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# WESLEYAN

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1963

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# SCHOOL

## FAMILY HANDBOOK 2011-2012

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[www.wesleyanschool.org](http://www.wesleyanschool.org)

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The paw logo shown to the left is used to designate portions of the handbook that have been revised from previous years.

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# BACKGROUND & INFORMATION

## MISSION STATEMENT

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

## BELIEFS

We believe:

1. In exposing Wesleyan students to Christian principles and the Bible's teachings, through academic study, discussions, fellowship, service, worship, and missions.
2. In presenting role models (through board members, faculty and staff, guest speakers, and lay coaches) who are adult followers of Christ and who make practical integration of Christian faith relevant in their everyday lives.
3. In providing an integrated and sequenced curriculum in conjunction with a wide range of high quality extra-curricular programs in athletics, visual and performing arts, community service and fellowship. The program must support the Christian mission of Wesleyan, both directly and through the manner in which our teachers, coaches, and staff interact everyday with students and families.
4. In retaining a qualified, enthusiastic, joyful, and caring faculty and staff of high integrity and Christian faith, who are excellent teachers and role models and who are committed to the actualization of the Wesleyan mission.
5. In attracting, admitting, enrolling, retaining, and supporting academically average and above average college bound students who enhance the life of the school and uphold its mission.
6. In encouraging students to develop initiative, curiosity, and a lifetime love of learning.

7. In seeking to develop a strong identity among its alumni to foster their continuing relationship with the school.
8. In building the Wesleyan community through active involvement among the parents, families, and the school; and to promote widespread knowledge and support of the school's mission and philosophy.
9. In planning, developing, and maintaining the physical plant, grounds, and athletic facilities in order to support the mission and programs of Wesleyan.
10. In maintaining the financial integrity of Wesleyan, while aggressively growing our capital resources in order to achieve our mission.
11. In developing and maintaining a comprehensive strategy to increase awareness of the school, its profile, mission, philosophy, culture, and goals, both internally and externally.
12. In maintaining an effective Board of Trustees (Board), comprised primarily of Wesleyan parents, who will assure the welfare and continuity of the school by
  - a) defining, preserving, and promoting the mission of the school;
  - b) setting policy;
  - c) assuming full responsibility for the financial integrity of the school;
  - d) taking the leadership role in fund-raising, both as providers and solicitors;
  - e) hiring, supporting, and evaluating the headmaster; and
  - f) assuming primary responsibility for creating and maintaining Wesleyan's physical plant.

## **PHILOSOPHY**

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

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

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

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

## **CHRISTIAN LIFE IN ACTION AT WESLEYAN**

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

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

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

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

## SCHOOL CHAPEL RECITAL

### Psalm 24

- 1 *The earth is the Lord's, and the fulness thereof; the world, and they that dwell therein.*
- 2 *For He hath founded it upon the seas, and established it upon the floods.*
- 3 *Who shall ascend into the hill of the Lord? Or who shall stand in His holy place?*
- 4 *He that hath clean hands, and a pure heart; who hath not lifted up His soul unto vanity, nor sworn deceitfully.*
- 5 *He shall receive the blessing from the Lord, and righteousness from the God of his salvation.*
- 6 *This is the generation of them that seek Him, that seek Thy face, O Jacob.*
- 7 *Lift up your heads, O ye gates; and be ye lifted up, ye everlasting doors; and the King of Glory shall come in.*
- 8 *Who is this King of Glory? The Lord strong and mighty, the Lord mighty in battle.*
- 9 *Lift up your heads, O ye gates; even lift them up, ye everlasting doors; and the King of Glory shall come in.*
- 10 *Who is this King of Glory? The Lord of hosts, He is the King of Glory.*

## HISTORY OF WESLEYAN SCHOOL

Wesleyan School was established in 1963 as an integral part of Sandy Springs United Methodist Church. Originally known as Wesleyan Day School, the school began as a preschool dedicated to providing a nurturing, educational experience guided by Christian principles. For the next 24 years, the school was housed at the church and led by various pastors and lay directors as its curriculum expanded to include elementary school.

By the early 1970s under the leadership of Shirley Gantt, the school emerged as an elementary school of excellence, grounded in Christian principles and offering a low student-teacher ratio and a strong academic program. During her tenure, Wesleyan Day School added its middle school in 1987.

In 1988, Barbara Adler, a former Wesleyan parent, teacher and assistant head, became Head of School. Her vision was the catalyst for Wesleyan to become an independent, Christian, college-preparatory school, offering curriculum for kindergarten through 12th grade. Under her leadership, and with the support of the Board of Trustees, the church agreed to add a high school curriculum. In 1994, Wesleyan offered its first 9th grade class.

With the addition of a high school, it was apparent that the school needed a new campus to continue its desired expansion. In the fall of 1994, a new corporation, Wesleyan School, Inc., was formed, and in the spring of 1995, a divestiture agreement from Sandy Springs United Methodist Church was finalized. After an extensive search for property by the new Board, coupled with a generous land equity donation by Dan Cowart, a 53-acre site in Peachtree Corners was put under contract in the fall of 1995.

That same fall, the Board was faced with the challenge of naming a replacement for the retiring Ms. Adler. In the winter of 1996, after a deliberate and time-consuming search, the Board hired Zach Young, a graduate of the University of Virginia and Harvard University and the former Vice President and Assistant Headmaster at The Westminster Schools. Under the new name and leadership, Wesleyan opened the 1996-97 school year with 556 students on its new campus. That year, the facilities consisted of 15 modular units, a soccer field, and the school's first permanent structure - Marchman Gymnasium.

In August 1997, Wesleyan added the high school building, Cleghorn Hall, which was named after long-time Atlanta educator, Wesleyan principal, and community leader, Gwen Michael Cleghorn. Under her leadership as a consultant and later as the first principal of the middle school and high school on the new campus, Wesleyan secured accreditation from the Southern Association of Colleges and Schools. Another milestone of the 1997-1998 school year was the graduation of Wesleyan's first senior class of 17 students.

Thanks to the grace of God and the generous support of family members, foundations, and friends, Wesleyan added Hoover Student Activities Center in August of the 1998-1999 school year, and its enrollment increased to more than 860 students. Other additions to the campus that year included Henderson Stadium and Robinson Field, which hosted the school's inaugural varsity football season. Modular units for a high school and middle school cafeteria were added along with units for the music department. In the spring of 1999, the Curley Tennis Courts were dedicated, and a baseball field was added.

Wesleyan School completed the “Raise the Goal Campaign,” which raised \$45 million, in 2003. The money from this campaign was a milestone in the further development of the, ending in 2003. In the fall of 2000, the school purchased twelve acres of adjacent land. This new property adjoins the campus along Peachtree Parkway and is used for swimming, physical education, soccer, football, cross country, and lacrosse. In addition, 163 much-needed parking spaces for visitors and students were added.

Construction of Wesley Hall, the largest facility on campus, was completed in the fall of 2001. It houses the middle school as well as several high school classrooms. The building also contains a 465-seat theater, a dining hall for middle-school and high-school students, a library for both middle and high schools, a prayer chapel, science and computer labs, and office space. Directly in front of Wesley Hall is the Barbara F. Adler Plaza, which is used each year for graduation exercises.

The lower school building, Warren Hall, was completed during the summer of 2002. The 73,000 square-foot building includes its own library, gymnasium, and a combination dining hall/auditorium. Specialty space included classrooms for math, reading, Bible, and French. In addition, a kitchen/laboratory space also acts as a math and science learning center. Warren Hall has its own covered carpool drop-off area and one large playground. During its 40th anniversary year, Wesleyan celebrated the completion of Davidson Natatorium. This building houses a twenty-five yard, ten-lane, competition high school pool with diving end; seating for 240; locker rooms; and concession areas.

The final building campaign, and the first major endowment campaign, known as “Complete the Campus,” included a much-needed fine arts center; a new performance gymnasium, the Don and Ida Yancey Gymnasium; and a new administration building, Gillfillan Hall, which is attached to Marchman Gymnasium. Also included is a goal of \$10.4 million for endowment, the largest portion of which is designated for financial aid. The goal of this campaign is \$43.788 million.

Wesleyan School Christened Gillfillan Hall administrative offices and announced the completion of the current Spalding Drive campus master plan at a ceremony on Monday, September 24, 2007. Gillfillan is adjacent to Marchman Gymnasium (the first permanent structure on campus) and houses the offices of the Headmaster, Development, Business and Admissions in its 12,000 square feet.

During the 2011-12 school year, Wesleyan will have an approximate total enrollment of 1,140. The Class of 2011 graduated 95 students, bringing our total alumni population to 1,131.

## SCHOOL CREST



Wesleyan School takes its name from the English Clergyman, John Wesley (1703-1791), founder of Methodism. The school's crest is an enhancement of the original circular logo developed for Wesleyan Day School when it was established in 1963 as a preschool program.

The crest depicts the historical philosophy and the mission statement of the school adopted for today's lower, middle and high school programs. It broadly represents the essential Christian nature of the school as expressed in the great commandment of Matthew 22:37-39, "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. The second is like it: 'Love your neighbor as yourself.'"

The three concentric rings within the crest represent the Holy Trinity with each ring representing a different manifestation of our triune God. The center ring represents God as Creator; the middle, Jesus as Lord; and the outer ring, the Holy Spirit as His divine presence in the world. Each symbol within the rings has a specific meaning:

- the eternal flame of the lamp symbolizes God's everlasting love for man and triumph of good over evil;
- the book signifies Wesleyan's commitment to scholarship and academic excellence;
- the circle of students holding hands represents the interdependence of God's children; and
- the stars represent the unique gifts God bestows on each child and Wesleyan's commitment to develop those gifts to their fullest potential.

The evergreen laurel leaves are another reflection of the eternal nature of God's love. The banner reiterates Wesleyan's mission statement "to be a Christian school of academic excellence...by challenging and nurturing the mind, body and spirit."

## ACCREDITATIONS/AFFILIATIONS

Wesleyan is fully accredited by the Southern Association of Colleges and Schools for kindergarten - 12th grade. It has affiliation with the major organizations that are listed on the next page, as well as many other individual educational groups.

Atlanta Area Association of Independent Schools  
 American Library Association  
 Association for Supervision and Curriculum Development  
 Association of Christian Schools International  
 Georgia Athletic Coaches Association  
 Georgia High School Association  
 Georgia Independent Schools Association  
 Independent School Management  
 National Association for College Admissions Counseling  
 National Association of Independent Schools  
 Secondary School Admission Test Board  
 Southern Association of Colleges and Schools  
 Southern Association of Independent Schools  
 The College Board

## SCHOOL COLORS

The Wesleyan School colors are hunter green, antique gold, and white. When designing anything for Wesleyan School, please refer to the Communications Office to make sure you are using the correct colors, as provided by our Media Standards. From Pantone Matching System, we use #342 Green and #3308 Green, whichever color is appropriate, and #871 Gold. If you are not sure that you have the correct shade of green, please bring the project to the Communications Office in Gillfillan Hall for approval.

### ALMA MATER

From our circle round  
 we build our lives  
 Following God's light.  
 With our spirits high  
 we fulfill His plan.  
 The path of learning is bright.  
 With our eager minds  
 and our willing hearts  
 We can grow and learn and share.  
 From our circle round at Wesleyan  
 Worlds will change as we care.

*Lyrics by Mrs. Kathi Urban, Lower  
 School Music*

### WESLEYAN FIGHT SONG

"Onward Wesleyan"  
  
 Onward Wesleyan  
 Onward Wesleyan  
 Hold Your Heads Up High  
 We Will Keep That Fighting Spirit  
 Never Let It Die  
 "Fight! Fight! Fight!"  
  
 On The Field, In All We Do  
 For Vict'ry We Will Fight  
 Wesleyan We Proudly Hail Thee  
 Green, Gold, White!  
 "Hey!!"

*Words inspired by Suzanne Chichester*



# SCHOOL LOGOS



# BOARD OF TRUSTEES

## COMMITTEE ROLES

### Strategic Planning Committee

This committee must update the Strategic Plan of Wesleyan School every five years. The planning starts two years prior to the next publication of the Strategic Plan. The Plan is built upon the SACS/SAIS recommendations and collectively plans for the next five years of Wesleyan's progress. The committee oversees the updating of the plan through the use of administration, parents, faculty and staff, and members of the Board of Trustees. Wesleyan's Mission Statement is the foundation of the Strategic Plan.

### Design of the Partnership Between Board And Headmaster

Policies	Time and Attention Graph
<b>Strategies</b>  mission survival leadership major	<div> <div>Board's Decisions</div> <div>Head's Advice</div> </div>
<b>Partnership</b>  authorization finance policies enrollment employment terms	<div>Shared Decisions: Board and Head</div>
<b>Operational</b>  admissions staffing program systems	<div> <div>Board's Advice</div> <div>Head's Decisions</div> </div>

Above the diagonal line = allocation of board's time

Below the diagonal line = allocation of head's time

## **Finance Committee**

The objective of the Finance Committee is to oversee and advise the Board about the continued financial capability and viability of the school by

- Identifying, setting, and monitoring appropriate financial standards and benchmarks including operating budgets, investment policies, and investment allocations.
- Identifying for Board action any appropriate long-range financial planning issues.
- Periodically reporting on the financial condition of the school via reports to the Board.

## **Building Committee**

The objective of the Building Committee is to oversee and coordinate the acquisition, construction, security, and maintenance of suitable facilities and grounds as required to meet the mission and program of the school following the Strategic Plan. A security sub-committee also operates under the Building Committee to evaluate the security of the campus. The Building Committee provides plans and information to the Development Committee for capital campaigns and future strategic planning. This provides necessary information needed to meet our maintenance and long-term maintenance endowment goals.

## **Development Committee**

The role of the Development Committee is to assist in setting fund-raising goals and to determine timetable, strategy, and framework for capital campaigns and annual fund. Strategies and procedures for achieving these goals are established. To avoid conflicts, the Development Committee also monitors for appropriateness and coordination, all secondary fund-raising activity of Wesleyan's parent groups.

Additionally, the committee works to increase the general endowment and financial aid endowments for the school and is active in securing planned giving and other gifts. Volunteers of the Development Committee solicit parents, grandparents, alumni, friends, faculty, staff, and foundations on behalf of Wesleyan.

## **Committee on Trustees**

This committee is the governance committee over the Board of Trustees. The charge of the Committee on Trustees is to advise and aid in Board management through annual board evaluations, oversee evaluation of Board Committees, evaluate Head of School annually, nominate new Board members, conduct an Orientation Program for new Board members, review and update Articles of Incorporation and Bylaws as appropriate, review and update the Board Policy Manual as appropriate, act as mediator for committee problems and conflict within the Board, and encourage Board Committee Chairs to appoint non-Board members to their committees in order to cultivate potential trustees.

***Note: The Headmaster sits on all committees of the Board of Trustees as an Ex-Officio member.***

# FUND-RAISING AT WESLEYAN SCHOOL

The Annual Fund is the cornerstone of Wesleyan's development program. These dollars assist in funding the annual operating costs of the school. Your contributions help assure excellence in teaching while strengthening the school's financial aid program. Continued growth of the Annual Fund helps keep tuition increases at a reasonable level and provides a "margin of excellence" that characterizes a Wesleyan education.

This past year, 90+% of the parents contributed over \$1,200,000 to the Annual Fund. High participation of the parent body helps ensure foundation support. Many of these parents accepted the mantle of leadership and began their participation at the Cupola Society (\$1000+). This leadership is essential for the success of the program.

## THE ANNUAL FUND

### WHAT IS THE ANNUAL FUND?

The Annual Fund is a yearly fund-raising appeal designed to support Wesleyan School. Wesleyan's Annual Fund Director and the Parent Volunteers work together to solicit the participation of every parent to the fund. For each of the past nine years over 90% of the parents have given to the Fund and the average gift is \$1,000.

### WHY DOES WESLEYAN NEED AN ANNUAL FUND?

Tuition alone does not cover the cost of a Wesleyan education. The annual and endowment funds enable Wesleyan to accomplish its mission of keeping class size small and tuition affordable. A school can only secure funds in three ways: tuition, endowment income, and the Annual Fund.

### HOW DOES THE BUILDING AND ENDOWMENT CAMPAIGN AFFECT THE ANNUAL FUND?

Even during the Building/Endowment Campaign, the school's annual operating expenses require the support of the Annual Fund. Because tuition covers around 90% of the actual cost of a Wesleyan education, the Annual Fund is vitally important to the life of the school. The Annual Fund will always be a part of any campaign.

### THE ANNUAL FUND HELPS ATTRACT COMMUNITY SUPPORT:

Foundations and other friends of Wesleyan look first at the voluntary support provided by Wesleyan parents as a key factor in their decision to provide their own support. Strong continued participation by all Wesleyan parents, grandparents and faculty through contributions to the Annual Fund will continue to be a critical step in gaining their support in the future.

ANNUAL FUND GIFT LEVELS

JOY Circle	\$10,000+
Headmaster Circle	\$ 5,000+
1963 Circle	\$ 2,500+
Cupola Society	\$ 1,000+
Wolves Club	\$ 500+
Green & Gold Club	\$ 300+

DETAILED DESCRIPTION OF BUILDING AND LAND PROJECTS

***Fine Arts Building***.....\$10.454 million  
Construction for the Fine Arts Building began immediately after commencement in May 2005 and was completed in March 2007. This lovely building contains two art galleries, a black box theater, a middle and high school band rooms, middle and high school chorale rooms, four instructional art rooms, a sculpture display area, and offices for the arts department.

