WESLEYAN SCHOOL

FAMILY HANDBOOK 2026-2027

5405 Spalding Drive
Peachtree Corners, GA 30092
(770) 448-7640

www.wesleyanschool.org

This Handbook is for informational purposes. It is not intended to constitute an enforceable contract or to be part of an enforceable contract by or between the school and parents, guardians, or students.

BACKGROUND AND BELIEFS **2**
MISSION STATEMENT 3
BELIEFS 3
PHILOSOPHY 3
CHRISTIAN LIFE IN ACTION AT WESLEYAN 4
CONFLICT RESOLUTION 4
BULLYING AND HARASSMENT POLICY 4
EMERGENCY SITUATIONS ON CAMPUS **6**
FIRE ALARM 7
SEVERE WEATHER 7
TORNADO ALERT 7
LOCKDOWN 7
PUBLIC HEALTH STATE OF EMERGENCY 7
WESLEYAN HEALTH SERVICES **8**
TECHNOLOGY **12**
ACCEPTABLE USE POLICY 12
PERSONAL ELECTRONIC DEVICES AND CELL PHONES 14
ATTENDANCE POLICY **16**
CARPOOL PROCEDURES 16
LOWER SCHOOL 16
MIDDLE SCHOOL 18
HIGH SCHOOL 21
ACADEMICS **25**
LEARNING PROFILES FOR LOWER, MIDDLE, AND HIGH SCHOOL STUDENTS 26
LOWER SCHOOL 26
MIDDLE SCHOOL 27
HIGH SCHOOL 31
HONOR SYSTEM **34**
DISCIPLINE POLICY **37**
ALCOHOL AND ILLEGAL DRUGS 37
SELF-REPORT POLICY 38
TOBACCO/NICOTINE 40
WEAPONS 40
PHYSICAL ALTERCATIONS 40
DISCREDIT CLAUSE 40
INTEGRITY POLICY 41
GAMBLING 41

DIVISION-SPECIFIC DISCIPLINE PROCEDURES 41
SEARCH AND SEIZURE POLICY 44
SCHOOL UNIFORM 45
PERSONAL APPEARANCE 47
OUT-OF-UNIFORM ATTIRE 48
WHERE TO PURCHASE UNIFORMS 48
EXTRACURRICULAR PROGRAM 50
IRON WOLF CRITERIA 50
TRANSPORTATION 50
GENERAL SCHOOL POLICIES 51
AUTOMOBILES 51
BIRTHDAYS 51
BOOKBAGS & BACKPACKS 51
ELEVATORS 51
FIELD TRIPS 51
FOOD/DRINK POLICY 52
GUM 52
LOCKERS 52
LUNCH 52
MUSIC 52
OFF-LIMITS AREAS 52
PARTIES 52
SCHOOLS AND COLLEGES 53
SKATEBOARDS AND HOVER BOARDS 53
SOCIAL FUNCTIONS 53
STUDENT ACCESS CREDENTIALS 53
JUNIOR/SENIOR LOUNGE 53
STUDENT SOLICITATION FOR CONTRIBUTIONS 53
STUDENT PLACEMENT 53
SUNDAY 53
TEACHER GIFTS 54
WALKING OFF CAMPUS 54
VISITORS 54

BACKGROUND AND BELIEFS

MISSION STATEMENT

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

BELIEFS

We believe:

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

PHILOSOPHY

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

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

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

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

CHRISTIAN LIFE IN ACTION AT WESLEYAN

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

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

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

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

CONFLICT RESOLUTION

Wesleyan School supports a Biblical approach to conflict resolution as outlined in Matthew 18:15, "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained a brother."

We believe conflict is best resolved when those who have a concern go directly to the person with whom they are in conflict in order to resolve the issue. When people go "over" the individual with whom they have a concern in order to get their concerns addressed, we have found this is ineffective in actually solving the problem. Parents, students, and employees are asked to deal with conflict directly and in a Biblical manner when concerns arise.

Wesleyan School administrators and faculty prefer not to discuss any significant question or concern by email or text to avoid any unintentional miscommunication. To serve your children well, we need to understand one another clearly. If parents send administrators or faculty such a message, they may receive a reply inviting them to set up a time to speak directly.

BULLYING AND HARASSMENT POLICY

PURPOSE

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

It is vital that each school program and activity maintains a learning and working environment free of any form of harassment or intimidation of students by any other student, faculty, or staff member. Wesleyan will treat allegations of

harassment or bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Substantiated acts of harassment will result in disciplinary action, up to and including expulsion. Students found to have knowingly filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

COVERAGE

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

PROHIBITED CONDUCT

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

Bullying is defined as unwanted, aggressive behavior that is repeated over time and involves an imbalance of power. Power may be exerted through physical strength, social skill, verbal ability, or another resource. Harassment occurs when bullying takes place toward an individual in a protected class including, but not limited to, race, color, national origin, sex, age, religion, disability, handicap, and veteran or citizenship status.

Bullying or harassment can occur anytime on or off campus, or during school related activities. It includes, but is not limited to, any of the following:

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

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

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

CYBERBULLYING: Any form of harassment shared or transmitted electronically.

SEXUAL HARASSMENT

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

Examples of sexual harassment forbidden by this policy include:

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

10. Stalking or other sexually related criminal activity.

PROCEDURES

Students who believe they are victims of bullying, harassment, discrimination, or retaliation, or have witnessed bullying, harassment, discrimination, or retaliation should report the matter to the lower school, middle school, or high school principal, dean of student life, the grade chair, associate head of school, counselor, or the head of school. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

PERSPECTIVE

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

1. Frequency of the offensive conduct;
2. Its seriousness;
3. Whether it is physically, socially, or emotionally threatening or humiliating;
4. The location of the conduct and context in which it occurred;
5. The degree to which the conduct affected the education or employment environment; and
6. The relationship between the parties.

PROHIBITION OF RETALIATION

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

EMERGENCY SITUATIONS ON CAMPUS

Administration, faculty, and staff members have been trained, and they will refer to the appropriate procedures covered during annual trainings relative to all emergencies including those described below.

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

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

FIRE ALARM

Upon sounding the fire alarm, all office and classroom doors and windows will be closed, all lights will be extinguished, and all occupants of the building will move quickly and quietly outside via the nearest exit. Designated faculty and administrators will check classrooms for students and ensure all openings are closed. Once at the assembly point, each student should join his/her class. Teachers will assemble their students in the prescribed area(s) ,and take roll.

SEVERE WEATHER

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

Wesleyan's communication alert system uses contact information listed in Blackbaud to alert the community of changes to the school day. Parents are responsible for maintaining their updated contact information in Blackbaud in order to receive these alerts.

TORNADO ALERT

When advised of a tornado alert, students should go to predetermined assembly points. In the case of an imminent tornado, everyone should sit directly against an inner wall as instructed by faculty and place their head between their knees, using their hands to cover and protect the head.

LOCKDOWN

In the event of a lockdown situation (including drills), follow these general rules:

- Remain calm and listen to the teacher's instructions.
- Follow ALICE training guidelines.

PUBLIC HEALTH STATE OF EMERGENCY

All of the educational and other services provided by Wesleyan School are subject to change, revision, or temporary suspension as required by a declared Public Health State of Emergency. In such an instance, Wesleyan School shall follow rules promulgated by the State of Georgia and by the Centers for Disease Control. In the absence of a declared state of emergency, Wesleyan School will take such steps and make such rules for the protection of the Wesleyan School Community as are necessary, including virtual learning and other educational alternatives, modified schedules, alternative classroom arrangements, adoption of personal protective equipment, practicing of social distancing, limiting athletics and other extra-curricular activities, and such other measures as deemed appropriate in the discretion of Wesleyan School.

WESLEYAN HEALTH SERVICES

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

If a student is injured or becomes ill during school hours, the teacher will send him/her to the infirmary. Minor injuries and illnesses will be treated, and the student will be sent back to class. If it is determined that the student is too ill to remain at school, the parents will be notified. Students must be signed out in the front office and picked up in the infirmary. Students will only be released to parents or to individuals listed as emergency contacts by the parents. There will be no exceptions.

INJURY/ILLNESS

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

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

RELEASE FROM INFIRMARY

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

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

RETURN TO SCHOOL AFTER ILLNESS

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

- They have been fever-free (less than 100 degrees) for 24 hours (without taking fever-reducing meds).
- They have been on an antibiotic for 24 hours and have been fever-free for 24 hours, if they are being treated for strep throat, conjunctivitis (pink eye), or any other (highly) contagious illness.
- They have been free of vomiting or diarrhea for 24 hours. The student should be able to tolerate food and drink without recurrence of vomiting or diarrhea.

If a student requires narcotic medication for pain control (following an injury or surgery), he/she may not come to school. Return is permitted once their pain is being controlled with over-the-counter pain medicine. This is for their safety and well-being.

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

IMMUNIZATION

All students must have a valid Certificate of Immunization (Form 3231) on record with the school. The Georgia Department of Human Resources has listed the immunization requirements for school attendance on their website,

http://cispimmunize.org/. Children will need to meet these requirements prior to the first day of school. An updated form is also required prior to the start of the student's 7th and 11th grade year. Please discuss these items with your child's pediatrician. Students who are transferring from another state will need to meet Georgia requirements, and only Form 3231 will be accepted.

