

WESLEYAN

SCHOOL

FAMILY HANDBOOK 2018-19

Peachtree Corners, GA 30092

(770) 448-7640

Fax: (770) 448-3699

www.wesleyanschool.org

BACKGROUND & INFORMATION

MISSION STATEMENT

Wesleyan's mission is to be a Christian school of academic excellence by providing each student a diverse college-preparatory education guided by Christian principles and beliefs; by challenging and nurturing the mind, body, and spirit; and by developing responsible stewardship in our changing world.

BELIEFS

We believe:

1. In God the father almighty, maker of heaven and Earth.
2. In the supreme and divine Lord Jesus Christ, who died as a representative and substitutionary sacrifice for our sins and was raised again in fullness of life; and that all who trust in Him are justified on the ground of His shed blood.
3. In the Holy Spirit - God's presence in the world, providing comfort, guidance, wisdom, and peace to all who are in Christ.
4. That the Scripture of the Old and New Testaments is the ultimate source of truth in all matters of faith and life.
5. In exposing Wesleyan students to Christian principles and the Bible's teachings, through academic study, discussions, fellowship, service, worship, and missions.
6. In presenting role models (through board members, faculty and staff, guest speakers, and lay coaches) who are adult followers of Christ and who make practical integration of Christian faith relevant in their everyday lives.
7. In providing an integrated and sequenced curriculum in conjunction with a wide range of high quality extra-curricular programs in athletics, visual and performing arts, community service and fellowship. The program must support the Christian mission of Wesleyan, both directly and through the manner in which our teachers, coaches, and staff interact everyday with students and families.
8. In retaining a qualified, enthusiastic, joyful, and caring faculty and staff of high integrity and Christian faith, who are excellent teachers and role models and who are committed to the actualization of the Wesleyan mission.
9. In attracting, admitting, enrolling, retaining, and supporting academically average and above average college bound students who enhance the life of the school and uphold its mission.
10. In encouraging students to develop initiative, curiosity, and a lifetime love of learning.
11. In seeking to develop a strong identity among its alumni to foster their continuing relationship with the school.
12. In building the Wesleyan community through active involvement among the parents, families, and the school; and to promote widespread knowledge and support of the school's mission and philosophy
13. In planning, developing, and maintaining the physical plant, grounds, and athletic facilities in order to support the mission and programs of Wesleyan.
14. In maintaining the financial integrity of Wesleyan, while aggressively growing our capital resources in order to achieve our mission.
15. In developing and maintaining a comprehensive strategy to increase awareness of the school, its profile, mission, philosophy, culture, and goals, both internally and externally.
16. In maintaining an effective Board of Trustees (Board), comprised primarily of Wesleyan parents, who will assure the welfare and continuity of the school by
 - a. defining, preserving, and promoting the mission of the school;
 - b. setting policy;
 - c. assuming full responsibility for the financial integrity of the school;
 - d. taking the leadership role in fund-raising, both as providers and solicitors;
 - e. hiring, supporting, and evaluating the Head of School; and
 - f. assuming primary responsibility for creating and maintaining Wesleyan's physical plant.

PHILOSOPHY

Wesleyan School is anchored in the Christian faith and acknowledges reliance upon God as Creator, Jesus Christ as Lord, and the Holy Spirit as the Divine Presence in the world.

Believing that all children are uniquely gifted, the school offers a college- preparatory program which challenges, nurtures, and strengthens all its students. The school community welcomes students of diverse racial, cultural, and religious backgrounds.

Wesleyan seeks to develop in each young person a desire to learn and to become a good citizen in serving the local community and the world beyond. The programs at Wesleyan promote spiritual, intellectual, physical and social growth. Through daily living, the school strives to create a community which exemplifies Christian values and demonstrates their implications for the individual and society.

Because experience at home indelibly influences the spiritual and intellectual development and emotional health of each child, Wesleyan regards parents as essential partners in its educational endeavor. The school thus expects and values parental support of its foundational principles and goals.

CHRISTIAN LIFE IN ACTION AT WESLEYAN

The mission statement of Wesleyan says, among other things, that it is “to be a Christian school” and provide each student a college-preparatory education “guided by Christian principles.”

We are a Christian school because of our belief that Christ is the Son of God and that He is our Savior. We evidence our Christian belief by hiring Christian administrators, faculty, and staff who demonstrate their faith in the lives they lead and in their interaction with the students. We also evidence our Christian belief by our maintenance of a required Bible curriculum, in each division of the school. We introduce students to the Bible in class, homeroom and chapel, and on other occasions. The classroom study encourages a Biblical literacy that cannot be easily or widely achieved without the academic rigor of regular, required inspection. In an effort to foster in students a spirit of Christian stewardship, we provide a varied program of opportunities to serve others, all of which are centered in Christ’s ministry and teaching.

The education Wesleyan offers is guided by Christian principles. The school believes in a creator God who gave us rules by which we must live and teach others to live. He has revealed Himself to us through His creation; His scriptures; His Son, Jesus Christ; and the Holy Spirit. We are to use these revelations to honor Him in humble obedience in all that we say, think, and do.

Therefore, Wesleyan seeks to introduce children to the reality of God, Jesus Christ, and the Holy Spirit, through formal and informal contact with Christian teachers and through regular academic and nonacademic study of scripture; to nurture growth of faith in Christ for students in whom the Holy Spirit has moved through ongoing and frequent exposure to male and female encouragers of Christianity as a way of life; and to provide and sponsor regular and scheduled opportunities for worship, service, and Christian inquiry both on and off campus throughout the school year.

ACADEMIC PHILOSOPHY

ACADEMIC RIGOR

We believe school should be challenging, and in order to succeed, a student must work hard and earn his/her grades.

We believe in setting a high bar of expectation for our students and in holding them accountable to it.

We believe in maintaining the value and integrity of a Wesleyan diploma, to honor our alumni, and to reward our future graduates.

We believe that it is our responsibility to celebrate learning, curiosity, and engagement rather than solely focusing on rigor as our highest priority.

We believe in challenging our students not for the sake of making school hard, but to instill the skills that are necessary for success in school and in life:

- ❖ meeting and triumphing over challenges;
- ❖ intrinsic motivation; and,
- ❖ the willingness to push oneself beyond one's perceived capabilities.

Homework

We recognize that one of the distinctive characteristics of the Wesleyan experience is that our students carry a full and robust academic load while also maintaining an equally hearty extra-curricular schedule. This commitment from our students not only supports the school's need and desire to provide a generous number of opportunities for students to plug into the community, it is also the important "other half" of the Wesleyan educational experience.

With that in mind, it is incumbent on Wesleyan to develop a healthier and more realistic approach to homework in an effort to promote learning and engagement, while also creating time in the daily student schedule for the more important academic pursuits of critical thinking and problem solving. For too many years, independent schools have been engaging in an academic "arms race" that has subscribed to the theory that more work is equivalent to a more rigorous academic program. We are pushing back as we do not believe this is in the best interest of student learning or health. We believe that quantity does not equate to quality.

Homework is a valuable academic tool that can teach organization, time management, and prioritization; however, we do not believe that homework in and of itself can promote learning. It is one tool at the disposal of a teacher and should be used in proportion to its academic value. We believe the most valuable time a student spends on any academic subject is the time he/she spends in class with peers and teachers.

We also believe that as a college preparatory school, as students move into the high school, homework should begin to mirror what our students will face beyond their time at Wesleyan: greater emphasis on reading and writing and decreased emphasis on worksheets, chapter review questions, and other forms of traditional "pencil and paper" assignments.

Therefore, we believe that homework should:

- ❖ always be relevant, reasonable, and appropriate
- ❖ previously taught and learned concepts or introduce new concepts to gauge student knowledge
- ❖ never be designed to be busywork or to simply occupy the time of a student in an effort to demonstrate the rigor of a course or to create false hoops which a student must jump through in an academic survival of the fittest

Students who choose to take Honors and Advanced Placement courses should expect to have more homework than those who take standard level courses; however, even in those advanced levels, homework should remain reasonable and consideration of the student's overall academic and extra-curricular load should be considered. Learning, curiosity, and engagement should take precedence over the occupation of a student's time.

EMERGENCY SITUATIONS ON CAMPUS

Administration, faculty and staff members have been trained, and they will refer to the Emergency Management Handbook or the classroom emergency flip-chart book for procedures relative to all emergencies including those described below.

Students are expected to remain quiet and to follow all teacher instructions during fire and tornado drills. Misbehavior during these drills may result in detention or other disciplinary action.

All communication with parents, faculty, staff, etc. in emergency or school closing situations will be done via an automated calling system. Each family will receive an email and/or a phone call (using the primary contact information on file) depending on the situation at hand.

FIRE ALARM

Upon sounding the fire alarm, all office and classroom doors and windows will be closed, all lights will be extinguished, and all occupants of the building will move quickly and quietly outside via the nearest exit. Teachers on the floor will check

classrooms for students and insure all openings are closed. The first two persons arriving at each exit will hold open the doors. Once at the assembly point, each student should join his/her class. Teachers will assemble their students in the prescribed area(s) and take roll.

SEVERE WEATHER

Wesleyan will make its own decision regarding severe weather: to open at the regular time, to delay the start of school, or to close (regardless of the action of any other system or school.) Once we know about a change in school opening, all families will be contacted using the “Alert Solutions” system. We will communicate any school closing by phone, text message, and email. If you do not get a message from Wesleyan, expect school to open at the regularly scheduled hour.

TORNADO ALERT

When advised of a tornado alert, students should go to predetermined assembly points. Everyone should kneel against/close to an inner wall with head between knees and hands, if possible holding a solid object over the back of the head.

LOCKDOWN

In the event of a Lockdown Warning/Drill, listen to your teacher and follow these general rules:

- Remain calm and listen to the teacher’s instructions.
- Lock all doors and close and lock all windows.
- Move to an area in the room, when possible, that is out of sight of windows and door windows.
- Squat or crouch on floor next to the wall, head down.
- If outside and time permits, move to nearest structure and follow above instructions.
- Do not allow any unauthorized person to enter room.
- Wait for further instructions including an “all clear.”

RAIN

Students should keep rain wear in lockers and ready for inclement weather. A collapsible umbrella (without a sharp point) is permissible.

WESLEYAN SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

Purpose & Scope

Wesleyan School provides a variety of technology resources for the purpose of supporting the school’s educational mission. Wesleyan fully expects that all members of the school community will use the Wesleyan network in a responsible, appropriate, and legal manner at all times. The term “Wesleyan network” is meant to include, but is not limited to, Wesleyan-owned or-leased computers, tablets, servers, printers, remote databases, network storage, digital media, software applications (both web-based and local), library catalogs, communication technologies, personal devices used to access Wesleyan’s network, internet access, and email.

This policy also governs off-campus behaviors that infringe upon the educational environment on campus, independent of whether the technology used for such behavior is school-owned or personal.

Privacy Expectations

Student must recognize that any material posted or accessed—even in seemingly secure places or private threads—ultimately creates a digital footprint, and is, in fact, not private at all. This policy is intended to help students create and maintain a digital footprint that reflects their best selves. Wesleyan reserves the right to access, view, or monitor network use and activity, to disclose the contents of email messages, and to restrict access to inappropriate websites and unacceptable materials. There should be no expectation of a right to privacy concerning the Wesleyan network and computing resources.

Legal Implications

Students must use Wesleyan's technology resources and their own personal technology in compliance with federal and state laws. Violations include, but are not limited to:

1. Criminal Laws, including but not limited to attempting to access computer systems without authorization, electronic harassment, cyberbullying, cyberstalking, child pornography, vandalism;
2. Libel Laws, which address publicly defaming people;
3. Copyright and Intellectual Property Laws, including but not limited to plagiarism, as well as copying, selling or distributing copyrighted, trademarked, or licensed material, including illegally shared music files, video files, software.

Policy Enforcement

Wesleyan School reserves the right to discipline students for violations of this policy in accordance with discipline procedures outlined in the Family Handbook. Wesleyan utilizes monitoring technology to alert staff of suspicious activity relating to internet and email related traffic. Violations are determined by the administration and are subject to a full range of discipline up to and including expulsion. Wesleyan School also reserves the right to define conduct that is not specified in this policy as "inappropriate use."

Some violations may constitute criminal offenses as defined by local, state, or federal laws. Wesleyan reserves the right to report such violations to the police, district attorney, or US attorney and assist in the prosecution of such violations. Wesleyan cooperates fully with local, state, or federal officials in any investigation concerning or relating to technology crime laws.

Responsible Use

Student behavior on the Wesleyan network must meet the same conduct expectations as prescribed in the Family Handbook, particularly the Discredit Clause.

Students are expected to use all technology legally and responsibly, including but not limited to:

Offensive, Harassing, or Explicit Material:

1. Students must use appropriate language and images in all electronic or digital communication or posting. Profanity, vulgarity, and other inappropriate language, gestures, or images are forbidden.
2. Students are not allowed to harass, bully, intimidate, stalk, demean, ridicule, deride, or threaten under any circumstances, through any medium or any resource, including but not limited to Wesleyan's technology resources, personal or home computers, personal cell phones, and other personal or home electronic devices, as well as social network sites and internet sites.
3. Students are not allowed to retrieve, save, download, forward, text, or display hate-based or offensive material.
4. Students are not allowed to create, forward, text, retrieve, save, download, print, copy, or display pornographic (nude or partially nude) or sexually explicit material.

Defamation:

5. Students are not allowed to engage in electronic or digital activities that reflect negatively on themselves or defame or disparage other students, teachers, or Wesleyan School.
6. Students will follow all guidelines set forth by their teachers for classroom use of electronic devices. Devices used outside of those guidelines may be confiscated by the teacher and turned over to the Dean of Students at the teacher's discretion.

Plagiarism:

7. Students are not allowed to copy information and present it as their own work without proper citation, and students will abide by all copyright, trademark, licensing, and other laws governing intellectual property, including those that apply to music, film, and video.
8. Students will protect their own personal information and images and those of others.

Falsification:

9. Students are not allowed to pretend to be someone else when posting or transmitting material. This includes, but is not limited to, sending out email, creating accounts, or posting messages, images, or other online content in someone else's name or without permission to post.
10. Students are not allowed to attempt to use one another's login or give out their own login information to others.

Conservation and Stewardship:

11. Students will conserve Wesleyan's technology resources by printing only school related material, limiting information stored on the network or in email, and refraining from sending or forwarding junk mail or spam or group emails.

Hardware, Software, and Technology Infrastructure:

12. Students are not allowed to access or alter—or attempt to access or alter—parts of Wesleyan's technology resources that they have not been given express permission to use, including but not limited to bypassing security settings or internet filters, or interfering with the operation of the network by installing illegal software, shareware, or freeware on school-owned equipment.
13. Students are not allowed to access or alter—or attempt to access or alter—parts of Wesleyan's technology resources that they have not been given express permission to use, including but not limited to bypassing security settings or internet filters, or interfering with the operation of the network by installing illegal software, shareware, or freeware on school-owned equipment.
14. Students are not allowed to damage or disrupt—or attempt to damage or disrupt—school equipment, the network, or the property of others, including but not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resource, creating and propagating viruses.
15. Students are not allowed to download or install software on or over Wesleyan technology resources without clear and express permission, including but not limited to games.
16. Students are not allowed to use or install anywhere on campus personally-owned devices such as hubs, switches, routers, wireless access points and servers or server services.

Repair Guidelines and Financial Responsibility

Technology resources assigned to students should be kept in good working order at all times. With the use of the Wesleyan network, it is expected that all equipment is maintained to the highest standard. This includes the physical features of the technology (e.g., the screen on a tablet) as well as virtually (e.g., the operating system and included software). If a repair is needed, students should visit the helpdesk as early as possible to prevent further damage. If it is found that Wesleyan's technology was mistreated intentionally and/or repeatedly, it will be treated no differently than vandalism to school property. Each year, there will be an accidental damage allowance of \$300.00. For all repairs requiring parts and labor, the school will cover up to the first \$300.00 of the bill and the student and parents will be responsible for 100% of any amount exceeding \$300.00. This annual allowance will reset at the completion of each school year.

Similar to a uniform check, technology devices are subject to spot checks throughout the year to assure that guidelines for keeping technology in good working order are adhered to and are being properly addressed in a timely manner.

Financial Aid

Financial aid is available for students entering grades 6-12. Resources in this area are limited, but growing, as we are committed to providing need-based financial aid to the maximum extent possible.

There is a well-defined process in place to manage Wesleyan's financial aid award program. Applications must be processed and recommendations made and analyzed by late March, and this process takes a great deal of time to complete. To assist in analyzing family financial need, Wesleyan uses the services of the School and Student Service for Financial Aid (SSS), a part of the National Association of Independent Schools (NAIS). Basic family financial information is submitted to SSS, which then compiles a "Report of Financial Need" for our use. Turnaround time for this analysis is normally 10-15 days. The Executive Head of School reviews this report and recalculates certain items, where necessary, to assure compliance with Wesleyan financial aid policies. Based on these calculations, recommendations are presented to the Financial Aid Committee, which makes the final determination concerning the amount of aid granted. Because the Wesleyan financial aid budget is limited, it is likely that Wesleyan will not be able to meet 100% of demonstrated need for each applicant.

While a family must reapply for financial aid each year, one may reasonably expect to receive comparable assistance as long as the family's financial circumstances remain essentially the same as in the prior year. A change in family financial profile, however, could result in a different assistance decision by the Financial Aid Committee.

HARASSMENT POLICY

Purpose

Wesleyan School, Inc. ("Wesleyan") believes in respecting the dignity of every student and expects everyone to show respect for all other students. Respectful, courteous conduct furthers Wesleyan's Christ-centered mission, promotes productivity, minimizes disputes and enhances the school's reputation. Accordingly, this policy and our Christian Policy Statement forbids any bullying or offensive conduct based on an individual's race, color, religion, sex, national origin, age, disability, handicap, veteran, or citizenship status and which is not consistent with our Mission or Christian Policy Statement. Wesleyan is committed to providing an educational and work environment that is free of unlawful discrimination. Wesleyan will not tolerate any form of bullying, harassment, discrimination, or retaliation which violates this policy.

Coverage

This policy forbids any student from engaging in any conduct which bullies, harasses, discriminates, or retaliates against any other Wesleyan student or student's family members, Wesleyan employee, teacher, administrator, principal, vendor, applicant, or agent. This policy shall apply at all times and shall cover conduct which occurs both on and off campus and may also extend to the use of the Internet.

Prohibited Conduct

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any bullying, harassment, discrimination, or retaliation and any conduct that affects someone because of that individual's race, color, religion, sex, national origin, age, disability, handicap, and veteran or citizenship status. Among the types of conduct prohibited by this policy are epithets, slurs, negative images or stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals based upon these protected categories.

Sexual Harassment

Harassing conduct based on gender often is sexual in nature but sometimes is not. This policy forbids bullying, harassment, discrimination, or retaliation based on gender, regardless of whether the offensive conduct is sexual in nature. Any offensive conduct based on gender is also forbidden by this policy, regardless of whether the individual engaged in the harassment and the individual being harassed are of the same or are of different genders.

Examples of sexual harassment forbidden by this policy include:

1. offensive sex-oriented verbal kidding, teasing, or jokes;
2. sexual flirtations, advances, or propositions;
3. continued or repeated verbal abuse of a sexual nature;
4. discussions of sexual experiences or spreading rumors relating to a person's sexual activities;
5. graphic or degrading comments about an individual's appearance or sexual activity;
6. offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons, or posters;
7. unwelcome pressure for sexual activity;
8. offensively suggestive or obscene letters, notes, invitations, electronic messages, including e-mail, telephone calls, faxes, and the like;
9. offensive touching or physical contacts such as patting, grabbing, pinching, or brushing against another's body, including unequal treatment that would not occur but for the person's gender; or
10. stalking or other sexually related criminal activity.

Procedures

Students who believe they are victims of bullying, harassment, discrimination, or retaliation, or have witnessed bullying, harassment, discrimination, or retaliation should report the matter to the Lower School, Middle School, or High School Principal, Dean of Students for Middle or High School, the Grade Chair, Assistant Head of School of Academic Affairs, Counselor, or the Head of School. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

All reports describing conduct that is inconsistent with this policy will be promptly and thoroughly investigated. It is the obligation of every Wesleyan student with knowledge of the conduct to cooperate in any investigation of bullying, harassment, discrimination or retaliation. If an investigation confirms that a violation of this policy has occurred, any violator will be subject to disciplinary action, including but not limited to, suspension and immediate expulsion consistent with Wesleyan's discipline policy. Any person making a knowingly false accusation will likewise be subject to disciplinary action pursuant to the Wesleyan Honor Code.

Perspective

Determination of whether particular conduct violates this policy is assessed from the point of view of a reasonable person. In the complainant's position, such a determination takes into account the totality of the circumstances, including:

1. frequency of the offensive conduct;
2. its seriousness;
3. whether it is physically threatening or humiliating;
4. the location of the conduct and context in which it occurred;
5. the degree to which the conduct affected the education or employment environment; and
6. the relationship between the parties.