***Don and Ida Yancey Gymnasium***.....\$9.656 million  
The performance gymnasium (59,000 square feet) is located on the former site of the tennis courts across from the west end of Wesley Hall. Yancey Gymnasium is the performance gymnasium for Wesleyan athletics and seats 1300 allowing Wesleyan to host sub-region and region tournaments. The gymnasium contains a full 94’ college length basketball main court with two 94’ cross-courts for practice, along with offices for the Athletic Director, Assistant Athletic Director and their assistant, home and visitor locker rooms for boys and girls, a training room, and a new weight and cardio room.

***Gillfillan Hall***.....\$3.898 million  
Gillfillan Hall houses the administration and is a “neo-gothic” one-story building adjacent to Marchman Gym. Gillfillan Hall (24,184 sq. ft.) contains the Headmaster’s offices and Development, Business and Finance, External Affairs, Admissions, and Public Relations offices. Marchman Gym has a new brick façade consistent with the rest of the campus. The former stage at Marchman has been converted into a lower and middle school dance room with a padded floor.

***Curley Tennis Courts***.....\$679,000  
The Curley Tennis Courts are located on the eastern part of the campus adjoining Robinson Field.

***Morris-Fletcher Quadrangle***.....\$2.502 million  
The Morris-Fletcher Quadrangle is the beautiful central campus mall. This area is used by high school and middle school students throughout the school year.

***Agape Field***.....\$479, 000  
The softball field needed improved drainage. We now have permanent stands, dugouts and a concession area. The dirt needed for the base of the stands came from the removal of dirt for Yancey Gymnasium, a cost saving for the school.

***Land Acquisition***.....\$2.5 million  
The school has acquired additional land including four houses adjacent to the school to be used for all weather fields and faculty housing.

***Financial Aid Endowment***.....\$6.6 million  
Wesleyan currently offers \$370,000 a year in financial aid. Much of this money comes from the Parents Club and their various fundraisers, including a biannual auction. While we are able to meet most demands for need based aid, there are times when we cannot offer aid to a needy lower school student. A detailed analysis was done in 2003 and 2006 on the need for aid. We estimate that within eight to ten years, the need for aid will almost double to \$600,000. We will fund that need with a \$6.6 million endowment and a \$600,000 financial aid reserve fund.

***Maintenance Endowment***.....\$1.0 million  
The campus has a wonderful appearance and feel. Exceptional architectural design has maximized space usage and given us buildings that are timeless. Over time there will be the need to replace roofs, air conditioners, etc. Our goal is to raise endowment money for these major capital expenses rather than pay for them out of tuition.

***General Endowment***.....\$2.2 million  
Wesleyan must have an endowment for teacher support. The school has received \$1 million from a foundation in support of our Christian mission. Clearly, as Wesleyan moves forward, more endowment is needed to attract and retain outstanding Christian faculty.

***Annual Fund***.....\$3.0 million

***Campaign Total***.....\$43.788 million

# EMERGENCY SITUATIONS

## EMERGENCY SITUATIONS ON CAMPUS

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

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

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

### Fire Alarm

Upon sounding the fire alarm, all office and classroom doors and windows will be closed, all lights will be extinguished, and all occupants of the building will move quickly and quietly outside via the nearest exit. Teachers on the floor will check classrooms for students and insure all openings are closed. When the alarm sounds, all occupants will leave immediately through the exit on the nearest floor. The first two persons arriving at each exit will hold open the doors. Once at the assembly point, each student should join his/her class. Teachers will assemble their students in the prescribed area(s) and take roll.

### Severe Weather

Wesleyan will make its own decision regarding severe weather: to open at the regular time, to open at 10:00 am, or to close (regardless of the action of any other system or school). Once we know about a change in school opening, all families will be alerted by the SchoolReach system by phone and/or e-mail, if possible. School officials will make every effort to have an announcement made between 6:00-6:30 a.m. Please also tune to WSB (AM 750) or WGST (AM 640.) Listen carefully for instructions about whether the school will be open at the regular time, will open at 10:00 a.m, or will be closed. We will have a recorded decision regarding our decision on the school phone, 770.448.7640, between 6:30 and 7:00 a.m.

### Tornado Alert

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

### Lockdown

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

- Remain calm and listen to the teacher's instructions.

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

### **Rain**

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

## **THE HONOR CODE**

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

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

### **THE HONOR CODE**

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

1. Lying is the intentional falsification or denial of fact, the intentional creating of a false impression or the breaking of a pledge.
2. Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in



completing school work. It is also the representation of another's work as one's own.

3. Stealing is the taking of anything without the consent of the owner.

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

\*The Honor Code is also listed in each school division section of the handbook.

## SCHOOLWIDE POLICIES AND INFORMATION

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

### COMPUTER ACCEPTABLE USE POLICY FOR STUDENTS



The school fully expects that all members of the school community will use the school's computer systems in a responsible, appropriate, and legal manner. Students are not to alter software and settings. Software may not be copied without permission of PC Support. On networked systems, students may use only those programs on the menu. Students may not modify menu programs. Individual application program settings (colors, printer settings, etc.) may not be changed without the permission of PC Support. Violations of this policy will result in disciplinary action, including possible dismissal.

The use of the network, internet, e-mail, and computers must be in support of academic assignments at Wesleyan School. Use of e-mail is restricted solely to the transfer of information pertaining to classroom assignments and should not be used anywhere on campus for personal reasons at any time without the permission of a supervising teacher.

Wesleyan reserves the right to monitor network use and activity, to disclose the

contents of e-mail messages, and to restrict access to unacceptable materials. Violations of this policy, as determined by the teacher and dean of students, will result in disciplinary action.

### **Wesleyan Acceptable Technology Use Policy**

Wesleyan is committed to providing the technology resources to support and enhance the school's curriculum. To ensure that technology resources are used in a manner consistent with that goal, you are required to adhere to the technology rules and regulations outlined below, as well as those given orally by the staff. Violations of these rules may result in suspension of some computer privileges and other appropriate disciplinary action, including suspension or dismissal from school, and/or legal action. You are expected to report to the administration any information that you may have concerning the violation of these rules.

1. Acceptable Use – The purpose of the Wesleyan network, Internet access, computers and other school equipment/devices is for educational purposes appropriate to the school environment. The network, internet and/or e-mail, computers and other equipment/devices in the school may not be used for any purposes which violate a federal, state, or local law. This includes, but is not limited to misusing copyrighted material or sending/receiving/viewing threatening, inflammatory or obscene material. The Wesleyan network is monitored by software that can identify your activity while signed on to a Wesleyan computer; such as, but not limited to, identifying all websites visited, and actions taken to bypass a firewall. There is no assumption of privacy.

2. Privileges – The use of the network is a privilege, not a right, and inappropriate use will result in restriction or termination of that privilege or other disciplinary response by the administration.

3. Expectations – You are expected to abide by the rules of acceptable use of your computer, the network, and all electronic devices brought on campus. These include, but are not limited to the following:

a. Students using social networking sites, blogs, podcasts or other web tools should not post anything that reflects negatively upon the school, other students, the faculty, or the administration.

b. Be polite. Use appropriate language in public and private messages. Do not swear, use vulgarities, or act in a threatening, harmful or disrespectful manner. Do not engage in activity that might put you or anyone else at risk such as “bullying” or “harassing,” even if it is meant as a joke.

c. Do not post chain letters or engage in “spamming,” the sending of an annoying or unnecessary message to a large number of people. Do not use the distribution lists without permission.

d. Be careful with what you access. The school can and will monitor electronic mail (email), portable storage devices, and receives Internet traffic reports on a daily basis. If you inadvertently access an inappropriate site, contact the Dean of Students for your division immediately.

e. Do not use the network in such a way that you would disrupt the use of the network by other users or waste resources or bandwidth. This includes listening to or sharing Internet music, sending large pictures, music, or video files across the network, or any process that would overload bandwidth capabilities.

f. Use printers for school work only. Do not print personal items. Be sure to pick up all your printouts at the end of the period. Only use color when it is required by a teacher.

g. Be aware of your disk space. Delete files in a timely manner. All H drives will be erased each summer, and your tablet will be reimaged each summer. If you need any files from the school year, be sure to take them with you on a USB drive or back them up to your DropBox.

h. Students in grades 5 – 12 are expected to check their email on a daily basis as this is the primary mode of communication used for students and the adults in the Wesleyan community.

i. Do not engage in instant messaging, forums, and/or chat rooms/services unless specified by a teacher.

j. The only email account you may access at school is your Wesleyan email account. You are not to access your email accounts during classes without the direct expressed permission of the teacher. (Grades 5 – 12)

k. Inappropriate, obscene, profane, and risqué text, lyrics, images, or material are not allowed on the network or on any electronic or personal device such as computers, USB drives, cameras, etc. at school or at any school related activity.

l. Vandalism, which is defined as any malicious attempt to harm or destroy data of another user and/or the uploading of computer viruses, is strictly forbidden and will result in a severe response by the administration.

m. Agree not to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.

n. Never unplug or move any technology equipment without permission from PC Support.

o. Do not access another student's files on a shared network folder without permission from the teacher. Do not delete or move another person's folder or folders.

p. Use your own User ID and password when accessing the network. Use of another student's ID and password could result in disciplinary action.

q. Games are not permitted during school hours except as part of an assigned, in-class activity. The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the tablet program. No games that are "played" over the school network are allowed.

4. Tablets - All tablets are expected to be in good working order at all times. Student tablets must not be left unattended at any time. If a tablet is found to be unattended, it will be turned in to the technology office. Tablets must be in a student's possession or secured in a classroom or locker at all times. Tablets must be carried and transported appropriately on campus. They should be carried in their cases at all times. Otherwise, they should be closed and carefully carried. Failure to close the lid of a laptop before transporting it could damage the hard drive and result in permanent loss of data. Note: Students are entirely responsible for backing up their own data. The only data that will be backed up by the technology department are school-related documents that are saved on the H or Y drives. No food or beverages should be in the vicinity of the tablets. Tablets may not be used in the dining hall during lunch. Tablets should be handled with respect and care. Inappropriate treatment of school tablets is not acceptable. Students are not allowed to create any bios passwords on their tablets (bios passwords are set through the computer's hardware and are not the same as regular passwords).

a. Downloading and Loading of Software - All software to be downloaded must be approved by the technology office. All installed software must be a legally licensed copy. The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity. The school reserves the right to remove any software that has been loaded onto the computer without permission. Copyrighted movies may not be "ripped" from DVD's and placed on the tablets nor may copyrighted movies be downloaded to the tablets from the Internet. The student may store limited personal data such as pictures and music on the laptop. Students are responsible for making backup copies of such data. In the event of re-imaging or other computer repair where such data can be lost, the school's responsibility is limited to reloading the Wesleyan standard software image onto the tablet.

b. Audio on computers should be turned off unless required for the activity being conducted. Listening to music either aloud or with earphones is not permitted during class unless specifically permitted by the teacher. Listening to music during free periods or other times while on campus is permissible unless it is disruptive to the activities taking place. Faculty and staff can restrict such free period use at any time and for any reason. The use of tablets to watch movies and DVD videos is not permitted during the school day. Any audio or video recording may be conducted only with prior permission of all parties being recorded. Sharing

of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences.

c. File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing. File sharing of any kind is prohibited both on campus and off campus. No file sharing software of any kind is to be installed on tablets. Examples of this type of software are Limewire, Filezilla, Kazaa, uTorrent, etc. Although these types of programs are software downloads, they automatically create file sharing connections.

5. Security – Security on any computer system is a high priority, especially when the system involves many users. You are to establish and maintain secure passwords that protect the privacy of the information on your computers and e-mail accounts. Under no circumstances should you share your password. You are to respect the need for confidentiality and are to make no efforts to bypass security systems and gain access to information that you do not have a right to see. You will not make any attempt to get around or bypass security, monitoring and filtering that is in place at school. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal and will result in serious disciplinary consequences.

## 6. Personal Safety

a. You will not post or share personal contact information about yourself or other people.

b. You will not agree to meet with someone you have met online.

c. You will promptly disclose to a teacher or administrator any message you receive that is inappropriate or that makes you feel uncomfortable.

## 7. Wesleyan Network Waiver

The Wesleyan Network is an evolving system designed to support Wesleyan's educational responsibilities and mission. Specific conditions and services being offered will change from time to time. Wesleyan School makes no warranties with respect to the Wesleyan Network services and it specifically assumes no responsibilities for:

a. The content of any information received by a student from a source outside Wesleyan or any costs or credit card charges incurred as a result of seeing or accepting such information.

b. Any costs or liability damages caused by the way the student chooses to use the network.

c. Any consequences of service interruption or changes, even if these disruptions arise from circumstances under Wesleyan's control.

## 8. Use of the Wesleyan Name

The name "Wesleyan," "Wesleyan School," or any adaptation may not be used as a website title, name, or address unless permission is obtained in writing from the school. Site name submissions should be addressed to the Director of Technology and permission granted from the Headmaster, Director of Technology, and the Director of Communication.

## COPYRIGHT POLICY

Over the course of several centuries, copyright laws have been developed to negotiate the sometimes conflicting interests of authors, distributors (including publishers), and consumers. Authors want to be compensated for their labor, and publishers want a return on their investment in disseminating the works of authors; readers, on the other hand, want information provided at a reasonable cost. Fairness requires that the concerns of all three parties be balanced.

There is a more important point, too, which is recognized by the U.S. Constitution. The intellectual property clause grants to Congress the power to enact copyright legislation in order to promote the public welfare by the advancement of knowledge. Put another way, the Constitution protects the profit-motive incentive for authors and publishers in order to encourage the flow of ideas in the interest of learning, so that society will benefit.

Under the early copyright laws, authors and publishers could register books, poems, or articles with a government agency, thus assuring that others could not copy their works without obtaining permission. Permission generally involved paying a fee. If the holder of a copyright discovered that someone had copied a work without permission, he/she could sue the offender for damages.

Although the copyright law has changed over the centuries, it still governs books, poems, maps, and magazine articles. Now it also protects games, films, videos, computer programs, music videos, play scripts, sheet music, and other communication technologies.

**Fair use:** The law places limits on the exclusive or monopolistic rights of copyright holders, so that after a certain time the original works enter the "public domain" and become available, free to everyone. The law also gives certain rights to consumers (or "users"), the ones who read books, watch videos, and work with computer programs, even before the copyright expires.

This "user's right" started several centuries ago in England. People were being sued for copyright infringements for copying short quotations. At one point, an author could be sued — and lose — for copying even one sentence without permission. The judges decided that the law had gone too far, so they began finding some defendants innocent on the basis of "fair quotation." The judges said it was not

illegal to use a quotation in a book or article, as long as the quotation was brief. U.S. judges began applying “fair quotation,” but they called it “fair use.” Whatever it is called, “fair quotation” or “fair use” is the right of an individual to use copyrighted material, under certain circumstances, without having to ask permission or having to pay a fee.

When the U.S. copyright law was revised in 1976, it included a “fair use” section. The teachers’ associations lobbied heavily for a “fair use” exemption authorizing teachers to copy for classroom use. The 1976 copyright law and the related documents include specific exemptions permitting teachers to copy printed matter to distribute to their students. The law also authorizes teachers to do other things, such as videotaping programs off the air, for classroom use. Congress did not give teachers a “blank check” to copy everything; some restrictions do apply to copying by teachers.

While the new copyright law did not include a specific exemption for copying by students, the “fair use” provision in the law does apply to students. In applying “fair use,” it is important to go by the “injury test.” Most authors are poorly paid for their work, and so copying depriving them of part of their income is “injurious” to them. Copying a few pages from a book probably does not “injure” the author. On the other hand, copying an entire book to avoid buying it deprives the author (and also the publisher and everyone else in the production line) of income from the sale of that book. In that case, the copying is “injurious” and illegal.

Students are most likely to injure copyright owners by copying computer software, records, cassettes, and videos. Copying such items to avoid buying them directly injures many people. The royalties from music, videos, and software are shared by many people, including composers, musicians, and technicians. The loss of income from the sale of these items also injures the rest of us, since piracy makes it difficult for artists and others to stay in business and provide us with future works.

Copying to complete an assignment: Students often use photocopy machines and computers to enter text, data, illustrations, etc., as part of a class requirement. Students producing media projects (slides/videos/films, etc.) sometimes copy pictures from books, scenes from videos/TV programs, or music from records. In most cases, this practice does appear to be a legitimate application of “fair use.” When Congress rewrote the copyright law, it stated that copying by students as a “learning exercise” was “fair use.” If you copy pictures, music, or text to produce a media project, that copying may be a “fair use” as long as the copy is only used for a school project. You may submit the project for a grade, and the teacher may show it in class. That much is probably “fair use.”

The key question concerns future uses of the material you produce for class assignments. You may keep it for your own enjoyment, and you probably can show it to a prospective employer during a job interview. However, if it includes copies of copyrighted works, it is probably illegal to share a computer program on

a bulletin board or to exchange it with friends. In the case of media productions, it may be illegal for you to show it to an audience. It is particularly important that you not broadcast the program or transmit it through a cable system without checking copyright permissions. If the only thing you copied is music, the station or cable system's licenses may cover the music, but verify that before any broadcast or cable transmission.