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

ANNUAL PHYSICAL

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

DEADLINE FOR UPLOADING EXAM FORMS

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

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

ASTHMA

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

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

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

FOOD ALLERGIES

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

Epinephrine Auto-Injectors for lower school students will be stored in the lower school infirmary.

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

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

SEVERE INSECT ALLERGIES

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

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

GENERAL MEDICATION GUIDELINES

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

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

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

- Acetaminophen (Tylenol).
- Ibuprofen (Advil or Motrin).
- Benadryl (oral and cream).
- Neosporin ointment.
- Tums (for 5^{th} - 12^{th} grade).

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

PRESCRIPTION MEDICATIONS

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

1. An Authorization to Administer Medication form must be completed and signed by both parent and physician.
2. When filling a prescription, ask the pharmacist for a "school bottle," an empty bottle with the correct prescription label. Please do this for all medications that are to be administered at school, even short-term

antibiotics. Medications will not be administered from an envelope or plastic bag. All prescription medications must be in their original containers and labeled by the pharmacist. The label must include:

a. Student's name.
b. Physician's name.
c. Name of medication.
d. Exact dosage of medication*.
e. Date prescription was filled.
f. Expiration date of medication.

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

NON-PRESCRIPTION MEDICATIONS

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

a. Student's name and grade.
b. Name of medication.
c. Amount to be given.
d. Time(s) to be given.
e. Reason for medication to be given.
f. Length of time and date for medication to be given.
g. Signature of parent/guardian.

MEDICATIONS FOR OFF-CAMPUS FIELD TRIPS

Field trips are chaperoned by teachers and, often, a school nurse. The nurse is available to provide basic first aid and administer daily prescription medication and OTC medication as authorized by the parents. Sometimes, the medical needs of a student are such that a parent will be asked to accompany him/her on the trip to more closely oversee care and treatment. If a parent is not able to do this, then the student will not be allowed to attend the trip. This decision is reached with the best interest of the student in mind and is made through consultation with the nurse, teacher/grade chair, and principal.

CONCUSSIONS

If a physician has diagnosed a student with a concussion, please advise the nurse so that appropriate steps can be initiated to help facilitate the healing and recovery process. Students must return to normal schoolwork and studies before returning to game play. You must have a physician note for your child to resume sports and PE activities.

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

HEAD LICE

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

TECHNOLOGY

ACCEPTABLE USE POLICY

PURPOSE AND SCOPE

Wesleyan School provides a variety of technology resources for the purpose of supporting the school's educational mission. Wesleyan fully expects that all members of the school community will use the Wesleyan network in a responsible, appropriate, and legal manner at all times. The term "Wesleyan network" includes Wesleyan-owned or leased computers, laptops, servers, printers, remote databases, network storage, digital media, software applications (both web-based and local), library catalogs, communication technologies, and personal devices used to access Wesleyan's network, internet access, and email.

This policy also governs off-campus behaviors when it impacts the educational environment on campus and applies to both school-owned and personally owned technology.

NO PRIVACY EXPECTATIONS

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

LEGAL IMPLICATIONS

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

1. Criminal Laws, including but not limited to prohibition against attempting to access computer systems without authorization, electronic harassment, cyberbullying, cyberstalking, child pornography, and vandalism;

2. Libel Laws, prohibiting and/or limiting public defamation of individuals, including fellow students and/or Wesleyan's staff members; and

3. Copyright and Intellectual Property Laws, including but not limited to plagiarism, as well as copying, selling or distributing copyrighted, trademarked, or licensed material, including illegally shared music files, photographs, video files, software.

POLICY ENFORCEMENT

Wesleyan uses monitoring technology to alert staff of suspicious activity relating to internet and email related traffic. If Wesleyan determines that a violation has occurred, it reserves the right to discipline students for violations of this policy in accordance with discipline procedures outlined in the Family Handbook. Violations are determined by the administration and are subject to a full range of discipline up to and including expulsion. Wesleyan School also reserves the right to define conduct that is not specified in this policy as "inappropriate use." Wesleyan School may also confiscate any electronic device -- regardless of whether it is a personal and school-owned device -- from students if it believes a student has potentially violated this policy.

Some violations may constitute criminal offenses as defined by local, state, or federal laws. Wesleyan will report any criminal conduct if required by law, and it reserves the right to report other violations (even if not required by law) to the police, district attorney, or U.S. attorney and assist in the prosecution of such violations. Wesleyan cooperates fully with local, state, or federal officials in any investigation concerning or relating to technology crime laws.

RESPONSIBLE USE

Student behavior on the Wesleyan network must meet the same conduct expectations as prescribed in the Family Handbook, particularly the Discredit Clause. The following is a non-exhaustive list of prohibited conduct:

OFFENSIVE, HARASSING, OR EXPLICIT MATERIAL:

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

DEFAMATION:

Students are not allowed to engage in electronic or digital activities that reflect negatively on themselves, or defame or disparage other students, teachers, or Wesleyan School. Students are not permitted to create social media pages that use Wesleyan's name or logo or the likeness of Wesleyan's name or logo. Students should also consider how they represent Wesleyan in their posts while wearing the Wesleyan uniform or other Wesleyan apparel. Students who violate this policy could be subject to a disciplinary response.

PLAGIARISM:

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

FALSIFICATION:

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

CONSERVATION AND STEWARDSHIP:

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

HARDWARE, SOFTWARE, AND TECHNOLOGY INFRASTRUCTURE:

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

USE OF ELECTRONIC DEVICES IN THE CLASSROOM:

Students will follow all guidelines set forth by their teachers for classroom use of electronic devices. Devices used outside of those guidelines may be confiscated by the teacher and turned over to the dean of student life at the teacher's discretion.

EQUIPMENT CONDITION

Technology resources assigned to students should be kept in good working order at all times. With the use of the Wesleyan network, it is expected that all equipment is maintained to the highest standard. This includes the physical features of the technology (e.g., the screen on a laptop), as well as virtually (e.g., the operating system and included software).

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

COMPUTERS

Only school-issued computers are permitted on campus during the academic day and should be used for academic purposes only. Playing any type of game during school hours is forbidden unless assigned by a teacher for academic purposes or during a scheduled free period (high school only).

PERSONAL ELECTRONIC DEVICES AND CELL PHONES

The rules that govern your integrity, honesty, and character on your computer are the same as those that govern you in a classroom or anywhere else.

Video and audio recordings are prohibited on campus unless specific permission is given from a teacher or administrator. For specific questions regarding laptops, please see the Acceptable Use Policy. Bathrooms and locker rooms need to be given special attention regarding the cell phone policy. Because privacy needs to be a point of emphasis in these areas, it is important that phones not be out or in use in these spaces. If a student is found to have a phone in one of these areas during the school day, a major detention will be issued. Depending on what the phone is being used for, additional consequences may be given.

Violations will be subject to discipline.

LOWER SCHOOL DEVICE POLICY:

Lower school students are not permitted to bring to school phones, smartwatches, or any other device that can connect to the Internet or be used for two-way communication. Devices with school modes are also not allowed.

MIDDLE SCHOOL DEVICE POLICY:

Middle school students are required to store their phones and smartwatches in their lockers during the school day (7 a.m. - 2:40 p.m., and 2:45 p.m. on late arrival days). Students may not use their phones or smart watches in the academic buildings (Wesley Hall, Cole Hall, or Young Hall) after school hours until 3 p.m. If students have their phones or smart watches with them during these hours, they will receive a minor detention. Phones will also be confiscated until the end of the school day and may be retrieved from the dean of student life's office. If a student is found with a phone in the bathroom or locker room, a major detention will be given.

HIGH SCHOOL DEVICE POLICY:

High School students are not permitted to use their cellphones or smartwatches anywhere on campus during the academic day (8:10 AM – 2:55 PM). Cell phones and smartwatches should remain powered off and stowed for the entirety of the academic day. There is no space on campus where a student should use a cell phone during the academic day. Any student who does not adhere to this policy will be subject to the following disciplinary measures:

FIRST INFRACTION:

A major detention will be issued, and the device will be confiscated by the teacher/administrator and held in the main

office of Cleghorn Hall, room 212, for the remainder of the school day. The student may retrieve the device before leaving the campus on the day of the infraction.

Also, for the next seven class days, the student must check his or her cell phone in with the Dean of Student Life each morning and may retrieve the device before leaving the campus each day. Failure to properly check your cell phone in each day will result in additional days being added onto this disciplinary action.

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

Also, all cell phone/personal electronic device privileges will be revoked for the remainder of the semester. The student must check his/her cell phone/electronic device in with the Dean of Student Life each class day in the morning and may retrieve the device before leaving the campus each day. Failure to properly check-in your phone each day will result in additional detentions being issued and based on the level of egregiousness, possibly a suspension.

ATTENDANCE POLICY

CARPOOL PROCEDURES

For the safety of your child and all students and staff, please use great caution and awareness while driving in carpool. Please maintain a very low speed (5 m.p.h. or less) throughout the carpool process, and avoid switching lanes unless instructed by a carpool supervisor. U-turns are not permitted at any time.

Students should only be dropped off and picked up in the designated carpool lanes for each division:

a. Lower school – Warren Hall parking lot.
b. Middle school – Zach Young Parkway on the parkway side of Wesley Hall, or the Warren Hall parking lot if they have a lower school sibling.
c. High school – Zach Young Parkway on the parkway side of Wesley Hall and Cleghorn Hall, including the curbside adjacent to Machemehl Gates.

