



School Community Handbook

Wesleyan Academy
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ACCREDITATION AND MEMBERSHIPS

Wesleyan Academy is accredited by the Middle States Association of Colleges and Schools and the Association of Christian Schools International. We are licensed by the Council of Education of Puerto Rico and hold memberships in the following associations: Association of Christian Schools International, Caribbean Association of Independent Schools, National Honor Society, Puerto Rico High School Athletic Alliance, National Association of Secondary School Principals, *Asociación de Escuelas Privadas de Puerto Rico*, Caribbean Counselors Association and Middle States Association of Colleges and Schools (MSA).



SCHOOL BIBLE VERSE

"Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth." II Timothy 2:15

HISTORY & DESCRIPTION

The Wesleyan Church, the parent body and sustaining organization of Wesleyan Academy (WA), has from its beginning recognized the necessity of Christian schools. As founders of Wesleyan Academy in January 1955, Rev. and Mrs. Robert L. Crosby were of the same conviction. The first classes of WA were held in the basement of the Wesleyan Church on Central Avenue (now Piñero Avenue) in Caparra Terrace. In 1962, the construction of a school was started in the present location on Alejandrino Road, Barrio Los Frailes, in Guaynabo, and by 1964 all of the classes had moved to the new school. The first class to graduate from the high school was the Class of 1966.

WA is a private, non-profit, evangelical Christian school, affiliated with the Wesleyan Church. It endeavors to meet the educational needs of its students in their mental, emotional, spiritual, and physical dimensions. WA strives to present a Christian world view and democratic values in an environment of academic excellence.

The Academy does not discriminate in any of its policies, practices, or procedures on the basis of race, class, color, national origin, sex, or handicap as defined by law. It is the continuing aspiration of the sponsoring body, the administration, and the faculty and staff of WA to maintain the opportunity for students to receive an education which is truly dedicated to the glory of God and the betterment of humankind.

BOARD OF TRUSTEES

The responsibility for management of the school is vested in the Board of Trustees of Wesleyan Academy. Establishment of policies, rules and regulations, and the review of all action taken by the school are the prerogatives of the Board of Trustees and the Wesleyan District.

MISSION

Wesleyan Academy seeks to encourage and enable students to pursue a redeemed life of personal faith in Jesus Christ, marked by a lifestyle of service and leadership, developed in the context of a Christian, college preparatory, English-language instruction, educational experience in grades pre-pre-kinder through twelve.

VISION

To produce Christian leaders for Puerto Rico and the world, through a comprehensive program of academic and spiritual excellence in development of:

Character
Scholarship
Discipleship
Leadership
Service

WA STATEMENT OF PHILOSOPHY

As a college preparatory institution, Wesleyan Academy endeavors to meet the educational needs of its students in the mental, spiritual, emotional, and physical dimensions of their lives. It strives to provide an atmosphere of Christian concern and an environment of academic excellence. The highest aim of the school is for each student to accept God's call to the redeemed life through a personal faith in Jesus Christ, and to manifest this in their lifestyle and value system. The institution seeks to inculcate a Christian world view and democratic values that prepare for effective Christian living, leadership and service and produce valued contributing members of society.

SCHOOLWIDE EXPECTED STUDENT

OUTCOMES Wesleyan Academy seeks for all of its graduates to be able to:

Be committed to a biblically focused lifestyle, guided by Christian values and ethical principles. Pursue a redeemed life of personal faith in Jesus Christ.

Demonstrate Christian leadership and be committed to community service principles.

Be equipped with the academic and critical thinking competencies to pursue a college career. Communicate fluidly, both orally and in writing, in English and Spanish.

Apply the 21st century skills which will enable the student to be a productive citizen who impacts the world.



The Wesleyan Church
STATEMENT OF DOCTRINE

Both explicitly and implicitly it is the obligation of the employees of Wesleyan Academy to uphold the doctrines of The Wesleyan Church. Our words and our conduct ought to bear constant witness to our belief in these precepts:

We believe that the Bible is the inspired Word of God, is inerrant in the original writing, and is of supreme and final authority for faith and practice.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe that God created man and the entire universe by special operation of divine power.

We believe in Jesus Christ as truly God and truly man, in His virgin birth, in His sinless life, in His miracles, in His matchless teachings, in His vicarious death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His promised personal return in power and glory.

We believe in justification by grace through faith and in regeneration by the Holy Spirit, who makes the penitent believer a new creature in Christ and commences His sanctifying work.

We believe that the Christian should be filled with the Holy Spirit as a definite act of divine grace in the heart of the believer, by which the Holy Spirit takes full possession, cleanses, and equips the Christian for service on condition of total surrender and obedient faith.

We believe in the personal existence of Satan.

We believe in the resurrection of the dead, of the saved to everlasting life, and of the lost to everlasting punishment.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

CORE EDUCATIONAL VALUES

1. ALL TRUTH IS GOD'S TRUTH

- 1.1 In subscribing to the Articles of Faith of the Wesleyan Church, WA affirms its belief in the Triune God, Father, Son, and Holy Spirit, as revealed in Christ and the Holy Scriptures, and who is eternal, omniscient, omnipotent and omnipresent. All things, including truth, knowledge and all aspects of the physical universe are originated, created and sustained by Him.
- 1.2 Each individual is special and was created in God's image and is complete only through fellowship with God. That fellowship was broken by the fall into sin. God's response was the supreme act of love in the redemptive death and resurrection of His Son, Jesus Christ. By the act of grace in salvation, the believer is restored to fellowship with God. Empowerment to continue this fellowship and to live a holy life is provided by the indwelling Holy Spirit.
- 1.3 God placed within each person various needs, including a thirst for truth and knowledge, designed to lead one back to God Himself. God, incarnated in Jesus Christ, is understood to be the source and foundation of all truth and knowledge. Faith in Him gives substance to knowledge and purpose to learning.

2. CHRISTIAN EDUCATION

- 2.1 As an extension of the institutions of the church and family, the Christian school is an important agent for assisting in the education of children, equipping them to live in harmony with God, nature, people and themselves.

Recognizing the transforming power of Jesus Christ and the challenge of His great commission, the Christian school attempts to address and resolve the tension produced by the disintegration of the family and Judeo-Christian values.

3. EDUCATION OF THE WHOLE PERSON

God's desire for humanity is the fullest possible development of the whole person: spirit, mind and body. As one created in God's image, man has the ability to reason, to learn, to be creative, to know God, to love, to serve, to fellowship with others, and to do what is right. Proper development of these abilities is a function of Christian education and will result in the student becoming a productive and Godly member of the family, church and society, as well as committed to excellence and obedience to God's will.

4. A FOUNDATION OF BIBLICAL PRINCIPLES

A Christian education, based on God's truth, as found in Christ and the Holy Scriptures, produces lifelong learning, cultivates the whole person and prepares the individual for eternity. Therefore, the principles of Scripture should be integrated throughout all areas of educational endeavors and serve as the essential guide for all formal and informal learning experiences.

5. EVERY PERSON IS UNIQUELY CREATED AND GIFTED

Each person is a unique, special creation of God with a diversity of abilities, potentials, needs and talents. Therefore the methods and activities of instruction must be adapted, as much as reasonably possible, to the individuals and their needs. There is also an expectation that the process will provide opportunities for the children to develop skills which will facilitate their functioning as an individual, as part of a group and in society.

FOUNDATIONAL OBJECTIVES

1. THE STUDENT

- 1.1 To present the person and work of Jesus Christ and the opportunity to know and serve Him so that the student will understand the plan of salvation and experience a personal relationship with Jesus Christ as manifested by a verbal witness and a lifestyle consistent with Scripture.
- 1.2 To integrate Scripture in formal and informal learning experiences so that students will come to internalize the Word of God, as revealed in Christ and the Scriptures, as the basis for understanding all truth and as the essential guide for life.
- 1.3 To provide purposeful learning activities and experiences that will equip the student to become a well balanced, productive, and Godly adult, able to function as a worthy member of a family, church, and society.
- 1.4 To provide students with experiences and activities which will promote the development of good leadership, self-control, appreciation for the value and dignity of work, self-discipline, wise use of time, personal responsibility and respect for the person, property, authority, and ideas of others.
- 1.5 To provide opportunities so that the students will develop skills which will facilitate positive interaction in groups and in society.
- 1.6 To offer students a challenging, motivating, Biblically strong, integrated curriculum which encourages them to strive to meet their academic potential.
 - 1.6.1 Students will develop through all the academic disciplines, competency in thinking skills and logical reasoning.
 - 1.6.2 Students will develop language fluency in both Spanish and English.
 - 1.6.3 Students will develop proficiency in science, and basic computer and mathematical skills appropriate for future career development and functioning in modern society.
 - 1.6.4 Students will acquire the knowledge and skills necessary to learn independently and pursue their field of choice at a collegiate level as determined by individual aptitudes and abilities.
 - 1.6.5 Students will develop sufficient mastery in the social sciences and fine arts to comprehend the cultural heritage of Puerto Rico and the world, to participate in a democratic society and to appreciate God's creation through the visual and performing arts.

1.6.6

Students will develop an understanding of the human body and the principles of good health and

the fundamental physical and recreational skills. This will permit them to function effectively in society and to maintain lifelong habits of wellness.

2. FACULTY, STAFF AND ADMINISTRATION

2.1 To offer students quality instruction as provided by faculty members who are committed to Christ, spiritual growth, excellence and continual professional improvement.

2.2 To provide the necessary tools and experiences needed by the administration, faculty and staff to nurture and develop a Christ-like character in order to attain the above mentioned objectives in a culturally diverse environment.

3. WESLEYAN FAMILIES AND THE CHRISTIAN COMMUNITY

To offer Wesleyan Church families and the Christian community, in general, the opportunity for quality Christian education in Puerto Rico.

CURRICULAR OVERVIEW

Academic instruction after Kindergarten is offered in English except for a limited number of classes in grades 1, 2, and 4 and in the Spanish language classes. Special Spanish courses are offered to speakers of Spanish as a second language. The curriculum fully utilizes available technology and resources. Students are expected to attain a high level of competency in the subject matter. The school offers a variety of curricular and co-curricular activities. In addition, physical education, music, choir, art and computer instruction are offered.

Students may participate in WA authorized student exchange programs with other schools. Several students at the high school level usually attend the Presidential Classroom in Washington, D.C. Eligible elementary students are given the opportunity to participate in NASA's Space Camp.

The Guidance Department supervises a limited after-school supervised studies program, and offers study skills orientations to our students.

We are a "college preparatory school". This means that upon entrance into college or university, either in Puerto Rico or stateside, the students will be able to perform with the necessary academic skills and confidence required by college courses at the freshman level. The teacher's task is to plan for and execute activities that gradually develop skills, so that upon graduation from high school, the students will be able to perform as indicated above. Parents are expected to provide at-home study time in an adequate atmosphere and location, as well as encouragement, and in selected cases, remedial assistance, in order for students to do the assigned homework and independent practice which supplements the work done during class time to facilitate the above mentioned skill development.



CURRICULAR OFFERINGS

PRE-PRE KINDER A rich and nurturing learning environment with an integrated curriculum centered on the development of the “whole child”: spiritual, cognitive, physical, emotional, and social.
PRE-KINDER
KINDERGARTEN Developmental learning centers and a variety of guided and independent activities allow children to explore, experiment, and express themselves while acquiring important skills and concepts. Children are provided opportunities for artistic and musical expression, to participate in Chapel, visit the school library, and develop language skills in both English and Spanish.

FIRST TO SIXTH

Math	Social Studies (in Spanish 1st - 4th)
English	Physical Education
Spanish/SSL	Bible/Chapel
Computer	Art/Music
Science	Library Skills

SEVENTH & EIGHTH

English	Music 1/2
Spanish/SSL	Physical Education 1/2
Science	Bible/Chapel
Pre-Algebra (7th)/Algebra I (8th)	Health (8th) 1/2
Computer/STEM/Civics	
Social Studies (in Spanish 7th PR History)	



SECONDARY LEVEL

9th	10th	11th	12th
English I Spanish/SSL	English II Spanish /SSL	English III Spanish/SSL	English IV Spanish/SSL
Geometry	Algebra II	College Math/ Pre- Calculus Honors	Pre- Calculus Regular/Pre-Calculus Advance/Calculus
World History II Physical Science	American History Biology I	US Gov't /Economics Chemistry	PR History (in Spanish) Physics/ Environmental Science
Physical Education Bible	Microsoft Office Physical Education Bible	Microsoft Office Drama Bible	Music Bible Personal & Social Development/ Health II
Health I Music (Choir) Chapel Electives*	Chapel Electives*	Chapel Electives*	Chapel Electives*

*Electives vary from year to year and may include United Nations, Computer, *Cine y Literatura*, Creative, Writing, Band, Year Book, Environmental Science, Choir, Web Design, P.E., Art, Discipleship, Journalism, Ethics, Poetry, and **much more**.

ACADEMICS

A. Academics

Wesleyan Academy provides reports on student progress and grades through the school's online system. It is the parent's responsibility to monitor student progress.

1. Grading and Reporting

Percentage grades are used in grades 1-12. In grades 1-6, Art, Music, Handwriting, Computer, PE, Bible, and Conduct use letter grades.

Grades are based on class work, tests, projects, reports, etc. according to the following scale:

93-100	A	4.00	75-76	C^	2.30
90-92	A-	3.70	73-74	C	2.00
87-89	B+	3.50	70-72	C-	1.70
85-86	B^	3.30	67-69	D+	1.50
83-84	B	3.00	65-66	D^	1.30
80-82	B-	2.70	63-64	D	1.00
77-79	C+	2.50	60-62	D-	.70
			0-59	F	0.00

A temporary grade of Incomplete ("INC") may be given when a student has been excused for illness or for some other reason authorized by the principal.

High School grades 9-12 - All grades are included in the computation of the GPA after each semester for grades nine through twelve. Those courses which have been failed are included in the computation unless the student has been required to repeat the entire grade level in every subject.