Prohibition of Retaliation

Wesleyan forbids retaliation against anyone for reporting bullying, harassment, discrimination, or retaliation, registering a complaint pursuant to this policy, assisting in making a harassment complaint, participation in an investigation, filing a charge of discrimination, or otherwise pursuing his/her rights under this policy. Anyone experiencing or witnessing any conduct he/she believes to be retaliatory should immediately report it to any of the individuals named above. In the course of investigating and in imposing any discipline, Wesleyan will attempt to preserve confidentiality as much as possible based on the circumstances.

Bullying/Harassment

Respect for the dignity of all persons is a key principle in the Christian faith and the Wesleyan community. It is vital that each school program and activity maintains a learning and working environment free of any form of harassment or intimidation of students by any other student, faculty, or staff member. The High School will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Substantiated acts of harassment will result in disciplinary action up to and including expulsion. Students found to have knowingly filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion. Bullying is defined as unwanted, aggressive behavior that is repeated over time and involves an imbalance of power. Power may be exerted through physical strength, social skill, verbal ability, or another resource. Harassment occurs when bullying takes place toward an individual in a protected class including, but not limited to, race, creed, color, sex, national origin, physical or mental impairment, or gender. Harassment can occur anytime on or off campus, or during school related activities. It includes, but is not limited to, any of the following:

VERBAL BULLYING /HARASSMENT: Derogatory comments and jokes, threatening words spoken to another person.

PHYSICAL BULLYING /HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

VISUAL BULLYING /HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings or gestures.

CYBERBULLYING: Any form of harassment shared or transmitted electronically. It is imperative to maintain an educational environment that encourages optimum human growth and development on and off campus.

STUDENT'S RESPONSIBILITY:

- Conduct themselves in a manner which contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating or harassing.
- Immediately report all incidents to a supervising faculty or staff member.
- Discontinue the inappropriate conduct immediately when informed that he/she is perceived as engaging in intimidating, harassing or unwelcome conduct.

WESLEYAN HEALTH SERVICES

Wesleyan School has two infirmaries staffed by registered nurses. The lower school infirmary is in Warren Hall, room 179. The middle school/high school infirmary is located on the ground level of Wesley Hall, room 151. The nurses dispense medications, maintain health records, plan and coordinate care for students with chronic health problems, participate in health education, and treat minor injuries and illnesses.

Injury/Illness

Students who sustain a minor injury are to be seen by the nurse. The nurse will determine the response to the injury. This includes but is not limited to on-site treatment, contacting parents/guardians, and referral to a medical provider or facility. If the student has a life-threatening occurrence or injury, 911 will be called.

If a student feels ill during the school day, he or she should be seen by the nurse in the infirmary. The nurse will evaluate and assess the student's symptoms and determine course of treatment. This may include administering over-the-counter medications, consulting with a parent, allowing rest in the infirmary, or releasing to home.

Release from Infirmary

If it is determined that a student needs to be sent home for illness or injury, the nurse will contact the parent via the phone numbers provided in the Magnus Health data base. The student will be released directly from the school office once they have been signed out by a parent, guardian, or an individual listed as an emergency contact. If both parents are out of town and children are left in the care of relatives/babysitter, please make sure that these individuals are included on the list for the duration of the trip. Please contact the Administrative Assistant in the appropriate division office with this information prior to travel.

If the ill student is a high school student who has driven to school, the nurse must speak directly with the parent before they can be released. The student will only be allowed to drive home after the nurse and parent have consulted.

Return to School after Illness

To decrease the spread of illness among students, we ask that students not return to school until:

- they have been fever-free (less than 100 degrees) for 24 hours (without taking fever-reducing meds).
- they have been on an antibiotic for 24 hours and have been fever-free for 24 hours, if they are being treated for strep throat, conjunctivitis (pink eye), or any other (highly) contagious illness.
- they have been free of vomiting or diarrhea for 24 hours. The student should be able to tolerate food and drink without reoccurrence of vomiting/diarrhea.
- If a student requires narcotic medication for pain control (following an injury or surgery) he or she may not come to school. Return is permitted once their pain is being controlled with over-the counter pain medicine. This is for their safety and well-being.

It is the policy of Health Services that ill students be sent home if they have a fever of 100 degrees or higher, have vomited, or have had diarrhea. Students will be sent home for persistent nausea and headache or pain unrelieved by over-the-counter analgesic medications. Students who check out due to illness are not allowed to return to school for the remainder of the day.

Immunization

All students must have a valid Certificate of Immunization (Form 3231) uploaded to Magnus Health. The Georgia Department of Human Resources has listed the immunization requirements for school attendance on their website, <http://cispimmunize.org/>. Children will need to meet these requirements prior to the first day of school. An updated form is also required prior to the start of the student's 7th grade year. Please discuss these items with your child's pediatrician. Students who are transferring from another state will need to meet Georgia requirements, and only Form 3231 will be accepted.

Form 3231 showing compliance will be marked "Complete for School Attendance" by the pediatrician. If there is an expiration date, parents will be required to secure the appropriate vaccine(s) within 30 days of the expiration date. An updated form will also be required at that time. Medical exemptions are used only when a child has a medical condition that keeps him from being able to receive a specific vaccine. The 3231 Form should show an expiration date of no more than one year. A religious immunization exemption must be completed on the Georgia approved religious exemption form. This form must be a notarized document completed and signed by the parent or guardian. The notarized state approved religious exemption document does not expire. Please contact the school nurse to acquire a copy of this form.

Annual Physical

Wesleyan students are required to have a physical exam each year. The exam must be obtained between April 1st and July 25th. Parents may need to adjust their yearly exam date to be in compliance with this requirement. Exam findings must be documented on the Wesleyan Physical Exam form, along with physicians signature and contact information

Deadline for Uploading Exam Forms

The Physical Exam Form must be uploaded to Magnus Health by July 25th each year. Students in all grades will be unable to attend class on the first day of school if their form has not been uploaded.

Middle school and high students must have their Physical Exam Form uploaded to Magnus Health by July 25th in order to be eligible for participation in extra-curricular activities.

Asthma

Any student with a history of asthma should have an asthma care plan uploaded in Magnus Health before the start of the school year. This plan should be completed and signed by the physician who is overseeing the student's asthma. Information contained in the plan should include names and doses of maintenance and rescue medications. All supplies and medications needed for the student should be brought to the appropriate Infirmary by the first day of school. The nurses will assist the student in taking medication according to the instructions written by the attending physician. It is the parent's responsibility to notify the nurse in writing of any changes to medication, dose or time given.

For lower school students: An inhaler, in the original prescription labeled container, should be provided to the nurse in the event it is needed during the school day.

Middle school and high school students are permitted to carry their own inhaler in their backpack, gym bag, locker, purse etc. For those students participating in after-school sporting activities, it is the parent's responsibility to advise the coach of the student's asthma status and need for inhaler either before or during practices and games.

Food Allergies

Any student with a life-threatening food allergy should have an allergy care plan uploaded to Magnus Health before the start of the school year. The plan should be completed and signed by the physician prescribing treatment for an allergic reaction (Epinephrine Auto-Injector). All supplies and medications should be brought to the infirmary by the first day of school. All students with life-threatening food allergies should eat only snacks brought from home and should not eat food/snacks brought in by other students. For students in the lower school, parents should provide a "snack box" for their child. This will remain in the classroom and contain approved snacks from home. It will be used in the event that a treat is needed for an unannounced special occasion. Alcohol-based hand sanitizers are located in the cafeterias so that students may clean their hands before and after eating. An emergency Epinephrine Auto-Injector is stored in each infirmary and the lower school cafeteria.

Epinephrine Auto-Injectors for lower school students will be stored in the infirmary. Middle school and high school students are permitted to carry their Epinephrine Auto-Injector in their own backpack, gym bag, locker, purse, etc. For those middle school and high school students participating in after-school sports, it is the parent's responsibility to alert the coach of the allergy and the location of the Epinephrine Auto-Injector.

Teachers are in-serviced yearly on signs and symptoms of an anaphylactic reaction and the proper procedure for administering an Epinephrine Auto-Injector. If an allergic reaction is suspected, the student will be sent to the infirmary for evaluation by the nurse or the nurse will be summoned to the location of the student. If an Epinephrine Auto-Injector is administered, 911 is always called. Epinephrine Auto-Injectors are sent with the student/teacher on lower school field trips. It is the middle school and high school student's responsibility to take their Epinephrine Auto-Injector on off campus trips.

Severe Insect Allergies

Any student with a severe, life-threatening allergy to insect bites/stings should have an allergy care plan uploaded to Magnus Health before the start of the school year. This plan should be completed and signed by the physician prescribing treatment for an allergic reaction (Epinephrine Auto-Injector). All supplies and medications should be brought to the infirmary by the first day of school. All Epinephrine Auto-Injectors for lower school students will be stored in the Infirmary. Middle school and high school students are permitted to carry their Epinephrine Auto-Injector in their own backpack, gym bag, locker, purse, etc. An emergency Epinephrine Auto-Injector is stored in each infirmary.

For those middle school and high school students participating in after-school sports, it is the parent's responsibility to alert the coach of the allergy and location of the Epinephrine Auto-Injector.

General Medication Guidelines

We have a limited number of over-the-counter medications stocked in the Wesleyan infirmaries. At the beginning of each school year, parents must give permission (via the Magnus Health Portal) for their child to receive these medicines. If the nurse feels it is appropriate for their symptoms, medication is always administered per the manufacturer's recommendation, based on student's weight and then their age. If your child requires a dose exceeding that, a note of medical necessity will be required from your physician.

****Please note that long-acting antihistamines and decongestants are not stocked in the infirmaries. If needed, please administer these at home.**

These are the medications that are stocked in the infirmaries at Wesleyan:

Acetaminophen (Tylenol)

Ibuprofen (Advil or Motrin)

Benadryl (oral and cream)

Neosporin ointment

Tums (for 5th- 12th grade)

If medication needs to be taken during the course of the school day, the medicine will be kept in the infirmary, and the student must come to the infirmary for its administration. Parents must upload the appropriate paperwork (Authorization to Administer Medication). Parents must hand deliver all ADD/ADHD medication to the clinic. All other medicine can be delivered to the clinic by the student. Students are not permitted to have medicine in their possession on campus. The exceptions to this are middle school and high school students who may carry inhalers, diabetic supplies, eye drops and Epinephrine Auto-Injectors. Additional exceptions may be made by the nurse on duty. Records will be kept of all medication issued.

In order to safely administer medications during school hours, the following are required:

Prescription Medications

1. An Authorization to Administer Medication form must be completed and signed by both parent and physician.
2. When filling a prescription, ask the pharmacist for a "school bottle," an empty bottle with the correct prescription label. Please do this for all medications that are to be administered at school, even short-term antibiotics. Medications will not be administered from an envelope or plastic bag. All prescription medications must be in their original containers and labeled by the pharmacist. The label must include:
 - a. student's name
 - b. physician's name
 - c. name of medication
 - d. exact dosage of medication*
 - e. date prescription was filled
 - f. expiration date of medication

*The dosage and instruction on the Medication Authorization Form **MUST** match the information on the prescription bottle/box. The dosage will only be changed upon confirmation with the physician.

Non-Prescription Medications

All non-prescription medications must be in their original containers and accompanied by a written request for their administration. You may use the Authorization to Administer Medication form; no physician's signature is required. We will not administer medications that are in plastic bags or other containers. Your request must include:

- a. student's name and grade
- b. name of medication
- c. amount to be given

- d. time(s) to be given
- e. reason for medication to be given
- f. length of time and date for medication to be given
- g. signature of parent/guardian

Head Lice

Head lice are often a fact of life for school-aged children. While inconvenient, head lice cause no medical harm and can be effectively treated. Please notify your school nurses if head lice are detected. If head lice are detected, while the student is in school, the parents will be contacted. The student will be allowed to stay in the classroom until the parents can pick him/her up. The parents will be encouraged to seek appropriate treatment for head lice removal. The school nurse will provide the parents with information on different treatment options including self-treatment, lice removal centers, or seeking medical treatment from their pediatrician. No healthy child will be excluded from school due to head lice, as recommended by the American Academy of Pediatrics. <http://www.aap.org/en-us/about-the-aap/aap-press-room/Pages/AAP-Offers-Updated-Guidance-on-Treating-Head-Lice.aspx>. It is our preference that the student be treated before returning to school, but the presence of lice/nits will not keep them out of the classroom. If a salon or your pediatrician completes the head lice removal a treatment note is appreciated, but not required.

Policy for Off-Campus Field Trips

Wesleyan provides many opportunities for students to participate in a variety of learning environments, including off-campus (and sometimes overnight) field trips. These trips are chaperoned by teachers and, often, a school nurse. The nurse is available to provide basic first aid and administer daily prescription medication and OTC medication as authorized by the parents. Sometimes, the medical needs of a student are such that a parent will be asked to accompany them on the trip to more closely oversee care and treatment. If a parent is not able to do this, then the student will not be allowed to attend the trip. This decision is reached with the best interest of the student in mind and is made through consultation with the nurse, teacher/grade chair and principal.

Concussions

If a physician has diagnosed your child with a concussion, please advise the nurse so that appropriate steps can be initiated to help facilitate the healing and recovery process. Most students will need to miss 1-2 days of school. It is important to rest and protect the brain after a head injury. Returning to school is usually gradual.

Your physician should complete paperwork related to post-concussion care, and this should be uploaded to Magnus Health. The documentation should address both academic and athletic accommodations. It should include but is not limited to diagnosis and date for future re-evaluations. Upon receipt, the nurse will notify the guidance counselor, who will in turn work with the student's grade chair/homeroom teacher to facilitate the gradual make-up of academic work.

Your child must return to normal school work and studies before returning to game play. You must have a physician note for your child to resume sports and PE activities.

Lost and Found

If you find a lost article on the Wesleyan campus, please take it immediately to one of the division secretaries in the lower, middle or high school offices, or to Gillfillan Hall. The High School Lost & Found is located in the student lounge and will only be open for items to be claimed before school, during lunch, or after school.

SEARCH AND SEIZURE POLICY

Personal Searches

A student's person or personal effects (e.g., backpack, purse, pockets) may be searched by a staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent and without a search warrant.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon the approval of the Head of School or a specific designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

Locker Searches

A student's locker or desk is the property of Wesleyan School and is under the control of the school. School authorities may perform general inspections of lockers and desks at any time without notice, without student consent and without a search warrant. Unapproved locks will be removed and destroyed.

Automobile Searches

Students are permitted to park on Wesleyan school premises as a privilege, not a right.

School authorities may perform periodic patrols of student parking lots and conduct exterior inspections of student automobiles on school property. Interior searches of student vehicles can occur to determine if contraband or illegal materials are contained inside. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of parking on school property without further hearing.

STUDENT SOLICITATION FOR CONTRIBUTIONS

The school will limit the options to which students may solicit contributions. Any fundraising efforts must be approved by the school principal and Director of Development.

VISITORS TO WESLEYAN

Lower School

All visitors must sign in at the front office. A name tag will be provided. Items being dropped for students must be left in the front office. Permission for students to invite visitors should be obtained from the principal.

Middle School

Permission for students to invite visitors to the middle school should be obtained from the principal or dean of students, at least 24 hours before the visit, and visitors must check in at the middle school office upon arrival. Students from other schools, including former Wesleyan students, may not visit the campus without approval of the principal or dean of students.

High School

Permission for students to invite visitors to the high school should be obtained from the principal or dean of students at least 24 hours before the visit. All visitors must check in at the principal's office.

COLLEGE ADVISING

The college advisors, in conjunction with grade chairs and the middle school/high school counselor, assist each student in exploring educational/career/personal options that best "fit" individual needs.

Goals and Strategies

- Advise and consult individual students/parents in the development of educational, career and personal goals.
- Assist and monitor students in academic planning and development including course selection; interpretation and utilization of standardized test scores and career inventories, requirements for college admission; evaluation of academic strengths; and the need for responsible, ethical behavior and decision making within the context of a Christian learning environment.
- Promote the development of self-worth, motivation to achieve, commitment of service to others and the school community as a whole, goal setting and decision making skills.
- Offer parental informational programs, discussion groups, and individual conferences that focus on the process of college admissions as well as specific planning for each student.
- Offer seminars that inform and instruct students through guidance curricula focusing on: exploring educational interest/career decision making, gathering information for the college admissions process via web resources and college literature, planning the campus visit, writing the admissions essay, and navigating the application process.
- Facilitate access for each student to appropriate counselors/grade chairs/faculty for assistance with both immediate and long-range academic, career, and personal planning.

COUNSELING & ADVISING PROGRAM

Wesleyan School has implemented a comprehensive guidance and counseling program within the context of a Christian learning environment that is developmental in design.

- The program structure consists of four components:
- Guidance Curricula
- Individual Planning
- Responsive Services
- System Support

The lower school counselor, middle school counselor, high school counselor, and college admissions advisors, in conjunction with grade chairs, deliver the above services.

The developmental **Guidance Curricula** component is based on student competency and skills taught in outcome-focused units and objective-based lessons to small groups or within the classroom. Competencies listed under Guidance Curricula will be in the form of outcomes/skills demonstrated by students comprehensively for kindergarten through 12th grades.

The purpose of the **Individual Planning** component is to guide each and every student as he/she plans, manages, and assesses educational, social, and emotional development in the context of Christian based principles and beliefs. As part of this developmental guidance program, the individual planning component includes coordinated advisement procedures to facilitate appropriate decisions by students and parents. This component will consist of counselor activities and behaviors that promote the short-term, intermediate, and long-term educational, emotional and social goals of each student.

The purpose of the **Responsive Services** component is to prevent and intervene on behalf of students whose immediate personal concerns/circumstances place their continued academic, social, or emotional development at risk. Some responsive services are preventive in nature consisting of intervention prior to students choosing unhealthy or inappropriate solutions; other responsive services will focus on students who have already made unwise choices or who have not coped well with difficult situations.

Whereas the three components described above serve students directly, the System Support component lists services and management activities conducted by the counselor, which indirectly benefit students. Such services will include consultation with teachers and Grade Chairs, support for a continuing parent education program and development of staff and community outreach programs.

MIDDLE SCHOOL AND HIGH SCHOOL COUNSELING

The middle school and high school counselors assist in meeting the needs of students, parents and faculty by offering supportive and responsive services.

Goals and Strategies

- Conduct preventive educational activities to meet the immediate needs and concerns of students, parents, and faculty.
- Provide and interpret psycho-educational testing results for grade chairs, teachers, administration, and parents. Coordinate academic accommodations for students.
- Assist students in planning, monitoring and managing their personal and career development.
- Facilitate behavior and decision making in the context of a Christian learning environment.
- Conduct activities to meet the immediate needs and concerns of students, parents, and faculty.
- Consult with parents, teachers and other educators and community agencies and professionals regarding strategies to guide students.
- Provide counseling on a small group or individual basis for students.
- Provide crisis counseling and support to students and their families facing emergency situations.
- Provide referral sources to students, parents and faculty to deal with crises such as depression, suicide, violence, abuse, and mental, physical, and terminal illness.
- Consult with teachers and other staff members to receive feedback on emerging needs of students.

LOWER SCHOOL COUNSELING

The lower school counselor assists in meeting the needs of students, parents, and faculty by offering supportive and responsive services.

Goals and Strategies

- Conduct ongoing, developmentally appropriate guidance classes to meet the needs of the students.
- Provide and interpret psycho-educational testing results for teachers, administration, and parents. Coordinate academic accommodations for students. Deliver testing forms and data on behalf of the student directly to psychologists.
- Facilitate behavior, problem solving and decision making in the context of a Christian learning environment.
- Conduct activities to meet the immediate needs and concerns of students, parents, and faculty.
- Consult with parents, teachers, and other educators and community agencies and professionals regarding strategies to guide students.
- Provide counseling on a small group or individual basis for students.
- Provide crisis counseling and support to students and their families facing emergency situations.
- Provide referral sources to students, parents, and faculty to deal with difficult or crises situations.
- Consult with teachers and other staff members to receive feedback on emerging needs of students.
- Assist parents in the interpretation of standardized test results.
- Provide parent education opportunities for the Wesleyan community

Student Support Team (SST)

Student Support Team (SST) is offered through the lower school counseling office. Consultation with parents, teachers, and the counselor offers a method to analyze the ways that individual students learn and succeed at Wesleyan. Teachers meet on a regular basis with the lower school counselor for a general SST meeting to discuss any student needs that may be noted. At an SST meeting, a student's progress is discussed from several relevant viewpoints, including his/her academic, behavioral, and social-emotional health. The goal is to learn/discover where and how a student is succeeding, and where any gaps in success are occurring. Possible interventions that may help close those gaps are considered, so that teachers may return to their classrooms with specific ideas designed to promote growth and progress. Parents may be contacted to obtain additional information or to plan additional steps in finding ways to support each student.

