

Wesley International Academy

Family/Student Handbook



**211 Memorial Drive
Atlanta, GA 30312
678.904.9137 (Office)
www.wesleyacademy.org**

Welcome from our Executive Director and Board Chair

Dear Wesley Families,

Welcome to the 2023-2024 school year. As we enter into another charter term, we are excited to embark upon a new journey. Over the next 5 years, we will continue to focus on teaching and learning by enhancing our instructional model with programming such as STEM and adding Spanish to our foreign language offerings.

Our school will continue to be led by Ms. Rachel Goodman. We are eager to provide greater opportunities for personal and academic growth as well as new ways to forge community with one another. We trust that our students will learn from their teachers, staff, and one another how to become the next generation of global ambassadors, armed with the determination and passion to change society.

In the midst of so many challenges in the world around us and here at Wesley, we are a network of parents, students, staff, and community members working together in pursuit of academic excellence and growth of the whole child. We look forward to seeing all of you August 1!

Sincerely,

Jason Marshall, Executive Director

Kate Boyer, Board Chair

DISCLAIMER

This handbook was prepared for the collective Wesley International Academy school community. Questions concerning this document should be directed to Jason Marshall, Executive Director.

For more information, contact:

Wesley International Academy, 211 Memorial Drive, Atlanta, GA 30312.

www.wesleyacademy.org

Subject to Change Disclaimer:

The policies, regulations, and procedures detailed in this handbook are subject to change without prior notice to keep school policies in compliance with State and Federal laws and/or with rules and regulations established and/or approved by the Wesley International Academy Board of Directors. They also may change to effectively respond to changing needs within the school.

Wesley International Academy reserves the right to change all rules and regulations, of whatever kind, affecting students. This handbook does not constitute a contract, express or implied, between any parent, applicant, student, or faculty member at Wesley International Academy or our Board of Directors.

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FAMILY EDUCATIONAL RIGHTS & PRIVACY NOTICE

Rights under the Family Educational Rights and Privacy Act (FERPA):

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Wesley to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If Wesley decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a school approved volunteer; a person or company that is under the direct control of Wesley with respect to the use and maintenance of education records and with whom Wesley has contracted or who volunteers to perform a service or function for which the school would otherwise use employees (such as an attorney, auditor, medical consultant, therapist, insurance adjuster); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses educational records, without consent, to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

(5) The school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. Disclosures of "directory information" relating to individual students will be made under limited circumstances without the written consent of the parent, legal guardian or eligible student. These circumstances include when directory information is posted in schools such as on displayed student work; when printed in school publications such as graduation programs, yearbooks or school playbills; in school communications for

student recognition or information; when disclosed to the United States military; law enforcement entities; welfare agencies; colleges, universities and other postsecondary institutions; scholarship-granting organizations; and other entities as approved by the Superintendent or his/her designee.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. Directory information includes student name; student address; student telephone listing; email address; photograph or image; date and place of birth; student grade level; student participation in officially recognized clubs and athletic activities; student weight and height, if the student participates in an athletic activity; dates of attendance at Wesley; enrollment status; most recent educational agency or institution attended; and degrees, honors, and awards received.

The school records and maintains audio recordings and video or photographic footage and audio recordings of students on school property and at school events in locations including, but not limited to, parking lots, school buses, lunchrooms, classrooms and hallways. Such information is used and maintained for security and other informational purposes, including yearbooks, video yearbooks, school publications, school websites and school social media such as Twitter, Instagram, and Facebook. In many cases, recordings or photographs contain directory or peripheral video or photographic footage of students engaged in day-to-day activities including, but not limited to, walking to class and attending classroom or participating in school activities. School designees may crop, edit, or treat the photograph, video, or audio clip at its discretion.

Peripheral video footage, photographic images, or audio recordings of day-to-day student activities do not include footage of a student or students committing, being involved in, or witnessing a violation of law or school or school rule, procedure, or policy. The school may also determine that other activities do not qualify as peripheral images, footage, or recordings on a case-by-case basis.

Parents/Guardians of students under 18 years of age or a student 18 years of age or older objecting to the release of this information should place their objection in writing and notify the student's Assistant Principal, no later than September 2, or within ten calendar days of the student's enrollment.

Each school is to keep any opt out provided in the student's permanent record folder.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Wesley International Academy will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Wesley International Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Wesley will also directly notify, such as through U.S. Mail or email, parents of students who are to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Wesley will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution. Administration of any protected information survey not funded in whole or in part by ED. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with the Family Policy

PARENTS' RIGHT TO KNOW

In compliance with the requirements of the *Every Student Succeeds Act* statute, Wesley International informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
 - whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
 - the college major and any graduate certification or degree held by the teacher;
 - whether the student is provided services by paraprofessionals, and if so, their qualifications.
- If you wish to request information concerning your child's teacher's qualification, please contact the principal.

WESLEY NONDISCRIMINATION

Wesley International Academy requires compliance with all discrimination laws, including but not limited to: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Equal Pay Act of 1963, Pregnancy Discrimination Act, Age Discrimination Act of 1975 (Age Act), Age Discrimination and Employment Act (ADEA), Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, Boy Scouts of America Equal Access Act of 2001, and the Individuals with Disabilities Education Act (IDEA).

Wesley International Academy's Board of Directors believes that all students are entitled to equal educational opportunities regardless of their race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status. No student shall be subjected to discrimination or harassment because of the student's race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of Wesley's education programs, activities, or practices. The board further recognizes its responsibility in accordance with applicable laws (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act) to ensure that all students have an equal opportunity to benefit from and participate in all programs and activities of the school system. See Policy JAA. Additionally, sexual harassment is a form of sex discrimination prohibited by Title IX. Wesley International is committed to upholding these laws and takes discriminatory behaviors seriously. For detailed information regarding Title IX reporting (including reports of sexual harassment), formal complaint procedures, grievance process/procedures, supportive measures, investigation, available relief, appeal rights, or for any other information regarding Title IX, please visit <https://www.atlantapublicschools.us/titleix>.

2024 WIA SCHOOL CALENDAR

2023-2024 Balanced School Calendar

July 2023							August 2023							September 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5						1	2
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23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

October 2023							November 2023							December 2023						
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1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30
29	30	31												31						

January 2024							February 2024							March 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30

April 2024							May 2024							June 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6				1	2	3	4							1
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14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

<table border="0"> <tr><td style="background-color: red; width: 15px; height: 15px; display: inline-block;"></td><td>School Holiday</td></tr> <tr><td style="background-color: yellow; width: 15px; height: 15px; display: inline-block;"></td><td>WIA Welcome Day</td></tr> <tr><td style="background-color: yellow; width: 15px; height: 15px; display: inline-block;"></td><td>Teacher Conferences</td></tr> <tr><td style="background-color: yellow; width: 15px; height: 15px; display: inline-block;"></td><td>Pre & Post Planning/PD</td></tr> </table>		School Holiday		WIA Welcome Day		Teacher Conferences		Pre & Post Planning/PD	<table border="0"> <tr><td style="text-align: center; width: 20px;"></td><td>WIA University (WU)</td></tr> <tr><td style="text-align: center;"></td><td>Teacher Start and Teacher End Date</td></tr> <tr><td style="text-align: center;"></td><td>Student First Day, Jan Start Day and Last Day of School</td></tr> <tr><td style="text-align: center;"></td><td>1/2 Day for Students Only</td></tr> </table>		WIA University (WU)		Teacher Start and Teacher End Date		Student First Day, Jan Start Day and Last Day of School		1/2 Day for Students Only
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	Teacher Start and Teacher End Date																
	Student First Day, Jan Start Day and Last Day of School																
	1/2 Day for Students Only																

Teacher's Start: 7/17/23	Teacher's End: 5/31/23
Pre-Planning: 10 Days	
Wesley Welcome Day: 7/28/23	
1st Day School: 8/1/23	Last Day School: 5/24/24 is also a 1/2 Day
Teacher Conferences: 2 Days (Oct/Feb)	
Planning/PD: 2 Days (Oct/Jan)	
1/2 Days: 4 days (Sept/Jan/March/May)	
Post-Planning: 1 Day (May)	
WU: 3 Days (after post planning)	

MISSION

WIA aims to develop the whole child through an international lens, focused on academics, language acquisition, equitable (and diverse) learning, and a better understanding that personal wellness is integral to student success.

VISION

Establish a space where diversity, equity and inclusion are at the core of who we are. Embrace the whole adult and child through a curriculum that supports the exploration and inquiry into global cultures. Foster a community where all members (students, faculty, and families from all identities) are open-minded, cared for, and valued. Commit to actualizing this vision through continued learning opportunities, building, and maintaining strong, sustainable relationships with our community, and ensuring that all voices are heard.