The GPA at Wesleyan includes every class, and the calculation is based on the established value for each subject area.

Example:

Subject	Grade %	Credit Value	Total
Bible	97.0	.5	48.5
English	92.0	1.0	92.0
Physics	84.0	1.0	84.0
Spanish	80.0	1.0	80.0
Totals		3.5	304.5

Cumulative Num. Avg.: 86.8% = 87%

2. Failures and Deficiencies

If a student receives one or more F's, or two or more D's at the end of a marking period he is automatically ineligible for extracurricular participation. (WA-7055)

Students in grades 1-6 will be retained in the same grade for the next school year under the following conditions, if by the end of the 3rd quarter, in two or more academic subjects:

1. The student has an F average
2. The student has an average of 2 D's and 1 F
3. The student has an average of 5 or more D's
4. The student does not receive a grade of 70% or better for a required summer school course.

A student in 7-8 who receives an F in two or more academic subjects will be required to repeat the entire year if they remain at Wesleyan.

A student in grades 7-12 who receives a final grade of D or F must make up the subject before the next school year. Prior approval from the Guidance Office for makeup course is required. The grade received for the made up course will be added to the regular year final grade and divided by two to obtain the official final grade for the class. (WA-7060)

Course Failure in the Advanced Track - A student in the advanced track, who fails a course during the academic year, is required to repeat that course the following year in the regular track if they need or want credit for that course. Under these circumstances the course cannot be made up in summer school or by correspondence.

B. Dropping Courses (grades 7-12) (WA-7110)



Required courses may not be dropped. Written parental approval must be provided by the student before any elective course may be dropped, but the written permission does not obligate the High School Principal to approve the drop request if there are conditions which warrant refusal. A course may be dropped at any time at the request of the High School Principal, if conditions warrant the drop. A senior student may drop an elective course (a course that is not required to graduate or required in order to meet the minimum number of credits needed for graduation) at any time before the end of the first semester and the student's grade will not be recorded on their transcript.

C. Transcripts and Withdrawals from Classes

If a student requests a transcript from WA before completing a full semester in the Academy, the request will be referred to the student's former school. Students withdrawing from WA during the semester will not receive credit for the courses taken during that semester. The grades for any completed quarter will be reported on the transcript with the designation of "withdrawn passing" ("WP") or "withdrawn failing" ("WF"), and no credit will be given for the semester. For the unfinished quarter and/or final exams, the student will receive a withdrawn (W).

All transcript requests need to be made in writing on the form provided by the school. No official school documents will be given out if financial accounts are not up-to-date.

D. Schedules

Students may work with the guidance office to coordinate necessary class changes during the first two weeks of classes as space permits. For any class begun during that time, they will be eligible to receive full credit. A student may not request entry into another class after the first two weeks of classes.

New students entering the Academy after the first two weeks of classes will be eligible to receive full credit, provided they were registered in similar courses in their previous school. They will be responsible to make up only tests and projects for that quarter. If the student is accepted at the completion of a quarter or semester, grades from the other school will be accepted.

E. Summer School, Online and Correspondence Courses

Summer school courses must be taken at Wesleyan, if offered. If not offered at Wesleyan, other summer school programs, online or correspondence school courses must be approved in advance by the guidance office.



With the approval of the guidance office and the high school principal, a student in grades 9-12 may take a summer school course in an academic discipline, if he wishes to advance a level. However, in such cases the student will be obliged to take progressively higher-level courses in that academic discipline during each of his remaining years at the Academy. Students may not take classes in the summer to avoid taking them the following year.

Grades 1-6: Students will be required to take summer school in classes in which the student's cumulative average for that year is below 70%, after the 3rd quarter.

1. Summer School Mathematics

Acceleration in Math Program: No student will be permitted to take summer school or correspondence courses to accelerate in the math program.

2. Course Failure in the Regular Track

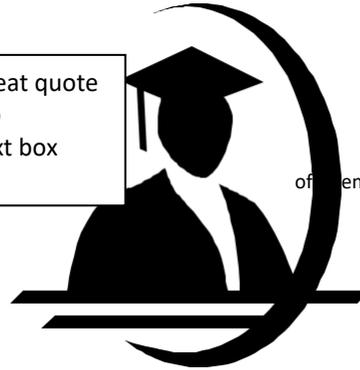
A student in the regular track, who repeats a course he failed during the year, either in summer school or by an approved correspondence course, is required to take and pass the competency test, before moving into the next course. The grade, if the course has been passed, will be accepted for credit. The grade received for the made up course will be added to the regular year final grade and divided by two to obtain the official final grade for the class.

F. Wesleyan Graduation Requirements

Students must meet the following requirements for graduation* set by the PR Department of Education and Wesleyan Academy.

- 4 units of Spanish (9,10,11,12) **
- 4 units of English (9,10,11,12)
- 4 units of Social Studies
- 4 units of Mathematics***
- 4 units of Natural Sciences
- ½ unit of Bible for every year
- ½ unit of PE 9th-11th
- ½ unit of Basic in 9th
- 1 unit of Health in 9th
- ½ unit Microsoft Office in 10th
- ½ unit of Personal & Social Development in 12th
- Community Service Requirement: Students in Grades 9-12 are required to fulfill community service, outside of the Academy, for every year of attendance.
 - 9th grade – 9 hours per semester
 - 10th grade – 10 hours per semester
 - 11th grade – 11 hours per semester
 - 12th grade – 12 hours per semester

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- * Transfer students are evaluated individually
- ** Spanish is a required course in grades 9-12 for every year in attendance.
- *** One credit each of Algebra I, Geometry and Algebra II are required, as well as one additional credit in Pre-Calculus, Calculus or Accounting. Students in the advanced track who “jumped ahead” by taking Geometry in summer school are required to take Calculus in their Senior year.

A senior must have at least a 2.0 cumulative GPA in order to receive an academic recommendation.

IT REMAINS THE RESPONSIBILITY OF THE STUDENT TO MEET ALL GRADUATION REQUIREMENTS.

AWARDS



WA wishes to recognize and reward students for achievement, effort, attitude, dependability, school and Christian citizenship, scholarship, participation, skill and improvement. All of these are part of their spiritual, intellectual, emotional, and physical development. Academic and other special awards are given at the end of each school year. Some of these are:

1. Honors

Highest Honors – Students with an average of 95% or higher.

High Honors – Students with an average of 90-94%.

Honors – Students with an average of 85-89%.

Awards will be based on the credit value for each subject area. In grades 7-12, awards will be computed based on the first semester grade and the third quarter grade.

Honor Graduates – For seniors, there are three categories of Honor Graduates. Averages are computed on all credits earned in high school using the percentage average for each class. Honor Graduates are recognized as follows:

Highest Honors	95-100
High Honors	90-94
Honors	85-89

2. Crest Award (7th-12th grade)

This is the highest general award given by the school. It recognizes students who have a wide range of involvements and interests in the program. The Crest Award is earned by obtaining 25 points. These points are earned primarily through the co-curricular activities.

Only co-curricular activities (non-credit) that require an investment of time, effort, and responsibility under direct faculty or staff supervision are included in the school crest award for grades 7-12.

3. Eagle-of-the-Month

An Eagle Award for excellence will be awarded each month to one student from each grade/section. The award will be an eagle pin that may be worn on the school uniform for life.

Each month, teachers will recommend one student that he teaches for the Eagle Award based on the following criteria:

Perfect uniform record
Exemplary discipline

- Regular attendance
- Punctuality
- Courtesy
 - Respect toward teachers and fellow students
 - Good study habits
 - Acceptable grades or improvement in academic work
 - Any other special reason for recognition

The respective principal will choose one award winner from the nominees submitted.

4. **Athletic Participation Awards**

Each athlete that participates in an interscholastic sport receives a certificate of participation.

5. **Athletic Most Valuable Player Award**

A most valuable player award is given in each varsity sport to the athlete who has proven to be a leader of the team while displaying a high level of ability, desire, cooperation, and sportsmanship. The coach makes the selection after soliciting input from the athletes, the other coaches, and the athletic director.

Note: Late Transfer Students

Students who are new in the Academy after the beginning of the junior year will not be included in the consideration for academic recognition at graduation. The Awards Committee will formulate a plan to recognize deserving transfer students. This policy does not affect their ranking for college acceptance. Students who transfer to the Academy after the 10th grade will have their GPA computed as according to policy WA-7097. However, in ranking the entire class, these students will share the same rank rather than displace students who have attended the Academy since 9th or 10th grades.

PARKING ON CAMPUS

1. **Parking Regulations** - Parents of WA students and student drivers must have a WA sticker in order to enter campus with a vehicle. Students must have written parental permission and the approval of the administration to drive a car to school or to leave the campus at any time and for any purpose, after arriving in the morning until dismissal time. Appropriate forms may be secured in the High School office.
2. **Bringing a Car to School** - In order to receive permission to bring a car to school, proof of the following information is required:
 - a. Student's driver's license, not a learner's permit
 - b. Automobile registration
 - c. Parental Consent



Upon submitting the appropriate documentation and receiving a brief orientation, students will receive the parking permit which must be placed in the lower left hand corner of the front windshield, driver's side. Students are responsible for reporting any changes in the above information originally submitted.

3. **Parking Car at School** - Once a student has received permission to park at school, his/her vehicle may be parked in the front parking lot in the designated spaces. Non-compliance may result in revocation of parking privileges on campus.

4. **Safe Driving** - Students are expected to observe safe driving practices, obey local traffic laws and school traffic direction.

WALK HOME CONSENT AND ALTERNATE TRANSPORTATION



Students are expected to leave for home each day with the transportation provided by their families. Parents must inform the school of all authorized providers of transportation for their children other than themselves. In addition, students may be given parental consent if they want to walk home from school each day. Please contact the appropriate principal for the forms and permit.

Senior Privileges

SENIOR PRIVILEGES

1. Senior privileges include:
 - a. Signing out in the principal's office when leaving the campus during lunch or free periods. Students who have classes or other responsibilities after being off campus are to sign in upon their return.
 - b. Spending study hall time outside (not in the parking area or building) instead of going to study halls. The interior patio may be used only by individuals reading or studying. Seniors may pass through halls, but are not to go to lockers or loiter in the halls.
2. Senior privileges are available to seniors beginning first quarter who:
 - a. Do not have any D's or F's for the previous quarter or for semester average,
 - b. Have a good disciplinary record,
 - c. Have a pattern of promptness in the morning and between classes,
 - d. Have at least an 88% average.
 - e. Have completed the minimum number of community service hours required by the end of 11th grade.
3. Loss of privileges will result if a student, who has already been granted privileges, begins to have discipline difficulties or reaches the point of having to serve a suspension because of tardies or shows a significant academic decline, or has not completed the required community service hours. Privileges will also be lost if a senior abuses the privileges.
4. Those students who wish to have privileges must bring a permission letter from home before privileges will be granted. If parents desire any restrictions to the privileges, these need to be indicated in the letter.

SCHOOL-WIDE TESTING PROGRAM

1. **Achievement Testing** – The *Terranova 3 ACSI Edition* tests are given each year to students in designated grades. The *PIENSE* (Prueba de Ingreso y Evaluación para el Nivel Secundario) is administered yearly. This test identifies the student's intellectual and academic characteristics and measures knowledge in the areas of Math, Spanish and English in Grades 6, 7, 9, 10. The *Learn Aid* standardized test, used in grades 1-5, measures achievement in Spanish.

2. **PSAT** – The PSAT is an aptitude test, taken by **sophomore** and **juniors**. It is also the qualifying test for the National Merit Scholarship for students in 11th grade.
3. **Harrington O'Shea Interest Inventory** - This career decision-making tool is given to students in 11th grade.
4. **College Entrance Exams** and reviews for these exams are offered through the Guidance Department. Tests may include the PSAT, ACT, SAT, and the PEAU.
5. **College Level Credit** Advanced Placement Tests (11th and 12th grade) – Specific dates are set by the testing agency.
 - a. *Nivel Avanzado* - Advanced placement test for credit in P.R. Students who pass these exams may advance in the following subject matter: Spanish, English, General Math, Pre-Calculus.
 - b. *Advanced Placement Exams* - Advanced placement examinations for credit in the USA.
 - c. *CLEP* - Advanced placement for credit in some universities in the United States and Puerto Rico and administered by Educational Testing Service.

HOMEWORK



1. Philosophy of Homework:
 - a. Statement of Philosophy
We believe the school is an extension of the home and church. God has placed the responsibility of children's education and character formation into the hands of parents. WA is here to assist parents in this challenging task. We offer a college preparatory education with mastery of two languages. We understand that because of this, homework will be an integral part of the life of a student at WA.
 - b. Homework is important because:
 - It reinforces skills and material learned in class.
 - It prepares students for upcoming class topics.
 - It teaches students to work independently.
 - It aids in evaluating student progress.
 - It teaches students to assume responsibility for their own work.
 - It teaches students organizational, time-management and research skills.For these reasons, homework will be a part of a regular routine of a WA student.
2. General Procedures
Student Agenda - Each student in grades 1-12 is required to purchase the school's official agenda for that grade. The expectation of each teacher is that they will daily guide the students in the use of this agenda and in writing the assignments for each subject.

GRADING

A. Definition of Terms:

1. **Tests** – A series of questions, problems, or physical responses, designed to determine the skills, knowledge, or performance of a student.



Tests are usually given at the end of units of work.

Students should be able to complete a test within one class period.

Tests should be announced in class and on line, and recorded on the test/project calendar, at least seven days in advance.

No tests will be given on Mondays.

In grades 1-6, no more than one test may be given in one **day**.

In grades 1-4, no more than three tests may be given in one week. In grades 5-6, no more than four tests may be given in one week.

In grades 7-12, no more than two tests in one day.

No tests will be given the day after PTSO night.

Tests cannot be given on days when students have a project due of the same subject matter. Teachers will provide the Principal a grade distribution of each test.

Tests must be approved by the Principal at least six (6) days prior to the test.

