days of school.

Grades 5-8: With parents' permission, students may request elective class changes during the first ten days of school.

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 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. All assigned homework can be accessed through the Google Classroom platform.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

8 ACADEMICS & GRADUATION

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.

- Honors and Advanced Placement courses require additional outside assignments.

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

Homework and classwork assignments that are late will receive partial credit according to the following schedule:

- 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 course requirements must be satisfied.
- All financial obligations must be cleared.
- Senior service hours must be completed.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

8 ACADEMICS & GRADUATION

Course 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 - 1 unit
Total - 24 units

Any exceptions to graduation requirements must be approved by administration.

Transcripts
To obtain a transcript, contact the academic and college counseling department, registrar, or request through the student SCOIR account. 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 included according to the transferring school's grading scale.

Class Ranking
Wesleyan Christian Academy does not rank students aside from determining valedictorian, salutatorian, and the chief junior marshal.

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

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

8 ACADEMICS & GRADUATION

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. GPA calculations will be done 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 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

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

8 ACADEMICS & GRADUATION

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

8 ACADEMICS & GRADUATION

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-mile radius 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. (Prorated 225 hours for the class of 2027)
- 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

8 ACADEMICS & GRADUATION

Non-Compliance Policy

- Grades 9-11: Students who do not complete the required 25 service hours by the week before final exams, will be ineligible for end-of-year exam exemptions.
- Grade 12: Seniors who fail to complete the required 25 service hours by the week before final exams, 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 who meet the 12-hour minimum recommendation.

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

9 ATTENDANCE

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 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

9 ATTENDANCE

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 communicate with each of the child's teachers to notify them of a student's absence. The email should include the nature of the absence.

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 will not receive credit or promotion to the next grade level.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

9 ATTENDANCE

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 absent, please contact the teachers 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. 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

9 ATTENDANCE

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 will not receive credit for the class.

Absences

The high school does not differentiate between excused or unexcused absences. School related trips or events are not counted as an absence from school.

Student or guardian must email or bring a note to the high school office when they are absent from school.

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 will not receive credit or promotion to the next grade level.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

9 ATTENDANCE

Make-up Work for Absences

All makeup work should be completed in a timely manner. Students are allowed an additional day per day missed to complete assignments. Students 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.

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.

Check-in and Check-out Procedures

Students arriving to school after 8:10 are required to check in at the high school office.

Whenever it is necessary for a student to be excused early, the parents or guardian must send this communication to the high school office, stating the reason and time (note, email, or phone call). 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 can result in disciplinary action. A student must sign out and sign in at the high school 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

9 ATTENDANCE

Tardies (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.

Tardies (Grades 9-12)
Students arriving to any class after the bell will be counted as tardy. After 5 tardies to any class, students will receive a detention. For every additional tardy, students will receive an additional detention. Students who accrue ten tardies in one quarter will lose extracurricular privileges. Tardies reset at the end of each quarter.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

10 HEALTH, SAFETY & SECURITY

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.

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 with:

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

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

10 HEALTH, SAFETY & SECURITY

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 upon receipt or pickup 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

10 HEALTH, SAFETY & SECURITY

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 before medication can be given.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

10 HEALTH, SAFETY & SECURITY

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

10 HEALTH, SAFETY & SECURITY

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.

<u>After-School Program: Use of Medications</u>
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.

<u>Off-Campus Trips: Use of Medications</u>
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 advance 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

10 HEALTH, SAFETY & SECURITY

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 Parent/Student 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 Wesleyan Christian Academy to provide facilities which are safe and conducive to learning. WCA has police officers on campus continuously during 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

11 TECHNOLOGY

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

11 TECHNOLOGY

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

11 TECHNOLOGY

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.

Social Media Policy

Wesleyan Christian Academy is dedicated to utilizing our social media accounts to focus on school/alumni activities, celebrations, events, Scripture, marketing and advertising. The goal of all WCA social media posts is to keep our school community current with the beautiful ways God is continually blessing and using our school community in so many ways. Wesleyan's purpose is not to post on world events, societal issues, or on any controversial subject on which possibly divisive responses might be publicly posted. In seeking to honor God in all that we do, and in keeping with our Vision Statement, To Know and Live the Truth, this policy will pertain to all school sanctioned social media posts and platforms.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

12 FAMILY, BEHAVIOR & DISCIPLINE

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

12 FAMILY, BEHAVIOR & DISCIPLINE

STUDENT BEHAVIOR AND DISCIPLINE

Students will 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).

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

12 FAMILY, BEHAVIOR & DISCIPLINE

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 names.
- Racism - when a person uses prejudices, stereotypes, jokes, or demeaning behavior to cause oppression or harm to others.
- 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, exposure of private body parts, and sexualized language or innuendos.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

12 FAMILY, BEHAVIOR & DISCIPLINE

- 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

12 FAMILY, BEHAVIOR & DISCIPLINE

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.

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 receive disciplinary action. The student's parents will be contacted, and the offense will result in an out-of-school suspension, in-school suspension, or expulsion from school and restitution will be required.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

12 FAMILY, BEHAVIOR & DISCIPLINE

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.

Skipping 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

12 FAMILY, BEHAVIOR & DISCIPLINE

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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

12 FAMILY, BEHAVIOR & 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.

1 WELCOME
2 MISSION
3 ADMISSIONS
4 DRESS CODE
5 DAILY OPERATIONS
6 FOOD SERVICES
7 STUDENT & PARENT RESOURCES
8 ACADEMICS & GRADUATION
9 ATTENDANCE
10 HEALTH, SAFETY & SECURITY
11 TECHNOLOGY
12 FAMILY, BEHAVIOR & DISCIPLINE

12 FAMILY, BEHAVIOR & DISCIPLINE

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:

- 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 an 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.