At no time should students be dropped off or picked up in other areas including but not limited to the Gillfillan Hall parking lot, behind the Fine Arts Building or Yancey Gymnasium, in the Hoover Gymnasium lot, or other areas along Zach Young Parkway.

LOWER SCHOOL

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

REPORTING ABSENCES

Parents should use the SchoolPass app to notify the school of a change in a student's schedule (absence, late arrival, early pick-up, or changes to his/her normal dismissal). If a child is ill, parents are to input the reason for the absence into the SchoolPass app by 8:00 a.m. on the morning of the absence. An email to a teacher or the lower school office is not necessary, but parents are always welcome to communicate with teachers if they wish to provide additional, helpful information. Please note: Email should never **replace** a SchoolPass entry, as SchoolPass ensures all necessary parties receive the information.

EXCUSED ABSENCES

Examples of excused absences include illness, doctor/dentist appointments, funerals, graduations, religious observations, academic evaluations, weddings, or family emergencies. In addition, families may request up to two excused discretionary days per academic year (see Planned Absences section).

UNEXCUSED ABSENCES

Absences for any reason other than the categories listed in the Excused Absences section of this handbook are considered unexcused. Students who are absent with no parent contact will be marked unexcused. In addition, students who leave campus during the school day to attend tutoring or therapy sessions will be marked unexcused.

EXCESSIVE ABSENCES

Irregular attendance is disruptive to a student's academic progress. Parents are asked to hold absences to a minimum; absences should be due to legitimate, unavoidable circumstances. While the school realizes that there will be times when extenuating or special circumstances require a student to miss school, frequent or long absences from class for nonessential reasons are not conducive to an appropriate attitude toward learning. In addition, the classroom instruction, discussion, and activities that a student misses when absent cannot be made up by normal homework assignments or retaught during the regular school day upon their return. In cases where the school decides that excessive absences are detrimental, a conference between school personnel and the parents will take place.

Six excused or unexcused absences in a trimester warrant an administrative notification. Wesleyan reserves the right to refuse credit to students who exceed eighteen (18) or more absences during an academic year, either excused or unexcused.

PLANNED ABSENCES

Parents should send an email to the teacher as early as possible for a planned absence. Planned absences may be either excused (e.g., family wedding) or unexcused (e.g., excessive discretionary days).

Families will be allowed two excused discretionary days per year. Parents should complete the online family trip planned absence form (found on the lower school Blackbaud resource board) at least five days in advance of the absence. Assignments and missed homework will not be provided in advance of a discretionary absence. Students will be expected to complete missed work in the usual manner for work missed during an absence. Special consideration may be given to requests for additional discretionary days (e.g. travel outside of the country). Students who are failing one or more classes will not be approved for additional discretionary days.

WORK MISSED DURING AN ABSENCE

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

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

ARRIVAL

Normal arrival time is from 7:30 – 7:50 a.m. on regular school days, and 8:30 – 8:50 a.m. on late arrival days. Students arriving during this time should be dropped off in morning carpool. School begins promptly at 8 a.m. (8:50 a.m. on late arrival days).

TARDIES

Students arriving at school after 8 a.m. (8:50 a.m. on late arrival days) will be considered tardy, and parents should sign the student in at the lower school office. Six tardies in a trimester warrant administrative notification. If a pattern of arriving late to school continues after administrative notification, a parent conference with the principal may occur.

BEFORE SCHOOL

Adult-supervised before care will be provided from 7 – 7:30 a.m. (7:15 – 8:30 a.m. on Wednesdays). Parents are required to walk their child to the front porch of Warren Hall, and students should check-in with the before care faculty member.

EARLY DEPARTURE SIGN-OUT

Any student checked out before 11:30 a.m. will be counted absent. All students that leave school before 3 p.m. must be signed-out by a parent/guardian in the front office. Students will not be permitted to sign themselves out of school. We recommend that you check-out your child by 2:30 p.m. if you have afternoon appointments and need to bypass carpool.

PARENTAL SIGN-IN

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

AFTER SCHOOL

The SchoolPass app should be used by lower school parents to communicate after school plans. Parents may designate after care, bus, carpool, or faculty/sibling pick up as options for after school dismissal locations. The school enters after school enrichment information. It is the parent's responsibility to assure that their child's dismissal location is accurately selected in SchoolPass. If you need to make a change after 2 p.m., please **call** the front office. Please do **not** email as the message may not be read in time to communicate the change to the student.

After School Enrichment

Students participating in an after school enrichment class will go directly from their classroom to a designated location for their after school enrichment class. After school enrichment classes are provided in four, six-week sessions during the year. Classes are held from 3 – 4:30 p.m. Parents must pre-register their child to attend a class. When picking up from an after school enrichment class, parents should follow the school's direction to pick up their child.

After Care

After care services run from 3 – 6 p.m. Parents must pre-register their child online for either a daily drop-in fee or for unlimited access throughout the semester. Parents will pick up their child on the front porch of Warren Hall.

Afternoon Bus

Afternoon bus riders will be directed to the gym at 3 p.m. A parent/guardian should be waiting at the bus stop when the bus arrives. If the buses are running significantly behind schedule, an email will be sent to alert parents. If no parent/guardian is there, the bus driver will attempt to contact the parent. If no parental contact is made, the bus driver will bring the child back to Wesleyan and walk them into after care.

In-Person Pick Up

This service is reserved for parents who are already on-campus prior to dismissal (3 p.m.) or for lower school students who ride home with an older sibling. Parents or high school siblings picking up a student in-person at the end of the school day will meet students on the front porch of Warren Hall. This service is not to be used to avoid afternoon carpool.

MORNING CARPOOL **(7:30 – 8 a.m.)**

a. All children should be dropped off through the carpool line. Parents should not park and walk the child into the building unless coming in for a specified reason. Teachers will begin to open vehicle doors at 7:30 a.m. (8:30 a.m. on late arrival days).
b. Students must be dropped off in the designated area which is supervised by teachers.
c. In order to ensure their safety, all children should remain seated until a teacher opens the vehicle door.
d. Drivers may use either lane after making the turn towards Warren Hall. Please remain in your lane until a teacher moves the cone to direct traffic. Switching lanes is dangerous for both vehicles and traffic directors.
e. If riding to school with an older sibling who drives, the lower school student must be dropped off either in the carpool line or walked to the building by the high school driver.

AFTERNOON CARPOOL

a. If your child is being picked up by someone who does not have a carpool number, please tell them your number and add their name to your list of approved drivers in SchoolPass.
b. Carpool takes approximately 20 minutes, so please allow adequate time for after-school appointments and activities.
c. Pets are not allowed in the carpool line.
d. If you need to get out of your car for any reason, please be back in your car by 2:45 p.m.
e. If you are volunteering or in a school meeting at the end of the day, we recommend parking in the carpool line. You will need to be back in your car by 2:45 p.m.
f. Parents needing to make carpool changes should input those changes into SchoolPass before 2 p.m. In the case of an emergency after 2 p.m., parents must call the lower school office with information about the change. If the message is sent via email, it may not be read in time to communicate the change to the student.
g. Parents may "move" students into another family's carpool by selecting the "Move to Carpool" choice within the SchoolPass app prior to 2 p.m.
h. If your student is not outside when you drive through carpool, you will be asked to circle around while we page your child.
i. Please do NOT call your child over to your car. Children are instructed to enter vehicles after a verbal signal is given by the carpool supervisor, and the car door has been opened by a carpool supervisor.
j. Lower school families with middle school siblings may pick up both their lower and middle school children in lower school carpool.

MIDDLE SCHOOL

ARRIVAL

Students must be in homeroom by 8 a.m. (8:50 a.m. on late arrival days). Students are encouraged to arrive at school after 7:30 a.m. unless they are arriving for a specific meeting or event and have a faculty member present. Upon

arriving, students should go straight to homeroom after organizing their books for the day at their locker. Arrival after 8 a.m. (8:50 a.m. on late arrival days) results in a tardy mark on the student's attendance record. Students who are tardy must sign in at the middle school office.

LATE ARRIVALS

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

LATE ARRIVAL WEDNESDAYS

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

ATTENDANCE

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

CLASS CUTS

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

EXCESSIVE ABSENCES

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

Such action after the eighth absence could include but is not limited to: required office hours, loss of privileges such as field trip participation, extracurricular participation, loss of academic credit, or other privileges related to attendance. The administration of the middle school reserves the right to address each case individually and act appropriately. In the case of a prolonged illness, the school may require a medical explanation from a physician. In cases where the school decides that excessive absences are detrimental, a conference between the school and the parents will take place to determine if the student is to earn credit in subjects missed. Parents will be notified when a student reaches seven absences within a semester.

EXCUSED ABSENCES

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

- Illness.
- Family emergency.
- Death in the family.
- Dental or medical appointment.
- Court appearance.
- Religious observance.
- Funeral.
- Graduation or wedding of a family member.
- Learner's Permit (1/2 day).
- Serving as a page in the legislature.
- Siblings of athletes who are participating in Wesleyan School state tournaments (prior notice needed; absences will be excused at the discretion of the dean of student life).

- Church event, if required for confirmation or catechism (maximum of two days per year).
- Attending a lower school play.