A final examination is given at the end of each semester to students in Grades 7-12 in Science, Math, History, English, and Spanish. The final semester exam grade counts 14% of the semester grade. All students are required to take first semester final exams. To be excused from second semester finals the student must obtain an average of 90% in the first semester, and 90% in the third and fourth quarters.

Students who have not fulfilled all financial obligations will not be permitted to take final exams, receive report cards and transcripts, and online access will be limited.

2. **Projects** – Learning activities in which students, individually or in groups, integrate a variety of skills.

A long range project requires students to collect and arrange information, utilize time management skills and prepare the projects creatively.

Projects take place over a period of time significantly beyond that of the

normal, daily or overnight homework assignment. Examples include a book report, term paper or science project.

Clear, written guidelines regarding the purpose and objectives, standards for evaluation and point distribution (rubric) of the project must be given when it is assigned.

Final due dates of the projects must be announced in class, online and recorded on the test/project calendar at least two weeks in advance and should not coincide with days in which students have other projects or exams due.

Projects are not to be assigned during student extended vacation breaks, i.e. Christmas, Thanksgiving week, Holy week, etc.

No projects will be due within two weeks of final exams.

For grades 7-12, projects must be included in the written course syllabus and be announced to students at the beginning of the semester. Course syllabus must be approved by the Principal.



Projects must be approved by the Principal.

Teachers are permitted a maximum of one project per subject class per semester. Requests for any additional projects must be approved by the Principal.

3. **Quiz** – A short examination (**no more than 15 minutes**) designed to determine the skills, knowledge, or performance of a student.

In grades 1-6, quizzes should be announced in class and online with at least two days advance notice. In grades 7-12, quizzes may be given without prior announcement.

No quizzes will be given the day after PTSO night.

4. **Homework** – all type of work assigned to be done at home.

Effective homework has a clearly stated purpose, is directly tied into the lesson plan, unit of study and course objectives and is an outcome of carefully planned classroom instruction. It is given when subject matter is not too complex or completely unfamiliar to the students. It is not a substitute for classroom teaching, but can occasionally involve work not finished in class.

Homework is most useful when teachers carefully prepare the assignment, thoroughly explain it, and give prompt feedback when the work is completed.

Homework should be meaningful, not busy work.

Teachers are to be careful not to give numerous worksheets or too much homework.

Teachers should go over the homework assignments with their students.

For grades PK- 8th, there is no homework on PTSO nights or on special occasions as designated by the Headmaster or Principal.

Specific guidelines, per grade

➤ Grades 7 and 8

Students will have approximately 25 minutes per subject, -4 times per week with occasional homework on weekends.

➤ Grades 9-12

Students will have approximately 30-45 minutes per subject, 3-4 times per week. There will be occasional homework on weekends. Note that any weekend assignment is included in the 3-4 times per week. **Homework may be given on PTSO nights. No tests or quizzes will be given the day after PTSO night.** Free homework coupons will be given to the parents accompanied by their 9-12th graders or to students participating in the PTSO program. The coupons are valid for all homework assigned for that evening, however, the student will be responsible for the material given in that assignment.

5. **Classwork** – all type of work assigned to be done in the classroom.
6. **Class Participation** – Students' participation in class (not conduct).

B. Make Up Work

1. Students with **excused absence(s)** will be allowed to make up all graded work missed, including tests and quizzes.

For each complete day of the first three days of an excused absence, a student may have a maximum of two school days to make up work missed and be prepared to take any make-up tests.

For each complete day of excused absence beyond the first three days, a student may have a maximum of one school day to make up any work missed and be prepared to take any make-up tests.

For each unplanned excused absence of half a day, a student may have a maximum of one school day to make up any work missed and be prepared to take any make-up tests.

For any excused absence of less than a half day and for preplanned partial day absences, the student will have all work completed and be prepared to take any make-up tests upon return to school.



2. Grades 1-6: Make-up for all graded work missed due to an **unexcused absence**, including tests and quizzes, will be made up at the discretion of the principal.
3. Grades 7-12: All work missed due to an **unexcused absence**, including tests and quizzes, will not be made up. For each unexcused absence, the student will be given a zero for classwork, homework, tests and quizzes missed due to the absence. If other late work is accepted, a late penalty will be assessed in the determination of the grade.

C. Grade Distribution

In grades 7-12, percentage grades are used in all classes. In grades 1-6, some classes use percentage grades and other classes use letter grades.

1. Grades 1-4 Core Classes (English Language Arts (ELA), Math, Spanish) and Grades 5th and 6th All Classes (ELA, Math, Spanish, Science, and Social Studies)

50% Test or Projects (minimum 2 grades per quarter)

50% All other (6 grades or more per quarter) these may be distributed using only the following criteria: ○ 25% Classwork (a minimum of 2 grades per quarter)

○ 20% Quizzes (a minimum of 2 grades per quarter) ○

5% Homework (a minimum of 2 grades per quarter)

2. Grades 2-4 Science Class

50% Laboratories/Classwork (a minimum of 3 grades per quarter)

50% Assessments (Test or Quizzes) (a minimum of 3 grades per quarter)

3. Grades 2-4 Social Studies Class

100% Classwork/Assessments (a minimum of 6 grades per quarter)

4. Grades 1-6 Other Classes

Art, Music, PE, Handwriting, Computer, Christian Education, and Science & Social Studies for 1st grade (only): 3-5 grades or more per quarter using letter grades: HS, S, NI, U*

- Computer, Art, and Music
 - 100% Classwork
- P.E.
 - 50% Test/Practice
 - 40% Participation
 - 10% Uniform
- Handwriting
 - 100% Classwork
 - Capitalization
 - Neatness
 - Correct Size
 - Punctuation
- Christian Education
 - 60% Classwork
 - 25% Quizzes
 - 10% Bible memorization
 - 5% Participation
- Science 1st grade
 - 50% Laboratories
 - 50% Classwork & Assessments
- Social Studies 1st grade
 - 100% Classwork & Assessments

5. Conduct Grades 1-6: Students will be evaluated on a 5-point scale daily basis according to the behavior expectations stated on the School Discipline Plan.

*	HS	Highly Satisfactory	90 -100%
	S	Satisfactory	75 - 89%
	NI	Needs Improvement	65 - 74%
	U	Unsatisfactory	0- 64%

4. Grades 7-12, Math, English, History, Spanish

A final examination is given at the end of each semester to students in Grades 7-12 in Science, Math, History, English, and Spanish. The final semester exam grade counts 14% of the semester grade. All students are required to take first semester final exams. To be excused from second semester finals the student must obtain an average of 90% in the first semester, and 90% in the third and fourth quarters.

50% Tests/Projects

50% All others, determined by each department, as shown below:

- Math Department
 - 20% Quizzes
 - 10% Homework
 - 10% Classwork
 - 10% Class participation

- Spanish Department
 - 25% Quizzes
 - 15% Homework
 - 10% Class participation

- English Department
 - 25% Quizzes
 - 20% Homework/Classwork
 - 5% Class participation

- History Department
 - 10% quizzes
 - 40% (8th – 11th: Classwork, homework, notebook)
(12th: Classwork, portfolio)



5. Grades 7-9, Science

A final examination is given at the end of each semester to students in Grades 7-12 in Science, Math, History, English, and Spanish. The final semester exam grade counts 14% of the semester grade. All students are required to take first semester final exams. To be excused from second semester finals the student must obtain an average of 90% in the first semester, and 90% in the third and fourth quarters.

50% Tests	10% Homework
15% Quizzes	10% Classwork
15% Labs	

6. Grades 10-12, Science

A final examination is given at the end of each semester to students in Grades 7-12 in Science, Math, History, English, and Spanish. The final semester exam grade counts 14% of the semester grade. All students are required to take first semester final exams. To be excused from second semester finals the student must obtain an average of 90% in the first semester, and 90% in the third and fourth quarters.

40% Tests 25% Labs, projects, activities 20% Quizzes 15% Homework

7. Grades 7-12, Christian Education

40% Quizzes

20% Homework

30% Classwork

10% Class Participation

8. Grades 7-12, Fine Arts

75% Assessment – Performance

25% Daily Class (materials, etc.)

9. Grades 7-12, Physical Education

50% Participation

30% Uniform

10% Warm-up

10% Test

CHEATING POLICY

Students are held to a high standard of moral integrity at Wesleyan Academy. As such, cheating or any behavior that may jeopardize the validity of an examination is absolutely prohibited. Cheating is dishonest, against Biblical standards for moral purity and is counter-productive to the educational goal of teaching the student independence and self-reliance. It is the responsibility of the student to avoid any appearance or suspicion of cheating.

The consequences for failing to abide by these norms will result in a "0" as a grade and a discipline referral. Repeat offenses in any class will result in a suspension and in the student being reported to the Admissions Committee.

In addition, each teacher will establish procedures for test taking in his/her class. These will include (but are not limited to):

no talking or leaving the seat without permission

no materials other than test materials on their desks

no note passing or looking around

no bathroom or hall passes will be given to a student during the test (only before or after)

RESEARCH PAPER AND PLAGIARISM

It is the goal of WA that students develop the skill of researching or investigating information and of presenting it in such a way as to support an opinion or "thesis statement". This skill is a basic requirement for academic studies beyond the high school level as well as a good tool for teaching the higher level thinking skills.

"Plagiarism ranges from the theft of a single work to the deliberate copying (without quotation marks) of a whole passage; it can be avoided by careful note taking and footnoting; everything not documented must be your own original idea and phrasing. You are not writing original sentences of your own if you merely arrange into new order or sentence pattern some select

phrases and sentences taken without quotation marks from your sources." (10 Steps in Writing the Research Paper, Markman and Waddell, Woodbury, N.Y.: Barron's educational Series, 1971, page 124).



The consequences for failing to abide by these norms will result as outlined in the School Wide Discipline Plan.

TEXTBOOKS AND SUMMER READING

1. **Textbooks** - Required texts, workbooks, lab pack, etc. are listed in the Academy's book lists. The lists are made available to parents at the WA website, and used book sales take place in June. New texts may be purchased at the Academy during book sale dates and thereafter at book supplier's facilities. Academy lab packs, workbooks and student agendas are sold at the school bookstore.

Students are responsible for the care and safekeeping of their books. It is desired that books are covered, identified, and kept in secure locations.

2. **Summer Reading** - The summer reading program is a required part of the curriculum at WA. Summer Reading book lists are distributed at the end of each school year.



FIELD TRIPS

Field trips are part of the educational and recreational experiences provided for our students. Every child must have written permission from a parent or guardian before the child is allowed to leave the school grounds for a field trip.

CLASS CHAPLAINS (Grades 7-12)

Class chaplains are students who desire to lead their class as spiritual leaders or chaplains.

Election of Chaplain – All candidates who desire to be eligible for the position of class chaplain will be approved by the Spiritual Life Coordinator (SLC) after consultation with teachers and an interview with the candidate.

Eligibility

Candidates must have previously demonstrated the Christian morals and values that are required for the position of class chaplain.

Students must not earn 1 or more F's or 2 or more D's

Eligibility will be reviewed quarterly (4th quarter affects 1st quarter participation)

Term – Chaplains are elected for one school year.

Responsibilities – Chaplains will meet regularly with the SLC. Items discussed at meetings may include:

class devotions
class spiritual status
follow-up on students
prayer



upcoming events
training sessions
chapel participation
Spiritual Emphasis Week

PLACEMENT OF STUDENTS IN GRADE SECTIONS

WA reserves the right to make final decisions on assignment of students to a grade section.

ATTENDANCE

A parent's high expectations make a positive difference in a child's academic success. Another basic yet important way to make a difference in a child's education is to make sure he or she attends school regularly and on time. Children do not do as well in school when they frequently miss part of or an entire school day. Parents can help children succeed in school by understanding how WA defines absences.

Students are expected to be in attendance at school for the entire school day. Parents should avoid making appointments, such as dental visits, that conflict with a student's schedule. Attendance to field trips and other off-campus activities sponsored by the school are not recorded as absences, but are considered as a regular school day.

1. **Early Dismissal**—If for any reason a student is to be dismissed from school early, it must be approved by the principal, nurse or other authorized person(s), and the parent must sign the student out and obtain a pass from the school receptionist. The student will leave only with their parent or an authorized person. Identification with a photo I.D. may be required. The pass must then be delivered to the guard at the front gate. In all cases, students are still expected to bring a written excuse for the periods for which they were absent. For grades 7-12, students will ONLY be dismissed in-between classes, and no students will be dismissed during the last class period of the day.
2. **Excused Absences**— Students must bring a written excuse to the office for every absence. When a student is absent for more than two days due to illness, a medical excuse is required. The office will issue an "excused pass" which the student will give to the homeroom teacher. If a student forgets his excuse, he will be given a temporary pass. If he has not brought the excuse by the end of three days, the absence will be marked as unexcused. The following are accepted as excused absences:

Child's illness or injury

Family emergency

Death of a family member

Court appearance

Impassable or dangerous roads

Medical and dental appointments that cannot be scheduled before or after school hours

Driver's test

Planned absence (when excused by the principal at least two weeks prior to the trip)



3. **Planned Absences** – A request for a planned absence, whether it be for a full day or half day, is to be presented to the principal in writing at least two weeks in advance. The principal will inform the student and teacher(s) if the absence has been approved at least one week prior to the absence. Planned absences are not permitted immediately prior to or following school holidays without the principal's approval.

5. **Unexcused Absences** – An *unexcused absence* is when children miss school for reasons not accepted by the school. All absences not mentioned in Excused Absences above are considered unexcused. *Truancy* means being absent from school without permission or a valid reason. A child can become truant if he or she has multiple unexcused absences. WA keeps records of the number of times a child is absent, and will refer truancy to the school's social worker.
6. **Tardiness** – Students are to be in their homerooms and classrooms when the bell rings. Excessive tardiness will result in a suspension.

Morning Tardiness – When a student arrives to school after the 8:00 a.m. bell, he/she must go to the Admissions Office with a written excuse from the parent, including the reason for tardiness, and obtain a tardy pass. Tardiness will be excused under the same circumstances as mentioned under Excused Absences. To speed up the arrival process, students will present the student ID issued at the beginning of the school year.