Please remember that your education would not be possible without books, magazines, encyclopedias, computer programs, videos, and all the other sources of information and entertainment our society makes possible. You benefit enormously from the creative efforts of others. Copying more than a small part of a copyrighted work denies to the people who made the work available, a fair return on their labor. That does not seem fair and it is clearly illegal.

Wesleyan sponsors an ongoing program to keep its teachers informed about copyright laws through its designated copyright officer, Ms. Carolyn Chapman. She can help you decide if you must request permission for items you wish to copy.

## **FIELD TRIPS**



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

## **FINANCIAL AID**

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

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

While a family must reapply for financial aid each year, one may reasonably expect to receive comparable assistance as long as the family's financial circumstances



remain essentially the same as in the prior year. A change in family financial profile, however, could result in a different assistance decision by the Financial Aid Committee.



## **HARASSMENT POLICY**

### **Purpose**

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

### **Coverage**

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

### **Prohibited Conduct**

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

### **Sexual Harassment**

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

Examples of sexual harassment forbidden by this policy include:

- (1) offensive sex-oriented verbal kidding, teasing, or jokes;
- (2) sexual flirtations, advances, or propositions;
- (3) continued or repeated verbal abuse of a sexual nature;
- (4) discussions of sexual experiences or spreading rumors relating to a person’s sexual activities;

- (5) graphic or degrading comments about an individual's appearance or sexual activity;
- (6) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons, or posters;
- (7) unwelcome pressure for sexual activity;
- (8) offensively suggestive or obscene letters, notes, invitations, electronic messages, including e-mail, telephone calls, faxes, and the like;
- (9) offensive touching or physical contacts such as patting, grabbing, pinching, or brushing against another's body, including unequal treatment that would not occur but for the person's gender; or
- (10) stalking or other sexually related criminal activity.

### **Procedures**

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

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

### **Perspective**

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

- (1) frequency of the offensive conduct;
- (2) its seriousness;
- (3) whether it is physically threatening or humiliating;- 35 -
- (4) the location of the conduct and context in which it occurred;
- (5) the degree to which the conduct affected the education or employment environment; and
- (6) the relationship between the parties.

### **Prohibition of Retaliation**

Wesleyan forbids retaliation against anyone for reporting bullying, harassment, discrimination, or retaliation, registering a complaint pursuant to this policy, assisting in making a harassment complaint, participation in an investigation, filing a charge of discrimination, or otherwise pursuing his/her rights under this policy. Anyone experiencing or witnessing any conduct he/she believes to be

retaliatory should immediately report it to any of the individuals named above. In the course of investigating and in imposing any discipline, Wesleyan will attempt to preserve confidentiality as much as possible based on the circumstances.

## **WESLEYAN HEALTH SERVICES**

Wesleyan School has two infirmaries staffed by registered nurses. The lower school infirmary is in Warren Hall, room 179. The MS/HS infirmary is located on the ground level of Wesley Hall, room 154 and serves the middle school and high school. The nurses dispense medications, maintain health records, plan and coordinate care for students with chronic health problems, participate in health education, and treat minor injuries and illnesses.



### **Injury/Illness**

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

Students in MS/HS who feel ill during the day must obtain a clinic pass from their teacher before going to the infirmary. After providing treatment, the nurse will complete the pass (noting time released from infirmary) and the student will return it to the teacher.

### **Release from Infirmary**

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

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

### **Return to School After Illness**

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

- they have been fever-free (less than 100) for 24 hours (without fever-reducing meds).
- they have been on an antibiotic for 24 hours and have been fever-free for 24 hours, if they are being treated for strep throat, conjunctivitis (pink

- eye), or any other (highly) contagious illness.
- they have been free of vomiting or diarrhea for 24 hours. The student should be able to tolerate food and drink without reoccurrence of vomiting/diarrhea.
- If a student is requiring prescription medication for pain control (following an injury or surgery) they may not come to school. They may return once their pain is being controlled with over-the counter pain medicine. This is for their safety and well-being.

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

### **Immunization**

All students must have a valid Certificate of Immunization (Form 3231) on file with the Infirmary. The Georgia Department of Human Resources has listed the immunization requirements for school attendance on their website <http://cispimmunize.org/>. Children will need to meet these requirements prior to the first day of school. An updated form is also required prior to the start of the student's 6th grade year. Please discuss these items with your child's pediatrician. Students who are transferring from another state will need to meet Georgia requirements and only form 3231 will be accepted.

Form 3231 showing compliance will be marked "Complete for School Attendance" by the pediatrician. If there is an expiration date, parents will be required to secure the appropriate vaccine(s) within 30 days of the expiration date. An updated form will also be required at that time. Religious exemptions are accepted if the appropriate notarized form is submitted. Medical exemptions are also accepted and they must be updated each year.



### **Annual Physical**

Wesleyan students are required to have a physical exam each year. The exam must be obtained between April 1st and July 31st. Parents may need to adjust their yearly exam date to be in compliance with this requirement. Exam findings must be documented on the Wesleyan Physical Exam form for students entering K- 4th grade. The GHSA Physical Exam Form is required for students entering 5th-12th grade.

### **Deadline for turning in Physical Exam Forms**

The Physical Exam Form must be on file in the Infirmary by August 1st each year. Students in all grades will be unable to attend class on the first day of school if their form has not been submitted.

Middle school and high school students will be unable to participate in extra-curricular activities on or after August 1st until their Physical Form is on file in the infirmary.



### **Confidentiality and Protection of Physical Forms**

The yearly health physical exam forms that you submit for your child are confidential and maintained by the nurses in the infirmaries. We ask that you keep a copy of all forms before you submit them to Health Services. In the event that you need to obtain a copy of your child's physical form during the year, we would ask that you first request these from your child's physician. In the unlikely event that they cannot accommodate you, you may ask to obtain a copy from the Infirmary. Please notify Wesleyan Health Services in writing and allow 4 days to accommodate the request. Due to confidentiality and HIPPA laws, we may only release these forms to a parent or guardian. If you need someone else to pick up the copied forms, we will need written permission from you including the name of the individual picking up the form, date of request and your signature. A copy of this authorization will be placed in your student's file.

Again, we encourage you to make copies of all of your student's medical information, as you may need it for camps and activities outside of school.

### **Asthma**

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

For lower school students: An inhaler (with physician instructions for use) should be provided to the nurse in the event it is needed during the school day. The nurse will supervise the administration in the infirmary.

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



### **Food Allergies**

Any student with a life threatening food allergy should have an allergy care

plan on file in the infirmary before the start of the school year. The plan should be completed and signed by the physician prescribing treatment for an allergic reaction (EpiPen). All supplies and medications should be brought to the Infirmary by the first day of school. It is strongly recommended that parents provide lunch from home, due to changing ingredients by manufacturers. This will lessen the possibility of a reaction occurring at school. All students with life-threatening food allergies should only eat snacks brought from home and should not eat food/snacks brought in by other students. In Lower School, a “snack box” should be kept in the classroom with approved snacks in the event that a special treat is needed for an unannounced special occasion. Alcohol-based hand sanitizers are located in the cafeterias so that students may clean their hands before and after eating. An emergency EpiPen is stored in each Infirmary.

EpiPens for lower school students will be stored in the infirmary. Middle school and high school students are permitted to carry their EpiPen in their own backpack, gym bag, locker, purse, etc. An EpiPen should also be provided to the infirmary. For those middle school and high school students participating in after-school sports, it is the parent’s responsibility to alert the coach of the allergy and the location of the EpiPen.

Teachers are in-serviced yearly on signs and symptoms of an anaphylactic reaction and the proper procedure for administering an EpiPen. If an allergic reaction is suspected, the student will be sent to the infirmary for evaluation by the nurse or the nurse will be summoned to the location of the student. If an EpiPen is administered, 911 is always called. EpiPens are sent with the student/teacher on every field trip.

### **Severe Insect Allergies**

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

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

### **General Medication Guidelines**

Students are not permitted to have medicine in their possession on campus. The exceptions to this are middle school and high school students who may carry inhalers, diabetic supplies, eye drops, and EpiPens. Additional exceptions may be made at the discretion of the nurse on duty. Those students who need to take

prescription medication in the course of the school day must keep this medication in the infirmary. It must be brought in by the parent, and then counted and signed in by the nurse and parent. If medication needs to be taken during the course of the school day, the student must come to the school infirmary for its administration. Records will be kept of all medication issued.

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

### **Prescription Medications**

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

\*Dosage will be altered only by instruction of physician on an Authorization to Administer Medication form.

### **Non-Prescription Medications**

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

- a. student’s name and grade
- b. name of medication
- c. amount to be given
- d. time(s) to be given
- e. reason for medication to be given
- f. length of time and date medication is to be given
- g. signature of parent/guardian

### **Head Lice**

Head lice continue to be one of the most prevalent communicable diseases among American children, and outbreaks are possible wherever children gather. Please notify the school nurses immediately if head lice are detected. The student may return to school as soon as treatment with a lice-killing product is completed, all nits have been removed, and they have been screened by the nurse. Once

lice treatment has started, the student will need to be reexamined by the school nurse prior to returning to the classroom, for a period of four days. Students with nits will be sent back home for nit removal. Working together helps protect all children, including your own.

### **Policy For Off-Campus Field Trips**

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

### **LOST AND FOUND**

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

### **STUDENT SOLICITATION FOR CONTRIBUTIONS**

The school will limit the options to which students may solicit contributions. These options include gift wrap sales, magazine sales, and a school mission trip. When soliciting for contributions, parents are highly encouraged to go with the students if they are less than high school age.

There are valid exceptions to the above rule for high school students including the selling of yearbook ads, drama program ads, ads for athletic programs, etc. All exceptions to this rule for high school students must be approved by the school principal and Chris Cleveland, Assistant Headmaster for Advancement.



## **VISITORS TO WESLEYAN**

### **Lower School**

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

### **Middle School**

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

### **High School**

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

# GUIDANCE AND COUNSELING PROGRAM

Wesleyan School has implemented a comprehensive guidance and counseling program within the context of a Christian learning environment that is developmental in design. The program structure consists of four components:

- Guidance Curricula
- Individual Planning
- Responsive Services
- System Support

The lower school counselor, middle school counselor, high school counselor, and college admissions counselors, in conjunction with Grade Chairs, deliver the above services.

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

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

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

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

## COLLEGE ADVISING

Wesleyan School has implemented a comprehensive college advising program consisting of four components: individual planning, responsive services, system

support, and guidance curricula. The College Advisors, in conjunction with Grade Chairs and the Middle School/High School Counselor, assist each student in exploring educational/career/personal options that best “fit” individual needs.

### **Goals and Strategies**

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

## **MIDDLE SCHOOL AND HIGH SCHOOL GUIDANCE COUNSELING**

Wesleyan School has implemented a comprehensive guidance counseling program consisting of four components: individual planning, responsive services, system support, and guidance curricula. The Middle School and High School Counselors assist in meeting the needs of students, parents and faculty by offering supportive and responsive services.

### **Goals and Strategies**

- Conduct preventive educational activities to meet the immediate needs and concerns of students, parents, and faculty.
- Provide and interpret psycho-educational testing results for Grade Chairs, teachers, administration, and parents. Coordinate academic accommodations for students.
- Assist students in planning, monitoring and managing their personal and career development.
- Facilitate behavior and decision making in the context of a Christian learning environment.

- Conduct activities to meet the immediate needs and concerns of students, parents, and faculty.
- Consult with parents, teachers and other educators and community agencies and professionals regarding strategies to guide students.
- Provide counseling on a small group or individual basis for students.
- Provide crisis counseling and support to students and their families facing emergency situations.
- Provide referral sources to students, parents and faculty to deal with crises such as depression, suicide, violence, abuse, and mental, physical, and terminal illness.
- Consult with teachers and other staff members to receive feedback on emerging needs of students.

## **LOWER SCHOOL GUIDANCE COUNSELING**

Wesleyan School has implemented a comprehensive guidance counseling program consisting of four components: individual planning, responsive services, system support, and guidance curricula. The Lower School Counselor assists in meeting the needs of students, parents, and faculty by offering supportive and responsive services.

### **Goals and Strategies**

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

# **WESLEYAN ATHLETIC PROGRAM**

## **OVERVIEW OF THE ATHLETIC PROGRAM**

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

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

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

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

## **WEBSITE**

The school website may be accessed at [www.wesleyanschool.org](http://www.wesleyanschool.org) to view the calendar of scheduled athletic events, including coaches, times, scores, and directions to away games. The website is updated daily and is the best source of information on Wesleyan athletic events. For individual athletic team schedules, please visit the "Schedule" link on that team's page.

## **TRANSPORTATION TO ATHLETIC EVENTS FOR ATHLETES**

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

# WESLEYAN LOWER SCHOOL

## WESLEYAN HONOR SYSTEM

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

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

### THE HONOR CODE

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

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

## **LOWER SCHOOL POLICIES AND INFORMATION**

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

### **ASSIGNMENT BOOKS**

All students in grades 2 through 4 are required to carry their assignment books to all classes. (Physical education teachers may also require to see and make entries in it.) This book:

- a. Records all homework assignments.
- b. Assists students in organizing their studies and study time.
- c. Provides a means for teachers to communicate with parents and vice versa. Students should draw attention to a parental entry when they next meet that teacher.

### **ATTENDANCE**

A student is expected to attend school, meet all scheduled classes, assemblies and activities unless properly excused. (See sections on Absences/Course Credit and

Attendance.) Students must remain on campus until either excused or officially dismissed. Once a student has left school for the day, he/she may not return that day, except for a grade/school event.

## **BIRTHDAYS**

In the lower school, birthdays will be celebrated during your child's lunch period. Private party invitations will NOT be distributed at school. Please contact your child's teacher one week in advance if you would like to send refreshments on your child's birthday.

## **CONDUCT**

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

## **DISMISSAL TIME**

The safety of your child is our main concern. For the 3:00 p.m. dismissal, the student must be picked up in the carpool line. **NO WALK-UPS ARE ALLOWED.**

**Walk-ups are not allowed during the carpool process.  
Parents are asked to please remain in cars during carpool,  
unless you have signed your child out in the office before dismissal.**

**Library Study Hall:** For the parents who meet their child/children in the library from 3:00 – 3:30 please abide by the following guidelines. Proceed to the library and wait for him/her there. Please remember that the library is a classroom serving both students and other library patrons. All school rules, policies, and procedures that are observed during the school day remain in effect in the library after school hours as well. The library is to be used as a quiet place to study and complete assignments. The following guidelines may help:

- Students are to remain in uniform and are to be accompanied and monitored by parents at all times.
- Computers are to be used only for academic purposes (AR tests, library catalog, school online resources).
- Cell phones should be used outside the library.
- Foods, including drinks with tops, are not allowed in the library or the library foyer.
- It is our expectation that parents will model proper time utilization for their children.



**Noon Dismissal:** Please make sure and pick up your child by 12:30 on noon dismissal days. Parents will be charged \$10 for every 15 minutes you are late.



**Kindergarten:** for the first six weeks of school, kindergarteners will be dismissed at 1:00 p.m. For the remainder of the school year, their dismissal is 3:00 p.m.

In order for the lower school teachers to provide a safe dismissal, please send an email to the teacher and cc the administrative assistant informing them of any changes in after school procedures.



- Riding the bus home with a friend
- Getting picked up by someone other than yourself  
(Please note procedures that are sent home regarding this situation.)
- Going to the after school program
- Going home by carpool or being picked up by yourself rather than riding the bus

If your child is being picked up by someone who does not have a carpool number, please call 678-223-2257 for the daily password.

## **FLOWERS/BALLOONS**

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

## **FOOD**

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

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

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

## **GUM**

Chewing gum is not permitted on campus at any time.

## **LOWER SCHOOL CLINIC**

Mrs. Mary Gossett is the Lower School Nurse. Her office/infirmiry is located on the main level of Warren Hall, Room 179, and she can be reached directly at 678-223-2136. If a student is injured or becomes ill during school hours, the teacher will send him/her to the infirmiry. Minor injuries and illnesses will be treated and

the student will be sent back to class. If it is determined that the student is too ill to remain at school, the parents will be notified. Students must be signed out in the principal's office and picked up in the infirmary. Students will only be released to parents or to individuals listed as emergency contacts by the parents. There will be no exceptions.

For information on specific policies and guidelines, please refer to the Wesleyan Health Services section.

**To contact Mrs. Gossett via e-mail, please use the address:**  
**[mgossett@weslevanschool.org](mailto:mgossett@weslevanschool.org)**

## **LIBRARY**

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

## **LITTER**

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

## **PERSONAL PROPERTY**

Radios, CDs, electronic games and cassette players of all kinds may be brought to school **only** with special permission of a teacher in conjunction with a classroom project. They may be kept secure in the teacher's or Principal's office. All books and bags should be labeled with the student's name as soon as they are purchased.

## **RE-ENROLLMENT**

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

## **SKATEBOARDS AND ROLLER BLADES**



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

## **SUNDAY**

As a Christian school which seeks to honor God in all that we do, we strongly discourage any school-related activities from meeting on Sunday. We want to be

a light in our culture rather than a reflection of our culture. Therefore, as a school, we strive to honor the Fourth Commandment in which God tells us to, “Remember the Sabbath Day by keeping it holy.” Exodus 20:8

## **STUDENT PLACEMENT**

Wesleyan does not honor specific requests for classroom teachers as students advance through the lower school grades. Homeroom classes in grades 1-4 will be posted on the classroom door on Drop-In Day, August 15, 2011.