Accommodation Plans (APs) for Lower, Middle, and High School Students

Accommodation Plans (APs) may be offered to Wesleyan students with qualifying needs. Parents may choose to obtain additional information from outside tutors, and/or outside educational/social/behavioral evaluations (for example, a psycho-educational evaluation) in order to help the school plan academic, social, or behavioral interventions to maximize student potential. When a psychologist/doctor requires supplemental paperwork from Wesleyan faculty for these evaluations, all paperwork will be handled by the school and sent directly to the psychologist/doctor of the parents' choice.

Wesleyan does offer a limited amount of accommodations to students who have the following required documentation:

- A complete psychoeducational evaluation completed by a licensed psychologist (or a certified school psychologist) within the last five years
- Achievement/IQ/Aptitude Test Data completely listed within evaluation
- A specific DSM (Diagnostic and Statistical Manual of Mental Disorders) diagnosis
 - Please note: Because emotional and mood disorders (such as anxiety and depression) are diagnoses that can be remediated through avenues such as therapy/counseling, these diagnoses will require annual renewals comprised of two elements. The first element should include documentation from the doctor/psychologist describing the current impact of the student's disability as it affects their academic performance, and should document the need for ongoing accommodations. The second element should include documentation of therapeutic efforts provided to address the student's needs.
- Recommendations for services/accommodations for the classroom

The counseling department will determine appropriate academic accommodations based on this documentation, and write an Accommodation Plan (AP) to be reviewed and signed annually by the parents. Parents will also sign that they have received a copy of the Accommodation Plan Policy, and other policies related to accommodations, as needed.

Wesleyan will offer approved accommodations within the classroom if they are consistent with specific recommendations included in the student's psychoeducational evaluation. Up to date accommodations can be obtained through the counseling offices of the lower, middle, and high school counselors.

WESLEYAN ATHLETIC PROGRAM

Overview of the Athletic Program

Wesleyan's athletic program is designed for individual and team sports that further our school mission of mental, physical, and spiritual development of our students.

We offer a wide variety of sports for boys and girls during each season of the school year, and our coaches are committed to promoting sportsmanship and team play at all levels. In most sports, competition begins at the 7th grade level and continues through junior varsity and varsity teams in the high school.

Nearly 90% of our students participate on school athletic teams, and their efforts pay off in their own sense of achievement and our community's collective school spirit.

Students and parents are encouraged to contact the Wesleyan Athletic Office or the coaches of the respective sports about becoming involved in this exciting part of Wesleyan's educational experience.

TRANSPORTATION TO ATHLETIC EVENTS FOR ATHLETES

Wesleyan provides minibuses for its athletic teams to travel to away contests. Under most circumstances, the minibuses provided will carry the entire team. However, on certain occasions, in order to facilitate transporting multiple teams to an away contest on the same afternoon, one coach or one or more parents may volunteer to drive their car or cars in addition to the minibus. Because there may not be room for all the players to ride on the minibus, a few players may be asked to ride with a coach in his or her car or with another parent. If you do not feel comfortable allowing your child to ride with someone other than you, please inform the head coach at the beginning of the season. Large teams often travel via school bus or motorcoach.

WEBSITE

The school website may be accessed at www.wesleyanschool.org to view the calendar of scheduled athletic events, including coaches, times, scores, and directions to away games. The website is updated daily and is the best source of information on Wesleyan athletic events.

LOWER SCHOOL

Wesleyan is committed to creating an environment that encourages intellectual and spiritual growth in each of its students. This can happen through independent thinking and the free exchange of ideas by every member of the community. Each student should challenge himself/herself to grow in personal knowledge. Our school community is based on the strengths of its members as each person functions on his/her willingness to pool personal resources with those of the wider community. Since no one individual has all the skills and ideas essential to our community, sharing is important.

This spirit of sharing is quickly undermined when one takes credit for the work and ideas of another. Our community learns from the faculty, our books, technological resources and each other. In this atmosphere of mutual trust and sharing, a student's work must be his/her own. This principle applies to quizzes, tests, examinations, essays, term papers, special projects and homework assignments. The Honor Code is a standard that sets Wesleyan School apart from many other schools. It is a standard by which our lives are judged, our respect is earned, and our work is validated. When a student pledges his/her honor on any assignment, this word is a guarantee of the originality and integrity of the work. Our school

family and the system of honor upon which it is based remain strong and most effective when every person in the school community believes in and lives by these basic principles.

THE HONOR CODE

Every student is honor bound to refrain from lying, cheating and stealing. A student's word is his/her bond.

1. Lying is the intentional falsification or denial of fact or the intentional creation of a false impression or the breaking of a pledge.
2. Cheating is giving, receiving, or attempting to give or receive, unauthorized help that could result in an unfair advantage in completing school work. It is also the representation of another's work as one's own.
3. Stealing is the taking of anything without the consent of the owner.

All school policies are created in order to promote an orderly, healthy, and happy school climate, thereby promoting the general welfare, safety, and sound learning environment of each student. The goal of these policies is to create self-disciplined, hard-working and responsible school citizens. The student body can function successfully only when it experiences cooperation from each member of the group. Since students differ in maturity and life experience, some require more personal guidance than others. In light of this truth, the following guidelines have been established. Parents of students accepted into the Wesleyan student body are informed of these regulations and asked for their unqualified support. The school does not wish to project itself into any student's home nor encroach upon the proper authority of the parents. However, the school necessarily must be concerned with any action which may endanger the student, disrupt the instructional process or harm the reputation of the student or school alike. One of our most important school values is community, a body comprised of students and faculty with mutual respect. Therefore, students who have earned disciplinary action are expected to accept it in a spirit of good will and good grace, recognizing that the action taken is intended for their benefit.

ATTENDANCE

A student is expected to attend school, meet all scheduled classes, assemblies, and activities unless properly excused. (See sections on Absences/Course Credit and Attendance). Students must remain on campus until either excused or officially dismissed. Eight (8) excused or unexcused absences in a semester warrant an administrative notification. Wesleyan reserves the right to refuse credit to students who miss eight (8) or more classes during the semester either excused or unexcused. Families will be allowed two (2) excused "discretionary days" per year. Parents should plan in advance and submit a Discretionary Day Absence Form request to the lower school office a minimum of 7 days prior to your trip. This form is available from the Lower School Administrative Assistant or your child's homeroom teacher.

BIRTHDAYS

In the lower school, birthdays will be celebrated during your child's lunch period. Private party invitations will NOT be distributed at school. Please contact your child's teacher one week in advance if you would like to send refreshments on your child's birthday. Please understand when bringing birthday treats it is necessary to bring in treats that are easy and quick to distribute. We request that you do not bring slushies or frozen drinks that are full of sugar and artificial color. Do not bring food from a restaurant or home for your child on his/her birthday. Students celebrating a birthday at school will be expected to eat the provided school lunch.

CHAPEL

Lower School Chapel is held in Austin Chapel each Wednesday morning beginning at 9:00am. We welcome parents to join us for chapel and request you sit in the back pews with your child.

CONDUCT

Students are expected to conduct themselves in an appropriate manner as they participate in all areas of school life. The throwing of any projectile is forbidden. Weapons (this includes Boy Scout knives, Swiss Army knives, or facsimiles), matches, lighters, laser pens or obscene material may not be brought on campus. These will be confiscated.

Any misconduct, whether on or off the Wesleyan campus, will potentially be addressed by Lower School faculty and administration, and could be subject to disciplinary action. Misconduct that occurs off campus or after school hours can disrupt the school day if the misconduct is discussed during school hours. Please refer to the Wesleyan admissions contract for further stipulations on conduct expected of a Wesleyan student.

DISMISSAL TIME

The safety of your child is our main concern. For the 3:00 PM dismissal, the student must be picked up in the carpool line. Walk-ups are not allowed during the carpool process. Parents are asked to please remain in cars during carpool, unless you have signed your child out in the office before dismissal. For noon dismissals, please make sure to pick up your child between 12:00 and 12:30.

ELECTRONIC DEVICES AND CELL PHONES

Personal electronic devices, cell phones, and smart watches are not permitted in lower school. This includes all personal music devices, video games, tablets, e-readers, and all cell phones. Teachers and/or the principal may make exceptions to this rule in conjunction with a classroom project or extenuating circumstances. When these items are approved in such a case, they must be kept secure, turned off, and stored inside the child's backpack, the teacher's desk, or the front office when not in use as directed by the teacher. These devices may not be used for students to communicate with parents during the school day. Parents assume personal responsibility for any electronic items sent to school.

FLOWERS/BALLOONS

Please do not send flowers or balloons to students during school hours.

FOOD

Food should be consumed only in the cafeteria in the course of the regular school day unless specific permission has been given by faculty. Students should dispose of all litter in the appropriate containers.

Parents are welcome to eat lunch occasionally with their child. Please sign in at the front office. The cost for adult lunch is \$4.00 paid to the cafeteria manager.

A food service is provided. Students may not bring their own food except:

- a. For a dietary/medical need (such as allergy) indicated by a written note from a physician. (This note must be given to the Lower School Nurse.)
- b. For any specially designated snack time.

GUM

Chewing gum is not permitted on campus at any time.

LOWER SCHOOL CLINIC

Mrs. Becky Kimsey is the Lower School Nurse. Her office/infirmary is located on the main level of Warren Hall, Room 179, and she can be reached directly at 678-223-2259. If a student is injured or becomes ill during school hours, the teacher will send him/her to the infirmary. Minor injuries and illnesses will be treated and the student will be sent back to class. If it is determined that the student is too ill to remain at school, the parents will be notified. Students must be signed out in the front office and picked up in the infirmary. Students will only be released to parents or to individuals listed as emergency contacts by the parents. There will be no exceptions. For information on specific policies and guidelines, please refer to the Wesleyan Health Services section.

To contact Mrs. Kimsey via e-mail, please use the address:

LIBRARY

Removal of library materials, whether printed or electronic, without following established check-out procedures is considered stealing.

LIBRARY STUDY HALL

For the parents who meet their child/children in the library from 3:00-3:30 please abide by the following guidelines:

- If you arrive before the doors are unlocked at 3:00, please wait in the front lobby or on the front porch.
- The doors will be opened at 3:00 pm and you can wait in the library foyer.
- Please remember that the library is a classroom serving both students and other library patrons. All school rules, policies, and procedures that are observed during the school day remain in effect in the library after school hours as well. The library is to be used as a quiet place to study and complete assignments. The following guidelines should be observed:
- When all Wesleyan Lower School students (whether riding in carpool, participating in library study hall, or going to after care) leave the classroom at 3:00 they should not return to the classroom to retrieve any items.
- Students are to remain in uniform and are to be accompanied and monitored by parents at all times.
- Computers are to be used only for academic purposes (AR tests, library catalog, school online resources).
- Cell phone conversations should take place outside the library.
- Food, including drinks with tops, is not allowed in the library..
- It is our expectation that parents will model proper time utilization for their children.

LITTER

The school belongs to each student. Each student should take pride in the school's general appearance by helping to keep the campus clear of litter.

PARTIES

Younger siblings may not attend lower school parties. No exceptions. If you are unable to find childcare for younger siblings, find another parent to take your place as a volunteer at the party. Please note: if a student is absent on the morning of a special event or classroom party they may not participate in the afternoon special event or classroom party without permission from the principal.

RE-ENROLLMENT

Students who have been suspended may not receive re-enrollment materials until the school year has been completed satisfactorily.

SUNDAY

As a Christian school which seeks to honor God in all that we do, we strongly discourage any school-related activities from meeting on Sunday. We want to be a light in our culture rather than a reflection of our culture. Therefore, as a school, we strive to honor the Fourth Commandment in which God tells us to, "Remember the Sabbath Day by keeping it holy." Exodus 20:8

STUDENT PLACEMENT

Wesleyan does not honor specific requests for classroom teachers as students advance through the lower school grades.

TEACHER GIFTS

Wesleyan endeavors to compensate its teachers very well and our pay scale is in the top group of schools in the Atlanta area. We do not want to make parents feel uncomfortable or in a competitive position about the size of gifts. We also do not want to create an unequal financial position among teachers either within a division or between divisions.

Gifts are not a requirement and are not mandated by any division of the school. Each family can choose whether or not to give gifts at Christmas, birthdays, end of the year, etc. A simple, thoughtful gift such as a homemade card, flowers, or a hug are just as meaningful as cash. At the same time, we realize that in the lower school there is a special attachment that is often formed between the children and their teachers, particularly their lead teacher. The school will distribute one email/flyer in the lower school to allow parents to make a nominal (no more than \$20 per family) cash gift. These gifts should be placed in the collection box located in the Lower School Office. The money will be divided equally among all lower school faculty. Any gift amount is appreciated. All gifts are voluntary and no records are kept of contributors.

We also realize that, on occasion, a parent may choose to make a more substantial gift to thank a teacher. Those gifts should be privately mailed or delivered to the teachers outside the classroom environment.

TUTORING/THERAPY

For your convenience, we offer on campus tutoring and therapy through a select number of pre-approved, outside agencies or providers. Occupational therapy, limited physical therapy, speech therapy, language therapy, and reading tutoring are all offered on campus through these pre-approved providers. These services are offered to students who have been evaluated and qualify for services. Please contact the lower school Dean of Student Services for information about eligibility for these on campus providers. Once approved, financial matters are coordinated between the parents and the provider.

If you prefer to do tutoring/therapy off campus, the lower school Dean of Student Services can provide you with a suggested list of providers.

PLEASE NOTE: Outside tutoring/therapy services may not be provided on the Wesleyan campus. Additionally, students may not miss any portion of the academic school day to receive outside tutoring/therapy.

LOWER SCHOOL ACADEMICS

HOMEWORK POLICY

Homework is an integral and important part of our academic program. As such, homework assignments involve various types of learning - oral, written, and artistic. Students are expected to complete all assignments. Homework assignments are designed as combinations of:

1. Expansion of classroom activities
2. Preparation for future classroom activities and/or assignments
3. Verification of learning
4. Reinforcement of concepts
5. Promotion of interest in a subject area
6. Personal Accountability in all core and enrichment subject areas including: Science, Music, Bible, Art, Computer, Library, and P.E./Health
7. Personal Responsibility as we work to foster developmentally appropriate responsibility and independence in our students, we request that parents not drop off forgotten items such as, but not limited to: homework, guitar, music books, library books, recorders, etc.

FIELD TRIPS

Each homeroom teacher will communicate details regarding each field trip to all parents. Please understand that younger siblings may not attend lower school field trips and there are no exceptions.

LONG TERM HOMEWORK ASSIGNMENTS

When students are assigned long term projects at least two weeks prior to the due date, they are expected to begin the assignment in a manageable time period in order to complete the project by the due date. If a student is absent the day before the project due date, please note that the student is still expected to turn in a completed project on the assigned date, unless prior arrangements/communication have been made with the teacher.

If a student is absent on the day a long term assignment is due, the student is expected to turn in a completed project on the first day he or she returns to school, unless prior arrangements/communication have been made with the teacher.

LOWER SCHOOL GRADES

Kindergarten through Second Grade

O = Outstanding

M = Meets Requirements

P = Progressing (needs support)

N = Needs Improvement (experiencing difficulty)

NE = Not Evaluated at this time

Third Grade and Fourth Grade

A = Excellent 90-100

B = Good 80-89

C = Satisfactory 70-79

F = Unsatisfactory Below 70

O = Outstanding

M = Mastered

P = Progressing

N = Needs Improvement

The conduct grade for your child is evaluated by the following criteria:

- showing respect for the rights of others
- practice of self-discipline
- cooperation with teachers and peers and his/her attitude toward class
- carpool/bus behavior
- cafeteria behavior
- making appropriate choices at extension activities such as Before/After Care, after school enrichment classes, etc.

ABSENCES AND COURSE CREDIT

Class attendance is essential and expected for academic growth. Therefore, Wesleyan reserves the right to refuse credit to students who miss eight (8) or more classes during the semester. Absences may be excused or unexcused.

EXCUSED ABSENCES

Wesleyan uses an app for mobile devices for a parent to notify the school of a change in a student's schedule (absence, late arrival, early pick-up, or changes to their normal dismissal). If a child is ill, parents are to input the absence into the School-Pass app by 7:55 am on the morning of the absence. Examples of excused absences include: illness, doctor/dentist appointments, funerals, graduations, or weddings of family members. In addition, families may request up to two (2) discretionary days per academic year by submitting the Discretionary Day Planned Absence form to the principal's office a minimum of one week in advance of the absent days. This form is available from the homeroom teacher or the Lower School Administrative Assistant.

To request homework for a child who is ill, please contact the teacher via email, preferably before noon. When missing work is compiled by the teacher, the assignments will be available for pickup in the lower school office.

Lower School students are NOT permitted to leave campus during the school day to attend tutoring or therapy sessions. This will be considered an unexcused absence.

UNEXCUSED ABSENCES

Absences for any reason other than the categories listed in the “Excused Absences” section of this handbook are considered unexcused. Students who are absent with no parent contact will be marked unexcused. While it remains the prerogative of the parents to take a child out of school, we strongly urge all parents to plan trips in consideration of the school calendar.

There will be an academic penalty levied against students who miss school for an unexcused reason. Students will be allowed to make up any work missed during the absence in a reasonable amount of time but will receive a maximum of 80% of full credit for the work. (The highest score that can be attained is an 80.) This applies to all tests, quizzes, projects, and homework assignments missed during the absence.

WORK MISSED DURING AN ABSENCE

All work missed because of an absence must be made up to the satisfaction of the teacher. Students are allowed one day to make up work for each day of absence.

LOWER SCHOOL ATTENDANCE

ARRIVAL AND SIGN-IN

School begins at 8:05am and students need to arrive early enough to be in their classroom by 8:05am. Students arriving at school after 8:05 will be considered tardy and parents should sign them in at the lower school office. Seven (7) tardies in a semester warrant administrative notification. If 11 tardies are accumulated in a semester after a letter home, a parent conference with administration will occur.

Students are not permitted to exit their car until the teaching assistants have arrived to assist with this procedure.

Sign-in/sign-out is located in the lower school office. All parents and visitors should sign in at the lower school office upon entering Warren Hall unless otherwise directed by the receptionist/administrative assistant.

If riding to school with an older sibling who drives, the lower school student must be dropped off either in the carpool line or walked to the building by the high school driver.

BEFORE SCHOOL ACTIVITIES

Please understand it is not safe for any student to roam the hallways or the campus without an adult before 7:35 AM. Students who arrive before 7:35 am (8:25 am on Wednesdays), should be walked in by their parents to Before Care in Dozier Library, or to their designated location (i.e. private music lesson, classroom teacher).

EARLY DEPARTURE SIGN-OUT

Any student checked out before 11:30 AM will be counted absent. All students that need to leave school before 3:00PM must be signed out by a parent/guardian in the front office. Students will not be permitted to sign themselves out of school. In order to avoid constant interruptions during the last instructional period of the day, we recommend that you check out your child by 2:30 PM if you have afternoon appointments and need to bypass carpool.

CARPOOL PROCEDURES

For the safety of your child and all other students and staff, please do not use any electronic devices while driving in the carpool line. The lower school carpool area is a no idling zone. Please turn the vehicle off until drop off or pick up begins.

MORNING CARPOOL

- All children should be dropped off through the carpool line. Parents should not park and walk the child into the building unless coming in for a specified reason. Teachers will begin to open vehicle doors at 7:35am.
- Students must be dropped off in the designated area which is supervised by teachers. The drop-off zone is along the covered walkway beyond the traffic cones. For safety reasons, no child should be dropped off in front of the building, unless directed by the carpool director.
- In order to ensure their safety, all children should remain seated until a teacher opens the vehicle door.
- Drivers may use either lane after making the right turn towards Warren Hall. Please remain in that lane until a teacher moves the cone to direct traffic. Switching lanes is dangerous for both vehicles and traffic directors.

AFTERNOON CARPOOL

- If your child is being picked up by someone who does not have a carpool number, please call 678-223-2257 for the daily password.
- Children will not be released without a school issued carpool number or the driver provides the correct daily password.
- Carpool takes approximately 20 minutes; please allow adequate timing for after school appointments and activities. During the lower school dismissal, students must listen closely for their number.
- Please do not bring any pets in the carpool line.
- If you need to get out of your car for any reason, please make sure and be back in your car by 2:45. Remember, parent volunteers should NOT be in the carpool line.
- Parents needing to make carpool changes should input those changes into School Pass BEFORE 2:00PM. In the case of an emergency after 2:00PM, parents must call 678-223-2257 with information about the change. If the message is sent via email, it may not be read in time to communicate the change to the student.
- If you are volunteering or in a school meeting at the end of the day, please make sure and park in a parking space (not in the carpool line). You are welcome to meet your child after school in the lobby at 3:00.

LOWER SCHOOL DISCIPLINE

Refer to all adults with the proper title: Mr./Mrs./Ms./Miss/Dr.

Respond respectfully to questions from adults with “Yes, sir,” “Yes, ma’am,” “No, sir” or “No, ma’am.”

Wesleyan students are expected to exhibit concern and charity in their dealings with other members of the Wesleyan school community. All students are to respect the dignity and rights of other persons and their property.

