



# WESLEY ACADEMY

First Methodist Houston  
Character | Faith | Knowledge

## Parent/Student Handbook

**2015-2016**

[www.wesleyacademy.net](http://www.wesleyacademy.net)

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## **I. Wesley Academy School Philosophy and History**

### **A. Mission Statement**

Wesley Academy exists to provide a rigorous education in a caring environment which teaches Christian *character*, promotes *faith* in Jesus Christ, and equips students with *knowledge* and experiences to become contributing citizens in their community and the Kingdom of God.

### **B. Philosophy**

To carry out the mission of Wesley Academy, it shall be the philosophy of Wesley Academy to provide a learning environment where:

- Children are enthusiastic about learning
- High expectations and standards of excellence are held for students, faculty and staff
- A loving and nurturing Christian community exists where individual personalities can develop
- The school is unashamedly Christian seeking to involve students in the knowledge of Jesus Christ as Savior and Lord
- Exemplary academic standards are maintained in programs and teaching for each level of instruction
- The teaching and learning process is designed for children whose abilities are average or above and who are able to adapt emotionally and socially to classroom routines
- Appropriate attention is given to the intellectual, emotional, social, physical, religious and moral development of children in a balanced program
- Children of all creeds, races and ethnic groups work together and learn from each other
- Educators, parents, church staff and business leaders form a cooperative educational community

### **C. Educational Objectives**

- Admission to the Academy will be based upon the aptitude and achievement levels of applicants allowing Wesley Academy to best serve the interests of students who are academically able and can benefit from the program of instruction offered
- The student body will be recruited from all strata of society
- An environment will be created which strives to meet the spiritual needs of the students' families by offering a permanent church home for all those who wish to become affiliated through membership

Wesley Academy strives to:

- Encourage students to value themselves as children of God--each with unique gifts to cherish, develop and share
- Help children develop an understanding of their Judeo-Christian heritage and the teachings of Jesus Christ as the basis for the development of the Christian faith
- Help children develop a positive sense of self-confidence, self-esteem and security so that they will be able to stand up for what they believe and take risks throughout their lives
- Encourage students to become responsible human beings in relation to themselves, others, their environment and world
- Develop students' academic and intellectual abilities with exemplary instruction in the traditional areas of reading, writing, arithmetic, foreign language, science, and social studies
- Teach athletic skills to all students to develop their bodies, maintain their health, and provide a foundation for a healthy lifestyle
- Facilitate the formation of enduring friendships among students and adults in the school community
- Provide students with leadership opportunities to participate productively in the school community and accept personal responsibility for their role in the world at large
- Educate and support parents as the first and most influential educators in their children's lives

### **D. History and Relationship with First United Methodist Church**

Wesley Academy is wholly owned by First United Methodist Church of Houston, Texas, but is a separately incorporated, non-profit educational institution with an independent Board of Directors. The school is housed at the Westchase Campus site of First United Methodist Church.

**E. Accreditations**

Wesley Academy is accredited by the AdvanceED. The School was re-accredited in 2015 and will go through the re-Accreditation process every five years.

The Preschool follows the standards of the Texas Department of Family and Protective Services, and is visited by the agency annually. Information can be obtained from this agency by calling 713-940-3009, or by visiting the website at [www.dfps.state.tx.us/child care](http://www.dfps.state.tx.us/child_care) .

Wesley Academy Preschool is licensed by the Texas Department of Family and Protective Services. As such we follow guidelines called Minimum Standards. Parents may view a copy of the Minimum Standards and our most recent Licensing Inspection Report. These are available at any time in the school office.

If you have questions directed toward licensing, you may contact the local licensing office by phone (713-940-3009) or through their website ([www.dfps.state.tx.us](http://www.dfps.state.tx.us)).

If you have any concerns about child abuse, contact the Texas Department of Family and Protective Services Abuse Hotline (1-800-252-5400).

**F. Nondiscrimination Regarding Students, Teachers and Administrative Staff**

The employment practices of Wesley Academy shall comply fully with applicable legal standards required of Equal Opportunity Employers. All positions on the faculty or administrative staff will be filled solely on the basis of merit and without reference to the applicant's age, sex, ethnic or national origin.

Wesley Academy is open to students of any race, color, religion, national and ethnic origin. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions or school-administered programs.

**II. Whom to See for Help**

**A. The Head of School**

The Head of School is responsible for all of the school's operations. Curriculum development and supervising teachers in instruction are important aspects of this position. The School Administrators respond to the needs of the students, parents, and faculty. These individuals visit classrooms and meet with teachers to monitor student development and are available to address any questions or concerns that cannot be answered by the classroom teacher. The Head of School is also available to answer any question or concerns about school policies and procedures.

**B. Administrative Assistant/Office Clerks**

Office personnel are to be called by the parent if a child is ill, will be absent or arriving late for school. Office personnel schedule conferences with the Head of School, help if student needs to be picked up before regular dismissal, or if there are questions about the calendar, scheduling or student records. They will be responsible for recording and collecting tuitions and fees.

**C. The Faculty/Staff**

All teachers are responsible for the children in their care during school hours and extended day. Parents should address teachers directly with any concerns they might have regarding activities or procedures in their classrooms.

**D. Parent Grievance Policy**

Any parent who has a grievance should follow the following procedure:

**Contact the teacher first** concerning issues in the classroom (discipline, academic, curriculum, homework, etc.). If the issue remains unresolved, the Head of School should receive the grievance in writing. Issues concerning events sponsored by the PTO should be directed to the PTO and Staff Liaison for the PTO.

All grievances will be handled in a timely manner and a response will be issued to the parties involved either verbally or in writing.

**E. Financial Obligations**

**Payment Options:**

- |               |   |
|---------------|---|
| <b>Plan A</b> | Full Payment: Due July 1 <sup>st</sup> for the new year   |
| <b>Plan B</b> | Two Payments: Due July 1 <sup>st</sup> and December 1 <sup>st</sup><br>(2 <sup>nd</sup> payment incurs a 5.5% finance charge)<br>Automatic Check withdrawal is required |
| <b>Plan C</b> | Ten Equal Payments: There are two options   |

**Option 1:** Wesley Academy automatic bank draft

An ACH draft will be made monthly beginning July 6<sup>th</sup>. There will be a draft the first Monday of each month for 10 months ending on April 4<sup>th</sup>.

**Option 2:** Automatic draft through your banking institution

Provide a print screen proof to Wesley Academy that you have set up a monthly draft from your account. These will take 10 days to reach the school, so please be sure the first one is scheduled by July 1<sup>st</sup> to ensure arrival by the 15<sup>th</sup>.

All monthly payments need to be received by the 15<sup>th</sup> of each month. Any payment not received by that date will be accessed a late fee of \$15. **If payment is not received by the end of the month, your child will not be able to attend classes until the payment is made in full.**

**III. Arrival and Attendance Policy**

**A. School Hours**

Preschool	8:00 a.m. - 3:00 p.m., Monday-Friday
2 Day	8:00 a.m. - 3:00 p.m., Tuesday & Thursday
3 Day	8:00 a.m. - 3:00 p.m., Monday, Wednesday & Friday
Kindergarten through Grade 8	8:00 a.m. - 3:00 p.m., Monday-Friday

**B. Early Morning Drop-Off**

Elementary and Middle School students needing care between 7:00 a.m. and 7:45 a.m. may use this optional program. Students are supervised by Wesley Academy staff in an assigned classroom.

Preschool students may be dropped off by 7:30 a.m. in the child's regular classroom.

**C. Carpool Drop-Off**

Kindergarten through Grade 8 students should be dropped off in the carpool line at the Stansbury building.

**D. Tardy Policy**

**1. Pre-Kindergarten**

The school building and classroom doors open at 7:45 a.m. The school day begins **promptly at 8:00 a.m.** In an effort to create a smooth transition to Kindergarten where tardies are documented on the student's permanent record, the following tardy structure will be in place for Pre-Kindergarten supporting a positive start to the day, a productive, uninterrupted learning environment, and an important instruction time for prekindergarten children.

The classroom door will be closed once morning announcements have begun to facilitate attention to the announcements pertinent to the school day, showing respect for country by learning and reciting the pledge, and being respectful of Morning Prayer. Students will not be allowed to enter the classroom at this time. Parents and tardy students will wait quietly in the hallway outside the classroom. At appropriate times, students will be allowed into the classroom. Due to the tardy hour, parents will not be allowed to enter the classroom or converse with the teachers.

The reasoning behind the Pre-Kindergarten tardy structure is not only to prepare for positive, timely habits for future educational life endeavors, but also to minimize disruption. Circle time is a major educational component of the prekindergarten day. If your child misses this aspect of school, learning will be hindered due to the loss of critical educational time. A positive beginning of the day sets the tone for the entire day. This reasoning supports the philosophy of Wesley Academy to ensure a positive, productive learning environment.

## 2. Kindergarten - Grade 4

Classroom doors open at 7:45 a.m. and school begins at 8:00 a.m. Students should be seated in their assigned classes when the 8:00 a.m. bell rings. Students who are tardy to school must have parents sign them in at the School Office. A **tardy slip** will be given to the student to admit him/her to class. The State of Texas requires attendance in 90% of the class to receive Academic credit. The only exception for that is a note signed from a doctor. Being tardy interferes with that learning process so **5 tardies are considered one day absent.**

*Tardies for Kindergarten through Grade 8 are documented on the student's permanent record.*

A student is tardy when they arrive at school between 8:00-10:00 a.m. One-half day absence will be recorded when the student arrives between 10:00-11:30 a.m. or leaves between 11:30a.m.-1:00 p.m. No absence will be recorded if a child leaves between 1:00-3:00 p.m.

Punctuality is a necessity. It ensures the best possible education and provides a calm, effective learning environment. Habitual tardiness will not be tolerated. This detracts from the quality of the educational environment.

## E. Absences

Regular and punctual attendance habits are essential to school success and are a fundamental foundation to life skills. These habits begin early and are clearly the responsibility of the parents.

### 1. Reporting

Teachers will record absences on Headmaster each day. A parent or guardian may phone the school and inform the office of a student's absence before 9:00 a.m. on the day of the absence. Upon returning to school, the student **must** bring a note from the parent/guardian listing dates of the absence and an explanation for the absence. The note must be brought to the office upon the student's return in order to receive an excused absence. **Students may NOT miss more than 9 days within a semester since the State requires 90% attendance in order to receive credit.**

If a student is absent for more than one day, please call the School Office to give an update on his/her well-being. Please notify the School Office if the student has a contagious illness. The Parent/Student Handbook advises parents not to come for homework or otherwise disturb the class during school. The Administrative Assistant will advise parents who call that homework may be obtained at lunch time or after school in the School Office.

### 2. Work Missed

Students are required to make up all work missed.

Parents should make specific arrangements with the student's classroom teacher concerning work missed during the absence. Parents **do not disturb a class** to consult with the teacher during the school day.

The student is responsible for obtaining and completing all make-up work. Assignments will be ready for pick up by 3:15 p.m. in the school office. A student has one extra day to makeup work for each day he/she is absent.

After an absence, if the work is not picked up by the parent, it is the student's responsibility to go to the teacher and get missed work. The student has the number of days absent plus one additional day to make up work and turn in the assignments. If extra time is needed and there is a valid reason, the teacher must be contacted by the parents/guardian to approve the extension.



### **3. Planned and Long-Term Absences**

When an absence is planned in advance, the school and the teacher must be notified in writing and the Head of School must approve the absence. Such absences are discouraged. It is the student's responsibility to request work from teachers before a pre-arranged absence and to turn in all assignments the first day upon returning to school.

Long-term absences will require special arrangements between the teacher, the parent and the Head of School. Please inform the Head of School about extraordinary circumstances affecting student absences. The teacher will expect all homework to be completed on the day the student returns to school. We recognize that many absences are not within the student's discretion. No amount of homework can substitute for being in class.

### **4. Excused Absences**

Regular attendance is a responsibility that should be shared by students and parents. Students are expected to be in school except in the case of emergency or for reasons listed below:

- Personal illness – the school will require a certificate from the attending doctor in case of excessive or prolonged absence
- Family tragedy
- Death and/or funeral of a family member
- Observance of a religious holiday
- A court appearance or other legal procedure at which attendance is required
- School related activity (i.e., Texas tour, etc.)
- Out-of-town trips with prior approval by Head of School

### **5. Unexcused Absences**

Most other absences are considered "unexcused" and are recorded. The school does not accept responsibility to help students with work missed. It will be the student's responsibility to obtain and complete assignments.

## **IV. Dismissal**

### **A. Authorization to Pick Up Child**

The Family Information Form for each student in the school must state the names of the parents/guardians or other persons who are authorized to pick up a student from the school. It is the responsibility of the parent/guardian of the student to provide written instructions concerning changes in persons authorized to pick up the student. In the event designated persons are not known to the Head of School or other school staff personnel, the designated person picking up the student must furnish proper identification. In the event a person other than one designated on the Family Information Form is to pick up a student from school, a note identifying such person must be delivered to the school on or before the date on which such person will be picking up the student.

In the absence of an emergency or other extenuating circumstance approved by the Head of School, the school will not accept telephone or oral authorization for permission to release a child to any person not authorized on the Family Information Form. If for any reason a person authorized to pick up a student is not available to pick up the student at dismissal time, the school will transfer custody and supervision of the student to Quillian Center personnel for extended day care until an authorized person is available to pick up the student. If a student must leave prior to the end of the scheduled school day, he/she must be signed out in the School Office at the time the student is released from the custody of the school.

In the event of any dispute between parents or other persons authorized to pick up a student from the school, the school shall have no responsibility for resolving the dispute. If any dispute cannot be promptly resolved by the parties directly involved, the school shall have the right, at its option, to suspend the student from school until the dispute has been fully resolved and satisfactory written instructions have been provided to the Head of the School.

Under no circumstances should a child be released to anyone unknown to the school without written authorization from parents or guardians. Even persons known to the school must have written authorization

and proper identification to take a child.

