



WCA
WESLEY CHRISTIAN
— A C A D E M Y —

K-8 Academy

PARENT / STUDENT HANDBOOK

2023-2024

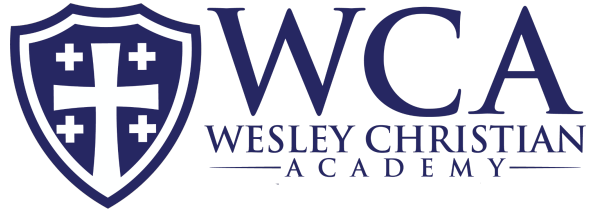
Wesley Christian Academy
950 7th Street
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www.wesleychristianacademy.org

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Curriculum Resource Teacher	Carrie Diaz wca crt@wcasaints.com

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 Living Hope 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 Purpose

WCA exists for equipping students for life and all its seasons, present and future, by helping them to: Know and be known by Jesus, Love and be loved by Jesus, Long for and belong to Jesus. When we know who we belong to, we know that Jesus Christ is our Living Hope.

Our Vision

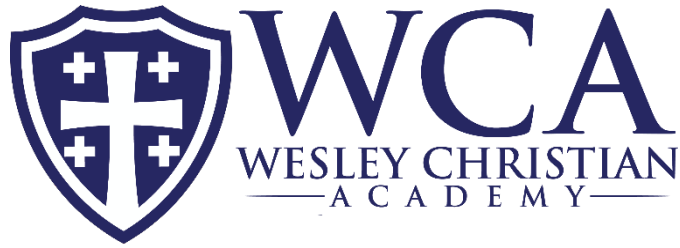
Our vision is to provide an educational program that is grounded in God's Word and fosters the development of a Christian mind, a biblical worldview, and Christ-like character in students.

Our Mission

Our mission is to provide a Christ centered, loving, nurturing, and safe environment where preschool, elementary, and middle school 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.



2023-2024

Student Calendar

School Month		
AUGUST	August 10	First Day of Classes/First Grading Period Begins (Thursday)
SEPTEMBER	September 1 September 4	Non-Student Day (Friday) Labor Day/Student Holiday (Monday)
OCTOBER	October 12 October 13 October 16	End of First Grading Period (Thursday) Non-Student Day/Teacher Work Day (Friday) Classes Resume/Second Grading Period Begins (Monday)
NOVEMBER	November 20-24	Thanksgiving Holiday/Student Holiday (Monday-Friday)
DECEMBER	December 20 December 21-29	End of Second Grading Period (Wednesday) Winter Break/Student Holiday (Thursday-Friday)
JANUARY	January 1 January 2 January 3 January 4 January 15	New Years Day/Student Holiday (Monday) Non-Student Day (Tuesday) Non-Student Day (Wednesday) Classes Resume/Third Grading Period Begins (Thursday) Martin Luther King, Jr. Birthday/Student Holiday (Monday)
FEBRUARY	February 19	Presidents' Day/Student Holiday (Monday)
MARCH	March 7 March 8 March 11-15 March 18 March 29	End of Third Grading Period (Thursday) Non-Student Day/Teacher Work Day (Friday) Spring Break/Student Holiday (Monday-Friday) Classes Resume/Fourth Grading Period Begins (Monday) Good Friday (Friday)
APRIL		
MAY	May 24	Last Day of Classes/End of Fourth Grading Period (Friday)
		<i>Storm Make-up Days will be determined as needed</i>

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 Living Hope 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 cursive script, appearing to read "Doug Kokx".

Rev. Doug Kokx – Senior Pastor

ADMINISTRATOR's Welcome!

Dear Wesley Christian Academy Family,

In the school year 2021 – 2022 we were “Growing in Faith.” In the school year 2022 – 2023 we were “Walking with Jesus.” Our theme this year is “Shine Like the Stars.” We praise God for his blessings on our school. As we have experienced God’s faithfulness and blessings through difficult times, we recognize that we are never alone in our Journey. The verse that makes up our theme is from

Daniel 12:3- “Those who are wise shall shine like the brightness of the sky above; and those who turn many to righteousness, like the stars forever.”

Wesley Christian Academy will “Shine Like the Stars” as we walk in our faith with Jesus and hope to lead others to righteousness while we receive God’s blessings 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 and Walk with Jesus.

Wesley Christian Academy will continue to “Shine Like the Stars” and continue to focus on the goal of pursuing Christ in all things.

