



Elementary

PARENT / STUDENT HANDBOOK

2021 - 2022

Wesley Christian Academy
950 7th Street
Clermont FL 34711
www.wesleychristianacademy.org

Academy Office: 352-394-0191

Principal Mr. Rob McCue
principal@fumc-clermont.org

Director of Preschool Mrs. Beth Bernoska
b.bernoska@fumc-clermont.org

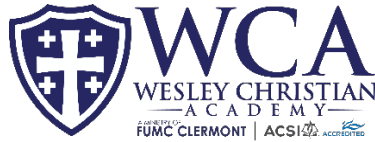
Preschool Assistant Director Ms. Sandy Burgess
wca@fumc-clermont.org

Elementary Administration Jen Abston
wcaelem@fumc-clermont.org

OFFICE HOURS

Monday, Tuesday, Thursday, Friday 8:00 – 3:30
Wednesday 8:00 – 2:30

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Where Prayer has a Place

Wesley Christian Academy is a ministry of First United Methodist Church of Clermont.

We believe all children are a unique creation of God, who can make choices, believe in themselves, share with others, and respect the world around them.

Our Vision

Our vision is to provide an educational program that is grounded in God's Word and fosters the development of a Christian mind, a biblical worldview, and Christ-like character in students.

Our Mission

Our mission is to provide a Christ centered, loving, nurturing, and safe environment where preschoolers and elementary students have the opportunity to develop cognitively, emotionally, physically, socially, and spiritually.

Our Philosophy

Our philosophy is a hands-on learning environment that develops the skills necessary to help a child develop a love for learning and the self-esteem to become an independent thinker and a follower of Christ.

Wesley Christian Academy Elementary
2021-2022
Student Calendar
(180 Days)

School Month			Student Days
AUGUST	August 10	First Day of Classes/First Grading Period Begins (Tuesday)	16
SEPTEMBER	September 3 September 6	Non-Student Day (Friday) Labor Day/Student Holiday (Monday)	20
OCTOBER	October 7 October 8 October 11	End of First Grading Period (Thursday) Non-Student Day (Friday) Classes Resume/Second Grading Period Begins (Monday)	5 Total Days 41 15
NOVEMBER	November 11 November 22-26	Veteran's Day/Student Holiday (Thursday) Thanksgiving Holiday/Student Holiday (Monday-Friday)	16
DECEMBER	December 16 December 17 December 20-31	End of Second Grading Period (Thursday) Non-Student Day (Friday) Winter Break/Student Holiday (Monday-Friday)	12 Total Days 43
JANUARY	January 3 January 4 January 18	Non-Student Day (Monday) Classes Resume/Third Grading Period Begins (Tuesday) Martin Luther King, Jr. Birthday/Student Holiday (Monday)	19
FEBRUARY	February 21	Presidents' Day/Student Holiday (Monday)	19
MARCH	March 10 March 11 March 14-18 March 21	End of Third Grading Period (Thursday) Non-Student Day (Friday) Spring Break/Student Holiday (Monday-Friday) Classes Resume/Fourth Grading Period Begins (Monday)	8 Total Days 46 9
APRIL			21
MAY	May 27	Last Day of Classes/End of Fourth Grading Period (Friday)	20 Total Days 50
		<i>Storm Make-up Days will be determined as needed</i>	180

PASTOR'S WELCOME!

Welcome to Wesley Christian Academy!

We are so glad that you chose WCA for your child's education. At the WCA your child will receive a Christ centered education in an environment filled with love and support.

WCA is a vital ministry of First United Methodist Church and we fully support our children, teachers, and families. Several times throughout the year, the church and school partner together for community missions and outreach. Our goal is to show the love of God in positive and practical ways.

If you do not have a church home, we would love for you to check us out in person or online. We offer multiple worship services for our multi-generational community. If there is any way we can ever be of help to you and your family, do not hesitate to contact us.

We hope you have a wonderful year!

May God Bless you,

A handwritten signature in black ink, appearing to read "Doug Kokx". The signature is fluid and cursive, with the first name "Doug" being more prominent than the last name "Kokx".

Rev. Doug Kokx – Senior Pastor

www.FUMC-Clermont.org

ADMINISTRATOR'S WELCOME!

Dear Wesley Christian Academy Family,

As we thank our Lord for helping us to “Press On” through the 2020 – 2021 school year, we look forward to seeing the continued blessings that are in store for us in for 2021 – 2022. Our theme this year is **“Growing in Faith.”** As we have witnessed God’s faithfulness and blessings through difficult times, we must grow by being rooted and built up in Him. The verses that make up our theme are from **Colossians 2:6-7, “Therefore, as you received Christ Jesus the Lord, so walk in him, ⁷ rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving.”**

Wesley Christian Academy will “Grow in Faith” as we look toward Jesus as our example and abound in thanks as we receive his blessing in our growth individually as students, staff, families, and as a school. We will take our teachings and be a light for others to help them to Grow in Faith with Jesus.

Wesley Christian Academy will continue to “Grow in Faith” with our continued focus on the goal of pursuing Christ in all things.

Our preschool and elementary academies are dedicated to student learning focused on growing academic skills, developing character, instilling the value of service, and building leadership. We have been richly blessed with a dedicated staff, each of whom are committed to academic excellence and building Christ-like character in our students. Raising children takes teamwork! At WCA, we believe that with a positive partnership between the home and the Christian school, our students will be shining examples in all areas of life and learning.

It is a privilege and a blessing to serve as administrators of such an outstanding school and be a part of what God is doing at WCA! If we can be of any further assistance to you, please contact us through our school office.

Be Blessed,

Rob McCue
Principal

Beth Bernoska
Director of Preschool

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	6.5 Long-term Absence	23.	Solicitation
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8.	Behavior Management		24.3 Family Chapel
	8.1 Classroom Behavior Management	25.	Technology Policy
	8.2 Blue/Green/ Pink Slip Explanation		25.1 Cell Phones
	8.3 Bullying		25.2 Smart Watches
9.	Communication		25.3 Technology Use
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	Behavior Management Forms		
	Matthew Principle		
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1. Academics / Curriculum

Wesley Christian Academy is a kindergarten through sixth grade traditional school that uses a conventional classroom setting. Students at WCA are provided a biblical based academic program. The instructional methods used by teachers include, whole and small group lessons, class discussions, group projects, using manipulatives, technology-integrated lessons, higher order thinking questioning, and activities to develop and promote critical thinking and problem solving.

Students receive instruction from professionally qualified teachers and staff. WCA instructional program has been designed to meet students cognitive, emotional, physical, social, and spiritual needs. Our core subjects include Bible, English Language Arts (phonemic awareness, phonics, reading, vocabulary, grammar, spelling, writing, handwriting), Math, Science, and Social Studies. Our specials program includes music, art, technology integration, library, Spanish, and physical education.

1.1 Accelerated Reader (AR Program)

Accelerated Reader is a computer program that helps teachers manage and monitor student's independent reading practice. The program has more than 150,000 titles to choose from on its Book Finder list. Each book has online "reading practice" quizzes, which you may hear referred to as "**AR tests**". Teachers use these quizzes to track each student's progress and set appropriate goals. Students may take AR tests in class only. Students can search for Accelerated Reader books by going to arbookfind.com on the web.

What to Expect at Wesley Christian Academy:

Understanding how AR works and how it will be implemented is important. **You will see a sticker placed on the front of your child's agenda. The sticker will have your child's reading range expressed in a numerical format.** We have color coded our library to express the reading ranges we have available. Our teachers and staff will help your child select books in their appropriate reading range. Since we are trying to develop the love of reading independently, students will not be discouraged from reading and taking tests under their range unless they continually pick books that are well below their reading range. Students will be given opportunities to take AR tests in the classroom throughout each week. We will be using incentives to encourage our students to become independent readers. At the end of each nine weeks, students who have reached their AR goals will be rewarded with an end of quarter AR party.

1.2 Expected Student Outcomes

Students who graduated from Wesley Christian Academy should be young men and women who:

COGNITIVELY:

- Display good study habits and research skills.
- Obtain skills to investigate, solve problems, and make wise decisions.
- Language Arts – Demonstrate proficiency in reading, writing, speaking, and listening.
- Math – Demonstrate computational skills needed for life in the 21st century.
- Social Studies – Demonstrate understanding of history, geography, and social sciences.
- Science – Demonstrate understanding of the tenants of Creationism while obtaining an appreciation for the physical and biological sciences, the scientific method, and engineering process.