## **TEACHER GIFTS**



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

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

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

Please direct any questions to Chris Cleveland in the Development Office.

# LOWER SCHOOL ACADEMICS

## GRADING PERIODS AND CONFERENCE DAYS

<i>October 14</i>	<i>1st Lower School Grading Period Ends</i>
<i>October 25</i>	<i>Half-Day for Conference Preparation</i>
<i>October 26</i>	<i>Lower School Conference Day</i>
<i>December 16</i>	<i>2nd Lower School Grading Period Ends</i>
<i>January 10</i>	<i>Report Cards Go Home</i>
<i>March 9</i>	<i>3rd Lower School Grading Period Ends</i>
<i>March 13</i>	<i>Half-Day for Conference Preparation</i>
<i>March 14</i>	<i>Lower School Conference Day</i>
<i>May 25</i>	<i>4th Lower School Grading Period Ends</i>
<i>May 30</i>	<i>Report Cards Go Home</i>

## HOMEWORK POLICY

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

1. Expansion of classroom activities
2. Preparation for future classroom activities and/or assignments
3. Verification of learning
4. Reinforcement of concepts
5. Promotion of interest in a subject area

At each grade level, on average, students should have homework assignments requiring the following amount of time per school night:

Please note that all children do not work at the same pace.

Kindergarten and Pre-First:	10 minutes
First:	20 minutes
Second:	20-30 minutes
Third:	30-45 minutes
Fourth:	60-75 minutes

## FIELD TRIPS

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

## LOWER SCHOOL GRADES

### Kindergarten through Second Grade

O = Outstanding

M = Mastered

P = Progressing

N = Needs Improvement

### Third Grade and Fourth Grade

A = Excellent 90-100

B = Good 80-89

C = Satisfactory 70-79

F = Unsatisfactory Below 70

O = Outstanding

M = Mastered

P = Progressing

N = Needs Improvement

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

- showing respect for the rights of others
- practice of self-discipline
- cooperation with teachers and peers
- his/her attitude toward class
- carpool/bus behavior
- cafeteria behavior

## LOWER SCHOOL SCHOOL ABSENCES/ COURSE CREDIT

### ABSENCES AND COURSE CREDIT

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

**According to the State Department of Education, a student can miss no more than eight (8) school days during a semester to be promoted to the next grade level.**

### EXCUSED ABSENCES

If a child is ill, parents are asked to call the lower school administrative assistant at ext. 2257 by 8:00 a.m. on the morning of the absence. The child is requested to return to school with a note confirming the absence. These include: illness,

doctor's appointment and dental appointments, funerals, and graduations or weddings of family members.

It is possible to receive homework for students who are absent due to illness **after** two (2) days have been missed. Before noon, a parent should call the lower school office to request the missed school work. The assignments will be available for pickup at 3:15 p.m. in the lower school office.

## UNEXCUSED ABSENCES

Absences for any reason other than those listed in the "Excused Absences" section of this handbook are considered unexcused. The student who misses school for an unexcused reason must assume all responsibility for making up missed work. **Please understand that NO work will be given ahead of time.**

While it remains the prerogative of the parents to take a child out of school, we strongly urge all parents to plan trips in consideration of the school calendar. Early departures and delayed returns from scheduled school vacation periods are unexcused absences.

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

## WORK MISSED DURING AN ABSENCE

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

# LOWER SCHOOL ATTENDANCE

## ARRIVAL AND SIGN-IN

School begins at 8:00 a.m. Students may arrive from 7:35 a.m.-8:00 a.m. Please do not drop your child off at school before 7:35 a.m. as there will be no adult supervision. **We request that parents not walk their children into the school building before 8:00.** We want to foster independence and maturity for your children. Students arriving at school after 8:00 a.m. must be signed in at the lower school office by a parent/guardian.

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

Sign-in/sign-out is located in the lower school office. All parents and visitors must sign in at the lower school office upon entering Warren Hall.

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

**Kindergarten:** for the first six weeks of school, kindergarteners will be dismissed at 1:00 p.m. For the remainder of the school year, their dismissal is 3:00 p.m.

## **BEFORE-SCHOOL ACTIVITIES**

Please understand it is not safe for any student to roam the hallways without an adult before there is any supervision in place. Students who take private music lessons or have been asked to come and see a teacher earlier than 7:35 need to use the following guidelines: Parents should park in one of the visitor parking spaces and walk their child to the music room or classroom to ensure an adult is waiting to receive the student.

## **LATE ARRIVAL WEDNESDAYS**



Parents of lower school students who must arrive early on late Wednesdays should contact the lower school office for permission to arrive early. Early arriving children of lower school faculty members should remain with their parents until they are received by an adult on duty at Warren Hall. On late Wednesdays, no lower school student will be allowed in Cleghorn Hall or Wesley Hall (except to go directly to the early designated areas) or in either of the gymnasiums (with or without a high school sibling) before the beginning of the school day.

## **TARDINESS**

Children arriving after 8:00 a.m. are considered tardy and absent if they arrive after 11:30 a.m. If your child is late, please take him/her to the lower school office to sign in. **Five tardies warrant an administrative notification.**

## **EARLY DEPARTURE SIGN-OUT**

When planning your after-school activities, please keep in mind that the school day ends at 3:00 p.m.

All students must sign out in the lower school office when leaving school before 3:00 p.m. Students that need to leave school before 3:00 p.m. must be signed out by

a parent/guardian. Students will not be permitted to sign themselves out of school.

All students leaving school or the main campus area for any reason must check out through the lower school office or have permission from the nurse in cases of illness.

Any student checked out before 11:30 a.m. will be counted absent.

Parents should make every effort to avoid exceptions to the published school schedule. When planning after-school appointments, please keep in mind that the school day ends at 3:00 p.m. In order to avoid constant interruptions during the last instructional period of the day, you will need to check out your child at 2:30 p.m. if you have afternoon appointments and need to bypass carpool. We will only interrupt classrooms for early check-out between 2:30 p.m. and 3:00 p.m. if it is a dire emergency. Departures due to emergencies will be handled as they come up.

## **AFTERNOON DISMISSAL PROCEDURES**

- Carpool takes approximately 30 minutes; please allow adequate timing for after school appointments and activities. During the lower school dismissal, students must be silent.
- All children who are not bus riders must be dropped off through the carpool line. Parents may not park and walk the child into the building. Teachers will begin to open vehicle doors at 7:35a.m. No child should exit a vehicle before that time.
- Students must be dropped off in the designated area which is supervised by teachers. The drop-off zone is along the covered walkway beyond the traffic cones. For safety reasons, no child may be dropped off in front of the building.
- In order to ensure their safety, all children should remain seated with their seatbelts fastened until a teacher opens the vehicle door.
- No cell phone usage allowed in carpool between 7:35-8:05a.m. and 3:00-3:30p.m. Please adhere to this request.
- Please do not bring any pets in the carpool line.
- If you need to get out of your car for any reason, please make sure and be back in your cars by 2:50. Remember, parent volunteers should NOT be in the carpool line.
- Drivers may use either lane after making the right turn towards Warren Hall. Please remain in that lane until a teacher moves the cone to direct traffic. Switching lanes is dangerous for both vehicles and traffic directors.



- Dismissal is through the carpool line only. Parents may neither wait in the lobby nor on the front porch, nor may they walk to the plaza in front of the building to pick up their children. Exceptions may be made only when parents have been attending a school function. In such cases, parents must be wearing name tags indicating that they have signed in at the front office.

## **PARENT VOLUNTEERS**

If you are volunteering or in a school meeting at the end of the day, please make sure and park in a parking space (not in the carpool line). You are welcome to meet your child after school next to the faculty bulletin board across from the clinic at 3:00. This will allow carpool to run smoothly and in a timely manner.

## LOWER SCHOOL DISCIPLINE

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

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

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

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

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

Therefore, the positive discipline we encourage at Wesleyan School is based upon self-discipline.

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

## LOWER SCHOOL DRESS CODE

Students at Wesleyan are expected to be well groomed and decently dressed at all times. They are expected to respect their school uniform and wear it with pride. ALL CLOTHING SHOULD BE CLEARLY MARKED WITH THE STUDENT’S NAME.

The school cannot be responsible for articles left at school. Unclaimed clothes not picked up after specified dates will be donated to charity.

### GENERAL RULES FOR DRESS

#### **Clothing**

- a. Clothes must be in good condition. They must be neat and clean. No holes in clothing will be allowed.

- b. Belts must be worn with all pants and shorts. The belts must be visible.
- c. All shirts must be worn tucked inside pants, shorts and skirts.
- d. Hats should never be worn inside a building on campus. School caps are only permitted for outdoor classes and with the permission of the teacher (principally, any physical education activities).
- e. Uniforms are to be worn when the student is on campus. Clothing may not be changed prior to going home.
- f. **\*All shirts/blouses must be plain white short/long sleeve with no lettering.**
- g. Jumper/skort length must be no more than two inches above the top of the knee. Shorts' hems should be no higher than four inches as measured from the middle of the back of the knee.
- h. Students are required to arrive on campus properly attired. Three days of school attendance in an incomplete uniform will result in the student losing a "free dress day."
- i. The warm weather uniform extends until mid-October and resumes again at the beginning of April. Please see the school calendar for exact days that the warm weather uniform ends and begins.
- j. **All students must enter school with uniform shoes.** They will change into tennis shoes in homeroom prior to recess and P.E.

## OUT OF UNIFORM DAYS

Out of Uniform days are periodically allowed. On these days students may wear jeans or casual solid color slacks. **No athletic, camouflage, or sweat pants allowed.** Logos of the shirt manufacturer or a Wesleyan logo are the only advertising allowed on shirts. No tank tops or sleeveless blouses. The students must wear an athletic type shoe. NO sandals, crocs, or flip flops. If the Out of Uniform day is to promote a school event, they may be asked to wear a specific shirt.


During warm weather uniform season, they may wear jean or casual shorts of appropriate length. No athletic or camouflage shorts allowed.

## PERSONAL APPEARANCE

- a. Hair must be clean and neatly groomed. Boys' hair must be worn above the eyebrows, above the ears and above the collar. No unnatural coloring of the hair is permitted.
- b. For boys and girls, extreme hair styles or unnatural colors are not allowed. Drastic changes in hair color or style will not be tolerated. This includes fads and cuts that draw undue attention. Students who arrive on campus in violation of this policy may expect to be sent home immediately to remedy the problem.
- c. No oversized earrings, necklaces or bracelets may be worn with uniforms

- small, age-appropriate earring studs only. Earrings are not permitted for boys.
- d. No makeup can be worn with uniforms. Lip Gloss with color tint is **not** allowed.
- e. Plain, clear polish **only** on fingernails. No glitter or color polish.
- f. Tattoos are forbidden, permanent or temporary.
- g. Shoe laces must be tied at all times, for safety reasons.
- h. Free dress days are periodically allowed. Clothes must be clean and without holes. Logos of the shirt manufacturing company, the Wesleyan logo and name and college names and logos are the only advertising permitted on clothing. No tank tops of any description will be allowed. No shorts are to be worn unless the warm weather uniform is in effect. (Shorts must be of proper length, no shorter than four inches as measured from the middle of the back of the knee.)

## SCHOOL UNIFORM DESCRIPTION

<b>Uniform for Boys</b> (R) Required (O) Optional	
<b>Pants</b>	Regulation khaki slacks with requisite "W" (R)
<b>Shorts</b>	Regulation khaki shorts with requisite "W" (O) <i>Shorts are only to be worn from the beginning of the school year until Friday, October 14 and from Monday, April 4 until the end of the school year.</i>
<b>Shirt</b>	White short/long sleeve knit shirt with Wesleyan-lettered logo (O) Green short/long sleeve knit shirt with Wesleyan-lettered logo (O)
<b>Undershirt</b>	Plain white short/long sleeve with no lettering (O)
<b>Belt</b>	Black or brown braided or plain leather belt (R)
<b>Jacket</b>	Jackets are optional <i>The following jackets are preferred, however, in extremely cold weather your child is allowed to wear a heavy coat that is not regulation.</i> Green Tri-Mountain regulation jacket (O) <i>Two Styles Available:</i> <ul style="list-style-type: none"> <li>• Heavyweight with no hood</li> <li>• Lightweight with hood</li> </ul> Green Tri-Mountain Woodsman Jacket (O)  Wesleyan hunter green regulation fleece jacket with embroidered "W" monogram (O) <ul style="list-style-type: none"> <li>• Half or Full zip</li> </ul> Regulation hunter green fleece vest (O) On extremely cold or

below-freezing days, lower school students may wear non-Wesleyan heavy coats to and from carpool and at recess.

**Sweatshirt** Green sweatshirt with Wesleyan-lettered logo (O)

**Socks** White without logo (R)  
• **REQUIRED WHITE SOCKS MUST COVER THE ANKLE.**

Black or navy without logo (O)  
• NO GOLF SOCKS OF ANY KIND, with summer or winter uniform. Ankles must be covered.  
• Crew socks above the ankle are acceptable.  
• ONLY white socks are acceptable with shorts.

**Shoes** **Below are some examples -- look-alikes are acceptable:  
NO SPERRY TOPSIDERS WILL BE ACCEPTABLE**

- Boy's tan Dirty Bucs – (Buckhead Uniforms)
- Boy's St. John Bucs – B (Buckhead Uniforms)
- Boy's Tufts – B (Buckhead Uniforms)
- Boy's Penny Loafers – B (Buckhead Uniforms)
- Merrell Slip On Jungle Moc/Brown, Tan, Black (Buckhead Uniforms)
- Stride Rite Merrell Slip On Jungle Moc Brown, Taupe or Black
- Stride Rite Sperry Boat Shoe/Classic Brown
- Stride Rite Buck - Tevin (SR)/Taupe
- Stride Rite Classic Saddle Shoe/navy/white  
(This style only comes in small sizes.)
- Lands End Boys Leather Oxford shoes
- Lands End Toddler All Weather Mocs

<p style="text-align: center;"><b>Uniform for Girls</b> (R) Required (O) Optional</p>
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**Please remember that jumper style #172 cannot be worn this year. It has been phased out.**

**Jumper** Plaid jumper Color #55 K-1st (R) , 2nd-4th (O)  
• Length must be no more than two inches above the top of the knee.

**Skort** Plaid Skort Color #55 (O)  
• Length must be no more than two inches above the top of the knee.  
**(2nd, 3rd and 4th grades ONLY)**

<b>Shirt</b>	White short/long sleeve Peter Pan blouse (R)
	White short/long sleeve knit shirt with Wesleyan-lettered logo (O)
	Green short/long sleeve knit shirt with Wesleyan-lettered logo (O)
	Plain white long sleeve turtleneck (O)
	<ul style="list-style-type: none"> <li>• This may be worn with jumper or slacks.</li> <li>• No lace or ribs on turtleneck.</li> <li>• Buckhead Uniforms:</li> <li>• White turtleneck is also available at Lands End.</li> </ul>
<b>Undershirt</b>	Plain white long/short sleeve with no lettering (O)
<b>Pants</b>	Girls Fashion Fit khaki slacks (O)
	<ul style="list-style-type: none"> <li>• Regulation khaki slacks with requisite “W” (O)</li> <li>• Lands End stretch flare chinos</li> </ul>
<b>Shorts</b>	Plaid shorts (Color #55) (O)
	Regulation khaki shorts with requisite “W” (O) <ul style="list-style-type: none"> <li>• Shorts are to be worn only from the beginning of the school year until Friday, October 14 and from Monday, April 4 until the end of the school year.</li> </ul>
<b>Jackets</b>	Jackets are optional
	<i>Only jackets listed below are allowed on campus.</i>
	Green Tri-Mountain regulation jacket (O)
	<i>Two Styles Available:</i>
	<ul style="list-style-type: none"> <li>• Heavyweight With No Hood</li> <li>• Lightweight With Hood</li> </ul>
	Green Tri-Mountain Woodsman Jacket (O)
	Wesleyan hunter green regulation fleece jacket with embroidered “W” monogram (O) <ul style="list-style-type: none"> <li>• Half or Full Zip</li> </ul>
	Regulation hunter green fleece vest (O)
<b>Sweatshirt</b>	Green sweatshirt with Wesleyan-lettered logo (O)
<b>Sweater</b>	Hunter green cardigan
<b>Tights</b>	Tights in white, navy, hunter green, and black only (O)
	<ul style="list-style-type: none"> <li>• Tights are to be worn in cold weather.</li> </ul>
<b>Headbands</b>	Headbands must match the Wesleyan uniform colors. Green, black, navy, yellow, red, white, and Wesleyan plaid are acceptable.
<b>Socks</b>	Socks are required.
	<ul style="list-style-type: none"> <li>• Plain white with no logo (O)</li> </ul>



- Knee socks in navy, hunter green, or white only (O)
- No trouser socks.
- No see-through or thin socks. Socks need to be thick. (real socks)
- Shoes laces must be tied at all times for safety reasons.
- **No golf socks of any kind.**

## **Shoes**

**Below are some examples -- look-alikes are acceptable:  
NO SPERRY TOPSIDERS WILL BE ACCEPTABLE**

- No heels
- Navy shoes are fine
- Girl's Tan Dirty Bucs – (Buckhead Uniforms)
- Girl's Saddle Oxfords – (Buckhead Uniforms)
- Girl's Mary Jane – (Buckhead Uniforms)
- Girl's Penny Loafer – B (Buckhead Uniforms)
- Merrell Slip On Jungle Moc/Brown, Tan, Black (Buckhead Uniforms)
- Stride Rite Merrell Slip On Jungle Moc  
Brown, Taupe or Black
- Stride Rite Mary Jane Mackenzie/Brown or Black
- Stride Rite Buck - Tevin (SR)/Taupe
- Stride Rite Born Mary Jane Delancey Shoe (SR)/Black or Brown
- Stride Rite Classic Saddle Shoe/Navy/white  
(This shoe only comes in small sizes.)
- Bass Kids Bentley
- No moccasins of any type may be worn.