WE BELIEVE

- It is essential that our students to be internationally minded citizens.
- In an inclusive learning environment that places a focus on exploration, reflection, and service is central to our practice.
- In a learning environment that is open to a world beyond each student's immediate community, city, and country.

THE PHOENIX WAY

We reflect on our actions
We act with integrity
We serve our community
We practice empathy

ORGANIZATIONAL LEADERSHIP

Wesley International Academy (WIA) is led by a local Board of Directors. The Board is responsible for ensuring that the academic program of WIA is successful, that the school's program and operation are faithful to the terms of its charter, and that WIA is a viable organization.

With the exception of December, the Board meets on the first Tuesday of every other month unless a change becomes necessary. Meetings begin at 6:00 p.m. and typically last one to two hours. Board meetings are held in the Media Center of WIA located at 211 Memorial Drive, Atlanta, GA 30312. All meetings are open to the public. Parent attendance and participation is encouraged.

Governing Board Members

Kate Boyer

Chair

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Gayle Burnett

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Ewa Cater

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Obi Okwara

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Seneca Williams

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Site-Based Leadership

Mr. Jason Marshall
Executive Director
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Ms. Rachel Goodman
Principal
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Ms. Crystal Hudson
PYP Assistant Principal
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Mr. Richard Pavone
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Mr. Sean Finney
MYP Assistant Principal
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Ms. Lisa Price
Chief Financial Officer/Technology
lisa.price@wesleyacademy.org

Ms. Donica Johnson
Director of School Services
donica.johnson@wesleyacademy.org

QUESTIONS & CONCERNS

The Executive Director is responsible for the overall operation of WIA. Principals are responsible for their respective academies and retain decision-making authority on issues that fall under their scope of authority. Please feel free to contact any member of the leadership team if you have questions about the aforementioned areas. The Executive Director is also available to meet with parents to discuss situations that may fall outside the purview of the Principals or to provide additional follow up to any issues of concern.

In order to create efficient processes for responding to issues of concern, we ask that parents first raise their concern with the classroom teacher (if appropriate) and follow up with their respective Assistant Principals and Principals.

Please follow the chain of communication as indicated below:

Step One: Teacher

Step Two: Department Chair or Program Director (Gifted, Special Education, 504, etc.).

Step Three: Assistant Principal

Step Four: Principal

Step Five: Executive Director

ADMISSIONS

Wesley International Academy is a charter school open to any student (K-8) who resides within the City of Atlanta. There are no preferred attendance zones. Charter schools, as well as public schools, must comply with state and federal regulations, and admissions are open to students in accordance with Wesley's charter agreement.

Admissions Policy: Returning students and new applicants will be enrolled subject to the following priorities:

- Students who attended Wesley during the previous school year
- Siblings of students who attended Wesley during the previous school year
- The children of teachers, staff and Board members at Wesley, not falling under the first two criteria above, including children of teachers, staff, and Board members who live outside of the City of Atlanta
- Students residing within the Atlanta Public Schools (APS) attendance zone

When demand for enrollment exceeds available capacity for prospective students from the criteria above, Wesley will create a waiting list by grade. Wesley uses a random, weighted lottery to select new students after those students eligible for the priorities listed above have been accepted. The lottery is weighted to promote socio-economic diversity by giving each student with economic disadvantages a greater chance to enroll at Wesley.

Wesley cannot maintain a wait list for more than one school year. Parents of children on the waitlist must submit a new application for each school year during that year's application period. All returning parents must submit intent to return paperwork at the designated time in order to retain their child's seat for the subsequent year.

New Student Application Requirements: Please visit the enrollment section located on the Wesley website (<https://www.wesleyacademy.org/enrollment>) as a guide to thoroughly complete the enrollment application and provide the required documentation. Incomplete enrollment applications will not be accepted. All forms included in the application must be completed (see checklist). Students with economic disadvantages who are accepted at Wesley are presumed to have benefited from the weighted lottery and will be required to submit additional documentation of their economic status. Required forms and documentation must be submitted online.

Re-Enrollment: To secure your child's place at Wesley for the next school year, you must officially complete the re-enrollment process by the scheduled date as indicated on the website.

Residency Verification

Wesley International Academy is part of the Atlanta Public Schools (APS) system. According to its charter agreement, a student must live within the APS district (the City of Atlanta) or be the child of a current full-time employee or Board Member of Wesley International Academy in order to attend Wesley International Academy. A student's address will be determined based on the bona fide primary residence of the custodial parent/legal guardian. The address of residence is subject to verification via phone, U.S. mail, home visits and all other legal means by school administration or their designee at any time while a student is enrolled at Wesley International Academy.

Except as provided for above, children who do not live in the APS district are not eligible to attend Wesley International Academy. If you move out of the APS district, your child will no longer be eligible to attend Wesley and must be withdrawn. A student admitted under false information is illegally enrolled and will be dismissed from Wesley upon discovery, with the student's parent/legal guardian subject to criminal charges and civil liability. Notwithstanding the foregoing, children of current full-time employees or board members of Wesley International Academy are eligible to attend Wesley International Academy as provided for in the charter agreement.

Custody

Parents are encouraged to provide the school a copy of all court order(s) regarding the custody of the child. Wesley International Academy personnel may request custody documentation should a question arise. Student enrollment forms, as well as other official documents of the school, should be signed by the natural parent or guardian with whom the child resides. The school will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act (FERPA) and the laws of Georgia, unless there is a valid court order directing the school not to divulge such information. If such order exists, a copy must be presented to the principal.

Change of Address

If a student's residence or contact information changes during the school year, the parent or guardian is required to notify the school. The parent or guardian should complete a change of address form accompanied by new proof of residency documentation. This information must be submitted within fourteen (14) days of any move or change of address. This form should be returned to the Main Office or Registrar's Office of your child's school.

Grade Placement

If acceptable documentation for determining grade placement is not presented at the time students are enrolled, students will be temporarily assigned to a grade until determination as to final grade placement can be made.

Withdrawal: In the event that your family moves, or you wish to withdraw your child from Wesley, you must complete, and sign withdrawal paperwork located in the front office. This form must be signed by the legal guardian that enrolled the student. Before a student leaves Wesley, s/he must return all textbooks, technology devices, and all student balances must be clear. The school may withhold grade reports, diplomas, and/or certificates of progress until restitution is made for lost or damaged textbooks and/or media materials. Failure to comply with these withdrawal procedures will delay transfer of student records including grade reports. Please give the office 48 hours to process your request once the completed form is received.

SCHOOL HOURS

Early Arrivals: 7:00 a.m.-7:30 a.m.

Morning Carpool: 7:30 a.m.-7:55 a.m.

PYP and MYP Instruction: 8:00 a.m.-3:20 p.m.

Afternoon Carpool: 3:20 p.m.-3:55 p.m.

After Care: 4:00 p.m.-6:30 p.m.

ATTENDANCE INFORMATION

In support of student success, Wesley International Academy expects students to be present at school and to arrive and depart on time in accordance with the provisions of the Georgia compulsory attendance law. Pursuant to O.C.G.A. §20-02-0690.1, parents, guardians or other persons having control or charge of students are liable for the students' attendance in school.

In view of the negative effects of excessive tardiness and absenteeism on student performance, Wesley will initiate programs to assist students in improving their attendance and punctuality.

Chronic absenteeism, truancy, and habitual tardiness create a barrier to students' ability to reach their full academic potential. Students who are absent or tardy miss valuable instructional time, and are less likely to master those skills, concepts, and principles needed for success. Regular school attendance establishes a pattern of positive habits that can be carried over thoroughly through life.

Please note that absences are coded as excused in accordance with the Official Code of Georgia and Georgia State Board of Education guidelines.

ABSENCES

In accordance with the provisions of state board rule 160-5-1-.10 Student Attendance, the Atlanta Board of Education defines acceptable excused for being absent from school as:

Excused absences are defined as follows:

- Personal illness of the student or when attendance in school would endanger the health of the student or the health of others
- Serious illness or death in the immediate family of the student that would reasonably necessitate absence from school
- Quarantine either by the county health department or by the family's physician
- The observation of religious holidays, necessitating absence from school.
- Medical/dental appointments with verifications; however, such non-emergency appointments are encouraged to be scheduled during non-school hours when possible
- Absences caused by order of the government
- Weather or other environmental conditions preventing a student from getting to school or rendering school attendance hazardous to the health or safety of the student
- Instances in which attendance could be hazardous as determined by Wesley
- A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or guardian's leave.

