

K-8 Academy

PARENT / STUDENT HANDBOOK

2024-2025

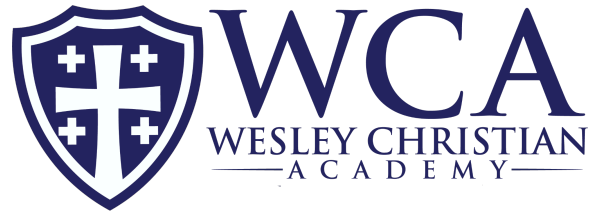
Wesley Christian Academy
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www.wesleychristianacademy.org

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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 to honor and glorify God by for equipping students for life and all its seasons, present and future, by helping them to: Shape and strengthen a Biblical Worldview, Go into the world and be disciples for Jesus, 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.

**Wesley Christian Academy
2024-2025**

**Student Calendar
(180 Days)**

School Month			Student Days
AUGUST	August 12 August 30	First Day of Classes/First Grading Period Begins (Monday) Non Student Day (Friday)	14
SEPTEMBER	September 2	Labor Day/Student Holiday (Monday)	20
OCTOBER	October 10 October 11 October 14	End of First Grading Period (Thursday) Non-Student Day/Teacher Work Day (Friday) Classes Resume/Second Grading Period Begins (Monday)	8 Total Days 42 14
NOVEMBER	November 11 November 25-29	Veterans Day/Student Holiday (Monday) Thanksgiving Holiday/Student Holiday (Monday-Friday)	15
DECEMBER	December 20 December 23-31	End of Second Grading Period (Friday) Winter Break/Student Holiday (Monday- Tuesday)	15 Total Days 44
JANUARY	January 1 January 2 January 3 January 6 January 20	New Years Day/ Student Holiday Non-Student Day (Wednesday) Non-Student Day/Professional Development Day(Thursday) Non-Student Day / Teacher Work Day (Friday) Classes Resume/Third Grading Period Begins (Monday) Martin Luther King, Jr. Birthday/Student Holiday (Monday)	19
FEBRUARY	February 17	Presidents' Day/Student Holiday (Monday)	19
MARCH	March 6 March 7 March 10-14 March 17	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)	4 Total Days 42 11
APRIL	April 18	Non-Student Day (Friday)	21
MAY	May 26 May 29	Memorial Day/ Student Holiday(Monday) Last Day of Classes/End of Fourth Grading Period (Thursday)	20 Total Days 52
		<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 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 black ink, appearing to read "Doug Kokx". The signature is written in a cursive, flowing style.

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.” In the school year 2023 – 2024 we were “Shining Like the Stars.” Our theme this year is “Anchored in Christ.” 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

Philippians 4:13- “I can do all things through him who strengthens me.”

Wesley Christian Academy will be “Anchored in Christ” 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, Walk with Jesus, and Shine Like Stars.

Wesley Christian Academy will continue to be “Anchored in Christ” and continue to focus on the goal of pursuing His honor and glory 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

Coral Broadwater
Director of Preschool

Table of Contents

Academics / Curriculum	9
Academic Goal Setting	9
Accelerated Reader (AR Program)- Kindergarten- 3rd Grade	9
IXL – 3rd – 8th Grade	10
Expected Student Outcomes	10
Specials Program	11
Academic Probation	12
Responsibilities	12
Probation Outcome	13
Grading Scale	13
Plagiarism Policy	13
Academic Accommodations	14
Accreditation	15
Admissions	15
Continuous Enrollment Contract	16
After School Care	16
K-8 Student After School Care Drop Ins	16
After School Clubs	16
Arrival / Pick-Up Procedure	17
Release Policy	17
Early Sign Out	18
Attendance	18
Florida Compulsory Attendance Law	18
Tardy	19
Excused Absences	19
Unexcused Absences	20
Long-Term Absences	20
Prearranged Absences	20
Attendance Probation	20
Responsibilities	21
Probation Outcome	21
Birthdays	22
Behavior Management	22
Classroom Behavior Management	22
Blue/Green/ Pink Slip Explanation	23
Bullying	23
Communication	23
Parent Square	23
My School Worx	24
Teacher Communication	24
Website	24
Conflict Resolution	24