Any child going home with another Wesley Academy student must have a note from his/her parent indicating with whom their child may leave. Copy of the note must be in the school office prior to carpool dismissal. Students not picked up by 3:15 p.m. will be required to go to the Quillian after school program or the Preschool Extended Day program and charged drop-in rates.

## **B. Pick-up**

### **1. Preschool**

All Preschool children are to be picked up in their classroom by the parent/guardian and signed out. The school day ends at 3:00 p.m. All preschool children must be picked up no later than 3:15 p.m., or they will be sent to Extended Care and the Extended Care fee will be charged \$15 per hour.

#### **Extended Day**

Families of Preschool students who need care for their children from 3:00 p.m. -6:00 p.m. may use Preschool Extended care. An additional fee is charged and students are supervised by Wesley Academy staff.

#### **Extended Day Late Policy**

Preschool Extended Care begins at 3:00 p.m. and ends at 6:00 p.m. Children must be picked up by 6:00 p.m. to avoid a late fee. **A parent who has not picked up his/her child by 6:00 p.m. will be charged an administrative late fee of \$1.00 per minute for each minute past 6:00 p.m. that the child is in care.**

Occasionally unavoidable emergencies arise. Please contact the extended day program if you are going to be late due to an unavoidable emergency so that children may be reassured. However, since Houston can be affected by poor weather conditions, street flooding, street construction, and street congestion, please allow extra travel time since these situations do not constitute an unavoidable emergency.

If you discover that you will be late, and the School Office has closed, please call this phone number: 937-470-1097

### **2. Kindergarten through Grade 8**

Students will be released through a carpool line each day at 3:00 p.m. The carpool line will form on the South side of the school. Safety is our number one priority in carpool. If you do not wish to wait in the carpool line, you may park and walk to the building to pick up your child. No child will be released until put into a car or the hands of an acceptable adult. Once the child is transferred to your care, the school is no longer responsible for that child.

Students who are not picked up in the Carpool line by 3:15 p.m. will be transferred to the School Lobby. To ensure the safety of the child, no child will be permitted to wait outside for his/her family to arrive. If a family will be late to pick up a child, the family should call the School Office. The School Office closes at 4:00 p.m. There will be one grace period allowed for a child to be picked up late. If a child is not picked up by 3:30 p.m., a \$10 late fee will be charged to the family. If a family will not arrive by 3:15 p.m. each day, the family should register with Quillian Center's After School Program.

## **C. Quillian Center After School Care (Kindergarten- Grade 8)**

Kindergarten through Grade 8 students needing care from 3:00- 6:30 p.m. may use the Quillian Center's After School program located on the Wesley Academy campus. An Additional fee is charged by Quillian Center, and students are supervised by Quillian Staff.

## **D. Holidays/Early Dismissal/Summer Program**

### **1. Months of Operation**

Wesley Academy begins the school year in August and continues through May.

## 2. **Holidays**

Optional care is provided by reservation on certain holidays through Quillian Center. An additional fee is charged and students are supervised by Quillian staff. No care will be offered to Preschool students during the holidays.

## 3. **Early Dismissal**

Optional care is provided by reservation on early dismissal days Quillian Center. An additional fee is charged. All students staying after 12:00 p.m. must bring their lunch.

## 4. **Summer Program**

Summer programming may be available with designated week closures in the summer for Preschool students. Quillian Center provides summer camp for Kindergarten through Grade 8 students.

## V. **Snack, Lunch and Lunch Boxes/Bags**

- Courtesy, good manners and cleanliness are expected from every student in the cafeteria. Everyone helps in keeping the cafeteria neat and clean.
- Kindergarten through Grade 4 students should bring a nutritious snack (such as a piece of fruit or crackers) to eat mid-morning at a time designated by the teacher. We encourage all students and teachers to drink water with their snacks and meals.
- An optional hot lunch program will be available daily for students and teachers. Lunches may be purchased from the catering company each month. The catering service offers a daily a la carte selection for students needing lunch on a particular day. Fast food should be a special occasion treat.
- Students who choose to bring their lunch should bring food in containers suitable for preserving the appropriate temperature of the food. Lunch items may not be shared.
- Elementary students may not use the microwaves.
- Middle School students may use the microwaves.
- Because many lunch boxes/bags can be identical, we ask parents to put the student's name on all lunch containers. Please refrain from purchasing lunch boxes/bags with symbols of violence. This includes all types of lunch boxes and thermoses.
- Staff members will be assigned daily to eat with and supervise students during lunch. The teachers and students may say or sing a blessing before meals.
- Parents and/or adults who would like to join a child during the designated lunchtime **must sign in at the School Office before joining children for lunch**. It is the law that all persons present on school premises must be accounted for.
- Preschool students will eat lunch in their classrooms. There will be a mid-morning snack time each day. Parents should send a suitable snack and lunch labeled with the child's name.

## VI. **Behavior Management**

### A. **Philosophy**

As with academics, behavior management must be taught and modeled. At all levels of Wesley Academy, children are encouraged to learn acceptable ways of expressing feelings. The school's behavior management goal is for each student to gain control of his/her own behavior in relation to self, to others and to the environment.

### B. **Responsible Behavior**

All students are expected to adhere to the school's standards of behavior, take responsibility for their actions and be respectful, friendly and helpful to others. Students should show consideration for the rights and feelings of others and display personal honesty.

An atmosphere where teachers are free to teach and children are free to learn with minimal disruption is a primary goal. The school fosters an environment in which students feel secure, learn to trust and learn to take responsibility for their behavior in relation to self, to others and to the environment.

Building and Grounds - The care of and respect for the school campus is a shared responsibility. All benefit from a clean pleasant environment.

A student may not use the gym, computer rooms, or science lab, without the supervision of a faculty member. School facilities are open only when proper supervision is available.

Care of School and Personal Property - The responsibility of personal property belongs to the student. All valuables, such as large sums of money and expensive jewelry, should be left at home. Personal electronic devices and cellular phones are to be kept in a locked locker unless special permission is granted by a teacher. The school does not carry insurance on loss of personal property. If a student loses an article, he/she is to check with the office to see if it is there. One of these devices discovered in a child's possession without permission will be taken and given to the Head of School. It will be returned only to the parent. If a student is responsible for school-owned equipment and this equipment is lost or damaged, the student is responsible for replacing the equipment.

## C. **Preschool /Elementary**

### 1. **School Rules**

The purpose of school rules is to ensure that children act responsibly to themselves, to others, and to their environment. Students who do not follow the school rules will be subject to disciplinary procedures. Students may not:

- Fight, trip, shove, hit or physically interfere with other students
- Bring symbols of violence
- Cheat
- Use inappropriate language
- Show disrespect for teachers or other adults or students
- Throw any object except as part of a teacher-directed school activity
- Damage school property or personal property of other students
- Run in the classroom, school buildings, parking lots, or on the sidewalks
- Leave campus during the school day without clearance from the School Office
- Chew gum at school
- Steal
- Smoke (smoking is not permitted in or on the school, church, or Quillian facility/property)
- Use loud voices in the hallway

### 2. **Playground Rules**

Appropriate playground rules will be followed.

Active teacher supervision will exist in all areas of the playground at all times. Teachers are legally responsible for their classes. Teachers will be present with their students in the classroom or on the playground at all times, unless they release the group to the responsibility of another.

### 3. **Disciplinary Procedures**

At Wesley Academy, we think of discipline as guiding students rather than punitive action. No corporal punishment is permitted. In small classes with small student/teacher ratios, our teachers provide individualized attention and clearly defined rules and expectations for students' behavior in relation to self, others and the environment. When individual behavioral problems occur that disrupt the learning environment of an individual child, of other students or interfere with the teaching purpose, these procedures will be followed:

- a. Disagreements between students will be handled by bringing the two students together to discuss the disagreement and to problem-solve. Students should begin taking responsibility for their behavior, and we attempt to help them understand how this behavior affects the other person.
- b. Rules are clearly defined and consistently enforced. **Directions are given one time.** If not carried out, the teacher tells the student he/she has a choice to carry out the direction alone or with the teacher's help. We may give the child a time-out place in the room or in the School Office.
- c. When there is no apparent improvement, the teacher will contact the student's parents to discuss the best way to solve the problem.
- d. When instances of biting occur, the following guidelines will be followed:

- The parents of both students will be contacted on the day that the incident occurred.
  - The child who was bitten will be consoled and appropriate treatment will be given.
  - The student who bites will be corrected and may be placed in a time-out.
  - Instances of biting are documented inclusive of specifics of the situation and what treatment was given.
- e. Parents may also be required to seek child and/or family counseling for persistent cases of disruptive behavior.
- In the event that there is still no improvement, the School reserves the right to require the withdrawal of a student whose conduct is detrimental to the best interests of the group. Tuition is non-refundable.
  - Students in will be given behavior guidelines and consequences at the beginning of the school year.

**D. Middle School (See Middle School Handbook)**

**VII. What to Wear**

**A. Dress Code**

Wesley Academy's dress code is based on the principle that individuals should take pride in their appearance, be well-groomed in a conservative and tasteful manner and be neatly dressed in accordance with the approved uniform at all times. Dress code parameters include, but are not limited to the following:

- All students ages 3 and up must wear Wesley Academy school uniforms.
- Each item of clothing should be clearly marked with the student's name, no monogramming is allowed.
- Cold weather outerwear is permitted, but may not be worn in the classroom. Uniform sweaters, zip-up or Wesley jackets/fleece may be worn in class. On cold days, students will be requested to have a coat or sweater to wear while outside.
- Red, white or navy bike shorts should be worn under jumpers, dresses or skirts. Appropriate undergarments must be worn.
- Girls may wear white, red or navy tights or leggings under jumpers, dresses, skirts and shorts (no sweatpants).
- Uniforms must be worn properly throughout the school day. Student's shirts must be tucked in at all times. Black or brown belts must be worn with pants or shorts with belt loops.
- Simple jewelry is permitted, but cannot be worn during motor/physical education classes or during athletic sports events. Girls may only wear pierced ear studs. This is for safety purposes.
- Boy's hair is expected to be well groomed, out of the students eyes and cut above the collar line. Fad hairstyles are not acceptable. Hair must be neat, clean and styled according to the school's standard of acceptability. Hairstyles and hair color must be natural colors and not draw attention to the student nor interfere with performance.
- Hats, visors, or sweatbands may not be worn inside the building, but may be worn for outside activities.
- Students may not wear undershirts with slogans that show through their shirts.
- Sneakers are the most appropriate footwear for daily activities and must be worn for Motor Skills/Physical Education classes (three-year-olds through Grade 8). Platform shoes, shoes that "light up", or have wheels are not to be worn to school. Cowboy boots are not allowed except on Go Texan Day.
- PTO free dress days will occur only on fixed days not to include assembly days. On non-uniform days or free dress days, appropriate dress for school is expected. T-shirts with inappropriate slogans or wording may not be worn. Free dress is attire appropriate for school with guidelines inclusive of simple jewelry, pants, and plain T-shirts, no torn, ripped, or stained clothing, no visible mid-drifts and shorts or skirts conforming to uniform skirt lengths.
- Preschool through Kindergarten students should have a change of clothing (including socks) in his or her backpack or cubby. **All articles of clothing should be clearly marked with the child's name.**
- Occasionally your child will be involved in messy activities. To protect clothing, parents of three-year-olds through Kindergarten will provide a smock or large shirt to wear during these activities.
- Skirt lengths should exceed the length of a girl's arm at her side by at least two inches and be appropriate and functional for school activities.

- No visible tattoos.
- Light make-up (using only natural/neutral colors) may be worn.

**B. School Uniforms**

**Preschool - Elementary School**

<p><b>Uniform Purchase:</b> Uniforms can be purchased online (wesleyacademy.net) or at the Parker School Uniforms store. Gently used uniforms may be available in the School Store.</p> <p><b>Wesley insignia:</b> Wesley patches and/or embroidery are required.</p> <p><b>Belts:</b> All 1st – 4<sup>th</sup> Graders must wear black or brown belts if the clothing has belt loops.</p> <p><b>Physical Education Attire:</b> Designated PE clothing and athletic shoes are required for 4<sup>th</sup> graders. Wesley blue mesh shorts and gray PE t-shirts are available at school store.</p> <p><b>SPIRIT DAY:</b> Spirit t-shirts or sweatshirts may be worn with blue jeans on Fridays. Spirit shirts are available in the school store.</p>	
<p><b>Boys</b></p> <p><b>Formal Chapel Dress</b></p> <ul style="list-style-type: none"> <li>• White long or short-sleeved oxford shirt with navy <b>uniform</b> slacks/shorts</li> </ul> <p><b>Daily Attire:</b></p> <ul style="list-style-type: none"> <li>• White or red polo (short or long-sleeve)</li> <li>• White or red turtleneck</li> <li>• Navy <b>uniform</b> slacks/shorts</li> </ul> <p><b>Outerwear:</b></p> <ul style="list-style-type: none"> <li>• Navy cardigan or Wesley sweater or fleece (must zip up)</li> </ul> <p><b>Footwear:</b></p> <ul style="list-style-type: none"> <li>• Athletic shoes (may not light up or have wheels)</li> <li>• White or black socks</li> </ul>	<p><b>Girls</b></p> <p><b>Formal Chapel Dress</b></p> <ul style="list-style-type: none"> <li>• <b>3s – Grade 2:</b> Navy sailor dress with white tie from Parker</li> <li>• <b>Grades 3-4:</b> White oxford blouse with navy <b>uniform</b> pleated skirt</li> </ul> <p><b>Daily Attire (Tops):</b></p> <ul style="list-style-type: none"> <li>• Parker School <b>uniform</b> white blouse with navy trim</li> <li>• White or red polo (short or long-sleeve)</li> <li>• White or red turtleneck</li> </ul> <p><b>Daily Attire (Bottoms):</b></p> <ul style="list-style-type: none"> <li>• Parker School <b>uniform</b> plaid jumper</li> <li>• Navy <b>uniform</b> skirt, shorts, or slacks</li> <li>• <b>Skorts:</b> (Kindergarten-Grade 4) Parker School <b>uniform</b> plaid skort or navy <b>uniform</b> skort</li> <li>• Modesty shorts must be worn under Dresses</li> </ul> <p><b>Outerwear:</b></p> <ul style="list-style-type: none"> <li>• Navy cardigan or Wesley sweater or Fleece (must zip up)</li> </ul> <p><b>Footwear:</b></p> <ul style="list-style-type: none"> <li>• Athletic shoes (may not light up or have wheels)</li> <li>• Red, white or navy socks or tights (no sweat pants)</li> </ul>

**Middle School**

**Uniform Purchase:** Uniforms can be purchased online (wesleyacademy.net) or at the Parker School Uniforms store. Gently used uniforms may be available in the School Store.