- Bible – Demonstrate an understanding of the basic content involved in biblical literacy and develop skills for a lifetime of personal Bible study.
- Enrichment Specials – Develop intellectually by exploring enrichment classes including Art, Music, Technology, Spanish, and Physical Education

EMOTIONALLY/SOCIALLY:

- Treat others with love, respect, integrity, and godliness.
- Exhibit humble confidence as a child of God.
- Demonstrate a servant's heart.
- Resolve conflict using biblical principles.
- Solve problems with perseverance towards a complicated task.
- Set goals in relation to strengths and weaknesses.
- Exhibit self-control with ownership and accountability for behavior.
- Seek wise counsel when needed.
- Find contentment regardless of circumstances.

PHYSICALLY:

- Treat his/her body as a temple of God.
- Honor God according to the biblical standard of appropriate choices, grooming, attire, rest, care, hygiene, and nourishment.
- Maintain a lifestyle of purity regarding anything that could be harmful to one's mind, body, or spirit.
- Demonstrate a basic knowledge of sports.
- Develop healthy habits regarding physical fitness.
- Display balance, gross motor skills, and spatial awareness.

SPIRITUALLY:

- Know Jesus Christ personally as their Lord and Savior.
- Be connected to a family of faith and know that they are loved by God and the church.
- Honor and respect the Bible as God's Word and display a desire to grow through personal Bible study.
- Apply biblical principles to daily life.
- Commit to memorizing Scripture.
- Have a knowledge of the books and storyline of the Bible.
- Understand they are uniquely created in God's image with specific gifts to be shared with the world.
- Demonstrate a heart of worship.
- Practice discipleship by sharing the Gospel.
- Exemplify an authentic prayer life.
- Maintain a biblical worldview across all aspects of life.

1.3 Academic Probation

Students will be placed on academic probation if, in any 9-week grading period, they fail to achieve a 70% or higher in two or more subjects or fail to achieve a 60% or higher in one subject. A conference will be scheduled with the student, parent(s), and administration. The purpose of the conference will be to review the reason(s) for the student's poor academic performance and to outline strategies for improvement. An Academic Probation Contract

will be issued at the conference. Student and parents will co-sign the Probation Contract, agreeing to abide by the stipulated conditions.

Responsibilities

Student, parent(s), teachers, and administration are responsible for several aspects of the probation program. To help the student to become more successful, student, parent(s), teachers, and administration will meet during the next midterm to discuss the progress that has been made and the need, if any, of further assistance.

Student Responsibilities The student must make every effort to:

1. Complete all classwork and homework promptly
2. Conference with teacher weekly to ensure an understanding of expectations
3. Attend academic review meetings when requested with parent/guardian, administration and teacher(s)

Parent(s)/Guardian(s) Responsibilities The parent(s)/guardian must make every effort to

1. Monitor out of school activities to focus on academic success
2. Provide an environment at home conducive to study
3. Maintain close communication with school staff regarding student's progress
4. Attend academic review meeting with student, administration, and teacher(s)
5. Consider feasibility of out-of-class tutoring for the student
6. Contact teacher if there are questions about the content of a progress report

Teacher Responsibilities The teacher must make every effort to:

1. Identify areas where child may need help.
2. Communicate with the student, parents, and administration
3. Attend academic review meeting with parents, administration and student

Administrative Responsibilities Administration must make every effort to:

1. Provide the communication link between all of the participants in the probation program
2. Coordinate academic review meeting with parents, administration, and student

Probation Outcome

Students who have achieved at or above a 70% at the end of the following grading period will be released from academic probation. In cases of students who fail to meet the goals of the academic probation contract, administration will determine if sufficient progress has been made to continue with the contract goals or if Wesley Christian Academy is the best educational setting for the student. If a student is placed on academic probation two times during the academic year, the student may be retained in the grade or withdrawn from WCA.

1.4 Grading Scale

Kindergarten:

E - Excellent	The student consistently demonstrates understanding of the concept or skill.
S- Satisfactory	The student usually demonstrates understanding of the concept or skill.

W – Working On	The student is working towards mastery of the concept or skill.
U – Unsatisfactory	The student does not demonstrate understanding of the concept or skill.

1st Grade – 6th Grade

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

1.5 Plagiarism Policy

Plagiarism – the use of ideas or words of another as one’s own; work presented as new and original, an idea or product derived from an existing source. A student who is found to have plagiarized on a school assignment will not receive credit for that assignment and will be disciplined in accordance with the Code of Student Conduct. When grade reduction is determined to be the appropriate disciplinary measure, the student’s parent/guardian shall be notified.

1.6 Academic Accommodations

The Accommodations Policy at WCA is designed to maintain the dignity and uniqueness of individuals with diagnosed learning differences. Our elementary school supports students with specific learning disabilities, so they may work toward their academic potential. These diagnosed learning differences include reading disorders, math disorders, disorders of written expression, ADHD, ASD, and physical disabilities. Psychological disabilities, such as anxiety or depression, are addressed through outside referrals. Anxiety toward testing, while impactful, is not accommodated through the Accommodations Policy. Students who are intrinsically motivated and committed to improving organizational, self-advocacy, and communication skills are most likely to be successful. We provide limited classroom accommodations which may include extended time on tests, an alternate setting for taking tests, and preferential seating. We do not modify curricular or behavioral expectations. The rigor of our classes may not be the best fit for every student with learning differences.

In order for students to access official accommodations, they must provide a comprehensive psychoeducational assessment conducted by a licensed psychologist within the last three years and commit to be re-evaluated when the current evaluation expires. This evaluation must include a statement of the specific learning disability and how it affects the student. A disability code as specified in the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV or V) is preferred. The evaluation should also include complete results from comprehensive cognitive testing, achievement testing, and other measures on which the diagnosis is based as well as recommended school accommodations for the student.

Students with diagnosed learning differences can be successful at WCA if they demonstrate and continue to develop self-advocacy skills, communication skills, and a strong level of motivation and effort, often greater than what is necessary for their peers. The ability to self-monitor work and behavior expectations will also promote success and strong relationships with teachers. Parental support combined with a good working relationship with school staff is vital to student success. We encourage frequent, open communication between parents and teachers via our communication platform.

**WCA does not evaluate for possible or previously diagnosed learning or psychological disabilities, but can provide information on outside resources.*

Students requesting accommodations must:

1. Meet all regular admissions requirements.
2. Submit a current psychoeducational evaluation report completed by a licensed professional psychologist. To be considered current, the evaluation should be no more than three years old. It should include:
 - a. A diagnostic statement of the specific learning disability;
 - b. Complete results from comprehensive cognitive testing, achievement testing, and other measures on which the diagnosis is based.
 - c. Recommended accommodations to be used to support the student in the school setting.
 - d. The psychologist's name and credentials on the diagnostic statement.
3. Commit to be re-evaluated when the current evaluation expires (within three years of testing).
4. Submit any records of services or accommodations received previously.

Disclosure of your student's learning difference, including documentation, allows WCA to assess and support your student. WCA does NOT discriminate on the basis of learning and/or other disabilities.

The following services are available and listed on our fee schedule:

Applied Behavior Analysis therapy that focuses on improving specific behaviors, such as social skills, communication, and adaptive learning skills is available only through our onsite ABA Therapist.

Speech Therapy services are available onsite for students with speech and/or language disorders.

Occupational Therapy services are available onsite for students to help rehabilitate functional deficiencies such as hand/muscle control required for writing and sensory processing issues.

2. Accreditation

Wesley Christian Academy is accredited by the Association of Christian Schools International (ACSI) and provides a Christian worldview as well as academic excellence in Kindergarten – 6th Grade. ACSI is a leading international organization that promotes Christian education and provides training and resources to Christian schools and Christian educators, resulting in schools that contribute to the public good through effective teaching and learning and

that are biblically sound, academically rigorous, socially engaged, and culturally relevant. ACSI schools have educators who embody a biblical worldview, engage in transformational teaching and discipling and embrace personal and professional growth.

3. Admissions

Students are admitted to Wesley Christian Academy on the basis of previous school performance and results of given achievement or admission tests. Student records will be reviewed prior to admission. WCA reserves the right to refuse admission to anyone who would not fit into the spirit of the institution, nor benefit from the education offered. Priority is given to returning students, siblings of returning students, students of church members, staff and alumni.