EMERGENCY SCHOOL CLOSINGS

In case of inclement weather or other generalized emergencies, school closings will be decided by the Wesleyan Academy Administration and announced through the following media:



- WKAQ Radio 580.AM
- In Facebook and Plus Portals under "News" when internet is available
- Push Notification through the WA App

STANDARDS AND GENERAL RULES

1. Classroom Expectations

- a. Follow directions.
- b. Speak only when given permission.
- c. Get out of seat only when given permission
- d. Keep personal belongings in order.
- e. Keep classroom in order and neat.
- f. Keep hands, feet, and objects to yourself.
- g. No vulgar or profane words are to be used.
- h. Have materials required in class.
- i. Respect others. No "name calling" of other students
- j. Keep eyes and hands on your own work - not your neighbor's.
- k. No toys or other objects on the desks during class time
- l. Oral directions by the teacher supersede previous rules.
- m. Students may not be out of the room without a pass.
- n. Only one student may go to the rest room at a time.



- o. Students may use the library facility during study halls for a limited period of time and in limited numbers based on the space available in the library.

2. Study Halls

- a. Study halls are for personal study.
- b. Study halls are to be quiet and orderly. They should provide an atmosphere of relative quiet where students may read, study, and work on assignments.

3. Playground Rules

- a. Always be safe minded and use common sense.
- b. No tackling
- c. No handling or throwing of stones, dirt, sticks, etc.
- d. Students are not to play in any parking lot, on the cement area in front of the main building or sidewalk, behind the buildings or by the ramps.
- e. No throwing of balls in the halls
- f. No riding on each other's backs
- g. Take turns on the equipment
- h. Be polite to one another on the equipment - don't pull on others.
- i. No running or jumping off of the bleachers

4. Standards

Wesleyan Academy feels a responsibility to exhibit a Christian witness to the church and the community of which it is a part. Such a witness is essentially charged with transforming individuals into the image of Christ.

High standards of conduct, good attitudes, and appearance are expected of Wesleyan Academy students. The student is a reflection of the standards of the institution to individuals and the community. In keeping with this position there are some specific activities and actions which the Academy does not permit at the school or in any activity when students are under school supervision:

- a. smoking
- b. drinking alcoholic beverages
- c. social dancing defined as suggestive or erotic dancing and any dancing which would be harmful to Christian testimony whether it is in a social setting or in a performance as entertainment.
- d. Possession and/or use of any controlled substance in any fashion; sniffing any toxic substance is forbidden.
- e. use of profane or obscene language or gestures
- f. use of playing cards or any game associated with gambling.
- g. firearms or any other weapon that can be interpreted to be a weapon or danger to safety of oneself or others is not allowed.



- 5. **Cell Phone Policy** - It is the school's strong preference that students not bring cell phones to school.

Students are not allowed to use cell phones during school hours, including break and lunch, from the first bell (7:55 a.m.) to the dismissal bell (2:30 p.m. on cycle days 2 and 5; 3:30 p.m. on cycle days 1, 3, 4, 6). The school is willing to deliver important messages to the students during the school day when necessary. If a student brings a cell phone to school, it must be turned off (not vibrating) AND:

High School - kept in the student's locker until school is out. Students are responsible for keeping locker combinations confidential.

Elementary School – kept in the student's book bag or as instructed by teachers.

WiFi is available on campus. Students are not allowed to use personal internet or hot spots that come with some cell phones, tablets, and other devices while on campus. The school will not be held responsible for any items/posts by students on social media

Library use during after-school hours: cell phones will be kept on silent (vibrate). Students may not talk on phones when in the Library.

Field Trips: Cell phones may be taken on field trips to take notes, to take photos for class reports, and to contact parents. Use of the phones for any other reason during field trips will result in a violation.

Infractions to the policy will carry the following consequences:

2 nd violation	1 st violation	Cell phone will be confiscated until parent picks up the phone. Student will be oriented and will receive a written warning. Parent signs the written warning.
3 rd violation		Cell phone will be confiscated until parent picks up the phone. Student will receive an after-school detention and lose the privilege of bringing cell phone to school. Cell phone will be confiscated until the parent picks up the phone and student will receive a one-day suspension.

As per the school-wide discipline plan, three suspensions in a year may result in the Admissions Committee issuing a “no return” status for the following school year.

Any student who uses a cell phone to cheat on tests will receive a zero on the test and a one- day suspension and all grades for the day of suspension will be a zero.

Any student who takes unauthorized videos or pictures of teachers, personnel, or students will be suspended and all grades for the day of suspension will be a zero.

All WA personnel have the authority to enforce the cell phone policy.

Parent Responsibility:

WA discourages texting or calling students during school hours.

We strongly encourage parents to activate parental controls on cell phones (by downloading an app for this).

Disclaimer: Wesleyan Academy will not be held responsible for the security, safety, damage, theft or loss of cell phones and any other electronic equipment brought to school.

6. General Rules

It is the student's responsibility to know and abide by the standards and rules of the Academy. Teachers are responsible for assisting in the enforcement of the following rules:

- Students must have written parental permission and approval of the administration to drive a car to school or to leave the campus at any time and for any purpose after arriving in the morning until dismissal time.

b. Students are only to eat their lunch in the cafeteria or at the tables outside of the cafeteria.

- c. Students are not permitted at any time to buy from the stores near the school or from vehicles selling drinks, ice cream, etc. on the highway in front of the school.
- d. Students are not permitted in the parking lot, in or out of cars after arriving in the morning until dismissal time except for those who have office permission.
- e. No visitor is permitted to go to any classroom without permission from the office.
- f. Students are to be on time.
- g. Vandalism of school property and property of others is not permitted; respect is to be shown to the belongings of others.
- h. Students are not to fight; respect for others is to be displayed at all times.
- i. Spanish is not to be used in classes which are taught in English; practice and language immersion are necessary for the development of fluency.
- j. Students are not to be behind the school buildings, including the ramp area.
- k. Students are not to leave campus without office permission.
- l. Garbage and waste papers are to be disposed of properly; maintain the facilities and grounds of the Academy clean and free of garbage.
- m. Keep hallways clear and do not run in the hallways.
- n. Elementary students are not to play in front of the school, in the interior patio, or in the gym during recess and lunch break.
- o. Students are to use the rest rooms in the gym during recess and lunch break times.
- p. No gum chewing at school
- q. Parents are expected to provide transportation for the students to and from school. Parents must inform the school, in writing, of all authorized persons other than themselves for transportation.

DISCIPLINE (refer to the School Wide Discipline Plan in the following section for additional information)

1. Detention

A whole class should rarely, if at all, be kept after school. A minimum of 24 hours notice must be given in writing. Students are responsible to give the written note to their parents. In rare cases, such as a student having a dentist or doctor's appointment at the time of detention, parents should write a note to the Dean of Student Affairs before the time of detention informing him of this, and the student will be assigned another detention time. Detention time may be used as the Dean sees fit.

2. Suspension

In the event of serious misconduct the appropriate administrator may suspend the student from school for a period not to exceed two weeks. The student will serve the suspension at home. Work will be made up only at the Elementary level. The conditions of the suspension will be communicated prior to the suspension.

3. Expulsion

In serious disciplinary cases that could lead to expulsion, the student will be suspended until the Board of Trustees can meet. The suspension will be for a maximum of two weeks. Upon recommendation from the Headmaster, the Board will consider expulsion; will hear the position of the student and parents (if requested) and the position of the involved administrator. Then the Board will make the final decision.

4. Fuga

Wesleyan Academy defines the term "fuga" as the unexcused, unauthorized absence from school of a group of students in the same grade. Seniors who participate in a *fuga* will not be allowed to participate in the baccalaureate service or graduation ceremony.



5. Baccalaureate

A baccalaureate service will be held on the Sunday afternoon preceding senior graduation. This service is to give glory to the Lord for his work in the lives of the students, their families, and the Academy. Attendance by graduating seniors is mandatory. Students absent (without an acceptable excuse such as sickness, accident, or death in the family) from the baccalaureate service will not participate in the graduation ceremony.

School Wide Discipline Plan



God's word teaches us that "Whoever heeds discipline shows the way to life..." (Proverbs 10:17) and also, "...whoever heeds correction is honored" (Proverbs 13:18). As firm believers of His Word, we understand that discipline and correction, when appropriately carried out, will edify the soul. For this reason, and to maintain an orderly environment, the actions mentioned below will not be permitted:

<u>Action</u>	<u>Consequence</u>
Cell Phone Use	Warning / Detention / Suspension (3 rd)
Chewing Gum	Warning / Detention / Saturday Det. (3 rd)
Class Disruption	Warning / Detention / Saturday Det. (4 th)
Cutting Class	Sat. Det. / Suspension (2 nd)
Defiance / Disrespect	Guidance Referral, Detention/Sat. Detention/Suspension
Late to Class (tardiness)	Detention

The following inappropriate actions are documented on the *Office Referral* form:

<u>Action</u>	<u>Consequence</u>
Abuse of Car Privilege	Suspension / Loss (of Privilege)
Bullying/Cyber bullying	Warning, suspension, Admissions
Cheating / Plagiarism	Zero & Sat. Detention / Suspension / Admissions
Coercion, Intimidation, Threats	Suspension / Expulsion
Defacing School Property	Sat. Det. / Suspension
Fighting	Suspension
Littering	Detention
Loud Quarrelling	Detention(s) / Saturday Detention
Misuse of Hall Pass	Detention/ Sat. Detention
Hall Disturbance	Detention
Profanity	Saturday Detention/ Suspension
Public Display of Affection	Counseling/ Letter/ Suspension
Stealing	Suspension & Report to Admissions
Uniform Violation	2 nd - Det.; 4 th -Sat. Det.; 5 th - Suspension
Vandalism	Suspension, Admissions

Varying degrees of seriousness or pattern would determine specific consequence.

12 detentions result in a one day suspension; another 6 detentions, additional suspension.

Suspensions are "out-of-school". No make up work will be credited.

3 suspensions in a year may result in the Admissions Committee issuing a "no return" status for the following school year.

All other actions not contemplated in this Discipline Plan will be evaluated by a discipline committee. Elementary & Primary Schools – actions will be reflected in "conduct" grade.

Now no chastening seems to be joyful for the present, but painful; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it. Hebrews 12:11

INTERNET USE POLICY



Wesleyan Academy (WA) is a Christian, college preparatory school. Our main goal and objective is to bring honor and glory to the King. We believe God created us in His image and for this reason He endowed us with creativity and the intelligence to invent concepts and machines. These gifts from Him have enabled us as a race to develop the communication technology that is available now for our use. This technology is to be used to bring glory to His name.

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students or guardians read, accept, and sign the following rules for acceptable online behavior.

Guidelines

1. Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files are always private.
3. A teacher for research and academic purposes will approve use of Internet.
4. Use of the Internet will not be to conduct personal affairs.
5. Use of the Internet will be limited to those sites WA deems appropriate.
6. Use of the Internet will be under the supervision of a qualified, trained teacher.
7. The following are **not** permitted:
 - a. Sending or displaying offensive messages or pictures.
 - b. Using obscene language.
 - c. Harassing, insulting, or attacking others.
 - d. Damaging computers, computer systems, or computer networks.
 - e. Violating copyright laws.
 - f. Using another's password.
 - g. Trespassing in another's folders, work, or files.
 - h. Intentionally wasting limited resource, including through the use of "chain letters" and messages broadcasted to mailing lists or individuals.
 - i. Employing the network for commercial purposes.
 - j. Revealing the personal address or phone number of yourself or any other person without permission from your teacher.
8. Violation of these rules and those contained in the School Discipline Plan will result in the following consequences depending on the nature of the violation:
 - a. Loss of access as well as other disciplinary or legal actions.
 - b. Detention
 - c. Suspension
 - d. Expulsion

UNIFORM POLICY

The Uniform Committee requests your cooperation in abiding by these rules so that both your children and our school will look their very best. Students are to wear the appropriate and complete uniform at all times while in school.

1. **REGULAR SCHOOL UNIFORM** (available at Olimac Uniforms, Bayamón)

Pre Pre-Kinder and Pre-Kinder

- Boys: Khaki short with royal blue Dry Fit school polo
- Girls: Khaki **skort** with royal blue Dry Fit school polo
- Tennis shoes may be of any color, as long as they do not have logos or designs that oppose our school's teachings. For example: violence inciting characters or poor character role models.
- White, navy or black crew length socks.**

Kinder to Sixth Grade

Girls:

- Plain white blouse* (no polos).
- Plaid school jumper down to the middle of the knee or longer.
- Solid black, flat heel school shoes.
- White, navy or black crew length socks.

Boys:

- Wesleyan Academy navy blue Dry Fit polo with embroidered logo.
- Dark khaki **dress pants** (no beige colored, corduroy, uniform jeans, elastic/drawstring waistband, or cargo pants).
- Black, navy blue or dark brown vinyl or leather dress belt. No nylon belts are accepted.
- Solid black footwear, including the sole.
- White, navy or black crew length socks.**



Seventh to Eleventh Grade

Girls:

- Plain white Oxford blouse* (no polos)
- Solid navy school vest with pockets and skirt, **down to the middle of the knee or longer.**
- Solid black, flat heel school shoes.
- White, navy or black crew length socks.

* Blouse sleeves may not be rolled up and must be cut and hemmed, if needed. Blouses may not have a pattern of any kind.

**Crew length socks are up to the calf.

Boys:

- Wesleyan Academy light blue Dry Fit polo with embroidered logo.
- Dark blue **dress pants** (NO corduroy, uniform jeans, elastic/drawstring waistband, or cargo pants).