A student whose parent or legal guardian is currently serving or previously served on active duty in the armed forces of the United States, in the Reserves of the armed forces of the United States on extended active duty, or in the National Guard on extended active duty may be granted excused absences, up to a maximum of five school days per school year, not to exceed two school years, for the days or missed

days from school to attend military affairs sponsored events, provided the student provides documentation prior to absence from: (i) A provider of care at or sponsored by a medical facility of the United States Department of Veteran Affairs; or (ii) An event sponsored by a corporation exempt from taxation under section 501(c)(19) of the Internal Revenue Code.

A letter written by a parent/guardian and/or licensed physician explaining the absence must be presented to school authorities on the date of return to school. Failure to submit a note within three school days after a student's return from an absence will result in the absence being marked as unexcused.

A student who attends court proceedings related to his or her foster care shall be credited as present by the school for days missed for this purpose.

A student who has an emergency necessitating absence from school for a portion of the school day must be present at school at least for one-half of the instructional day/four hours, excluding lunch, in order to be counted present for the day.

Absences that do not fit the criteria above will be marked as unexcused. Consequences for unexcused absences are as follows:

- 3rd Unexcused Absence: A letter is mailed to parent(s)/guardian(s) notifying them that their child has at least three unexcused absences and explaining attendance expectations.
- 5th Day Unexcused Absence: A letter is mailed to parent(s)/guardian(s) notifying them that their child has at least five unexcused absences, reminding them of possible penalties/consequences of misdemeanor violation, and requesting parent/guardian participation in a Student Attendance Committee (SAC) meeting.
- 8th Unexcused Absence: The student may be referred to the school social worker. Once referred, the intensity of strategies and interventions is increased; including referral to community agencies, home visit, and parent workshop/trainings.
- 10th Unexcused Absence: Social worker may refer the student to DFACS if parent(s)/guardian(s) are noncompliant with attendance interventions or attendance does not improve after the student has accumulated ten unexcused absences.

Note: Georgia State Law indicates that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A. 20-2-690.1 a) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense (O.C.G.A. 20-2-690.1 c).

MAKE UP WORK

It is the student's and parent's responsibility to make arrangements for make-up work. Students should ask their teacher for any missed assignments on the first day they return to school. If you wish to request homework for a child who is ill, please contact the school office by 9:00 am on the day you wish homework to be ready. This will give the teacher sufficient time to prepare your child's assignments, which may be picked up in the office after 3:15 pm on the day that your phone and every day thereafter

throughout the duration of the illness.

At the discretion of the school principal, any student who receives an out-of-school suspension that interferes with his/her ability to participate in standardized testing, may be granted an opportunity to participate in partial suspension and attend school during the testing time only. Any student who receives an out-of-school suspension, but presents as a safety concern to the school community may be denied an opportunity to return to his/her zone school and participate in standardized testing during the suspension period.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

If a student is marked with an unexcused absence for the school day, the student will not be allowed to participate or attend extracurricular activities scheduled for the same day that the student is absent.

NO SHOWS AND WITHDRAWAL WITHOUT PARENT/GUARDIAN PERMISSION

Pursuant to Administrative Regulation JBCD-R(1): The school may withdraw a student without parental permission:

1.If the student is beyond the compulsory attendance age and has accumulated more than 10 consecutive days of unexcused absences. The school or school's designee shall use due diligence to notify the parent, guardian, or other person if the LEA plans to withdraw such student. Such notification shall be by certified mail, return receipt requested. The school or school's designee shall document a minimum of three attempts to contact the parent, guardian, grandparent, or "other person" for the explicit purpose of holding a withdrawal conference. The school may still pursue the interventions as outlined in the Atlanta Public Schools attendance policy and regulations.

2.If the student is within the compulsory attendance age and has accumulated more than 10 consecutive days of unexcused absences. After withdrawal, the student may be referred to alternative school for a minimum of 90 days. The school or the school's designee shall use due diligence to notify the parent, guardian, or other person if the LEA plans to withdraw such student. Such notification shall be by certified mail, return receipt requested. The school or school's designee shall document a minimum of three attempts to contact the parent, guardian, grandparent, or "other person" for the explicit purpose of holding a withdrawal conference. The school may still pursue the interventions as outlined in the Atlanta Public Schools attendance policy and regulations.

3.If the school learns the student is currently enrolled in another school, school system, private school or home study program. The school or school's designee shall use due diligence notify the parent, guardian, or other person if the LEA plans to withdraw such student. Such notification shall be by certified mail, return receipt requested. The school or school's designee shall document a minimum of three attempts to contact the parent, guardian, grandparent, or "other person" for the explicit purpose of holding a withdrawal conference.

4.If the school has confirmed the student no longer resides in the school's attendance zone. The school or school's designee shall use due diligence to notify the parent, guardian, or other person if the LEA plans to withdraw such student. Such notification shall be by certified mail, return receipt requested.

The school or school's designee shall document a minimum of three attempts to contact the parent, guardian, grandparent, or "other person" for the explicit purpose of holding a withdrawal conference. See, JBC-R(3) School Admissions – Students who Move During the School Year.

5.If the student is not in attendance on the first day of school but was expected based on prior year enrollment. Such student shall be withdrawn as a "no-show" student and shall not be included in any enrollment or attendance counts.

TARDY POLICY

Students may arrive any time between 7:00 a.m. and 7:59 a.m. Students who are not in a classroom by 8:00 (measured by WIA's clocks) when the tardy announcement is made are considered tardy.

Students who enter the building after 8:00 a.m. will receive a tardy pass, which they must present to their teacher. Students who are already in the building but not in a classroom by 8:00 a.m., will be marked tardy but will not need to get a tardy pass from the front office. For students who are present in the building but late to class, additional consequences may ensue.

Excused Tardies:

- Illness or injury
- Medical appointments (must be accompanied by a doctor's note)

Unexcused Tardies:

- Overslept
- Traffic
- Forgot items at home, etc.

Administrative Regulation JBC-R(2) states in part: A school may request a parent/guardian provide proof of residency if a student's attendance record indicates a pattern of tardies that place the school on notice that the address of record is invalid/inaccurate.

EARLY DISMISSALS

Whenever a student is released from school prior to the end of the regular school day, the student should bring a written note from his/her parent/legal guardian stating the reason for the early dismissal. In order to be counted as present, students must be in school for a minimum of four hours. The student should only be released to his/her parent/legal guardian or to a person designated by the parent/legal guardian, as documented by school records, and upon presentation of proper identification or confirmation by telephone or fax. Students may also be released to child welfare authorities as allowed by law. Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. Parents should not check out students for the purposes of avoiding car rider traffic. When a student is checked out of school early for a medical appointment, a dated, written excuse from the doctor must accompany the student back to school the following day.

Office personnel will contact the classroom and the student will report to the front office or designated area. Students will not be called until the adult physically walks in and signs the student out. The parent

is to wait in the front office or designated area until the student arrives. Parents are not to go to the classroom, the playground, or any other area of the school unannounced or unaccompanied to pick up their child. Members of the faculty and staff will only release students through the office or designated area after all the proper procedures have been followed. There will be no early dismissals after 2:30 p.m. as preparations for carpool will be in progress.

Consequences for early dismissals will be determined based on guidelines established by the state, Atlanta Public Schools, and Wesley International Academy.

LATE PICK UP

To facilitate safe dismissal procedures, we ask that families develop a consistent plan for students to go home. Students should be picked up on time from the end of the school day or any after school-sponsored activity. If a child has not been picked up by the end of dismissal, this is considered "late pick up". At 4:10pm, parents will be charged \$1.00 per minute until a parent/guardian arrives.

Students will not be released to anyone under the age of 18 years old. If you believe that your tardiness will occur on a consistent basis, please enroll your child in an aftercare program to avoid excessive fees.

If your child is the sibling of a student participating in a Wesley sanctioned after school activity, they must be supervised while on the premises. Please make alternative transportation arrangements for siblings not participating in a Wesley after school activity. All unattended siblings will be escorted to the late pick-up area and parents will incur a fee.

All late pick-up fees are due to Wesley International Academy. Wesley reserves the right to delay the distribution of certain documents and withhold participation in activities due to outstanding fees. Wesley reserves the right to delay the distribution of certain documents and withhold participation in activities due to outstanding fees. If you believe that your tardiness will occur on a consistent basis, please enroll your child in an aftercare program to avoid excessive fees.