3.1 Continuous Enrollment Contract

Wesley Christian Academy enrollment contract is a Continuous Enrollment contract. ***On February 1st, student(s) will automatically be re-enrolled for the upcoming school year, unless, the Admissions Office is notified in writing by January 31st. Remember, the continuous contract is financially binding.***

Parents are responsible for keeping the school informed of changes in their status, such as but not limited to address, medical, marital/divorce. Student Change of Information Form can be found on our website at wesleychristianacademy.org.

4. After School Care

WCA offers an after-school program that begins at the conclusion of the school day and ends at 5:30 p.m. The program is an annual contract and a non-refundable \$35 registration fee (per family) is due at enrollment. All tuition policies apply to the after-school program. A two-week paid and written notice to the Director is needed to withdraw a child from the program. Elementary after school hours are from 3:00-5:30 p.m. (Wednesday is 2:00-5:30 p.m.). Rates are as follows:

- 1 Day per week \$15/week
- 2 Days per week \$23/week
- 3 Days per week \$28/week
- 4 Days per week \$32/week
- 5 Days per week \$37/week

After School Clubs

WCA offers after-school clubs on a quarterly basis. The cost is \$100 per club, per quarter. After-School Club fees are non-refundable. Clubs will begin at 3:15 pm and end promptly at 4:15 pm each day except early release days. On Wednesdays (early release days), clubs will begin at 2:30 pm and end promptly at 3:30 pm. Pick-up will be in the car-line under the Wesley Center each day. If a student is not picked up by 4:30 pm, a late fee will be incurred.

5. Arrival / Pick-Up Procedure - NO CELL PHONES WHILE CARPOOL LINE IS MOVING.

Arrival and dismissal times are generally busy with a lot of vehicles and students moving in and about the parking lot areas. All parents are expected to follow the traffic flow patterns as shown on the WCA map, directional signage on campus and/or the direction of WCA staff.

In order to ease congestion, maximize traffic flow and minimize the risk of injury, WCA requires that students, parents and visitors follow these guidelines and courtesies at all times:

- Please see your map for drop/pick up location.
- Cars must line up and move in an orderly fashion in the carpool line.
- No one may pass other cars in the carpool line, unless directed to do so.
- Never leave your vehicle unattended in the carpool line. If you must leave your vehicle, park in one of the designated parking spaces.
- Drivers are expected to re-enter the carpool line, if their riders are not ready for pick up. Do not hold up others who are behind you.

Elementary drop off will begin at 8:15. Doors close at 8:30 at which point, the students will go to the elementary front desk to sign in and will be marked tardy for the day.

Elementary dismissal is 3:00 pm each day (except Wednesday). If students are not picked up by 3:20, parents will be charged \$15.00 for late pick up.

Wednesday is early release day and dismissal is at 2:15 pm. If students are not picked up by 2:35, parents will be charged \$15.00 for late pick up.

If the carline is backed up in the North parking lot on ANY days, please queue the carline on the access road in front of the Social Hall and Wesley Center on the 8th Street side of the campus.

Release Policy: Parents must keep an up-to-date list of adults allowed to pick up their child(ren) from our school. If your child(ren) is not going home with his or her usual car rider pick up, notify the front office ahead of time. We cannot accept verbal messages from children. We will not allow a child to leave school with anyone unless we have permission from a parent. All persons picking up children that are unfamiliar to staff will be asked for a photo ID. Please do not send minor-aged siblings to sign you child(ren) in or out. WCA has no legal recourse to keep a parent from picking up their child unless we have a copy of the legal custody agreement on file.

5.1. Map See Appendix

5.2 Early Sign Out

For the safety of our students, we strongly suggest you take advantage of our carpool pick up line.

If you need to pick up your child prior to the designated pick-up time you will need to:

- Park in the church administration lot diagonal from the academy or in the north lot.
- Come inside to sign them out.
- Arrive 15 minutes prior to our release times. After the 15-minute time frame you will need to use the carpool.

Note: Our curriculum extends to the end of the school day and if you choose to pick up your child early you are disturbing the other students. Parents are not to wait in the hallways to remove their students at the end of class. This is a hectic time and teachers as well as students need to be focused on everyone arriving to the carpool line on time and safe.

6. Attendance

The expectation of Wesley Christian Academy is that all students will be in attendance each day of the school year. One of the major indicators of responsibility is the ability to fulfill one's obligations to be punctual and present. Not only is responsibility a character trait that we want to instill in every student, but also our ability to provide excellent academic instruction is dependent on every student being in the classroom on time. Wesley Christian Academy families must take this commitment seriously, and do everything possible to abide by the attendance policies. Students who miss more than three consecutive days due to illness may be required to submit written documentation from a healthcare professional. Further, WCA reserves the right to require documentation from health professionals for students who excessively request to be excused due to illness.

6.1. Florida Compulsory Attendance Law

WCA follows the Florida Department of Education statute for attendance:

6A-1.09512 Equivalent Minimum School Term for Compulsory Attendance Purposes.

Any child of compulsory school attendance age, who is enrolled in a non-public school pursuant to section 1002.42, F.S., shall be deemed to be in compliance with the compulsory attendance requirements of section 1003.21(1)(a), F.S., provided the child maintains regular attendance during the entire school term of either:

(1) One hundred eighty (180) actual school days determined as prescribed by section 1011.60(2), F.S., or

(2) A minimum of one hundred seventy (170) actual school days and the hourly equivalent of one hundred eighty (180) actual school days, determined as prescribed below:

(a) Kindergarten: Five hundred forty (540) net instructional hours.

(b) Grades 1-3: Seven hundred twenty (720) net instructional hours.

(c) Grades 4-12: Nine hundred (900) net instructional hours.

Failure to meet this statute can affect student promotion.

The Florida Compulsory Attendance Law requires that every school age child attend school for 180 days per year or the hourly equivalent. Parents are required to enforce this law. It is the parent's responsibility to monitor student attendance through the WCA online portal. To be marked "Present" for the school day, a student must attend at least 3 ½ hours. The final authority for judging the legitimacy of an absence rests with administration. Wesley Christian Academy and the State of Florida require that a student may not be absent (for any reason) 20 or more days during the school year. A student who has more than 20 absences for the year (10 in a semester) will be required to show mastery of core subjects in order to receive credit. Mastery will be determined by a cumulative passing grade in core subjects (70% or higher).

6.2. Tardy

Our WCA day begins at 8:30 a.m. with Assembly in the Wesley Center, immediately following morning drop off. The Wesley Center doors will be closed and locked at 8:30 a.m. Students arriving after 8:30 are tardy. Students arriving late should wait with a parent outside of the elementary school entrance for an administrator to arrive after Assembly is

over. Parents will need to sign their child in late and an administrator will escort your child to class.

Most tardies are unexcused. Tardies will not be excused for traffic, unavoidable circumstances, over sleeping, or notes with no reason given for the tardy.

A tardy may be excused for the following reasons only:

1. Returning from a medical appointment with doctor's note
2. Involvement in a car accident
3. Illness related to a medical condition on file (physician's note required)

After nine unexcused tardies in a 9-week period, a \$10 fee will be assessed, per child, for each tardy that follows. Three unexcused tardies will equal one unexcused absence. Any student with more than 10 unexcused absences per semester can be retained in their current grade.

6.3. Excused Absences

Absences will be deemed **excused** provided the student turns in a written, valid excuse within 48 hours of returning to school. Excuses will be accepted for the following reasons:

1. Personal illness or injury
2. Serious illness or death in the family
3. Medical or dental appointments that cannot be scheduled outside of school hours
4. Court-related appearances
5. Pre-arranged absences that have been approved by administration

All other absences will be considered unexcused. Any student with more than 10 unexcused absences per semester can be retained in their current grade.

6.4. Unexcused

Absences will be deemed **unexcused** when they occur either by student choice (truancy) or for non-legitimate reasons, such as oversleeping, sleeping late, staying home to complete school work, having out-of-town visitors, birthday celebrations, unapproved absences, etc. Any excuse turned in after the 48-hour time period will be marked as unexcused.

6.5. Long-Term Absences

Long-term absences due to hospitalization or other verified medical reasons will be handled on an individual basis by administration

6.6. Make Up Work

1. Students will be given days equal to the absence to make up assignments and assessments missed during the absence with no point reduction.

Example: Absent one day equals one additional makeup workday. Absent two days equals two additional makeup workdays.