## **Belt**

- Black or brown braided or plain leather belt (O)
- A belt is required with pants/shorts with belt loops.

## **WHERE TO PURCHASE YOUR UNIFORM**

### **Wesleyan Campus Shop**

Mike Black  
5405 Spalding Drive  
Norcross, GA 30092  
678-223-2285

### **Buckhead School Uniforms**

[www.buckheaduniforms.com](http://www.buckheaduniforms.com)  
6311 Roswell Road (Main Location)  
Sandy Springs, GA 30328  
404-303-8600

940 Curie Dr.  
Alpharetta, GA 30005  
678-240-2024

2100 Riverside Pkwy #132  
Lawrenceville, GA 30043  
678-442-0817



# WESLEYAN MIDDLE SCHOOL

## WESLEYAN HONOR SYSTEM

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

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

### THE HONOR CODE

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

1. Lying is the intentional falsification or denial of fact or the intentional creating of a false impression or the breaking of a pledge.

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

## **THE PLEDGE**

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

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

## **PLAGIARISM**

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

## **STUDENTS' ROLE**

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

A student found guilty of an Honor Code violation shall be subject to possible dismissal from the school. The first offense may be used as an opportunity for guidance, the degree of the judgment varying with the age of the student and the number of years he/she has lived under the school's Honor Code. The headmaster, in consultation with the principal and the dean of students, ultimately determines disciplinary action.

# MIDDLE SCHOOL ACADEMICS

## **COURSE SELECTION AND CHANGES**

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

## **ELECTIONS AND OFFICES**

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

## **ELIGIBILITY**

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

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

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

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

## **EXAMS**

The school year is divided into two semesters. Scheduled 1½-hour examinations (1 hour for foreign language) are given in seventh and eighth grades at the end of

each semester. Examinations count 20% of the total grade. Students who are ill and cannot take an exam should:

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

Students are not allowed to take exams early.

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

## **EXTRA HELP**

Students are encouraged to attend extra help as needed. This period, Monday through Thursday from 3:00 p.m. to 3:30 p.m. allows time to ask questions, to clarify ideas, to practice or reinforce skills, to make up work or tests due to absences or to pursue a special topic of interest. It is a time to provide individualized help, although the number of students in attendance on any given day will necessarily affect the amount of individualized attention students can receive. Any student having difficulty scheduling extra help should see the grade chair for assistance.

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

## **FAILURES**

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

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

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

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

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

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

## **GRADE REPORTING**

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

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

*Mid-Semester Grading Period* - grades with comments for all students

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

*Semester Grading Period* - grades for all students and comments for students who failed one or more courses

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

## **SIGNED TESTS AND PROJECTS**

Having tests and projects signed by parents is a major form of teacher-to-parent communication in the middle school. Since class averages are written on tests, having tests and projects signed ensures that parents are regularly informed of academic progress between grading periods. Students who do not have their tests or projects signed within the allotted time will be given an extra help detention. An extra help detention is served in the issuing teacher's classroom, and the student will be required to sit quietly without working during that extra help period. After a student accumulates three extra help detentions in a semester, all future unsigned tests and projects in that class will result in a minor detention.

## **GRADING SYSTEM**

Most classes at Wesleyan use a numerical grading system:

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

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

- E Excellent
- S Satisfactory
- N Needs improvement
- U Unsatisfactory

## **HOMEWORK**

Most classes meet five times each week, and assignments are given for each class period. The core courses in the middle school are English, math, social sciences, science and foreign language. It should be expected that homework in these classes will be given almost every night. The time expectation for each core course will be as follows:

- 5th grade - 15 minutes of homework per core course
- 6th grade - 15 minutes of homework per core course
- 7th grade - 20 minutes of homework per core course
- 8th grade - 25 minutes of homework per core course

These time guidelines are meant to cover written homework assignments. Studying for a test or working on long-term projects will require longer amounts of time. Also, all middle school students are encouraged to review the notes from all of their courses on a daily basis in order to build good study habits and to avoid procrastination. Other courses have more limited homework, either in frequency, amount of time per assignment or both.

The school recognizes that parents may and should be interested in and encourage their child's efforts; ultimately, however, homework represents the student's efforts and should not be done by parents. In addition, sharing of homework with another student, unless specifically permitted in certain cases of group work by teachers, breaks the Honor Code.

Assignments are not given over Thanksgiving, Christmas, Spring Break or Easter vacations or on other occasions specified by the principal.

## **HONOR ROLL AND MERIT LIST**

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

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

## **SCHOOLS**

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

## **SUMMER SCHOOL**

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

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

## **MIDDLE SCHOOL ATTENDANCE**

### **ARRIVAL AND DEPARTURE**

Students must be in homeroom by 8:00 a.m. Students are encouraged to arrive at school after 7:35 a.m. unless they are arriving for a specific meeting or event and have a faculty sponsor present. Upon arriving, to organize their books for the day, students should go straight to homeroom. The homeroom warning bell rings at 7:55 a.m., and homeroom begins promptly at 8:00 a.m. Arrival after 8:00 a.m. results in a tardy mark on the student's attendance record.

### **LATE ARRIVAL WEDNESDAYS**

Middle school students who arrive early are to report to DuBose Dining Hall where a staff member will hold a study hall until 8:45 a.m. Each late Wednesday, on a rotating basis, a staff member will be in Wesley Hall beginning at 7:30 a.m. to shepherd early arriving middle school students to the dining hall.

Early arriving middle school students of faculty members should report to DuBose Dining Hall at 7:30 a.m. On late Wednesdays, no middle school student will be allowed in Cleghorn Hall or Wesley Hall (except to go directly to the early designated areas) or in either of the gymnasiums (with or without a high school sibling) before the beginning of the school day.

## **ATTENDANCE**

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

## **CLASS CUTS**

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

## **EXCESSIVE ABSENCES**

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

Wesleyan feels that class attendance is essential for academic growth and therefore reserves the right to refuse credit to students who miss eight (8) or more classes in any course during the semester unless the administration determines that extenuating circumstances exist. While the administration will treat each case individually based on its merit, please know that Wesleyan does not seek, nor does it provide, distance learning or homeschool partnering as an educational option. Each student will be allowed eight absences per semester, including both excused and unexcused absences, as dictated by Georgia truancy laws, before the school will take action. Such action might include, but is not limited to, assignment to a supervised study hall before or after school, loss of privileges such as field trip participation or even loss of academic credit. The administration reserves the right to address each case individually and act appropriately. In the case of a prolonged or recurring illness, the school may require a medical explanation from the physician. In cases where the school decides that excessive absences are detrimental, a conference between school personnel and the parents will take place to determine if the student is to earn credit in the subjects missed. Parents will be notified when a student reaches seven (7) absences within a semester.

Absence from school will be excused for:

- Illness
- Emergency family matter
- Death in the family



- Dental or medical appointment, when appointment at another time is not possible
- Court appearance
- Religious observance
- Funeral
- Graduation or wedding of family member
- Learner's Permit (1/2 day)
- Being a page in the legislature
- Siblings of athletes who are participating in Wesleyan School state tournaments (prior notice needed; absences will be excused at the dean of students' discretion)

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

Absences for Wesleyan type activities (defined as an activity that is not a Wesleyan team but is an activity that Wesleyan sponsors, for example AAU basketball) may be excused if advance notice is given to the grade chair and dean of students. Only two days per year may be excused for this reason. Students who are failing one or more courses are not eligible to receive this excused absence.

Absences for reasons other than those listed above are considered unexcused. Family trips that do not coincide with official Wesleyan holidays are unexcused, except in cases that the principal deems extraordinary, once-in-a-lifetime events.

## **EXTRACURRICULAR ELIGIBILITY**

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

Parents who provide the principal or dean of students with advanced notice concerning medical or dental appointments and check their child in after 10:00 a.m. with appropriate documentation of the medical or dental appointment visit may be allowed to participate in the extracurricular events. Students who attend school all morning and check out for a previously-scheduled, non-emergency dental or medical appointment after 10:00 a.m. may participate in extracurricular activities.

Students who check out due to illness are not allowed to return to school for the remainder of the day and are ineligible for extracurricular activities for that day.

## **LATE ARRIVALS, EARLY DISMISSALS, AND TARDIES**

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

Tardies to school will result in disciplinary action as follows:

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

Tardies to class will result in disciplinary action as follows:

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

Students arriving after the end of homeroom period should:

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

Students entering school late or leaving school before the end of the day must have parental permission (a phone call, a voice mail message to middle school administrative assistant Donna Dixon at Extension 2260 or a written note to her before 8:00 a.m. (when the school day begins.) Parents must sign middle school students out when picking them up for any reason. In cases of illness, students must have the nurse's permission to check out.

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

## **MAKE-UP WORK**

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

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

## **PLANNED ABSENCES**

Parents should send a note to the grade chair as early as possible for a planned absence, at the very latest two days before the absence is to occur. Planned absences may be either excused (family wedding, for example) or unexcused (family trip, for example). Upon receipt of the parental note, the grade chair will give the student an assignment form to be filled in by the teachers and returned for review by the grade chair.

## **UNEXCUSED ABSENCES**

Absences for any reason other than those listed in the “Excused Absences” section of this handbook are considered unexcused. The student who misses school for an unexcused reason must assume all responsibility for making up missed work.

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

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

# MIDDLE SCHOOL DISCIPLINE

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

## ALCOHOL AND ILLEGAL DRUGS

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

Goals of the alcohol and drug discipline policies:

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

### Definitions:

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

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

**In-House Disciplinary Action** - consists of students serving in a study hall or work period on campus for a minimum of one full school day. Students should arrive at the middle school office promptly at 7:55 a.m. in the proper uniform. The students will be given work to do and will complete school assignments. They will not receive help from the teachers while serving their time for their disciplinary action. It will be their own responsibility to seek help from their teachers during extra help

when they return. The students will be kept isolated from the student body at all times. Expenses incurred to pay a substitute teacher for supervision will be billed to the parents of the student.

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

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

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

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

### **Third Offense, Off-Campus**

- Suspension or expulsion
- Removal from all activities

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

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

### **Second Offense, On-Campus**

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

## **CONDUCT**

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

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

## **DETENTIONS**

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

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

This postponement may be granted only if a written explanation is submitted to the dean of students before 12:00 p.m. (noon) on the Thursday prior to the detention.

## **DISCIPLINE**

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

### **MINOR/MAJOR DETENTIONS**

Middle school detentions will be held on Friday mornings from 6:45 a.m. until 7:45 a.m. Minor detentions will require attendance on one morning; major detentions will require attendance two consecutive Friday mornings. Detentions will be held in Room 130 of Wesley Hall. Students must not be late to any detention. If a student is late, he/she will be asked to serve time the following Friday at 6:45 a.m. Students must sit silently for the full time of the detention without sleeping, studying or distracting other students.

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

#### **Examples of behaviors leading to minor detentions include:**

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

The above list is not intended as exhaustive.

#### **Examples of behaviors earning major detention include:**

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

The above list is not intended as exhaustive.

When serving a middle school detention, students are required to wear the Friday “Dress Code Uniform.” This requirement is waived if the dress code for the detention day is NOT Friday Dress Code.

## **REPEATED DETENTIONS**

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

## **SUSPENSIONS**



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

## **RE-ENROLLMENT**

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

## **TOBACCO**

The school vigorously opposes the use, possession or distribution of tobacco in any form on campus or at off-campus school functions. Violation subjects a student to disciplinary action.



# MIDDLE SCHOOL DRESS CODE

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

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

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

ALL CLOTHING SHOULD BE CLEARLY MARKED WITH THE STUDENT'S NAME. Found clothing that is not properly labeled with a student's name will be donated to the used uniform sale.

## GENERAL RULES FOR DRESS

### **Clothing**

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

## PERSONAL APPEARANCE

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

## SCHOOL UNIFORM DESCRIPTION

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

<p style="text-align: center;"><b><u>Uniform for Boys</u></b> (R) Required (O) Optional</p>
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### **Shirts**

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

<b>Tie</b>	<p>Wesleyan School stripe tie (required in Friday uniform)</p> <ul style="list-style-type: none"> <li>• Buckhead Uniforms style #11</li> </ul>
<b>Pants</b>	<p>Regulation brown khaki slacks with requisite “W” (R)</p> <ul style="list-style-type: none"> <li>• All slacks and shorts must accommodate a belt.</li> <li>• Pants may not be cut, torn or altered in any way.</li> <li>• Pants may not have exterior pockets; no cargo slacks or shorts.</li> </ul>
<b>Shorts</b>	<p>Khaki twill regulation shorts with requisite “W” (O) (part of warm weather uniform)</p> <ul style="list-style-type: none"> <li>• Shorts can be worn no longer than the bottom of the knee.</li> <li>• Shorts are only to be worn from the beginning of the school year until Friday, October 14 and from Monday, April 2 until the end of the school year.</li> <li>• Shorts may not be worn as part of the Friday dress uniform.</li> </ul>
<b>Belt</b>	Black or brown braided or plain leather (R)
<b>Blazer</b>	<p>Two-button navy blazer with Wesleyan crest patch (R)</p> <ul style="list-style-type: none"> <li>• Required every Friday and on other special occasions</li> <li>• Must be worn with Wesleyan tie, white oxford shirt and brown khaki slacks</li> </ul>
<b>Jacket</b>	<p>Jackets are Optional  <i>Only Jackets listed below are allowed on campus.</i>  They are all available at the Wesleyan Campus Shop or Buckhead Uniforms.  Only blazers are worn on Fridays.</p> <p>Wesleyan regulation fleece jacket (O)  Green Tri-Mountain regulation jacket (O)  <i>Two styles available:</i></p> <ul style="list-style-type: none"> <li>• Heavyweight With No Hood</li> <li>• Lightweight With Hood</li> </ul> <p>Green Tri-Mountain Woodsman Jacket (O)</p> <p><i>No other jackets will be allowed on campus during the school day.</i></p> <ul style="list-style-type: none"> <li>• In case of severe cold, Wesleyan suggests layering with sweater or sweatshirt.</li> </ul>
<b>Sweater</b>	<p>Hunter green 100% cotton crewneck or v-neck pullovers with no logo (O)</p>
<b>Shoes</b>	<p>Black or dark brown leather/suede shoes (R)  (Campside, Bucs allowed)  Athletic shoes are for PE only.</p> <ul style="list-style-type: none"> <li>• No shoes above the ankle; no boots of any kind</li> </ul>



- Shoes should be properly shined and soled and in good repair.
- Shoes must cover feet completely.
- No sandals or clogs
- Shoelaces must be tied at all times for safety reasons.

## **Socks**

Socks are Required

Plain white with no stripes or coloring (O)

Navy, black, or brown dress socks (O)

- Logos smaller than one inch are allowed.
- Socks must be worn properly every day, and they must cover the ankle.
- Only white socks are allowed with shorts.
- No golf socks of any kind.

## **Friday Uniform for Boys**

All of the following are Required on Fridays:

- Two-button navy blazer with Wesleyan crest patch
- Wesleyan tie
- White short/long sleeve oxford button-down shirt
- Brown khaki slacks with requisite “W”
- Khaki shorts may not be worn as part of the Friday dress uniform
- Belt
- Socks that meet requirements

## **Uniform for Girls**

(R) Required (O) Optional

## **Skort**

Green Plaid Wrap Skort, Style #907, Color #79 (R)

- All skorts should be properly hemmed
- Skorts should be worn no shorter than four (4) inches above the knee, as measured from the middle of the back of the knee.
- Rolling up of skorts is not allowed

## **Shirts**

White short/long sleeve oxford blouse with no logo (R)

White short/long sleeve knit shirt with proper wesleyan logo (O)

Green short/long sleeve knit shirt with proper wesleyan logo (O)

Plain white long sleeve turtleneck (O)


Straight-hem blouse with 3/4 length sleeve (O)

- This can only be purchased at the Campus Shop.
- This shirt cannot be worn as part of the Friday dress uniform.
- All shirttails must be tucked in at all times.