Our preschool, elementary and middle grades 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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Academics / Curriculum

Wesley Christian Academy is a kindergarten through eighth 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 and electives programs include music, art, culinary arts, Spanish, physical education, yoga, preschool buddies, and bible studies.

Our curriculum includes resources from StemScopes, BJU, Deep Roots Bible, as well as other sources. If there are any questions or concerns about curriculum or other classroom resources the family will need to bring the concern to the teacher. The teacher will present the information to the administration. The Principal will have the final say on the appropriateness of any classroom materials.

Academic Goal Setting

Accelerated Reader (AR Program)- Kindergarten- 3rd Grade

Accelerated Reader is a computer program that helps teachers manage and monitor student's independent reading practice and comprehension. The program has more than 150,000 titles to choose from on its Book Finder list with new titles being added each month. Each book has an online "reading practice" quiz, which are referred to as "**AR tests**". At the beginning of each quarter, students will take the STAR reading assessment. Teachers will use the data from this assessment to determine students' reading level, set a quarterly reading goal, and track students' reading progress throughout the school year. Students may take AR tests in class only. Students can check to see a book's reading levels and AR points at arbookfind.com.

At the beginning of each of the nine weeks students will receive their Zone of Proximal Development (ZPD) as well as their AR goal based on their STAR reading assessment. It is important for students to know their levels as they choose books to read. The WCA library is color coded and labeled to help students choose books at their level. Cooper Memorial library also includes AR levels in their children's books. It is important for students to read books within their ZPD level as these books will help to increase a student's reading ability. Books read below level do not help to increase a student's reading level and those too difficult can become frustrating to the reader. Students track their points throughout the

nine weeks in a variety of different ways. This tracking will be communicated by their teacher at the beginning of the school year. At the end of the nine weeks, students who have met 100% of their AR goal will be rewarded with an end of the quarter WIG (Wildly Important Goal) celebration.

IXL – 3rd – 8th Grade

Students in 3rd through 8th grade will transition from using the AR reading program and begin using IXL. The IXL program is an online program that has thousands of skills that match what we're learning in class. At the beginning of each quarter students will take the Reading Diagnostic Snapshot. Teachers will use the data from this assessment to determine students' reading level, set a quarterly reading goal, and track students' reading progress throughout the school year.

Each quarter students will be assigned reading practice through the IXL program. This practice will be completed both at school and at home. Students will track their reading practice throughout the nine weeks in a variety of different ways. This tracking will be communicated by their teacher at the beginning of the school year. At the end of the nine weeks, students who have met 100% of their practice goal will be rewarded with an end of the quarter WIG (Wildly Important Goal) celebration.

Expected Student Outcomes

Students who graduate 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 tenets 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, Culinary arts, 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.

Specials Program

- Music
- Physical Education
- Art

- Foreign Language (Spanish)
- Students will have time each week to check out books from the library.
- Technology will be integrated into the everyday classroom curriculum.

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 guidance. 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. Students and parents will co-sign the Probation Contract, agreeing to abide by the stipulated conditions.

Responsibilities

Student, parent(s), teachers, and guidance are responsible for several aspects of the probation program. To help the student to become more successful, student, parent(s), teachers, and guidance 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 the teacher weekly to ensure an understanding of expectations.
3. Attend academic review meetings when requested with parent/guardian, administration, and teacher(s).

Family'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 meetings with student, guidance, and teacher(s).
5. Consider the feasibility of out-of-class tutoring for the student.
6. Contact the 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 the student may need help.
2. Communicate with the student, parents, and guidance.
3. Attend academic review meetings with parents, guidance, and student.

Guidance Responsibilities Guidance must make every effort to:

1. Provide the communication link between all the participants in the probation program.

2. Coordinate academic review meetings 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.

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 – 8th Grade

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

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.

Academic Accommodations

The Accommodations Policy at WCA is designed to maintain the dignity and uniqueness of individuals with diagnosed learning differences. Our K – 8 Academy 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.

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 based on learning and/or other disabilities.

The following services are available:

1. **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.
2. **Speech Therapy** services are available, when included on a service plan, onsite for students with speech and/or language disorders.
3. **Occupational Therapy** services are available when included on a service plan, onsite for students to help rehabilitate functional deficiencies such as hand/muscle control required for writing and sensory processing issues.

Accreditation

Wesley Christian Academy is accredited by the Association of Christian Schools International (ACSI) and provides a Christian Biblical worldview as the base of academic excellence in Kindergarten –8th 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.