2. Students/families must take the initiative to arrange for make-up work. This will take place either before or after school or at such a time prescribed by individual teachers. Work that is not completed within the allowable make-up time will receive no credit.

6.7. Prearranged

When parents sincerely believe that an absence is necessary, they should ask for a pre-arranged absence form located in the main office. Please keep in mind the following:

1. A completed pre-arranged absence form is to be signed by a parent/guardian and submitted to the appropriate administrator, preferably a minimum of one week days prior to the absence.
2. Pre-arranged absences that are requested during spring standardized testing will incur a fee of \$50 for WCA to administer the exam at an alternative time.
3. It is the student's responsibility to gather assignments that will be missed during the period of absence. One day is given for each day missed to complete assignments.
4. Projects/long-term assignments with a due date that falls during the pre-arranged absence must be turned in prior to the absence to receive credit.

7. Birthdays

To celebrate your child's birthday cupcakes and cookies are allowed at lunch time only and must be enough for the entire class. No homemade food and no balloons, flowers, candles etc. Do not pass out party invitations at school unless everyone is invited or all of one gender.

8. Behavior Management

8.1. Classroom Behavior Management

The behavior expectations at Wesley Christian Academy follow those listed on the SAINTS PLEDGE signed by each student at the beginning of the school year.

SAINTS PLEDGE

Students pledge to honor a Christian community of caring, and to take responsibility for their own actions.

SAFETY: I will work toward making my school a safe Christian place to learn that is free of bullying, teasing and name-calling.

ATTITUDE: I will have a positive attitude about myself and others by being an encourager.

INTEGRITY: I will strive to do my best with integrity.

NOBLE: I will be noble by thinking about the needs of others.

TOLERANCE: I will be tolerant of those who are different than I am because Jesus loves them also.

SERVANTHOOD: I will look for ways to show the love of Christ by serving others.

Students are expected to participate and give their best effort in class. If a student is having a behavior issue that keeps him/her from succeeding in class (as well as other students), the consequences are as follows:

1. The student is given a verbal warning to correct their behavior. If the student redirects their efforts positively on their own and has a successful class, then the issue resolved without any further intervention.
2. If repeated verbal warnings do not redirect the student's focus back to their work, then they are given the Rules Reminder Form to have signed by their parents so they become aware of the ongoing issue in class.
3. Should the student's behavior not improve and more verbal warnings are given to positively redirect their focus prove ineffective, then the student will be given a Green Slip

and the parent will be contacted to discuss what can be done to help the student achieve success in class.

4. If the situation continues despite the Green Slip and the student still requires repeated warnings to correct their behavior and redirect their efforts positively, then the student will be given a Pink Slip and parents will be called in for a conference along with Administration to discuss a resolution that leads to the student's ultimate success in class.

8.2. Blue/Green/ Pink Slip Explanation

Blue slips – will be given out for positive behavior that exemplifies one of the principles of the SAINTS pledge.

Green slips- non aggressive behaviors that the student has received multiple warnings for (after the teacher handled it in the classroom) such as name calling, talking back, disrespect, lunchroom behavior, etc.

Pink slips- aggressive and unkind behavior such as the use of language, physically hurting a student (punching, kicking, etc.), cheating, multiple green slips.

We would send home the pink or green slip for the parent to sign. Please see items 3 and 4 of "Classroom Behavior Management". If a student receives multiple pink slips (depending on the severity of the behavior) further disciplinary action will be taken.

8.3. Bullying

Christ commands us to love one another, *"I give you a new commandment: Love each other. Just as I have loved you, so you also must love each other."* John 13:34, bullying is not tolerated at WCA. If an issue should arise, parents are expected to work closely with the Principal, Director, and staff to develop a plan that supports the philosophy of the academy. If a resolution is not reached, WCA reserves the right to discontinue services.

Bullying is defined as conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the student being treated in this manner. Bullying may involve gang or individual behavior, hazing, threats, cyber bullying and violence. Bullying may also involve intentionally excluding others from activities or targeting them for negative behavior from other students.

9. Communication

Expect electronic alerts to come via Parent Square to your cell phone or email address from the school regarding events, special notices or school emergencies. This is the major avenue of communication with parents, in addition to memos or notes from the individual teachers, student planners, report cards/progress reports, flyers/notices, Meet the Teacher, and teacher email addresses. You, also, should check the school website (www.wesleychristianacademy.org) frequently for updates, notices, and information.

If parents wish to confer with their child's teacher, please send a note to your child's teacher requesting an appointment. DO NOT go to the classroom before school or drop in after school unexpectedly. Car rider line is not the time for discussion. A teacher's first responsibility is the supervision of his/her students. A teacher cannot adequately meet with you and supervise students at the same time.

If the parent's tone in a meeting with any school staff member becomes insulting or abusive, it will be necessary for any future conferences to be in the presence of the Principal or a board member.

We're all on the same team – your child's. All communications should be handled in a professional manner.

10. Conflict Resolution

We will follow the Matthew 18 Principle which can be found in the appendix.

11. Dress Code

Students must follow the dress code below. WCA school colors are light blue, navy, white, black, yellow, and gray. Any student who is out of uniform will be asked to change into something from our recycled uniforms or a parent may be called to bring a change of clothes.

Tops

1. Students must wear WCA logo embroidered polos, dresses, blouses with a collar and sleeves, or a turtleneck in a solid school color.
2. Shirts must be tucked in at all times while on campus.
3. Sweaters, pullovers, and sweatshirts (zip-up or hooded) worn in the classroom must be in a solid color. No emblems or logos unless WCA logo.
4. Chapel shirts (light blue oxford with WCA logo) must be worn on Tuesdays.

Bottoms

1. Pants, shorts, skirts, dresses, and jumpers must be in khaki, navy or the WCA plaid.
2. Skirts, shorts, dresses, and jumpers must be worn appropriately and properly fastened with no tears that reveal skin above mid-thigh (as defined below). Girls must wear appropriate shorts underneath skirts, dresses, and jumpers. Solid color leggings (school colors only) may be worn under skirts.
3. Hemlines for dresses, skorts, skirts, and/or shorts must be no shorter than mid-thigh (a second violation of this policy will result in appropriate disciplinary action). Mid-thigh is defined as while a student is in the seated position, measure halfway from the top of the leg (the crease your hip makes when seated) to the outside of the bent knee. In a standing position, whatever students are wearing should be longer than the mid-thigh mark, when standing, as defined above.
4. Skin-tight clothing (ie. Bike pants, tights, leotards, leggings – unless worn under shorts, dresses, or skirts that conform to appropriate dress code policy) shall not be worn.

Socks

1. Socks or tights must be in solid school colors only. This includes ankle socks and socks that may peak out of the shoes. (If you can see it, it should meet school uniform colors).

Shoes

1. Shoes must have closed toes and fit securely on the foot; such as those with laces, buckles or Velcro. Sneakers are the best shoes for school on a daily basis.
2. Shoes with electronics, wheels, LED lights, and other irregular accessories are not to be worn.

3. Crocs, jellies, water shoes, flip flops, cleats, heels, and boots are not permitted.

Hair

1. Only natural hair colors are permitted on campus during the school year. This includes dying hair bright colors.
2. Hair should be kept off the face.
3. Accessories are permitted but must not be bulky in nature and should support the overall school appearance.
4. Hats, bandanas, scarves, and beanies are not permitted.

Outerwear

1. Sweaters/sweatshirts must be solid school colors or with school logo only.
2. Outerwear that is not in a school color must be removed upon entering the classroom.
3. Please write your child's name inside jackets, sweatshirts, and sweaters.

Dress Down Days

Fridays are school spirit days when students may wear their WCA t-shirt with blue denim jeans only or regular uniform bottoms. There also may be dress down fundraiser days scheduled throughout the year. On those days, all shirts must cover shoulders, shirts, shorts and shoes must meet regular uniform policy. No hats or other head gear allowed.

If a student violates the Dress Code Policy, the following steps will be taken:

- 1st Offense – Verbal warning.
- 2nd Offense – Green slip & parent contacted.
- 3rd Offense – Pink slip & sent home for the day.

12. Specials Program

Music – Monday

Physical Education – Tuesday/Thursday

Art – Wednesday

Foreign Language (Spanish) – Friday

Students will have time each week to check out books from the library.

Technology will be integrated into the everyday classroom curriculum.