Dress Code	24
School Spirit days	26
Dress Down Days	26
Electives	26
Field Trips	26
Financial Information	27
Tuition	27
Fees & Refund Policies	27
Withdrawal Policy	27
Health Policy	28
Forms	28
Health Regulations	28
Medical Emergency	30
Medications	30
Homework	30
Make-up Work/Retake Policy	30
Lunch	32
Non-Discrimination Statement	32
Parent Teacher Fellowship (PTF)	32
Safety / Security	32
School Board	33
School Property	33
Solicitation	33
Spiritual Emphasis	33
Chapel	33
Bible Instruction	33
Family Chapel	33
Technology Policy	34
Cell Phones	34
Smart Watches	34
Technology Use	34
Supervision and Monitoring	35
Consequences	35
Child Internet Protection Act (CIPA)	35
Children’s Online Privacy Protection Act (COPPA)	36
Family Educational Rights and Privacy Act (FERPA)	36
Volunteer Policy	36
Appendix A: Car Line Map	38
Appendix B: Matthew 18 Principle	39

Our 4 Academic Pillars

Biblical Worldview Shaping: We believe that the purpose of education is to lead young people to know the one, true God, develop their knowledge, talents, skills, and character, so they can take dominion of the earth and bend it back towards God’s original design and by doing so show the world the beauty and glory of God. Biblical worldview shaping helps students view all of life and all areas of study as tools for serving God and others.

Critical Thinking: We believe to prepare our students for their futures, thinking needs to go beyond rote memorization. Our teachers develop higher-order thinking skills so students can face challenges in the future with minds that can analyze, evaluate, and create. Students will come to understand how and why things work.

Academic Rigor: We are committed to providing a rigorous academic program that helps students reach their highest potential. We carefully select academic and Biblical curriculum that will equip them with the facts, skills, and reasoning abilities to help them exceed in their future endeavors.

Multiple Learning Approaches: We acknowledge that God gave each of us each unique gifts that make each of us different. Our teachers provide multiple learning approaches in their classrooms to ensure all students have the opportunity to learn and grow academically and spiritually.

Curriculum Programs

As a Christian school, it is for such a time as this that we prepare our students to become disciples of God as well as provide a high-quality academic program. To achieve this high-level, holistic educational experience, we have teamed up with BJU Press and Deep Roots as our core academic curriculums in Prek3-8th grade. Both Christian Publishers, BJU Press and Deep Roots provide materials that support our educational and biblical philosophy by providing materials for Biblical worldview shaping, tools for developing critical thinking skills, increased academic rigor, and offer a variety of options for teaching strategies that include multiple learning styles. We are committed to preparing our students to be the ‘salt and light’ in the positions God places them in this world.

Enrichment Opportunities

- Weekly Chapel
- Daily Specials: Music, Art, PE, Spanish Other: Library, Science Lab, 5th grade Robotics Bootcamp, National Elementary Honor Society, 4th- 6th Tropicana Speech Program

- Middle School Electives: Culinary, Preschool Buddies, Yearbook, Competition Robotics, Bible Studies, Journalism
- Afterschool Clubs: Sports Clubs (soccer, basketball, running), Art Club, Arts and Crafts Club, Lego Club, Coding, STEAM Club, Drama Club, Debate Club, Photography Club, Astronomy Club

Online Academic Programs

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. Parents may sign up for Home Connect. Home Connect allows you to view information about your student's progress. It also allows you to sign up to receive email notifications after your student (s) complete an assessment at school. Please look out for a letter that is sent home at the beginning of the school year.

IXL – K – 8th Grade

Students in K through 8th grade will use the IXL program. IXL program is an online program that has thousands of skills that match what students are learning in class. At the beginning of each quarter students will take the Reading and Math Diagnostic Snapshot. IXL will assign recommendations to fill gaps in learning, practice at their current level, and expand learning in areas they have mastered. Teachers will also assign codes for students to practice. IXL provides lessons, games, and videos to enhance students' learning.