OVERDUE BALANCES

Wesley reserves the right to delay the distribution of certain documents and withhold participation in activities due to outstanding fees. This includes lunch balances, late pick up fees, athletic dues, etc. Unpaid balances could prevent your child from participating in extracurricular activities, promotional exercises, or other school sanctioned events. Overdue balances must be paid by the deadline established by the school. If you have questions about your balance, please contact the front office.

GENERAL INFORMATION

FIELD TRIPS

Field trips may be planned throughout the year for various academic and enrichment activities. Parents will receive advance notice of such trips. A permission slip must be signed by the student's parent/guardian and applicable fees collected in order for the student to participate in the field trip. A student who does not bring in a permission slip will be kept at school. If a parent decides that a child is not to go on a field trip, the student will remain at school and will be given an alternative assignment. The administration reserves the right to deny participation in field trips and assign an alternative activity to students having trouble with conduct and/or attitude.

Parents may be asked by the classroom teacher to serve as chaperones on class field trips. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parental chaperones are asked to take this responsibility seriously and remain vigilant and attentive to the students' needs throughout the trip. Children who are not enrolled in the class may not accompany the chaperones. Selection of parent chaperones is up to the discretion of the teacher. All chaperones must complete a background check as per Atlanta Public Schools policy.

CLUBS, ORGANIZATIONS & EXTRACURRICULAR ACTIVITIES

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Students attending regularly scheduled club meetings must follow the rules established by their school. Clubs will meet on a scheduled basis so as not to conflict with academic instruction. Sponsors or coaches of athletic teams, student clubs and performing groups may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequences specified by the organization's standards of behavior.

BIRTHDAYS/CELEBRATIONS

The school faculty and staff are happy to recognize student birthdays. However, because instructional time is very important, no birthday parties for students or teachers may be held during instructional time. Additionally, parents/guardians and/or students wishing to bring food or beverage to school to distribute for celebrations or for other purposes must receive pre-approval and authorization from the school administration. School administration may limit or exclude distribution of food and beverages at their discretion. Students may face disciplinary consequences if distribution of food/beverage is without authorization or results in disruption to the school environment. Additionally, no balloons or party favors are allowed.

BOOK BAGS, SPORTS BAGS AND OTHER BAGS

Students are allowed, but not required, to use a book bag to carry their textbooks and school supplies. However, students are discouraged from using a rolling book bag because such bags often create tripping hazards. Students cannot carry a book bag during the school day. Instead, students must place book bag in their locker or designated area until the end of the school day. All student bags are subject to search.

LOCKERS

Lockers are property of the school and may be opened by a school official without the permission of the individual student. Students to whom lockers are assigned can be suspended or expelled if the locker contains weapons, drugs, or other unauthorized materials.

CANCELLATION OF SCHOOL

In the event of severe weather or other emergencies, official information about school closings will be broadcast on Atlanta area radio and television stations. Parents should be aware that severe weather or other emergencies could cause school to be canceled during the school day and should plan accordingly. Wesley works closely with local television and radio media outlets to inform the public when school closings occur. The following media outlets will provide up-to-date information to the public in the event of a school closing or if the student day must be shortened due to emergency conditions: WSB radio and local television WSB (ABC), WGCL (CBS), WAGA (FOX), and WXIA (NBC) are the official stations for Wesley announcements of school closure.

Should schools close during the day when students are already in attendance, information will be provided through our local media outlets to parents.

EMERGENCY CONTACT INFORMATION

It is critical that WIA is able to contact parents/guardians at any time students are at school. WIA must have the parent/guardian's current address, home, cellular and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs with the parent/guardian's address, telephone, or emergency contact information.

EMERGENCY PROCEDURES: EVACUATIONS, SHELTER-IN-PLACE AND OTHER PROTECTIVE ACTIONS

All Atlanta Public Schools school facilities have an emergency operations plan. The specifics of each plan differ for each location. Students, teachers, and other district employees will participate in training and drills of emergency procedures. When emergency announcements are made or the fire alarm is sounded, students and visitors must follow the direction of teachers or other campus staff in charge quickly, quietly, and in an orderly manner.

CHILD ABUSE

According to state law, school employees must report reasonably suspected cases of neglect, non-accidental injury, or sexual offenses against children to the Georgia Department of Family and Children Services (DFCS) or local law enforcement agencies. Failure to comply with this requirement may result in prosecution of the Wesley International Academy employee. People who are required to report reasonably suspected abuse are protected by state law from civil or criminal liability.

Once a report has been made, official representatives of DFCS have the right and may come to Wesley to interview the child. Parent permission is not necessary in such situations. Wesley personnel are not permitted to discuss or share information about child abuse reports with parents/guardians. To report suspected child abuse, you may contact your school social worker, school administrator or staff member, APS Social Work Services at 404-802-2247, or the DFCS Child Protective Center at 1-855-GACHILD / 1-855-422-4453 where reports are taken 24 hours a day, 7 days a week.

NURSE VISITS/MEDICAL NEEDS

The nurse's office is available daily to address the medical needs of our students. Barring emergencies, severe trauma, and severe illness, students will not be admitted to the nurse's office at any time without a pass. As per state law, students who have a communicable disease must notify the nurse upon re-entry to school. Parents must notify their child's teacher of any such severe illness within twenty-four hours. Each student must have a Healthy Student Form completed and signed by parent/guardian on file in the nurse's office. It is imperative that information be updated as changes occur.

Children can rest in the clinic for fifteen (15) minutes. If a longer rest period is necessary, the parents will be called to pick up the child. Depending on the nature of the illness/injury, your child may require a doctor's note upon returning to school.

We wish to provide a healthy environment for all children. For the sake of others, as well as your own child, parents are asked to keep home any child with a fever of 99.9 degrees or higher or with other symptoms of illness, such as diarrhea, hacking cough, vomiting, etc. A child should be free from fever or contagious disease for 24 hours before returning to school. If your child has a contagious disease, s/he should be kept at home and the fact of the condition reported to WIA. Contagious diseases include, but are not limited to, illnesses such as strep throat, pinworms, conjunctivitis (pink eye), impetigo, head lice, measles, mumps, chicken pox, scarlet fever, fifth disease, etc.

INJURY DURING THE SCHOOL DAY

If a student is injured, the teacher and/or school nurse will contact the parent or guardian if and when deemed appropriate by Wesley, depending on the severity/seriousness of the injury. In cases where an injury or illness is serious or life-threatening, emergency services will be called to transport the student to a hospital. A school accident report will be completed and provided to parents in the event of an accident or injury at school.

PHYSICAL EDUCATION

The Wesley Physical Education program is an important part of the education experience for students. If

a health condition prevents a student from participating in physical activities over an extended period of time, a note from the doctor indicating the limitation is required. In order for a student to be excused from physical education for a short period of time (up to 2 days), a written request from a parent will suffice.

RESTRICTED PHYSICAL EDUCATION ACTIVITIES

If for any reason you feel your child should have restricted physical activity, please provide Wesley with a doctor's note stating the reason and length of the restriction. This information will be forwarded to both the classroom and PE teachers. If a student needs to ride the elevator, a note from a doctor must be given to the nurse in order to accommodate this request.

MEDICINE

Wesley International Academy is committed to the health and safety of its students. Medication and/or medical procedures required by students should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the school principal, his/her designee, the school nurse, or self-administered by the student per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the Administration of Medication/Medical Procedure form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered.

School nurses or other employees may administer auto-injectable epinephrine to students upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the student, whether or not such student has a prescription for epinephrine. School nurses or other employees may administer levalbuterol sulfate to students upon the occurrence of an actual or perceived respiratory distress, whether or not such student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer these medications to a student in such circumstances shall be immune from civil liability, pursuant to Georgia statute.

When students must take medicine at school, parents should bring medicine and related equipment to the principal, his/her designee, or the school nurse and complete a Medication Authorization Form. Forms for medication self-administration can be obtained at your school. Except as permitted by Policy, medicine must be kept in the school office/clinic and dispensed by the principal, his/her designee or the school nurse.

IMMUNIZATION REQUIREMENTS

Certificates of Immunization are required by Georgia Law 20-2-771. All kindergarten, sixth and seventh grade students, all students new to Georgia and students coming from any private school must have the Georgia Certificate of Immunization 3231 form signed by a licensed health-care provider or the county health department. For students entering from out-of-state schools, please contact your local Health Department or a Georgia licensed physician to have immunizations transferred to the Georgia Immunization Certificate (Form 3231). You will need to have your immunization record from your state in order to transfer immunizations to Form 3231. All requirements apply to students transferring from out-of-state schools to Georgia schools.