13. Field Trips

Field trips are considered an important part of the educational program at Wesley Christian Academy. All trips are carefully planned to give students educationally enriching experiences that are not available in the confines of the classroom. Field trip fees are paid in advance (due Sept 15th) and are non-refundable. Absences from field trips, except for illness or family emergencies, will be considered an unexcused absence. All students are expected to follow school dress code for all field trips unless the trip involves a destination where other clothes would be more appropriate. In this case, clothing should follow the school dress code guidelines in regard to fit and length. Siblings of students may not attend field trips.

13.1 Volunteer / Chaperone Guidelines

To help ensure the safety of our students and the success of their service, we ask our volunteers and chaperones to comply with the following guidelines:

1. All parent volunteers/chaperones will be required to have a background check at their expense. Information regarding background checks is available in the school office.
2. Please realize that you are representing the school and upholding its policies. All adults (from employees to volunteer chaperones) who are serving on behalf of the school must comply with school standards. Please be an example by demonstrating maturity in actions, attitudes, and dress and by refraining from the use of tobacco, vape, and alcohol while chaperoning.
3. Only children enrolled in the class or activity may go. Siblings should be left at home so that chaperones may devote all their attention to the students under their care.
4. Please remember if you volunteer to chaperone, you will be assigned to oversee a group of students; and each child needs your attention and your supervision. Two chaperones must be assigned to each group.
5. Please refrain from buying special treats for the students in your group unless all students will receive a treat. Children may have food allergies that you don't know about.
6. Each trip may have its own expectations and requirements for chaperones. While we are extremely grateful to all those who volunteer to chaperone, sometimes we may have too many volunteers, which can decrease the value of the trip for the students. Please understand that if this occurs, the teachers/administration must set limits.

13.2 Transportation

Transportation will be provided to and from school field trips by WCA. Parents may choose to drive their student. Parents choosing to drive their student are required to meet at Wesley Christian Academy to check in and depart with the bus. Parents may only drive their student and are responsible for their own parking fees if any are accrued. No students shall be transported in an employee's personal vehicle at any time.

14. Financial Information

Tuition

There is an annual tuition for each student at Wesley Christian Academy which is conveniently broken down into 10 equal payments for our parents. This tuition is due on the 1st of every month starting with the first payment due on August 1, and the last payment due on May 1. On the 11th day of the month, regardless of the day of the week, a \$25.00 late fee will be assessed per student for any outstanding fees that have not been paid. If payment is not made in full with the above late fee by last day of the month, an additional \$50.00 late fee will be assessed per student. Any account reaching more than 60 days past due, the student will be released from the school.

Fees & Refund Policies

Admissions testing, technology, field trip, and enrollment fees are NON-REFUNDABLE. If a parent chooses to withdraw the student from the school and there is a refund due to the family, refunds can take up to 30 days from the child's last day or 30 days from the exit interview depending on the situation. All fees must be paid in full by the end of the year in order to release final report cards and records of each student. Payments can be made online through Headmaster with a checking account or in the office with a check, cash or

money order. The custodial parent who signs the student up for attendance at WCA is the financial responsibility partner for the child. If the parent has an agreement with the other parent for tuition payments, we will gladly accept payments from the other party. However, any unpaid balances will be the sole responsibility of the enrolling parent. Scholarship recipients are responsible for any fees **NOT** covered by the scholarship or if funds are exhausted at the time of billing.

Withdrawal Policy

Wesley Christian Academy is a non-profit organization that organizes its yearly budget upon the students who have committed to WCA educational services each school year. **Therefore, early withdrawal of a student will result in payment of the remainder of the semester or \$250.00 (whichever amount is greater).** Semester one is considered the first and second nine-week grading periods. Semester two is considered the third and fourth nine-week grading periods. Until payment is remitted all grades and records will be withheld. **An exit interview is required with administration and finance department at which time formal withdrawal paperwork is signed. Withdrawal is not considered finalized until the above procedures have taken place.**

15. Health Policy

15.1 Forms

All students are required to submit a certification of school-entry health examination form (form 3040) signed by a Florida doctor stating that the student is in good health. The school-entry health examination form is an annual form that will need to be updated each school year upon expiration date. In addition, all students are required to have on file in the school office an up-to-date state certification of immunization form before they are permitted to attend class.

15.2 Health Regulations

Keep your child home if he/she seems listless, unusually irritable, complains of a stomachache, headache, or earache, or seems to be pale or flushed. It is better to be overcautious than to risk exposing the rest of the children and staff to contagion. If your child becomes ill with a communicable disease, contact your doctor to determine proper care and then notify the school office.

COVID-19: Due to the frequent updating of guidelines from the Center for Disease Control (CDC) and our local Lake County Health Department, we will follow the most up-to-date guidelines that exist throughout the year and communicate that information to parents and our school community when appropriate. **If your student is showing any potential symptoms of COVID-19, please keep your child(ren) at home and communicate with the school so that we may provide further guidance based on your individual case.**

A child who is sent home due to fever, vomiting, diarrhea and/or rash must automatically be kept home the following day. When contacted to pick up your child due to illness you

must do so immediately (within one hour). The child must also be kept home from any after school events in that time frame.

The following conditions must be reported to the school office. A note from a doctor **is not required** before returning to school.

Colds: A good rule of thumb is to keep a child home at the beginning of a cold... the most infectious time and when he/she feels the worst. Please keep your child at home if he/she is experiencing discomfort that would interfere with his/her ability to perform in school (i.e. uncontrollable coughing, severe runny nose, severe lack of energy) or if the symptoms would negatively affect the classroom environment, other students and the teacher. If your child experiences green nasal discharge that continues throughout the day, or a cough lasting longer than ten days, or is accompanied by fever or chills and is productive of discolored sputum, consult with your doctor. The child may return to school when the child does not have a persistent cough and feels well.

Conjunctivitis (pink-eye): Following a diagnosis of bacterial conjunctivitis, the child may return to school 24 hours after antibiotic treatment is started. Students with viral infection may return when eyes are clear.

Cough or congestion: The child should remain home if the cough or congestion interferes with breathing and/or if wheezing.

Diarrhea: A child with diarrhea must stay at home and return to school only after being symptom-free for 24 hours.

Fever: The child should remain at home with a fever greater than 100.4°. The child can return to school after he/she has been fever-free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).

Vomiting: If your child has vomited during the night, the child should not be sent to school. A child may not return to school, until he or she has not vomited for a full 24 hours.

The school office must be notified if your child has been diagnosed with one of the following diseases. A doctor's note stating that the child is non-communicable is required before returning to school.

Chicken Pox	Impetigo	Mumps	Rotavirus
Coxsackievirus	Influenza A or B	Norovirus	Rubella
Croup	Kawasaki Disease	Pertussis	Scabies
Fifth Disease	Measles	Pinworms	Scarlet Fever
Head Lice	Meningococcal Meningitis	Pneumonia	Shingles
Hepatitis A or B	Molluscum Contagiosum	Rashes	Staph Infection
Herpangina	Mononucleosis	Ringworm	Strep Throat

Chicken Pox: The child should stay home until there are no new spots and all old ones are scabbed over. Usually this requires the student to stay home seven to ten days.

Coxsackievirus (hand, foot and mouth disease): The child must stay home during the acute phase/stage of illness while fever or lesions exist. Lesions or rash must be completely scabbed over and dry before returning to class.

Head Lice: The child may return to school only after treatment and when hair is free of nits. A letter from a professional head lice removal company must be provided or the child's head must be checked by staff prior to admittance to the classroom.

Measles, mumps, rubella and pertussis: These illnesses are highly communicable. Please report any confirmed cases to the school.

Molluscum Contagiosum: If the papules are red and inflamed, they must be completely covered for entry into school.

Rashes: Skin irritations are difficult because they can be a harmless allergic reaction or a sign of a serious illness. A rash with no accompanying fever, symptoms or change in behavior probably is not cause for concern. However, if the child seems sick or the rash comes on suddenly, a trip to the doctor is wise.

15.3 Medical Emergency

In case of an accident or emergency, we will attempt to notify the designated parent/guardian immediately. If she/he cannot be reached, we will continue down the list indicated on the emergency information section of your registration packet. If we believe emergency treatment is necessary, we will call 911 for the child to be taken to the nearest Emergency facility.

15.4 Medications

If your child should require medication to be administered during the school day, you must:

1. Fill out a "Permission to Medicate Form" at the front desk.
 2. Check in the medicine at the front desk each day.
 3. Send in the medicine clearly labeled with the child's name and in its original container.
- Never send medication or vitamins in your child's lunch box or backpack.