If a student is absent or plans to check in/out for any reason, parents are asked to contact the middle school administrative assistant by 8 a.m. on the day of the absence. Parents must sign out students who check out for any reason during the school day. If homework is requested, parents, not children who are ill, should pick up the homework after 2:40 p.m. (2:45 on late arrival days). Students who are absent with no parent contact will be marked unexcused.

PLANNED ABSENCES

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

DISCRETIONARY DAY POLICY

In addition to the list of excused absences, families will be allowed two excused "discretionary days" per year. Parents should plan in advance and submit the "discretionary day" request to the dean of student life at least one week prior to the absence. Special consideration may be given to requests for additional discretionary days. Parents should also request these days in advance. Students should make every effort to complete their make-up work ahead of time. Students who are failing one or more courses may not be eligible to receive this pre-planned excused absence. Assessments may not be taken early to avoid using a discretionary day or receiving an academic penalty for an unexcused absence.

Extraordinary exceptions must be approved by the dean of student life at least two weeks in advance.

UNEXCUSED ABSENCES

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

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

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

MAKE-UP WORK

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

Students who have been absent two or more days and have a number of tests or quizzes and other assignments to make up should work with the grade chair and the classroom teachers to devise a schedule for making up the work. Assessments may not be taken early to avoid using a discretionary day or receiving an academic penalty for an unexcused absence.

EXTRACURRICULAR ELIGIBILITY

A precondition of participating in the extracurricular life of the school (games, plays, concerts, practices, etc.) is the attending of academic classes. Those who do not abide by this policy may not participate in extracurricular activities on the day of the absence unless otherwise authorized by the principal. This includes participation in physical education

activities. A student must be present for the academic day no later than 10 a.m. in order to participate in the day's extracurricular events. If it is a half-day schedule, he/she must check in before 9:30 a.m.

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

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

LATE ARRIVALS, EARLY DISMISSALS, AND TARDIES

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

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

Tardies to school will result in disciplinary action as follows:

a. Seven tardies in one semester - one minor detention.
b. The 11th tardy in one semester - one major detention and a parent/student conference with the dean of student life, and possibly the principal.
c. Any additional tardies during one semester may result in in-school discipline or out-of-school suspension.

Excessive tardies to class will result in disciplinary action.

Students arriving after the end of homeroom period should:

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

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

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

AFTER SCHOOL

By 3:30 p.m., all middle school students should be in after care, in a supervised extracurricular activity, or at home. Students are not permitted to roam campus unsupervised.

HIGH SCHOOL

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

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

ARRIVAL, TARDIES, AND DISMISSALS

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

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

An unexcused tardy or tardies will result in disciplinary action as follows:

a. Two unexcused tardies to school per week or five in a semester - one minor detention.
b. An unexcused arrival more than 15 minutes after the start of the first class of the day is treated as a class cut — one major detention.
c. Three unexcused tardy marks to any class – one minor detention.

LATE ARRIVALS

Late arrivals may be excused only with parental verification via phone call, written note, or email to the high school administrative assistant. Students must sign in upon arrival in the high school office. Arriving more than 15 minutes after the start of the first class of the day for an unexcused reason constitutes a class cut and major detention. The determination of an excused or unexcused arrival or tardy is based on the list provided below under Excused Absences/Late Arrivals/Tardies; however, the dean of student life will be the final arbiter of what is excused and what is unexcused.

If students sign in late and miss any graded assessment, they must be prepared to make up the assessment at a time mutually agreed upon with the teacher when they return to school. If the class does not meet that day due to the rotating schedule, the student is responsible for initiating communication with the teacher on the day they return to school to arrange a make-up time. Failure to communicate and make arrangements in a timely manner may result in a grade that is 80% of the earned grade.

EARLY DISMISSALS

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

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

LUNCH DISMISSALS

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

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

DISMISSAL TIME

The end of the last class is 2:55 p.m. Students may use the drop-in period to visit with teachers.

FREE PERIODS

Students who are free for a period during the day may not leave campus; they must stay in-bounds, and they must stay out of the hallways. The junior/senior lounge is open during the day to give juniors and seniors the ability to spend time together. Chapman Library may be used for individual studying and research. Students who have first period free must sign in at the front office; failure to do so will result in a minor detention.

EXCESSIVE ABSENCES

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

Such action after the eighth absence could include but is not limited to: required office hours, assignment to a supervised study hall before or after school, loss of privileges such as field trip participation, extracurricular participation, senior off-campus lunch privileges, senior exam exemption, loss of academic credit, or other privileges related to attendance. The administration of the high school reserves the right to address each case individually and act appropriately. In the case of a prolonged illness, the school may require a medical explanation from a physician. In cases where the school decides that excessive absences are detrimental, a conference between the school and the parents will take place to determine if the student is to earn credit in subjects missed. Parents will be notified when a student reaches seven absences within a semester.

EXCUSED ABSENCES/LATE ARRIVALS/TARDIES

Excused absences must be verified by a phone call or email from the parent to the high school administrative assistant. The dean of student life will be the final arbiter of excused and unexcused; however, some examples of excused absences/arrivals/tardies are below:

a. Illness.
b. Emergency family matter.
c. Death in the family.
d. Dental and medical appointment, when appointment at another time is not possible. A doctor's note is required to verify excuse.
e. Court appearance.
f. Religious observances.
g. Drivers' license (1/2 day).
h. Funerals.
i. Wesleyan-sponsored activities as defined below.

DISCRETIONARY DAY POLICY

In addition to the list of excused absences, families will be allowed four excused "discretionary days" per year. Students are required to fill out a preplanned absence form at least two school days prior to the use of a discretionary day, or the absences will be unexcused (which carries an academic penalty). Students should make every effort to complete their make-up work ahead of time. Students who are deficient in one or more courses, or have excessive absences, may not be eligible to receive this pre-planned excused absence.

Please Note:

a. Discretionary days are intended to give our students the flexibility to visit colleges and pursue activities related to their education.
b. These days are not intended to extend breaks or to be used all at one time to miss a whole week of school. Students may not use more than two discretionary days at a time without prior approval from the dean of student life.
c. Due to end of the year assessments and exam preparation, discretionary days will not be approved in the months of December and May for underclassmen and December and the last two weeks of April for seniors without prior approval from the dean of student life.

Extraordinary exceptions must be approved by the dean of student life at least two weeks in advance.

PLANNED ABSENCES

Students must fill out the online Planned Absence Form at least two school days prior to the absence. This form must be approved by the dean of student life and grade chair prior to the student's departure. This form must be submitted and approved regardless of whether the planned absence is excused, unexcused, or a discretionary day. If the form is not completed in advance, the absence will be marked as unexcused. Additionally, parents will receive an email for verification to confirm a planned absence. Both a pre-planned absence form and parent confirmation are required.

UNEXCUSED ABSENCES

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

Attendance Disclaimer - The ultimate decision of an excused or unexcused absence or tardy is at the discretion of the dean of student life.

MAKE-UP POLICY

ABSENT FOR ONE DAY OR LESS - SCHOOL ACTIVITY

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

ABSENT FOR PART OF THE SCHOOL DAY

All missed assignment(s) and assessment(s) are still due that day at a time mutually agreed upon with the teacher. Students should make every reasonable attempt to contact the teacher(s) of the class(es) they missed, whether in person, through email, or note by the end of the school day (2:55 p.m.). Failure to do so may result in a grade that is 80% of the earned grade on the assignment(s) and assessment(s).

If a student signs in late and misses any graded assessment, he/she must be prepared to make up the assessment at a time mutually agreed upon with the teacher when he/she returns to school. If the class does not meet that day due to the rotating schedule, the student is responsible for initiating communication with the teacher on the day they return to school to arrange a make-up time. Failure to communicate and make arrangements in a timely manner may result in a grade that is 80% of the earned grade.

ABSENT ONE DAY

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

ABSENT MULTIPLE DAYS

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

For excused absences, students are allowed the same number of days absent to complete the assignment(s) and assessment(s) missed. Failure to do so may result in a grade that is 80% of the earned grade on the assignment/assessment.

Assignments/assessments may not be taken early to avoid using a discretionary day or avoid receiving an academic penalty for an unexcused absence.

CLASS CUTS

Students are expected to attend all scheduled classes and activities. A class cut is defined as missing 15 minutes or more of a class or activity without permission. A student cutting class or a program time activity will receive a major detention. If a student cuts to avoid an assessment deadline, quiz, or test, the maximum grade that can be received for the missed work is 80% of the earned grade. Any second cut during the year will earn two major detentions plus a warning. Third offenses will likely result in suspension or expulsion. The fourth cut will result in expulsion unless the school chooses to issue a special dispensation.

EXTRACURRICULAR ELIGIBILITY

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

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

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

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

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

CAMPUS BOUNDARIES

Students must remain on campus for the entirety of the school day. During the school day, students may not be in the following areas without teacher supervision or direct permission from a grade chair or dean of student life

a. Parking lots.
b. Student vehicles.
c. Zach Young Parkway and the adjacent sidewalks.
d. Any athletic facility, including cross country trails, athletic fields, batting cages, etc.
e. Unsupervised classroom/office/practice room.

Any student who is out-of-bounds will receive a minor detention. Any student visiting the parking lots or student vehicles during the school day without permission may forfeit driving and parking privileges on campus in addition to receiving a minor detention.