New entrants include anyone that is entering Georgia schools for the first time or is returning to a Georgia school after being gone for more than 12 months or one school year.

To be enrolled at Wesley, ALL certificates of immunization must be marked "Complete for Attendance" **OR** have a future expiration date. Expired certificates will not be accepted for enrollment.

KINDERGARTEN (Requirements for K-6)

- Four (4+) DTaP (# of Doses depends upon age given)
- Four (4+) IPV (# of Doses depends upon age given)
- Three (3) Hepatitis B
- Two (2) doses of Measles vaccine, Two (2) doses of Mumps vaccine, and One (1) dose of Rubella vaccine OR Two (2) doses of the combined MMR [OR Documented History of disease or Serology]
- Two (2) Hepatitis A [Hepatitis A (Required if born on or after 01/01/2006)]
- Two (2) doses of Varicella vaccine [OR Documented History of disease or Serology]

Rising 7th Grade Immunization Requirements

Effective July 1, 2014, all 7th grade students who were born on or after January 1, 2002, and all new entrants to grades 8-12 who are entering into a Georgia school for the first time or entering after having been absent from a Georgia school for more than twelve months (one school year) will be required to have:

- 1 Dose of Tdap (Tetanus, Diphtheria, Pertussis) Vaccine (and) o 1 Dose of Meningococcal Conjugate Vaccine

PLEASE NOTE: These changes only affect rising 7th graders (born on or after January 1, 2002), and students who are considered "new entrants" for grades 8-12.

Additional Requirements

- Certificates must be signed by a physician licensed in GA or public health official. A stamp of a Physician's signature is permissible when cosigned by an office staff member.
- Certificates must have a printed typed or stamped name and address of the physician, health department or Georgia Registry of Immunization Transactions and Services (GRITS) official issuing the certificate.
- Certificates must have a complete date of issue with the month, day and year.

COMMUNICATION

The Executive Director, Principal/Assistant Principal, or other assigned designee will communicate information pertaining to significant events that impact the learning environment within 24-48 hours or at a time deemed reasonable based on circumstances related the event (i.e., teacher resignation, teacher incapacitation, teacher long-term leave, serious classroom incident, etc.)

PARENT-TEACHER CONFERENCES

Parents are encouraged to contact the school to arrange a parent-teacher conference when the parent would like more information about their child's performance at school. Teachers are not available for parent-teacher conferences during instructional time.

Parents are encouraged to utilize the scheduled teacher conference day to address student issues. Wesley has a scheduled conference day and the teachers remain at the school to talk with parents and guardians. Please contact your child's teacher to schedule a student or classroom observation. All parent observations must be approved and supervised by an administrator. If you have questions or concerns resulting from an observation, please schedule a conference with the teacher or other appropriate school personnel. If you submit a concern, complaint or issue, please allow time for the principal and/or teacher to investigate your concern before giving you a reply.

If you would like to speak with a teacher or an administrator, you must make an appointment as opposed to arriving unannounced. This will allow us to maximize our instructional day, better address your situation, and respond accordingly.

SCHOOL/CLASSROOM OBSERVATION and VISITS

Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so that a building administrator can set a scheduled time. Classroom observations are scheduled for 20 minutes in length, and a staff member will accompany parents. Parents should not interrupt instruction by talking to the teacher during classroom visits. Parents should not distract the teacher or request information when the teacher is teaching or is on assigned duty. Unruly or disruptive conduct by visitors that interferes with the educational environment or extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

REQUESTING CLASSROOM ASSIGNMENT FOR MULTIPLE BIRTH SIBLINGS

If your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children.

USE OF SCHOOL TECHNOLOGY

Wesley International Academy recognizes that electronic media, including the Internet and electronic mail, enhance the quality and delivery of instruction in our schools by providing access to unique resources and opportunities for collaborative work. Any electronic activity conducted by employees, students or other persons via the Wesley network or using Wesley computer resources, hardware or software is subject to inspection and monitoring. There should not be any expectation of privacy. Use of electronic systems shall be in support of and consistent with the vision, mission, and goals established by Wesley International Academy and for the purpose of instructional and administrative support. The use of electronic technology is a privilege which may be revoked at any time.

All data accessed, stored, or transmitted via Wesley electronic resources shall be used in a responsible, ethical, and lawful manner. Any unauthorized use or any failure to comply with applicable law, policy and rules relating to the use of electronic resources will result in the loss of electronic network access and/or the imposition of disciplinary actions. Unauthorized use includes, but is not limited to programming vandalism or “hacking” activities; access, transmission, storage, or display of offensive materials or messages including, but not limited to, those that contain: sexually explicit information; ethnic/racial slurs; defamatory, abusive, obscene, profane or threatening language; encouragement of the use of controlled substances; or illegal material.

Use of educational technologies demands personal responsibility and an understanding of the acceptable use procedures. Student use of technology is a privilege, not a right. Failure to follow the acceptable use procedures will result in the loss of the privilege to use these educational tools and may result in school disciplinary action and/or legal action. For more information, visit www.atlantapublicschools.us and review Student Code of Conduct.

BREAKFAST & LUNCH PROGRAM

WIA works with APS to provide breakfast and lunch in accordance with state and federal school nutrition guidelines. APS provides breakfast and lunch for all students.

Breakfast and lunch menus, along with pricing information will be available on the district’s website. Families are expected to pay for both breakfast and/or lunch. Students may also qualify to receive free or reduced meals. Students will not be required to pay in advance.

WIA participates in the federal free and reduced-price meal program. Students from households with incomes at or below certain eligibility levels can qualify for free or reduced-price meals. Also, students from households receiving Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals. All families are required to complete the forms, regardless of income level or interest in accessing school lunches. Application information is confidential and will be used to determine eligibility, as well as make other kinds of funding and resources available to WIA.

When packing a lunch, water, milk or 100% fruit juices are recommended. Soda is not encouraged. Please provide lunches that do not need to be heated. If needed, students may get milk when packing a lunch from home.

If your child forgets his or her lunch, the parent will be permitted to drop it off in emergency situations only. Please make sure that this is something you do sparingly as we will not allow this to happen frequently. We will not allow deliveries such as Uber Eats due to the increased risk of transmission.

UNIFORM POLICY

Uniforms are an indispensable feature of WIA. In our efforts to maintain an elevated standard of personal appearance, promote a dignified school climate, and foster school pride, we have prepared the following uniform and appearance guidelines.

General Considerations:

- Each component of the uniform must be complied with daily. This includes footwear, socks, shirts with appliques, accessories, etc. The WIA school uniform is not negotiable and may not be manipulated to accommodate personal style or interest. No changes are permitted, regardless of temperature or change in weather.
- Uniforms should be neat and clean at all times. Parents may purchase solid black items from any vendor as long as they comply with the uniform expectations.
- Hair must be appropriately groomed so as not to cause a disruption or generate unnecessary attention during the school day. Barrettes and other hair accessories must either be red, white, or black.
- Light makeup and light, clear, lip-gloss is permitted.

Jewelry and Accessories (All Students):

- The only permissible accessories are earrings and watches. Both must be modest in appearance so as to not generate attention or cause a disruption within WIA.
- Solid black belts must be worn with shorts or pants.

Sweaters, Jackets, and Undergarments:

- Students may wear outerwear (jackets and coats) of their own choosing to school. However, only the WIA approved black sweaters, sweatshirts, and fleece items are permitted inside of the building. (Please see the note below regarding hoodies.)
- Circumstances may require that students wear additional clothing to insulate themselves. Only close fitting, long-sleeve, plain white or black t-shirts are allowed.

Hoodies

- Students are not permitted to wear hoodies of any kind inside of the building.

Confiscated Items:

- Accessories or articles of clothing found in violation of the dress code will be confiscated and will only be returned to the parent or guardian.

Statement of Absolute Compliance:

- Absolute compliance with the WIA school uniform is expected. The uniform is not subjective or open to interpretation.

All Students Must Be Appropriately Dressed:

- No open-toed shoes
- No ripped, torn, or see through clothing
- No inappropriate language or images
- No midriff or backless tops
- No biker shorts or leggings as a stand-alone clothing item
- Fingertip length still applies

Uniforms [2023-2024](#) - Quick Overview

Full implementation of the new changes begins this school year.