Wildly Important Goals (WIGS)

Students K-3 will be using the AR program to meet their WIG goals. At the beginning of each nine weeks, students will take the STAR Reading Assessment. Based on their reading levels, students will be assigned a points goal. Through reading and taking quizzes, students will work towards meeting their point goal. Those that meet or exceed their goal will be rewarded with an end of the quarter WIG (Wildly Important Goal) celebration.

Students, 4th – 8th grade, will be assigned reading and math practice through the IXL program. This practice will be completed both at school and at home. Students will track their reading/math practice throughout the nine weeks using their WIG Goal Tracking Sheet. 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.

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 – 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 specific learning disabilities in reading, mathematics or written expression. 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. Failure to disclose your students' learning difference can result in dismissal from WCA. WCA does NOT discriminate based on learning and/or other disabilities.

The following services are provided through Lake County Schools for students with an active IEP:

1. **Speech Therapy/ Language Therapy** services are available, when included on a service plan, onsite for students with speech and/or language disorders.
2. **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, standardized testing, admission tests and family interviews. 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 17th. For families who do not return the form before January 21st, 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 17th 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.

Morning Care K-8th grade

WCA offers a before-school program for students Kindergarten - 8th grade that begins at 7:30am and ends at 8:15am. The program is a 4 week contract and a non-refundable \$35 registration fee (per family) is due at enrollment. All tuition policies apply to the before-school program. A two-week paid and written notice to the Financial Director is needed to withdraw a child from the program. Rates are as follow \$100 per 4 weeks due in Advance of the Dates Below:

August 12th-September 6th - Payment Due August 5th
September 9th-October 4th - Payment Due Before September 2nd
October 7th-November 1st - Payment Due September 30th
November 4th-December 6th - Payment Due October 28th
December 9th-January 17th - Payment Due December 2nd
January 21st-February 14th- Payment Due January 14th

February 18th-March 21st- Payment Due February 11th
March 24th-April 17th - Payment Due March 17th
April 21st-May 16th - Payment Due April 14th
May 19th-May 29th - Payment Due May 12th

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 WCA 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.). Locations for aftercare are Kinder-2nd grade in the preschool building and 3rd-8th grade are in the New WCA K-8th building. After 4:30pm all students will be moved to the preschool building to be picked up between 4:30-5:30pm. 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

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.
- **NO CELL PHONES WHILE CARPOOL LINE IS MOVING.**

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 and end from **8:00am-8:15am** for our **4th-8th grade** with **Siblings**. Grades **Kindergarten - 3rd Grade** drop off will begin and end from **8:15am-8:30 am** Staff will **close drop off** lines at **8:30am**. Families arriving after 8:30 am 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 **3:00pm - 3:15pm** for our **4th-8th grade** with **Siblings**. Grades **Kindergarten - 3rd Grade** dismissal will begin and end from **3:15-3:30 pm** Staff will **close dismissal** lines at **3:40pm**. Except **Wednesday 2:15 pm-2:30 pm** for **4th-8th grade** with **Siblings**, and **2:30pm - 2:45pm** for our **Kindergarten - 3rd Grade students**. If students are not picked up by **3:40pm** (or **2:45 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 k.mccue@wcasaints.com 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**, we will not be able to bring your student to the office due to dismissal.

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 Five 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 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 unexcused absences and/or 5 or more unexcused tardies. 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 Christ-centered place to learn that is free of bullying, teasing and name-calling. Do to others as you would have them do to you; Luke 6:31
- ATTITUDE: I will have a positive attitude about myself and others by being an encourager, speaking the truth, and using kind words with both my classmates and teachers. May the God who gives endurance and encouragement give you the same attitude of mind toward each other that Christ Jesus had, so that with one mind and one voice you may glorify the God and Father of our Lord Jesus Christ; Romans 15:5-6
- INTEGRITY: I will strive to come prepared for class, work hard, follow directions, and do my very best with integrity. Apply your heart to instruction and your ears to words of knowledge; Proverbs 23:12
- NOBLE: I will be noble by thinking about the needs of others, listening when others are speaking, and treating others with respect. Let the wise listen and add to their learning, and let the discerning get guidance; Proverbs 1:5
- TOLERANCE: I will be tolerant of those who are different than I am because Jesus loves them also. Do everything in love; 1 Corinthians 16:14
- SERVANTHOOD: I will look for ways to show the love of Christ by serving others. Do not forget to do good and to share with others, for with such sacrifices God is pleased. Hebrews 13:16