- Collars must be buttoned at all times.
- Only plain white undershirts with no graphics or color anywhere on them are permitted.
- Long sleeve undershirts are not to be worn under short sleeve shirts at any time.
- Green sweatshirt with Wesleyan-Lettered Logo (O)

<b>Pants</b>	<p>Regulation Brown Khaki Slacks With Requisite “W” (O)</p> <ul style="list-style-type: none"> <li>• Lands End stretch flare chinos (09257-42T0 and 09257-62TX). <i>Pants may be ordered directly from Land’s End. They will also put the requisite “W” on the pants.</i></li> <li>• All slacks and shorts must accommodate a belt.</li> <li>• Pants may not be cut, torn or altered in any way</li> <li>• Pants may not have exterior pockets; no cargo slacks or shorts.</li> </ul>
<b>Shorts</b>	<p>Khaki twill regulation shorts with requisite “W” (O) (Part of warm weather uniform)</p> <ul style="list-style-type: none"> <li>• Shorts can be worn no longer than the bottom of the knee.</li> <li>• Shorts can be worn no shorter than four (4) inches above the knee, as measured from the middle of the back of the knee.</li> <li>• Shorts are only to be worn from the beginning of the school year until Friday, October 14 and from Monday, April 2 until the end of the school year.</li> </ul>
<b>Belt</b>	<p>Black or brown braided or plain leather (O)</p> <ul style="list-style-type: none"> <li>• Must be worn at all times with pants or shorts</li> <li>• Not worn with skort</li> </ul>
<b>Blazer</b>	<p>Two-button navy blazer with Wesleyan crest patch (R)</p> <ul style="list-style-type: none"> <li>• Required every Friday and on other special occasions</li> <li>• Must be worn with white oxford shirt and plaid skort</li> </ul>
<b>Jacket</b>	<p>Jackets are Optional <i>Only Jackets listed below are allowed on campus. They are all available at the Wesleyan Campus Shop or Buckhead Uniforms.</i></p> <ul style="list-style-type: none"> <li>• Only blazers are worn on Fridays</li> </ul> <p>Wesleyan regulation fleece jacket (O) Green Tri-Mountain regulation jacket (O) <i>Two Styles Available</i></p> <ul style="list-style-type: none"> <li>• Heavyweight with no hood</li> <li>• Lightweight with hood</li> </ul> <p>Green Tri-Mountain Woodsman Jacket (O)</p> <p><i>No other jackets will be allowed on campus during the school day.</i></p> <ul style="list-style-type: none"> <li>• In case of severe cold, Wesleyan suggests layering with sweater or sweatshirt</li> </ul>



<b>Sweater</b>	Hunter green 100% cotton crewneck or v-neck pullover with no logo (o)
<b>Shoes</b>	<p>Black or dark brown leather/suede shoes (R)  (Campside, Bucs allowed)  Athletic shoes for PE only</p> <ul style="list-style-type: none"> <li>• No shoes above the ankle; no boots of any kind</li> <li>• Shoes should be properly shined and soled and in good repair</li> <li>• Shoes must cover feet completely</li> <li>• No sandals or clogs</li> <li>• Heels should have no more than a one-inch lift above the height of the shoe sole</li> <li>• Shoe laces must be tied at all times for safety reasons</li> </ul>
<b>Socks</b>	<p>Socks are required.  Plain white with no stripes or coloring (O)  Navy or black dress socks (O)</p> <ul style="list-style-type: none"> <li>• Logos smaller than one inch are allowed</li> <li>• Brown socks may only be worn with long pants</li> <li>• Socks must be worn every day, except when tights are worn</li> <li>• Socks must be worn properly every day, and they must cover the ankle</li> <li>• No golf socks of any kind</li> </ul>
<b>Tights/ Leggings</b>	<p>Plain navy or black without patterns (O)   (to be worn in cold weather only)  Full Length (no capri length) solid Black or Navy leggings without patterns or lace (O) (To be worn in cold weather only)</p>

### **Friday Uniform for Girls**

All of the following are Required on Fridays:

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

## **WARM WEATHER UNIFORM**

Shorts may be worn as part of the warm weather uniform. The warm weather uniform extends until mid-October and resumes again at the beginning of April. Please see the school calendar for exact days that the warm weather uniform ends and begins. Shorts must be worn no longer than the bottom of the knee and no shorter than four (4) inches above the knee, as measured from the middle of the back of the knee.

## **COLD WEATHER UNIFORM**

We have selected uniform items that can be layered on cold days to keep students warm. As such, no coats, jackets, or sweatshirts that are not a part of the school uniform can be worn from 7:30-3:30. This includes all athletic or fine arts warm ups and sweatshirts.

## **OUT OF UNIFORM ATTIRE**

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

- Clothes must be clean and without holes or fraying of any kind.
- Clothes should be neither too tight or excessively large on the individual.
- Logos of the shirt manufacturing company, the Wesleyan logo and name, or college names and logos are the only advertising permitted on clothing.
- No sweatpants, warm-ups or athletic shorts may be worn.
- All shorts and skirts must be no shorter than 4 inches above the middle of the knee.
- Hats are not allowed
- Tank tops of any description are not allowed. Shirts should not show the midriff.
- Closed toe shoes must be worn.

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

## **PHYSICAL EDUCATION UNIFORM**

- Gray t-shirt with Wesleyan School logo (R)
- Green regulation mesh shorts with Wesleyan School logo (R)
- Green regulation sweatshirt and pants with Wesleyan School logo (O)

In addition to the above uniform, seventh and eighth graders also have the option of wearing the following:

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

- Any Wesleyan sweatshirt or sweatpants or any primarily solid black, navy, grey or dark green sweatpants

## **SPECIAL NOTES**

- Every Friday is a Dress Uniform Day.

### **Boys:**

- Blazer
- Long Khaki Pants (shorts may not be worn)
- White oxford cloth shirt
- Tie
- Socks that meet requirements

### **Girls:**

- Blazers
- White oxford cloth shirt (straight-hem blouse cannot be worn)
- Plaid skirt
- Socks that meet requirements

- Students' names should be written on every article of clothing (including shoes) before the first day of school.
- No tank tops of any description are allowed. Shirts should NOT show the midriff.
- Skirts or shorts should be worn no shorter than four (4) inches above the knee, as measured from the middle of the back of the knee.
- Sweatshirts are not worn under the blazer in cold weather; however, regulation sweaters are acceptable. Long sleeve undershirts are not to be worn under short sleeve shirts at any time.
- Hats should never be worn inside a building on campus even when a student is out of uniform. (Baseball caps are not allowed with the school uniform.)

The final judgment on acceptable attire and grooming rests with the middle school Dean of Students. Violations of any aspect of the Wesleyan dress code will result in disciplinary action.

## **WHERE TO PURCHASE YOUR UNIFORM**

### **Wesleyan Campus Shop**

Mike Black  
5405 Spalding Drive  
Norcross, GA 30092  
678-223-2285



**Buckhead School Uniforms**

[www.buckheaduniforms.com](http://www.buckheaduniforms.com)

6311 Roswell Road (Main Location)

Sandy Springs, GA 30328

404-303-8600

940 Curie Dr.

Alpharetta, GA 30005

678-240-2024

2100 Riverside Pkwy #132

Lawrenceville, GA 30043

678-442-0817

## MIDDLE SCHOOL POLICIES AND INFORMATION

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

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

## **CLASSROOM PROCEDURES**

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

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

## **CO-CURRICULAR ACTIVITIES**

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

## **CONFLICTS**

Though we understand that Wesleyan is composed of a diverse group of people, we also know that peace is not realized through certain types of conflict. Our emphasis need not be focused on running from conflict but on resolving conflict.

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

## **DISCREDIT CLAUSE**

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

## **DISMISSAL TIME**

The end of the last class is at 3:00 p.m., but the school day does not officially end until 3:30 p.m., at the end of the extra help session on Monday-Thursday. Middle school students should leave campus immediately, following those rules applying to cars, after their school day, extra academic help (3:00 p.m. to 3:30 p.m.) or subsequent sports or fine arts activities.

## **EATING**

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

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

- a. Dietary/medical needs (such as allergy) indicated by a written note from a physician
- b. Snacks during scheduled snack breaks and after 3:30 p.m. (before sports/extracurricular activities)

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

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

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

## **ELECTRONIC DEVICES**

Radios, CDs, and music players of all kinds may be brought to school only with special permission of a teacher or administrator, and may be used only under their supervision. Other electronic devices including tape recorders, spelling assistants, and personal digital assistants may only be used with written permission from an administrator or the school counselor. Video cameras and video taping are prohibited on campus unless specific permission is given from a teacher or administrator.

## **ELEVATOR**

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

## **FIELD TRIPS**

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

## **GAMBLING**

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

## **GUM**

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

## **KEYS**

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

## **LIBRARY**

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

### **Chapman Library Hours**

Monday	7:30 a.m. - 4:30 p.m.
Tuesday	7:30 a.m. - 4:30 p.m.
Wednesday	8:45 a.m. - 4:30 p.m.
Thursday	7:30 a.m. - 4:30 p.m.
Friday	7:30 a.m. - 3:15 p.m.

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

### **LITTER**

The school belongs to each student. Each student should take pride in the school's general appearance by helping to keep the campus clear of litter. Students should pick up trash whenever they see it - whether it is outside on the ground, in the corridors or in a stairwell. Every member of the community must strive to keep Wesleyan beautiful.

### **LOCKERS**

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

### **OFF-LIMITS AREAS**

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

### **RAIN**

Students should keep rain wear in lockers, ready for inclement weather. Collapsible umbrellas without a sharp point are permissible.

## **SCHOOL FUNCTIONS**

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

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

## **SKATEBOARDS AND ROLLER BLADES**



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

## **STUDENT LOUNGE**

Middle school students are NOT allowed in the high school student lounge in Wesley Hall at any time - before, during or after school hours. The lounge is a high school privilege.

## **SUNDAY**

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

## **TELEPHONE USAGE AND MESSAGES DURING THE SCHOOL DAY**

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

## **CELL PHONE USAGE**

It is not permissible to carry a cell phone during the school day. Cell phones must be stored and locked in lockers. Students are not permitted to carry them during the school day in purses, PE bags, etc. Students who carry cell phones during the school day will be issued detentions. Students may use cell phones outside the buildings after 3:00 p.m. Cell phones may never be used in the academic buildings (Cleghorn and Wesley Hall) during the school day. Students whose cell phones ring in the building during the school day, or any student who violates

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

## **TEXTBOOKS**

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

# WESLEYAN HIGH SCHOOL

## WESLEYAN HONOR SYSTEM

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

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

### THE HONOR CODE

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

1. Lying is the intentional falsification or denial of fact, the intentional creating of a false impression or the breaking of a pledge.



2. Cheating is giving, receiving or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work. It is also the representation of another's work as one's own.
3. Stealing is the taking of anything without the consent of the owner.

## THE PLEDGE

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

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

## PLAGIARISM

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

## STUDENTS' ROLE

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

A student found guilty of an Honor Code violation shall be subject to possible dismissal from the school. The first offense may be used as an opportunity for guidance, the degree of the judgment varying with the age of the student and the number of years he/she has lived under the school's Honor Code. **The administration ultimately determines disciplinary action.**

## GUIDELINES FOR HONOR VIOLATIONS

Freshmen or sophomore – 1st offense

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

Junior or Senior – 1st offense

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

If a student is not forthright in the proceedings or there is an increased level of egregiousness this will merit a more significant punishment than outlined above. Second offenses will also be dealt with more severely.

## **HIGH SCHOOL ACADEMICS**

### **DROP/ADD**

Students may not drop or add any course after the June drop/add period. Typically, only changes that affect graduation requirements will be considered.

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

Changes occur only during the spring during registration. Classes may NOT be dropped or added after the last notification. Students should think carefully through their course selections.

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

### **ELECTIONS AND OFFICES**

Student Council offices and the post of class representative all require students to have passing grades and maintain good standards of personal behavior. The decision on whether a student is eligible to be a class officer ultimately rests with the administration.

### **ELIGIBILITY - ACADEMIC**

In accordance with Georgia High School Association regulations, students who do not pass five subjects in a given semester and who fail to meet the following cumulative credit minimums are ineligible for interscholastic competition during the succeeding semester.

- 4 credits by the end of ninth grade
- 10 credits by the end of tenth grade
- 16 credits by the end of eleventh grade

Additionally, students who do not meet GHSA eligibility requirements are also precluded from participating in school-sponsored plays and drama, as well as serving in student government, winter guard, band, mock trial or Honor Council.

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

A student who fails in the second semester may make up the credit in summer school and be eligible the following fall. A student may not make up more than two credits in summer school and remain eligible for the following semester. (For Extracurricular Eligibility, see page 104)

## **EXAMS**

The school year is divided into two semesters. Scheduled examinations are given in high school at the end of each semester. Examinations in ninth grade classes count for 20% of the total grade while examinations in tenth through twelfth grade classes count for 25% of the total grade.

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

Students are not allowed to take written exams early.

## **FAILURES**

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

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

Please note that if a student does not meet both of the above criteria in a yearlong course, he/she must take both semesters of that course in summer school. A student failing more than two courses for the year will be dismissed from Wesleyan.

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

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

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

## GRADING CHART

Code	Description	Low	High	GPA
A+	A+	97.00	100.00	4.30
A	A	93.00	96.99	4.00
A-	A-	90.00	92.99	3.70
B+	B+	87.00	89.99	3.30
B	B	83.00	86.99	3.00
B-	B-	80.00	82.99	2.70
C+	C+	77.00	79.99	2.30
C	C	73.00	76.99	2.00
C-	C-	70.00	72.99	1.70
F	F	0.00	69.99	0.00
W	Withdrew	0.00	0.000.00	
IN	INCOMPLETE	0.00	0.000.00	

## GRADE REPORTING

Each semester, grades will be reported as follows:

**1st Grading Period** - grades for all students and comments only for students whose average is 75 or below

**Mid-Semester Grading Period** - grades and comments for all students in all subjects

**3rd Grading Period** - grades on all students, and comments for students whose average is 75 or below

**Semester Grading Period** - end-of-semester grades for all students.

## HOMEWORK

Teachers assign homework on a regular basis. Students should prioritize and manage their own schedules to allow time for homework to be balanced with personal activities. In planning their schedule, students should allow for adequate time to complete assigned homework.

Homework is assigned in various classes according to the following time ranges. Please note that these times reflect the amount of time that most students need to spend on homework in a particular course.

*No Homework Course:* No homework on a regular basis/Homework may be assigned occasionally

*Light Homework Course:* An average of 10-20 minutes per night

*Full Homework Course:* An average of 25-35 minutes per night

*Solid Homework Course:* An average of 45-60 minutes per night

*Advanced Placement Homework Course:* An average of 45-60 minutes per night

## **HOMEWORK GUIDELINES**

Parents may and should be interested in and encourage their child's efforts; however, homework ultimately represents student effort. (Sharing homework, unless specifically permitted in certain cases of group work by teachers, breaks the Honor Code.)

No assignments are given over Thanksgiving break, Christmas break, spring break, Easter break, or on other occasions specified by the principal.

Good study habits are necessary for success in high school, in college and in life. Here are some suggestions for students reinforcing or improving upon present habits:

1. Do not procrastinate. Plan ahead. Do not put off assignments, papers, or homework. Use your assignment book to plan ahead, and mix major assignments with your daily homework so both will be completed well.
2. Set up a regular study time and location. Do not study in a busy part of the house where there are other distractions. Set up a regular study location and let other family members know so they can work their own routine around your schedule.
3. Collect all materials needed. Set up everything you will need for your study time so that you will not need to get up constantly, and be distracted from your tasks.
4. Be realistic about time expectations. Do not do all of the work in one hour the night before a test or a major paper. This will only set up a failure. Allow enough time to do your best job on the expected work, but also some time to do some additional research or problem solving which may not have been assigned. Allow yourself time to be curious and creative.

## **EXTRA CREDIT**

No extra credit is permitted in the high school. Extra credit points are those points awarded to students outside of standard assessment methods. Extra credit points are added points that potentially inflate a student's grade. Standard assessment methods include:

- assessment in the body of tests or quizzes, required of or offered to all students
- assigned papers, required of or offered to all students
- performance assessments, required of or offered to all students
- grades from homework required of or offered to all students
- class participation grades, assigned to all students

## **HONOR ROLL/MERIT LIST**

Honor Roll - an average of 90 or above with no failures

Merit List - an average between 87 and 89 with no failures

\*Note: Averages are not rounded up in order to make merit list or honor roll.

## **HONORS/ADVANCED PLACEMENT COURSES**

Honors courses receive a three-point addition to the final grade at the semester period; advanced placement courses receive five. These points will be reflected only in the overall semester and cumulative averages on the report cards and the transcript; they will not be reflected on the individual course grades on report cards or the transcript. At the end of the semester, three points will be added to averages on honors courses when the student earns a grade of 80 or better; five points will be added to averages in AP courses when the student earns a grade of 75 or better.

Sophomores may take a maximum of one AP course/exam; juniors, a maximum of two AP courses/exams; seniors, a maximum of three AP courses/exams. All students enrolled in an AP course are required to sit for the exam.

## **MAKE-UP POLICY**

### **FOR STUDENTS WITH AN ANTICIPATED ABSENCE OF ONE DAY OR LESS**

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

## FOR STUDENTS WHO MISS PART OF THE SCHOOL DAY

If a student misses a class due to an appointment and returns to school that day, he must turn in missed work or make up tests that same day or at a time mutually agreed upon with the teacher. On the first day of their return from an absence, students should make every reasonable attempt to contact the teacher(s) of the class(es) they missed, whether in person or through a note, by e-mail, or by phone. Failure to do so may result in the teacher allowing the student to make it up for only 80% credit.