Shirts: Gray Short Sleeve or Long Sleeve Knit (Polo) Shirts with NEW heat transferred logo (PYP Red logo, MYP White logo), uniform approved Wesley t-shirts (purchased from the Wesley school store)

Shorts: Black Pleated, Fashion Fit, or Flat Front Shorts

Pants: Black Pleated, Fashion Fit, or Flat Front Slacks

Skorts: Black Skort

Skirt: Black or Plaid Skirt *available at Flynn O'Hara Uniforms*

Sweaters: Black V-Cardigan Sweater with embroidered logo (PYP Red logo, MYP White logo)

Spirit Sweatshirts: Black with printed Wesley - This Spirit Wear will be available for purchase at the Wesley school store and can be worn as part of uniforms.

Jackets: Black 1/4 zip fleece jacket with embroidered logo (PYP Red logo, MYP White logo), Black full-zip fleece jacket with embroidered logo (PYP Red logo, MYP White logo)

Hoodies: Students **are not permitted** to wear hoodies of any kind inside of the building.

Belts: Solid Black Belt

Socks/Tights: White or Black socks or leggings

Shoes: *Closed toe, comfortable shoes; Shoes must be appropriate for students to safely participate in physical activities (i.e., physical education classes, recess). The following shoes are not permitted: sandals, slides, Crocs, Uggs, slippers, hee-lies, light up shoes, thigh high boots, etc.*

WIA reserves the right to determine whether certain clothing items, by appearance and style, falls beneath expected appearance standards.

All Students Must Be Appropriately Dressed:

- No open-toed shoes (see description above for shoes that are not allowed)
- No ripped, torn, or see-through clothing
- No inappropriate language or images
- No midriff or backless tops
- No biker shorts, exercise pants, or leggings as a stand-alone clothing item
- Fingertip length still applies

No Uniform Today (N.U.T.) Pass Day Specifications (All Students):

On N.U.T. pass days, students who have paid \$2.00 may dress according to the following specifications:

- **Top** - WIA requirements listed above or any Wesley t-shirt (PTSA spirit wear, class/program t-shirts, Dragon Boat, Field Day, WIA Chinese shirts, etc.)
- **Bottom** – Jeans, pants, or any shorts/skirts of similar length as uniform skirts or shorts (must come to the top of the knee cap)
- **Shoes** – Any closed toe, comfortable shoes (no sandals, slides, Crocs, Uggs, slippers, hee-lies, light up shoes, thigh high boots, etc.)

Arrival and Departure: WIA students must arrive and leave school properly attired.

Hardship: Determinations of hardship will be made on a case-by-case basis. Families who experience hardship may notify WIA in person or in writing. Under certain circumstances, WIA will make efforts to support the particular family in need. However, it remains the responsibility of the family to ensure that

students are properly attired each day.

Consequences for Violation: The consequences for violating the WIA Uniform Policy are simple and straightforward. First, each component of the uniform must be complied with daily. This includes footwear, socks, shorts with appliques, belts, etc. If a student arrives to school out of uniform, parents will be notified by classroom teachers by 9:00 a.m. with a request to either pick the child up or to correct the infraction. Consequences for students are left to the discretion of the classroom teacher and/or administration. However, recess will never be taken from a student as punishment.

Official Vendor:

Wesley uniforms are available at our vendor, Flynn O'Hara Uniforms. You can order online at <https://flynnohara.com/> or in-store at their Sandy Springs location:

6311 ROSWELL ROAD NE
SANDY SPRINGS, GA 30328
(404) 260-7584

Patches with the approved logo for PYP and MYP can be purchased at the Wesley school store. Flynn O'Hara does not sell the patches separately. **Please note, if you purchase polos directly from Flynn O'Hara, the patch will already be adhered to your child's shirt.**

Please visit the school's website for more information: <https://www.wesleyacademy.org/student-life/uniforms> .

VISITOR POLICY

All parents/guardians and other visitors, must enter through the front lobby, sign in at the front desk, and wear an identification badge at all times. Any visitor caught in the school without an identification badge will be asked to visit the front desk or leave the building. School staff will provide additional visitor assistance as needed.

Level II Clearance

Level II volunteers are non-Wesley personnel who will have direct interaction with students with other adults present at all times. Level II Volunteers are to submit necessary documents annually.

Any volunteer who will interact with students in the presence of school staff will need to be cleared by:

- Completing the Volunteer Release Form
- Submitting a copy of government issued ID

Once they have submitted the paperwork listed above, a staff member must check their name on the US Department of Justice's Sex Offender Registry. If they are not listed on the website they can be cleared and added to the list of approved volunteers.

PARENT TEACHER STUDENT ASSOCIATION

Wesley International Academy is proud to have an active PTSA who is always working to improve our school community. The PTSA supports the needs of Wesley teachers, students, and families and is responsible for various fundraising efforts. Please visit the school's website for more information: <https://www.wesleyacademy.org/about-wesley/ptsa>

CHILD FIND

The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay, in order to provide free and appropriate Special Education services. Child Find at APS offers comprehensive special education services to eligible students ages three through 21 years of age. Parents of students, who suspect their child may have a disability, should contact the teacher, principal or the RTI Point of Contact. All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law.

Public school services include screening in areas of suspected disabilities, such as vision, hearing, autism, motor skills, speech, language, and general development. Evaluations in the schools are provided for several areas of suspected disabilities, including learning disabilities, speech and language development, orthopedic impairments, vision or hearing problems, intellectual disabilities, emotional behavior disorders, autism spectrum disorders, health impairments, traumatic brain injuries, and significant developmental delay. For more information concerning eligibility criteria and referral procedures, contact the Special Education Lead Teacher.

HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Homeless Assistance Act (the Act) ensures educational rights for children and youth experiencing homelessness. The primary goal is educational stability. The Act defines homeless students as those who:

1. Lack a fixed, regular and adequate nighttime residence;
2. Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason; live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
3. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
4. Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
5. Are migratory and live in the conditions set forth in items 2, 3, and 4 above.

Homeless students have certain educational rights and can: enroll without delay in school without proof of residency or permanent address, immunization, school records, or other documents or while documentation is being obtained; choose between the local school where they are living or the school last attended before becoming homeless, when requested by the parent and determined by the district to be feasible and in the student's best interest; attend school and participate in school programs with children who are not homeless; and receive all the school services available to other students including

transportation services, special educational services where applicable, and meals through the school meals programs.

To be considered eligible, to enroll, and for more information regarding homeless education services, contact the School Social Worker.

HOSPITAL HOMEBOUND

Hospital Homebound (HHB) instruction is designed to provide continuity of educational services between the classroom and home or health care facility for students at Wesley International Academy whose medical needs, either physical and/or psychiatric, do not allow school attendance for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., pregnancy, students receiving dialysis or radiation/chemotherapy; or students with other serious health conditions). Students must be enrolled in an Atlanta Public School in order to receive HHB instruction. For additional information, contact the MTSS Coordinator for forms and information.

SECTION 504 RIGHTS AND PROCEDURAL SAFEGUARDS

Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact the school's 504 Coordinator.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/ or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.

6. You have the right to not consent to the school system's request to evaluate your child. 34
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

504 PROCEDURAL SAFEGUARDS

Any student or parent or guardian ("grievant") may request an impartial hearing due to the Atlanta Public Schools' (APS) actions or inactions regarding a child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the APS Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate APS' obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the Section 504 Coordinator. The APS Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

The Request for Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

Mediation:

APS may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and APS must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, APS will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e., a recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services

cannot be achieved satisfactorily. 34 C.F.R.§104.34). One or more APS representatives, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.

g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.

h. The hearing shall be closed to the public.

i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.

j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.

k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.

l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.

m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

Decision:

The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

Review:

If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

ACADEMIC OVERVIEW

The PYP program focuses on the development of the whole child as an inquirer, both in the classroom and in the outside world. At the heart of the PYP program are five essential elements: knowledge (themes and subjects), approaches to learning (skills), concepts, attitudes, and action. These elements transcend curricular disciplinary barriers and are incorporated into student learning in all subject areas.

Students are encouraged to make connections, think critically, work collaboratively with others, take action, and reflect. The following six transdisciplinary themes are interwoven into the curriculum and studied across the various subject areas:

- Who We Are
- Where We Are in Place and Time
- How We Express Ourselves
- How We Organize Ourselves
- How the World Works
- Sharing the Planet

The transdisciplinary nature of these themes allows students to explore issues across subject areas, encourages them to engage in a curriculum that is engaging, challenging, and relevant to the real world, whilst incorporating the attributes of the IB learner profile.

All PYP students explore these themes in their studies of the following subject areas:

- Reading
- English/Language Arts
- Social Studies
- Mandarin Chinese
- Mathematics
- Science and Technology
- Personal, Social and Physical Education
- Arts: Music and Studio Art

In 5th grade, students participate in a culminating exhibition project. Exhibition is an integral part of the PYP philosophy and offers students an exciting opportunity to demonstrate both independence and responsibility for their learning. In order to successfully complete Exhibition, students must undertake a collaborative and substantive research project which identifies a real-life problem, examines options, proposes solutions, and offers some form of action that aids in the solution to the problem.