All students are expected to develop and maintain a high standard of personal integrity and honor in behavior, language, good manners, and work. All students shall observe the regulations of the school, guiding their actions through the use of common sense.

Wesleyan students are taught that their behavior has consequences both positive and negative, and that they must accept responsibility for their own behavior and schoolwork.

Students will follow the course of discipline established by individual grades. Discipline procedures will be explained to students in homeroom class at the beginning of the school year. Discipline is created to be developmentally appropriate according to each age in the lower school grades.

Students may be referred to the principal, the LS dean of students, or the guidance counselor for disciplinary matters. In general, the LS dean will help investigate situations and assist students with strategies to resolve conflicts. The principal typically administers consequences for discipline and contacts parents on serious discipline matters.

Our administrative discipline process *typically* operates as outlined below:

1st administrative referral – parental contact and an appropriate consequence

2nd administrative referral – parental contact and a doubling of the consequences

3rd administrative referral – parental conference and a ½ day suspension

4th administrative referral – non-issuance of a re-enrollment contract

LOWER SCHOOL DRESS CODE

Students at Wesleyan are expected to be well groomed and decently dressed at all times. They are expected to respect their school uniform and wear it with pride.

All clothing and student supplies should be clearly marked with the student's first and last name. The school cannot be responsible for articles left at school. Unclaimed clothes not picked up will be donated to charity.

GENERAL RULES FOR DRESS

Clothing

- a. Clothes must be in good condition. They must be neat and clean. No holes in clothing will be allowed.
- b. Belts must be worn with all pants and shorts. The belt must be visible.
- c. All shirts must be worn tucked inside pants, shorts or skirts.
- d. Hats should never be worn inside a building on campus. School caps are only permitted for outdoor classes and with the permission of the teacher.
- e. All shirts/blouses must be plain white short/long sleeve with no lettering.
- f. Jumper/skort length must be no more than two inches above the top of the knee. Shorts' hems should be no higher than four inches as measured from the middle of the back of the knee.
- g. Students are required to arrive on campus properly attired.
- h. The warm weather uniform extends until November 1st and resumes again March 1st.
- i. All students must enter school with uniform shoes. They will change into tennis shoes in homeroom prior to recess and P.E.

UNIFORM INFRACTIONS

Uniforms are checked daily. If an infraction is noted an email will be sent to parents. Note the following guidelines for accumulated infractions:

3rd infraction-see lower school principal and lose a recess

4th infraction-work detail during recess

5th infraction-loss of participation in out of uniform day

OUT OF UNIFORM DAYS

Out of Uniform days are periodically allowed and are meant to promote school spirit or to be a reward for students. Students are not required to participate in out of uniform days and may choose to wear their regular school uniform. The guidelines below help define the different types of out of uniform days in the lower school:

Spirit Wear Days – Students should wear some type of Wesleyan shirt. Bottoms can be jeans, slacks, skirts, skorts, or non-athletic shorts. Boys' shorts should have a zipper and pockets. Athletic shoes are fine.

Passport Club Days – Students should wear their Passport Club t-shirt with their uniform bottoms and uniform shoes.

Field Day Days – Students may wear athletic shorts, athletic shoes, and an appropriate shirt.

Out of Uniform Days – Similar to Spirit Wear Days only a Wesleyan shirt is not required. Please adhere to the modesty rule (letter "F" above) regarding short/skirt length.

Note: On all out of uniform days, sandals, crocs, flip-flops, and inappropriate designs or wording on shirts should not be worn. Also, the modesty rule (letter “F” above) applies with respect to short, skirt, and skort length.

PERSONAL APPEARANCE

- a. Hair must be clean and neatly groomed. Boys’ hair must be worn above the eyebrows, above the ears, and above the collar. No unnatural coloring of the hair is permitted.
- b. For boys and girls, extreme hair styles or unnatural colors are not allowed. Drastic changes in hair color or style will not be tolerated. This includes fads and cuts that draw undue attention. Students who arrive on campus in violation of this policy may expect to be sent home immediately to remedy the problem.
- c. Girls may not wear oversized earrings, necklaces, and only one bracelet at a time. Earrings and necklaces are not permitted for boys.
- d. No makeup can be worn with uniforms. Lip Gloss with color tint is not allowed.
- e. Plain, clear polish only on fingernails. No glitter or color polish.
- f. Tattoos are forbidden, permanent or temporary.
- g. Shoe laces must be tied at all times for safety reasons.

SCHOOL UNIFORM DESCRIPTION

Pants

- Regulation khaki slacks with requisite "W"
- Regulation khaki shorts with requisite "W" (warm weather)
- Plaid shorts - Plaid (girls; warm weather)
- Fashion fit khaki slacks with requisite “W” (girls)

Shirts

- White or Green short/long sleeve knit shirt with requisite "Wesleyan" (a girls' cut is available)
- White short/long sleeve Peter Pan blouse (girls; Kdg., PFirst & 1st) with requisite W.
- White turtleneck with requisite “W” (girls; to be worn under jumpers only)

Skorts / Jumpers

- | | |
|----------------------------------|----------------------------------|
| • Plaid skort | Color #55 (2nd - 4th grade only) |
| • Plaid jumper | Color #55 (Kdg – 4th grade) |
| • Plaid Dress with requisite “W” | (Kdg., PFirst & 1st grade only) |

Socks / Leggings / Tights

- Solid plain white athletic socks (small logos permitted; < 1 inch)
- Solid navy or black dress socks
- Knee socks in navy, hunter green, or white
- Leggings and tights in solid navy, white, hunter green, or black
- No stripes, coloring, see-through, or extra thin socks
- Socks must cover the ankle

Shoes

- Black or a shade of brown leather/suede shoe
- Navy shoes permitted for girls
- All-white, leather sneaker/tennis shoe (no visible logo)
- No Sperry topsiders, heels, boots, slippers, sandals, or clogs

Examples of Styles and Brands of Shoes include...

- Mary Jane style shoes in black, brown, or navy (girls)
- Merrell Slip On Jungle Mocs in brown, tan, and black
- Tan Dirty Bucks
- Saddle Oxfords in navy/white or black/white
- Loafers/Penny loafers in brown, black, and cordovan/burgundy
- Nike tennis shoes in white

Sweaters / Sweatshirts

- Forest green cardigan (girls)
- Green sweatshirt with requisite “Wesleyan”

Jackets

- Wesleyan regulation fleece (half or full zip)
- Wesleyan EVOLUX fleece
- Wesleyan three season jacket
- Wesleyan down jacket
- Regulation green Tri-Mountain Jacket with Wesleyan logo
- Non-Wesleyan coats/outerwear are allowed to/from carpool and at recess during below freezing days (< 32 degrees)

Belts & Accessories

- Belts must be black or brown and can be braided or plain leather
- Wesleyan ribbon belt with paw print

Headband and bow colors should match colors in the Wesleyan plaid

WHERE TO PURCHASE UNIFORMS

Wesleyan Spirit Shop

Scheduled to open July 23, 2018

Located in Wesley Hall – one floor directly below Austin Chapel

Nearly New Uniform Shop

Located in the Annex building on Spalding Dr.

MIDDLE SCHOOL

WESLEYAN HONOR SYSTEM

Wesleyan is committed to creating an environment that encourages intellectual and spiritual growth in each of its students. This can happen through independent thinking and the free exchange of ideas by every member of the community. Each student should challenge himself/herself to grow in personal knowledge. Our school community is based on the strengths of its members as each person functions on a willingness to pool personal resources with those of the wider community. Since no one individual has all the skills and ideas essential to our community, sharing is important.

This spirit of sharing is quickly undermined when one takes credit for the work and ideas of another. Our community learns from the faculty, our books, technological resources and each other. In this atmosphere of mutual trust and sharing, a student’s work must be his/her own. This principle applies to quizzes, tests, examinations, essays, term papers, special projects and homework assignments. The Wesleyan Honor Code is a standard that sets Wesleyan School apart from many other schools. It is a standard by which our lives are judged, our respect is earned and our work is validated. When a student

pledges his/her honor on any assignment, this word is a guarantee of the originality and integrity of the work. Our school family and the system of honor upon which it is based remain strong and most effective when every person in the school community believes in and lives by these basic principles. A student in violation of the honor code may be subject to possible reduction in grade for the assignment in question. Failure to write and sign the Honor Pledge on tests and quizzes will result in a deduction of two points on that assignment.

THE HONOR CODE

Every student is honor bound to refrain from lying, cheating and stealing. A student's word is his/her bond.

1. Lying is the intentional falsification or denial of fact or the intentional creating of a false impression or the breaking of a pledge.
2. Cheating is giving, receiving or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work. It is also the representation of another's work as one's own. Any student who helps another student gain an unfair advantage is also guilty of an honor offense.
3. Stealing is the taking of anything without the consent of the owner.

The Pledge

Middle school students write the Honor Pledge, "I pledge my honor that I have neither given nor received unauthorized aid on this assignment," on all quizzes, tests and other assignments. In so doing, students give their word that their work is their own.

While students need not write the Honor Pledge on homework assignments, it is understood that homework represents the student's own work, and collaboration on homework assignments without the teacher's expressed permission constitutes a violation of the Honor Code.

Plagiarism

Plagiarism is a form of cheating. It is defined as either intentionally or unintentionally borrowing someone else's words, ideas or facts and passing them off as one's own. In either case, failure to credit the source of those words, ideas or facts properly constitutes an act of plagiarism.

STUDENTS' ROLE

Every student should, when aware of an infraction of the honor code, report the infraction to a teacher, a grade chair or the dean of students.

A student found guilty of an honor violation shall be subject to disciplinary action, at the discretion of the dean, in consultation with the principal and the grade chair. The first offense may be used as an opportunity for guidance, the degree of the judgment varying with the severity of the violation.

MIDDLE SCHOOL ACADEMICS

COURSE SELECTION AND CHANGES

Because class schedules and teacher assignments are determined on the basis of information provided during registration the previous spring, students should carefully consider their selections in registering for the following year. After the beginning of the school year, changes may be made only in extraordinary cases as determined by the principal. Although student choices of electives will be honored to the greatest extent possible, balance in class size and numbers of requests may preclude granting a first choice in all instances.

ELECTIONS AND OFFICES

Student council offices and the post of homeroom representatives both require students to maintain high standards in academic performance and personal behavior. The decision on whether a student is eligible to be a student council officer or representative ultimately rests with the administration.

ELIGIBILITY

Students may remain eligible for participation in sports and other extracurricular activities as long as they are passing five or more courses. Students who are failing more than two courses at the end of the semester are immediately declared ineligible for practice, play, or performance.

Students who become ineligible at the end of the first semester may not participate in any tryouts or spring practices that occur before the end of the school year.

A student who fails English and/or math in the second semester or for the year must make up the credit in summer school to be eligible the following fall.

Eighth grade students must pass a minimum of five courses the semester prior to entering ninth grade in order to participate in fall activities in ninth grade. For eligibility purposes, summer school is considered an extension of the second semester. Only English may be made up in summer school, and any student failing more than two subjects will be dismissed.

EXAMS

The school year is divided into two semesters. Scheduled 1½-hour examinations (1 hour for foreign language) are given in seventh and eighth grades at the end of each semester. Examinations count as 20% of the total grade. Students who are ill and cannot take an exam should:

- a. Call the grade chair, who will schedule makeup exams, and
- b. Supply a parental note

Students are not allowed to take exams early.

During the exam periods, seventh and eighth grade students attend school for partial days only. Fifth and sixth grade students do not take exams. They attend school as usual (full days).

EXTRA HELP

Students are encouraged to attend extra help as needed. Students may attend extra help tutorial sessions with teachers Monday, Tuesday, Thursday, and Friday from 2:35-3:00. Wednesday is from 1:45 -2:10. Teachers may also be available for Office Hours from 7:40 – 8:00 on Monday, Tuesday, Thursday, and Friday, and 8:30 – 8:50 on Wednesday. It is a time to provide individualized help, although the number of students in attendance on any given day will necessarily affect the amount of individualized attention students can receive. Any student having difficulty scheduling extra help should see the grade chair for assistance.

- a. Any student with a grade of 75 and below should seek extra help.
- b. Any student with a grade below 70 will be required by the grade chair and subject teacher to report to extra help.
- c. Any student, regardless of his or her average in the class, may be required to attend extra help at the teacher's discretion.
- d. Once extra help has been required and arrangements for transportation home have been made, failure to attend extra help will result in a minor detention.

FAILURES

Any grade below 70 is a failure. To receive a passing grade and earn credit in a year-long course, students must:

- a. Have a passing average for the second semester, and
- b. Earn a two-semester average of 70 or above

A student who fails more than two courses included in the student's cumulative grade point average for the year will be dismissed.

Seventh and eighth grade students who have a failure in the second semester as a result of an exam are eligible for a re-exam if all the following conditions are met:

1. Student must have a passing pre-exam average (i.e., 70 or above).
2. Examination grade must be no lower than 50.
3. Student must take the re-exam at a specified time and date.
4. In yearlong courses, students must have had a passing average for the first semester.

To receive a passing mark for the course, the student must pass the re-examination. The maximum semester grade, based on passing the re-examination, will be 70. If the student passes the re-exam, both the exam grade and the semester grade will be recorded as 70. Students who do not receive a passing grade on the re-exam receive their original exam grade and final average. No re-exams will be given at the end of the first semester.

GRADE REPORTING

Grades for year-long and one-semester courses will be reported as follows:

1st Grading Period, Mid-Semester Grading Period, 3rd Grading Period, Semester Grading Period - grades for all students and comments for students with an average of 75 and below (or a N/U)

Grades for all nine-week courses will appear officially on the semester report cards. Interim grades for all students will be issued at the halfway point of each nine-week period, and accompanying comments will be written for students with a grade of N or U.

GRADING SYSTEM

Most classes at Wesleyan use a numerical grading system:

A	90-100
B	80-89
C	70-79
F	Below 70

Certain classes (fine arts, 5th Grade Spanish, 5th and 6th Grade Bible, computer, and physical education, for example) use a letter system:

E	Excellent
S	Satisfactory
N	Needs improvement
U	Unsatisfactory

HONOR ROLL AND MERIT LIST

Honor Roll and Merit List recognition are based on the following:

Honor Roll - an average of 90.0 or above with no failures and no U's

Merit List - an average between 87.0 and 89.99 inclusive with no failures and no U's

SCHOOLS

Wesleyan reserves the right and is sometimes obligated to report honor and discipline violations - including, but not limited to, suspensions and expulsions - to schools where students have applied for admission.

SUMMER SCHOOL

Summer school courses may be taken only for makeup credit. Any 5th, 6th, or 7th grade student failing English and/or math will be required to attend summer school. Students failing other courses may be required to attend summer school at the discretion of the administration. Any student failing more than two courses will be asked to withdraw from Wesleyan.

Eighth grade students can take summer school for English only. Eighth grade students who fail math will take Algebra I in 9th grade.

RE-ENROLLMENT

Students who fail three or more classes during the fall semester will not receive re-enrollment contracts.

MIDDLE SCHOOL ATTENDANCE

ARRIVAL AND DEPARTURE

Students must be in homeroom by 8:00 AM. Students are encouraged to arrive at school after 7:30 AM unless they are arriving for a specific meeting or event and have a faculty sponsor present. Upon arriving, students should go straight to homeroom, after organizing their books for the day at their locker. The homeroom warning bell rings at 7:55 AM, and homeroom begins promptly at 8:00 AM. Arrival after 8:00 AM results in a tardy mark on the student's attendance record. Students who arrive to school after 8:00 (8:50 on late arrival days) must sign in at the middle school office.

LATE ARRIVAL WEDNESDAYS

Middle school students who arrive early are to report to DuBose Dining Hall where a staff member will hold a study hall until 8:35 AM. Each late Wednesday, on a rotating basis, a staff member will be in Wesley Hall beginning at 7:30 AM to shepherd early arriving middle school students to the dining hall. On late Wednesdays, no middle school student will be allowed in Cleghorn Hall or Wesley Hall (except to go directly to the early designated areas) or in either of the gymnasiums (with or without a high school sibling) before the beginning of the school day.

ATTENDANCE

A student is expected to attend school and meet all scheduled classes, assemblies and activities unless properly excused. Students must remain on campus until officially excused or officially dismissed.

CLASS CUTS

A student cutting class, homeroom, and/or study hall will receive a major detention. Students who cut class to avoid a project deadline or test will receive a maximum of 80% of full credit for the work. Any further class cuts during the year could lead to suspension or expulsion.

EXCESSIVE ABSENCES

Irregular attendance is disruptive to a student's academic progress. Parents are asked to hold absences to a minimum; absences should be due to legitimate, unavoidable circumstances. While the school realizes that there will be times when extenuating or special circumstances require a student to miss school, frequent or long absences from class for nonessential reasons are not conducive to an appropriate attitude toward learning.

Class attendance is essential for academic growth and therefore reserves the right to refuse credit to students who miss eight (8) or more classes in any course during the semester unless the administration determines that extenuating circumstances exist. While the administration will treat each case individually based on its merit, please know that Wesleyan does not seek, nor does it provide, distance learning or homeschool partnering as an educational option. Each student will be allowed eight absences per semester, including both excused and unexcused absences, as dictated by Georgia truancy laws, before the school will take action. Such action might include, but is not limited to, assignment to a supervised study hall before or after school, loss of privileges such as field trip participation or even loss of academic credit. The administration reserves the right to address each case individually and act appropriately. In the case of a prolonged or recurring illness, the school may require a medical explanation from the physician. In cases where the school decides that excessive absences are

detrimental, a conference between school personnel and the parents will take place to determine if the student is to earn credit in the subjects missed. Parents will be notified when a student reaches seven (7) absences within a semester.

EXCUSED ABSENCES

Absence from school will be excused for:

- Illness
- Family emergency
- Death in the family
- Dental or medical appointment
- Court appearance
- Religious observance
- Funeral
- Graduation or wedding of family member
- Learner's Permit (1/2 day)
- Serving as a page in the legislature
- Siblings of athletes who are participating in Wesleyan School state tournaments (prior notice needed; absences will be excused at the discretion of the dean of students)
- Church event, if required for confirmation or catechism (maximum of 2 days per year)
- Attending a Lower School play

If a student is absent, or plans to check in/out for any reason, parents are asked to contact the middle school secretary by 8:00 AM on the day of the absence. Parents must sign out students who check out for any reason during the school day. If homework is requested, parents, not children who are ill, should pick up the homework after 3:00 PM. Students who are absent with no parent contact will be marked unexcused.

PLANNED ABSENCES

Parents should send a note to the grade chair as early as possible for a planned absence, at the very latest two days before the absence is to occur. Planned absences may be either excused (family wedding, for example) or unexcused (family trip, for example). Planned absences do not include family vacations taken during the year. Upon receipt of the parental note, the grade chair will give the student an assignment form to be filled in by the teachers and returned for review by the grade chair.

In addition to the list of excused absences, families will be allowed two (2) excused "discretionary days" per year. Parents should plan in advance and submit the "discretionary day" request to the dean of students at least one week prior to the absence. Special consideration may be given to requests for additional discretionary days. Parents should also request these days in advance. Students who are failing one or more classes will not be approved for additional discretionary days. Students should make every effort to complete their make-up work ahead of time.

UNEXCUSED ABSENCES

Absences for any reason other than those listed above are considered unexcused. The student who misses school for an unexcused reason must assume all responsibility for making up missed work.

While it remains the prerogative of the parents to take a child out of school, we strongly urge all parents to plan trips in consideration of the school calendar. Early departures and delayed returns from scheduled school vacation periods are unexcused absences. Excessive absences for unexcused reasons may be reported as per state truancy laws.

There will be an academic penalty levied against students who miss part or all of a school day for an unexcused reason. Students will be allowed to make up any work missed by the unexcused absence in a reasonable amount of time but will only receive a grade that is 80% of the earned grade. This applies to all tests, quizzes, projects and homework assignments missed during the absence.

Exceptions include extraordinary “once-in-a-lifetime” events. “Once in a lifetime” absences must be approved two weeks in advance by the dean of students.

MAKE-UP WORK

All work missed because of an absence must be made up to the satisfaction of the teacher. Students are allowed the same number of days as they were absent to complete the work due to illness or other types of excused absences. If the first day absent is a test/quiz day, the student can expect to make up the test/quiz on the day of return unless other arrangements have been made in advance with the grade chair or the teacher. If the student is absent for only one day, and the day that the student is absent is the test/quiz day, then the student is expected to take the test/quiz on the day of return. Also, if the day the student returns from a one-day absence is the test/quiz day, then the student is expected to take the test/quiz the day upon return.

Students who have been absent two (2) or more days and have a number of tests or quizzes and other assignments to make up should work with the grade chair and the classroom teachers to devise a schedule for making up the work.