Admissions

Students are admitted to Wesley Christian Academy based on 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.

Continuous Enrollment Contract

Wesley Christian Academy enrollment contract is a continuous enrollment contract. Families will be given a Continuous Enrollment Packet in January of each school year. Families are required to return the forms by January 19th. For families who do not return the form before January 20th, their student(s) will be unenrolled for the following year. For families choosing not to return for the following year, a withdrawal form must be submitted by January 19th and an exit interview will be scheduled. Remember, the continuous contract is financially binding, and all deposits will be due on the due dates provided on the form.

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

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. WCA K-8 academy after school hours are from 3:00-5:30 p.m. (Wednesday is 2:15-5:30 p.m.). Rates are as follows:

1 Day per week	\$20/week
2 Days per week	\$25/week
3 Days per week	\$30/week
4 Days per week	\$35/week
5 Days per week	\$40/week

K-8 Student After School Care Drop Ins

Parents who need to use aftercare for a one-time use will be charged a \$20 Drop In-Fee. If this service is needed again there will be a \$35 registration fee charged as well as the \$20 Drop In-Fee. Each subsequent use of “drop-in” after care will be charged a \$20 Drop In-Fee.

After School Clubs

WCA offers after-school clubs throughout the school year. The cost is \$100 per club, per cycle. 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 carline under the Wesley Center each day. If a student is not picked up by 4:30 pm (3:45 pm on Wednesdays), a late fee of \$20 will be incurred. Students will be sent to after school care program.

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.
- Please do not line up for pick up/dismissal until after 2:00pm due to preschool dismissal.
- Follow directions given by WCA staff.
- 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.

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.

WCA K-8 Drop off will begin at 8:10am. Staff will close drop off lines at 8:25am. Families arriving after 8:25am will need to go to the K-8 front desk to sign in. Your student(s) will be marked tardy after 8:30 am. A staff member will take your student(s) to their classroom.

WCA K-8 Dismissal is 3:00 pm each day (except Wednesday 2:15 pm). If students are not picked up by 3:20pm (or 2:35 pm on Wednesdays), students will be sent to our after-school care program. A \$35 non-refundable registration fee will apply, as well as, a \$20 daily rate fee for the first use of drop in. Each subsequent use will accrue a \$20-dollar daily rate fee.

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, please send an email to wcaattendance@wesleychristianacademy.org ahead of time. All persons picking up children that are unfamiliar to staff will be asked for a photo ID. We cannot accept verbal messages from children. We will not allow a child to leave school with anyone unless we have written permission from a parent. Please do not send minor-aged siblings to sign your 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.

Carline Map See Appendix A

Early Sign Out

For the safety of our students, we strongly suggest you take advantage of our pickup line. If you need to pick up your child prior to the designated pick-up time you will need to:

- Please park in the north lot.
- Come inside the K-8 office to sign them out.
- Arrive **30 minutes** prior to our release times. After the 30-minute time frame you will need to use the carline.

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. This is a hectic time and teachers as well as students need to be focused on everyone arriving to the carline on time and safe.

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 will 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.

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).

Tardy

Students who are not in class by 8:30am are tardy. Families arriving late should go to the WCA K-8 front office to sign in. Student(s) will be given a tardy slip to present to their teacher. Students who go to class without a tardy slip will be directed back to the office to obtain one.

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

A tardy may be excused for the following reasons only:

- Returning from a medical appointment with doctor's note
- Involvement in a car accident
- 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. Probation and fee will be assessed after every grading period.

Excused Absences

Absences will be deemed excused provided the student turns in a written, valid excuse within 48 hours of returning to school. A written excuse can be provided by either your

student(s) doctor or parent/ guardian. Notes must include dates of absences, your student(s) name, and the return to school date. WCA reserves the right to require documentation from health professionals for students who excessively request to be excused due to illness. Excuses will be accepted for the following reasons:

- Personal illness or injury
- Serious illness or death in the family
- Medical or dental appointments that cannot be scheduled outside of school hours.
- Court-related appearances
- 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.

Unexcused Absences

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 schoolwork, having out-of-town visitors, birthday celebrations, unapproved absences, etc. Any excuse turned in after the 48-hour period will be marked as unexcused.

Long-Term Absences

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

Prearranged Absences

When parents sincerely believe that an absence is necessary, they should ask for a pre-arranged absence form located on the school's website under parent resources. 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, a minimum of one week 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.