Mindfulness is also integrated on a regular basis to assist students with the art of reflection. Mindfulness is the practice of increasing self-awareness and developing skills to allow students to be effective communicators and take ownership of their emotions. As a result, students are able to regulate their behavior and focus on learning. While mindfulness exercises can include meditation, these practices are not grounded in any religious beliefs and are based on scientific research of how the brain works. Additional information on classroom exercises and school-wide practices will be made available to parents throughout the school year.

The International Baccalaureate Middle Years Programme (MYP) at WIA is designed to create a seamless transition to a high school program that offers the final two years of the MYP. The MYP provides students with the skills and content knowledge needed to be successful at any rigorous high school. It also prepares students for success at two of the high schools to which many WIA eighth graders matriculate (Maynard Jackson High School and North Atlanta High School). Both high schools are IB World Schools where WIA alumni will be able to complete the MYP.

The MYP is organized into eight areas: Language A (English), Language B (Chinese), Math, Science,

Individuals and Societies, Arts, Physical Education, and Technology. Instruction in each of these eight areas may be specific to the area or part of an interdisciplinary approach, meeting the IB requirement of a minimum of 50 hours of curriculum time allocated annually to each.

The MYP organizes units and content into six Global Contexts designed to help students recognize the connection between what they learn in the classroom and the world around them, tie the various subject areas together, and help students see knowledge as an interrelated, coherent whole.

The Global Contexts are:

1. Scientific and Technical Innovations
2. Personal and Cultural Expression
3. Orientation in Space and Time
4. Identities and Relationships
5. Globalization and Sustainability
6. Fairness and Development

CHINESE PROGRAM

Beginning in Kindergarten, every WIA student participates in Chinese instruction each day. WIA employs the largest Chinese department in any Atlanta area public school. Through our partnership with the Confucius Institute at Georgia State University and Kennesaw State University students receive instruction anchored in the latest research-based strategies to maximize knowledge acquisition. Students may receive high school credit for Chinese courses taken in MYP.

Learning a second language has a variety of benefits, including improvement of communication skills, understanding different cultures in an increasingly global society, having access to bodies of knowledge not present in the first language, and the development of insight into the nature of language and culture. In order to compete for high-skill jobs and thrive in the interconnected 21st-century economy, the ability to be multilingual is increasingly important.

Every year, WIA selects MYP students to represent our school on an annual summer trip to China. Selected students spend roughly one month studying and living with other students at Nanjing University. Our partnership with Nanjing University is a pivotal component of the WIA Chinese program.

EARLY INTERVENTION AND REMEDIAL EDUCATION PROGRAM

Early Intervention Program (EIP) is designed to serve students in grades K-5 who are at risk of not reaching or maintaining academic grade level expectations. The purpose of the program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time. The program provides a structure for additional instruction to ensure students meet grade level expectations at the elementary level.

Eligibility for EIP is determined by a process of assessment by a trained team of support specialists. Wesley trains staff to identify students who may be eligible for the program. The EIP is staffed with certified teachers at all grade levels.

Wesley works with Atlanta Public Schools (APS) to ensure that the EIP meets all state guidelines for EIP and that all students that are eligible receive the services they need to progress. Wesley EIP educators participate in APS EIP training throughout the year as they are offered.

The Remedial Education Program (REP) is intended to meet the needs of students that are below grade level in grades 6 – 8. Entrance and exit criteria are based on how the student performs on the Georgia Milestones Assessment and/or other standardized tests and classroom performance. Wesley works with Atlanta Public Schools (APS) to ensure that the program meets all state guidelines for REP and that all students who are eligible receive the services they need to meet and exceed standards.

SPECIAL EDUCATION PROGRAM

In accordance with state and federal guidelines, Wesley provides special education services to all qualifying students. Students with diagnosed exceptionalities receive services as outlined by their respective Individual Education Plans (IEPs). The special education team conducts re-evaluations, determinations of eligibility, and individual education plans to make sure all students receive the accommodations and modifications they are entitled to under state and federal statutes. Wesley ensures that students are placed in the least restrictive environment as determined by their IEPs. Settings include small group, interrelated, and resource. As an APS site, WIA complies with the APS special education policies, which can be found here: <https://www.atlantapublicschools.us/Page/43576>

For more information regarding Special Education, contact the lead special education teacher.

GIFTED AND TALENTED PROGRAM

The GATE program provides resources and support to teachers in order to develop and nurture the gifts and talents of all of their students. Students who have been identified as gifted and/or talent development receive varying services based upon their grade level.

Students are identified for gifted services once a year through an extensive assessment process. Each student can be referred for gifted service assessment through parent, teacher, and/or automatic referral. In order for parents to stay abreast of education practices, gain tips, and stay updated on resources in the field of education, information meetings and/or workshops are held throughout the year.

For more information, please consult the following websites:

<http://giftedatlanta.com/schools/atlanta/>

Students who have been identified as gifted and/or talent development have exceptional needs that require specific attention. Therefore, gifted-identified students receive varying services based upon their grade level.

For more information, please consult the following website:

<http://giftedatlanta.com/schools/atlanta/>

STATEMENT OF INCLUSION

As an IB school invested in supporting the needs of all learners, Wesley remains committed to recognizing students' individual strengths and developing personalized plans to improve their respective areas of weakness. In so doing, Wesley believes that students learn best when placed in heterogeneous groups that allow students to interact with students of varying academic and personal backgrounds. This not only prepares them for a global, real-world experience upon completion of the IB program but also supports the development of critical inquiry and a de-centering of any one perspective.

For students who qualify and receive special accommodations such as gifted and special education services, they will receive these services in accordance with state and federal legal requirements and guidelines. If a student is "pulled" for a certain service, teachers collaborate to make sure that this does not impede a student's opportunities to engage with all other students on the grade-level. In so doing, Wesley offers inclusion-based models where services are delivered and rendered to students in the general education classroom whenever possible.

In keeping with IB's emphasis on transdisciplinary learning, material is taught through the lenses of the IB units of inquiry. This allows students to learn not through individualized disciplines but conceptually. For instance, the study of water is not limited to science but examined from each perspective of the traditional disciplines (ie. social studies, math, etc.). Students may be divided into groups based on comprehension of a particular skill or subject area from time to time. However, the time spent in skill-based groups is designed to complement rather than supplement the interdisciplinary teaching that occurs throughout the day.

Wesley's instructional program infuses the study of positive citizenship through the incorporation of the IB learner profiles. Students study and implement these qualities throughout the day beginning with morning meeting in PYP. Positive citizenship is not studied in isolation but in concert with the IB mission, it is incorporated throughout the student's entire day. Wesley's commitment to its diverse community is reflected in the school's non-discrimination policy, 1:1 technology initiative students and commitment to holistic support for the families of all Wesley students.

GRADING AND GRADE REPORT SCHEDULE

Teachers will enter no fewer than two content grades per week into Infinite Campus. Infinite Campus is a comprehensive student data management system where teachers record grades and attendance. Specific grading weights for each grade level will be communicated via teachers during the first weeks of school. Parents will have access to their child's grades in Infinite Campus via the Campus Parent Portal, which they are urged to check frequently in order to stay apprised of their child's performance.

PROMOTION AND RETENTION

In support of student success, we recognize that the progression of students from one grade level to the next should be continuous and that students have a right to on-grade-level instruction. The decision to promote or retain a student shall be made using a variety of assessments of a student's mastery of academic standards and readiness for the next grade including state-approved assessments. Retention

should be used only after students have been supported through early diagnosis and intervention, the Multi-Tiered Systems of Support (MTSS) process, and the Student Support Team (SST).

TEXTBOOKS AND SUPPLIES

The textbooks issued for student use become the responsibility of the student and/or parent/guardian and must be returned at the end of the school year in the same conditions in which they were issued. Any damaged or lost books must be paid for before another book is issued for home use. Report cards will be withheld until all books have been returned and/or fees have been paid.

Students are expected to provide the basic supplies as listed by grade level on the School Supply List issued by Wesley International Academy. Any additional supply needs must be requested in writing by the classroom teacher for approval by administration. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last-minute morning rush. Ultimately, it is the student’s responsibility to check and make sure that s/he has packed everything needed for the next day.