EXTRACURRICULAR ELIGIBILITY

A precondition of participating in the extracurricular life of the school (games, plays, concerts, practices, etc.) is the attending of academic classes. Those who do not abide by this policy may not participate in the extracurricular activities on the day of the absence unless otherwise authorized by the principal. This includes participation in physical education activities. A student must be present for the academic day no later than 10:00 AM in order to participate in the day’s extracurricular events. If it is a half-day schedule, he/she must check in before 9:30 AM

Parents who provide the principal or dean of students with advanced notice concerning medical or dental appointments and check their child in after 10:00 AM with appropriate documentation of the medical or dental appointment may be allowed to participate in the extracurricular events. Students who attend school all morning and check out for a previously-scheduled, non-emergency dental or medical appointment after 10:00 AM may participate in extracurricular activities. Students who check out due to illness are not allowed to return to school for the remainder of the day.

If a student misses an academic period during the school day, the principal or dean of students **MUST** excuse the absence before the student may participate in an extracurricular activity. (If the reason is an illness, the student may not be approved to participate in any practice or activity after school.) Students receive excused absences for issues such as a doctor’s appointment or previously planned appointments.

IRON WOLF CRITERIA

Wesleyan recognizes and values the importance of students becoming fully immersed in school life. We believe that the connections and experiences that are made in extracurricular activities provide lifelong memories. Most importantly, the students interact with teachers and coaches who will become worthy role models. The Iron Wolf distinction is meant to recognize students who participate in all three seasons of a Wesleyan activity in some capacity. Please note the following criteria that constitute a student’s fulfilling this requirement. We also realize that some school activities will not meet the criteria but are worthy endeavors nonetheless. The following criteria must be met in their entirety to earn Iron Wolf.

ATHLETICS

- The activity must meet a minimum of 4-5 days a week, and the student must be present each day.
- The activity must be directed or led by a Wesleyan faculty or staff member or school approved community coach.

- The activity must practice and play on the Wesleyan campus.

FINE ARTS

- The activity must meet a minimum of 4 days a week OR 6 hours/week, and the student must be present at required rehearsals and performances.
- The activity must be directed or led by a Wesleyan faculty or staff member.
- The activity must practice and perform on the Wesleyan campus.

LATE ARRIVALS, EARLY DISMISSALS, AND TARDIES

Students arriving during the homeroom period should report directly to homeroom instead of signing in at the office.

With no passing time in the schedule, students are expected to report to class as quickly as possible. If students are consistently late, they will be subject to discipline.

Tardies to school will result in disciplinary action as follows:

- Seven (7) tardies in one semester - one minor detention
- The eleventh (11th) tardy in one semester - one major detention and a parent/student conference with the dean of students
- Any additional tardies during one semester may result in an in-house or out-of-school suspension.

Tardies to class will result in disciplinary action as follows:

- Four (4) tardies to a given class – one minor detention
- The eighth (8th) tardy to a given class – one major detention and a parent/student conference with the dean of students
- Any additional tardies to the class may result in an in-house or out-of-school suspension.

Students arriving after the end of homeroom period should:

- Legibly sign in at the office, and
- Bring a parental note to the middle school office no later than the next school day, stating the reason for tardiness

Students entering school late or leaving school before the end of the day must have parental permission (a phone call, a voice mail message to the middle school administrative assistant at Extension 2260 or a written note to her before 8:05 AM (when the school day begins.) Parents must sign middle school students out when picking them up for any reason. In cases of illness, students must have the nurse's permission to check out.

If students sign in late and miss tests/quizzes, they must be prepared to make up those tests or quizzes after school the same day. Students who miss tests/quizzes because of appointments must have permission from the teachers before leaving and must arrange in advance the test or quiz makeup times.

MIDDLE SCHOOL DISCIPLINE

Wesleyan students are expected to behave in a manner appropriate to their age and conducive to a friendly and productive environment. Students learn better in an environment in which the expectation of good conduct is clear, the limits of behavior are plainly stated and the consequences of unacceptable behavior are clearly defined. Proper behavior is expected at all times on campus and at all school-related functions.

ALCOHOL AND ILLEGAL DRUGS

Student use of alcohol or illegal drugs is not acceptable at any time. It is against Wesleyan's school policies and is against the law. Violation of the rules will always cause swift action from the school. The ideal of our education includes the development of the whole person - mind, body and spirit - but the use of alcohol and illegal drugs can endanger the realization of one's potential for learning and for life. Our education programs and rules of conduct are there to discourage perilous behavior.

The possession, use or distribution of tobacco or any nicotine products of any form on campus or at off-campus school functions are prohibited. Examples include, but are not limited to, chewing tobacco, cigarettes, e-cigarettes and vaping devices. Wesleyan adamantly opposes any student use of these products, and a violation subjects a student to school disciplinary action

Goals of the alcohol and drug discipline policies:

- Maintain uniform schoolwide policies for all students
- Clearly discourage the use of alcohol, the use of illegal drugs and the use of prescription drugs taken by a student other than the student they are prescribed for
- Alert parents and students that the school is opposed to these activities

Students who self-report incidents that the school would have otherwise not known about prior to any discipline investigation or any random test will not be suspended from school or their extracurricular activities, but will still be required to receive an assessment by a licensed professional counselor and may be removed from any leadership role on campus. The student can also expect to be tested regularly for the remainder of their middle school career, at a time of the administration's choosing, and at the family's expense.

Definitions:

Off-Campus - use or possession of alcohol or illegal drugs/paraphernalia off school property and at activities unrelated to Wesleyan

On-Campus - the use or possession of alcohol or illegal drugs/paraphernalia within the physical confines of the school campus, coming to school or going from school or at any school-sponsored or school-related event held on or off campus

In-House Disciplinary Action - consists of students serving in a study hall or work period on campus for a minimum of one full school day. Students should arrive at the middle school office promptly at 8:10 AM in the proper uniform. The students will be given work to do and will complete school assignments. They will not receive help from the teachers while serving their time for their disciplinary action. It will be their own responsibility to seek help from their teachers during extra help when they return. The students will be kept isolated from the student body at all times. Expenses incurred to pay a substitute teacher for supervision will be billed to the parents of the student.

First Offense, Off-Campus - (no minimum; possession or a sip is treated the same as consumption of a larger quantity) including all or part of the following:

- Assessment by a qualified professional at the parents' expense; begin treatment if necessary; written confirmation within 30 days of offense from the assessor to principal stating that assessment has occurred.
- Students may take part in any suitable projects/programs determined by the school administration (i.e. research paper, work, video, visits to emergency room or AA meetings).
- Students involved may not represent the school in any extracurricular activity for two weeks following the date of the offense. If an offense should occur during the time a student is not currently representing the school, he or she must miss the first game or performance during the next season or performance, etc., in which the student participates.
- Students are subject to in-house disciplinary action, suspension or expulsion in egregious cases.
- Students holding class or student-elected offices must vacate them for the rest of the school year.
- Students who violate Wesleyan's policy will be subject to random drug testing for one year from the date of the violation. The type of testing will be at a facility of the school's choosing, and parents will incur all costs related to the testing. It is our hope that this will provide a strong deterrent to future use.

Second Offense, Off-Campus - (no previous on-campus incident) including all or part of the following:

- Assessment by qualified personnel (as in first offense).
- Students will receive an out-of-school suspension. Students are subject to suspension or expulsion in egregious cases.

- Students are subject to suspension from extracurricular activities for the remainder of the school year.
- Students are ineligible for awards, certificates or letters for those activities. They may not receive credit for the satisfaction of extracurricular requirements.
- Punishments other than expulsion will not carry over into the next academic year. Summer work/projects may be required.
- Students who violate Wesleyan's policy will be subject to random drug testing for one year from the date of the violation. This testing will be at a facility of the school's choosing, and parents will incur all costs related to the testing. It is our hope that this will provide a strong deterrent to future use.

Third Offense, Off-Campus

- Suspension or expulsion
- Removal from all activities

First Offense, On-Campus - (no previous off-campus incidents)

- Same as first off-campus offense plus automatic suspension (expulsion in egregious cases)

Second Offense, On-Campus

- Expulsion likely
- Any student who possesses, distributes or sells alcohol, illegal drugs or any controlled substance will face expulsion.
- While a student will undergo the disciplinary process any time the school discovers a specific event during which alcohol or drugs are used, help is available for students who struggle with substance abuse. Families who approach the administration or counselors for general help - without reference to a specific event - will be referred to the appropriate professionals without disciplinary action.

TOBACCO/NICOTINE/VAPING

The possession, use, or distribution of tobacco or any nicotine products of any form on campus or off-campus by Wesleyan students is prohibited. Examples include, but are not limited to, chewing tobacco, cigarettes, e-cigarettes, and vaping devices. Wesleyan adamantly opposes any student use of these products, and a violation subjects a student to school disciplinary action that will include, but is not limited to, the following:

FIRST OFFENSE: On or off campus violation

- Automatic in-school suspension that will be served the next school day.
 - Students will be allowed to make up any work missed during the in-school suspension absence within two class days, but will only receive, at best, a grade that is 80% of the earned grade, which is consistent with Wesleyan's unexcused absence policy. This applies to all tests, quizzes, projects, papers and homework assignments missed during the absence.
- Completion of a risk factor assessment by a qualified professional at the parents' expense; begin treatment if necessary; written confirmation within 14 days of offense from the assessor to principal stating that assessment has occurred.
- Suspension from any extracurricular activity the day of the infraction becomes known to school administrators and suspension from the next game, performance, or activity in which the student represents Wesleyan. Students not involved in a Wesleyan activity at the time of the infraction will have the extra-curricular consequence applied to their next Wesleyan activity.
- Removal from any class or student-elected offices, captaincy positions in extra-curricular activities, or the Peer Leadership program for the remainder of the school year.
- Random drug testing for one year from the date of the violation. The type of test and testing will be at a facility of the school's choosing, and parents will incur all costs related to the testing.

- **SELF REPORT POLICY:** Students who self-report incidents that the school would have otherwise not known about prior to any discipline investigation or any random test will not be suspended from school but will still be required to receive an assessment by a licensed professional counselor and may be removed from any leadership role on campus. The student can also expect to be tested regularly for the remainder of their high school career, at a time of the administration's choosing, and at the family's expense. The self-report without suspension is a one-time only grace.

SECOND OFFENSE: On or off campus violation

- Automatic Out of School Suspension (OSS).
- Suspension and/or removal from extra-curricular activities and leadership positions, as listed for first offense.
- Completion of a second risk factor assessment within 14 days, as listed for first offense.
- Random drug testing of the student for one year, as listed under first offense.

THIRD OFFENSE: On or off campus violation

- Students who commit a third offense will be subject to the full range of disciplinary measures as outlined in the Family Handbook, including possible expulsion.
- It is our hope that this policy will provide a strong deterrent to future use.

CONDUCT

Students are expected to conduct themselves in an appropriate manner as they participate in all areas of school life. The throwing of any projectile is forbidden. Weapons (toys or real), matches, knives, lighters, and/or obscene materials may not be brought on campus. These will be confiscated. Knives and guns are strictly prohibited.

Infractions of the rules will be handled by the teachers and grade chairs with assistance from the dean of students as deemed appropriate. The dean of students will also review any minor or major detentions issued.

DETENTIONS

Detentions are set so that they do not prove punitive to school team activities or obstruct extra academic help. Detentions may be postponed to the following week for:

1. A previously planned family trip,
2. A religious retreat, or
3. A school function.

This postponement may be granted only if a written explanation is submitted to the dean of students before 12:00 PM (noon) on the Thursday prior to the detention. Failure to attend detention without notice will result in an additional detention.

DISCIPLINE

Common sense should guide students' actions at all times. Students are expected to know and abide by the school rules and policies. Infraction of the rules may result in minor or major detentions. Examples of infractions would be: disrespect to another person, classroom disturbance, dress code violation. (The preceding list is not exhaustive, and other infractions may also result in detention.)

MINOR/MAJOR DETENTIONS

Middle school detentions will be held on Friday mornings from 7:10 AM until 7:50 AM. Minor detentions will require attendance on one morning; major detentions will require attendance two consecutive Friday mornings. Detentions will be held in Room 130 of Wesley Hall. Students must not be late to any detention. If a student is late, he/she will be asked to

serve time the following Friday at 7:00 AM Students must sit silently for the full time of the detention without sleeping, studying or distracting other students.

Students will sign forms issued by teachers, to be reviewed by the dean of students, indicating receipt of a detention and its reason(s). Parents must sign the form and return it to the dean's office the next school day. All detentions issued on Thursday or Friday of a given week may be served the following week.

Examples of behaviors leading to minor detentions include:

- a. Seven (7) tardies to school in a semester
- b. Consistently tardy to class
- c. Classroom disturbance
- d. Chewing gum (no warning given)
- e. Dress code violation
- f. Disrespect to another person
- g. Skipping required extra help

The above list is not intended as exhaustive.

Examples of behaviors earning major detention include:

- a. Class cut
- b. Inappropriate language, spoken or written
- c. Insubordination
- d. Defacing school property or the property of others
- e. Fighting
- f. Repeated minor offenses
- g. Eleven (11) tardies to school in a semester
- h. Forgery
- i. Dishonesty/cheating

The above list is not intended as exhaustive.

When serving a middle school detention, students are required to wear the Chapel "Dress Uniform."

REPEATED DETENTIONS

If a student has accumulated six (6) detentions over the course of the semester, he/she will require a parent conference with the principal, the dean of students and the Head of School. A further detention will possibly lead to suspension. Any subsequent detentions will then be evaluated by the principal, dean of students and Head of School and may lead to expulsion.

SUSPENSIONS

Suspensions from school are serious and are meant to give students time to consider their actions and the consequences associated with those actions. It is our hope that a permanent change will occur in the behavior and the thinking that led to the behavior. Since suspensions are considered unexcused absences, any missed work during the period of the suspension will receive a grade of 80% of the earned grade on the assignment. A student who is suspended from school may not be on campus for any reason or participate in any extracurricular activities during the time of the suspension.

MIDDLE SCHOOL DRESS CODE

Students are expected to be well-groomed and in uniform at all times. The students' dress should reflect pride in their school. The uniform dress code is not a reflection of current fashions. Enforcement of the dress code, like all other discipline matters, is based on cooperation between students, parents and the school. The dean of students, however, is the final authority on dress code and other discipline issues.

The school cannot be responsible for articles left at school. Unclaimed clothes not picked up after specified dates will be donated to the Used Uniform Sale Committee or eventually to charity.

Students must wear the official dress uniform on chapel days, for field trips, for photographs and for other special programs, unless instructed otherwise.

All clothing should be clearly marked with the student's name. Found clothing that is not properly labeled with a student's name will be donated to the used uniform store.

GENERAL RULES FOR DRESS

- a. Clothes must be in good condition, neat and clean. Clothing may not be oversized or undersized and must fit properly. Items that are torn or cut in any way are prohibited.
- b. Belts must be worn at all times with slacks and shorts. Shirts must be tucked in at all times. Folding or "blousing" of shirttails is prohibited.
- c. Students are expected to arrive on campus in the proper uniform and stay that way. There is no time during the day (with the exception of PE class and after-school extracurricular activities) while students are on campus that they may change or alter their uniform. While on campus during the day, students are expected to remain in uniform, complying with all standards of the dress code. Students may return to campus in the evenings for special occasions such as athletic events or fine arts performances out of uniform. Violation of the dress code will result in disciplinary action by the faculty and/or dean of students. (Note: Students who have PE during the last class period of the day need not change back into their regular uniform if they are leaving campus immediately after school.)

PERSONAL APPEARANCE

- a. Boys' hair should be neatly cut, gradually tapered and short enough so as not to be shaggy or bushy. Hair should not touch the eyebrows or ears and should be above the collar.
- b. For boys and girls, extreme hair styles or unnatural colors are not allowed. Drastic changes in hair color or style will not be tolerated. This includes fads and cuts that draw undue attention. Students who arrive on campus in violation of this policy may expect to be sent home immediately to remedy the problem.
- c. Makeup is to be used with discretion and taste and is not to be used to draw undue attention.
- d. Boys must be clean shaven at all times and at all school functions. No beards or moustaches are allowed. Sideburns may not extend below the bottom of the earlobe.
- e. Jewelry must be worn in good taste. No earrings of any description are permitted for boys. Piercing of any body part other than the ears is likewise prohibited. For girls, two earrings per ear are permitted.
- f. Aerosol cans (hair spray, deodorant, perfume, body sprays, etc.) are not permitted on campus.

SCHOOL UNIFORM DESCRIPTION

PLEASE NOTE: Only regulation slacks and shorts from the Wesleyan Spirit Shop that have the requisite green "W" embroidered over the right rear pocket will be considered part of the school's uniform. All others are prohibited.

Uniform for Boys

(R) Required (O) Optional

Shirts

- White short/long sleeve oxford with no logo (R)
- White short/long sleeve knit shirt with proper Wesleyan logo (O)
- Green short/long sleeve knit shirt with proper Wesleyan logo (O)
 - All shirttails must be tucked in at all times
 - Collars must be buttoned at all times
 - Only plain white undershirts with no graphics or color are permitted
 - Long sleeve undershirts are not to be worn under short sleeve shirts at any time
- Green sweatshirt with Wesleyan-lettered logo (O)

- Plain white long sleeve turtleneck with requisite “W”

Tie

- Wesleyan School stripe tie - #11 (required in Chapel uniform)
- Custom bow tie #78

Pants

- Regulation khaki slacks with requisite “W” (R)
 - All slacks and shorts must accommodate a belt
 - Pants may not be ripped, torn, or frayed
 - Pants may not have exterior pockets; no cargo slacks or shorts

Shorts

- Khaki regulation shorts with requisite “W” (O) (part of warm weather uniform)
 - Shorts can be worn no longer than the bottom of the knee
 - Shorts are only to be worn from the beginning of the school year until November 1 and from March 1 until the end of the school year
 - Shorts may not be worn as part of the Chapel dress uniform
 - Shorts may not be shorter than 4 inches as measured from the middle of the back of the knee

Belt

- Black or brown braided or plain leather (R)
- Black or brown canvas belt (O)
- Wesleyan logo web belt

Blazer

- Two-button navy blazer with Wesleyan crest patch (R)
 - Required every chapel and on other special occasions
 - Must be worn with Wesleyan tie, white oxford shirt and khaki slacks

Jacket

- Jackets are Optional – *Only Jackets listed below are allowed on campus*
 - They are all available at the Wesleyan Spirit Shop
 - Only blazers are worn on Thursdays
 - Wesleyan EVOLUX fleece jacket
 - Solid navy or black pea coat with no visible lining or buttons of a different color
 - Wesleyan down jacket
 - Wesleyan three season jacket
 - Wesleyan Latitude rain jacket
 - Wesleyan regulation fleece jacket
 - Green Portsmouth Jacket with Wesleyan logo

No other jackets will be allowed on campus during the school day.

Sweater

- Hunter green crewneck or V-neck pullovers with logo (O)

Shoes

- Two Options Allowed:

- Black or a shade of brown leather/suede shoes
- All-white leather athletic shoes or all white leather tennis shoes with white laces pre-approved by the MS Dean. High-tops are not allowed
- Athletic shoes are for PE only
- No boots of any kind
- Shoes should be properly shined and soled and in good repair
- Shoes must cover feet completely
- No sandals or clogs
- Shoelaces must be tied at all times for safety reasons
- Shoe lining may not be visible
- Shoes may not have brightly colored linings or laces

Socks

- Socks are Required
- Plain navy, gray, black or brown socks with no stripes or patterns with pants
- Logos smaller than one inch are allowed
- Socks must cover the ankle bone
- Only white and black athletic socks are allowed with shorts

Chapel Uniform for Boys

All of the following are required on Chapel:

- Two-button navy blazer with Wesleyan crest patch
- Wesleyan tie or Wesleyan bowtie
- White short/long sleeve oxford button-down shirt
- Khaki slacks with requisite “W” with belt
- Khaki shorts are not allowed
- Socks that meet requirements

Uniform for Girls

(R) Required (O) Optional

Skort

- Green Plaid Wrap Skort, Style #907, Color #79 (R)
 - All Skorts should be properly hemmed
 - Skorts should be worn no shorter than five (5) inches above the knee, as measured from the middle of the back of the knee.
 - Rolling up of Skorts is not allowed

Shirts

- White short/long sleeve oxford blouse with no logo (R)
- White short/long sleeve knit shirt with proper Wesleyan logo (O)
- Green short/long sleeve knit shirt with proper Wesleyan logo (O)
 - All shirttails must be tucked in at all times
 - Collars must be buttoned at all times
 - Only plain white undershirts with no graphics or color are permitted
 - Long sleeve undershirts are not to be worn under short sleeve shirts at any time

- Green sweatshirt with Wesleyan-Lettered Logo (O)
- Plain white long sleeve turtleneck with requisite “W”

Pants

- Regulation Khaki Slacks With Requisite “W” (O)
- All slacks and shorts must accommodate a belt
- Pants may not be ripped, torn, or frayed
- Pants may not have exterior pockets; no cargo slacks or shorts

Shorts

- Khaki twill regulation shorts with requisite “W” (O) (Part of warm weather uniform)
- Shorts can be worn no longer than the bottom of the knee
- Shorts can be worn no shorter than four (4) inches above the knee, as measured from the middle of the back of the knee
- Shorts are only to be worn from the beginning of the school year until November 1 and from March 1 until the end of the school year

Belt

- Black or brown braided or plain leather (O)
- Black or brown canvas (O)
 - Must be worn at all times with pants or shorts
 - Not worn with skort
- Wesleyan logo web belt

Blazer

- Two-button navy blazer with Wesleyan crest patch (R)
- Required every chapel and on other special occasions
- Must be worn with white oxford shirt and plaid skort

Jacket

- Jackets are Optional *Only Jackets listed below are allowed on campus. They are all available at the Wesleyan Campus Shop.*
- Only blazers are worn on Chapel days
- Wesleyan EVOLUX fleece jacket (O)
- Solid navy or black pea coat with no visible lining or buttons of a different color (O)
- Wesleyan down jacket (O)
- Wesleyan regulation fleece jacket (O)
- Wesleyan three season jacket
- Wesleyan Latitude rain jacket
- Wesleyan full zip fleece
- Wesleyan half zip fleece
- Green Portsmouth jacket with Wesleyan logo

No other jackets will be allowed on campus during the school day.