16. Homework

Your children need time to be children, to participate in family activities, church activities and to pursue special interests. Any assigned homework will be meaningful and not homework for homework's sake. It will include preparation for a lesson, reinforcement of an area covered, or aid for a student in an area of difficulty.

17. Lunch

Students have the option to purchase lunch from the Wesley Café Monday – Thursday and from an outside food vendor on Fridays. Parents are expected to complete the Monthly Lunch Order Form and pre-pay for lunches ordered. Money may be sent in via cash/check or deposited via the parent portal online. Please notate what the money is for. Your student's lunch account must remain in good standing in order to make purchases. If you do not have the funds in your account, you will be responsible for packing your student's

lunch each day. Cash or checks are accepted and should be turned in on time with the monthly lunch order form. Students who do not wish to purchase lunch are required to bring their lunch daily. Healthy and nutritious food is a priority at WCA. (NO SODA or CANDY) Students are expected to follow all of the lunchroom guidelines, including using indoor voices, cleaning up after themselves, and throwing their own trash away. There is no microwave or refrigerator on campus for students so please pack lunch accordingly.

18. Non-Discrimination Statement

Wesley Christian Academy admits students of any gender, 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 on the basis of gender, race, color, national, and ethnic origin in administration of its education policies, scholarship programs, and other administered programs. Though ours is a First United Methodist school, it is open to all qualified applicants regardless of church affiliation whose parents wish them to participate in the program.

19. Parent Teacher Fellowship (PTF)

Parent Teacher Fellowship is a ministry of Wesley Christian Academy that involves parents, grandparents, teachers and staff. The goal of PTF is to connect and create opportunities for fellowship. Please see the school website for details and sign up.

20. Safety / Security

Wesley Christian Academy will conduct monthly safety drills which will include fire, Inclement Weather, Malicious Threat and Active Intruder. There is an Emergency Preparedness Plan posted in each classroom.

In the event of an emergency evacuation parents will be notified and children will be picked up at the designated reunification address.

Reunification Address

WCA Field

658 W. Broom Street

Clermont FL 34711

21. School Board

Wesley Christian Academy School Board (WCAB) is comprised of both parents and representatives of the leadership committees of First United Methodist Church. The purpose of the WCAB is to set policies and procedures for the fulfillment of the mission of the School and to enable the Principal and Director to carry out the day to day operations of the School.

22. School Property

Parents are responsible for the cost of replacing school property, including computer equipment, damaged by their child(ren). This includes classroom and library items, furniture, textbooks, playground equipment, P.E. equipment, and school/church buildings.

23. Solicitation

WCA does not promote or advertise events with which the school is not directly partnered. Agencies or groups wishing to distribute information through WCA must have administrative approval.

24. Spiritual Emphasis

24.1 Chapel

Chapel is a vital part of student life at Wesley Christian Academy. Individuals who are exemplary in their Christian faith are invited to speak. Students should participate by being attentive and practicing good conduct.

24.2 Bible Instruction

In addition to Bible being taught as a classroom subject, the Bible is integrated into all courses throughout the curriculum. Students are expected to memorize Scripture according to the instruction of Psalm 119:11: *"I have hidden your word in my heart that I might not sin against you."* It is the desire of Wesley Christian Academy that students not only learn the Bible, but be able to apply its truths in everyday life situations.

24.3 Family Chapel

There are multiple family chapel days scheduled throughout the school year. Details can be found on the Parent Teacher Fellowship page of the WCA website.

25. Technology Policy

25.1 Cell Phones

Students are allowed to carry cell phones to school however they must be stored in backpacks during school hours. Phones may not be used to talk, text, record, take pictures and/or play games during school, including recess and lunch.

If a student violates the device policy, the following consequences will occur:

1st Infraction: Cell phone taken away and returned at end of day.

2nd Infraction: Cell phone taken and locked in office until parent can come to school to retrieve it.

3rd Infraction: Students will not be allowed to bring a cell phone to school until a parent conference with the principal is held.

25.2 Smart Watches

The use of smart watches is not permitted in school due to risks of loss and damage and of misuse in the same way as cell phones.

25.3 Technology Use

The use of technology tools allows teachers to expand instructional methods and enhance instructional delivery, enrich student performance, and increase student engagement.

Internet access is available to all students and teachers, offering a wide variety of educational opportunities. Students will be educated throughout the school year on appropriate online behaviors, including how to properly access materials and how to interact with others accordingly. Each student will have the opportunity to participate in Wesley Christian Academy's Digital Citizenship Class.

Your child will have access to a Chromebook.

Students may:

- Access Google Drive, Docs, Slides, and other Google Apps

- Access approved educational websites via the Internet
- Access and interact with other classmates
- Access digital assignments and classwork at school

Students may Not:

- Share computer account IDs and passwords except when authorized.
- Create, copy, receive, or use data, language, or graphics that are obscene, abusive, or otherwise inappropriate at school
- Access, change, or delete computer programs, data files or electronic mail without expressed permission.
- Violate or attempt to violate the security of the computer/network systems.
- Take unauthorized actions that deny access to, disrupt, or destroy the service of the computer/network systems.
- Make unauthorized or unlawful installation of personal computer software on the school's computers or computer networks, including, but not limited to, games, virus programs, and applications software.
- Use computers, computer networks, computer software, and data files or intellectual property in any unauthorized way.

Supervision and Monitoring

It shall be the responsibility of all the members of Wesley Christian Academy's staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

No Expectation of Privacy Given valid reason, Wesley Christian Academy may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere on any of the school's electronic systems, including telephone calls and electronic mail messages, even if the information has been password protected or encrypted. Wesley Christian Academy may use the information so obtained for any legal purpose, including disclosure to third parties, subject only to applicable law, but otherwise in the sole discretion of the school. The school may exercise an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means.

These are the laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA) The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene. -- CIPA - <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

Children's Online Privacy Protection Act (COPPA) COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context.

The school's use of student information is solely for education purposes. -- COPPA - <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

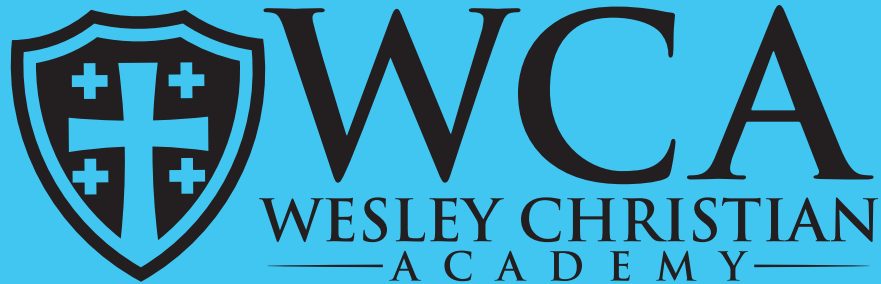
Family Educational Rights and Privacy Act (FERPA) FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.) but parents may request that the school not disclose this information. The school will not publish confidential educational records (grades, student ID #, etc...) for public viewing on the Internet. The school may publish student work and photos for public viewing. Parents may request that photos, names and general directory information about their children not be published. An Opt-Out form may be obtained from your child's school. Parents have the right at any time to investigate the contents of their child's e-mail and Apps for Education files. -- FERPA - <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Transfer of student records will occur in the event of school closure. An agreement has been arranged with another ACSI accredited school – Real Life Christian Academy to receive our student records. If this school is unable to fulfill this responsibility all student records would be sent to Lake County Schools in Tavares, Florida in accordance with applicable statutes.