- Black, navy blue or dark brown vinyl or leather dress belt. No nylon belts accepted,
- Solid black footwear, including the sole.
- White, navy or black crew length socks.**

Twelfth Grade (Monday-Thursday)

Girls:

- Button-down blouse (color and logo as selected by the Senior Class and approved by the Uniform Committee).*
- Navy school skirt down to the middle of the knee or longer.
- Solid black, flat heel school shoes.
- White, navy or black crew length socks.**

Boys:

- Button-down shirt (color and logo as selected by the Senior Class and approved by the Uniform Committee).
- Dark blue dress pants (NO corduroy, uniform jeans or cargo pants, elastic waistbands, or exterior pockets).
- Black, navy blue or dark brown vinyl or leather dress belt. No nylon belts accepted.
- Solid black footwear, including the sole.
- White, navy or black crew length socks.**

* Blouse sleeves may not be rolled up and must be cut and hemmed, if needed. Blouses may not have a pattern of any kind.

**Crew length socks are up to the calf.

Twelfth Grade (Fridays)

Mandatory Requirement – Wesleyan Academy Friday shirt as selected by the Senior class with uniform pants or skirt.

2. **PHYSICAL EDUCATION UNIFORM** (available at the WA Eagle Store) Pre Pre-Kinder and Pre-Kinder

Will use their regular uniform for their physical education classes.

Kinder to Eighth Grade

- Wesleyan Academy P.E. T-shirt.
- Wesleyan Academy **long gym sweatpants**, zippered closed.
- Tennis shoes of any color.
- Students will come to school wearing the P.E. uniform on P.E. days.

Ninth to Twelfth Grade

- Wesleyan Academy P.E. T-shirt.
- Wesleyan Academy **long gym sweatpants**.
- Tennis shoes of any color.
- Students will change into P.E. uniform prior to P.E. class.

3. ALL STUDENTS

All school shirts, including P.E., must be tucked in at all times.

Fridays (Grades PPK-11) - Wesleyan Academy approved T-shirts ONLY may be worn (tucked in) on Fridays with corresponding uniform (pants, skirt, jumper, skort, etc.)

During cool weather, the W.A. uniform jacket may be worn over the regular shirt or blouse. The Wesleyan Academy uniform jacket may be purchased at the Eagle Store.

Seniors may use any color sweater or jacket **that is open in the front** and without a hood. Roller tennis shoes (Heelys) may never be worn on school campus.

Hats, sunglasses, bandannas, and scarves are not to be worn in the school buildings during the day.

No piece of the uniform may ever be worn to school if faded, stained, written on, torn or worn in appearance.

Jackets, T-shirts, or other clothing with questionable advertising, i.e. alcoholic beverages or words, may not be worn at school including for practices of teams or at school functions.

Only girls may wear earrings, one per ear, and they may not hang below the ear lobe. Necklaces must be short and of discreet width, tucked inside the shirt collar. A maximum of two bracelets may be worn on each wrist, not counting the wristwatch.

Academy uniforms, student nametags, and key cards are to be worn during regular school days.

Academy uniforms and student nametags are to be worn on field trips. Exceptions may be made upon approval of the principal.

Students may only use a hair color that is of their natural origin and of a uniform appearance.
No body piercing or tattooing.

4. Jean Days

Jean Days are scheduled throughout the year for two purposes: (1) to allow students a break from the regular uniform and (2) as a fundraising opportunity for a specific class or purpose. Each student will be required to pay \$1.00. Jean Day attire consists of jeans and a WA approved T-shirt (e.g., field day, Puerto Rican Day, etc.). The same guidelines for dress days must be followed.

5. Dress Days

Students may be allowed an occasional "dress day." Appropriate attire on dress day includes:
modest clothing, not tight (no "skinny" jeans), see through, etc.
blouses, shirts, or dresses with sleeves
skirts, shorts (Bermuda length), or pants of uniform length
clothing which is not written on, faded, sloppy or worn in appearance
no inappropriate logos or designs that conflict with the school's philosophy or values

6. Uniform and Dress Violations

When instances occur in which, intentionally or unintentionally, students are not in compliance with these guidelines, students will be referred to the Dean's office. Students with a pattern of violations may be required to call home or go home and may not be permitted to enter classes until they are in complete uniform. Exceptions will be made if:

- a. the student has a medical excuse
- b. the student has a written parental excuse approved by the Dean of Student Affairs

SOCIAL SECURITY NUMBERS, Handling of Student

In compliance with Law 186 of September 1, 2006, Wesleyan Academy will not use the Social Security Number of its students in any public display or distribution such as enrollment lists, directories, or identification cards. In addition, Wesleyan Academy recognizes the right of the parent, legal guardian, or student if emancipated, or 18 years or older to refuse to disclose a student's Social Security Number. Accordingly, a refusal to disclose a child's Social Security Number will not be penalized in any way.

STUDENT SERVICES

1. Guidance Department

The guidance services include those services offered by the dean of student affairs, guidance counselors, the social worker, and the SLC. These individuals work together in full cooperation to provide the help that a student and his family may need. Except for emergencies, students must make an appointment with the appropriate guidance personnel before being allowed to leave a class or study hall.

- a. **Dean of Student Affairs** – The Dean's primary role is to promote a positive academic environment through providing orientation on student affairs. The Dean will also be involved in student disciplinary matters working as a team with parents, teachers and students.
- b. **Guidance Counselor** - The Guidance Counselor is responsible for providing orientation to students, parents, and faculty regarding academic needs and vocational/career preparation. In addition, he/she will coordinate standardized testing programs.
- c. **Social Worker** - The Social Worker's main purposes are to prevent, diminish, or eliminate from the school environment those personal and family factors that may affect the student's school adjustments as well as their academic work. He/she will also coordinate the supervised studies program which takes place from Monday-Thursday 3:30-4:30 pm.
- d. **Spiritual Life Coordinator** - The Spiritual Life Coordinator (SLC) will program and organize chapel services and counseling for spiritual matters of students, their families, the faculty, staff and their families. In addition, the SLC will coordinate and plan the special Spiritual Emphasis Week chapel program which takes place each semester, as well as retreats and spiritual lock-ins.

2. Library

The Bible is the foundation of all truth, knowledge and wisdom. The WA Library and Media Center seeks to achieve a Christian democratic learning community. It effectively provides essential information and idea management to develop a school community that successfully functions as responsible citizens in today's information and knowledge-based society. The Wesleyan Academy Library and media Center is to serve the school community by:

- a. Supporting the Wesleyan Academy Vision and Mission.
- b. Integrating the school curriculum, the Puerto Rico Department of Education and USA National Information and Literacy Skills Standards.
- c. Encouraging love of reading and literature of Christian values.
- d. Providing access to materials in a variety of formats.



- e. Equipping students with the skills to search for, evaluate, and use Information efficiently and effectively.
- f. Encouraging independent learning and critical thinking.
- g. Supporting effective instruction by working in collaboration with faculty.
- h. Developing lifelong learners and responsible Christian citizens.
- i. Fostering Christian values when cooperating with public and academic libraries and other community agencies.
- j. Providing a variety of activities that stimulate Christian harmony.

Library schedule

On days 1, 3, 4, 6: 7:30-8:00 AM - No pass is required.

8:00-3:15 PM - Pass from Teacher is required.

During lunch period: According to grade and with a Lunch Pass provided by Library personnel only no later than 10:30 AM.

After School Hours: 3:15 PM - 4:20 PM No pass required.



All students should be in the Library by 3:50 PM.



Photocopier and all computers are turned off at 4:15 PM.

On Days 2, 5: 2:15 - 4:20 Students should be in Library by 2:50 PM.

On Fridays services end at 3:30 PM

When using computers students must have a personal Pen Drive to save school work.

There is a limited number of students that the library can service at any given time, and students who use these services are expected to follow the Library Guidelines for conduct: no supervised studies or tutoring, talking, eating, drinking, lunging, meetings or socializing. Cellular phones, iPods, beepers, food, etc. are not allowed. In addition, the Library sponsors special activities such as the National Library Week, Book Fair, Library Club and others.

3. Nurse and Medication



The nurse's station at WA has two basic responsibilities: (1) to provide emergency care for injury and illness to students, faculty, and staff, and (2) to provide health education activities to help students develop positive health practices that will promote optimal learning. The nurse is also available as a resource person in the presentation of health-related topics in the classroom.

Students should stay at home if they are too ill to attend classes (i.e. fever, vomiting, diarrhea, acute pain, sudden rash, etc.). If students become ill while in school, they are to obtain a pass (except in emergencies) from their teacher and report to the nurse's station. If necessary, the nurse will contact the parents. Students should not contact parents without first reporting to the nurse.

Required Documentation

- a. It is important that parents keep an up-to-date file of the "Emergency Medical Authorization" form (completed during enrollment) in the nurse's station. This includes address, phones, physician's information, medical history and medical insurance coverage.
- b. Parents must provide evidence (form P-VAC-3) of up-to-date immunizations for each student as required by public health law.

Medication

- a. If a student is prescribed medication by a physician, it may be administered after being registered in the nurse's station with the proper forms. Prescription medications must be in their original container and in a plastic *Ziplock* bag.
- b. Over the counter medication will not be dispensed.
- c. Asthma Therapy - Inhalation asthma therapy is not offered through the nurse. However, students may be permitted to self-medicate for asthma at school if they meet the following requirements (*Ley 56: Ley de Tratamiento de Estudiantes que Padecen Asma*).
 - 1) At the beginning of each school year, parents will present a medical certificate certifying: (a) that the student is asthmatic, (b) the name of the medication to be used, (c) and that the student has received adequate training as to the correct and responsible use of the medication.
 - 2) Students will bring their own nebulizer and medication.
 - 3) Self-medication will be done exclusively in the Nurse's Station.

4. Cafeteria (breakfast and lunch)

- a. **Hours** – 7:00 AM – 1:45 PM
- b. **Menus** are varied and nutritious; certified by a nutritionist. The Social Services Department oversees Pre-Pre Kinder and Pre-Kinder menus. A tentative menu is posted every month. Copies are available at the Eagle Book Store.
- c. **Lunch Prices** will vary according to the item purchased.
- d. **Meal plan is mandatory from PPK to 3rd grade.** The meal includes a regular meal plate and a 12 oz. juice. The only exception for a student not to participate in the plan is a medical condition or a special diet, in which case the parent is responsible to provide lunch for the student every day for the entire year. If a student's medical condition changes and a parent would like him/her to participate in the meal plan, visit the Business Office to complete the required form. **The meal plan is optional for grades 4-12.**
- e. **Rules:**
 - 1) Parents may have breakfast with their children in the cafeteria before classes begin. Due to the large amount of students in the cafeteria at lunch time, parents may not lunch with their students in the cafeteria.
 - 2) Students will:
 - a) Enter in an orderly fashion.



- b) Stay in line.
- c) After buying lunch, go to the assigned area for the section (elementary).
- d) Remain seated while eating.
- e) Not throw food.
- f) Obey and respect the adults who are supervising at all times.
- g) Clean up after finishing the meal and throw away trash in the wastebaskets.

5. Eagle Store

School supplies, school jackets, and PE uniforms are sold in the Eagle Store on campus which is open for purchases during the following hours:

7:00-8:30 AM
10:30-11:30 AM
2:30-4:00 PM



6. After School Programs

- a. **Supervised Studies** - This is a program for students in all grades. Students can register for the after-school Supervised Studies Program through the Social Worker. Acceptance will depend on space available. Students must bring their assignments written out in their homework agenda, any necessary textbooks and materials. The person supervising is not a tutor; the supervisor will check each child's work, answer general questions, and provide guidance and instruction for students. Supervised Studies hours are from 3:30-4:30 PM Monday-Thursday.

Students not picked up by a parent after Supervised Studies will be sent to child care.

- b. **Child Care** – This afternoon service is designed to provide a safe, secure environment where students can study, play recreational sports and socialize. All students in child care are charged a fee.

- 1) A contract must be completed and on file for each child.
- 2) Students not picked up by 3:30 (2:30 on early dismissal days) must enter and remain in the cancha. PPK-2 students are assigned to a specific area in the primary school building.
- 3) Parents will provide a snack to be eaten during afternoon care.
- 4) Students are to show respect for and obey all directives of the care personnel.
- 5) Students are not allowed to leave without appropriate parental consent and must be signed out by the parent.
- 6) Students who attend after school activities must report to the care area when the activity is finished until they are picked up. Under no circumstances are students to loiter around the school.
- 7) A late fee is assessed on students picked up after 6:00 PM.

7. Lost and Found

- a. Items found around the school will be stored in the Lost & Found.
- b. The Lost & Found Monday-Friday will open before school from 7:30-8:00 am and in the afternoon from 3:00-3:30 pm. During these times, students may check for their belongings.
- c. Under no circumstances, may anyone take items identified as belonging to others.
- d. Lunch boxes will be emptied before storing.
- e. All unclaimed items will be eliminated each Friday.
- f. Items of value such as electronics and jewelry may be claimed at Reception.



STUDENT ACTIVITIES AND ORGANIZATIONS

1. Philosophy

The Academy's student activities program is intended to help meet the needs of the whole student body. All activities should bring honor and glory to Jesus Christ. The activities program provides an excellent opportunity to disciple and to train student leaders.

2. General Guidelines

- a. In keeping with the standards of The Wesleyan Church, it is the policy of the Academy to abstain from participation in school sponsored activities on Sunday. Social activities should be such that they will bring glory to God.
- b. Halloween is not considered to bring glory to God and is not celebrated at the Academy.
- c. All Academy organizations are to exercise care in planning of activities (programs, graduation, parties, banquets, etc.) so that the cost of participation is kept at a reasonable minimum for the individual students and parents. Purchase of special clothing for activities is not to be required.
- d. Tentative plans for all activities are subject to review by the board.
- e. All activities and parties held under the Wesleyan Academy name must have a faculty sponsor, adequate chaperonage, and administrative approval. Parents will be notified of all parties and social activities sponsored by the school for the respective grades.
- f. The use of dominos, cards, lotteries, bingo, and similar games is not permitted as a means of fund raising. Selling on campus for personal gain is prohibited unless it is by invitation for official activities which have been approved by the Administration.
- g. *Verbenas* (carnivals) with carnival rides as well as theater premieres, even with family movies, are not allowed as fund raising activities. Other movies, at theaters or drive-ins are also unacceptable as fund raising activities.
- h. **Eligibility Standards** - Eligibility for participation in non-credit activities, clubs and any extra-curricular activity in representation of the school will be extended to all students who:
 1. Do not earn one or more "F's" or two or more "D's".
 2. Have no more than two office referrals in the previous quarter.