Sweater

- Hunter green crewneck or V-neck pullover with logo (O)

Shoes

- Three Options Allowed:
 - Black or a shade of brown leather/suede shoes
 - All-white leather athletic shoes or all white leather tennis shoes with white laces pre-approved by the MS Dean. High-tops are not allowed
 - Saddle oxfords – black & white
- Athletic shoes are for PE only
- No boots of any kind
- Shoes should be properly shined and soled and in good repair
- Heels should have no more than a two-inch lift above the height of the sole of the shoe
- Shoes must cover feet completely
- No sandals or clogs
- Shoelaces must be tied at all times for safety reasons
- Shoes may not have brightly colored linings or laces

Socks

- Socks are required
- Plain navy, black, gray, hunter green or brown dress socks with no stripes or coloring (R)
- Plain white or black athletic socks (R)
- Logos smaller than one inch are allowed
- Brown socks may only be worn with long pants
- Socks must be worn every day, except when tights are worn
- Socks must cover the ankle bone

Tights

- Plain navy, gray or black without patterns (O)

Leggings

- Solid navy, gray, or black (cold-weather uniform only)
- Leggings must be full-length without patterns or lace

Chapel Uniform for Girls

All of the following are required on Chapel:

- Two-button navy blazer with Wesleyan crest patch
- Plaid skort
- White short/long sleeve oxford button-down shirt
- Socks that meet requirements

WARM WEATHER UNIFORM

Shorts may be worn as part of the warm weather uniform. The warm weather uniform extends until November 1 and resumes on March 1. Shorts must be worn no longer than the bottom of the knee and no shorter than four (4) inches above the knee, as measured from the middle of the back of the knee.

COLD WEATHER UNIFORM

On cold days, Wesleyan uniform outerwear is preferred. If the temperature dips below 32 degrees, students may also wear a non-uniform heavy coat/jacket to and from the carpool/parking lots and during recess and other outdoor times. Once

indoors, however, all heavy coats and accessories should be removed and stored in a locker or bag room. Note that uniform-compliant footwear will be required, regardless of the temperature.

OUT-OF-UNIFORM ATTIRE

Occasionally, students may be allowed to wear clothes outside of the regular uniform. However, proper respect needs to be given to the classroom environment. As such, the following rules need to be followed for out of uniform attire during the school day:

- Clothes must be clean and without holes or fraying of any kind.
- Clothes should be neither too tight nor excessively large on the individual.
- Only Wesleyan shirts may be worn (unless specified by the dean of students).
- No sweatpants, warm-ups or athletic shorts may be worn.
- All shorts and skirts must be no shorter than 4 inches above the middle of the knee.
- Hats are not allowed.
- Closed toe shoes must be worn.

Exceptions to these rules may be granted for school events that do not occur during the school day; these exceptions will be stated by the dean of students. Additional rules may also be given for special occasions, such as International Week, when we are trying to use our out of uniform day to recognize other countries. Failure to follow these rules may result in discipline and being asked to change into the school uniform.

PHYSICAL EDUCATION UNIFORM

Middle school students have the option of wearing the following:

- Any primarily solid black, navy, gray, or dark green shorts or any shorts with a Wesleyan logo (i.e. – gold Wesleyan football shorts)
- Any Wesleyan T-Shirt – from sports teams, camps, chorus, plays, etc.
- Any Wesleyan sweatshirt or sweatpants or any primarily solid black, gray, or dark green sweatpants

SPECIAL NOTES:

- Students' names should be written on every article of clothing (including shoes) before the first day of school.
- No tank tops of any description are allowed. Shirts should NOT show the midriff.
- Skirts or shorts should be worn no shorter than five (5) inches above the knee, as measured from the middle of the back of the knee.
- Sweatshirts are not worn under the blazer in cold weather; however, regulation sweaters are acceptable. Long sleeve undershirts are not to be worn under short sleeve shirts at any time.
- Hats should never be worn inside a building on campus even when a student is out of uniform. (Baseball caps are not allowed with the school uniform.)

The final judgment on acceptable attire and grooming rests with the middle school dean of students. Violations of any aspect of the Wesleyan dress code will result in a minor detention.

WHERE TO PURCHASE UNIFORMS

Wesleyan Spirit Shop

Scheduled to open July 23, 2018

Located in Wesley Hall – one floor directly below
Austin Chapel

Nearly New Uniform Shop

Located in the Annex building on Spalding Dr.

MIDDLE SCHOOL POLICIES AND INFORMATION

All school policies are created in order to promote an orderly, healthy and happy school climate, thereby promoting the general welfare, safety and sound learning environment of each student. The goal of these policies is to create self-disciplined, hardworking and responsible school citizens.

The student body can function successfully only when it experiences cooperation from each member of the group. Since students differ in maturity and life experiences, some require more personal guidance than others. In light of this truth, the following guidelines have been established. Parents of students accepted into the Wesleyan student body are informed of these regulations and asked for their unqualified support. The school does not wish to project itself into any student's home nor encroach upon the proper authority of the parents. However, the school necessarily must be concerned with any action which may endanger the student, disrupt the instructional process or harm the reputation of student and school alike. One of our most important school values is community, a body comprised of students and faculty with mutual respect. Therefore, students who have earned disciplinary action are expected to accept it in a spirit of goodwill and good grace, recognizing that the action taken is intended for their benefit.

BOOKBAGS & BACKPACKS

Students are permitted to carry a totebag or backpack to their classes during the school day. The bag must be in good condition, of a reasonable size, and must have a bag tag that identifies the owner. The school recommends a bag with a dedicated laptop compartment to provide extra protection for the computers. When a student is not carrying his or her bag, the bag must be stored inside a locker, in a classroom with teacher approval, or in the bag room; detentions will be issued for any bag that is left outside of these designated areas. If a student repeatedly violates this rule, he or she will be required to complete a full week of cafeteria clean up, and may lose the privilege of carrying a bag to class during the day if further violations were to occur.

CLASSROOM PROCEDURES

Though each teacher may provide the students with additional classroom responsibilities, there are certain expectations in each classroom:

1. Proper respect must be shown to other students and adults. Listen without speaking when another person is speaking. Offer help or advice to other students. Never belittle another student for an opinion, question or answer.
2. Refer to all adults with the proper title: Mr./Mrs./Ms./Miss/Dr. Respond respectfully to questions from adults with "Yes, sir," "Yes, ma'am," "No, sir" or "No, ma'am."
3. Show proper respect for all property. Whether it is a student's personal property or the school's property, proper respect should be paid to every thing that does not belong to you. Show proper respect for the facilities. Never write on desks, tables, walls, etc. Do not adjust thermostats, windows, blinds, etc. without being directed by a teacher. Pick up papers and trash anywhere on the school grounds; have pride in your school and all of its facilities.
4. Students must not deface school property or the property of others. To do so is a serious matter.
5. No food or drink is allowed in the classroom. Chewing gum is not allowed on campus. Detentions will be given for chewing gum.

CO-CURRICULAR ACTIVITIES

Wesleyan believes in the education of the whole child - mind, body and spirit - so that its students can be healthy, knowledgeable and socially aware. This is realized through the commitment of the faculty and students to a broad school program including academics, athletics, arts and activities. We encourage students to be aggressive in their search for various clubs, activities and leadership opportunities to help broaden their learning and education at Wesleyan. Examples of such activities include: school yearbook, student council, newspaper, literary magazine, Bible study, etc. All students will have opportunities to participate in service endeavors. Involvement in such activities is considered an integral part of the students' social and spiritual development.

CONFLICTS

We understand that Wesleyan is composed of a diverse group of people, and that certain types of conflict will arise. Our emphasis need not be focused on running from conflict but on resolving conflict. One of the first evidences of maturity is

the ability to talk out a disagreement with someone else without resorting to ridicule, backbiting or fighting. Fighting will not be tolerated at Wesleyan. We must learn to talk directly to other people and learn to work out problems through constructive discussion.

DISCREDIT CLAUSE

Wesleyan reserves the right to require a student to withdraw for cause, medical or otherwise. This includes students who are involved in an activity that reflects in a negative, harmful way on the school. Any conviction in court or plea of nolo contendere, other than a routine traffic violation, will result in suspension and may result in dismissal.

DISMISSAL TIME

The final school bell is at 3:00 Monday through Friday. Middle School students should leave campus immediately, unless they are attending extracurricular events, after-care in the Lower School, enrichment classes, or using the library. Students should not loiter on campus unattended.

EATING

Food should be consumed only in the cafeteria in the course of the regular school day, unless specific permission has been given by faculty. Students should dispose of all litter in the appropriate containers.

A catering service is provided. Students may not bring their own food except for:

- a. Dietary/medical needs (such as allergy) indicated by a written note from a physician
- b. Snacks during scheduled snack breaks

A note regarding your special dietary/medical needs (from your physician) must be given to the school nurse.

All students are expected to eat lunch in the school cafeteria. Students are not to be checked out by parents for lunch off campus except in rare, unusual circumstances.

Because of the inevitable disruption to the school day, the middle school does not allow food brought into school to celebrate birthdays.

STUDENT KEYCARDS

In order to maintain a safe campus and encourage personal responsibility, Wesleyan expects students to maintain the possession and use of their student identification cards throughout their middle and high school career. These cards provide students with access to academic, arts, and athletic buildings as well as printers and copiers throughout campus. It is the student's responsibility to replace a keycard if it is lost within one week. The IT department will provide each student with one replacement keycard in a student's middle school career free of charge. If a student loses the replacement, additional replacement cards should be purchased from the IT department for \$10. Any student who loses his or her keycard and does not replace it within a week will be subject to discipline until the keycard is replaced.

ELECTRONIC DEVICES & CELL PHONES

Video games, music players, smartwatches, or any other device that can connect to the Internet or be used for communication must be stored in a locker during the school day. Other electronic devices including tape recorders, spelling assistants, and personal digital assistants may only be used with written permission from an administrator or the school counselor. Video cameras and video taping are prohibited on campus unless specific permission is given from a teacher or administrator. The rules that govern your integrity, honesty, and character on your computer are the same as those that govern you in a classroom or anywhere else. For specific questions regarding tablets, please see the Acceptable Use Policy on page 22.

Students may not use cell phones between 7:30AM and 3:00 PM. Cell phones may never be used in the academic buildings during the school day. Students whose cell phones ring in the building during the school day, or any student who violates

this policy by using a cell phone, will have his/her phone confiscated and will be issued a detention. violates this policy by using a cell phone, will have his/her phone confiscated and will be issued a detention.

Students may only carry cell phones with them on field trips or retreats if the teacher permits them to do so and should be turned off, unless the student is given permission by the teacher to use them.

COMPUTERS

Computers should be used for academic purposes only. Playing any type of game from 7:30 to 3:00 is forbidden unless assigned by a teacher for academic purposes.

ELEVATOR

Students are not to ride the elevators in Cleghorn Hall and Wesley Hall. Exceptions are made for students on crutches or in wheelchairs. These students may have one person help them with their books and belongings.

FIELD TRIPS

Students must be in their dress uniform for all field trips unless otherwise stated. Permission slips must be completed in full, signed by parents and students and returned to the trip sponsor before students will be allowed to participate in any field trip. If a student has had excessive absences, he/she may not be allowed to participate in class outings.

GAMBLING

Gambling is strictly prohibited. Violations will be handled by the administration.

GUM

Chewing gum is not permitted on campus, on field trips or when students are representing Wesleyan at any off-campus activity.

KEYS

Students are not to possess keys to school facilities unless they are issued to a student by an administrator or temporarily borrowed with a faculty member's consent.

LIBRARY

Removal of library materials, whether printed or electronic, without following established checkout procedures is stealing.

Chapman Library (middle/high school library) is located in Wesley Hall on the third floor. The phone number for the library is 678-223-2228.

LOCKERS

Lockers are the property of the school and should not be defaced or damaged in any way. Lockers should be used on a full-time basis in order for a student to keep belongings organized and together. Books and other belongings should not be left lying in corridors, on floors or elsewhere around campus. Students must not write on lockers or place decals, stickers or pictures on the exterior of lockers. Decoration of lockers must be restricted to the interior and must be removed at the end of the school year. All lockers require a Master combination lock purchased from the middle school office. The locker must be locked at all times when the student is not removing or replacing books or other materials. Since lockers are the property of the school, they are subject to search at any time.

OFF-LIMITS AREAS

Areas under construction, the pond, all areas across the school driveway including the cross country trails and athletic fields, the parking lot and the adjacent shopping centers are off limits without adult supervision. Students found in off-limits areas are subject to disciplinary action.

SCHOOL FUNCTIONS

School-sponsored social events such as parties and dances are for Wesleyan middle school students only.

Middle school students are not permitted to attend high school functions such as dances, even if invited by a high school student.

SUNDAY

As a Christian school which seeks to honor God in all that we do, we strongly discourage any school related activities from meeting on Sunday. We want to be a light in our culture rather than a reflection of our culture. Therefore, as a school, we strive to honor the Fourth Commandment in which God tells us to, "Remember the Sabbath Day by keeping it holy."

Exodus 20:8

TELEPHONE USAGE AND MESSAGES DURING THE SCHOOL DAY

There is a phone on the main floor of Wesley Hall which may be used by students. (Students may also use the phones in Yancey Gymnasium and Marchman Gym and grade level hallways). Parents should call the middle school office with any messages or emergencies for students.

TEXTBOOKS

Having labeled their textbooks with their names, students may cover their texts but should not use graffiti to personalize book covers or contents.

STUDY HALL/TUTORIAL

Attendance in study hall/tutorial is mandatory. Students must sign up prior to this period for either study hall or a specific tutorial with a teacher. Failure to sign up will be the equivalent of a class tardy. After four times of not signing up in one semester, the student will receive a minor detention.

MUSIC

Students are forbidden to listen to music through headphones/earbuds from 7:30-3:00.

HIGH SCHOOL

WESLEYAN HONOR SYSTEM

Wesleyan is committed to creating an environment that encourages intellectual and spiritual growth in each of its students. This can happen through independent thinking and the free exchange of ideas by every member of the community. Each student should challenge himself/herself to grow in personal knowledge. Our school community is based on the strengths of its members as each person functions on his/her willingness to pool personal resources with those of the wider community. Since no one individual has all the skills and ideas essential to our community, sharing is important.

This spirit of sharing is quickly undermined when one takes credit for the work and ideas of another. Our community learns from the faculty, our books, technological resources and each other. In this atmosphere of mutual trust and sharing, a student's work must be his/her own. This principle applies to quizzes, tests, examinations, essays, term papers, special projects and homework assignments. The Wesleyan Honor Code is a standard that sets Wesleyan School apart from many other schools. It is a standard by which our lives are judged, our respect is earned and our work is validated. When a student pledges his/her honor on any assignment, this word is a guarantee of the originality and integrity of the work. Our school community and the system of honor upon which it is based remain strong and most effective when every person in the school community believes in and lives by these basic principles.

THE HONOR CODE

Every student is honor-bound to refrain from lying, cheating and stealing. A student's word is his/her bond:

1. Lying is the intentional falsification or denial of fact, the intentional creating of a false impression or the breaking of a pledge.
2. Cheating is giving, receiving or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work. It is also the representation of another's work as one's own.
3. Stealing is the taking of anything without the consent of the owner.
4. Removal of library materials, whether printed or electronic, without following established checkout procedures, is stealing.

THE PLEDGE

High school students write the Honor Pledge, "I pledge my honor that I have neither given nor received unauthorized aid on this assignment," on all quizzes, tests and other work done for credit. In so doing, students give their word that their work is their own.

While students need not write the Honor Pledge on homework assignments, it is understood that homework represents the student's own work and collaboration on homework assignments without the teacher's expressed permission constitutes a violation of the Honor Code.

PLAGIARISM

Plagiarism is a form of cheating. It is defined as either intentionally or unintentionally borrowing someone else's words, ideas, or facts and passing them off as one's own. In either case, failure to credit the source of those words, ideas or facts properly constitutes an act of plagiarism. Any student who helps another student gain an unfair advantage is also guilty of an honor offense.

STUDENTS' ROLE

Every student should, when aware of an infraction of the Honor Code, report the infraction to a teacher, a grade chair, the high school dean of students or the high school principal.

A student found guilty of an Honor Code violation shall be subject to possible dismissal from the school. The first offense may be used as an opportunity for guidance, the degree of the judgment varying with the age of the student and the number of years he/she has lived under the school's Honor Code. The administration will issue consequences based on the honor council recommendation along with the criteria listed below.

GUIDELINES FOR HONOR VIOLATIONS

- In every case 9-12, the guilty student(s) will meet with the dean of students and the presenting teacher in an effort to promote reconciliation.
- If found guilty of theft, the student must make restitution.
- Students may be assigned remedial work in the math lab, writing lab, or as otherwise assigned.

Freshmen or sophomore – 1st offense

- Zero on the assignment
- Counseling with the Dean of Students
- 1 day of in-school suspension possible

Junior or Senior – 1st offense

- Zero on the assignment
- Counseling with the Dean of Students
- 1 – 2 days of out-of-school suspension

Principles to guide the Honor Council

- Stealing is more serious than lying or cheating and will be dealt with more severely.
- The level of egregiousness will be considered.
- The longer the student has lived under the Wesleyan Honor Code, the more accountable they will be held.
- The level of forthrightness demonstrated by the student will be considered.
- Repeat offenses will be dealt with more severely than first offenses.

It is the dean's responsibility to counsel any student who has violated the Honor Code in hopes of helping him or her learn from his or her mistake. Wesleyan's intent is to teach and model honor throughout this process.

HIGH SCHOOL ACADEMICS

DROP/ADD

Students may not drop or add any course after the June drop/add period.

Class schedules and teacher assignments are determined on the basis of information provided during registration the previous spring; therefore, students should carefully consider their selections in registering for the following year.

Although student choices of electives will be honored to the greatest extent possible, balance in class size and numbers of requests may preclude granting a first choice in all instances.

Any course changes after the June deadline are initiated by teacher or grade chair only.

EXEMPTION POLICY FOR SENIORS

The Wesleyan policy for exemption of senior exams is as follows:

- Exemptions are for 2nd semester seniors enrolled in full-year courses; exemptions may be granted to seniors at the end of the first semester for one-semester courses.
- A student can have only five (5) absences during the semester, other than those that are considered school related, such as athletic absences or college visits. (See College Visitation)
- In order to exempt a final, students must have an overall “A” average in the course with at least a 90 average during the 2nd semester. No honors points can be added to the average when calculating semester grades.

If all of the above criteria are met, please note that there is no limit on the number of exemptions that a senior may have. Please also note that even if all of the criteria are met, it remains at the teacher’s discretion to offer the exemption.

EXTRA CREDIT

No extra credit is permitted in the high school.

FAILURES

Any grade below 70 is a failure. To receive a passing grade and earn credit in a year-long course, students must meet both of the following requirements:

- a. Earn a two-semester average of 70.
- b. Have a passing average for the second semester.

If a student does not meet both of the above criteria in a year-long course, he/she must take both semesters of that course in summer school.

Students who fail more than two courses (semester or year-long) for the year will be dismissed from Wesleyan.

Students who fail three or more classes during the fall semester will not receive re-enrollment contracts.

High school students who have a failure as a result of an exam in a one-semester course or in the spring semester for a year-long course are eligible for a re-exam under the following conditions:

1. Student must have a passing pre-exam average (i.e., 70 or above).
2. Examination grade must be no lower than 50.
3. Student must take the re-exam at a date and time specified by the school.
4. In a year-long course, student must have had a passing average for the first semester.

To receive a passing mark for the course, the student must pass the re-examination. The maximum semester grade, based on passing the reexamination, is 70. If the student passes the re-exam, both the exam grade and the semester grade will be recorded as 70. Students who do not receive a passing grade on the re-exam receive their original exam grade and final average.

No re-exams will be given at the end of the fall semester, except for one semester courses.