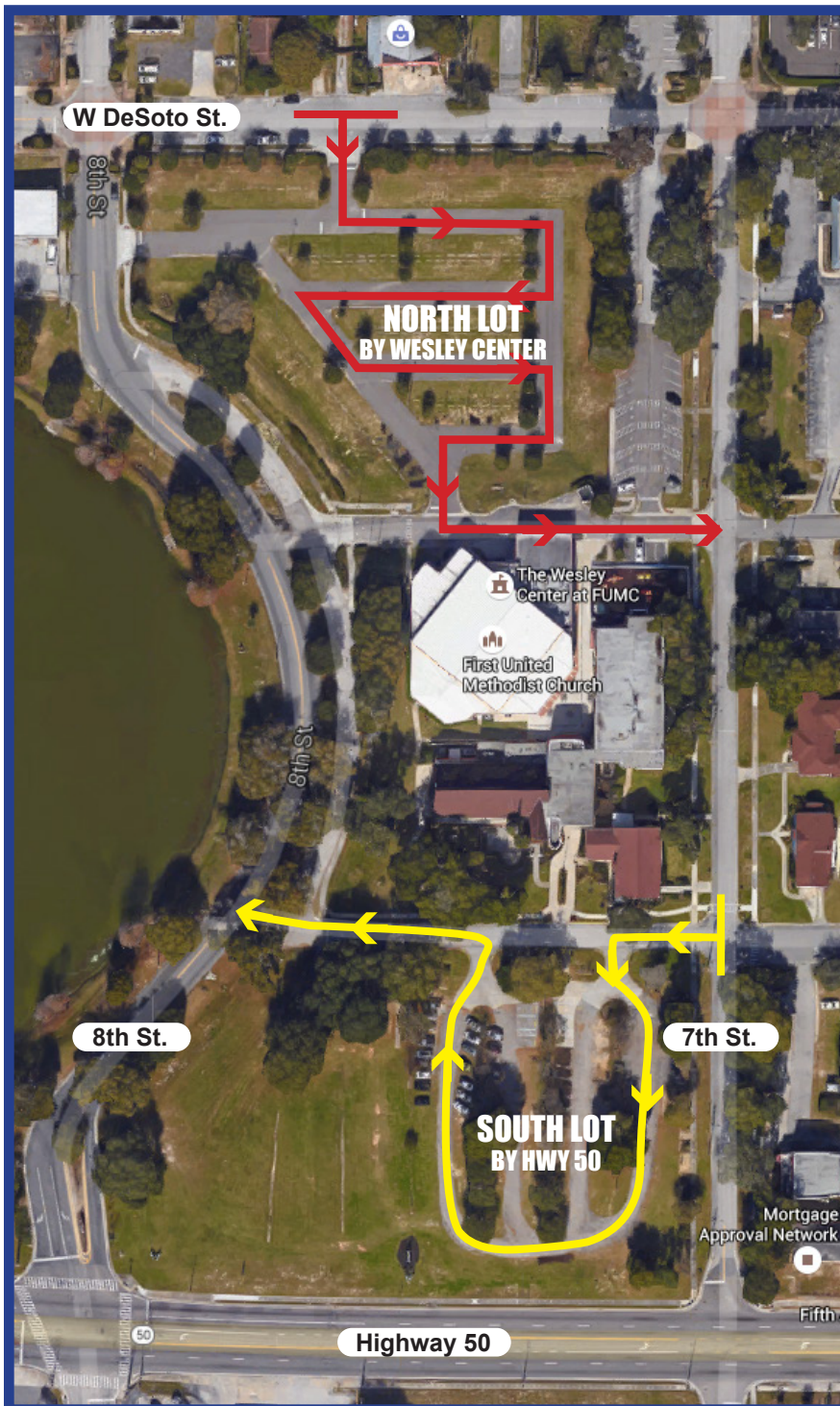
APPENDIX

Updated on May 6th, 2021

APPENDIX



PICK-UP & DROP-OFF MAP



ELEMENTARY

Drop Off Time:	8:15-8:30 a.m. —
Drop Off Location:	Car Line / North Lot
Pick Up M/T/Th/F:	3:00 p.m. —
Pick Up Location:	Car Line / North Lot
Pick Up Wed:	2:15 p.m. —
Pick Up Location:	Car Line / North Lot

VPK

Drop Off Time:	8:30am Park & Walk-in —
Parking Location:	South Lot —
Pick Up Time M/W/F:	1:45 p.m. —
Pick Up Time T/TH:	3:45 p.m. —
Pick Up Location:	Car Line / North Lot

2 YEAR OLDS

Drop Off Time:	8:30am Park & Walk-in —
Parking Location:	South Lot —
Pick Up Time:	11:45 a.m. —
Pick Up Location:	Car Line / South Lot

3 YEAR OLDS & PALS

Drop Off Time:	8:30am Park & Walk-in —
Parking Location:	South Lot —
Pick Up Time:	1:45 p.m. —
Pick Up Location:	Car Line / South Lot

After-School Care: Walk in to pick-up



STUDENT CODE OF CONDUCT

MY SAINTS PLEDGE

I, _____, agree to follow the principles of this pledge to honor a Christian community of caring, and to take responsibility for my own actions.

- | | | |
|---|--------------|---|
| S | SAFETY: | I will work toward making my school a safe Christian place to learn that is free of bullying, teasing and name-calling. |
| A | ATTITUDE: | I will have a positive attitude about myself and others by being an encourager. |
| I | INTEGRITY: | I will strive to do my very best with integrity. |
| N | NOBLE: | I will be noble by thinking about the needs of others. |
| T | TOLERANCE: | I will be tolerant of those who are different than I am because Jesus loves them also. |
| S | SERVANTHOOD: | I will look for ways to show the love of Christ by serving others. |

Student Signature

Date

Parent Signature

Date



Classroom Rules Reminder

Your child chose not to abide by the student conduct Saints Pledge during class in the following areas:

- _____ 1. **SAFETY:** I will work toward making my school a safe Christian place to learn the is free of bullying, teasing and name-calling.
- _____ 2. **ATTITUDE:** I will have a positive attitude about myself and others by being an encourager.
- _____ 3. **INTEGRITY:** I will strive to do my very best with integrity.
- _____ 4. **NOBLE:** I will be noble by thinking about the needs of others.
- _____ 5. **TOLERANCE:** I will be tolerant of those who are different that I am because Jesus loves them also.
- _____ 6. **SERVANTHOOD:** I will look for ways to show the love of Christ by serving others.

Name _____

Date _____

Please discuss with your child the choices he/she made today during class. We ask that you review the Saints Pledge with your child. Sign and return to your child's teacher.

Thank you for your partnership.

Teacher Signature

Parent Signature

Student Signature

GREEN SLIP

DATE _____

NAME _____

GRADE _____

REASON: _____

Teacher _____ Parent's Signature _____

GREEN SLIP

DATE _____

NAME _____

GRADE _____

REASON: _____

Teacher _____ Parent's Signature _____

GREEN SLIP

DATE _____

NAME _____

GRADE _____

REASON: _____

Teacher _____ Parent's Signature _____

GREEN SLIP

DATE _____

NAME _____

GRADE _____

REASON: _____

Teacher _____ Parent's Signature _____

GREEN SLIP

DATE _____

NAME _____

GRADE _____

REASON: _____

Teacher _____ Parent's Signature _____

GREEN SLIP

DATE _____

NAME _____

GRADE _____

REASON: _____

Teacher _____ Parent's Signature _____

PINK SLIP

DATE _____
NAME _____
GRADE _____
REASON: _____

Teacher _____

Parent's Signature _____

PINK SLIP

DATE _____
NAME _____
GRADE _____
REASON: _____

Teacher _____

Parent's Signature _____

PINK SLIP

DATE _____
NAME _____
GRADE _____
REASON: _____

Teacher _____

Parent's Signature _____

PINK SLIP

DATE _____
NAME _____
GRADE _____
REASON: _____

Teacher _____

Parent's Signature _____

PINK SLIP

DATE _____
NAME _____
GRADE _____
REASON: _____

Teacher _____

Parent's Signature _____

PINK SLIP

DATE _____
NAME _____
GRADE _____
REASON: _____

Teacher _____

Parent's Signature _____

Kids Care Award

DATE: _____

NAME: _____

GRADE: _____

REASON: _____

Teacher/Staff Signature

Parent's Signature
Return to School

Kids Care Award

DATE: _____

NAME: _____

GRADE: _____

REASON: _____

Teacher/Staff Signature

Parent's Signature
Return to School

Kids Care Award

DATE: _____

NAME: _____

GRADE: _____

REASON: _____

Teacher/Staff Signature

Parent's Signature
Return to School

Kids Care Award

DATE: _____

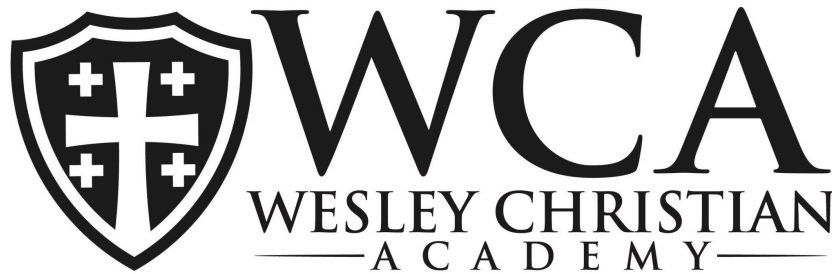
NAME: _____

GRADE: _____

REASON: _____

Teacher/Staff Signature

Parent's Signature
Return to School



STATEMENT OF COOPERATION AND HONOR CODE

Parents: Please read the following statements carefully and sign below to indicate your agreement.