**Wesley insignia:** Wesley patches and/or embroidery are required.

**Belts:** Students must wear black or brown belts if the clothing has belt loops.

**Physical Education Attire:** Designated PE clothing and athletic shoes are required for 5<sup>th</sup>-8<sup>th</sup> graders. Wesley blue mesh shorts and gray PE t-shirts are available at school store.

**SPIRIT DAY:** Spirit t-shirts or sweatshirts may be worn with blue jeans on Fridays. Spirit shirts are available in the school store.

<b>Boys</b>	<b>Girls</b>
<p><b>Formal Chapel Dress:</b></p> <ul style="list-style-type: none"> <li>• White oxford shirt with khaki <b>uniform</b> slacks and a brown or black belt</li> <li>• Navy blazer with brass type buttons</li> <li>• Dark socks with black or brown dress shoes</li> </ul> <p><b>Daily Attire:</b></p> <ul style="list-style-type: none"> <li>• Navy, white or red polo (short or long-sleeve)</li> <li>• Navy, white or red turtleneck</li> <li>• Khaki <b>uniform</b> slacks or shorts with brown or black belt</li> </ul> <p><b>Outerwear:</b></p> <ul style="list-style-type: none"> <li>• Navy cardigan or Wesley sweater or fleece (must zip up)</li> </ul> <p><b>Footwear:</b></p> <ul style="list-style-type: none"> <li>• Athletic shoes (may not light up or have wheels)</li> <li>• May wear black or brown dress shoes</li> <li>• White or black socks</li> </ul>	<p><b>Formal Chapel Dress</b></p> <ul style="list-style-type: none"> <li>• Khaki <b>uniform</b> pleated skirt</li> <li>• White oxford blouse</li> <li>• Navy blazer with brass type buttons</li> <li>• White knee high socks with black or brown flats</li> </ul> <p><b>Daily Attire:</b></p> <ul style="list-style-type: none"> <li>• Navy, white or red polo (short or long-sleeve)</li> <li>• Navy, white or red turtleneck</li> <li>• Khaki <b>uniform</b> skirt, skort, shorts or slacks (must wear brown or black belt if have loops)</li> <li>• Modesty shorts must be worn under dresses</li> </ul> <p><b>Outerwear:</b></p> <ul style="list-style-type: none"> <li>• Navy cardigan or Wesley sweater or fleece (must zip up)</li> </ul> <p><b>Footwear:</b></p> <ul style="list-style-type: none"> <li>• Athletic shoes (may not light up or have wheels)</li> <li>• May wear black or brown dress shoes</li> <li>• Must wear hose or red, white, or navy socks, tights, or leggings (no sweat pants)</li> </ul>

**C. Physical Education Uniform**  
 Grades 4-8 – Required blue mesh shorts and gray t-shirts.

Socks and tennis shoes are required for all. Shorts and t-shirts are available for purchase in the school store.

**D. Uniform Enforcement Policy**

**1. Kindergarten through Grade 4**

- A child will be reminded of the uniform requirements if he/she is out of dress code.
- The child’s parent may be notified about the uniform violation in order to correct the dress code.
- If the problem persists, a letter will be sent to the parent from the classroom teacher with uniform violation indicated.
- A meeting will be conducted with the parents, classroom teacher, and School administrator to discuss the uniform violation.
- The students will be sent home by an Administrator for continued uniform violation.

## 2. Middle School

- **Middle School Students are expected to dress appropriately at all times. To assure this the Middle School dress code policy is:**
  - a. After 2<sup>nd</sup> violation, a **lunch detention** will be assigned and parents notified.
  - b. After a total of **4 violations** in a semester, a **Saturday detention** will be assigned and a **\$50.00** fee will be added to a student's account.

## VIII. Curriculum

### A. Preschool

Our mission is to nurture a desire for life-long learning by developing the diverse potential of each child through innovative programs and dedicated teachers. We believe that every child is unique. Our goal is to meet the physical, social, intellectual, and emotional needs of each child so that we may promote healthy development, fostering a love for learning.

Our program recognizes that children learn by being actively involved in their world. Developmentally appropriate activities are planned to meet the children's needs and stimulate learning. Each teacher plans activities that are designed to address the age group of the class. The classrooms are set up in learning centers, which allow the children to select from several activities for exploration. The teachers present a variety of unit studies throughout the year and provide multiple hands-on experiences to help the children learn about each subject area. Children will enjoy puzzles, books, songs, sand and water play, puppets, science, and cooking. Children will participate in activities to provide additional learning opportunities for the children.

Learning concepts of numbers, letters, colors and shapes are introduced through activities such as learning games, puzzles, and circle time. Early literacy skills are developed through a literature rich environment encouraging listening, following directions, and sequencing.

#### 1. Language Arts and Early Literacy

During the early years, children's experiences with communication and literacy begin to form the basis for later school success. Through verbal interactions with adults and peers, and print-rich environments, young children develop vocabulary, extend language skills, and build knowledge of the world around them. We provide classrooms that help develop listening comprehension and phonemic awareness through songs, finger plays, poems, and picture books. We teach the functions of print and foster a love of reading through daily activities that are integrated across different developmental areas.

#### 2. Mathematics

Preschoolers learn by doing. Math activities are action-oriented with the use of hands-on materials. Graphing, classification, sorting, ordering, counting, size awareness, number awareness and the discovery of shapes are all included in the Preschool. Calendar activities and time awareness are introduced.

#### 3. Science and Social Studies

The children will experience the wonders of the world around them. Simple science experiments and cooking activities enhance topics such as weather, plants, dinosaurs, day and night, shadows, and animals. Colors are introduced through a variety of mediums (such as paint or play dough) and craft activities. The children are provided opportunities to know and discuss the consequences of their actions in social relationships. We identify families, holidays, safety rules, and community helpers.

#### 4. Writing Readiness

Opportunities for writing development at the age appropriate level are introduced. Fine motor development is enhanced through the use of manipulatives (puzzles, beads, lacing and play dough), using scissors, and tracing.



**5. Learning Centers**

Learning centers are coordinated with class themes. Different center activities are introduced each week to give the children a variety of experiences in both cognitive and social developmental areas.

**6. Art**

For young children, art is an experimental process. Your child will have fun creating his or her own masterpieces. Painting activities include many paintbrush alternatives. Children paint with pudding, colored glue, shaving cream, and soap. They use hands, feet, sponges, pine branches, marbles, cotton balls, gadgets, fruits, vegetables, and more.

**7. Music/Movement**

Using traditional children's songs, poems, and nursery rhythms, children enjoy games, activities and singing daily in the classroom. Often this music/rhythm is accompanied by hand motions and gross motor activities.

**8. Motor Skills**

Motor skills classes are scheduled for Preschool students. Gross and fine motor activities are included daily in classroom activities. Climbing, riding, running, crawling, rolling, pouring, digging, and other activities build motor skills.

**9. Christian Education**

Chapel for Preschool is scheduled weekly. Christian themes and Bible stories are included in daily lessons. Christian songs and simple Bible verses are also taught.

**B. Elementary Curriculum (Kindergarten through Grade 4)**

The curriculum provides students with a solid educational foundation through carefully planned instructional goals and objectives. Essential learning skills, cooperative social behavior, appreciation of the arts, good study habits, and physical coordination are sequentially developed for each grade level.

Teachers concentrate not only on what students learn but how students learn. We incorporate an approach, which emphasizes active learning. This process, which encourages cooperative learning, includes problem solving and discussions.

**1. Language Arts**

Because communication forms much of the foundation for a child's success in and out of school, a significant amount of time is devoted to language arts. Our curriculum is based on the premise that students learn language by reading, writing, listening and speaking.

The School uses an integrated approach in language arts instruction based on the belief that integrating subjects makes learning more meaningful. Reading, writing, listening, and speaking activities are included in all areas of our curriculum (language arts, mathematics, social studies, science, etc.). Our teaching methods and materials vary in order to meet different learning styles. Our students are involved in learning center activities, cooperative projects and individual assignments.

Formal reading is achieved in a variety of ways. Teachers utilize a sequential program of instruction, thus building a solid reading skill foundation. The approach is comprehensive and provides continuity from grade to grade. Teachers individualize language arts instruction as needed.

Reading instruction is taught through whole language experience, phonics and creative writing. Students will use a variety of reading materials (literature books, big books, poetry, unit-related stories and readers). Reading for comprehension and interpretation is stressed at all grade levels, as are rules for spelling. A joy of reading is also fostered by teachers reading aloud long after the student has learned to read.

Process writing is also used in the school. Students choose topics based on their own experiences

and interests. Students are encouraged to use invented spelling in the lower grades. Students edit and publish their written pieces. To assist in the writing process, the student will use a variety of resource materials such as child-made dictionaries, class dictionaries, children's thesauruses, encyclopedias, informational text, newspapers, and the Internet.

From sharing information orally to writing poetry and being in plays, our students are given a strong, varied language arts program. Wesley Academy teachers and students work toward a love of language.

**Summer reading is a requirement for all Wesley students.** Teachers will give students and families Summer Reading expectations prior to the last day of school.

**2. Mathematics**

In a world demanding various forms of computation and problem solving, mathematics activities are incorporated into all areas of the school day. Learning centers and a wide variety of activities are used daily, allowing teachers to monitor student progress. Manipulatives are used to introduce concepts before students work with abstract symbols. This approach makes mathematics a non-threatening experience, encouraging ease of learning and a subtle introduction to thinking in relationships.

Students continue to use manipulatives. Higher order thinking skills are stressed. Activities are designed to teach students more complex problem solving skills. Wesley Academy teachers and students work toward a love of mathematics.

**3. Social Studies/History/Geography**

Students learn through a variety of experiences to understand and appreciate the society in which they live. They begin to extend their horizons to include a broader picture of the world, its people, and their differences and similarities. Three major interrelated components guide our curriculum. For each of the three broad areas, the framework identifies the essential knowledge that serves as the strands unifying the curriculum across the grades. Historical, geographical, and civic literacy are the strands that develop a spirit of inquiry and help students become responsible problem solvers and decision makers. Our program incorporates an international perspective and provides multicultural experiences in an authentic and culturally sensitive manner.

Learning often takes an imaginative and hands-on dimension when students participate in celebrations and dramatic presentations to create original projects to share with the school community.

**4. Science**

The science program is designed to teach students to observe and understand their world through exploration and developing familiarity with the scientific method. For all grades, students learn about physical, life and environmental science. The students investigate and experiment with materials that have been carefully selected to enable them to discover concepts and sub-concepts. Health habits are also incorporated into the science program. They complete science experiments in their classrooms, outside and in the Science Lab.

**5. Art and Music**

Our plan for teaching music begins with singing simple songs and moves into learning about rhythm and other musical concepts, inclusive of instruction on certain musical instruments. We use singing games, familiar childhood songs, and songs from around the world. Appropriate hymns and program music will be incorporated. Performances for other students or for parents will also provide opportunities for sharing and developing self-confidence.

Students are exposed to various art media by the classroom teacher. Given a framework for creativity, they are also given responsibility for care of materials. Students will have their work displayed throughout the year.

**6. Motor Skills/Physical Education**

The Motor Skills/Physical Education program fosters opportunities for students to develop their potential for physical movement in many ways, not merely through the restrictions imposed by a particular sport, game or exercise. It gives children the opportunity to develop their skills and bodies for a lifetime of healthy activities.

All students will participate in the motor skills/physical education program. Teachers are sensitive and systematic as they observe, assess and report children's progress to classroom teachers.

**7. Foreign Language**

Spanish is offered to students in Grade K through Grade 4.

**8. Computer Education**

At Wesley Academy, the technology program is designed to properly equip students to successfully navigate advancing technology and gain a solid foundation on which their respective career paths can be built with ease. Computer skills are taught to students in Pre-Kindergarten through 8<sup>th</sup> Grade. In Pre-Kindergarten, the computer is used to reinforce the skills taught in their homeroom classes, including letter recognition, number recognition, beginning letter sounds and more.

In Kindergarten through 8<sup>th</sup> Grade, students participate in five Technology units per year. These include: Introductions/Vocabulary, Digital Citizenship/Search, Keyboarding, Computer Science, and Presentation Media. Within these units, students learn to practice safe, legal, responsible, and ethical behaviors while using digital tools and resources. They learn to adhere to acceptable use policies that reflect positive social behavior in the digital environment. They learn to respect the intellectual property of others, abide by copyright law, protect and honor the individual privacy of others and follow the rules of digital etiquette. Students also learn to use creative thinking and innovative processes to develop digital products, to collaborate and communicate both locally and globally using digital tools and resources, and to acquire and evaluate digital content for validity, relevance, and appropriateness of the information. Students learn to demonstrate the appropriate use of technology systems, concepts, and operations.

**9. Critical Thinking and Problem Solving**

While not a formal course or program, the process of problem solving goes on each day. The school environment is a problem-solving laboratory. Learning centers, special projects and myriad forms of activities require that students, under the caring guidance of teachers, find solutions to problems and learn to develop their self-confidence.

Crucial for ongoing problem solving is the notion that students enjoy the process and feel safe when they make mistakes.