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 an

Infraction and the parent will be contacted by the teacher to discuss what can be done to help the student achieve success in class. After 3 Infractions the fourth Infraction will result in an automatic Referral.

4. If the situation continues despite the Infraction and the student still requires repeated warnings to correct their behavior and redirect their efforts positively, then the student will be given a Referral 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. After 3 Referrals the fourth Referral will result in an automatic Expulsion.

Infraction/ Referral

- **Infraction**- 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.
- **Referral**- aggressive and unkind behavior such as the use of either oral or written 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.

FACTS Management

Families will be able to access attendance, grades, report cards/progress reports via FACTS. 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 FACTS 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, as well as a signed copy of the Statement of Cooperation and Honor Code.

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 midribs, 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 - 6th - 8th grade

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

Financial Agreement

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. We have partnered with FACTS Management Company to help us manage our tuition payments. Tuition is due on the 1st of every month, starting with the first payment due on August 1, 2024, and the last payment due on May 1, 2025. Automatic payments can be made from your checking/saving account or credit card. On the 11th day of each month, regardless of the day of the week, a \$25.00 late fee will be assessed per student for any outstanding unpaid fees. If payment is not made in full with the above late fee by the last day of the month, an additional \$50.00 late fee will be assessed, per student. For any account reaching more than 60 days past due, the student will be released from the school.

Fees and Refund Policies

- An annual enrollment will be collected with our contentious enrollment forms. Enrollment fees are all NON-REFUNDABLE.
- If a parent chooses to withdraw their student from WCA, and a refund is due to the family, refunds can take up to 30 days from the student'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 student records.
- Tuition payments are to be set up via FACTS Management Online, if you plan to pay tuition monthly via check or cash please contact our financial department for payments.
- If your payment is returned from the bank or FACTS for insufficient funds, a fee of \$30.00 per payment will be assessed.
- The custodial parent who signs the student up for attendance at WCA is the financial responsibility partner for the student. 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.

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. The parent/guardian is responsible for all costs of collection, including court cost and attorney fees.

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 quarter or \$250.00 (whichever amount is greater). 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 the 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.

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

Here at Wesley Christian Academy, we believe that homework is the continuation of the learning process developed in the classroom.

Purposes: To reinforce and practice the concepts taught in the classroom. (Review Worksheet, Reading Log), To extend and enhance the concepts taught in the classroom. (At Home Project), To prepare students for upcoming quizzes/assessments. (Bible Verse, Spelling Tests, Study Guides), To complete any unfinished classwork or missing work.

Guidelines: Considering the developmental characteristics of children, the suggested average time for daily homework assignments should be.

- Kindergarten-2nd grade 10-20 minutes
- 3rd -4th Grade 30 – 40 minutes
- 5th grade 50-60 minutes
- 6th-8th grade 70-90 minutes

Role of Student: The student has the responsibility to understand and complete the assigned task.

Role of Parent: The parent/guardian should work in conjunction with the teacher to ensure that the homework is completed.

Role of Teacher: The teacher should plan, assign, communicate, and monitor the completion activities.

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 FACTS. 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 week's 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. The posting of the new averaged grade within FACTS 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 FACTS until the signed assignment is returned.

Lunch

Students have the option to purchase lunch from the Wesley Café Monday – Friday. Parents are expected to complete the Monthly Lunch Order Form and pre-pay for lunches ordered in FACTS online. 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. Also, please note that Salad bar (3rd-8th grade) will have to be preordered only, students will not be allowed to pay for salad bar the day of lunch.