ACADEMICS

ACADEMIC PHILOSOPHY

In order to maintain the value and integrity of a Wesleyan diploma, honor our alumni, and reward our future graduates, we believe school should be challenging in a way that necessitates hard work and dedication to excellence. We are a school that celebrates learning, promotes curiosity, and fosters student engagement in the learning process. Additionally, we believe in challenging students in a way that fosters life-long learning, resilience, internal motivation, and a willingness to push themselves beyond their perceived abilities.

HOMEWORK PHILOSOPHY

One distinctive characteristic of the Wesleyan experience is the development of the whole child—mind, body, and spirit. As a college-preparatory school, it is important to prepare students for what they will face beyond their time at Wesleyan by teaching them the necessary executive functioning skills such as planning, organization, and time management. Therefore, Wesleyan's approach to homework is one that creates necessary time to reinforce academic pursuits and provides space for community involvement, which is an integral part of the Wesleyan experience.

We believe that homework should promote learning and engagement, be relevant, reasonable, grade-level appropriate, and be used to reinforce previously taught concepts or gauge understanding of new concepts.

Please note: Students who choose to take honors and Advanced Placement courses should expect to have more homework than those who take standard-level courses.

LEARNING PROFILES FOR LOWER, MIDDLE, AND HIGH SCHOOL STUDENTS

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

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

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

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

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

LOWER SCHOOL

LONG TERM HOMEWORK ASSIGNMENTS

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

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

LOWER SCHOOL GRADES

Kindergarten through 4th Grade

O = Outstanding
M = Meets Requirements
P = Progressing (needs support)
N = Needs Improvement (experiencing difficulty)
NE = Not Evaluated at this time

Marks of Outstanding (O) are not given in literacy, math, and social studies. 3rd and 4th grade students receive numerical marks for literacy, math, and social studies.

PROMOTION POLICY

Students not achieving adequate academic progress during the school year may be asked to complete summer tutoring, may not be promoted to the next grade level, or may not be allowed to return to Wesleyan School. These decisions will be made by the principal in collaboration with the teachers, parents, and dean of counseling and student services.

TUTORING/THERAPY IN THE LOWER SCHOOL

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

If you prefer to do tutoring/therapy off campus, the lower school dean of counseling and student services can provide you with a suggested list of providers.

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

MIDDLE SCHOOL

COURSE SELECTION AND CHANGES

After the beginning of the school year, changes may be made only in extraordinary cases as determined by the principal. Although student choices of electives will be honored to the greatest extent possible, balance in class size and numbers of requests may preclude granting a first choice in all instances.

EXAMS

The school year is divided into two semesters. Scheduled 1½-hour examinations are given in 7th and 8th grade at the end of each semester. Examinations count as 10% of the total grade for 7th grade and 15% of the total grade for 8th grade. Students who are ill and cannot take an exam should:

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

Students may not take exams early unless authorized by the principal.

During the exam periods, 7th and 8th grade students attend school for partial days only. 5th and 6th grade students do not take exams. They attend school as usual (full days).

OFFICE HOURS

Students may attend office hours with teachers in the morning from 7:40 – 7:55 a.m. (8:30 – 8:45 a.m. on late arrival days) and in the afternoon from 2:40-3 p.m. (2:45-3 p.m. on late arrival days). Any student having difficulty scheduling office hours should see the grade chair for assistance.

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

FAILURES

Any grade below 70 is a failure.

A student who fails one semester of a year-long course, but passes the other semester, will receive ½ credit for the semester with a passing grade and no credit for the semester with a failing grade. A student will be required to attend summer school if the course credit required is in 5th or 6th grade math and/or 5th – 8th grade English. Students failing 7th or 8th grade math are not required to attend summer school. However, the student's course placement the following year will be determined by the division principal and math department chair.

A student who fails both semesters of a year-long course will receive no credit and will be required to go to summer school to earn the full credit if the course credit required is in 5th or 6th grade math and/or 5th – 8th grade English. Students failing 7th or 8th grade math are not required to attend summer school. However, the student's course placement the following year will be determined by the division principal and math department chair.

A student who fails the 1st semester of a year-long course but earns a passing grade in the 2nd semester can receive a full credit for the course if the two-semester average is 70 or above. This student would not be required to go to summer school for the 1st semester failure because no recovery credit is required.

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

Students who fail three or more courses (semester or year-long) for the year will be dismissed from Wesleyan. A failed course is defined by the following:

- Below 70 in a semester class.
- Below 70 in 1st semester of a year-long course without meeting the requirement listed above.
- Below 70 in 2nd semester of a year-long course.

RE-EXAMS

7th and 8th grade students who have a failure as a result of an exam are eligible for a re-exam under the following conditions:

1. Student must have a passing pre-exam average (i.e., 70 or above).
2. Examination grade must be no lower than 50.
3. Student must take the re-exam at a date and time specified by the school.

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

SUMMER SCHOOL

A student who fails a course will be required to go to summer school and pass the course if the particular course credit required is in math and/or English.

Summer school courses are for make-up credit only. Grades earned in approved summer school programs do not replace the "F" from the school year, nor are summer school grades averaged in with grades earned during the school year. Any passing grade earned in the summer school course will appear as a "P" on the transcript to indicate a passing mark and credit earned.

Students failing 7th or 8th grade math are not required to attend summer school. However, the student's course placement the following year will be determined by the division principal and math department chair.

EXTRACURRICULAR ELIGIBILITY

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

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

RE-ENROLLMENT

Students who fail three or more classes during the fall semester will not receive re-enrollment contracts. Students who have been suspended may not receive re-enrollment contracts until the school year has been completed satisfactorily.

GRADE REPORTING

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

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

Semester Grading Period - grades for all students and comments for students with failing the course (below 70) or a N/U.

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

GRADING SYSTEM

Most classes at Wesleyan use a numerical grading system:

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

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

E	Excellent
G	Good
S	Satisfactory
N	Needs improvement
U	Unsatisfactory

HONOR ROLL AND MERIT LIST

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

Honor Roll – a cumulative average in classes that do not have an E, G, S, N, or U of 90.0 or above with no failures and no U's.

Merit List – a cumulative average in classes that do not have an E, G, S, N, or U between 87.0 and 89.99.

REPORTING TO SCHOOLS

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

ACADEMIC RESOURCE CENTER

ACADEMIC SUPPORT MISSION

The mission of the Academic Resource Center (ARC) at Wesleyan School is to assist students with learning differences in becoming independent learners, while successfully meeting the demands of Wesleyan's academic standard of excellence.

ACADEMIC RESOURCE CENTER STUDENT PROFILE

With academic independence as the goal, the ARC at Wesleyan School serves students with average to above average intellectual ability and mild to moderate language processing and/or attention challenges. The Academic Resource Center is not equipped to serve students with significant social, emotional, or behavioral challenges.

To Receive ARC services, the student must have the following:

- Current psychoeducational psychoeducational testing.
- Active Learning Profile.
- Administration's recommendation.

ACADEMIC RESOURCE CENTER

The ARC support services are skill based, focusing on the executive, study, and self-advocacy skills necessary for academic independence. ARC students in need of content support are directed to their teachers for additional help to understand class material. ARC enrollment requires administration's recommendation and will be prioritized by student need.

ARC ENROLLMENT DETAILS

1. Supplemental contract and tuition required.
2. Enrollment is optional, as families may choose to secure skill support off campus, outside of school hours.
3. ARC students are subject to all Wesleyan School Family Handbook policies and procedures.
4. Scheduled support sessions will occur in the ARC and are to be viewed as a class period by the student, with the same expectations for arrival and dismissal.
5. Tutorial, office hours, math lab, and writing lab attendance may be recommended strategies.
6. If administration deems skills support is no longer needed or a different intervention approach is recommended, support will be discontinued

MIDDLE SCHOOL ARC TIERED SUPPORT SERVICES

Middle School ARC support services are offered to students with current psychoeducational psychoeducational testing and an active learning profile, in addition to administration's recommendation. The following service options are available:

1. Small group skill support is offered during the school day and replaces a class on the student's schedule.
2. Individual skill support is offered one to two times per week after school.

HIGH SCHOOL

EXAMS

The school year is divided into two semesters. Semester examinations in 9th grade are two hours, and exam grades comprise 15% of the semester grade. Exams in 10th through 12th grade are scheduled to last two hours, and exam grades comprise 20% of the semester grade.

Students are not permitted to take exams early. Students who are ill and cannot take an exam should:

- Supply a parental note;
- Call the grade chair who will schedule make-up exams.

Faculty in each subject area should develop policies regarding the types of questions to be used on semester exams and the percent of the grade to be allotted to each type. Essay questions should be an important element of all exams. Grade books, teacher editions, tests, and any other confidential material should be kept out of tempting reach of students at all times.

EXTRACURRICULAR ELIGIBILITY

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

Students must check in before 10 a.m. to be eligible for any extracurricular activity on that day. If it is a half-day schedule, students must check in before 9:30 a.m.

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

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

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

OFFICE HOURS

Students are encouraged to attend office hours as needed. Students may attend office hours tutorial sessions with teachers Monday, Tuesday, Thursday, and Friday from 7:40-8:05 a.m.. Wednesday is from 18:35 – 8:45 a.m. It is a time to provide individualized help, although the number of students in attendance on any given day will necessarily affect the amount of individualized attention students can receive. Any student having difficulty scheduling extra help should see the grade chair for assistance.

a. Any student with a grade of 75 and below will be required by the grade chair and the subject teacher to report to office hours.
b. Any student, regardless of his or her average in the class, may be required to attend office hours at the teacher's discretion.