Eligibility for participation will be reviewed quarterly, i.e, fourth quarter affects first quarter participation. WA-6033 Students may also be declared ineligible by committee decision based on a continued negative pattern of discipline after having received a warning.

WA-6035 Eligibility for class and club officers and other leadership positions will be reviewed each semester rather than quarterly. In the case of participation in athletics, eligibility will be considered based on the grades of the last quarter completed before the beginning of the specific sport season (i.e. basketball participation will be evaluated based on first quarter grades.

WA-6045 Should a student or parent consider that there are extenuating circumstances which should be considered as exceptional and deserving of special consideration, a written request may be submitted to the

Appeals Committee for a waiver of the eligibility rule.

3. Some organizations and activities that are sponsored by the Academy:

- a. **Student Organizations** may include National Honor Society, Student Council, United Nations Club, Drama Club, English Forensic Club, Library Club, Choir, Yearbook, Math Club, and Spanish Club. Club offerings will depend on interest and available sponsors.
- b. **Student Activities** - Presidential Classroom, Science/Health Fairs, *Semana de la Lengua Española*, Math Competitions, Senior Trip, Approved Class Fundraising, International Dinner, *Navidad Jibara*, Career Week, Field Day, Junior/Senior Banquet, Spelling Bee, Family Day, Community Service: Toy & Food Drives, Puerto Rican Day
- c. **Athletics** - Academy students are involved in an active athletics and physical education program. Some of our 4th-6th grade students participate in LAMEPI. Sports include boys & girls volleyball, soccer & basketball. Our 7th-12th grade sports program offers inter-scholastic competition in the PRHSAA. Sports include volleyball, basketball, soccer, indoor soccer, swimming, and golf.



3. Senior Trip

The seniors have the opportunity to plan a trip for the class. The Board and administration encourage the class to consider a service related trip or project. The date for the trip will be determined by the administration and submitted to the Board for approval.

Wesleyan Academy standards of dress and conduct while on the trip shall be adhered to. Only seniors and their authorized chaperones shall go on the senior trip.

The Board has established the following criteria for the trip:

- a. The class is to miss no more than four school days.
- b. The trip will not go over a Sunday.
- c. Money must be raised by the class activities, not by parental assessment this includes all expenses - food, travel, etc., with the exception of students who are accepted into the Academy in their senior year.
- d. Money must be raised before the trip.
- e. Students accepted to the Academy after the 10th grade will assume part of the cost of the senior trip. The Business Manager in consultation with the class advisors will determine this amount.
- f. There should be one chaperone for each six students.
- g. Only *bonafide* members of the senior class and chaperones are included in the trip. The class advisors and the high school principal are to be chaperones.

RE-ENROLLMENT

The re-enrollment process begins in January of each year. Forms and instructions are made available to families whose accounts with the Business Office are current. Penalties apply for late re-enrollment.



SCHOOL-PARENT RELATIONS

1. Parent-Teacher Conferences

During the first and second semester, a day is set aside to provide for parents and teachers to confer about student work. Other conferences between parents and teachers may be arranged through the principal's office as the need arises. Conferences are arranged according to teacher schedules. To allow for preparation, notice is to be given to the teacher at least 24 hours in advance. Visits to classrooms must be coordinated in the principal's offices with parents obtaining a pass in the principal's office. Conferences are to be held in private.



2. Parent-Teacher-Student Organization (PTSO)

The purpose of the PTSO is to promote the welfare of the students of the Academy by helping to coordinate the efforts of the home and the school. Faculty members are expected to be present and participate in the PTSO. Parents of specific grades or groups are not to form separate groups for fund-raising projects. They are to act through the PTSO. The president of the PTSO is to be encouraged to bring matters of importance to the board for consideration. A fee per family is collected by the PTSO as a working fund to begin the school year.

3. Parent Participation on School Committees

Parents may be asked to serve on school committees throughout the year. The PTSO is active in providing many services and sponsoring various activities for WA. A parent volunteer program is also sponsored by the PTSO and WA to help with various school activities.

4. Non-Calendar Activities

While the Board of Trustees encourages parental involvement in the school and in their children's school activities, it does not authorize or sponsor activities which are not on the school's official calendar. All changes to the calendar must be requested in writing and approved by the respective principal and the Headmaster.

5. Parental Custody Disputes

Due to the growing problem of broken homes in our society, children may be denied protection provided by family structure. Out of concern for student welfare, the Academy assumes the position of guaranteeing and respecting rights and authority of parents, as well as the child's right to peace, safety and spiritual tranquility. Recognizing that courts may award custody to one parent, the Academy will strictly follow the court's decision. The Academy defends the rights and privileges of students. We recognize the custodial parent's right to make decisions affecting the child. If both parents retain authority, they should be in agreement and assume a unified position towards the Academy.

If the custodial parent requests to prohibit the non-custodial parent's presence on campus and intervention in the child's education, **legal documents must be submitted stating the court has removed these rights from the non-custodial parent.** If this is not provided, the Academy will assume that the non-custodial parent retains the right to freely interact with the child.



When the court has removed custody from one parent, relations between both parents may be extremely strained. The Academy's Social Worker should be notified immediately. Should the custodial parent fear that the child might be in jeopardy from the non-custodial parent, there MUST be specific and timely notification in writing to the Academy, through the Social Worker, in order that provisions for the student's protection be taken. In any such event, it is highly recommended that the custodial parent obtain a protective order from the Court and submit a copy to the Academy.

Students will not be removed from classrooms for parental visits.

6. Sharing Concerns or Resolving Problems

As a Biblical principle we understand that concerns are shared and problems are solved by going directly to the person or persons to whom the problem relates. The majority of the concerns which arise at WA are related to the academic progress, social adjustment, spiritual concern or behavior of a child. The classroom teacher is most likely to have insight into your child's progress. Because the parent-teacher team is the most effective unit to work through problems, it is expected that the appropriate line of communication will be followed when resolving conflicts:

1st : Meet with the Teacher by making an appointment through the Principal's secretary.

2nd: Meet with the Principal or member of the Guidance Department as appropriate.

3rd: Meet with the Headmaster, if necessary.

Parents are not to intervene with students other than their own children in the resolution of conflict, problems, discipline or any other issue that may affect the well-being of a student. The direct intervention of parents with students in an inappropriate way will result in a restriction as to access to the institution. All concerns must be addressed through school officials. Your child's safety is of primary concern to the Academy.

7. Student Records

These records are the property of WA and confidential. A parent may review his/her child's record in the presence of the Headmaster or another witness named by the Headmaster. Copies of the entire record will not be provided unless required by court order. Within the institution, only those authorized by the principal or Headmaster shall have access to a student file. Parents or students will not have access to material where another student or person is mentioned.

8. Security, Safety and Traffic Regulations

The on campus speed limit is 5MPH. All drivers are to drive slowly with extreme caution and follow traffic flow when on WA campus. For the safety of all concerned, please follow instructions given by security personnel.



When using WA parking lots remember to take valuables with you. We are not responsible for articles neither left inside vehicles, nor for theft and/or damages to vehicles, while using our parking areas.

9. Dropping off materials for students

Materials for students may be occasionally dropped off at Reception. Students will be called between classes so as not to interrupt the academic process. The exact time frame of delivery will depend on the demands of the student and the Reception area.

10. Delinquent Accounts

Accounts which are not up-to-date will be subject to any or all of the following measures:

- a. Application for readmission will not be considered.
- b. Students will **not** be permitted to begin the semester (August or January).
- c. Transcripts, official documents, records, report cards, etc. will **not** be released.
- d. Final semester exams will not be given to students whose accounts are delinquent.
- e. Students with accounts over 60 days past due will be suspended from classes and will not be able to see report cards electronically until the account is settled.
- f. Kinder and Senior students with past due balances will not participate in the graduation.
- g. The Academy may refer the past due account over 60 days to a collection agency, and the signee will be responsible for paying the collection agency service fee.

VISITORS

Bienvenido

1. Parents, Vendors and Others

All visitors must register with the guard and the receptionist. Students not attending WA are not allowed on school grounds except for official activities open to the public. Minors having business at the Academy must be accompanied by an adult and make an appointment prior to arrival. Under no circumstances are visitors to wander about in the building or school grounds. **All visitors must be appropriately attired so as to model modesty.**

2. Alumni

We want alumni to feel welcome to visit our school during regular school hours. Norms for visiting alumni are as follows:

- a. Upon entry to school campus, they will register with the guard and receive a pass.
- b. At Reception, they will sign the alumni guest book.

SERVICE REQUIREMENTS FOR GRADUATION

I. POLICY

Wesleyan Academy, as a Christian school, strives to prepare young men and woman through its comprehensive educational program, to live in harmony with God, nature, people and themselves. The mission and vision statement of the school describe this goal.

In carrying out this responsibility, the Board of Trustees of Wesleyan Academy has established that our high school students experience community service as a requisite of graduation. This protocol will provide the guidelines in implementing the Board's mandate.

II. SCOPE

This protocol will apply to the Wesleyan Academy High School community, grades 9th through 12th, and apply to the class of 2012 and forward.



III. BIBLICAL BASE

The Wesleyan Church bases its faith in the inherency and sufficiency of the Word of God. The guidelines for a life pleasant to the Lord, Jesus Christ are spelled out in the Bible.

The following scriptures exemplify God's desire that we serve others in obedience to Him.

James 1:27 Pure and undefiled religion before God and the Father is this: to visit orphans and widows in their trouble, and to keep oneself unspotted from the world.

Luke 4:18 The Spirit of the Lord is upon me, because he hath anointed me to preach the gospel to the poor; he hath sent me to heal the brokenhearted, to preach deliverance to the captives, and recovering of sight to the blind, to set at liberty them that are bruised.

Matthew 25:42-45 For I was hungry, and ye gave me no meat: I was thirsty, and ye gave me no drink: I was a stranger, and ye took me not in: naked, and ye clothed me not: sick, and in prison, and ye visited me not. Then shall they also answer him, saying, Lord, when saw we thee hungry, or thirsty, or a stranger, or naked, or sick, or in prison, and did not minister unto thee? Then shall he answer them, saying, Verily I say unto you, Inasmuch as ye did it not to one of the least of these, ye did it not to me.

1 John 3:17 But who so hath this world's good, and seeth his brother have need, and shutteth up his bowels of compassion from him, how dwelleth the love of God in him?

James 2: 17 Even so faith, if it hath not works, is dead, being alone.

Proverbs 14:31 He that oppresseth the poor reproacheth his Maker: but he that honoureth him hath mercy on the poor.

Psalms 112:9 He hath dispersed, he hath given to the poor; his righteousness endureth for ever; his horn shall be exalted with honour.

Acts 20:35 I have shewed you all things, how that so labouring ye ought to support the weak, and to remember the words of the Lord Jesus, how he said, It is more blessed to give than to receive.

The Bible is replete with the Christian's call to serve those in need: orphans, widows, the poor and destitute, the sick. These scriptures are just a few to illustrate God's desire for our life, as regards to service.

IV. DEFINITIONS

Service- is the act of sacrificially giving of our time, talent and treasure to meet the needs of others.

Disadvantaged populations- are those elements of our society that lack essential services and/or provisions necessary for their individual wellbeing. Examples are the homeless, orphans, widows, and the sick.

Service Center- are those organizations that provide services, gratuitously, to those in need.

Graduation Requirements- Those prerequisites, established by the Board of Trustees, needed to receive a high school diploma from W.A.

Hours of Service Certification Letter- Official document from a qualified Service Center, stipulating the amount of time served at that facility.

V. GUIDELINES

Graduation Requirements

In order for students to graduate from Wesleyan Academy, he/she must meet the requirements set by the PR Department of Education and Wesleyan Academy.

In the area of **Service**, students in Grades 9-12 are required to fulfill community service, outside of the Academy, for every year of attendance.

9th grade – 9 hours per semester	18 hours
10th grade – 10 hours per semester	20 hours
11th grade – 11 hours per semester	22 hours
12th grade – 12 hours per semester	24 hours



Students who transfer to WA after 9th grade will be responsible for the hours corresponding to his/her years of attendance, until graduation.

The **Spiritual Life Office** will publish a list of *approved* Service Centers. Students may choose one of these centers or request preapproval of another center that meets the requirement (*servicing disadvantaged* populations). In order to request these exceptions, a letter from the center explaining its mission and population must be pre-approved by the Spiritual Life Coordinator or the Dean of Student Affairs.

Civic Service such as beach clean ups, ushering at a school activity, or planting trees are noble undertakings and are part of our responsibility as citizens. Nevertheless, the intent of the *W.A. Service Requirement* is to experience God's blessings in obedience to His word. In this regard, the school will allow 10% of the yearly requirement to be undertaken in these alternative venues, with preapproval in writing. An example might be: 2 hours credited to a 9th grader for "*limpieza de costas*" (an official beach clean-up event); the other 16 hours be served at an orphanage, throughout the school year.

Service Grade- There is no grade or credit allotted for service. Bible teachers may require some work such as an essay, diary or presentation of the service experience, for credit, within their class.

Time Line for Service- Students are expected to complete each semester's quota of hours by the end of the each semester (approximately 1/2 of the year's service requirement).

Evidence of Service- Students will request a letter from the Service Center, on official letterhead, to certify the hours served. This letter will be brought to school and given to the Guidance Counselor, who will keep a running total of hours served. At the end of the semester, the completed hours will be reported to the Registrar's Office to be entered into the Student Cumulative Record.