SUMMER SCHOOL

Summer school courses are for make-up credit only. Grades earned in approved summer school programs do appear on the transcript for the purposes of earning credit. However, grades earned in approved summer school programs do not replace the “F” from the school year, nor are summer school grades averaged in with grades earned during the school year. A student who fails two credits in one year will be considered in academic jeopardy and will have to make up at least one

credit in summer school. The student's academic progress in the following year will be closely monitored, and if in the judgment of the school there is no sufficient improvement, the student may be asked to withdraw from Wesleyan. Please note that in order for a student to pass a year-long course and receive credit for it, a student must pass the course for the year (the average of both semesters' numerical grades) and pass for the second semester.

MAKE-UP POLICY

ABSENT FOR ONE DAY OR LESS - SCHOOL ACTIVITY

Students with anticipated absences, such as field trips, competitions, etc. should make up work beforehand if possible, as agreed upon with the teacher.

ABSENT FOR PART OF THE SCHOOL DAY

All missed assignment(s) and assessment(s) are still due that day at a time mutually agreed upon with the teacher. Students should make every reasonable attempt to contact the teacher(s) of the class(es) they missed, whether in person, through email or note by the end of the school day (2:50 PM). Failure to do so may result in a maximum of 80% credit on the assignment(s) and assessment(s).

If a student signs in late and misses an assessment(s), he or she must be prepared to take the assessment(s) at a time mutually agreed upon with the teacher during the same day. Failure to make arrangements with the teacher may result in a maximum of 80% credit on the assessment(s).

ABSENT ONE DAY

Students are expected to make up all missed assignment(s) and assessment(s) the day they return to school unless arrangements have been made with their teacher(s). Students should communicate with their teachers prior to returning to school to make the arrangements.

ABSENT MULTIPLE DAYS

Students should communicate with their teacher(s) prior to returning to school to determine make up expectations.

Students are allowed the same number of days absent to complete the assignment(s) and assessment(s) missed. Failure to do so may result in a maximum of 80% credit on the assignment / assessment.

HIGH SCHOOL ATTENDANCE

A student is expected to attend school, and all scheduled classes, assemblies and activities unless properly excused. Students must remain on campus until either excused or officially dismissed.

Seniors and juniors may NOT "sleep in" if they have the first period free or leave school early if their day ends with a free period. They must be present for the full school day.

ARRIVAL, TARDIES AND DISMISSALS

Monday, Tuesday, Thursday, Friday: A warning bell will ring at 8:05 AM, and the first period of the day begins at 8:10 AM. Arrival after 8:10 AM results in a tardy on the student's attendance record.

Wednesday: A warning bell will ring at 8:45 AM, and the first period of the day begins at 8:50 AM. Arrival after 8:50 AM results in a tardy on the students attendance record.

More than one unexcused tardy per week will result in disciplinary action as follows:

- a. Two unexcused tardies to school per week or five in a semester - one minor detention
- b. Unexcused arrivals after 8:25 AM are treated as class cuts - one major detention.
- c. 3 unexcused tardy marks to any class – one minor detention

LATE ARRIVALS

Late arrivals will be excused only with parental verification via phone call, written note, or email to the high school administrative assistant. Students must sign in in the high school office upon arrival.

If students sign in late and miss any graded assessment, they must be prepared to make up those assessments at a time mutually agreed upon with the teacher the same day. Failure to make arrangements with the teacher may result in a maximum of 80% credit.

EARLY DISMISSALS

Early dismissals will be excused only with parental verification via phone call, written note, or email to the high school administrative assistant. Students must sign out in the high school office.

Students who are in non-participatory support roles for teams (managers, scorekeepers, etc.) or students who are seeking absences for team events or events in which they are not directly representing Wesleyan must be passing every class before an excused absence is granted.

LUNCH DISMISSALS & DELIVERIES

Freshmen, Sophomores, and Juniors may not leave campus for lunch. Any unauthorized departure will earn a minimum of a major detention.

With parental permission, those seniors in acceptable academic and disciplinary status are allowed to leave campus during lunch. Seniors may leave campus for an extended lunch period if they have a free period prior to their lunch period, or they may leave during their lunch period. All seniors must sign out upon their departure and sign in by 12:45 pm; failure to do so will result in a loss of this privilege.

High school students who order a lunch delivery must instruct the driver to enter and exit through the Spalding gates. All deliveries must take place at the Machemehl gates area.

DISMISSAL TIME

The end of the last class is 2:50 PM. Students may use the drop-in period to visit with teachers.

FREE PERIODS

Students who are free for a period during the day may not leave campus and they must stay out of the hallways. The student lounge is open during the day to give juniors and seniors the ability to spend time together. The library may be used for individual studying and research.

ABSENCES

EXCESSIVE

Wesleyan believes that class attendance is essential for academic growth and therefore may refuse credit to any student who misses eight (8) or more classes in any course during the semester unless the administration determines that extenuating circumstances exist. While the administration will treat each case individually based on its merit, please know that Wesleyan does not seek, nor does it provide, distance learning or homeschool partnering as an educational option. Each student will be allowed eight absences per semester, including both excused and unexcused absences, as dictated by Georgia truancy laws, before the school will take action.

Such action after the eighth absence could include assignment to a supervised study hall before or after school, loss of privileges such as field trip participation or senior exam exemption or even loss of academic credit. The administration of the high school reserves the right to address each case individually and act appropriately. In the case of a prolonged illness, the school may require a medical explanation from a physician. In cases where the school decides that excessive absences are detrimental, a conference between the school and the parents will take place to determine if the student is to earn credit in subjects missed. Likewise, parents will be notified when a student reaches his/her seventh absence within a semester.

EXCUSED

Excused absences must be verified by a phone call or email from the parent to the high school administrative assistant or by a note from the parent, submitted to the high school office on the day of his/her return to school and confirming the period of absence.

Absence from school will be excused for:

- Illness
- Emergency family matter
- Death in the family
- Dental and medical appointment, when appointment at another time is not possible
- Court appearance
- Religious observances
- One-half day for driver's license

- Funerals, graduations or weddings of family members
- Wesleyan-type activities as defined below

DISCRETIONARY DAY POLICY

In addition to the list of excused absences, families will be allowed two (2) excused "discretionary days" per year. Parents should plan in advance and submit the "discretionary day" request to the dean of students at least one week prior to the absence. Students should make every effort to complete their make-up work ahead of time. Students who are failing one or more courses may not be eligible to receive this pre-planned excused absence.

PLANNED

Parents should contact the high school office as early as possible for a planned absence. If the school is not contacted at least three (3) days in advance of such events, the absence may be treated as an unexcused absence. Planned absences do not include family vacations taken during the year. The Planned Absence form must be signed by the dean of students, grade chair and all of the student's teachers and returned to the high school office before the student's departure. Students who are failing one or more courses are not eligible to receive this excused absence. If the form is not completed in advance, the absence will be marked as unexcused.

UNEXCUSED

There will be an academic penalty levied against students who miss part or all of a school day for an unexcused reason. Students will be allowed to make up any work missed during the unexcused absence within two class days, but will only receive, at best, a grade that is 80% of the earned grade. This applies to all tests, quizzes, projects, papers and homework assignments missed during the absence.

Exceptions include extraordinary "once-in-a-lifetime" events. "Once in a lifetime" absences must be approved two weeks in advance by the dean of students.

CLASS CUTS

Students are expected to attend all scheduled classes and activities. A class cut is defined as missing 15 minutes or more of a class or activity without permission. A student cutting class or a program time activity will receive a major detention. If a student cuts to avoid an assessment deadline, quiz, or test, the maximum grade that can be received for the missed work is 70% of the earned grade. Any second cut during the year will earn two major detentions plus a warning. Third offenses will likely result in suspension or expulsion. The fourth cut will result in expulsion unless the school chooses to issue a special dispensation.

COLLEGE VISITATION

Students will be allowed a total of four (4) days for college visitations to be used at their discretion over the course of their junior and senior year. While students are encouraged to use fall break, winter break, spring break and other long weekends

for college visits, there may be occasions when a student must miss a regular school day, especially when travel time to the college is a major factor. The students must schedule an admissions interview or other appointment with the college admissions office. Students must complete a planned absence form and return it to the high school office. Students who do not plan college visits in advance and do not complete and return the planned absence form before their departure will be issued unexcused absences for any days missed.

Under special circumstances a student may use one day during the spring semester of their sophomore year. This request must be approved in advance by the dean of students. Using this day does not prevent a student from using their allotment of four days during their junior and senior years.

Please Note:

- Students who are failing one or more courses are not eligible to receive this excused absence.
- No college visits can be scheduled in May so students can give final exams their full attention.
- Students are responsible for all work missed during the absence. It is expected that students will turn in all assignments in advance and that they will return to class prepared.
- Students must take all missed tests within two days after returning to class.

ELIGIBILITY - EXTRACURRICULAR

A precondition of participating in the extracurricular life of the school (games, plays, concerts, practices, etc.) is attending academic class. Those who do not abide by this cannot participate in the extracurricular activities on the day of the absence unless otherwise authorized by the principal.

Students must check in before 10:00 am to be eligible for any extracurricular activity on that day. If it is a half-day schedule he/she must check in before 9:30 am.

If a student misses an academic period during the school day, the principal or dean of students **MUST** excuse the absence before the student may participate in an extracurricular activity. (If the reason is an illness, the student may not be approved to participate in any practice or activity after school.) Students receive excused absences for issues such as a doctor's appointment or previously planned appointments.

At mid-semester, any student failing two or more courses will be placed on academic probation for the remainder of the semester. This includes a conference between coaches, grade chairs, parents and students to discuss the student's performance. Mandatory study halls and extra help sessions may be enacted. Coaches of players who are placed on academic probation may also invoke restrictions of their own but students will not lose eligibility for extracurricular activities during this probationary period.

At the conclusion of the semester, students who do not pass at least five (5) courses will not be allowed to participate in any extracurricular activity that meets regularly over an extended period of time including any GHSA sponsored extracurricular activity. This includes athletics, mock trial, drama and musical productions, student government, and many other activities.

HIGH SCHOOL DISCIPLINE

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11

DISCIPLINE POLICY

Wesleyan is a community within which the intent of our discipline system is to encourage responsible behavior, personal integrity and growth. It is our desire that at all times Wesleyan students conduct themselves appropriately both on campus and off campus, so as to represent themselves and the school in a positive manner. It is our belief that students learn most effectively in wholesome environments in which expectations are clear, and the limits of behavior are plainly stated.

It is also our belief that the consequences for unacceptable behavior should be clearly defined. The handbook is a guide toward this end; it is not an exhaustive and all-inclusive manual for behavior. It should be noted that the basic principles of decency, reverence for others, as well as one's self, common sense and responsibility should govern all actions. It is

important and desired that the environment and the culture of the school foster respect for self, fellow students and faculty and staff, and respect for the facilities and network with which we have been entrusted. In acknowledgement of this, it is the belief of the administration that healthy and effective discipline be both punitive and restorative. The latter component is intended to help students accept responsibility for their actions. It should also be noted that the most effective discipline is not the discipline imposed upon one by others, but the discipline one imposes upon one's self.

Wesleyan is a school that embraces a uniformed dress code. We believe that the dress code is an important component in promoting and teaching many characteristics that we feel are essential; among them are responsibility, accountability, attention to detail, and the importance of a neat and well-groomed appearance. There are guidelines that govern dress and grooming to ensure a relatively consistent appearance. Our uniform also serves as a reminder that each of our students is a part of something special and unique, something that is greater than they are. Thus there are guidelines that govern dress and grooming to ensure a consistency of appearance.

All students benefit from attending a school with high standards. It is our hope that Wesleyan students will embrace this system and its standards, and that they will help others live by them. It is expected that students will be familiar with all the expectations that the handbook sets forth and comply accordingly.

ALCOHOL AND ILLEGAL DRUGS

Student use, distribution, or possession of alcohol or illegal drugs is not acceptable at any time. Wesleyan's policy is a 24-hour-a-day, seven-day-a-week, 365-day-a-year policy, including all vacations during the school year and the summer months. It is against Wesleyan's school policies and is against the law. Violation of the rules will always cause swift action from the school. The ideal of our education includes the development of the whole person - mind, body and spirit - but the use of alcohol and illegal drugs can endanger the realization of one's potential for learning and for life. Our education programs and rules of conduct are there to discourage perilous behavior.

Goals of the alcohol and drug discipline policies:

- Maintain uniform school-wide policies for all students
- Clearly discourage the use of alcohol and illegal drugs by students
- Alert parents and students that the school is opposed to these activities

Drug-Free Campus Guidelines

Philosophy

It is intended that this initiative become a substance-experimentation and abuse-prevention program. It is our hope that parents will willingly partner with the school in this effort, as it is our belief that regular, random, and periodic testing will help our students make better decisions and create a safer school environment due to the added layer of accountability.

General Procedures

A random sample of high school students will be selected for testing on a weekly basis. Students who are previous violators of the school's prohibition of the use of alcohol and/or drugs can expect to be selected on a regular basis. Students will be tested discretely and in gender separated groups by a third party. All students who are selected for testing will be given an opportunity to disclose any substance abuse prior to the provision of a urine sample. The discipline measures for students who are forthright with the administration will be mitigated.

Discipline

Students who test positive but have made no pre-test admission of use will be subject to all penalties and sanctions for violation of the school's alcohol and illegal drug policies as outlined in the Wesleyan Family Handbook, including a suspension from school.

Students who test positive but have made a pre-test admission of use will be subject to all penalties and sanctions for violation of the school's alcohol and illegal drug policies as outlined in the Family Handbook, but will not be suspended from school. This is a one-time offer of grace, not a lifetime of amnesty.

Students who have a negative test result but have made a pre-test admission of use will be subject to all penalties and sanctions for violation of the school's alcohol and illegal drug policies as outlined in the Family Handbook, but will not be suspended from school. This is a one-time offer of grace, not a lifetime of amnesty.

Students who self-report incidents that the school would have otherwise not known about prior to any discipline investigation or any random test will not be suspended from school, but will still be required to receive an assessment by a licensed professional counselor and may be removed from any leadership role on campus. The student can also expect to be tested regularly for the remainder of their high school career, at a time of the administration's choosing, and at the family's expense.

Definitions:

Off Campus - the use, possession or distribution of alcohol or illegal drugs/paraphernalia off school property and at activities unrelated to Wesleyan.

On Campus - the use, possession or distribution of alcohol or illegal drugs/paraphernalia within the physical confines of the school campus, coming to school or going from school or at any school-sponsored or school-related event held on or off campus.

The following guidelines govern school initiated investigations:

First Offense, Off Campus - (no minimum; possession or a sip is treated the same as consumption of a larger quantity) including all or part of the following:

- A risk factor assessment by a qualified professional at the parents' expense; begin treatment if necessary; written confirmation within 30 days of offense from the assessor to principal stating that assessment has occurred.
- Students may take part in any suitable projects/programs determined by the school administration (i.e. research paper, work, video, and visits to emergency room or AA meetings).
- Students may not represent the school in any extracurricular activity for two weeks following the date of the offense or the date the offense becomes known, whichever applies. If an offense should occur during the time a student is not currently representing the school, he or she must miss the first game or performance during the next season or performance, etc., in which the student participates.
- Students holding class or student-elected offices must vacate them for the rest of the school year.
- Students will receive an out-of-school suspension (3 to 10 days) and are subject to expulsion in egregious cases.
- Students who violate Wesleyan's policy will be subject to random drug testing for one year from the date of the violation. The type of test and testing will be at a facility of the school's choosing, and parents will incur all costs related to the testing. It is our hope that this will provide a strong deterrent to future use.

Second Offense, Off Campus - (no previous on-campus incident) including all of part of the following:

- A risk factor assessment by qualified personnel (as in first offense).
- Students will receive a 5-10 day out-of-school suspension. Students are subject to expulsion in egregious cases.
- Students are subject to suspension from extracurricular activities for two weeks.
- Students are ineligible for awards or letters for those activities. They may not receive credit for the satisfaction of extracurricular requirements.
- Students who violate Wesleyan's policy will be subject to random drug testing for one year from the date of the violation. The test and the type of testing will be at a facility of the school's choosing, and parents will incur all costs related to the testing. It is our hope that this will provide a strong deterrent to future use.

Third Offense, Off Campus

- Suspension or expulsion
- Removal from all activities

First Offense, On Campus - (no previous off-campus incidents)

- Possession, use or distribution of any controlled substance on campus is a felony under Georgia Law.
- Same as first off-campus offense plus automatic 5-10 day suspension (expulsion in egregious cases).

Second Offense, On Campus

- Possession, use or distribution of any controlled substance on campus is a felony under Georgia Law.
- Expulsion likely.

Please note: Punishments other than expulsion and the random drug testing policy for students who incur violations will not carry over in to the next academic year. Summer work/projects may be required.

While a student will undergo the disciplinary process any time the school discovers a specific event during which alcohol or drugs are used, help is available for students who struggle with substance abuse. Families who approach the administration or counselors for general help – without reference to a specific event – will be referred to a licensed professional counselor for a required assessment but will not incur any disciplinary action, causing them to miss school or their extra-curricular activity.

Students are prohibited from sharing prescription medication of any kind with students for whom the prescription is not written. This applies to controlled substances and non-controlled substances. Students who violate this policy are subject to the same disciplinary action as students who violate the drug and alcohol policies of the school. The school's policy also applies to the improper use of inhalants.

TOBACCO/NICOTINE

The possession, use, or distribution of tobacco or any nicotine products of any form on campus or off-campus by Wesleyan students is prohibited. Examples include, but are not limited to, chewing tobacco, cigarettes, e-cigarettes, and vaping devices. Wesleyan adamantly opposes any student use of these products, and a violation subjects a student to school disciplinary action that will include, but is not limited to, the following:

FIRST OFFENSE: On or off campus violation

- Automatic in-school suspension that will be served the next school day.
 - Students will be allowed to make up any work missed during the in-school suspension absence within two class days, but will only receive, at best, a grade that is 80% of the earned grade, which is consistent with Wesleyan's unexcused absence policy. This applies to all tests, quizzes, projects, papers and homework assignments missed during the absence.
- Completion of a risk factor assessment by a qualified professional at the parents' expense; begin treatment if necessary; written confirmation within 14 days of offense from the assessor to principal stating that assessment has occurred.
- Suspension from any extracurricular activity the day of the infraction becomes known to school administrators and suspension from the next game, performance, or activity in which the student represents Wesleyan. Students not involved in a Wesleyan activity at the time of the infraction will have the extra-curricular consequence applied to their next Wesleyan activity.
- Students holding class or student-elected offices must vacate them for the rest of the school year.
- Random drug testing for one year from the date of the violation. The type of test and testing will be at a facility of the school's choosing, and parents will incur all costs related to the testing.
- **SELF REPORT POLICY:** Students who self-report incidents that the school would have otherwise not known about prior to any discipline investigation or any random test will not be suspended from school but will still be required to receive an assessment by a licensed professional counselor and may be removed from any leadership role on campus. The student can also expect to be tested regularly for the remainder of their high school career, at a time of the administration's choosing, and at the family's expense. The self-report without suspension is a one-time only grace.

SECOND OFFENSE: On or off campus violation

- Automatic Out of School Suspension (OSS).
- Suspension and/or removal from extra-curricular activities and leadership positions, as listed for first offense.
- Completion of a second risk factor assessment within 14 days, as listed for first offense.
- Random drug testing of the student for one year, as listed under first offense.

THIRD OFFENSE: On or off campus violation

- Students who commit a third offense will be subject to the full range of disciplinary measures as outlined in the Family Handbook, including possible expulsion.
- It is our hope that this policy will provide a strong deterrent to future use.

CONDUCT

Students are expected to conduct themselves in an appropriate manner as they participate in all areas of school life. The throwing of any projectile is forbidden. Weapons (toys or real), matches, knives, lighters or obscene material may not be brought on campus. These will be confiscated. (Knives and guns are strictly prohibited.)

Infractions of the rules will be handled by teachers and grade chairs and reviewed by the dean of students. The dean of students will also review any minor or major detentions issued.

CONFLICTS

Fighting will not be tolerated at Wesleyan.

COMPUTERS

Computers should be used for academic purposes only. Playing of any type of game is forbidden unless assigned by a teacher for academic purposes.

DISCLOSURE CLAUSE

Any student who is charged with a misdemeanor or a felony is under obligation to promptly report this to the school's administration. Failure to do so may result in dismissal from school.

DISCREDIT CLAUSE

Wesleyan reserves the right to suspend or require a student to withdraw for cause, medical or otherwise. This includes students who are involved in an activity that reflects in a negative, harmful way on the school or its community. Any activity that is deemed illegal by local authorities, a conviction in court or plea of nolo contendere, other than a routine traffic violation, may result in a suspension from school and may result in dismissal. Each situation will be investigated on its own merits and the administration will do all in its power to support students and families who are entirely forthright regarding incidents and issues.