**10. Socialization**

The school recognizes children's unique attributes, physical well-being and need for healthy social relationships. We encourage students to explore new areas of learning and to participate in new activities. Development of a Christian demeanor, tolerance, personal integrity, self-esteem, good sportsmanship and a respect for the rights and interests of others is considered essential to the growth process.

**11. Library**

The Wesley Academy library contains appropriate books for all grade levels. Students will visit the library weekly to check out books. Students will be encouraged to check out books independently and pursue special interests.

Students may check out materials with the privilege of renewal if necessary. Before additional books are checked out, overdue books must be returned. Lost and damaged books must be paid for according to the cost of replacement. Grades will be withheld until all books are turned in and fines settled.

**Summer reading is a requirement for all Wesley students.**

**12. Field Trips/Swimming/Rock Climbing/Bouldering**

Age appropriate field trips are a part of every grade level at Wesley Academy. Parents assist with the field trips by driving students or taking responsibility for chaperoning a group of children. The purpose of every trip is to extend the classroom curriculum. The teacher provides parent volunteers with complete plans and instructions for each trip. Room Parents cooperate with teachers in securing parent volunteers.

For the students to participate in field trips or swimming activities, the parent/guardian must evidence their approval on the enrollment card for the student.

Teachers will prepare and send home a note addressing each field trip at least two weeks prior to the trip. When these special events occur, students are given prior notice as to time, place and appropriate dress code. Parents may also be required to complete a special permission form.

Swimming and rock climbing/bouldering will be scheduled throughout the year. Parents will be given notice of these special days at least two weeks prior to the event. Optional activities will be made available for those students not swimming or rock climbing/bouldering.

High standards of behavior are expected on all off-campus trips. The student may lose the privilege of participation in a future trip due to inappropriate behavior.

**13. Christian Education**

The purpose of Christian centered education at Wesley Academy is to provide students and their families a school that offers the highest academic standards in a Christ-centered environment. Christian education at Wesley Academy exposes the children to the Bible as the history of our Judeo-Christian heritage, the teachings of Jesus Christ as the basis of our faith and the concept of God's unconditional love for each of us. Christian education at Wesley Academy is intended to offer children the basic building blocks of the Judeo Christian faith and to build upon the Christian education children receive at home.

At Wesley Academy, the teachers and staff strive to create an environment of Christian love for the parents and students in the school and others we come in contact with through First United Methodist Church activities. As role models, we demonstrate the love of God while we help children explore their own developing faith. Wesley Academy seeks to lay the groundwork and supply the building blocks that will one day be the basis for the child's strong Christian faith.

**14. Chapel Services**

Essential elements of a Christian Education Curriculum have been identified. These elements recognize the development and individual needs of children and represent core knowledge, skills and competencies offered.

All students (beginning in the 2 year old class) will participate in a weekly Chapel service which introduces the students to the joy and beauty of God's world, the laws of God has given us and God's expression of His love to the world through His Son. Parents and others are invited to attend these services and share in this special time. Our services involve expressions through song, Bible verses, Bible stories and prayers.

**C. Middle School Curriculum (See Middle School Handbook)**

**IX. Network Policy**

**A. Computer/Internet Acceptable Use Policy**

## **Preschool 3's – Grade 8**

Internet access is available to students and teachers at Wesley Academy. This service is to encourage research, facilitate resource sharing, innovation, and communication. Access to internet allows students to explore thousands of libraries, databases, and websites throughout the world.

Access to the internet may allow students to view material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. This content is filtered by Sonic Wall. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately. Wesley believes that the benefits to the students from online access outweigh the possibility that users may procure material that is not consistent with the school's goals.

This policy is to ensure that the use of internet resources is consistent with Wesley's mission, goals, and objectives. The effective operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of the provisions, there will be consequences. Future access may be denied.

Parents, your signature is being requested to state that you have read this policy and that you are holding your child accountable for being a good Cyber Citizen. Our internet safety expectations have been shared with the students. Signatures on our Computer Use Policy are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

**The following applies to Elementary and Middle School students only.**

### **Computer Use – Terms and Conditions**

1. Students are responsible for good behavior on the school computer network, just as they are in any school setting. General school rules for behavior and communications apply.
2. Computers (Net Books) are provided for students to use as tools in learning, research, presentation, and communication. They are only to be used for educational purposes. Therefore, "surfing the Web" is not permitted. Students must have an educational goal when using the internet.
3. Email may only be accessed under the direction of a teacher and must be for an educational purpose. Chatting or Instant Messaging is not permitted.
4. Users are to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
5. Users are not permitted to use computer resources for commercial purposes, product advertising, political lobbying, or political campaigning.
6. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, threatening, offensive, or illegal material.
7. Physical or electrical tampering with computer resources is not permitted. Damaging computer systems or Wesley network, or using teacher's passwords, downloading programs, or otherwise hacking into the computer network with intent to steal information or otherwise harm, as perceived by the administration, will result in a \$500 fine, cancellation of privileges, and at the discretion of the administration, possible suspension, expulsion, and/or submission to the authorities.
8. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism will not be tolerated.
9. Security on any computer system is a high priority, especially when the system involves many users. If you think you can identify a security problem in the school's computers, network, or internet connection, notify your teacher immediately. Do not demonstrate the problem to others. Using someone else's ID or password or trespassing in another's folders, work, or file is prohibited. Attempts to log on to the network as anyone but you will result in a \$50 fine and cancellation of computer privileges.
10. Use of any information obtained via the internet is at your own risk. Wesley Academy specifically denied any responsibility for the accuracy or quality of information obtained through its services.
11. All communication and information accessible via computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system

integrity and ensure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.

12. Students may not download files from the internet or upload files to the school network unless granted permission by a faculty member.
13. Students may not bring their own laptops to school. This is a safety issue for our network.

Access to computers is a privilege – not a right. That access entails responsibility. Inappropriate use will result in suspension or cancellation of computer privileges. The system administrators in conjunction with school personnel will deem what is inappropriate use. Users are considered subject to all local, state, and federal laws.

## **X. Academic Information- (Kindergarten through Grade 8)**

### **A. Report Cards**

Wesley uses Headmaster, which is an on-line grading system. Parents receive a password which allows them to view their children's grades at any time. Teachers are expected to keep grades current on a weekly basis.

Students in Grades 1-8 will receive report cards four times a year the week following the end of the grading period. If parents desire a written copy of these, they may request them through the office. All reports will be included in the student's permanent record.

### **B. Grading and Assessment**

Academic achievement is strongly valued at Wesley Academy, as is the social, spiritual, emotional, physical growth and well-being of each student. Academically, a grade of "C" is considered an average and acceptable grade; students as well as parents should understand this. If parents remain concerned with their child's particular grade or effort, they should schedule a conference with the child's teacher.

### **C. Grading Scale**

#### **1. Kindergarten**

Students receive a *Mastery check-list* each nine weeks which is designed to show the building of skills and development through the year. This report is developmental. Parents who have questions about the skills and the development of a child are encouraged to discuss it with the Kindergarten teacher. The goal is to have each child ready for the skills of 1<sup>st</sup> Grade or beyond.

#### **2. Grade 1**

This report is based on the State Requirements for the 1<sup>st</sup> Grade. Student's growth is shown using the following scale:

E = Exceptional Skill Development

S = Satisfactory -- applying and integrating grade level skills consistently

N = Not meeting grade level expectations

U = Unsatisfactory

#### **3. Grades 2-4**

The following scale is used to translate grades:

A+ = 99-100

A = 90-98

B+ = 88-89

B = 80-87

C = 75-79

D = 70-74

F = Below 70

MC = Modified Curriculum

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

**4. Grades 5-8**

The following scale is used to translate numerical grades to letter grades:

A = 90 – 100	E = 95
B = 80 – 89	S = 85
C = 75 – 79	N = 75
D = 70 – 74	U = 65
F = 69 – Below	

Inc. = 0 until work is completed. This is for make-up work. Other work that is not handed in on time will receive a 0% or a 50% depending upon the assignment.

MC = Modified Curriculum. This means a child is working below grade level with the hope of eventually being able to perform at grade level.

Conduct grades are given in each class. The scale is as follows:

E = Excellent  
S+, S, S- = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

An “E” will be given when a student performs far **above and beyond** expected behavior or effort. An “S” grade means that the student is doing everything we ask and is doing it well. An “N” will be given when a student is continually disruptive and/or does not follow classroom or campus rules. A conference with the homeroom teacher is required. “U” will be given if a student has committed “Major Violations” of the discipline code. A conference with the Head of School will be required.

**D. Progress Reports**

Parents of students in Grades 2-8 are available to view Progress reports at any time through Headmaster, our online grading system.

Parents of Preschool students receive verbal reports and examples of their child’s work at Parent/Teacher Conferences.

**E. Parent/Teacher Conferences**

Parent/teacher conferences are personal, individualized, and productive. Parent conferences are scheduled two times each year, fall and spring. On those specific days, the classroom teacher meets privately with parents at an appointed time.

**1. Formal Conference**

Parents (students, if requested by teacher) are encouraged to attend the two conferences indicated on the school calendar. The purpose of these conferences is to provide the teacher, the parent, and the student an opportunity to review the students’ progress and development. Additionally, they provide an opportunity to establish a good working relationship between the parents and teacher that will enable them to effectively meet the needs of the student.

**2. Informal Parent/Teacher Conferences**

Both parents and teachers are encouraged to communicate often and schedule conferences when there are concerns about a student’s work or behavior. Parents are encouraged to request an appointment with the teacher to schedule a Parent/Teacher Conference.

**F. Communication**

Notes, telephone calls, or e-mail messages serve as effective means of communication and are intended to describe a student’s progress at school. Parents are encouraged to use these ways of communication to provide the teacher with relevant information or requests. Telephone calls should be made to teachers through the office during the school day. All staff members can be reached by e-mail by using the teacher’s first initial and last name (lower case letters)@wesleyacademy.net.

**G. Core Courses**

Core courses include Language Arts, Math, Science, and Social Studies.

**H. Promotion Policy**

**1. Grades 3 and 4**

Students who fail two or more core academic subjects could be subject to retention in that grade level. Students with a “D” or “F” final average in a core subject may be required to attend Summer School. Parents will be informed well in advance when a student is failing to meet the requirements to advance to the next grade level. It is the hope and expectation of Wesley Academy that all students will successfully complete their academic requirements and be promoted to the appropriate grade at the year’s end.

**2. Grades 5 through 8 – Specifics found in Middle School Handbook**

**I. Transcripts**

With proper notice, formal transcripts for a student may be requested. There is no charge. These will be processed immediately if all accounts in the business office are current.

**J. Requests for Information on Your Student**

Requests for student information sent to another school or other professionals working with the student **must be submitted to the School Office.**

When authorization has been received, forms will be given to the teacher to complete. The report will then be returned to the School Administrator for approval. The School Office will copy the report for the student's confidential file. Reports are mailed from the School Office to the requesting school or professional. **They are not given to the parents for delivery.** Ample time must be allowed for this procedure. The office staff is responsible for release of all reports and information from the school. **Information about a student is never released until all financial obligations are satisfied.**

**K. Open House/Curriculum Night**

Curriculum Night is held in the Fall. This is an opportunity for parents to see the classroom, hear the teachers outline their programs and goals for the year and meet the parents of other students. Parents' attendance at this most important opening of school event is expected. **This event is designed for parents, so students are not allowed to attend.**

**L. Work Folders - Elementary Students**

Elementary students will take home a Work Folder. Teachers will send this home on a specified day. It will generally be the same day each week, so be sure to look for it on the day the teacher specifies. The contents will include (as appropriate):

- Notes from the teacher to the parents
- Examples of student's work
- Homework assignments
- Special event announcements/flyers

**M. Standardized Testing**

Students in Kindergarten through Grade 8 will take a standardized test annually in the Spring. Parents will be given test results when available.

**N. Homework**

Homework is given as an extension of the daily lesson at school or as an opportunity to complete unfinished class work when necessary. Homework is assigned for the purpose of cementing independent study habits, practicing skills already established, studying materials necessary for further understanding in class, or developing individual creative assignments.

It is important that a student have regular study conditions at home: a regular time and place where he/she can study with no distractions or interruptions and be efficient in use of this time.



All lessons are explained to the students in class. New work is never assigned for homework. Children having difficulty with a lesson should ask the teacher for help the next day. Work attempted must be brought to class so that the teacher can identify the specific problem.

The school realizes that parents are naturally interested in their children's work. Helping with memorization, spelling or vocabulary words, reading aloud, or talking about the day's events are important ways to share in a child's school life. All parents are asked to read aloud to their child, regardless of the child's age or stage of reading development.

Wesley Academy believes that regular homework is essential for academic development and for promoting personal responsibility. Homework assignments serve to reinforce concepts learned in class as well as provide the students an opportunity to use critical thinking skills in solving specific problems related to the curriculum being presented. Parents are encouraged to regularly check and be sure assignments are being completed.

**O. Special Help**

The school works closely with parents and specialists, hired by the parents, to provide any special help a child may need.

**P. Tutoring**

Teachers may set aside a regular time to work with their own students before or after class. The teacher may make appointments in advance with the parent when he/she wishes to work with a student on specific problems.

**Q. Physical Education**

Physical Education will consist of fitness and rhythmic activities, cooperative and recreational games and team sports. Health units will be incorporated. **INTERSCHOLASTIC SPORTS ARE INCORPORATED FOR GRADES 5-8 BEFORE AND AFTER SCHOOL.** Wesley Academy is a member of the West Houston Christian Association League and West Houston Christian Athletic Association.

**1. Dressing Out for Class**

The following information should help students and parents understand the requirements for Physical Education class. 4<sup>th</sup>-8<sup>th</sup> Grade students will be dressed daily in a proper-fitting Wesley Academy Physical Education uniform with blue P.E. shorts and an ash T-shirt. Over-worn or torn clothing is not acceptable.

Once the weather cools off, students may wear blue sweat pants with the Wesley Academy Sweatshirt or wind suit in combination with shorts and T-shirt uniform. Please be sure your child is dressed appropriately for the weather we will spend time outside in addition to time in the gym.