VI. RESPONSABILITIES

- a. **Students-** Students (with their parents) should plan to schedule service opportunities by making arrangements with the centers identified. A copy of the approved centers may be obtained from the Spiritual Life Coordinator. It is the student's responsibility to provide evidence to the Guidance Counselor of hours served.
- b. **Bible Teacher-** Will provide the Biblical foundation and may organize a service experience for those students unfamiliar with the community service concept. The teacher may include a service report / presentation as part of the class grade.
- c. **Guidance Counselor-** Counselors will maintain a running tally of hours served as evidenced by documentation from the center. Students will be reminded of their responsibility and consequences of non-compliance at the different guidance activities throughout the year. Counselor will inform Dean of Students of those students that have failed to meet the requirements in a timely fashion.
- d. **Spiritual Life Coordinator-** The SLC will maintain an active list of centers where students may complete their hours. This list will be enhanced as adequate resources are identified and approved. When students desire a different venue than those preapproved, he/she will request endorsement of the organization or activity from the SLC.
- e. **Dean of Student Affairs-** The DSA will intervene in all situations that arise from this protocol, including follow up with students, coaches, principal and Registrar's Office to secure compliance with this directive from the Board of Trustees.
- f. **Registrar's Office-** The Registrar will enter the hours completed in the student permanent record/ transcripts, at the end of the school year.

VII. CONSEQUENCES FOR NON-COMPLIANCE

Students who fail to complete the required hours...
will not receive grades, transcripts nor diploma until requirement is met,
will not receive recognitions such as *Eagle of the Month*,
...until the hour tally is complete (previous semester will determine eligibility).

Senior Privileges will be curtailed if hours are not being met in a timely fashion, leading to graduation.



VIII. ORIENTATION AND DISCLOSURE

Student responsibilities regarding yearly requirements, appropriate centers, alternative options and all other information required to comply with the established policy, will be communicated through the Bible class, and through guidance staff orientations at the beginning of the school year, as well as ongoing as the individual student's needs may be. The Spiritual Life Coordinator and the Dean of Student Affairs are also involved in communicating and facilitating the coordination of the program.

IX. IN EFFECT

This protocol serves to clarify and implement the Board of Trustees' policy of a Service Requirement for graduation from Wesleyan Academy, adopted in the school year 2011-2012.

ANTI- BULLYING PROTOCOL

I. POLICY

Wesleyan Academy recognizes that conduct commonly known as **Bullying**, is a common phenomenon in schools. This conduct is also sometimes referred to as harassment or abuse. Bullying occurs when a student, or a group of students, deliberately and repeatedly hurt another; this may be by: calling derogatory names, making fun of, excluding from participating in group activities, sharing confidential information or starting rumors. Bullying may also include attacks of a sexual nature. These offenses may be openly visible or of a less direct nature.



Wesleyan Academy, as a Christian institution, expects students to show respect towards others in such a way as to reflect God's high esteem and care for all persons. In this regard harassment of students or others, verbal or non verbal, including racial or other prejudicial or derogatory remarks, will not be tolerated and will result in serious disciplinary actions.

Furthermore, school provides the initial social contacts of the individual outside of the family, and therefore is crucial in developing a social identity.

In accordance with public policy and the laws of the Commonwealth of Puerto Rico, Wesleyan Academy puts into effect this protocol in order to avoid, eradicate and sanction all conducts that are detrimental to the wellbeing of our students, and furthermore, promote Christian and civic values as part of our educational offering.

II. SCOPE

This protocol will apply to the Wesleyan Academy community as a whole, including all activities, be within the school day and on the premises or extracurricular sponsored by the school.

III. LEGAL BASE

The legal base of this protocol is founded on the following dispositions and current law:

Décimo Cuarta Enmienda de la Constitución de los Estados Unidos
Título VII del Acta de Derechos Civiles de 1964

Título IX la Ley de Educación Elemental y Secundaria de 1972 (20 U.S.C., Sec. 1681)
Sección 504 del Acta de Rehabilitación de 1973

Children Internet Protection Act CIPA, (2001)
American with Disabilities Act

Individuals with Disabilities Education Act

Constitución del Estado Libre Asociado de Puerto Rico

Ley número 37 de 10 de abril de 2008, para enmendar la Ley del Consejo de Educación Superior de Puerto Rico de 1999.

Ley Núm. 3 del 4 de enero de 1998, para prohibir el hostigamiento sexual en las instituciones de enseñanza

Ley Núm. 38 de 24 de enero de 2006 Para enmendar el Artículo 2 de la Ley Núm. 3 de 4 de enero de 1998: Ley de Hostigamiento Sexual en las Instituciones de Enseñanza

Ley Núm. 44 del 2 de Julio de 1985 prohíbe el discrimen de toda persona con impedimentos

Ley Núm. 355 de 16 de septiembre de 2004: Ley para adicionar los Arts. 14 y 15 de la Ley Núm. 44 de 1985: Ley para prohibir el discrimen contra las personas con impedimentos físicos y mentales en las instituciones públicas y privadas

Ley Núm. 149 de 18 de junio de 2004 Código Penal de P.R.

Ley Núm. 88 del 9 de julio de 1986, conocida como Ley de Menores de Puerto Rico.

LEY NUM. 246 DE 16 DE DICIEMBRE DE 2011: Ley para la Seguridad, Bienestar y Protección de Menores; deroga la Ley 177 de 2003 y enmienda Ley 201 de 2003, Ley de la Judicatura.

LEY NUM. 238 DE AGOSTO 2004: Ley 238 de 31 agosto 2004: Ley de la Carta de Derechos de las Personas con Impedimentos

Ley Núm. 26 de 2 julio de 1985 Ley de Seguridad del Cuerpo Escolar
Art. 1802, 1803 Código Civil de P.R.

K.M. ex rel. D.G. v. Hyde Park Cent. Sch. Dist., 381 F. Supp. 2d 343 (S.D.N.Y. 2005).

McAdams v. Board of Education of Rocky Point Union Free School District, 216 F. Supp.2d 86 (E.D.N.Y. 2002) Regional High School Board of Education v. P.S. ex rel. P.S., (381 F.3d 194 (3d Cir. 2004)

New Jersey v T.L.O. 469 U.S. 325 (1985)

Watts v United States 394 U.S. 705 (1969)

Rogers v United States 340 U.S. 367 (1951).

Bethel School District v Fraser 478 U.S. 675 (1986)

IV. DEFINITIONS

School Authorities- The school officials with legal authority to work with specific situations.

Bully- The student who harasses others in a persistent, abusive and ill-intentional way. **Bullying-** The sustained mental or physical abuse of an individual or group, directed at another member of the group, who is unable to defend him/herself (Olweus, 1986, 1993). These negative conducts may include:

physical abuse- punching, kicking, and any other physical assault;

verbal abuse- derogatory name calling, offensive nicknames, provoking or any action intended to cause emotional pain;

emotional abuse and exclusion- spread hurtful rumors, promote exclusion from the group and any action that may cause isolation and loneliness, and works against the self esteem of an individual, causing anxiety, depression or any form of emotional pain.

School Community- The total population of the school, including teaching and non-teaching staff, students, and parents.

Cyber-bullying- The use of electronics, such as computers and, cellular phones, to post comments, photos or other material in blogs and websites, in social media (*Facebook, twitter, etc.*), instant messaging, e-mail messages or any other means, with the intention to cause harm.

Crime- An act committed or omitted in violation of any law that, if proven, may result in some penalty or security measure.

Violation- Infringement or attempted infringement, of applicable laws, by a minor.

Parents or guardians- Those in charge of a minor.

Anti-bullying Protocol- Document with legal force which sets out the measures of prevention and institutional response to bullying.

Victim- The student who is repeatedly tormented, in some way, by one or several bullies.

V. HARASSMENT / BULLYING BEHAVIORS

The following behaviors fall within the scope of *bullying*. This list is not exhaustive, and the behaviors should be present as a pattern.

Taunting.

Offensive nicknames.

Dissemination of rumors, lies.

Invent stories to get another in trouble.

Divert friends from the victim.

Kicking, tripping or pushing a student.

To make derogatory comments regarding culture, religion, ethnicity, weight, physical appearance, impairment or medical conditions, or personal Intimidation.

Take another's possessions and demand money.

Damage the property of another.

Hide books, bags and other property. Threatening.

Manipulate others (get them to do things they don't want to do).

Assault.

Use the Internet to spread rumors to hurt, humiliate, threaten, etc.



tastes.

VI. PREVENTION, ORIENTATION AND DISCLOSURE

The institution carries out a series of trainings and orientations about bullying to the school community, throughout the year.

The school has in place a program for the prevention of *bullying* based on the Christian culture of the institution, with the intent to prevent *bullying*. In this regard the following are carried out:

During the first semester of each year, a school-wide, one week Anti-Bullying campaign is conducted. In the course of this week:

- students in Art Class prepare posters that are displayed throughout the school;
- the chapels, at all levels, are allusive to the topic;
- classroom discussions and presentations address expected and unacceptable behavior in this regard.

The Social Worker conducts whole class and small group orientations as needed, throughout the year.

The teacher's responsibility in the classroom, as well as duty to report (bullying) incidents, is addressed by principals on a regular basis during faculty meetings.

During the new teacher orientations in August, awareness and teacher involvement in avoidance of bullying, is discussed within the topic of *Institutional Abuse*.

Teachers and counselors encourage students to report any incident they witness, of self and others, promoting their responsibility in creating a healthy environment.

The topic of "cyber bullying", in context with the dangers of unsupervised internet exposure, is addressed with students and parents in the "School of Parents" workshops.

Controls in the use of computers have been established to thwart the use of the school's Wi-Fi and/or computers to carry on cyber bullying.

Any complaint of bullying will be investigated pursuant to this Protocol.



VII. GUIDELINES FOR THE HANDLING OF SITUATIONS INVOLVING BULLYING

The staff of the school must report and investigate all incidents of *bullying* and take proper action; this applies to personally observed incidents and those that they are aware of by other means.

The incidents must be reported and investigated even when the victim does not present a formal complaint and even when the victim does not express disapproval of the perceived

bullying.

The Administration will have to intervene within a reasonable period of time, appropriate to the unacceptable conduct.

The intervention will consist of identifying the unwanted behavior, conduct a fact finding investigation by a school official, and determine the course of action, as the situation merits.

Repeated misconducts and serious incidents of intimidation and harassment (*bullying*) require compulsory referral to the Office.

Information concerning any complaint of harassment or intimidation should be treated confidentially, as the situation allows.

The parents of the alleged harasser should be contacted immediately.

If parental abuse is suspected in the case of the bully, a referral to the *Departamento de la Familia* will be initiated by the Social Worker.

Conduct constitutive of a crime will be reported to the police. Establish conflict resolution mediation meetings.

Require and facilitate the process of apologies both written and verbal.

VIII. ORDER OF INTERVENTIONS:

Teacher or supervising adult, upon being made aware of bullying, must:

Identify the (bullying) behaviors (if in doubt, report!).

Stop the unacceptable conduct immediately. Notify the Dean of Students.

- *Incident Report* form is used to initiate referral.

The Dean of Student Affairs

Informs Social Worker and Principal

Investigates and report as appropriate.

Applies disciplinary consequences, as appropriate.

The Social Worker:

Makes contact with parents when appropriate.

Addresses issue individually and in small groups, seeks resolution.

Request outside professional help, when appropriate.

The School Principal

Discuss the information with concerned teachers.
Provides monitoring through teachers.

IX. DISCIPLINARY ACTIONS

Any student who harasses another or displays bullying behaviors, will be sanctioned in accordance with the disciplinary dispositions of the institution. These interventions, with their consequences follow an escalating hierarchy:

- Orientation/warning
- Letter to file / parental conference
- Suspension (s)
- Recommendation for expulsion

The nature of the offensive behaviors may be of such severity as to require that the consequence applied start further down the hierarchy. Conduct of a criminal nature pursuant to the criminal code of PR, will be referred to the civil authorities.

X. MISCELLANEOUS PROVISIONS

This Protocol substitutes all previous operative procedures and may be amended at any time depending on relevance and in accordance with the current legal regulations.

(end of anti-bullying protocol)

BYOD (Bring Your Own Device)

Wesleyan Academy is committed to aiding students and staff in creating a 21st century learning environment. The BYOD program will aid in this goal. Students and staff in the middle and high schools are able to access our wireless network with their personal devices (laptops, netbooks, tablets, smart phones, etc) during the school day. With parental permission and classroom teacher approval, students may use their own devices to access the internet and collaborate with other students. Many schools across the nation are implementing Bring Your Own Device programs for their students and staff. By allowing students to use their own technology on campus, we are hoping to increase the access all students have, to the technology they need to succeed.

What are the benefits of a BYOD Program?

- Makes possible a 21st century classroom
 - Fosters student ownership of their own learning
 - Student real time access to information
- Smooth transition between home and school
 - Provides easier student access to online instructional materials
 - Supplements school resources and equipment



The program DOES NOT require that all students and staff bring their own devices to school. A student will not be penalized for NOT having a device. Although students will be able to access the school's network, they will not be able to print to any school printer. Internet access will be filtered just the same as if a student were to log onto a school owned computer. The Information Technology Department and teachers are not responsible for troubleshooting a student's personally owned device.

The following is from an article covering the 7 Myths about BYOD: You can read the entire article [here](#).

Our students are living in a digital world with ubiquitous access to technology. Not only is trying to ban kids from connecting digitally a futile effort, it also doesn't prepare them for the digital world in which they live. "Without BYOD, at the end of each school day, students leave school and immediately turn on their devices and explore the web, often unsupervised," explains Clark. "By banning devices, we close the door to authentic dialogue of how to use technology appropriately and prevent students from developing strategies for internet safety."

Instead of banning and blocking, schools need to work with students to create responsible digital citizens and have necessary consequences in place when there are violations, just as is the case in real life. When we address the problem, rather than blame the tools, we move toward creating responsible students.



STUDENT DRESS CODE FOR EXTRA-CURRICULAR ACTIVITIES & EVENTS

This policy applies to all students in Grades PPK-12.