GRADE REPORTING

Grades in year-long and one-semester courses will be reported at the following times:

1st Grading Period, Mid-Semester Grading Period, 3rd Grading Period, Semester Grading Period – grades for all students and comments for students with an average of 75 or below.

GRADING SYSTEM

Most classes at Wesleyan use an unweighted numeric average. A very small number of classes may be taken pass/fail, and those grades are simply reported P or F. While the unweighted numeric grade is the number recorded in Blackbaud for current grades and the number found on progress reports, report cards, and transcripts, Wesleyan does award bonus points for students taking honors and AP courses. Students earning a 70 or higher are awarded four extra points for honors courses and eight extra points for AP courses. Those additional bonus points will only be reflected in a student's cumulative weighted numeric average and cumulative weighted GPA. The table below shows the GPA assigned to the numerical grade earned in standard, honors, and AP courses:

	Course Level		
GPA	**Std**	**Hon**	**AP**
4.3	97-100	93-100	89-100
4.0	93-96	89-92	85-88
3.7	90-92	86-88	82-84
3.3	87-89	83-85	79-81
3.0	83-86	79-82	75-78
2.7	80-82	76-78	72-74
2.3	77-79	73-75	70-71
2.0	73-76	70-72	NA
1.7	70-72	NA	NA
0	<69	<69	<69

HONOR ROLL AND MERIT LIST

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

Honor Roll – a cumulative average of 90.0 or above with no failures and no U's.

Merit List – a cumulative average between 87.0 and 89.99.

SCHOOLS AND COLLEGES

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

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

DROP/ADD

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

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

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

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

EXEMPTION POLICY FOR SENIORS

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

a. Exemptions are for 2nd semester seniors enrolled in year-long courses; exemptions may be granted to seniors at the end of the first semester for one-semester courses.
b. Students who exceed four (4) unexcused absences or eight total absences unexcused or excused in a class will not be eligible to exempt the exam in that class.
c. In order to exempt an exam students must have an overall "A" average in the course with at least a 90 average during the 2nd semester. No honors points can be added to the average when calculating semester grades.

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

EXTRA CREDIT

No extra credit is permitted in the high school.

FAILURES

Any grade below 70 is a failure.

A student who fails one semester of a year-long course, but passes the other semester, will receive ½ credit for the semester with a passing grade and no credit for the semester with a failing grade. A student will be required to attend summer school if the course credit is required for graduation.

A student who fails both semesters of a year-long course will receive no credit and will be required to go to summer school to earn the full credit if the course credit is required for graduation.

A student who fails the 1st semester of a year-long course but earns a passing grade in the 2nd semester can receive a full credit for the course if the two-semester average is 70 or above. This student would not be required to go to summer school for the 1st semester failure because no recovery credit is required.

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

Students who fail three or more courses (semester or year-long) for the year will be dismissed from Wesleyan. A failed course is defined by the following:

- Below 70 in a semester class.
- Below 70 in 1st semester of a year-long course without meeting the requirement listed above.
- Below 70 in 2nd semester of a year-long course.

RE-EXAMS

High school students who have a failure as a result of an exam are eligible for a re-exam under the following conditions:

1. Student must have a passing pre-exam average (i.e., 70 or above).
2. Examination grade must be no lower than 50.
3. Student must take the re-exam at a date and time specified by the school.

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

SUMMER SCHOOL

A student who fails a course will be required to go to summer school if the particular course credit is required for graduation.

Summer school courses are for make-up credit only. Grades earned in approved summer school programs do appear on the transcript for the purposes of earning credit. However, grades earned in approved summer school programs do not

replace the "F" from the school year, nor are summer school grades averaged in with grades earned during the school year.

Summer school courses will not be recognized for the purpose of "forward placement" (taking a course in the summer in order to move on to the next higher course the following school year).

RE-ENROLLMENT

Students who fail three or more classes during fall semester will not receive re-enrollment contracts. Students who have been suspended may not receive re-enrollment contracts until the school year has been completed satisfactorily.

ACADEMIC RESOURCE CENTER

The Academic Resource Center (ARC) support services are skill based, focusing on the executive, study, and self-advocacy skills necessary for academic independence. ARC students in need of content support are directed to their teachers for additional help to understand class material. ARC enrollment requires administration's recommendation and will be prioritized by student need.

ARC ENROLLMENT DETAILS

1. Supplemental contract and tuition required.
2. Enrollment is optional, as families may choose to secure skill support off campus, outside of school hours.
3. ARC students are subject to all Wesleyan School Family Handbook policies and procedures.
4. Scheduled support sessions will occur in the ARC and are to be viewed as a class period by the student, with the same expectations for arrival and dismissal.
5. Tutorial, office hours, math lab, and writing lab attendance may be recommended strategies.
6. If administration deems skills support is no longer needed or a different intervention approach is recommended, support will be discontinued

HIGH SCHOOL ARC TIERED SUPPORT SERVICES

High School ARC support services are as follows:

1. The strategies class is offered to students with current psychoeducational testing, an active learning profile, and administration's recommendation. This support option replaces a class on the student's schedule.
2. The eight skills workshop is offered during program times twice weekly for eight weeks to students in need of support, with administration's recommendation.

HONOR SYSTEM

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

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

HONOR CODE

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

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

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

HONOR PLEDGE

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

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

PLAGIARISM

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

ARTIFICIAL INTELLIGENCE POLICY

The student may ONLY use artificial intelligence (AI) on an assignment or activity with teacher permission, and citation is required. Unauthorized use of AI assistance on an assignment or activity is a violation of the Wesleyan Honor Code. The student may utilize AI to study class material independent of a specific assignment without citation.

STUDENTS' ROLE

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

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

HONOR COUNCIL

In the high school, a student-driven honor council is in place to assess honor code violations.

GUIDELINES FOR HONOR VIOLATIONS

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

Freshmen or sophomore –1st offense

- Zero on the assignment.
- Counseling with the dean of student life.
- 1 day of in-school discipline possible.

Junior or Senior – 1st offense

- Zero on the assignment.
- Counseling with the dean of student life.
- 1 – 2 days of out-of-school suspension.

PRINCIPLES TO GUIDE THE HONOR COUNCIL

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

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

For a detailed description of the high school honor system, refer to the honor council handbook.

DISCIPLINE POLICY

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

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

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

All students benefit from attending a school with high standards. It is our hope that Wesleyan students will embrace this system and its standards and that they will help others live by them. It is expected that students will be familiar with all the expectations that the handbook sets forth and comply accordingly. The investigation of discipline and honor issues require school administrators to interview students without parents present.

BEHAVIOR EXPECTATIONS

Wesleyan students are expected to behave in a manner appropriate to their age and conducive to a friendly and productive environment. Students learn better in an environment in which the expectation of good conduct is clear, the limits of behavior are plainly stated, and the consequences of unacceptable behavior are clearly defined. Proper behavior is expected at all times on campus and at all school-related functions. Wesleyan students are taught that their behavior has consequences both positive and negative, and that they must accept responsibility for their own behavior and schoolwork. All students are expected to develop and maintain a high standard of personal integrity and honor in behavior, language, good manners, and work. All students shall observe the regulations of the school, guiding their actions through the use of common sense.

Wesleyan students are expected to exhibit concern and charity in their dealings with other members of the Wesleyan school community. All students are to respect the dignity and rights of other persons and their property. All students are expected to refer to all adults with the proper title (i.e., Mr./Mrs./Ms./Miss/Dr.). All students are expected to respond respectfully to questions from adults with "Yes, sir," "Yes, ma'am," "No, sir," or "No, ma'am."

TIERED DISCIPLINARY SYSTEM

Wesleyan School employs a tiered disciplinary system when holding students accountable to the guidelines and behavior expectations in the Family Handbook. This tiered disciplinary system includes minor detentions, major detentions, in-school discipline, suspension, and expulsion. Within this system, students experience appropriate consequences and ample opportunity to change behavior before discipline is escalated. There are, however, some circumstances that may result in suspension or expulsion, even for a first offense.

ALCOHOL AND ILLEGAL DRUGS

Student use, distribution, or possession of alcohol or illegal drugs is not acceptable at any time. Wesleyan's policy is a 24-hours-a-day, seven-days-a-week, 365-days-a-year policy, including all vacations during the school year and the summer months. It is against Wesleyan's school policies and is against the law. Violation of the rules will always cause swift action from the school. The ideal of our education includes the development of the whole person - mind, body, and

spirit - but the use of alcohol and illegal drugs can endanger the realization of one's potential for learning and for life. Our education programs and rules of conduct are there to discourage perilous behavior.

Goals of the alcohol and drug discipline policies:

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

SELF-REPORT POLICY

A self-report is a voluntary, student-initiated admission to a school administrator of a personal violation of the handbook regarding drugs, alcohol, nicotine, or tobacco that the school would not have otherwise known about that does not involve injury, harm, or violence toward another individual. Self-reports often occur for violations of the drug/alcohol/tobacco/vaping policy which includes admission of drug use prior to a drug test. Students who self-report will not be suspended from school but may be required to receive an assessment by a licensed professional counselor (to ensure student health and wellness), may be removed from any leadership role on campus, and may be restricted from representing the school in any extracurricular activity for up to one week. The self-report without suspension is a one-time offer of grace, not a lifetime of amnesty. For a violation of the drug policy, the student can also expect to be tested regularly for the remainder of their high school career, at a time of the administration's choosing, and at the family's expense.