- Students need to wear supportive athletic shoes with socks. Also, please note that platform or heeled tennis shoes are **NOT** appropriate for exercise. These can result in injury and will not be allowed.
- Hair will be pulled back in a ponytail and /or out of the face with a headband.
- No jewelry may be worn in Motor Skills/ Physical Education Class.

**These rules are designated for the safety of each child.**

Dressings out (Grades 4-8) is an integral part of Motor Skills/Physical Education class. Failing to dress out will result in daily grade of zero (0).

**2. Participation**

Motor skills/Physical Education class is a class about participation. If a child has been absent due to illness, a note should be sent by the parents explaining the nature of the illness so that appropriate modifications for alternative participation can be made. If your child is unable to participate or needs to sit out, please indicate that in the note. Should your child have a condition or injury lasting more than three days, a doctor's note will be required. Understanding that

physical education classes are centered around participation, any child missing or sitting out more than 1/3 of the days or 3 weeks of a 9 week grading period will be given a “no grade”. This means the student will not receive credit for P.E. during the quarter which could result in serious academic consequences. Students not participating are still expected to dress out, display proper conduct and do all in class assignments.

## **XI. Parent Education and Support**

### **A. Parent Education Philosophy**

1. It is Wesley Academy’s belief that parents are the first and most influential educators in their children's lives.
2. It is Wesley Academy’s belief that a school can be more successful in with the education of a child when the child's parents are working with and supportive of the child and the School's efforts.
3. Parents should be considered partners with the school in the education of each child.

### **B. Parent Education Program**

Wesley Academy may provide Parent Education seminars throughout the year. Format will include lectures, focus groups delineated by age or grade level, and round table discussions.

### **C. Parent/Teacher Organization (PTO)**

An association for parents and teachers of Wesley Academy students has been established to support and promote the goals of the school. All parents/guardians of students enrolled in the school and staff members of Wesley Academy are members of the PTO. Meetings will be scheduled and announced in advance. Wesley Academy benefits from the work of the PTO. In cooperation with the school administration, parents will help coordinate volunteer activities and host a variety of school events such as Book Fair, Field Day, Splash Day, Fall Festival, Go Texan Day, Teacher Appreciation, etc.

### **D. Homeroom Parents**

The homeroom parents are responsible for:

- Providing classroom support when requested by the teacher.
- Assisting the school in making phone calls in case of emergencies (i.e., hurricanes, power outages, etc.).
- Assist with communicating with other parents in relation to field trips, special activities, and class parties.
- Coordinating classroom parties.
- Assisting parents with questions and procedures when needed.
- Referring parental questions or concerns to the appropriate administrator.
- Encouraging all parents to participate in school activities.

### **E. Returning Students**

Student Enrollment Agreements (contracts) mailed to all current students invited to return. Contracts and Matriculation Fees are due in the School Office to secure a place for the following school year.

### **F. Birthdays of Students**

Birthdays are important occasions. We celebrate them in two special ways at Wesley Academy:

- The PTO Birthday Banner and free dress project sponsored by the PTO.
- Parents who wish to send something for the occasion may send store bought cookies or cupcakes. Parents may want to furnish lunch for the class. Parents are asked to plan with the classroom teacher in advance of the occasion.
- There will be no distribution of private party invitations unless **ALL children in the class are included**. Teachers do not attend student's birthday parties outside the school.
- Summer birthdays are observed in school year. Check with the classroom teacher to arrange the celebration of a child’s Summer birthday.

**G. Cancellation of School**

Wesley Academy will be closed anytime the Houston Independent School District is closed due to inclement weather. Parents should watch the television or listen to the radio to determine if HISD is closing for the day. If possible, a message will be placed on the school's voice mail and/ or website. In the event that unusually severe or threatening weather develops during school hours, we will generally **NOT** close school. Unless there is an extreme emergency, under no circumstances will school be dismissed early if there is not time to notify the parents by telephone. We will activate emergency procedures at school ensuring that everyone is in safe shelter should sudden weather conditions or other emergencies warrant special attention.

**H. Change of Address, Telephone Numbers, and E-mail Address**

Parents are responsible for notifying the School Office concerning any changes of address, e-mail address, and/or phone numbers during the year. A change of address/phone number form is available in the School Office. This is especially important for emergency information.

**I. Communication from Home to School**

Parents are asked to communicate with the school:

- When a child will be picked up by someone other than the parent or authorized person that day. Authorization must be in writing unless an emergency arises during the day, see section on "Authorization to Pick Up Child" page 9.
- When they will be out of town and their child will be in the care of someone else, the dates of their absence, how they can be reached, information regarding who is in charge of the child, where that person can be contacted, and any deviation necessary from general procedures in case of emergency.
- When there is some change or stress being experienced in the family.
- When there will be or has been an absence.

**J. Communication with the Media**

The Head of School is the official spokesperson for the school and speaks to individuals and organizations interested in the school.

**K. Development Program**

Like most independent schools, Wesley Academy's tuition income does not cover the full cost of operating the school. Funds must be raised each year to supplement tuition income. Annual giving, grants, fund-raising events and matching gifts are all part of the Development Program.

**L. Campus Safety and Security/Visitors**

The school has a "Bomb Threat Response Process" in place. There is a security officer on duty between the hours of 7:00 a.m. and 10:00 p.m., Monday through Friday.

The Head of School must approve a visit from a friend outside the Wesley Academy student body. The specific teacher will be notified and consulted concerning the possible visit. If the request is granted, the student will be allowed to visit for a limited time, dressed appropriately, and will follow the same schedule and school policies as Wesley students.

Students will report promptly to their designated area after school to be picked up by their carpool. Students attending after school care will be escorted to Quillian Center. Students may remain after school only under the direct supervision of an adult. Students are not allowed in the school building, around the school building, or on the playing fields after the close of school or after supervised activities are finished.

Parents and visitors must enter the school through the School Office, sign in and receive a visitor's tag. When leaving, the tag is returned to the office and visitor is signed out.

Students arriving by automobile must unload at the drop-off locations building and proceed to the waiting area until the bell rings. Students must be picked up by 3:15p.m. Students not picked up by 3:15 p.m. will be transferred to the School Lobby. **To ensure the safety of the child, no child will be permitted to wait outside for his/her family to arrive.**

**1. Shelter-In-Place Procedures**

The school will implement a "Shelter-In-Place" plan in case of emergency. Any recommended

action deemed appropriate will be taken in response to any specified threats. The school has a detailed *Shelter-in-Place* plan of action which is available on the Wesley Academy website ([www.wesleyacademy.net](http://www.wesleyacademy.net)). In an emergency, children may be sheltered in place or evacuated from the school building depending on the circumstances. Please follow these guidelines if an emergency occurs:

- a. **DO NOT GO TO THE SCHOOL. School personnel are trained to handle emergencies.**
- b. **DO NOT CALL THE SCHOOL OFFICE. Phone lines are necessary for emergency communications.**
- c. **LISTEN TO LOCAL NEWS for further emergency information.**

**Please notify the School right away when any family contact information changes. It is essential that the School has current contact information in case of emergency.**

**2. Gang-Free Zone**

Wesley Academy is part of a Gang-Free Zone. Under the Texas Penal Code, criminal activity (including criminal gang activity) is prohibited within 1000 feet of the school. A harsh penalty for this activity will be enforced.

**3. Visitors**

Wesley Academy welcomes parent visits for Chapel, special events, and school-related activities. In order to use education time effectively, **we ask that parents of Elementary and Middle School students visit with their children only during designated lunch times unless prior approval is given by the teacher or Head of School.**

Preschool parents may visit the school at any time during the school day to observe the child, the childcare center's operation or program activities. It is not necessary to provide the school with prior notice. However, please be aware that our younger students, visits from parents can be disruptive to their daily routine and may make separation time more difficult.

Nursing mothers may feed their child or provide breast milk for their child, while the child is in care at Wesley Academy. Nursing mothers will be provided with a comfortable place to feed their child.

**M. Health and Emergencies**

Each student's health and safety are matters of major importance to all of us.

**1. Medical Forms**

All medical forms including (1) Immunization Form, (2) Health Services Forms, (3) Physical Form, (4) Food and Allergy Form, and (5) Asthma Form must be completed by the student's doctor or parent (as applicable) and returned to the School before the **beginning of school**. The ruling by the Child Care Licensing department is that **NO NEW STUDENT MAY BE ADMITTED TO SCHOOL WITHOUT THESE FORMS.**

**2. Immunizations and Tuberculin Test**

State law requires that all children receive immunization vaccine for polio, chicken pox, measles, DPT, mumps, HIB, rubella and Hepatitis B.

**3. Vision and Hearing**

In compliance with Texas regulations, vision and hearing screenings are required for all four-year-olds, Kindergarten, Grade 1, 3, 5, and 7 students and children new to the school. The School will perform this screening.

**4. Communicable Diseases/Students**

Parents are required to notify the School Office immediately if their child contracts a communicable disease. The school will send notices to parents in your child's class regarding the presence of the disease in the school.

**5. Dispensing of Prescribed Medicine**

Administering prescribed medicine, or other prescribed medical procedures, will be done by the School Office staff. Teachers are all trained in First Aid and will immediately administer care in emergency situations until medical help arrives. Maintenance medication prescribed by a physician will be administered by the School Office Staff. Under the Texas Education Code Sec. 22052a (1) (2), the task of administering medication may be assigned to a school employee.

Effective September 1, 2001, self-medication of asthma medication (inhalers) is allowed by the Education code, Sec. 38.013. A student with asthma is entitled to possess and self-administer prescription asthma medication while on school property or at a school-related event or activity if:

- a. Medication is properly labeled for that student
- b. Self-administration shall be done in compliance with the prescription or written instructions from the student's physician.
- c. The parent provides written authorization allowing the child to self-administer prescription asthma medication.
- d. The physician provides written authorization that the student has asthma and is capable of self-administering the prescription asthma medicine and states the name, purpose, dosage and times and circumstances under which medication may be administered.
- e. The parent, in a signed statement, releases the school and its employees from liability for an injury arising from the student's self-administration of prescription asthma medicine while on school property or at a school-related event or activity.

Medicine taken on a temporary basis should be sent to school in its **original container** labeled with the student's name, and indicating time of dispersment at the School Office or the Early Morning Room.

**6. Dispensing Over-the-Counter Medicine**

All prescription and over the counter medication must be accompanied by the Health Services Form, and signed by the parent and physician. A physician's own form may be substituted. The medication must be in its original container with the prescription label. It will be locked in the School Office and administered only by authorized personnel. No medication may be sent to the school for the student to take on his/her own, and no medications will be kept in the classroom.

All medications must be in their original container. Over the counter medication must be labeled with the child's name. Medications must be signed in by the parent and given to the School Office Staff. No medication may be kept with the student except asthma medication as noted above. Written instructions, signed by the parent and physician, must include the number of days the medication is to be given and any possible side effects.

**7. Illness**

Students may not be sent to school if he/she appears to have symptoms of illness. **If the child has a fever (100 degrees or higher), or has symptoms of sickness (persistent cough, trouble breathing, diarrhea, vomiting, or a rash), he/she should not attend school.** Parents should make arrangements to pick up students judged by School Office personnel to be too ill to participate effectively or who pose the danger of infection to others. No child may attend school if running a temperature (100 degrees or higher). The child must be fever-free for 24 hours in order to ensure that he/she is well enough to return to school and prevent other children from contracting an illness. **Children should be kept home during the infectious stage of a cold, digestive upset or any other illness.**

A Doctor's note must be brought to the School Office when a student has seen a doctor for illness. This ensures that the student is no longer contagious and is able to return to school.

**8. Accidental Injuries**

In case of accidental serious injury, an immediate attempt will be made to contact a parent. If a parent cannot be reached, the student's physician may be called. If necessary, an ambulance may be called. Until the arrival of a parent, physician, or ambulance, the School Nurse or a staff member will supervise and make all decisions concerning care for the child. If a parent is not in attendance, the

School Nurse or designated staff member will accompany the child seeking medical attention to the hospital. Parents will be expected to assume financial responsibility for any resultant expense.

Parents are responsible for keeping the school up to date with current phone numbers, emergency names and numbers, and other pertinent information.

**N. Preventing Abuse/Neglect**

In order to prevent the abuse and/or neglect of all children, the Texas Department of Family and Protective Services requires that all Preschool teachers receive annual training in abuse/neglect prevention and how to respond to concerns about abuse or neglect of a child. Teachers are made aware of potential warning signs and may provide guidance to parents as needed. Teachers are given guidance in appropriate discipline and prevention strategies and may share these strategies with parents. If a parent has concerns about potential abuse/neglect of his/her child, there are community resources available. Contact the Head of School for resources or you may directly contact the Texas Department of Family and Protective Services Abuse Hotline (1-800-252-5400).

**O. Newsletter**

Wesley Academy will keep parents informed during the school year through regular e-newsletters, the school website, and occasional flyers.

**P. Problems and Concerns**

Problems or concerns with any aspect related to the school are to be directed to and discussed with the individuals specified within the School. Discuss any problems or concerns first with the teacher, then and if necessary, the appropriate Administrator. The Head of School will determine if and when a problem or concern should be brought to the attention of the Board of Directors.

**Q. Messages to Students**

Personal messages to students from parents and friends during the day are not permitted. Delivery of messages cannot be guaranteed unless it is an emergency situation. Please take care of personal business with your child before or after school.

**R. Smoking**

Smoking is not permitted in or on the school, Church or Quillian property.

**S. Drug and Alcohol Policy**

Providing an educational environment where students can grow and meet their potential is a major objective of Wesley Academy. We are committed to a drug-free, alcohol free and smoke-free campus. To ensure this, the following policy is implemented:

Any student who sells, gives, possesses, uses, exchanges, delivers, or is under the influence of alcohol, tobacco, or drugs on campus, or at any school related event, shall be suspended or expelled from school, and, if appropriate, referred to civil authorities.