WA sponsors several extra-curricular activities and events throughout the course of the school year. These events may occur on or off campus, during or after school hours, and at any time during the day or evening. As representatives of the Academy and as messengers of the school's values of modesty, the following dress code will apply to all WA students when attending any extra-curricular activity or event where the school uniform is not required.



1. Shorts will be Bermuda length (directly above the knee) or longer
2. Skirts and dresses will be at least knee length to the middle of the knee.
3. Dresses and gowns will not have or be:
 - a. Corsets (bustiers) nor cuts below the bra line in front or back
 - b. Openings of any kind that show more than half way up the thigh from the knee.
4. Clothing may not have or be:
 - a. Transparent or see through material
 - b. Excessive clinging to the body
 - c. Cuts that show the waist, abdomen and/or thigh areas
 - d. Inappropriate logos or designs that conflict with the school's philosophy or values, or have questionable advertising or words (i.e. alcoholic beverages).
5. Unnatural, exaggerated or inappropriate jewelry, make-up or hair coloring is not acceptable.
6. Boys shirts will have sleeves (long or short as dictated by the event), except for sports events where sleeveless shirts may be worn.

While it is impossible to list every possible scenario where clothing is concerned, WA reserves the right to determine appropriateness of attire.

Violation:

Students who do not honor this dress code will, at the school administrator's discretion:

1. Not participate in the procession, nor participate in the group waltz/presentation, where applicable, and/or
2. Receive an Office Referral for dress code violation, and/or
3. Receive a discipline referral to the Dean of Student Affairs for defiance.

Excessive violations will result in a suspension and a referral to the Admissions Committee.

WESLEYAN ACADEMY DRUG & LOCKER POLICY

(Security, lockers, searches, drug searches, etc.)

A. Standards, General Rules and Policy on Alcohol, Tobacco, Drugs and other Conduct

Wesleyan Academy understands its responsibility to exhibit a Christian witness to the church and the community of which it is a part. Such a witness is essentially charged with transforming individuals into the image of Christ. Wesleyan Academy is a Christian school that has as one of its expressed purposes the maximum development of the intellectual, spiritual and moral character of student as a whole person. High standards of conduct, good attitudes, and appearance are expected of Wesleyan Academy students. The student is a reflection of the standards of the institution. In keeping with this position, there are some specific activities and actions which the Academy prohibits at the school or at any school sponsored activity.



1. Smoking on school grounds before, during or after school hours or at any officially sponsored school activity is prohibited for all students and adults.
2. The selling, distribution or consumption of alcoholic beverages and tobacco is prohibited at all school and fund raising activities on or off the school grounds of Wesleyan Academy.
3. Social dancing (suggestive or erotic dancing and any dancing which would be harmful to Christian testimony) during school hours, during officially sponsored activities or in a performance as entertainment is prohibited at any school sponsored event.
4. The selling, manufacture, possession, consumption, and/or the distribution of illegal substances (such as marijuana, cocaine, crack, heroin, prescription drugs without medical authorization, among others), by parents, students or school employees is totally prohibited on the grounds of Wesleyan Academy and/or at officially sponsored school activities on or off school grounds. Current policy of the school is that of zero tolerance. All parents, students, and employees understand and accept that the selling, manufacture,

possession, consumption, and/or the distribution of illegal substances is contrary to the biblical principles and

values, which Wesleyan Academy was founded, and these biblical principles and values are essential for the operation of Wesleyan Academy as a Christian School. All parents, students, and employees understand and accept that adherence to this policy is a non-negotiable requisite, as members of the Wesleyan Academy community. Furthermore, all parents, students and employees understand and accept that zero tolerance is defined as immediate expulsion and termination of enrollment or employment at Wesleyan Academy.

5. Use of profane and obscene language or gestures is prohibited.
6. Use of playing cards or any game associated with gambling or that leads to violence is prohibited.
7. The possession of firearms or any other items that are understood to be a weapon or that represent a danger to the safety of others is prohibited.
8. Possession, display or promotion of pornographic literature, music, films or any other medium of a pornographic nature is prohibited.
9. Possession or display of any item associated with the occult, witchcraft or satanic worship is prohibited as is the promotion of such activities.
10. Violence, vandalism, stealing or any activity with the intent to inflict bodily or emotional harm is strictly prohibited.
11. Wesleyan Academy will hold students and employees responsible for behavior and actions contrary to biblical values held by Wesleyan Academy. Specific action will be against dishonesty, pregnancy and paternity outside of marriage, homosexual and lesbian activity as well as other actions contrary to biblical values.

B. Locker Policy

1. All students in grades 7-12 are assigned a locker at the beginning of the school year.
2. Lockers are the property of Wesleyan Academy and are assigned on loan as a privilege for the safe keeping of books, notebooks, uniforms, etc., and are subject to the following rules:
 - a. Lockers are to be kept neat, clean and locked at all times with a Wesleyan Academy lock purchased from the school bookstore.
 - b. In order to protect a student's property, students are not to share lockers, locks or lock combinations with others.
 - c. Students are responsible for the contents of their lockers.
 - d. Students are not to keep the property of others in their lockers.
 - e. Students are to secure needed books for morning classes prior to 7:54 am. Classes begin at 8:00 am and no students are to be in the halls at that time. Students are to avoid frequent visits to lockers and changing of books between classes.
 - f. Students are not to visit lockers during their lunch period or after they report to after-school child care.
 - g. Students may be permitted by teachers to go to their lockers, one at a time, with a pass, but these visits are to be brief and infrequent.
 - h. Damaged locks or lockers, vandalism or theft are to be immediately reported to the principal.
 - i. Books and materials left inside lockers after the last day of the school year will become property of Wesleyan Academy.
 - j. Opening the locker of another student with or without the expressed permission of the student assigned to that locker is a serious offense. It assumes an intent to remove, hide or do damage to the belongings of the student assigned to the locker or do damage to that student.



C. Locker Inspection, inspection of a student's person or property

1. The school administration reserves the right to inspect lockers as they would deem it necessary with or without prior notice.
2. All parents and students of Wesleyan Academy accept the right of the Wesleyan Academy administration to inspect, with or without previous notification, all lockers, mail boxes, purses, book bags, personal items of students and everything on their person within the appropriate limits of respect for the personal privacy and dignity of the human being.
3. At the prerogative of the school and in accordance with the expressed policy of the institution, periodic locker inspections will be carried out with or without prior notice by level(s), grade(s) or classroom group at the discretion of the school administration. The school reserves the right to limit and control student access to their own lockers during the time of the inspection for as long as the school deems it necessary.
4. Students have the right to be present when a locker, book bag, or personal possession is inspected unless the student does not wish to be present or specifically renounces his right to be present while the school carries out its inspection.
5. During inspections at least two school officials will be present at the school's discretion. State officials or officials privately contracted by the school for this purpose may also be present.
6. Parents may be present at previously announced searches if they so desire. The school will do its best to respect individual privacy and due process procedures.
7. All searches will be duly documented and filed. Such documents or search reports will include date, hour, the names of student(s) and official(s) participating, the locker(s) inspected and the materials or findings of the inspection, if any, and whether or not the student was present. All officials present and any student affected by the report will sign it. Refusal or failure to sign by any party, will not, however, invalidate the report.
8. In cases where there is reasonable doubt and officials suspect a violation of a school policy relating to drugs, pornography or other matters on the part of a student or students, Wesleyan Academy has the authority to inspect the locker, belongings and anything on the person of the individual(s) suspected of a possible violation either on school grounds or at officially sponsored school activities. Such inspections will be conducted in the presence of two school officials, and/or any island or state official. As in the case of all inspections, the school will do its best to protect the privacy of the students and to maintain the student's dignity.
9. At times designated by the school, island authorities or other official private or public organizations may be called to conduct searches with or without dogs. Wesleyan Academy reserves the right to use other means of detection of the presence of drugs if deemed necessary.
10. According to the findings and/or results of the inspection, the school reserves the right to notify public officials or to proceed with the situation internally.

DUAL ENROLLMENT

Dual enrollment is a program that allows eligible high school students currently attending WA to simultaneously enroll in a college course with a university who has partnered with WA. Students can earn credits toward a college degree and will also earn credit at WA in addition to the academic load required for graduation. A dual enrollment program creates a mechanism for 10th, 11th and 12th grade students to receive university and WA credit for off-campus courses, concurrently. Interested students may visit the HS Guidance Counselor for orientation.



REASONABLE ACCOMMODATION

Process of Identifying Reasonable Accommodations:

1. Parents must submit to the principal a **professional evaluation** which explains the student's needs and includes recommendations for the school, the family and possibly for additional evaluations by professional(s) in the community.
2. A meeting with **school staff** including the guidance counselor or social worker, principal and teachers is scheduled to discuss the evaluation and determine the reasonable accommodations that will be given to better help the student.
3. A meeting with **parents**, principal, guidance counselor and teachers is scheduled to discuss student's progress and a reasonable accommodation plan which includes the specific accommodations that will be provided by the school and the parent's responsibilities to better help the student.
4. The form *Reasonable Accommodation Plan* is drawn up and is valid for that school year. Parents sign the document agreeing to the terms, receive a copy, and the original is placed in the student's file.
5. Each new school year, a new *Reasonable Accommodation Plan* is prepared for the student according to the recommendations listed in the evaluation and agreed upon by the guidance counselor or social worker, principal and teachers.

Reasonable accommodations provided at Wesleyan Academy may include:

1. Additional time (time and a half) on exams or modification (reduction of questions) of the test/quiz to fit the class period.
2. Preferential seating at or toward the front of the class, to help student focus better.
3. Positively reinforce student (and all students) as often as possible. When a student is completely following the class, calling on him/her frequently can reinforce "can do" behavior. When a student has attention lapses, he/she can re-focus by the teacher using a sign which both have agreed on.
4. Convey a positive attitude regarding all students' ability to learn. Allow no harassment
5. Re-state instructions/questions when needed. Speak clearly and slowly.
6. For physical impairments, the school will evaluate the student individually.

It is important to note that the active involvement of home and school is vital to the success of the Reasonable Accommodation Plan.

HIGH SCHOOL BELL SCHEDULE

8:00-8:45	1 ST PERIOD
8:45-9:30	2 ND PERIOD
9:30-10:15	3 RD PERIOD
10:15-10:30	HOMEROOM
10:30-10:50	BREAK
10:50-11:35	4 TH PERIOD
11:35-12:20	5 TH PERIOD
12:20-1:05	6 TH PERIOD A (LUNCH 7 TH -9 TH GRADE)
1:05-1:50	6 TH PERIOD B (LUNCH 10 TH -12 TH)
1:50-2:35	7 TH PERIOD (DAYS 3 & 5 EARLY DISMISSAL)
2:35-3:20	8 TH PERIOD

DISMISSAL

Grade	Dismissal Time		Pick Up	Time to Child Care	
	Regular Cycle Days 1,2,4,6	Early Dismissal Days 3 & 5		Regular Cycle Days 1,2,4,6	Early Dismissal Days 3 & 5
Pre Pre-Kinder Pre Kinder Kinder	3:15	2:15	Will wait for parents at the classroom	3:30	2:30
1 st - 2 nd	3:15	2:20	Will wait for parents at the classroom.	3:30	2:30
3 rd - 4 th	3:25	2:20	Will wait for parents at the classroom.	3:30	2:30
5 th - 6 th	3:25	2:25	In front of the school at the designated area	3:30	2:30
7 th - 12 th	3:20	2:35	In front of the school	3:30	2:35

NOTE: TEACHERS WILL WAIT WITH STUDENTS UNTIL TIME TO GO TO CHILD CARE. TEACHERS WILL ESCORT STUDENTS TO CHILD CARE.



HIGH SCHOOL MATH HONORS TRACK PROGRAM OVERVIEW



The High School Department of Mathematics has designed the Math Honors Track program to present the study of Mathematics in a much more formal and robust manner that is consistent with the rigors expected of an advanced class of students. Admission to the Honors Track is very competitive, and we scrutinize each potential candidate carefully. We believe that a stimulating, intellectual discussion between parents and faculty is a necessary ingredient to a successful academic program, and as such, we recommend that the following Eligibility Requirements and statements regarding the Student Expectations we have of the Math Honors Track candidates be carefully reviewed.

Eligibility requirements for admittance into the program

In order to be eligible to the Wesleyan Academy Honors Math Program, students will have to meet the following criteria:

- 90% or higher GPA in Pre-Algebra.
- 90% (72 of 80) or higher in the Pre-Algebra Section of the PIENSE standardized test.
- An Overall Performance Rating of 90% or more (Outstanding Performance) on the Student Eligibility Evaluation Form (SEEF).

There are also specific requirements that the students must meet in order to remain in the program for the following year:

- 90% or higher GPA at the end of the year (including final exam).
- An Overall Performance Rating of 90% or more (Outstanding Performance) on the Student Eligibility Evaluation Form (SEEF).

Student Expectations:

- Students will review their course syllabus carefully, taking special note of the subjects that will be covered throughout the academic year and the supplementary reading materials recommended for their successful completion.
- If mastery of a particular previous subject is required in order to manage the topics being discussed at any given time (which will be true for almost all cases), the student will be responsible for reviewing said subject on his/her own, using the tools suggested by the instructor or through private tutoring. The instructor will not be under any obligation to take time from the course to discuss/review subjects from previous courses.
- Students will be expected to have read the lesson to be discussed beforehand in order to optimize the time dedicated in class to the introduction of the topics to be discussed.
- Students will be expected to enroll into the College Board's PNA (Programa de Nivel Avanzado) testing program in their senior year.

Note: As per policy, students will have until the end of the second week of class to reconsider their enrollment into the program, in which case they will be transferred to the non-honors version of their current course.

A meeting may also be scheduled between any of the parties involved in the administration of the Math Honors Track (either the Honor's Math Coordinator or the High School Principal) to clarify or discuss any issue related to this program. These parties are the Honor's Math Coordinator and the High School Principal.

Disclaimer:

Wesleyan Academy policy is consistently under revision and, therefore, subject to change.



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God bless you!