DRUG-FREE CAMPUS GUIDELINES

PHILOSOPHY

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

GENERAL PROCEDURES

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

DRUG TESTING

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

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

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

DEFINITIONS

Off Campus - the use, possession, or distribution of alcohol or illegal drugs/paraphernalia off school property and at activities unrelated to Wesleyan. Paraphernalia is including but not limited to fake or altered identification (e.g., fake I.D.s used to obtain alcohol) pipes, bongs, or other smoking devices, flasks or concealed containers used to hide alcohol, etc.

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

or off campus. Paraphernalia is including but not limited to fake or altered identification (e.g., fake I.D.s used to obtain alcohol) pipes, bongs, or other smoking devices, flasks or concealed containers used to hide alcohol, etc.

The following guidelines govern school-initiated investigations:

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

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

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

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

Third Offense, Off Campus

- Suspension or expulsion.
- Removal from all activities.

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

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

Second Offense, On Campus

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

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

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

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

TOBACCO/NICOTINE

The possession, use, or distribution of tobacco or any nicotine products of any form on campus or off-campus by Wesleyan students is prohibited. Examples include, but are not limited to, chewing tobacco, cigarettes, e-cigarettes, and vaping devices.

Wesleyan adamantly opposes any student use of these products, and a violation subjects a student to school disciplinary action that will include, but is not limited to, the following:

FIRST OFFENSE, ON OR OFF CAMPUS

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

SECOND OFFENSE, ON OR OFF CAMPUS

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

THIRD OFFENSE, ON OR OFF CAMPUS

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

WEAPONS

Weapons (toys or real), pepper spray, firearms, explosives, matches, knives, lighters, laser pens, or other such items may not be brought on campus. These will be confiscated.

PHYSICAL ALTERCATIONS

Fighting will not be tolerated at Wesleyan. Students must learn to talk directly to each other and learn to work out problems through constructive discussion. Consequences for fighting on campus may range from a major detention up to expulsion at the discretion of the administration.

DISCREDIT CLAUSE

Wesleyan reserves the right to suspend or require a student to withdraw for cause, medical, or otherwise. This includes students who are involved in an activity that reflects in a negative, harmful way on the school or its community. Any activity that is deemed illegal by local authorities, a conviction in court, or plea of nolo contendere, other than a routine

traffic violation, may result in a suspension from school and may result in dismissal. Each situation will be investigated on its own merits, and the administration will do all in its power to support students and families who are entirely forthright regarding incidents and issues.

INTEGRITY POLICY

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

GAMBLING

Gambling is strictly prohibited.

DIVISION-SPECIFIC DISCIPLINE PROCEDURES

LOWER SCHOOL

Wesleyan lower school uses the W.O.L.F. acronym to categorize behavior infractions. W.O.L.F. stands for **W**ise Choices, **O**n Task, **L**ove and Respect, and **F**ull Effort. Students lose a W.O.L.F. letter when they misbehave in one or more of these categories. The letter lost and a brief description of the misbehavior is communicated daily. Students who repeatedly lose letters will receive administrative consequences such as, but not limited to: parental contact, loss of participation in class or school-wide activities (e.g., recess, field trips, parties, field day), a learning task, and/or suspension.

Discipline procedures for each grade level will be explained to students and parents at the beginning of the school year. Discipline is created to be developmentally appropriate according to each age in the lower school grades. Students may be referred to the principal or the dean of counseling and student services. In general, the dean of counseling and student services and the lower school counselor will help investigate situations and assist students with strategies to resolve conflicts. The principal typically administers consequences for discipline and contacts parents on serious discipline matters. The school reserves the right to meet with students without parental consent during the investigative and disciplinary process.

MIDDLE SCHOOL

Students are expected to know and abide by the school rules and policies. Infraction of the rules may result in minor or major detentions. Examples of infractions would be: disrespect to another person, classroom disturbance, and uniform violation.

DETENTIONS

Middle school detentions will be held on Friday mornings from 7:20 until 7:50 a.m. Minor detentions will require attendance on one morning; major detentions will require attendance two consecutive Friday mornings. Students must not be late to any detention. Students must sit silently for the full time of the detention without sleeping, studying, or distracting other students.

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

- A previously planned family trip,
- A religious retreat, or
- A school function.

This postponement may be granted only if a written explanation is submitted to the dean of student life before 12 p.m. on the Thursday prior to the detention. Failure to attend detention without notice will result in an additional detention.

All detentions issued on Thursday or Friday of a given week may be served the following week.

All detention forms are delivered electronically by email in the form of a PDF after teachers have spoken with students directly about the specific handbook infraction referenced. This electronic form is sent simultaneously to the student, parent/guardians of said student, dean of student life, counselors, and grade chair, as well as the middle school principal. Detentions are not part of any student's permanent record.

Examples of behaviors leading to minor detentions include:

a. Seven (7) tardies to school in a semester.
b. Consistently tardy to class.
c. Classroom disturbance.
d. Chewing gum (no warning given).
e. Uniform violation.
f. Disrespect to an adult.
g. Unkindness to another student.
h. Skipping required extra help.
i. Cell phone violation.

The above list is not intended as exhaustive.

Examples of behaviors earning major detentions include:

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

The above list is not intended as exhaustive.

REPEATED DETENTIONS

If a student has accumulated six detentions over the course of the semester, he/she will require a parent/student conference with the dean of student life, principal, and the assistant head of school for advancement or head of school. A further detention will possibly lead to suspension. Any subsequent detentions will then be evaluated by the dean of student life, principal, the assistant head of school for advancement, and head of school and may lead to expulsion.

IN-SCHOOL DISCIPLINE

In-School Discipline is a level of the tiered disciplinary system that falls between a detention and an out-of-school suspension. This type of discipline is applied to infractions that are more serious than a detention but do not warrant an out-of-school suspension. In-school discipline may require students to miss academic classes, and these absences would be unexcused. Therefore, any missed work during the period of the in-school discipline would be scored at a maximum of 80%. A student who is serving in-school discipline may be restricted from participating in extracurricular activities during the time of the in-school discipline.

SUSPENSIONS

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

ELECTIONS AND OFFICES

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

HIGH SCHOOL

DETENTIONS

High school detentions are tiered based on accumulation. A student's first three detentions will be held during the school day on Friday during program time. Starting with the fourth detention, a student will be required to serve detention after school. Detentions can be defined as minor or major depending on the behavior. Minor detentions require one hour of service, and major detentions require two hours of service. Whether a minor or major detention, each detention only counts as one for accumulation. The assistant dean of student life will monitor all detentions.

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

All detention forms are delivered electronically by email in the form of a PDF after teachers have spoken with students directly about the specific handbook infraction referenced. This electronic form is sent simultaneously to the student, parent/guardians of said student, dean of student life, assistant dean of student life, and grade chair, as well as the high school principal. Detentions are not part of any student's permanent record.

Examples of behaviors leading to minor detentions:

a. Tardiness three times to class per semester, two times to school in one week, five times to school per semester
b. Classroom disturbance.
c. Chewing gum (no warning given).
d. Failure to return signed papers, as requested.
e. Uniform violations (no warning given).
f. Disrespect to another person.
g. Technology violation.
h. Leaving a bag or laptop in the hallway.

Examples of behavior earning major detention:

a. Disrespect to another person.
b. Class cuts.
c. Profanity.
d. Unauthorized cell phone use.
e. Failure to serve the initial detention assigned.

The above list is not intended to be exhaustive.

REPEATED DETENTIONS

If a student has accumulated six detentions over the course of the semester, he/she will require a parent/student conference with the dean of student life, principal, and the assistant head of school for advancement or head of school. A further detention will possibly lead to suspension. Any subsequent detentions will then be evaluated by the dean of student life, principal, the assistant head of school for advancement, and head of school and may lead to expulsion.

IN-SCHOOL DISCIPLINE

In-School Discipline is a level of the tiered disciplinary system that falls between a detention and an out-of-school suspension. This type of discipline is applied to infractions that are more serious than a detention but do not warrant an out-of-school suspension. In-school discipline may require students to miss academic classes, and these absences would be unexcused. Therefore, any missed work during the period of the in-school discipline would be scored at a maximum

of 80%. A student who is serving in-school discipline may be restricted from participating in extracurricular activities during the time of the in-school discipline.

SUSPENSIONS

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

SEARCH AND SEIZURE POLICY

PERSONAL SEARCHES

A student's person or personal effects (e.g., backpack, purse, pockets) may be searched by a staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant. All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon the approval of the head of school or a specific designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

LOCKER SEARCHES

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

AUTOMOBILE SEARCHES

Students are permitted to park on Wesleyan School premises as a privilege, not a right. School authorities may perform periodic patrols of student parking lots and conduct exterior inspections of student automobiles on school property. Interior searches of student vehicles can occur to determine if contraband or illegal materials are contained inside. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of parking on school property.

Infractions of the rules will be handled by teachers and grade chairs and reviewed by division-level administration.

SCHOOL UNIFORM

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

Students at Wesleyan are expected to be well groomed and decently dressed at all times. They are expected to respect their school uniform and wear it with pride. All clothing and student supplies should be clearly marked with the student's first and last name. The school cannot be responsible for articles left at school. Unclaimed clothing not picked up will be donated to the Used Uniform Shop or charity.