INTEGRITY POLICY

Honor and integrity are at the very core of a godly character. These are the characteristics we prize most highly at Wesleyan. We recognize from time to time students may make errors in judgment and engage in activities that do not represent themselves or the school positively. However, it should be noted that students who are not entirely forthright during the adjudication of a discipline or honor issue may be dismissed from Wesleyan, even for a first offense. We have always made a distinction between honor and judgement and will continue to do so, but we will not compromise our stand on honor. The administration seeks to cultivate an environment in which honor and integrity reign supreme. Honesty is always the best policy.

GAMBLING

Gambling is strictly prohibited. Violations will be handled by the administration. Students who use the internet to gamble face loss of computer privileges and additional disciplinary actions.

DETENTIONS

High school detentions will be held on Tuesday and Thursday mornings from 7:15 AM until 7:45 AM. Minor detentions will require attendance on one morning; major detentions will require attendance two mornings. The assistant dean of students will monitor all detentions.

Detentions are set so that they do not prove punitive to school team activities or obstruct extra academic help. If the student has a legitimate conflict with the assigned date, they must contact the dean of students in advance to obtain permission to reschedule. Missing the assigned date without prior communication will result in an additional minor detention assigned.

Students will meet in a designated classroom with the assistant dean of students on Tuesdays and Thursdays from 7:15 AM to 7:45 AM. Students must not be late to any detention. If a student is late, he/she will be asked to serve time at another detention. Students will engage in some form of service, such as, but not limited to helping with lost and found. Students will also be assigned cafeteria duty for two days to complete their full hour of service.

All detention forms are delivered electronically by email in the form of a PDF after teachers have spoken with students directly about the specific handbook infraction referenced. This electronic form is sent simultaneously to the student, parent or guardians of said student, Dean of Students, Assistant Dean, Grade Level Chair, as well as High School Principal. Detentions are not part of any student's permanent record.

Examples of behaviors leading to minor detentions:

- a. Tardiness (3 times to class per semester, 2 times to school in one week, 5 times to school)
- b. Classroom disturbance
- c. Chewing gum (no warning given)
- d. Failure to return signed papers as requested
- e. Dress code violations (no warning given)
- f. Disrespect to another person
- g. Technology violation
- h. Leaving a bag or tablet in the hallway

Examples of behavior earning major detention:

- a. Disrespect to another person
- b. Class cuts
- c. Profanity
- d. Fighting may be a major detention or a suspension at the discretion of the dean of students
- e. Unauthorized cell phone use
- f. Failure to serve the initial detention assigned

Repeated Detentions

If a student accumulates six (6) detentions over the course of the semester, a parent conference with the dean of students and the Head of School is required. A further detention will lead to suspension. Any subsequent detentions will then be evaluated by the principal, dean and Head of School and may lead to expulsion.

SCHOOLS AND COLLEGES

The College Advising Office will respond to any inquiry from colleges regarding disciplinary or honor infractions resulting in out-of-school suspension. After applications are submitted, Wesleyan is obligated to report any change in academic or behavioral status to colleges.

Should a senior be dismissed or withdraw from Wesleyan after applying to colleges, the College Advising Office will give the student one week to notify colleges of the change in status. After one week, the College Advising Office will notify colleges that the student has been dismissed or withdrawn.

HIGH SCHOOL DRESS CODE

Students are expected to be well-groomed and decently-dressed at all times. The students' dress should reflect pride in their school. The uniform dress code is not a reflection of current fashions. Enforcement of the dress code, like all discipline matters, is based on cooperation between students, parents and the school. However, the dean of students is the final authority on the dress code and personal appearance issues. Violations of any aspect of the Wesleyan dress code will result in disciplinary action.

The school cannot be responsible for articles left at school. All clothing should be clearly marked with the student's name. Unclaimed clothes, not picked up after specified dates, will be donated to the used uniform sale or charity.

GENERAL RULES FOR DRESS AND PERSONAL APPEARANCE

- Clothes must be in good condition, neat and clean. Clothing may not be oversized and must fit properly. Items that are torn or cut in any way are prohibited.
- Students are expected to arrive on campus in the proper uniform and to remain that way until 2:50 PM
- Hats should never be worn inside a building on campus even when a student is out of uniform.
- Students must wear the official dress uniform on Thursdays, field trips, photographs or special programs, unless instructed otherwise
- Boys' hair should be neatly cut and short enough so as not to be shaggy or bushy. Boys hair should not touch the collar, rest upon the ear, or reach the eyebrows.
- Extreme hair styles or unnatural colors are not allowed. Students who arrive on campus in violation of this policy may expect to be sent home immediately to remedy the problem and their subsequent absence treated as unexcused.
- Makeup is to be used with discretion and taste, and is not to be used to draw undue attention.
- Boys must be clean-shaven at all times. No beards or mustaches are allowed. Sideburns may not extend below the bottom of the earlobe.
- Jewelry must be worn in good taste. No earrings of any description are permitted for boys. Visible piercing of any part of the body other than the ears is prohibited.

Chapel Uniform for Girls

All of the following are required on Chapel days:

- Two-button navy blazer with crest patch; blazers must be worn outside the classroom everywhere on campus
- Plaid skirt
- White short/long sleeve oxford button-down shirt
- Socks that meet requirements

Chapel Uniform for Boys

All of the following are required on Chapel days:

- Two-button navy blazer with crest patch; blazers must be worn outside the classroom everywhere on campus
- Wesleyan tie or Wesleyan bowtie
- White short/long sleeve oxford button-down shirt
- Khaki slacks with requisite "W" with belt

HIGH SCHOOL UNIFORMS – Girls *denotes dress uniform

Item	Required Items	Additional Options	Comments
Belt *	Black or brown braided or plain leather	Black or brown canvas	Belt must be worn with pants at all times Buckles should be no more than 1" in height

	Wesleyan ribbon belt with "W" logo		No decorative or ornate belts and / or buckles
Blazer *	Two-button navy blazer with Wesleyan crest patch		
Jacket		Wesleyan letter jacket Down jacket with Wesleyan logo Black or navy pea coat Wesleyan Latitude Rain Jacket with Wesleyan logo Wesleyan regulation full zip fleece with Wesleyan logo Wesleyan EVOLUX Fleece with Wesleyan logo Green Portsmouth Jacket with Wesleyan logo Black 3-Season Jacket with Wesleyan logo	
Leggings		Solid navy, gray, or black	Socks must be the same color as the leggings Leggings can only be worn in cold weather
Pants		Regulation brown khaki slacks with requisite "W"	Pants may not be cut, torn, or altered
Scarves		Solid navy, gray, black, white, green, or brown	
Shirts *	White short / long sleeve oxford	Straight-hem blouse with 3/4 length sleeve Fashion Fit Polo White short / long sleeve knit shirt with requisite "Wesleyan" Green short / long sleeve knit shirt with requisite "Wesleyan" Plain white long sleeve turtleneck with requisite "W"	Insignias on oxford may not be more than one inch in length or width All shirttails must be tucked in at all times Only plain white undergarments allowed with no graphics or color anywhere Turtleneck can be worn only under a sweater
Skort *	Green plaid skort - style #907, color #79	Khaki skort -style #907	Skorts cannot be rolled at the waist Skorts must be properly hemmed Skorts should be worn no shorter than 5 inches as measured from the middle of the back of the knee
Shoes *	Black or a shade of brown leather / suede shoes	All-white leather athletic shoes or all white leather tennis shoes with white laces pre-approved by the HS Dean. No high-top athletic shoes of any kind Saddle Oxfords - Black and White	Campsides, Bucs, Docksidiers, Loafers, Sperry's, and Wallabees allowed No boots, slippers, sandals, or clogs Shoes should be in good repair with no extraneous writing or designs on them Shoes must have a distinguishable heel measuring between 1/2 inch and 2 inches from the back of the shoe to the bottom of the heel
Socks	Solid plain white or black athletic socks Solid navy, black, gray, or brown dress socks		Athletic socks must be predominately one solid color - White or Black Sock must be above the ankle but below the knee
Sweater		Green crewneck, V-neck, or vest with logo	Oxford / turtleneck must be worn and visible under sweater
Tights		Solid navy, brown, gray, white or black	Socks must be the same color as the tights

Boys * Dress Uniform

Item	Required Items	Additional Options	Comments
Belt *	Black or brown braided or plain leather Wesleyan ribbon belt with "W" logo	Black or brown canvas	Belt must be worn with pants at all times Buckles should be no more than 1" in height No decorative or ornate belts and / or buckles
Blazer *	Two-button navy blazer with Wesleyan crest patch		
Jacket		Wesleyan letter jacket Down Jacket Black or Navy Pea Coat Wesleyan Latitude Rain Jacket Wesleyan regulation fleece Wesleyan EVOLUX Fleece Green Portsmouth Jacket	
Pants *	Regulation brown khaki slacks with requisite "W"	Regulation brown khaki shorts with requisite "W"	Pants may not be cut, torn, or altered Shorts can be no longer than the bottom of the knee
Scarves		Solid navy, gray, black, white, green, or brown	
Shirts *	White short / long sleeve oxford	White short / long sleeve knit shirt with requisite "Wesleyan" Green short / long sleeve knit shirt with requisite "Wesleyan" Plain white long sleeve turtleneck	Insignias on oxford may not be more than one inch in length or width All shirttails must be tucked in at all times Turtleneck can be worn only under sweater or sweatshirt Only plain white undershirts allowed with no graphics or color anywhere
Shoes *	Black or a shade of brown leather / suede shoes	All-white leather athletic shoes or all white leather tennis shoes with white laces pre-approved by the HS Dean No high-top athletic shoes of any kind	Campsides, Bucs, Docksidiers, Loafers, Sperry's and Wallabees allowed No boots, slippers, sandals, or clogs Shoes should be in good repair with no extraneous writing or designs on them Shoes must have a distinguishable heel measuring at least 1/2 inch
Socks *	Solid plain white or black athletic socks or Solid navy, black, gray, or brown dress socks		Athletic socks must be predominately one solid color - White or Black Sock must be above the ankle but below the knee
Sweater		Green cotton crewneck, V-neck, or vest with logo	Oxford / turtleneck must be worn and visible under sweater
Tie *	Wesleyan striped tie - #11	Crest tie for seniors - #77 Custom bow tie #78	

WARM-WEATHER UNIFORM

Shorts may be worn as part of the warm weather uniform. Please see the school calendar for exact days that the warm weather uniform ends and begins.

COLD-WEATHER UNIFORM

Cold weather uniform items can be layered on cold days to keep students warm. As such, no coats, jackets, or sweatshirts that are not a part of the school uniform may be worn in school buildings or during the school day. This includes all athletic or fine arts warm ups and sweatshirts.

OUT-OF-UNIFORM ATTIRE

- Clothes must be clean and without holes or fraying of any kind.
- All graphics on clothing must be appropriate in nature.
- No sweatpants, warm-ups or athletic shorts may be worn.
- Clothes should be neither too tight nor excessively large on the individual.
- All shorts and skirts must be no shorter than 4 inches above the middle of the back of the knee otherwise leggings must be worn with the shorts or skirts.
- Hats are not allowed.
- Tank tops of any description are not allowed. Shirts should not show the midriff and should have a sleeve.
- Shoes must have a heel with an attached heel counter (material that covers the heel). No flip flops or slippers are allowed.

Failure to follow these rules may result in discipline and being asked to change into the school uniform.

WHERE TO PURCHASE UNIFORMS

Wesleyan Spirit Shop

Scheduled to open July 17, 2017

Located in Wesley Hall – one floor directly below
Austin Chapel

Nearly New Uniform Shop

Located in the Annex building on Spalding Dr.

HIGH SCHOOL POLICIES AND INFORMATION

AUTOMOBILES

Drivers are required to obey all traffic signs and instructions of traffic control personnel. Driving on campus is a privilege that can be suspended.

- In order to be eligible to drive on campus, students must have a valid license and automobile insurance.
- There must be no speeding or reckless driving on campus. Passing is prohibited on two-lane roads. The speed limit is 5 mph near buildings and congested areas and 15 mph in other areas.
- Students must obtain an automobile sticker from the high school dean's office and have it displayed in the most visible position on the bottom left inside part of the front windshield of the vehicle. Parking in unmarked areas, such as grassed areas, is not permitted.
- Infractions will cause the loss of driving privileges. Driving on campus at any time during a loss of driving privilege will result in suspension from school.
- No students are permitted to ride on hoods, in truck beds or other parts of vehicles not intended for passengers.
- Student vehicles parked anywhere on campus without an up to date parking pass sticker will receive a detention (no warnings given).
- Please drive slowly on campus and be alert to all lower school and middle school students throughout the entire day. **DO NOT TEXT & DRIVE.**

- Do not park in the Gillfillan lot or crosswalks.
- From Monday through Friday, at 2:50 PM to 3:30 PM, all students exiting the lake lot must turn right. All students exiting the Hoover lot must turn left. No student drivers are permitted to drive through the main campus between parking lots during this time.

It is the responsibility of the student to inform the school if the student's driver's license has been revoked.

BOOKBAGS & BACKPACKS

Students are permitted to carry a tote bag or backpack to their classes during the school day. The bag must:

- be in good condition
- be of a reasonable size
- have a tag that identifies the owner
- have a dedicated laptop compartment to provide extra protection for the computers

When a student is not carrying his or her bag, the bag must be stored inside a locker, in a classroom with teacher approval but NOT in a doorway, or in the bag room; detentions will be issued for any bag that is left outside of these designated areas. If a student repeatedly violates this rule, he or she will be required to complete a full week of cafeteria clean up and may lose the privilege of carrying a bag to class during the day if further violations were to occur.

STUDENT KEYCARDS

In order to maintain a safe campus and encourage personal responsibility, Wesleyan expects students to maintain the possession and use of their student identifications cards throughout their high school career. These cards provide students with access to academic, arts, and athletic buildings as well as printers and copiers throughout campus. It is the student's responsibility to replace a keycard if it is lost within one week. The IT department will provide each student with one replacement keycard in a student's high school career free of charge. If a student loses the replacement, additional replacement cards should be purchased from the IT department for \$10. Any student who loses his or her keycard and does not replace it within a week will be subject to discipline until the keycard is replaced.

CELL PHONE USAGE

Wesleyan fully expects that all students who choose to operate a cell phone or personal electronic device while on campus will use the Wesleyan network in a responsible, appropriate, and legal manner at all times. The term "Wesleyan network" includes Wesleyan-owned or leased computers, laptops, servers, printers, remote databases, network storage, digital media, software applications (both web-based and local), library catalogs, communication technologies, and personal devices used to access Wesleyan's network, internet access, and email.

Given that Wesleyan students are respectful of others around them, high school students may use cell phones or personal electronic devices in the following designated areas during the school hours of 8:05 AM – 2:50 PM:

- Inside of the Junior/Senior Lounge.
- Inside the Student Work Rooms in Cleghorn Hall. (1st & 3rd floors)
- Outside of school buildings, during a scheduled free period, lunch, or between classes

When in use, all cell phones or personal electronic devices should be turned to the "silent mode" feature as a courtesy to fellow members of the community. These devices should remain stowed and off while in the following areas: during all study halls, Chapels, assembly meetings, formal gatherings, in the library, the cafeteria, and during all classes (unless otherwise instructed by a teacher). As students move from place to place, they should not use their devices inside of any school hallway. If a student has to make a personal phone call during school hours, this must be done in the Junior/Senior Lounge, the Student Work Room in Cleghorn, or High School Main Office, Cleghorn 212, or outside of the building.

The responsible use of a cell phone or personal electronic device is a privilege on the Wesleyan Campus. Any student who does not adhere to the aforementioned school policy will be subject to the following disciplinary measures:

FIRST INFRACTION:

- A major detention will be issued, and the device will be confiscated by the teacher/administrator and held in the main office of Cleghorn Hall, room 212, for the remainder of the school day. The student may retrieve the device before leaving the campus on the day of the infraction.

SECOND INFRACTION:

- A major detention will be issued, and the device will be confiscated by the teacher/administrator and held in the main office of Cleghorn Hall, room 212, for the remainder of the school day. The student may retrieve the device before leaving the campus on the day of the infraction.
- The student must check his or her cell phone/electronic device in with the High School Dean of Students for the next 7 class days each morning and may retrieve the device before leaving the campus each day. Failure to properly check your phone in each day will result in additional days being added onto this disciplinary action.

THIRD INFRACTION:

- A major detention will be issued, and the device will be confiscated by the teacher/administrator and held in the main office of Cleghorn Hall, room 212, for the remainder of the school day. The student may retrieve the device before leaving the campus on the day of the infraction.
- All cell phone/personal electronic device privileges will be revoked for the remainder of the semester.
- The student must check his or her cell phone/electronic device in with the High School Dean each class day in the morning and may retrieve the device before leaving the campus each day. Failure to properly check your phone in each day will result in additional detentions issued and based off of the level of egregiousness, possibly a suspension.

CLASSROOM PROCEDURES

Though each teacher may provide the students with additional classroom responsibilities, there are certain expectations in each classroom:

- Students should be on time to each class. Three tardies to a single class will result in a minor detention.
- Students must show proper respect to other students and adults. Students should listen without speaking when another person is speaking; offer help or advice to other students; and never belittle another student for an opinion, question, or answer.
- Students should refer to all adults with the proper title: Mr./Mrs./Ms./Miss/Dr. Students should respond respectfully to questions from adults with “Yes, sir,” “Yes, ma’am,” “No, sir,” or “No, ma’am.”
- Students should show proper respect for all property. Whether it is a student’s personal property or the school’s property, proper respect should be given to everything that does not belong to you.
- Students should show proper respect for the facilities and should not deface school property or the property of others. Never write on desks, tables, walls, etc.
- Students should not adjust thermostats, windows, blinds, etc., without being directed by a teacher. Students should pick up papers and trash anywhere on the school grounds.
- Students should not chew gum on campus, on field trips or when students are representing Wesleyan at any off-campus activity.

ELEVATOR

Students are NOT to ride the elevators. If a student needs to ride the elevator, due to an injury or handicap they must obtain approval through the assistant dean of student’s office ahead of time. Students who are on crutches or in wheelchairs may have one person help them with their books and belongings.

FIELD TRIPS

Students must be in their dress uniforms for all field trips unless otherwise stated.

FOOD

Food/Drink Policy

The High School Food/Drink Policy operates under the premise that all members of the High School Community share and practice good habits of stewardship on the Wesleyan Campus, ultimately developing lifelong skills for citizenship in our changing world. This means that all trash should be properly disposed of whenever food or drink is consumed on campus. Additionally, any spills or messes made from food or drinks should be cleaned up as they occur by the individual(s) responsible. Accidents surely happen; the expectation at Wesleyan is that students develop and practice responsible habits so that our entire community enjoys the benefits and beauty that accompany a clean and safe campus. Here are the basic expectations of our policy:

1. Food and drink may be consumed in the hallways, student workrooms, and student lounges.
2. Only water will be permitted in Austin Chapel and Chapman Library. Food and drinks are not permitted in the Powell Theater.
3. Each classroom teacher will establish their own policies regarding food and drink in the classroom at the start of each semester. It is the expectation that students follow the policies that each teacher communicates separately.
4. All drinks must have a lid or bottle cap in order to prevent spillage.
5. Please, clean-up after yourself, and make sure any place you are at on campus looks as good, if not even better, than the way you found it. Be a responsible citizen.

LOCKERS

Lockers are the property of the school and should not be defaced or damaged in any way. Lockers should be used on a full-time basis in order for a student to keep his/her belongings together. Books, laptops, and book bags should not be left lying in the hallway or around campus. Any book found around campus will be taken to Lost and Found. Interior decorations must be removed at the end of the school year. Exterior decorations are to be limited to in-season extra-curricular involvement. Since lockers are the property of the school they may be searched at any time.

OFF-LIMITS AREAS

During the school day, any areas under construction, the pond, all areas across the school driveway including the cross-country trails and athletic fields, the parking lot and the adjacent shopping centers are off limits without adult supervision.

No students should enter into any classroom space without teacher permission.

SKATEBOARDS & HOVER BOARDS

Skateboards, roller blades, hover boards, razor scooters, and similar such toys are prohibited on campus. Roller blades may be requested only by PE faculty.

SOCIAL FUNCTIONS

There are social functions arranged for high school students throughout the school year. At these functions, only Wesleyan students are allowed to attend the social activity unless prior approval is given by the dean of students.

Students who would like to bring a non-Wesleyan student to a school sponsored social event (Homecoming dance, winter dance, or Prom) must complete the Guest Permission form two weeks prior to any event. Forms may be attained through the grade chairs or the dean.

Freshmen are not permitted to attend the Junior/Senior Prom.

STUDENT LOUNGE

There is a student lounge located on the first floor of Cleghorn Hall. This lounge is a privilege given to the student body by the high school. The student body should take ownership of the lounge in order to maintain good control over this privilege. Only juniors and seniors may use the lounge during the school day. If the lounge becomes littered or dirty, the administration may choose to close it to the student body either temporarily or permanently, whichever deemed necessary. This space is designed for student to congregate and interact in a positive manner.