## FOR STUDENTS WHO ARE ABSENT FOR ONE OR MORE DAYS

Students are allowed the same number of days absent to complete work missed due to illness or other types of excused absences. Any extension of this time is at the deference of the teacher. To clarify, if a student is absent one day, he must make up all missed work the day after his return. If a student is absent two days, he must make up all missed work on the second day after his return, etc. On the first day of their return from an absence, students should make every reasonable attempt to contact the teacher(s) of the class(es) they missed, whether in person or through a note, by e-mail, or by phone.

## OFFICE HOURS

The purpose of office hours is to allow the students to have extra time with their teachers. In the high school, the philosophy is that the students should use this time voluntarily. Office hours allow the students to further clarify issues, review material or generate more discussion with the teacher.

At their discretion, teachers may assign students to attend office hours for a specified amount of time or until improvement is seen in the student's academic understanding. Students must utilize this time that is given by the teachers in order to maximize their ability to understand a specific content area. This transition, to the completely voluntary time in college, conditions the students to be proactive in their approach with the faculty member and towards their academic material.

## SCHOOLS AND COLLEGES

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

## SENIOR EXEMPTION POLICY

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

- Exemptions are for 2nd semester seniors enrolled in full-year courses; exemptions may be granted to seniors at the end of the first semester for one-semester courses.

- A student can have only five (5) absences during the semester, other than those that are considered school related, such as athletic absences or college visits.
- In order to exempt a final, students must have an overall “A” average in the course with at least a 90 average during the 2nd semester. No honors points can be added to the average when calculating semester grades.



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

## **SUMMER SCHOOL**

Summer school courses are taken for make-up credit only. Grades earned in approved summer school programs do appear on the transcript as a “P” for passing and to represent a credit earned in that particular course. However, grades earned in approved summer school programs do not replace the “F” from the school year, nor are summer school grades averaged in with grades earned during the school year. Students may not take summer school for forward credit. A student who fails two credits in one year will be considered in academic jeopardy and will have to make up at least one credit in summer school. The student’s academic progress in the following year will be closely monitored, and if in the judgment of the school there is no sufficient improvement, the student may be asked to withdraw from Wesleyan. A student who fails more than two (2) year-long courses will be dismissed from Wesleyan. Remember, in order to pass a year-long course and receive credit for it, a student must pass for the year and pass for 2nd semester.

## **HIGH SCHOOL ATTENDANCE**

### **ARRIVAL AND DEPARTURE**

Students must be in the proper location by 8:00 a.m. Students are encouraged to arrive at school after 7:35 a.m. unless they are arriving for a specific meeting or event and have a faculty sponsor present. Upon arriving and organizing any books for the day stored in lockers, students should go straight to the proper location depending on the morning meeting. A warning bell will ring at 7:55 a.m., and the school day begins at 8:00 a.m. Arrival after 8:00 a.m. results in a tardy mark on the student’s attendance record.

### **ATTENDANCE**

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



## CLASS CUTS

Students are expected to attend all scheduled classes and activities. A student cutting class will receive a major detention. (A cut is the equivalent of missing one academic period.) If students cut to avoid a project deadline or test, the maximum grade that can be received for the missed work is 70% of the earned grade. Any second cut during the year will earn two major detentions plus a warning. Third offenses will likely cause suspension or expulsion. The fourth cut will lead to expulsion unless the school chooses to issue a special dispensation.

## COLLEGE VISITATION

Seniors and juniors may use two days each year for college visitations. While students are encouraged to use fall break, spring break and other long weekends for college visits, there may be occasions when a student must miss a regular school day, especially when travel time to the college is a major factor. The students must schedule an admissions interview or other appointment with the college admissions office. Students must obtain a preplanned absence form from the high school office. It is expected that students will turn in all assignments in advance and that they will return to class prepared. Students who do not plan college visits in advance and do not fill out pre-planned absence forms before their departure will be issued unexcused absences for any days missed. **No college visits can be scheduled in May so students can give final exams their full attention.**

**Students are responsible for all work missed during the absence and must take all tests missed within two days after returning to class.**

## EARLY DISMISSALS

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

## ELIGIBILITY - EXTRACURRICULAR

A precondition of participating in the extracurricular life of the school (games, plays, concerts, practices, etc.) is attending academic class. Those who do not abide by this cannot participate in the extracurricular activities on the day of the absence unless otherwise authorized by the principal. **Students must check in before 10:00 a.m. to be eligible for any extracurricular activity on that day. If it is a half-day schedule he/she must check in before 9:30 a.m.**

If a student misses an academic period during the school day, the principal or dean of students **MUST** excuse the absence before the student may participate

in an extracurricular activity. (If the reason is an illness, the student may not be approved to participate in any practice or activity after school.) Students receive excused absences for issues such as a doctor's appointment or previously planned appointments.

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

At the conclusion of the semester, students who do not pass at least five (5) courses will not be allowed to participate in any extracurricular activity that meets regularly over an extended period of time including any GHSA sponsored extracurricular activity. This includes athletics, mock trial, drama and musical productions, student government, and many other activities. (For Academic Eligibility, see page 104)

## **EXCESSIVE ABSENCES**

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

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

Such action after the eighth absence could include assignment to a supervised study hall before or after school, loss of privileges such as field trip participation or senior exam exemption or even loss of academic credit. The administration of the high school reserves the right to address each case individually and act appropriately. In the case of a prolonged illness, the school may require a medical

explanation from a physician. In cases where the school decides that excessive absences are detrimental, a conference between the school and the parents will take place to determine if the student is to earn credit in subjects missed. Likewise, parents will be notified when a student reaches his/her seventh absence within a semester.

## **EXCUSED ABSENCES**

Absence from school will be excused for:

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

Excused absences must be verified by a phone call from the parent to the division secretary before 8:00 a.m. or by a note from the parent, dropped off at the division office by the student on the day of his/her return to school and confirming the period of absence.

Absences for Wesleyan-type activities (defined as an activity that is not a Wesleyan team but is an activity that Wesleyan sponsors, for example, AAU basketball) may be excused if advance notice is given to the grade chair and dean of students. Only two days per year may be excused for this reason. Students who are failing one or more courses are not eligible to receive this excused absence.



For "Pre-planned Absences," the student must have the absence excused by the dean of students at least three (3) days before the absence. Pre-planned absences include the above mentioned; they do not include family vacations taken during the year except in extraordinary "once-in-a-lifetime" cases. "Once in a lifetime" absences must be approved in advance by the Dean of Students. Family vacations will be considered unexcused. The pre-planned absence form must be signed by the Dean of Students, grade chair and all of the student's teachers and returned to the high school office before the student's departure. Students who are failing one or more courses are not eligible to receive this excused absence.

## **LATE ARRIVALS, EARLY DISMISSALS, AND TARDIES**

Students arriving after the 8:00 a.m. bell should legibly sign in at the office.

Students arriving more than 15 minutes late without parental verification indicating an excused absence will receive a detention for a class cut.

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

- a. Two unexcused tardies to school per week or five in a semester - one minor detention
- b. Unexcused arrivals after 8:15 a.m. are treated as class cuts
- c. Three tardies to any class - one minor detention
- d. Tardies to class will be handled by the classroom teacher

Students entering school late or leaving school before the end of the day must have parental permission (phone call, voice mail or written note to the dean of students) before the school day begins and must sign legibly in the book in the high school office.

Excuses to leave school during the school day must be left with the high school secretary by 8:00 a.m. so that excused absences may be listed on the absentee sheet for the day. All students leaving school or the main campus area for any reason must check out with the high school office or have written permission from the nurse in cases of illness.



If students sign in late and miss tests, they must be prepared to make up those tests after school the same day. Failure to make arrangements with the teacher could cause the teacher to allow the student to make it up for only 80% credit.

High school students (except seniors) may not leave campus for lunch. Any unauthorized leave will earn a minimum of a major detention.

## **PLANNED ABSENCES**

Parents should contact the high school office as early as possible for a planned absence. If the school is not contacted at least three (3) days in advance of such events, the absence will be treated as an unexcused absence.

## **UNEXCUSED ABSENCES**

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

# HIGH SCHOOL DISCIPLINE

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

Hebrews 12:11

## DISCIPLINE POLICY

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

It is also our belief that the consequences for unacceptable behavior should be clearly defined. The handbook is a guide toward this end; it is not an exhaustive and all-inclusive manual for behavior. It should be noted that the basic principles of decency, reverence for others, as well as one's self, common sense and responsibility should govern all actions. It is important and desired that the environment and the culture of the school foster respect for self, fellow students and faculty and staff, and respect for the facilities with which we have been entrusted. In acknowledgement of this, it is the belief of the administration that healthy and effective discipline be both punitive and restorative. The latter component is intended to help students accept responsibility for their actions. It should also be noted that the most effective discipline is not the discipline imposed upon one by others, but the discipline one imposes upon one's self.

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

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

## **ALCOHOL AND ILLEGAL DRUGS**

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

Goals of the alcohol and drug discipline policies:

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

### **Drug Free Campus Guidelines**

#### **Philosophy**

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

#### **General Procedures**

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


#### **Discipline**

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

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

***A complete Substance Abuse Policy is available upon request.***

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



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

### **Definitions:**

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

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

### **The following guidelines govern school initiated investigations:**

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

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

- Students who violate Wesleyan's policy will be subject to random drug testing for one year from the date of the violation. The type of test and testing will be at a facility of the school's choosing, and parents will incur all costs related to the testing. It is our hope that this will provide a strong deterrent to future use.

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



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

### **Third Offense, Off Campus**

- Suspension or expulsion
- Removal from all activities

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

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

### **Second Offense, On Campus**

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

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

While a student will undergo the disciplinary process any time the school discovers a specific event during which alcohol or drugs are used, help is available for students



who struggle with substance abuse. Families who approach the administration or counselors for general help – without reference to a specific event – will be referred to a licensed professional counselor for a required assessment but will not incur any disciplinary action, causing them to miss school or their extra-curricular activity.

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

## **CONDUCT**

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

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

## **COMPUTERS**

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

## **DETENTIONS**

High school detentions will be held on Tuesday and Thursday mornings from 6:45 a.m. until 7:45 a.m. Minor detentions will require attendance on one morning; major detentions will require attendance two mornings. The dean of students will monitor all detentions.

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

Students will meet in a designated classroom with the assistant dean of students on Tuesdays and Thursdays from 6:45 a.m. to 7:45 a.m. Students must not be late



to any detention. If a student is late, he/she will be asked to serve time at another detention. Students will engage in some form of service, such as, but not limited to helping with lost and found. Students will also be assigned cafeteria duty for two days to complete their full hour of service.

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

**Examples of behaviors leading to minor detentions:**

- a. Tardiness (3 times to class per semester, 2 times to school in one week, 5 times to school, cumulatively)
- b. Classroom disturbance
- c. Chewing gum (no warning given)
- d. Failure to return signed papers as requested
- e. Dress code violations
- f. Disrespect to another person
- g. Cell phone possession

Students must not be late to a detention. If a student is late, he/she will be asked to serve another detention time, assigned by the dean of students.

**Examples of behavior earning major detention:**

- a. Disrespect to another person
- b. Class cuts
- c. Profanity
- d. Fighting may be a major detention or a suspension at the discretion of the Dean of Students.
- e. Cell phone usage (usage is defined as sending or receiving calls or text messages)

**Repeated Detentions**

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

# HIGH SCHOOL DRESS CODE

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

The school cannot be responsible for articles left at school. Unclaimed clothes, not picked up after specified dates, will be donated to the used uniform sale or charity.

Students must wear the official dress uniform for field trips, photographs or special programs, unless instructed otherwise.

*All clothing should be clearly marked with the student's name.*

## GENERAL RULES FOR DRESS

### Clothing

- a. Clothes must be in good condition, neat and clean. Clothing may not be oversized and must fit properly. Items that are torn or cut in any way are prohibited.
- b. Belts must be worn at all times with slacks and shorts. Shirts must be tucked in at all times. Folding or "blousing" of shirttails is prohibited.
- c. Students are expected to arrive on campus in the proper uniform and to stay that way. There is no time during the day while students are on campus that they may change or alter their school uniform unless they are preparing for a school extracurricular activity. While on campus during the day, students are expected to remain in uniform, complying with all standards of the dress code. Students may return to campus in the evenings for special occasions such as athletic events or fine arts performances out of uniform. Violation of the dress code will result in disciplinary action by the Dean of Students and high school faculty.
- d. Students are to remain in uniform until 3:30 p.m.

## PERSONAL APPEARANCE

- a. Boys' hair should be neatly cut, gradually tapered and short enough so as not to be shaggy or bushy. Hair should not touch the eyebrows or ears and should be above the collar.

- b. For boys and girls, extreme hair styles or unnatural colors are not allowed. No drastic changes in hair color or style will be allowed. (These changes to the hair will not be tolerated.) This includes fads and cuts that draw undue attention to the person. Students who arrive on campus in violation of this policy may expect to be sent home immediately to remedy the problem and their subsequent absence treated as unexcused.
- c. Makeup is to be used with discretion and taste, and it is not to be used to draw undue attention.
- d. Boys must be clean-shaven at all times and at all school functions. No beards or mustaches are allowed. Sideburns may not extend below the bottom of the earlobe.
- e. Jewelry must be worn in good taste. No oversized earrings are permitted for girls. No earrings of any description are permitted for boys. Piercing of any part of the body other than the ears is likewise prohibited for Wesleyan students. For girls, two earrings per ear; for boys, one ring per hand. Both boys and girls are limited to one necklace.

## SCHOOL UNIFORM DESCRIPTION

PLEASE NOTE: Only regulation slacks and shorts from the Buckhead Uniform Shop, Educational Outfitters and Wesleyan Campus Shop that have the requisite green “W” embroidered over the right rear pocket will be considered part of the school’s uniform. All others are prohibited.

<b>Uniform for Boys</b> (R) Required (O) Optional
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- Shirts** White short/long sleeve oxford shirts (R)
- Insignias may not be more than one inch in length or width.
  - White short/long sleeve knit shirt with proper logo (O)
  - Green short/long sleeve knit shirt with proper logo (O)
  - White plain long sleeve turtleneck (O)
  - All shirttails must be tucked in at all times
  - Only plain white undershirts allowed with no graphics or color anywhere
- Pants** Regulation brown khaki slacks with requisite “W” (R)  
 Regulation khaki twill shorts with requisite “W” (O)  
 (Part of warm weather uniform)
- All slacks and shorts must accommodate a belt.
  - Pants may not be cut, torn, or altered in any way.

- Pants may not have extra exterior pockets.
- No cargo shorts/slacks
- Shorts can be no longer than the bottom of the knee.

**Belt** Black or brown braided or plain leather (R)

- Belts must be worn with slacks and shorts at all times
- No decorative or ornate belt buckles may be worn.

**Blazer** Two-button navy blazer with Wesleyan crest patch (R)

- Required every Friday and on other special occasions
- Must be worn with Wesleyan tie, white oxford shirt and brown khaki slacks

**Tie** Wesleyan School stripe tie (#11) (Required on Fridays)

**Jacket** Jackets are optional


- Only jackets listed below are allowed on campus. They are all available at the Wesleyan Campus Shop or Buckhead Uniforms.
- Only Blazers are worn on Fridays.

Wesleyan letter jacket (O)

Wesleyan regulation fleece jacket (O)

Green Tri-Mountain regulation jacket (O)

Green Tri-Mountain Woodsman jacket (O)



- No other jackets will be allowed on campus during the school day
- In case of severe cold, Wesleyan suggests layering with a sweater or sweatshirt.
- Students must have the regulation uniform on when they enter campus. No other jackets can be worn on campus during the school day.
- Jackets must be free of extraneous labels.


**Sweatshirt** Green with Wesleyan-lettered logo (O)

- May be worn in cold weather as part of PE uniform
- May not be worn as part of the Friday uniform

**Sweater** Green 100% cotton crewneck, v-neck pullover, or sweater vest with no logo (O)

**Shoes** Black or a shade of brown leather/suede shoes (R)

(Campsides, Bucs, Docksiders, Loafers allowed)



- Loafers are preferred

Athletic shoes for PE class only

- No boots of any kind
- Shoes should be properly shined, soled, and in good repair.
- Foot must be completely covered by the shoe. (No sandals or clogs)

- No two-tone shoes are to be worn. Shoes must be one color.
- Shoes must have a distinguishable heel, like that of a loafer that measures at least 1/2 inch.
- Shoes may not have any extraneous writing on them.

**Socks** Socks are required.

Plain white (O)

- No socks with stripes or coloring (small logos that are smaller than one inch are allowed.)
- Navy, black, gray, or brown dress socks (O)
- Socks must be worn every day.
- Ankles must be covered.

### **Friday Uniform for Boys**

All of the following are Required on Fridays:

Two-button navy blazer with Wesleyan crest patch

Wesleyan tie

White short/long sleeve oxford button-down shirt

Brown khaki slacks with requisite "W"

Belt

Socks

Any student who incurs three detentions for dress code violations during the course of the semester must check in with the dean of students each morning for the remainder of that semester to ensure that he/she is properly attired for the school day.

### **Uniform for Girls**

(R) Required (O) Optional

**Skirt** Green plaid wrap skort, style #907, color #79 (R)

Khaki wrap skort, style #907 (O)

- All skorts should be properly hemmed.
- Skorts should be worn no shorter than four (4) inches as measured from the middle of the back of the knee.
- Girls who roll their skorts will be issued detentions.
- White shirts may be worn with the skort.