Students dismissed under this policy will be considered for readmission by following these steps:

- The student, parent, advisor and the Head of School must meet to discuss the cause and effect. An assessment may be required from a trained professional
- Recommended treatment

**T. Firearms**

Knives, guns and any other firearms are not permitted in or on the school, Church or Quillian facilities/property.

**U. Field Trip Drivers/Chaperones and Guidelines**

**To be a field trip driver/chaperone the volunteer must submit a copy of their driver's license and proof of current automobile insurance to the School Office.** They may be transporting someone else's child and this is a tremendous responsibility. Specific students will be assigned to volunteers who ensure those students are with them at all times. The teachers cannot supervise every child at the same time. Teachers rely on the volunteers to supervise their assigned students. Volunteers should expect appropriate

behavior and set limits. The teacher will assist if there is a discipline problem. The following guidelines are expected when taking the responsibility of a driver/chaperone:

- **Spend time talking with students rather than with adults.** A field trip is planned to be a learning experience. Adult chaperone can be instrumental by asking questions, labeling what you see, pointing out details, etc. In a large group, the teacher cannot talk to each child individually. Parent helpers should assume the role of assistant to the teacher.
- **Every child must wear a seat belt at all times.** Children shorter than 57” tall or fewer than 40 pounds must be secured in a booster seat. If a child is not in a booster seat, he/she must be secured in a seat belt that fits appropriately. Be cognizant of the guidelines in your automobile owner’s manual concerning the safe positioning of seat belts on young children.
- All loose items in the automobile should be on the floor, secured or removed.
- Know and understand the directions to your destination. Make a trial run if necessary. Do not take short cuts. Please take the route outlined by the teacher.
- Make sure that your vehicle is in good working order and that it has enough fuel.
- Take with you the phone numbers of the destination and the School (713-266-3341). Please give your cell phone number to the teacher, other drivers and the School Office. **Please refrain from using your cell phone while driving and supervising students on a field trip.**
- Emergency information for each child will be provided. The teacher will also have emergency information and a first aid kit.
- When unloading students at the destination, gather the students together and be prepared to keep them away from the street.
- **Younger siblings may not accompany a parent volunteer on the field trip.**
- The parent volunteer is responsible for designated students, keeping those children safe and under control at all times.
- If you have an emergency while en route, please call the School Office and remain at your location until help arrives.

**V. Bullying / Harassment**

Verbal, written or physical threats against students or staff personnel will be taken seriously, investigated, and dealt with appropriately by a Head of School. This includes cyber-bullying.

**W. Yearbook/Directory/Pictures**

Yearbooks and Directories are produced annually. School pictures, group and individual, are taken in the fall. These fees are included in the Matriculation Fee.

**X. Lost and Found**

Lost articles that have been found should be turned into the School Office. The “Lost and Found” box will be kept in the School Office. At the end of the school year, clothing will be donated. In order to avoid losing items, please mark all clothing and equipment with permanent marker indicating child's name.

**Y. Toys/ Symbols of Violence**

Wesley Academy has banned all toys or symbols of violence. This means that no guns, knives or other toys of destruction or symbols of violence are allowed in the school. Parents should make sure that toys are left at home.

**Z. Movies and Music**

All songs and movies will be previewed by staff members for age appropriateness. Students and parents should not bring movies/songs to school for viewing or listening unless approved by staff members.

**AA. Ozone Pollution/Extreme Weather**

This policy is intended to provide information and guidance on ozone air pollution and extreme weather situations and its impact on school activities.

- Faculty and staff will be alerted when ozone warnings are issued by appropriate local agencies.
- The office personnel and/or School Nurse will include information on the severity level. Faculty and staff will observe appropriate physical activity restrictions when necessary.
- Students and staff with special health problems should supply in writing any additional precautions

- recommended by their individual physician. This information must be recorded on the student/employee record in the School Office.
- The School Office Staff and/or School Nurse may wish to notify parents of children in extreme situations of high air pollution levels.
  - If an ozone watch/alert is expected, but has not yet occurred at the time an outdoor activity is scheduled to begin, that event may begin as scheduled.
  - When an ozone watch/alert is in effect, scheduling outdoor activities (recess, Physical Education classes or sports events) will be moved to a more conducive environment or rescheduled.
  - In extreme weather situations whether hot or cold, scheduled outdoor activities (recess, Physical Education classes or sports events) will be moved to a more conducive environment or rescheduled.

**BB. Gift Giving**

At Wesley Academy, we believe in showing our love and appreciation for another person by giving of ourselves. Children will make gifts for their parents throughout the year. Children will not exchange gifts at school.

**CC. Cell Phones**

Students may use cell phones before and after school hours only. School hours commence at the 8:00 a.m. morning bell and continue until the 3:00 p.m. dismissal bell. During the school day, cell phones must be turned off and stored in the student's locker. Middle School students may not use a personal cell phone while upstairs. A cell phone will be confiscated if any faculty or staff member sees a child with a cell phone or hears a cell phone ringing during the school day. The phone will be given to the Middle School Dean and the parent or guardian must pick up the cell phone, conference with the Middle School Dean and pay a fine.



**The purpose of this Handbook is to clarify specific Middle School procedures. It is not designed to replace the Wesley Academy Handbook. It is essential that you have read both because many policies are NOT re-defined.**

# Middle School Handbook

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## I. Arrival and Attendance Policy

### A. School Hours 8:00 – 3:00

Students should go to their lockers and organize for the day before class. Backpacks must be stored in the student's locker and are NOT allowed in classrooms. Classes begin at 8:00. Students NOT in the classroom at that time are tardy.

After the first week of school, parents are NOT permitted to bring their children to the Middle School hall. Responsibility is an essential skill in Middle School and it begins with getting organized (without assistance from others)

### B. Tardy Procedures

Punctuality is necessary. Therefore, tardies will not be tolerated. Tardiness is recorded by the teacher and maintained through each quarter. School policy states that 5 tardies are equal to 1 absence.

Tardies cause students to miss instructional time which cannot be made up, and grades are often affected. Not only does the tardy student suffer, but the other members of the class can be disrupted as well. Absences from tardies will adversely affect students.

### C. Absences

If a student is absent, he/she **must bring a note** to explain the absence upon returning to school. If a student is absent for a doctor or dentist visit, a doctor's note is required. This is how absences are documented as excused/unexcused. Absences without a note are considered excuses. The Dean of Middle School will also keep records of Sixth through Eighth Grade absences.

Students are responsible for obtaining and completing all make-up work. Parents may make arrangements with the teachers to pick up assignments from the School Office during the day. Students have the number of days absent plus, one additional day, to make up and turn in all assignments missed. **Work NOT MADE UP will receive a grade of 0 (zero) and will greatly affect the student's class average.** Students should be encouraged to turn in all make-up work.

### D. Planned and Long-Term Absences

When an absence is planned in advance, please notify the teacher to ask for assignments prior to the planned absence.

It is the student's responsibility to request work from teachers so they can turn in all assignments the first day back. While we discourage these absences, we recognize that many absences are not taken at the student's discretion. No amount of homework can substitute for in-class instruction.

## II. Behavior Management

### A. Philosophy

It is the ultimate goal of the Middle School discipline policy to inspire and motivate children to be self-disciplined. To that end, we attempt to ensure our expectations are made clear.

As an education institution, our first responsibility is to teach and to provide opportunities for learning. In a Christian environment that philosophy must extend to character development, social skills and spiritual values. The thrust of the discipline philosophy puts a high priority on and ensures an ethic of hard work, respect for self and others, and doing the right thing.

### B. Classroom Discipline

Our primary responsibility at Wesley Academy is to teach those students who are willing and able to learn. A student who is not willing or able to function effectively in the classroom, or who has failed to adequately prepare for class and/or exhibit unacceptable and disruptive behavior, is an obstruction to the learning environment. These behaviors will be addressed within the classroom. If students refuse to accept their responsibility for learning, they will be removed from that classroom until their behavior changes are apparent.

At the beginning of the school year, each teacher will establish guidelines for behavior within the classroom.

Normal behavior should reflect common sense, a consideration and sensitivity toward the welfare of others and a desire to support the school community.

**C. Students are expected to:**

- Treat each other and staff with courtesy, respect and understanding
- Treat the property and personal belongings of others and school property with respect
- Use appropriate language and voice level with classmates and others
- Be punctual to school and to class
- Be dressed in appropriate school uniform
- Use good judgment in items brought to school Cell phones are permitted but must be kept in lockers and only used downstairs unless the teacher provides permission for classroom use. **No** fireworks, skateboards, MP3 players, personal gaming devices, or other distractive electronics are not permitted unless permission is given by the School. Such items will be confiscated immediately and disciplinary action may be taken.

**D. Lockers:**

- Each student will be assigned a locker at the beginning of the year.
- It is the responsibility of the student to keep the locker neat and clean, both inside and out.
- Lockers are to be kept locked at all times. Students are responsible for any items in their locker.
- Lockers are property of the School and should not be defaced.
- Students may decorate the inside of the locker with removable materials, but nothing is to be put on the outside of the locker.

**E. Good Behavior is exhibited through Good Manners:**

- Good manners are appropriate and expected at all times
- Students should learn respect for authority and adults. The following terms are expected from students when they address adults:
  - \* Respectful salutation
- **Do not argue or talk back to teachers** as these are appropriate ways to deal with disagreements.
- Pay attention during class.
- Do not talk when someone else is talking.
- Avoid personal grooming during class time.
- Walk in the halls.
- Refrain from writing on desks, walls or classroom furniture.
- Raise your hand and wait to be addressed, before answering a question.
- Keep the level of your voice down when inside a building.

Wesley Academy Middle School students represent the school in everything they do, both on and off campus, officially and unofficially. Please remember that you represent the School wherever you go.

**F. Major Violation**

More serious disciplinary offenses will be dealt with immediately.

**G. Consequences**

The Middle School disciplinary philosophy is to utilize problem solving to correct behavior as part of the overall learning process. We use discipline strategies to correct behavior, so punishment is not the goal. Students will be responsible and accountable for their actions. Student violations will be tracked and subject to evaluation, which may result in further discipline action and may ultimately result in suspension or expulsion.

1. Students may be assigned isolated lunch or “lunch detention” for not completing assignments or behavior issues. This may be in addition to other consequences determined by the classroom teacher.
2. Students whose behavior does not indicate positive change may be suspended. Suspension may be

in-school or home suspension. Suspension may only be assigned by the Head of School.

The Head of School has the authority, as charged by the Board of Directors, to suspend or expel a student after careful evaluation and proper parent communication.

#### **H. Required Uniform**

Wesley Academy's Middle School dress code is based on the principle that individuals should take pride in their appearance, be well-groomed in a conservative and tasteful manner and be neatly dressed in accordance with the approved uniform at all times. Dress code parameters include, but are not limited to the following:

- All students ages 3 and up must wear Wesley Academy school uniforms.
- Cold weather outerwear is permitted, but may not be worn in the classroom. Uniform sweaters or fleece Wesley jackets may be worn in class.
- Red, white or navy bike shorts should be worn under jumpers, dresses or skirts.
- During cold weather months girls may wear white, red, or navy tights or leggings under jumper, dresses, skirts and skorts (no sweatpants).
- Uniforms must be worn properly throughout the school day. Student's shirttails must be tucked in at all times. Black or brown belts must be worn with pants or shorts with belt loops.
- Simple jewelry is permitted, but cannot be worn during motor/physical education classes or during athletic sports events. Girls may only wear pierced ear studs. This is for safety purposes.
- Boy's hair is expected to be well groomed, out of the student's eyes and cut above the collar line. Fad hairstyles are not acceptable. Hair must be neat, clean and according to the school's standard of acceptability.
- Hairstyles and hair color must be natural colors and not draw attention to the student nor interfere with performance.
- If warned by a teacher that a haircut is needed, students will have until the following Monday to comply or disciplinary action will be taken.
- Hats, visors, or sweatbands may not be worn inside the building.
- PTO free dress days will occur only on fixed days not to include assembly days. On non-uniform days or free dress days, appropriate dress for school is expected. T-shirts with inappropriate slogans or wording may not be worn. Free dress is attire appropriate for school with guidelines inclusive or simple jewelry, pants and plain T-shirts, no torn, ripped, or stained clothing, no visible mid-drifts, and shorts or skirts conforming to uniform skirt lengths.
- Middle School young ladies need to be sure their skirt/short length is appropriate. We require it to be at least finger-tip reach. However, we do work with parents when obvious growth spurts occur.

#### **Middle School Uniforms 2015-2016**

**Uniform Purchase:** Uniforms can be purchased online ([wesleyacademy.net](http://wesleyacademy.net)) or at the Parker School Uniforms store. Gently used uniforms may be available in the School Store.

**Wesley insignia:** Wesley patches and/or embroidery are required.

**Belts:** Students must wear black or brown belts if the clothing has belt loops.

**Physical Education Attire:** Designated PE clothing and athletic shoes are required for 5<sup>th</sup> -8<sup>th</sup> graders. Wesley blue mesh shorts and gray PE t-shirts are available at school store.

**SPIRIT DAY:** Spirit t-shirts or sweatshirts may be worn with blue jeans on Fridays. Spirit shirts are available in the school store.