Attendance Probation

Students will be placed on attendance probation if, in any 9-week grading period, they have 5 or more absences and have any grades lower than 70% for any subject. (Students with 5 absences and no grades lower than a 70% will receive a “warning” letter.) A conference will be scheduled with the student, parent(s), and guidance. The purpose of the conference will be to review the reason(s) for the student’s poor attendance and to outline strategies for improvement. An Attendance 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

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

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

1. Have student(s) here every day and on time.
2. Provide a pre-arranged absence form for a day(s) not in school.
3. Maintain close communication with school staff regarding student’s health absences.
4. Attend any attendance review meeting with guidance.
5. Contact the office if there are questions.

Teacher Responsibilities The teacher must make every effort to:

1. Communicate with Administration when two or more absences have occurred in a 9-week period.
2. Communicate with Administration when four or more tardies have occurred in a 9-week period.

Guidance Responsibilities Guidance must make every effort to:

1. Provide the communication link between all the participants in the probation program.
2. Coordinate attendance review meeting with parents, and guidance.

Probation Outcome

Students who have achieved on time attendance for the following grading period will be released from attendance probation. In cases of students who fail to meet the goals of the attendance probation contract, administration will determine if the student(s) will be retained in their current grade, or to continue with the contract goals or if Wesley Christian Academy is the best educational setting for the student(s). If a student is placed on

attendance probation two times during the academic year, the student may be retained in the grade or withdrawn from WCA.

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.

Behavior Management

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 is 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 by the teacher 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.

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**- nonaggressive 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.

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. Bullying violates the safety segment of the Saints Pledge. Incidents of bullying will follow the behavior management consequences.

Communication

Parent Square

Parent Square is our online communication platform that is used to communicate between parents/guardians and the school. Families will need to download the app and turn on

notifications. Expect electronic alerts to come via Parent Square regarding events, special notices, weekly school newsletter, or school emergencies. This is the major avenue of communication with parents.

My School Worx

Families will be able to access attendance, grades, report cards/progress reports via My School Worx. This program can be accessed online or through the app. The K-8 office will provide you with the login and temporary password upon enrollment. Families are encouraged to check My School Worx weekly regarding attendance and grades. Any issues should be brought to the attention of the teacher.

Teacher Communication

The first line of communication for families is with their student(s)' teacher(s). Daily communication occurs with the use of student planners (1st - 8th grade). Students will write down homework assignments, teachers can make behavior notes, or other items that may need to be addressed before the next school day. Weekly communication occurs via classroom newsletters created by the teacher and sent via ParentSquare. Copies are sent home in their binder/folder (Kindergarten-8th grade). Teachers will reach out about individual concerns via phone call or ParentSquare.

If families need to confer with their child's teacher, please send a message via ParentSquare requesting an appointment. Teachers are unable to meet without an appointment. Please do not address parent concerns in the carline. 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.

During meetings with faculty/staff if the parent's tone becomes insulting or abusive, the meeting will be ended immediately, and it will be necessary for any future meetings 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.

Website

Wesley Christian Academy's website is found at www.wesleychristianacademy.org. Families can find information about events via the Calendar tab, Families can use the Parent Resources tab to find lunch menus, car line maps, forms, the Parent/Student handbook, as well as other needed information. Under the Current Events tab you can find a snapshot of what is going on for the month including missions, spirit nights, and events such as school photos and holidays.

Conflict Resolution

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

Dress Code

Students must follow the dress code below.

Tops

1. Students must wear WCA logo embroidered polos, dresses, jumpers, blouses in a solid school color. Turtlenecks may be worn under school approved tops as long as in solid school color.
2. All shirts and dresses must have a collar and sleeves.
3. WCA school colors are light blue, navy, white, black, yellow, and gray.
4. Sweaters, pullovers, and sweatshirts (zip-up or hooded) worn in the classroom must be in a solid school color. No emblems or logos unless WCA logo.
5. Chapel Shirts (light blue oxford with WCA logo) can be purchased at our designated uniform vendor and are to be worn on designated Chapel days for K-8 students. Students who cannot wear a Chapel shirt **MUST** wear a Light blue polo uniform shirt on Chapel days as an alternative.