Wesley Christian Academy believes that a positive and constructive working relationship between the school and a student's parents or guardians and the student is essential to the accomplishment of the school's mission.

We/I hereby affirm that we/I have read the Parent/Student Handbook and discussed its policies with my student.

We/I certify that we consent to and will submit to all governing policies of the school, including all applicable policies in the Parent/Student Handbook. As such, We/I will not take to social media nor encourage other families to do so should conflict arise with the school faculty or administrators. We/I will pledge to follow the Matthew 18 principle.

We/I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

We/I understand that the services of the school are engaged by mutual consent, and that either the school or We/I reserve the right to terminate any or all services at any time. We/I understand that this Handbook does not contractually bind Wesley Christian Academy and is subject to change without notice by decision of Wesley Christian Academy's governing body.

Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Parent/Guardian's Name (Print): _____

Parent/Guardian's Signature: _____ Date: _____

Parent/Guardian's Name (Print): _____

Parent/Guardian's Signature: _____ Date: _____
(both parents must sign if applicable)

THE MATTHEW 18 PRINCIPLE

In every relationship, personal or professional, conflicts are bound to arise even when there is good faith on both sides. God's Word provides a model for resolving conflicts in a way that will be in the best interest of all parties involved; as well as to promote harmony and unity among God's people and bring glory to Him. Our Lord Jesus Christ Himself presented this model in Matthew 18:15-17

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church, treat him as you would a pagan or a tax collector." (Matthew 18:15-17 NIV)

FIRST STEP: I will do as Christ admonishes and first go to the offending brother or sister in an attempt to resolve conflict. I am committed to restoring our relationship rather than exposing my brother's possible sin. I realize that most of our problems are personality conflicts and I will try to understand their actions based upon their perspective. I will not share an offense with a third party unless there is an imminent possibility of physical or emotional harm.

SECOND STEP: If going to the person first and alone does not resolve our differences, I promise to seek a neutral and mature individual who will listen to each of our perspectives of the problem. This person will hopefully be able to suggest a new way for one or both of us to look at the situation, or an action that can be taken to rectify the problem. I recognize that the witness may reveal or say things that I do not like, but believe God is using him/her to resolve the conflict, rather than take sides. (The witness must be an individual with deep spiritual wisdom and highly respected by all of those involved.)

WARNING: I will not seek to find others who have also been offended, nor share with potential witnesses my concern before meeting with the offending brother or sister. The purpose of having a witness is not to validate hurt that I may have regarding my relationship with others.

I realize my friends may naturally listen to my concerns, but also take up my offense. I will, therefore, not cause them to become party to possible division and disharmony because of our friendship. Whenever I feel an urge to share the offense with my friends, I will seek to pray and commune with God about my hurt.

ULTIMATE GOAL: I commit myself to be spiritual rather than "normal" and super-natural rather than "natural" when it comes to solving my problems with others. I desire God's will and way in the resolution of conflicts and will do as the Bible teaches, regardless of my "normal" or "natural" feelings. My ultimate goal is to glorify God through the bearing of much fruit and involvement in ministry.

CONFRONTING ADMINISTRATORS AND TEACHERS: I believe in the scriptural admonition that states that one should not rebuke an Elder (spiritual leader), other than in grave matters of misconduct or open sin (1 Timothy 5:19). I will earnestly pray for and follow my leaders, teachers, and administrators. I will not allow anyone to criticize them without following the Matthew 18 principle and without the specific person present. If I have a problem with my leader(s), I will first go to them alone. I will not share my concern with anyone unless there is an imminent possibility of physical or emotional harm.

I will try to listen and understand their perspective of the problem. If I am not satisfied with their explanation and continue to have animosity, I will ask their permission and counsel to find a witness who will listen to the conflict. If the witness finds that I have misunderstood the situation and should continue no further, I will trust God to complete His work in my life by casting my burden on the Lord and leaving it there. If the witness agrees with my concern and finds the administration/teacher wrong, yet the leader refuses to hear the witness, we will then find a group of two or three other witnesses who will hear the matter and determine what God is doing through this conflict.

SERIOUS STEP: If I continue to find fault with a leader and cannot relate in spirit and truth, I will seek to find another school, rather than cause any conflict or disharmony. I am committed to pleasing God through resolving my conflicts even if it means separating myself from the source of my irritations.



TUITION & FEE SCHEDULE

Admissions Testing Fee	\$25	New students, due at time of testing
Technology Fee	\$100	Due by June 1 st , 2021
Field Trip Fee	\$65 (K-3 rd) \$125 (4 th -6 th)	Due by September 1 st , 2021
Enrollment Fee	\$600	Due in 3 installments of \$200 on 2/1, 4/1, 6/1
Annual Tuition K – 5 th	\$5500	Can be broken into 10 monthly payments of \$550 (August – May)
Annual Tuition 6 th Grade	\$5000	Can be broken into 10 monthly payments of \$500 (August – May)

Tuition

Tuition can be divided into 10 monthly payments from August to May. The first payment is due on the first day of school. Each payment after that is due by the 1st of each month. Tuition may be paid by cash, check made payable to WCA, or electronic payment transfer.

Fees

Admissions testing, technology, field trip, and enrollment fees are **NON-REFUNDABLE**.

Admissions testing fee is due at the time of testing. Enrollment fee of \$600 per child is due in 3 installments. The installments are due on the dates listed below:

Feb. 1st - \$200

April 1st - \$200

June 1st - \$200

Scholarship recipients are responsible for any fees **NOT** covered by the scholarship or if funds are exhausted at the time of billing. A scholarship agreement will be presented for signature by the parent(s) once the scholarship award paperwork has been verified by the school administration.

Withdrawal Policy

Wesley Christian Academy is a non-profit organization that organizes its yearly budget upon the students who have committed to WCA educational services each school year. **Therefore, early withdrawal of a student will result in payment of the remainder of the semester or \$250.00 (whichever amount is greater).** Semester one is considered the first and second nine-week grading periods. Semester two is considered the third and fourth nine-week grading periods. **An exit interview is required with administration and finance department at which time formal withdrawal paperwork is signed. Withdrawal is not considered finalized until the above procedures have taken place.**

Student's Name (Print): _____

Parent's Name (Print): _____

Parent's Signature: _____ Date: _____



Elementary Financial Agreement 2021-2022 School Year

This agreement is to reiterate the financial obligations stated in the 2021-2022 Handbook for WCA.

Tuition

- There is an annual tuition for each student at Wesley Christian Academy which is conveniently broken down into 10 equal payments for our parents. This tuition is due on the 1st of every month starting with the first payment due on August 1, 2021 and the last payment due on May 1, 2022.
- On the 11th day of the month, regardless of the day of the week, a \$25.00 late fee will be assessed per student for any outstanding fees that have not been paid. If payment is not made in full with the above late fee by last day of the month, an additional \$50.00 late fee will be assessed per student. Any account reaching more than 60 days past due, the student will be released from the school.

Fees & Refund Policies

- Admission testing fees and enrollment fees are all NON-REFUNDABLE.
- If a parent chooses to withdraw the student from the school and there is a refund due to the family, refunds can take up to 30 days from the child's last day or 30 days from the exit interview depending on the situation.
- All fees must be paid in full by the end of the year in order to release final report cards and records of each student. Please refer to the withdrawal policy in the Handbook.
- Payments can be made online through Headmaster with a checking account or in the office with a check, cash or money order.
- The custodial parent who signs the student up for attendance at WCA is the financial responsibility partner for the child. If the parent has an agreement with the other parent for tuition payments, we will gladly accept payments from the other party. However, any unpaid balances will be the sole responsibility of the enrolling parent.

I have read the above guidelines and agree to this financial agreement. I understand if payments or arrangements have not been made to WCA, the school shall have the right to legal action for the collection of such fees. I will also be responsible for all costs of collection, including court cost and attorney's fees.

Student Name (Print): _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____