<b>Boys</b>	<b>Girls</b>
<p><b>Formal Chapel Dress:</b></p> <ul style="list-style-type: none"> <li>• White oxford shirt with khaki <b>uniform</b> slacks and a brown or black belt</li> <li>• Navy blazer with brass type buttons</li> <li>• Dark socks with black or brown dress shoes</li> </ul> <p><b>Daily Attire:</b></p> <ul style="list-style-type: none"> <li>• Navy, white or red polo (short or long-sleeve)</li> <li>• Navy, white or red turtleneck</li> <li>• Khaki <b>uniform</b> slacks or shorts with brown or black belt</li> </ul> <p><b>Outerwear:</b></p> <ul style="list-style-type: none"> <li>• Navy cardigan or Wesley sweater or fleece (must zip up)</li> </ul> <p><b>Footwear:</b></p> <ul style="list-style-type: none"> <li>• Athletic shoes (may not light up or have wheels)</li> <li>• May wear black or brown dress shoes</li> <li>• White or black socks</li> </ul>	<p><b>Formal Chapel Dress</b></p> <ul style="list-style-type: none"> <li>• Khaki <b>uniform</b> pleated skirt</li> <li>• White oxford blouse</li> <li>• Navy blazer with brass type buttons</li> <li>• White knee high socks with black or brown flats</li> </ul> <p><b>Daily Attire:</b></p> <ul style="list-style-type: none"> <li>• Navy, white or red polo (short or long-sleeve)</li> <li>• Navy, white or red turtleneck</li> <li>• Khaki <b>uniform</b> skirt, skort, shorts or slacks (must wear brown or black belt if have loops)</li> <li>• Modesty shorts must be worn under dresses</li> </ul> <p><b>Outerwear:</b></p> <ul style="list-style-type: none"> <li>• Navy cardigan or Wesley sweater or fleece (must zip up)</li> </ul> <p><b>Footwear:</b></p> <ul style="list-style-type: none"> <li>• Athletic shoes (may not light up or have wheels)</li> <li>• May wear black or brown dress shoes</li> <li>• Must wear hose or red, white, or navy socks, tights, or leggings (no sweat pants)</li> </ul>

**Middle School Students are expected to dress appropriately at all times.**

To ensure this, the Middle School dress code policy is:

- **1<sup>st</sup> Violation:** Warning
- **2<sup>nd</sup> Violation:** Lunch Detention will be assigned, parent/guardian notified.
- **4 Violations in a Semester:** Parent/Guardian notified, Saturday detention assigned, \$50 fee added to student account.

### III. Middle School Curriculum

Wesley Academy Middle School puts an emphasis on Language Arts and Mathematics. Each of those classes is scheduled for 75 minutes each day. Science and Social Studies are scheduled for 75 minutes daily for one quarter each semester. This allows twice the Mathematics, Reading, Writing, and Grammar required by the State of Texas, but also meets State requirements for Science and Social Studies.

#### A. Language Arts

##### 1. Reading/Literature/Writing

Develop vocabulary and literary analysis skills through short stories, poetry, essays, non-fiction and novels (required and student choice). Understand and use the writing process; write poetry, descriptive/narrative stories, letters, book reports, character sketches, how to papers, comparison/contrast papers; respond to literature in journals; develop research skills; and edit for mechanics of writing.

##### 2. Listening/Speaking

Deliver oral presentations participate in group discussions, round table discussions and reading/writing connections; give poetry reading and book reports; present research findings.

##### 3. Vocabulary, Spelling, Grammar and Usage

Develop vocabulary through the study of analogies, roots, context and prefixes/suffixes; review spelling rules, parts of speech, usage, editing skills and capitalization and punctuation rules;

understand simple, compound and complex sentences and analyze and understand sentence parts (phrases, clauses, etc.).

**4. Independent Reading**

Reading assignments in class are only one portion of the Wesley Academy reading program. Additionally, all students are expected to read books of choice on level. A designated number of books from the summer reading list is required reading for each student.

**5. Summer Reading**

Summer reading is a requirement for all middle school students. Certain projects must be completed prior to returning to school and also the first week of school in language arts classes.

**B. Mathematics**

**1. Grade 5**

- Recognizes prime and composite numbers
- Understands use of negative numbers
- Finds square roots
- Adds and subtracts fractions and decimals
- Finds percent
- Solves for mean, median and mode
- Finds volume and surface area of geometric solids
- Finds missing factors and recognized variables
- Uses concrete models to solve algebraic equations

**2. Grade 6**

- Computes and applies concepts of whole numbers, integers, fractions and decimals
- Understands scientific notation
- Measures and constructs angles
- Understands rates and ratios
- Solves simple equations and inequalities
- Understands distributive property
- Solves problems and models mathematical solutions

**3. Grade 7**

- Pre-Algebra

**4. Grade 8**

- Algebra I

**C. Science**

**1. Grade 5**

- General Science

**2. Grade 6**

- Earth Science – Earth and Space

**3. Grade 7**

- Life Science – all classifications of life

**4. Grade 8**

- Physical Science/Integrated Physics and Chemistry (IPC)

**D. Social Studies**

**1. Grade 5**

- American History – general overview
- Geography
- Map and Globe skills

**2. Grade 6**

- World Geography
- Cultures
- Land Forms
- Traditions
- Map and Globe skills

**3. Grade 7**

- Texas History
- Geography
- Exploration and Missions
- Colonization and Independence
- Statehood and Government
- Current Events

**4. Grade 8**

- American Government and Political History
- Roots of the Constitution and Political Parties
- Discovery
- Colonization and Revolution
- Major historical events from 1800 through 1865
- Current Events

**E. Foreign Language**

Spanish instruction encourages student production in the spoken and written language with increased concentration on grammatical structure. Appreciation of Spanish-speaking cultures internationally and within our community remains a priority.

**F. Technology**

Middle School classes use electronic devices (Chromebooks or netbooks) provided by the school in their classes. They learn word processing, spreadsheet and databases. Proper and safe use of the Internet is a priority. Students will learn to use the computer as a tool to expand core subjects, and as an aid in research and writing. The Technology Lab has desktop computers, providing the software and programs necessary for use during Technology Class.

**G. Spiritual Development**

Spiritual development is an interdenominational experience designed to further strengthen the students' personal relationship with Jesus Christ. Students will be taught the Biblical principles and how to apply its principles to their own lives. They will study the person and work of Jesus Christ, books of the Bible from both the Old and New Testaments, topical subjects; character studies; moral dilemmas; and Biblical culture. **ALL MIDDLE SCHOOL STUDENTS WILL ATTEND CHAPEL SERVICE WEEKLY.**

**H. Library**

Middle school students will use the library. The student will also benefit from special events such as the school-wide Book Fair and Summer reading.

**IV. Academic Information**

The purpose of Wesley Academy is to provide students a strong academic curriculum in a Christ-centered environment. Our purpose is to expose Wesley student to the Bible as the history of our Judeo-Christian heritage, the teachings of Jesus Christ as the basis of our faith and the concept of God's unconditional love for each of us. Christian education at Wesley Academy is intended to offer children the basic building blocks of the Christian faith.



At Wesley Academy, the teachers and staff strive to create an environment of Christian love for the parents and students in the school and others we come in contact with through First United Methodist Church activities. As role models, we demonstrate the love of God and Christ while we help children explore their own developing faith. Wesley Academy seeks to lay the groundwork and supply the building blocks that will one day be the basis for a child's strong Christian faith.

**A. Chapel Services**

All students will participate in a weekly chapel service which introduces the students to the joy and beauty of God's world, the laws God has given us and God's expression of His love to the world through His Son. Parents and others are invited to attend these services and share in this special time. Our services involve expressions through song, Bible verses and stories and prayers. In addition, all Middle School students will attend regular bible classes as part of their academic schedule.

**B. Academic Grades**

Grades are maintained on-line through Headmaster. Teachers are asked to update grades on a weekly basis so parents may constantly be aware of the academic progress of each student.

Parents are responsible for checking their child's grades. It is imperative that parents remain aware of grades throughout the quarter so that there are not any surprises. If a Parent/Teacher Conference is needed to discuss grades, the parent/guardian should contact the applicable teacher.

Progress Reports are posted on Headmaster halfway through each quarter. If a written copy of a Progress Report is needed, parent may request a copy from the School Office.

**C. Grading: Grades 5-8**

The following scale is used to translate numerical grades to letter grades:

A = 90 – 100	E = 95
B = 80 – 89	S = 85
C = 75 – 79	N = 75
D = 70 – 74	U = 65
F = 69 – Below	
Inc. = 0 until work is completed	
MC = Modified Curriculum	

**D. Zeroes**

Zeroes will be given for missing assignments. Students should know that several zeros can devastate an average. It is imperative that Middle School students realize they must turn in assigned work on a daily basis.

**E. Grade Weights**

In Middle School Core class (Language Arts, Mathematics, Social Studies, and Science) grades are weighted in the following manner:

- 20% Homework
- 30% Quizzes, Daily Work
- 50% Tests

Enrichment Classes have their own weighted system, for which each student will receive a copy of the first day of class.

**F. Conduct Grades**

Conduct grades are given in each class in addition to a general conduct grade. The scale is as follows:

E = Excellent  
S+, S, S- = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

An **E** will be given when a student performs far **above and beyond** expected behavior or effort. An **S** grade means that the student is doing everything we ask and is doing it well. An **N** will be given when a student is continually disruptive and/or does not follow classroom or campus rules. If a student will receive an **N** or a **U**, parents will be notified. A **U** will be given if a student has committed “Major Violations” of the discipline code. A conference with the Head of School or Middle School Dean will be required when a student receives a **U**.

## V. Academic Dishonesty

### A. Cheating

Any form of cheating is considered Academic Dishonesty and is a serious academic offense. It is sometimes difficult for students to understand, so forms of cheating are specified below:

- Copying anyone’s work, whether during a test/quiz.
- Copying anyone’s homework is cheating.
- Knowingly allowing someone to copy from a test, quiz, or homework is cheating.
- Looking in a book or at notes without permission during a test/quiz is cheating.
- Obtaining exam questions from another student that has previously taken the exam is cheating.
- Programming a calculator or other device to secure answers is cheating.

**Forged signatures of any nature** are considered a form of Academic Dishonesty. Therefore, the School will not tolerate cheating in any form.

### B. Plagiarism

Plagiarism is another form of cheating that will not be tolerated. It involves using another person’s words or ideas without giving proper credit. It is dishonest to present other people’s works as one’s own and it is considered a serious Honor Code offense. *Student may legally use citations in reports when they follow proper procedures taught in class.*

**IMPORTANT: Parents may only provide assistance to their children. Any work that appears beyond a child’s normal performance in class may be questioned and may be deemed academically dishonest.**

### C. Integrity on Exam/Quiz/Assignments

Students may be required to provide a handwritten statement at the top of each exam/quiz/assignment that is submitted, stating that they have not received authorized help.

### D. Bullying and Harassment

Causing intentional harm to others by using mental, physical or verbal harassment will not be tolerated. This includes physically or mentally assaulting a person in any manner. Such behavior (when named by the Administration) will result in appropriate discipline. Continued bullying/harassment may lead to suspension and/or expulsion.

### E. Intimidation

Use of racial/ethnic epithets, threats or physical intimidation that causes a person to fear injury or harm, are forbidden. This includes various means: verbal, written (notes/emails/text messages), and any form of social media.

### F. Alcohol, Drugs, or Incendiary Devices

All of the above are not allowed on school grounds and anyone found to be in possession of them or using them will be subject to disciplinary action and/or expulsion.

### G. Electronic Devices

Unless requested by a teacher or specific permission has been obtained all electronic devices such as cell phones, iPods, cameras, electronic games, etc. must be kept in the locker of the student. If students are found to be in possession of such a device during school hours it will result in confiscation of the device. A parent will be required to pay a fee to the office.

## H. Honor Code (Middle School Agreement)

The foundation of an academic institution is based upon an Honor Code that assists in guiding the academic development and personal integrity of each student. Adopting and maintaining the high standards of behavior is essential as well as expected from all members of the Wesley Academy community (both in academics and personal settings). The Wesley Academy Honor Code ensures that academic integrity is maintained.

### Wesley Academy Honor Code:

**Wesley Academy School students do not lie, cheat, or steal and accept full responsibility for their actions.**

Students are expected to live by this Code and **accept responsibility for their actions.**

Students must keep in mind that things they may tend to do casually, and which don't seem "a big deal", may **NOT** be in accord with the Honor Code.

Examples:

- Taking a book from someone else's locker without asking for permission.
- Finding an item and keeping it instead of turning in to the Lost and Found.
- Taking a pencil from someone's pencil bag without permission.

### **BREAKING THE HONOR CODE, CHEATING, PLAGIARISM, LYING OR STEALING WILL RESULT IN THE FOLLOWING CONSEQUENCES:**

<b>1<sup>st</sup> offense</b>	Parent notification, a zero on the assignment, and "N" in conduct Stealing will include restitution instead of a zero
<b>2<sup>nd</sup> offense</b>	Parent Conference, a zero on the assignment, and "N" in conduct Stealing results in a "U" in conduct and probationary status
<b>3<sup>rd</sup> offense</b>	Parents Conference, suspension, zeroes on assignments missed, probationary status and "U" in conduct Stealing will result in expulsion after restitution.
<b>4<sup>th</sup> offense</b>	Parent Conference, expulsion

**Each Middle School Student and his/her Parent/Guardian is REQUIRED to Sign and Return the Honor Code Agreement (See Appendix).**

## VI. Home/School Connection

### A. Communication from Home to School

Notes, telephone calls, or e-mail messages serve as effective means of communication and are intended to describe a student's progress at school. Parents are encouraged to use these ways of communication to provide the teacher with relevant information or requests. Telephone calls should be made to teachers through the School Office during the school day. All staff members can be reached by e-mail by using the teacher's first initial and last name (lower case letters) @wesleyacademy.net.

### B. Contact Information Change

Parents are responsible for notifying the School Office concerning any changes of address, e-mail address, and/or phone numbers during the year. This is especially important for emergency information (see Appendix).

Parents are asked to communicate with the School during these instances:

- When a child will be picked up by someone other than the parent or authorized person; authorization must be in writing: see section on "Authorization to Pick Up Child."
- When a parent/guardian will be out of town and their child will be in the care of someone else, please include:
  - \* Dates of parent/guardian absence
  - \* How parent/guardian can be reached
  - \* Information about who is in charge of the child and temporary guardian's contact information
  - \* When there is familial stress or change, please indicate ways to help the child

\* When there will, be of has been, a student absence

**C. Curriculum Night**

Curriculum Night is held in the Fall. This is an opportunity for parents to see the classroom, hear the teachers outline their programs and goals for the year and meet the parents of other students. Parents' attendance at this most important opening of school event is expected. This is designed as *an evening for parents only (students not invited to attend)*.