Bottoms

1. Pants, shorts, skorts or skirts, must be in khaki, navy, or black.
2. Skirts, shorts, skorts, dresses, and jumpers must be properly fastened with no tears that reveal skin above mid-thigh (as defined below).
3. Girls **MUST** wear appropriate shorts or school-colored leggings underneath skirts, dresses, and jumpers.
4. Hemlines for dresses, skorts, skirts, and/or shorts must be no shorter than mid-thigh. 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.
5. Students may not wear bike pants, tights, leotards, leggings, sweatpants, or athletic wear – unless worn under shorts, dresses, jumpers, or skirts that conform to appropriate dress code policy.

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. 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. School logo is not required.
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.

School Spirit days

Fridays are school spirit days when students may wear their WCA spirit t-shirt with blue denim jeans/shorts or regular uniform bottoms.

Dress Down Days

Dress down days will be scheduled throughout the school year and usually coordinate with special event such as fundraisers and holidays. Tops/Dresses must have sleeves, cover midriffs, and fit the event theme. Bottoms must be appropriate length and may not be skintight (i.e., leggings without being under dresses or skirts). Shoes must follow uniform guidelines.

If a student violates the Dress Code Policy, parents will be required to bring a change of clothes and a uniform violation slip will be issued. After three violations, a pink slip will be issued, and parent conference required.

Electives

Middle school students will participate in electives as part of their academic day. Electives may include courses such as culinary, bible study, additional art courses, additional physical education courses, and additional music courses.

Field Trips

See Field Trip Manual

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. Should a parent/guardian wish to withdraw their student, they must give a minimum of two weeks' notice of withdrawal. 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.

Health Policy

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. If you have a religious exemption form, you will no longer be required to submit immunization records.

Health Regulations

Keep your child home if he/she seems listless, unusually irritable, complains of a stomach ache, 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. If you wish to have the absence excused, you will need to turn in a parent note in lieu of a doctor's note.

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.

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.

Medications

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

1. Fill out a "Prescription Medication Consent Form" for prescription medications or a "Authorization for Medication" form for non-prescription medications. These forms can be found on the school's website under Parent Resources, or you may come into the front office to fill it out.
2. Check in the medicine at the front desk. Please do not send in medications with students in their backpacks. This includes ALL medications including cough drops, eye drops, vitamins, and other over the counter medications.

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.

Make-up Work/Retake Policy

At Wesley Christian Academy we intend to take a proactive approach and provide opportunities for relearning and grade improvement on an ongoing basis.

The 3 Gold Passes

Students from first grade through eighth grade will receive three gold passes per nine weeks. Students can use these passes to retake any assignment or assessment during the nine weeks period no matter what grade they earned. The retake grade will replace the original grade in the gradebook. Students will be given one opportunity per assignment, and corrections must occur during the school day. Corrections should take place within 10 days of the grade being posted in MySchoolWorks. If an assignment comes home that is being requested as a redo/retake, students are responsible for bringing it back to school for their

retake. Assignments must be returned to the school without corrections. If corrections have been made, students will not be able to use their pass for a retake.

Teachers will determine when the retake opportunity takes place during the grading period and the school day. Retake opportunities will be given up until the last 5 school days of a grading period to allow teachers time to reteach, redo, and reassign a grade. Students MAY NOT redo long term projects. (These are defined as any project that is given more than a week to complete.)

Late Work:

Late work is defined as classwork or homework not turned in at the time it is due (as designated ahead of time by the classroom teacher). Teachers may deduct UP TO 10 percentage points for a late grade. It is the teacher's discretion on how many points will be deducted based on the expectation set forth with the students.

Example: Student earns 18 out of 20 points on an assignment for a grade of 90%, students turned in the assignment three days late, the gradebook grade becomes an 80%. (Notice the 10 points is taken from the final percentage, not the points earned. 18 points minus 10 points becomes 8 out of 20 correct for final grade of 40%; this is not an acceptable practice for late work)

Make-up Work Due to Absences:

Students will be provided with make-up work once the student returns to school or as requested by the parents. Parents must give teachers 24 hours to put together work for the absent student. For prearranged absences, teachers must be given one weeks' notice so that they may gather work and/or post to Google Classroom.

Students will have the opportunity to make up their work based on the number of days they were absent. For example, if the student was absent 2 school days, then they have 2 school days to complete and return the make-up work. For example, if the student was absent Monday and Tuesday, they will have Wednesday and Thursday to complete it and return it Friday morning.

If the student returns the work late or unfinished, teachers may deduct UP TO 10 percentage points for late/unfinished work. Make-up assignments due to an absence that must be redone or retaken, students will need to use one of their passes for the nine weeks. If their passes for the quarter have already been used, they will receive the initial grade. If the assignment was not turned in and their passes were already used, they will receive a zero on the assignment.