HOMEWORK POLICY

Grade Level	Amount of Time Per School Day*	Involvement	Average % of Parental Support
K	10 - 20 minutes	Parent involvement is necessary to complete all activities.	100%
1st	10 - 20 minutes	Parents are expected to help their child, as needed, complete the homework and to check it for accuracy and assist in correcting mistakes.	80%
2nd	20-25 minutes	Parents provide assistance (clarifying directions, getting started, etc.) for students to complete homework as independently as possible. Parents should check the accuracy of the completed homework.	60%
3rd	30-40 minutes	Parents provide encouragement and guidance, as needed, for their child to complete homework independently and verify that it was completed.	40%
4th	30-45 minutes	Parents are aware of homework assignment and support its completion by providing guidance as needed and initialing the homework log.	20%
5th	30-45 minutes	Parents are aware of homework assignment and initial the homework log. Students take full	10%

		responsibility to record, get assistance as needed, and turn-in homework assignments on time.	
6th	45-60 minutes	Students take full responsibility to record, get assistance as needed, and turn-in homework assignments on time.	10%
7th	45-60 minutes	Students take full responsibility to record, get assistance as needed, and turn-in homework assignments on time.	10%
8th	45-60 minutes	Students take full responsibility to record, get assistance as needed, and turn-in homework assignments on time.	10%

ACADEMIC INTEGRITY POLICY

Academic integrity is more than the act of not cheating on a test or plagiarizing a source. It is about choosing to take principled action in the creation of knowledge. It is about making knowledge, understanding, and thinking transparent. Students need to understand that people construct knowledge together and must reflect on our roles in furthering knowledge and building understanding. An essential aspect of this is an understanding of academic integrity.

Academic integrity must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling, and taught skills.

IB programmes encourage students to inquire, take action, and critically reflect on what they learn and how it affects their attitudes and behavior. With an understanding of academic integrity, students should be able to:

- make their thoughts and their learning explicit;
- show how they have developed their ideas;
- demonstrate the views they have followed or rejected;
- celebrate the work of others;
- and respect the creative rights of others.



Academic Honesty in the PYP & MYP

At Wesley International Academy (WIA), students strive to develop the attributes of the learner profile. Some key attributes related to academic honesty that we as a school community model and strive to develop include:

- Inquirer: Students develop skills needed to pursue their questions as they conduct inquiry and research.
- Open-minded: Students practice seeking and evaluating a range of points of view.
- Principled: Students act with integrity and honesty; they take responsibility for their own

actions.

Wesley strives to create principled, balanced learners per the IB Learner Profile through a focus on intercultural awareness, communication, and holistic learning. Students will often be working in collaboration with their peers and using sources from experts all over the world to respond to unit questions. Therefore, we expect students to meet the following expectations:

- Students are expected to work together, to recognize and encourage contributions of others in the group.
- Students are expected to know that the purpose of an assessment, summative or formative, is to show what they know, understand, and can do and therefore they must provide their own work.
- Each group member takes responsibility for his or her roles/tasks and ensures that the other members of the group understand the task and their responsibilities.
- When a product is required from a group, the product should reflect each member's contribution.
- Each student's work should be explicitly acknowledged.
- Each student is capable of reflecting on his or her participation and the participation of the other members of the group.
- Students are able to reflect on the group's processing and communication. Students will always appropriately give credit to any outside research used to inform their product.

Academic Dishonesty in the PYP & MYP

Examples of academic dishonesty include but are not limited to:

- Plagiarism: using the ideas or work of another person as your own, such as copying language from a book or website and not citing where it came from
- Collusion: helping someone else cheat, such as allowing your own work to be copied by another
- Misconduct: such as taking test materials from a classroom or using prohibited electronic devices

Consequences of Academic Dishonesty

Although academic dishonesty is prohibited, it is understood that growing learners may not always make appropriate choices on their journey toward independence. However, keeping in mind the Approaches to Learning, as well as the policies put forth by Atlanta Public Schools, when a student engages in academic dishonesty, his/her grade is not negatively impacted by his/her behavior. The student is provided another opportunity to demonstrate what he/she can do on the assessment task in question. Separate, behavior-oriented consequences are administered, including student reflection, teacher conference, parent conference, administrative conference, detention, and/or reduction of privileges. The ultimate goal is to understand the student's motivation for his/her actions and address appropriately.

How does WIA encourage academic honesty?

In addition to adhering to IB principles, WIA operates under the tenets of the Wesley Way:

- We act with integrity.
- We practice compassion.
- We reflect on our actions.

- We embrace the diversity of our global community.

To that end, all members of the WIA community work to promote a positive school culture where we focus on developing the attributes of the learner profile and where good practices of academic honesty will be introduced, modeled, and used by all.

How do teachers reinforce academic honesty?

All teachers make it a priority to discuss and reinforce academic honesty by:

- helping students understand what academic honesty is and why it is important.
- helping students learn definitions of cheating, plagiarism, collusion, and misconduct and how to avoid those practices.
- modeling good practices of academic honesty.
- promoting ethical research skills.
- encouraging students to develop their own voice and ideas.
- collaborating with the media specialists on developing responsible use of IT, library resources, and citing works properly.

How do students exhibit and encourage academic honesty?

The principled, reflective IB learner should:

- be honest in presenting all work.
- acknowledge help from parents, other students, and friends.
- know what constitutes cheating and how to abide by the rules of academic honesty.
- say “no” to students who want to copy their work.
- understand that their teachers value their ideas and want them to present ideas using their own language and voice, given the appropriate audience.
- understand the teachers’ guidelines for group and individual work.
- understand and use technology and library resources properly.
- acknowledge resources by creating appropriately cited bibliographies.
- seek guidance from teachers when unsure how to follow rules of academic honesty.

The role of students’ families

It is important that our students’ parents and guardians are familiar with our academic honesty guidelines, as well as the consequences for academic dishonesty as outlined in the student handbook, which may include parent contact and/or detention. In addition, parents and guardians can support students by encouraging them to exhibit the Wesley Way values of respect, integrity, and responsibility as they strive to become principled learners and citizens.

STUDENT CODE OF CONDUCT INTRODUCTION

The purpose of the Student Code of Conduct is to assist students, parents, teachers, and administrators in promoting and maintaining a positive teaching and learning environment.

The student Code of Conduct will be provided to parents as an addendum to this handbook.

Acknowledgements

In preparing this handbook, WIA benefited from the following schools whose handbooks served as invaluable resources: APS Student Code of Conduct, Drew Charter School, and the KIPP Metro Atlanta Academies. Policies, sources, and institutions accessed when creating the academic integrity policy include: IB brochure: Academic Honesty in the Middle Years Programme, Atlanta International School, Academic Honesty in the MYP, Atlanta Public Schools, MYP: From principles into practice, White Bear Lake Middle School, Academic Honesty

PARENT ACKNOWLEDGEMENT SIGNATURE PAGE

Parent/Guardian Agreement

Dear Parent or Guardian:

Wesley International Academy believes that you should be informed regarding our effort to create and maintain a productive learning environment for all students.

I am the parent or guardian of _____. My signature below acknowledges my understanding of the Wesley International Academy Family/Student Handbook.

I understand that by signing this document, I agree to support and promote the goals of the handbook.

If I have any questions about the enclosed information, I will ask a school administrator to discuss those questions.

Parent/Guardian Signature

Date

Failure to sign and return this form does not relieve the parent/guardian or the student from complying with and understanding the information enclosed in the Family/Student Handbook.

CELLULAR TELEPHONE/PED PARENTAL CONSENT & ACKNOWLEDGEMENT

I understand that Wesley International Academy assumes no responsibility or liability for the theft, loss, or damage to a cellular telephone or other PED, nor does it assume responsibility for the unauthorized use of any device. I have read and agree to all provisions specified in this handbook.

Parent/Legal Guardian's signature

Date

Student's signature

Date

PUBLICITY RELEASE

Throughout the school year Wesley will conduct activities that may be publicized through local or national news media. This permission is effective as long as I/my child attends his/her/my current school or until I give further notice to his/her/my Assistant Principal in writing.

____ I grant permission for my child/I to participate in any publicity activities for events sponsored by the school. Such activities may include but are not limited to: interview sessions with third party (non-District) news reporters; photographs for third party (non-District) newspapers or various District publications including newsletters, calendars, and brochures; videotaping for local and national television newscasts, cable programming, and School District promotional videos. I acknowledge the District's or District designee's right to crop, edit, or treat the photograph, video, or audio clip of me/my child at its discretion. I understand that although the district makes efforts to only engage students in positive media activities, the district has no control over how third-party media use information from me/my child.

Parent/Legal Guardian's signature

Date