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 PTF 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

Lightning/Inclement Weather: Students should never be outdoors in heavy rain or if lightning and/or thunder has been seen or heard. Administration will monitor weather conditions and alert staff when lightning is noted within a 10 mile radius. At that point no students or staff may move from the building they are in unless under covered walkways. All staff should download the Weather bug app. and monitor with alerts on personal phones or devices.

School Board

Wesley Christian Academy School Board (WCAB) is composed 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 not allowed to carry cell phones while on campus. If a student violates the device policy, the following consequences will occur:

- 1st Infraction: Cell phone taken and locked in office until parent can come to school to retrieve it.
- 2nd Infraction: Cell phone will be taken and locked in the office until the end of the current grading period.
- 3rd Infraction: Student will be expelled from school.

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. WCA will be Tracking hours given by our families and will notify them if not complete and if payment is needed.

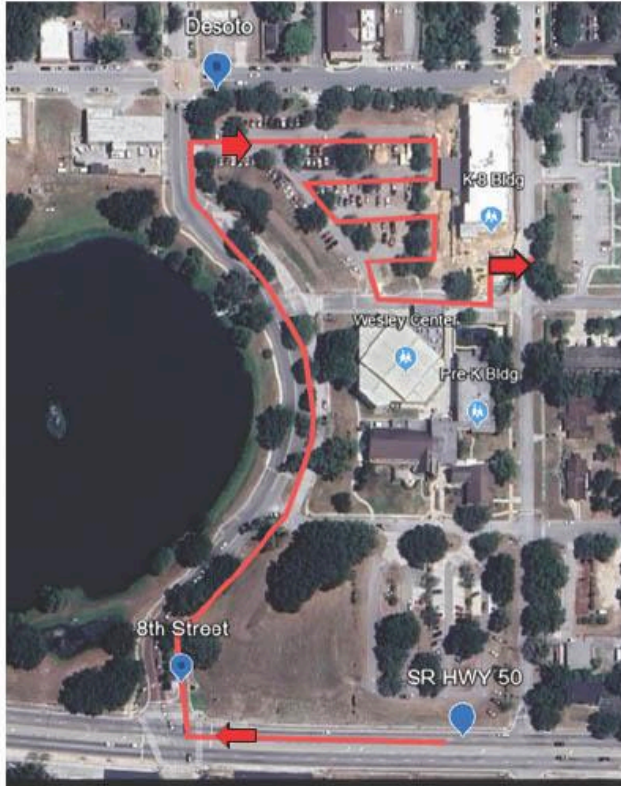
- For the protection of our students, no volunteer is permitted in the student bathrooms or to be left alone with the children at any time.
- While volunteering, all discipline and direction of the class will be handled and led by WCA Staff.
- Any food served must be addressed by the teaching staff.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

APPENDIX

Appendix A: Car Line Map



PICK-UP & DROP-OFF MAP 2024-2025



Morning Drop-Off:

8:00-8:15
Grades 4th - 8th & Siblings

8:15 - 8:30
Grades Kindergarten - 3rd

Afternoon Pick-up:

3:00 - 3:15 M, T, Th, F
2:15 - 2:30 (Wed only)
*****DO NOT GET IN LINE BEFORE 2:05*****
Grades 4th - 8th & Siblings

3:15 - 3:30 M, T, Th, F
2:30 - 2:45 (Wed only)
Grades Kindergarten - 3rd

NOTES:

If you enter the DROP-OFF line before 8:15 and do not have a 4th-8th grader, please park in a parking spot until 8:15am to avoid clogging the line for the first group.

When you enter the carline for PICKUP, please form two lines at the cones. We will alternate lines based between each set of cars.

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 3:30pm (M/T/TH/F) & 2:45pm (Wed) will be sent to After Care and associated fees will be charged to the family's account.

Siblings in different age groups: Please drop younger siblings off with their older (4th grade +) siblings in the 8:00-8:15 window.

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.

updated 3/21/24