Communication of Grade Changes:

When a teacher gives a student a redo grade, that grade change will be communicated to parents through a note attached to the assignment. (See an example below) The posting of the new averaged grade within MySchoolWorks cannot be considered a replacement for

parent communication regarding redo grades. Please sign and return the retaken assignment. Please note the original grade will not be replaced in MySchoolWorx until the signed assignment is returned.

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 MySchoolWorx 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.

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 our school is a ministry of Living Hope Church, it is open to all qualified applicants regardless of church affiliation whose parents wish them to participate in the program.

Parent Teacher Fellowship (PTF)

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

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

School Board

Wesley Christian Academy School Board (WCAB) is comprised of both parents and representatives of the leadership committees of Living Hope 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.

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.

Solicitation

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

Spiritual Emphasis

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.

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.

Family Chapel

There are multiple family chapel days scheduled throughout the school year. Dates for these events can be found on the school's website under the Calendar tab. Information will also be sent out via ParentSquare a week before the event.

Technology Policy

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.

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.

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. Students will participate in an annual “Digital Citizenship” lesson.

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.
- Students may not use methods to circumvent GoGuardian.

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. Wesley Christian Academy uses GoGuardian to monitor students' screens while in use.

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 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.

Consequences

Should a student be found to have violated these terms, or to have utilized technology improperly in any way, consequences may be applied. As with our typical discipline procedures, all infractions will be handled individually, and the application of consequences will be determined by the teacher and/or school administration. Consequences may include but are not limited to: conversations with teacher/administration; conferences with parents; loss of computer privileges; or reimbursement to WCA for materials that are lost or damaged.

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. In the unlikely event of a school closure, all student records would be sent to Lake County Schools in Tavares, Florida in accordance with applicable statutes.

Volunteer Policy

WCA appreciates the helping hands of our families. The time and resources you contribute benefit every student at WCA. There are various school-wide events that cannot happen without your support. Your child’s teacher will also provide opportunities for you to volunteer in the classroom at various times throughout the year. Hours spent attending PTF meetings count towards volunteer hours.

The volunteer requirements are as follows:

- K-8th – 10 volunteer hours for one student, 15 hours for families
- 2½ - VPK – 5 hours per family
- Buy out option of \$10 per hour. This is a donation instead of putting in the hours.

Any person volunteering will need to check in at the front desk prior to going to the classroom or event. To check in, the adult volunteer must provide Photo Identification

(driver's license or passport). A Volunteer ID Badge will be provided, which must be worn on site.

- For the protection of our students, no volunteer is permitted in the student bathrooms or to be left alone with the children at any time.
- While volunteering, all discipline and direction of the class will be handled and led by WCA Staff.
- Any food served must be addressed by the teaching staff.
- Any emergency care will be administered by the Academy Staff.

APPENDIX

Appendix A: Car Line Map



Students who miss drop-off line must be signed in at the K-8 Front office. If they are signed in after 8:30am they will be marked tardy.

Students not picked up by 3:25pm (M/T/TH/F) & 2:40pm (Wed) will be sent to After Care and associated fees will be charged to the family's account.

ELEMENTARY (K-4)

Drop off time: 8:10-8:25am
 Drop off location: Red car line/North Lot

Pick up M/T/TH/F: 3:00pm
 Pick up location: Red car line/North Lot

Pick up Wed: 2:15pm*
 Pick up location: Red car line/North Lot

Pick up will have a double stacked line. Please join a lane once entering the car line and stay in that lane until you reach the cones. Staff will direct you into a single line for the pick-up area.

*Do not join car line before 2:00pm because VPK car line is here at 1:45pm

FIFTH GRADE & MIDDLE SCHOOL (6-8)

Drop off time: 8:10-8:25am
 Drop off location: Yellow car line/South Lot

Pick up M/T/TH/F: 3:00pm
 Pick up location: Yellow car line/South Lot

Pick up Wed: 2:15pm*
 Pick up location: Yellow car line/South lot

*Do not join car line before 2:00pm because PreK 3 car line is here at 1:45pm

Siblings in split lines: Please drop off siblings in the Fifth Grade & Middle School Drop-Off line. Older siblings will walk their younger siblings to the Wesley Center and then return to the Social Hall to gather before going to their classroom. Staff will be placed along the route to ensure student safety.

After Care Pick up: Walk into preschool building

Appendix B: 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 (I 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.

Approved June 16, 2023