**Shirt** White short/long sleeve oxford cloth blouse with no logo (R)

White short/long knit shirt with proper logo (O)

Green short/long sleeve knit shirt with proper logo (O)

Straight-hem blouse with 3/4 length sleeve (O)

- This can only be purchased at the Campus Shop
- White plain, long sleeve turtleneck (O)
- Turtlenecks are permissible, but they may not be ribbed or overly tight. Only plain white turtlenecks without designs are permissible.
- All shirttails must be tucked in at all times.
- Only plain white undergarments are allowed, with no graphics or color anywhere.

- Pants** Regulation brown khaki slacks with requisite “W” (R)  
Regulation brown khaki shorts with requisite “W” (R)  
(part of warm-weather uniform)
- Lands End Stretch Flare Chinos (09257-42T0 and 09257-62TX)  
Pants may be ordered directly from Land’s End. They will also put the requisite “W” on the pants.
  - Pants may not be cut, torn or altered in any way.
  - All pants/shorts must accommodate a belt.
  - Pants/shorts may not have extra exterior pockets. (No cargo shorts or pants)
  - Shorts must be of proper length, no shorter than 4 inches as measured from the middle of the back of the knee and cannot extend below the bottom of the knee.

- Sweatshirt** Green With Wesleyan-Lettered Logo (O)
- May be worn in cold weather as part of PE uniform
  - May not be worn as part of the Friday uniform



- Tights/** Solid color navy, brown (only with khaki skirt), gray or black (O)  
**Leggings** Must be one color with no decorations. Socks must be the same color as the leggings or tights. (only in cold weather)

- Sweater** Green 100% cotton crewneck, v-neck pullover, or sweater  
Vest with no logo (O)

- Socks** Socks are required.  
Plain white with no stripes or coloring (O)
- Small logos that are smaller than one inch are allowed.
  - Navy, black, gray, or brown dress socks (O)
  - Socks must be worn every day except with tights.
  - Ankle must be covered.
  - Socks must be solid.

- Shoes** Black or a shade of brown leather/suede shoes (R)  
(Campsides, Bucs, Docksidiers, Loafers, Wallabies, Speery’s allowed)
- Loafers are preferred
  - No boots of any kind

- No two-tone shoes are to be worn; shoes must be one color.
- Shoes must have a distinguishable heel, like that of a loafer, that measures at least 1/2 inch. However, the shoes should have a lift of no more than (2) two inches from the back of the shoe to the bottom of the heel box.
- Shoes may not have any extraneous writing on them.

**Belt** Black or brown braided or plain leather (required with pants/shorts)

- Belts must be worn with slacks and shorts at all times.
- No decoration or ornate belt buckles may be worn. No belt buckles should be more than 1" in height.

**Jacket** Jackets are optional

- Only jackets listed below are allowed on campus. They are all available at the Wesleyan Campus Shop or Buckhead Uniforms.
- Only Blazers are worn on Fridays.

Wesleyan letter jacket (O)

Wesleyan regulation fleece jacket (O)

Green Tri-Mountain regulation jacket (O)

Green Tri-Mountain Woodsman jacket (O)



- No other jackets will be allowed on campus during the school day
- In case of severe cold, Wesleyan suggests layering with a sweater or sweatshirt.
- Students must have the regulation uniform on when they enter campus. No other jackets can be worn on campus during the school day.
- Jackets must be free of extraneous labels.

### **Friday Uniform for Girls**

All of the following are Required on Fridays:

- Two-button navy blazer with Wesleyan crest patch
- Plaid skirt
- White short/long sleeve oxford button-down shirt
- Socks

Any student who incurs three detentions for dress code violations during the course of the semester must check in with the dean of students each morning for the remainder of that semester to ensure that he/she is properly attired for the school day.

### **WARM WEATHER UNIFORM**

Shorts may be worn as part of the warm weather uniform. The warm weather uniform extends until mid-October and resumes again April 1st. Please see the school calendar for exact days that the warm weather uniform ends and begins.



Shorts must be worn no longer than the bottom of the knee and no shorter than four (4) inches above the knee, as measured from the middle of the back of the knee.

## **COLD WEATHER UNIFORM**

We have selected uniform items that can be layered on cold days to keep students warm. As such, no coats, jackets, or sweatshirts that are not a part of the school uniform may be worn in school buildings or during the school day. This includes all athletic or fine arts warm ups and sweatshirts. Sweatshirts are not worn under the blazer in cold weather; however, regulation sweaters are acceptable. Long sleeve undershirts are not to be worn under short sleeve shirts at any time.

## **HEALTH, PHYSICAL EDUCATION, AND STRENGTH & CONDITIONING UNIFORM**

- Gray t-shirt with Wesleyan School logo (R)
- Green regulation knit shorts with Wesleyan School logo (R)
- Green regulation sweatshirt and pants with Wesleyan School logo (O)

### **Special Notes**

Every Friday is a Dress-Uniform Day.

#### **Boys**

- Blazer
- Long Khaki Pants
- White Oxford Cloth Shirt
- Tie
- Socks

#### **Girls**

- Blazer
- White Oxford Cloth Shirt
- Skort
- Socks

## **OUT OF UNIFORM ATTIRE**



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

- Clothes must be clean and without holes or fraying of any kind.
- All graphics on clothing must be appropriate in nature.

- No sweatpants, warm-ups or athletic shorts may be worn.
- Clothes should be neither too tight or excessively large on the individual.
- All shorts and skirts must be no shorter than 4 inches above the middle of the knee.
- Hats are not allowed.
- Tank tops of any description are not allowed. Shirts should not show the midriff and should have a sleeve.
- Shoes must have a closed toe.

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

## **GENERAL GUIDELINES FOR DRESS CODE**

- All shirts and blouses should be tucked in at all times.
- Sweatshirts are not worn under the blazer in cold weather; however, regulation sweaters are acceptable. Long sleeve undershirts are not to be worn under short sleeve shirts at any time.
- Baseball caps are not allowed to be worn with the school uniform.
- Hats should never be worn inside a building on campus even when a student is out of uniform.
- Physical education uniform - students must wear regulation PE uniforms and tennis shoes. At the direction of the instructors, sweatpants, and sweatshirts may be worn over PE clothing.
- Blazers must be worn outside of the classroom anywhere on campus on Fridays.

The final judgment of unacceptable attire and grooming will rest with the Dean of Students. Violations of any aspect of the Wesleyan dress code will result in disciplinary action.

## **WHERE TO PURCHASE YOUR UNIFORM**

### **Wesleyan Campus Shop**

Mike Black  
5405 Spalding Drive  
Norcross, GA 30092  
678-223-2285

### **Buckhead School Uniforms**

[www.buckheaduniforms.com](http://www.buckheaduniforms.com)  
6311 Roswell Road (Main Location)  
Sandy Springs, GA 30328  
404-303-8600

940 Curie Dr.  
Alpharetta, GA 30005  
678-240-2024

2100 Riverside Pkwy #132  
Lawrenceville, GA 30043  
678-442-0817

# HIGH SCHOOL POLICIES AND INFORMATION

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

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

## AUTOMOBILES



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

1. In order to be eligible to drive on campus, students must have a valid license and automobile insurance.
2. There must be no speeding or reckless driving on campus. Passing is prohibited on two-lane roads. The speed limit is 5 mph near buildings and congested areas and 25 mph in other areas.
3. Students must obtain an automobile sticker from the high school Dean's office and have it displayed in the most visible position on the right rear bumper of the vehicle. Parking in areas, such as grassed areas, is not permitted.
4. Infractions will cause the loss of driving privileges. Driving on campus at any time during a loss of driving privilege will result in suspension from school.
5. No students are permitted to ride on hoods, in truck beds or other parts of vehicles not intended for passengers.

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

## **BOOKBAGS**

Bookbags are not to be carried around the high school building. Once students arrive in the building, they must take their bookbags off and carry them to their lockers. Lockers should be used on a full-time basis and bookbags kept in the locker until the school day is finished. All bookbags must have a bag tag identifying the owner.

## **CELL PHONE USAGE**

It is not permissible to carry a cell phone during the school day. Cell phones may be stored in lockers or in bookbags, but students are not permitted to carry them during the school day. Students who carry cell phones during the day will have his/her phone confiscated and will be issued a minor detention.

Cell phones may never be used in any building during the school day. Students may use cell phones outside the buildings after 3:30 p.m. Students whose cell phones ring in the building during the school day, or any student who violates this policy by using a cell phone, will have his/her phone confiscated and will be issued a major detention because of it being a disruption to the learning environment. Text messaging is not allowed either.

## **CLASSROOM PROCEDURES**

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

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

## **CO-CURRICULAR ACTIVITIES**

Wesleyan believes in the education of the whole child - mind, body and spirit - so that its students can be healthy, knowledgeable and socially aware. This is realized through the commitment of the faculty and students to a broad school program including academics, athletics, arts and activities. We encourage students to be aggressive in their search for various clubs, activities and leadership opportunities to help broaden their learning and education at Wesleyan. Examples of such activities include: the school newspaper, Honor Council, Student Council, Yearbook, Serve-His League, etc.

## **CONFLICTS**

Though we understand that Wesleyan is composed of a diverse group of people, we also know that peace is not realized through certain types of conflict. Our emphasis need not be focused on running from conflict but on resolving conflict. One of the first evidences of maturity is the ability to talk out a disagreement with someone else without resorting to ridicule, backbiting or fighting. Fighting will not be tolerated at Wesleyan. We must learn to talk directly to other people and learn to work out problems through constructive discussion.

## **DISCLOSURE CLAUSE**

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

## **DISCREDIT CLAUSE**

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

## **DISMISSAL TIME**

The end of the last class is 3:00 p.m. The school day does not officially end until 3:30 p.m., at the end of office hours session. Following those rules applying to buses and cars, high school students should leave campus immediately after their school day (3:00 p.m. to 3:30 p.m.) or subsequent sports or fine arts activity.

Students awaiting the start of any sports activity, which follows office hours, should be in designated areas.

## **EATING**

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

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

- a. Dietary/medical needs (such as allergy) indicated by a written note from a physician.
- b. Snacks after 3:30 p.m. and before sports/extracurricular activities.
- c. Students may bring a clear water bottle to class.

Because of the inevitable disruption to the school day, Wesleyan discourages food brought into school to celebrate birthdays.

## **ELECTRONIC DEVICES**

Radios, CD Players, and Digital and MP3 players of all kinds may be brought to school, only with special permission of a teacher or administrator, but may not be used during the school day.

## **ELEVATOR**

**Students are NOT to ride the elevators.** If a student needs to ride the elevator, he/she must obtain a pass from the high school office. Students who are on crutches or in wheelchairs may have one person help them with their books and belongings.

## **FIELD TRIPS**

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

Permission slips must be signed by parents and returned before the students will be allowed to participate in any field trip.

If a student has excessive absences or a grade of 75 or below in any class, he/she may not be allowed to participate in class outings.

## FREE PERIODS

Students who are free for a period during the day may not leave campus and they must stay out of the hallways. Students are expected to use their time wisely; whether they need time to relax, study or be with friends is up to the individual. The high school feels that by the time students have free periods, they are on a college preparatory course and should be making wise decisions that will prepare them for college and for life. The student lounge is open during the day to give juniors and seniors the ability to spend time together. The library along with any open room may be used for individual studying. The computer room may also be used for research and work on assignments when a class is not present. Classes will be in session; therefore, the hallways cannot be used during free periods for any activity. Students should stay out of hallways and go to the lounge or library to pass time. It is imperative that students in a free period not disturb those whose classes are using the library.

## GAMBLING

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

## GUM

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

## INTEGRITY POLICY

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

## KEYS

Students are not to possess keys to school facilities unless they are either:

- a. Issued to the student by an administrator
- b. Temporarily borrowed with a faculty member's consent



## **LIBRARY**

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

### **Chapman Library Hours**

Monday	7:30 a.m. - 4:30 p.m.
Tuesday	7:30 a.m. - 4:30 p.m.
Wednesday	8:45 a.m. - 4:30 p.m.
Thursday	7:30 a.m. - 4:30 p.m.
Friday	7:30 a.m. - 3:15 p.m.

## **LITTER**

The school belongs to each student. Each student should take pride in the school's general appearance by helping to keep the campus clear of litter. Students should pick up trash whenever they see it - whether it is outside on the sidewalk, in the hallways or in the stairwells. Every member of the community must strive to keep Wesleyan beautiful.

## **LOCKERS**

Lockers are the property of the school and should not be defaced or damaged in any way. Lockers should be used on a full-time basis in order for a student to keep his/her belongings together. Books should not be left lying in the hallway or around campus. Any book found around campus will be taken to Lost and Found, located in the Wesleyan School Store. Students must not write on lockers or place decals, stickers or pictures on the exterior of lockers. Decoration of lockers must be restricted to the interior and must be removed at the end of the school year. Since lockers are the property of the school they may be searched at any time.

## **MESSAGES AND TELEPHONE USAGE DURING THE SCHOOL DAY**

There is a phone on the main floor of Cleghorn Hall which may be used by students. Parents should call the high school office with any messages or emergencies for students. If a student needs a cell phone for after-school purposes, he/she may leave the cell phone with the high school secretary in the morning and pick it up after the school day.

## **OFF LIMITS AREAS**

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

## **PUBLIC DISPLAY OF AFFECTION**

Wesleyan requires and supports the rights and desires of our students to engage in healthy relationships. Any time a student is on campus, either during school hours or after school hours, students may hold hands, but kissing and inappropriate displays of affection will not be tolerated. Students who violate this policy will be subject to disciplinary action by the school.

## **RAIN**

Students should keep rain wear in lockers, ready for inclement weather. Collapsible umbrellas (without a sharp point) are permissible.

## **RE-ENROLLMENT**

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

## **SCHOOL FUNCTIONS**

There will be social functions arranged for high school students. At these functions, only Wesleyan students are allowed to attend the social activity unless the school has made specific invitations to others. Freshmen are not permitted to attend the Junior/Senior Prom.

## **SEARCH AND SEIZURE POLICY**

### **Personal Searches**

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

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

### **Locker Searches**

A student's locker or desk is the property of Wesleyan School and is under the control of the school. School authorities may perform general inspections of

lockers and desks at any time without notice, without student consent and without a search warrant. Students are not permitted to lock or otherwise impede access to any locker except with a lock provided by or approved by the school. Unapproved locks will be removed and destroyed.

### **Automobile Searches**

Students are permitted to park on Wesleyan school premises as a matter of privilege, not a right. Permission to park on school property is granted only after the student driver, the owner of the vehicle and the student's parent or guardian have signed written consent to allow search of that vehicle upon the school's request.

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

## **SENIOR PRIVILEGES**

Seniors should realize that all senior privileges are privileges, not rights. All exemptions are at the discretion of the principal and dean of students.

With parental permission, those seniors in acceptable academic and disciplinary status are allowed to leave campus during lunch. Students may leave campus for an extended lunch period if they have a free period which backs up to their lunch period, or they may leave during their lunch period. No students are allowed to leave before 12:00 noon, and all students must return by 1:15 p.m. All students must sign in and out upon their departure and return; failure to do so will result in a loss of this privilege. Seniors may NOT "sleep in" if they have the first period free or leave school early if their day ends with a free period. They must be present for the full school day.

## **SKATEBOARDS AND ROLLER BLADES**



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

## **SLEEPOVERS**

Wesleyan discourages coed sleep overs. In Romans 14: 20-21, we are encouraged not to do those things that may cause "someone else to stumble." The school believes that coed sleep overs are beyond the realm of adequate adult supervision

and may serve as “stumbling blocks” within the Wesleyan community. We therefore ask that parents and students support this policy.

## **STUDENT LOUNGE**

There is a student lounge located in Wesley Hall. This student center is a privilege given to the student body by the high school. The student body should take ownership of the lounge in order to maintain good control over this privilege. Only juniors and seniors may use the lounge during the school day. Once the lounge becomes littered or dirty, the principal, dean of students or activities coordinator has control to close this lounge to the student body either temporarily or permanently, whichever he deems necessary. The student lounge is for the purpose of the student body to congregate and interact in a positive manner. The student body’s ownership of this lounge should keep it one of the most attractive places on the Wesleyan campus.

## **SUNDAY**

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

## **TEXTBOOKS**

After labeling their textbooks, students may cover their texts. Students should not use graffiti to personalize book covers or contents.

## **TOBACCO**

The school vigorously opposes the use, possession or distribution of tobacco in any form on campus or at off-campus school functions. Violation subjects a student to disciplinary action.

## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## EMERGENCY SCHOOL CLOSING POLICY

Wesleyan will make its own decision regarding severe weather: to open at the regular time, to open at 10:00 am, or to close (regardless of the action of any other system or school.)

Once we know about a change in school opening, all families will be alerted by the SchoolReach system by phone and/or e-mail, if possible. School officials will make every effort to have an announcement made between 6:00-6:30 am. Please also tune to WSB (AM 750) or WGST (AM 640.)

Listen carefully for instructions about whether the school will be open at the regular time, will open at 10:00 am, or will be closed. We will have a recorded decision regarding our decision on the school phone, 770.448.7640, between 6:30 and 7:00 am.