**D. Parent/Teacher Conferences**

At Wesley Academy, Parent/Teacher Conferences are utilized because they are personal, individualized, and productive. Any time that you have a concern, please feel free to make an appointment with your child's teacher. Parent/Teacher Conferences are scheduled in the Fall and the Spring. On those specific days, the classroom teacher meets privately with parents at an appointed time.

**E. Formal Conference**

Parent/Teacher Conferences are scheduled in the Fall and the Spring. Parents and students are encouraged to attend these two conference days indicated on the school calendar. The purpose of these conferences is to provide the teacher and the parent an opportunity to review the student's progress and development. Additionally, they provide an opportunity to establish a good working relationship between the parents and teacher that will enable them to effectively meet the needs of the student.

**F. Informal Parent/Teacher Conferences**

Both parents and teachers are encouraged to communicate with one another and schedule conferences whenever they have concerns about a student's work or behavior. Parents are encouraged to contact teachers at school or request an appointment with the teacher.

**G. Promotion (Grades 5 through 8)**

Students who fail two or more core academic subjects could be subject to retention in that grade level. Students with a **D** or **F** final average in a core subject may be required to attend Summer School. Parents will be informed well in advance when a student is failing to meet the requirements to advance to the next grade level. It is the hope and expectation of Wesley Academy that all students will successfully complete their academic requirements and be promoted to the appropriate grade at the year's end.

However, should a student not meet the requirements to move up to the next level, the student will be required to take the courses in summer school to return to Wesley Academy the following fall and be promoted to the next grade. Summer school grades will be recorded on the student's permanent record. The student's future will be discussed with the Head of School.

**H. Transcripts.**

With notice, formal transcripts may be requested. There is no charge. A release form must be signed by the parent or guardian in order for the office to process the transcript. These will be processed immediately if all accounts in the business office are current.

**I. Standardized Testing**

Students in Kindergarten through Grade 8 will take a standardized test annually in the Spring. Testing is done in an environment designed to be non-threatening for students. Parents will be given test results when available.

**J. Homework**

Homework is given as an extension of the daily lesson at school or as an opportunity to complete unfinished class work when necessary. Homework is assigned for the purpose of cementing independent study habits, practicing skills already established, studying materials necessary for further understanding in class, or developing individual creative assignments.

It is important that a student have regular study conditions at home: a regular time and place where he/she can study with no distractions or interruptions and be efficient in use of this time.

All lessons are explained to the students in class. **New work is never assigned for homework.** Children

having difficulty with a lesson should ask the teacher for help the next day. Work attempted must be brought to class to show the teacher their effort.

The School realizes that parents are naturally interested in their children's work. Helping with poetry memorization, spelling or vocabulary words, reading aloud, or talking about the day's events are important ways to share in a child's school life. All parents are asked to read aloud to their child, regardless of the child's age or stage of reading development.

Up to two hours of homework, depending on the rate your child works, may be assigned on a daily basis. It is our hope that your child will have the time to be involved in other extra activities.

**K. Tutoring**

Teachers may set aside a regular time to work with their own students before or after class. The teacher may make appointments in advance with the parent when he/she wishes to work with a student on specific problems. All classroom teachers will be available on a regular basis for before and after school tutoring.

**L. Final Exams**

Grades 6, 7 and 8 students will take quarterly cumulative exams in core subjects. Those scores for 7<sup>th</sup> and 8<sup>th</sup> grade students will be recorded as two test grades and averaged into the quarterly grade. In 6<sup>th</sup> grade they only count as one test grade. In place of a quarterly exam, at each semester the 7<sup>th</sup> and 8<sup>th</sup> students will take semester cumulative exams in core subjects. These scores will be recorded as a percentage of their final average for the year.

**M. Modified Curriculum**

Grades, **for** those students who receive help with assignments and tests from an outside source during school hours, or those students with diagnosed learning differences where classroom modification is required, will be recorded as **MC** (Modified Curriculum) on the report card.

**N. Parent/Teacher Organization**

An association for parents and teachers of Wesley Academy students has been established to support and promote the goals and policies of the School. Membership is open to all parents/guardians of students enrolled in the School and staff members of Wesley Academy. Meeting dates will be announced in advance so that parents can make plans to attend. The School benefits from the work of a PTO. In cooperation with the School Administration, parents will help coordinate volunteer activities and host a variety of school events.

**O. Homeroom Parents**

Each Grade Level has assigned Homeroom Parents. Homeroom Parents are responsible for:

- Providing support for the teachers when requested by the teacher
- Calling parents who volunteer for a field trip or special activity to remind them of the event
- Coordinate a Middle School Christmas and End of Year Party.

**P. Student Birthdays**

Birthdays are important occasions. We celebrate them in two special ways at Wesley Academy:

- PTO Birthday Banner and Free Dress may be purchased through the PTO.
- Parents may send cookies or cupcakes, but no large cakes or party favors. Parents are asked to plan with the classroom teacher in advance.
- There will be no distribution of private party invitations unless ALL children in the class are included. Teachers do not attend student's birthday parties outside the school

**Q. School Cancellation**

Wesley Academy will be closed anytime the Houston Independent School District is closed due to inclement weather. Parents should watch the television, or check with HISD website or social media accounts, to determine if HISD is closing for the day. If possible, a relevant message will be placed on the School's Facebook page and voice mail. In the event that unusually severe or threatening weather develops during school hours, we will generally NOT close School. Unless there is an extreme emergency, under no circumstances will school be dismissed early if there is not time to notify the parents by telephone. We will activate emergency procedures at school ensuring that everyone is in safe shelter should sudden weather

conditions or other emergencies warrant special attention.

**R. Communication with the Media:**

The Head of School is the official spokesperson for the School and speaks to individuals and organizations interested in the School.

**S. Financial Aid**

To ensure access to educational opportunity in the School, the Board of Directors is committed to maintaining a Financial Aid program for tuition assistance. The Financial Aid program will be administered according to the following guidelines.

- Any student Pre-K through 8<sup>th</sup> Grade may apply for Financial Aid. This entails submitting a financial aid application along with W-2's and a copy of that year's Income Tax form to the School Office.
- In order for Financial Aid to be granted, the student must show strong motivation, exhibit positive character traits, and set a positive example for other Wesley students.
- The request for Financial Aid will be reviewed, and the parent/guardian will be contacted with the Financial Aid package available.
- **Families who receive Financial Aid are expected to participate in volunteer opportunities.**

**T. Development Program**

Like most independent schools, **Wesley Academy's tuition income does not cover the full cost of operating the School. Funds must be raised each year to supplement tuition income.** The Annual Giving, grants, bequests, fund raising events and matching gifts are all part of the Development Program. Parents are asked to participate in these endeavors to raise funds for their children's School.

**U. Campus Safety and Security/Visitors**

There is a security officer on duty between the hours of 6:00 am and 10:00 pm, Monday through Friday. Wesley Academy has a closed campus. Students may not leave the grounds and then return, not even at the end of the school day, unless an appointment has been arranged in advance. All visitors must enter through the School Office. **Parents will not be permitted in the School hallways or classes during school hours without permission from the Head of School.** This is distracting to students. If you desire to observe a class, you may request permission to do so.

If you need to talk with your child or give them something that School Office personnel cannot do, your child will be called to the Office area to meet with you.

For a visitor to attend class at Wesley Academy, arrangements must be made with Middle School Dean or Head of School prior to the visit. The specific teacher will be notified and consulted concerning the possible visit. If the request is granted, the student will be allowed to visit for a limited time, dressed appropriately, and will follow the same schedule and School policies as Wesley Academy students.

Students will report promptly to their designated area after school to be picked up by their carpool. Students attending After School Care at Quillian Center will be escorted to the Gym area. Students may remain after school only under the direct supervision of an adult and are not permitted to wait for a parent/guardian anywhere other than the School Office area. Students are not allowed in the school building after the close of school or after supervised activities are finished.

Parents and visitors must enter the School through the School Office, sign in and receive a visitor's tag. When leaving, the tag should be returned to the Office and time of departure noted.

**VI. Athletic Programs**

Physical education will consist of fitness and rhythmic activities, cooperative and recreational games and team sports. Health units will be incorporated. **INTERSCHOLASTIC SPORTS ARE INCORPORATED FOR GRADES 5-8 BEFORE AND AFTER SCHOOL.** Wesley Academy is a member of the Greater Houston Athletic Conference and West Houston Christian Athletic Association.

**A. Dressing Out for Class**

The following information should help students and parents understand the requirements for physical education class. Students will be dressed daily in a Wesley Academy Physical Education uniform with

blue P.E. shorts and an ash T-shirt.

Once the weather cools off, students may wear blue sweat pants with a Wesley Academy sweatshirt or Wesley Academy wind suit in combination with shorts and T-shirt uniform. Please be sure your child is dressed appropriately for the weather we will spend time outside in addition to time in the gym.

- Students need to wear supportive athletic shoes. We understand that some students prefer to wear different shoes to school such as loafers, **HOWEVER**, please have your child bring a pair of sneakers to change into for Motor Skills/Physical Education. Also, please note that platform or heeled tennis shoes are **NOT** appropriate for exercise. These can result in injury and will not be allowed.
- Hair will be pulled back in a ponytail and/or out of the face with a headband.
- NO jewelry may be worn in Motor Skills/Physical Education class.

These rules are designated for the safety of each child.

Dressing out is an integral part of Motor Skills/Physical Education class. Failing to dress out will result in daily grade of zero "0".

**B. Participation**

Motor skills/Physical Education class in a class about participation. If a child has been absent due to illness, a note should be sent by the parents explaining the nature of the illness so that appropriate modifications for alternative participation can be made. If your child is unable to participate or needs to sit out, please indicate that in a note. Understanding that physical education classes are centered around participation, any child missing or sitting out more than 1/3 of the days or 3 weeks of a 9-week grading period will be given a "no grade". This means the student will not receive credit for PE during that quarter which could result in serious academic consequences. Student's not participating are still expected to dress out, display proper conduct and do all in class assignments.

**C. Sports offered**

As the student population allows Wesley Academy will form competitive teams in the following sports:

Flag Football	Boys	Fall	Grades 5-8
Volleyball	Girls	Fall	Grades 5-8*
Basketball	Boys	Winter	Grades 5-8*
Basketball	Girls	Winter	Grades 6-8
Track	Boys & Girls	Spring	Grades 5-8
Tennis	Boys & Girls	Spring	Grades 5-8

\* If participation numbers warrant, Junior Varsity teams will be formed and games scheduled

**Due to the need for officials and other expenses there is a minimal cost to participate in Athletics**

\$100 per student (first sport) and completed Athletic Physical

\$ 75 per student for second or third sport

**Students must pay for the sport before participating in any games.**

Students absent due to illness on the day of special school activities (athletic games, talent shows, play concerts, etc.) may not participate in those activities. In order to participate, a student must arrive at school by 10:00 am on the day of that activity. This policy pertains to illness only; it does not pertain to other reasons for excused absence, such as legitimate off-campus appointments.

Academic excellence is encouraged and supported in the Wesley Academy athletic program. Academic grades will be monitored for any necessary support during the athletic competition season.

Wesley Academy athletes are held to a higher standard of behavior as representatives of the school. Appropriate and model behavior is expected at all times.

Team uniforms and equipment are the property of Wesley Academy. Uniforms will be checked out to each

participant and returned at the conclusion of the season.

**B. Care of School and Personal Property**

The responsibility of personal property belongs to the student. All valuables, such as large sums of money and expensive jewelry, should be left at home. Personal electronic devices and cellular phones are to be kept in a locked locker unless special permission is granted by a teacher. The school does not carry insurance on loss of personal property. If a student loses an article, he/she is to check with the office to see if it is there. One of these devices discovered in a child's possession without permission will be taken and given to the Head of School. **It will be returned only to the parent. Middle School students may not use a personal cell phone while upstairs.** If a student is responsible for school-owned equipment and this equipment is lost or damaged, the student is responsible for replacing the equipment

**Other School Policies**

**Wesley Academy school policies not listed in this Middle School Handbook are also enforced. By signing the "HANDBOOK SIGN OFF SHEET AND HONOR CODE AGREEMENT FORM" you affirm that you have read, understand, and agree to abide by the policies below, as well as any policies found in this section of the Student Handbook.**

**Some policies you need to be sure to understand include:**

- **Lunch**
- **Medications & Health Issues**
- **Field Trip Drivers**

**PLEASE SIGN FORM ON NEXT PAGE AND RETURN IT TO SCHOOL INDICATING THAT YOU HAVE READ THE WHOLE HANDBOOK, NOT JUST THE MIDDLE SCHOOL. THERE ARE POLICES THROUGHOUT THAT APPLY TO ALL STUDENTS.**





**HANDBOOK SIGN OFF SHEET AND HONOR CODE AGREEMENT FORM**

**I hereby state that I have read the contents of the Wesley Academy Handbook. I understand that the rules and regulations set forth by Wesley Academy are to be honored and respected by myself as well as my classmates, guests, and peers. If changes are made to the Wesley Academy policies, I will receive a written addendum to the Parent/Student Handbook.**

**In addition, as a Middle School Student/Parent, I have READ and UNDERSTAND THE WESLEY ACADEMY HANDBOOK, THE MIDDLE SCHOOL HANDBOOK, AND THE WESLEY ACADEMY HONOR CODE. I promise by signing this form to abide by it, in its entirety. I am aware of the consequences of violating it in part or in whole and accept the responsibility of my own actions.**

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**Student's Signature**

**Date**

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**Parent's Signature**

**Date**



**WESLEY  
ACADEMY**  
First Methodist Houston  
Character | Faith | Knowledge

**CHANGE OF ADDRESS/TELEPHONE/E-MAIL FORM**

**Date:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**New Address:** \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

**New Telephone Number:** (\_\_\_\_) \_\_\_\_\_

**New e-mail address:** \_\_\_\_\_