Please note – Only regulation uniform pieces originating from the Wesleyan Spirit Shop that have the requisite "W" or "Wesleyan" embroidered on them will be considered part of the school's uniform. All others are prohibited.

UNIFORM FOR BOYS

	Lower School	Middle School	High School
Pants			
Regulation khaki slacks with requisite "W". Regulation Natural Khaki slacks with the requisite "W" in cotton/poly Twill Performance khaki pants are allowed with the required Denni/ A+ tag and the requisite W. These may be purchased from the Spirit Shop.	✓	✓	✓
Regulation khaki shorts with requisite "W" (warm weather months only) Performance khaki shorts are allowed with the required Dennis/ A+ or Sue Mills tag and the requisite W. These may be purchased from the Spirit Shop.	✓	✓	✓
Shirts			
White short/long-sleeved button down collar oxford shirt (required on chapel days)		✓	✓
White or green short or long-sleeved knit polo or performance fabric shirt with requisite "Wesleyan"	✓	✓	✓
Tie, Belt, and Suspenders			
Wesleyan School stripe tie - #11 (required on chapel days)		✓	✓
Custom bow tie #78 (optional on chapel days)		✓	✓
Senior tie (for 12th grade only)			✓
Black or brown braided or plain leather belt	✓	✓	✓
Black or brown canvas belt	✓	✓	
Wesleyan logo belt	✓	✓	✓
Blazer			
Two-button navy blazer with Wesleyan crest patch (required on chapel days or as instructed)		✓	✓
Socks - *all socks must be visible*			
Solid white or black athletics socks (logos smaller than 1" permitted)	✓	✓	✓
Solid navy, grey, or black dress socks	✓	✓	✓

UNIFORM FOR GIRLS

	Lower School	Middle School	High School
Pants and Shorts			
Regulation khaki slacks with requisite "W"	✓	✓	✓
Regulation khaki shorts with requisite "W" (warm weather months only)	✓	✓	✓
Regulation plaid walking shorts, color#227 (warm weather months only)	✓		
Jumpers, Dresses, and Skorts			
Plaid jumper (K-4th only), color #227	✓ ,		
Plaid dress with requisite "W" (K-1st only)	✓ ,		
Plaid skort, color #227, style #907 (KDG-4th)	✓		
Plaid skort –color #231, style 6 pleat with requisite W (available in Spirit Shop)		✓	✓
Khaki skort –color 901, style #M508 with requisite W			✓
Shirts			
White short/long-sleeved button-down collar oxford shirt (required on chapel days)		✓	✓
White or green short/long-sleeved knit shirt with requisite "Wesleyan" (girls' cut is available)	✓	✓	✓
White short/long sleeved Peter Pan blouse with requisite "W" (to be worn under jumper)	✓		
White turtleneck with requisite "W" (to be worn under jumpers)	✓		
Blazer			
Two-button navy blazer with Wesleyan crest patch (required on chapel days or as instructed)		✓	✓
Socks, Leggings, and Tights			
Navy, green, or white knee socks	✓	✓	✓
Navy, black, or gray, dress socks with no stripes or coloring (logos smaller than 1' permitted)		✓	✓
Plain white fold-over socks	✓		
Plain white or black athletic socks (logos smaller than 1" permitted)	✓	✓	✓
Plain navy or black tights without patterns	✓	✓	✓
Full-length, solid navy, or black leggings with no pattern or athletic/branded logo	✓	✓	✓
Hair Accessories			
Fabric bows and headbands in colors present in the required plaid uniform.	✓	✓	✓

SHOES FOR BOYS AND GIRLS

	Lower School	Middle School	High School
Black or brown leather/suede shoe	✓	✓	✓
All-white, all-leather, non-high/mid-top leather sneakers (no visible logo, white laces, pre-approved by dean of student life)	✓	✓	✓
Sperry Topsiders in black or brown		✓	✓
Saddle Oxfords – black and white	✓	✓	✓
Saddle Oxford Ked – leather, navy and white design	✓		

OUTERWEAR FOR BOYS AND GIRLS

	Lower School	Middle School	High School
Sweaters, Scarves, and Jackets			
Forest green cardigan (with required logo)	✓		
Hunter green V-neck pullover sweater (with required logo)		✓	✓
Green sweatshirt (with required logo)	✓	✓	
Hunter green vest (with required logo)		✓	✓
Solid navy, gray, black, white, or green scarves	✓	✓	✓
Wesleyan regulation fleece (half or full zip; with logo)	✓	✓	✓
Wesleyan EVOLUX fleece (with required logo)	✓	✓	✓
Wesleyan three season jacket (with required logo)	✓	✓	✓
Wesleyan down jacket (with required logo)	✓	✓	✓
Regulation green Tri-Mountain jacket (with required logo)	✓		
Green Portsmouth jacket (with required logo)	✓	✓	✓
Wesleyan Latitude rain jacket (with required logo)	✓	✓	✓
Wesleyan packable raincoat with required logo	✓	✓	✓

PHYSICAL EDUCATION UNIFORM

Middle school students are required to dress out for P.E. and to wear the required P.E. uniform. The 5th and 6th grade uniform consists of the carbon gray short with the requisite Wesleyan logo, and the gray heather t-shirt with the requisite Wesleyan logo. The 7th and 8th uniform consists of graphite, performance t-shirt and dark green shorts. Male and female students will wear the same uniform. The P.E. uniform is only available for purchase in the Wesleyan School Spirit Shop.

GENERAL RULES FOR DRESS

1. Clothes and shoes must be in good condition, neat, and clean. Clothing may not be oversized or undersized and must fit properly. Items that are torn or cut in any way are prohibited.
2. Belts must be worn at all times with slacks and shorts. Oversized or ornate belts and/or buckles are prohibited.
3. Shirts must be tucked in at all times. Folding or "blousing" of shirttails is prohibited.
4. Collars from polos must be visible at all times i
5. Students are expected to be in the proper uniform for the entire school day.
6. Shorts may be worn from the beginning of the school year until December 1 and then from March 1 until the end of the school year, with the exception of chapel days for middle and high school.
7. Socks are required, except when tights are worn, and must be visible. Non-Wesleyan insignia or logos on shirts and socks may not be more than one inch in length or width.
8. Skorts and shorts are to be no longer than the bottom of the knee and no shorter than five inches above the knee, as measured from the middle of the back of the knee. Skorts may not be rolled at the waist and must be properly hemmed.
9. Sweatshirts may not be worn under the blazer in cold weather; however, regulation green sweaters are acceptable.
10. Long-sleeved shirts may not be worn under short-sleeved shirts at any time.
11. Hats (this includes wearing the hood of a hoodie) should never be worn inside an academic building on campus, even when a student is out of uniform. Baseball caps are not allowed with the school uniform.
12. Shoes must fully cover the feet and have a distinguishable heel measuring at least ½ inch and no more than a 2-inch lift above the sole. Boots of any kind, "heelies," and shoes with brightly colored linings or laces are not permitted.
13. Headwear should not be used to draw undue attention.

PERSONAL APPEARANCE

1. Boys' hair must be neat, clean, and professional in appearance, and maintained at a length that does not touch the eyebrows or ears and remains above the collar without the use of hairbands or pins; "mullet" hairstyles are not permitted. Hairstyles that draw undue attention such as drastic changes, extreme styles, or unnatural hair colors are not allowed, and any hair dye must be a natural color consistent with the student's hair. Students who, after disciplinary action, continue to be out of compliance may be sent home until their hair meets these guidelines, with resulting absences considered unexcused. The Dean of Student Life will be the final arbiter of what is acceptable.
2. Makeup is to be used with discretion and taste and is not to be used to draw undue attention. Lower school girls may not wear makeup but are allowed to wear clear nail polish only.
3. Boys must be clean shaven at all times and at all school functions. No beards or moustaches are allowed. Sideburns may not extend below the bottom of the earlobe.
4. Jewelry must be worn in good taste and should not draw undue attention or distract from the educational environment. No earrings of any description are permitted for boys. Piercing of any body part other than the ears is likewise prohibited. Lower school girls are only permitted to wear stud earrings. Bracelets and necklaces in lower school should be modest and not draw attention. A maximum of two bracelets are allowed and necklaces should not be oversized but should be tucked inside the shirt collar.

The final judgement on acceptable attire and grooming rests with the division dean of student life or principal. Violations of the uniform will result in disciplinary action by the faculty and/or dean of student life.

OUT-OF-UNIFORM ATTIRE

Out-of-uniform days are periodically allowed and are meant to promote school spirit or to be an award for students. Students are not required to participate in out-of-uniform days and may choose to wear their regular school uniform. Out-of-uniform days may only be designated by the principal or dean of student life of a division. Students are expected to follow out-of-uniform guidelines specified by their division principal or dean of student life.

LOWER SCHOOL

The guidelines below help define the different types of out-of-uniform days in the lower school and are listed below. For all out-of-uniform days, students (and parents) should use discretion and moderation when selecting outfits. Inappropriate shirts or styles will not be permitted. Flip flops, open-heel shoes, open-toe shoes, and slippers are not permitted.

SPIRIT WEAR DAYS – Students may wear some type of Wesleyan shirt and approved uniform bottoms. Athletic shoes may be worn.
PASSPORT CLUB DAYS – Students may wear their Passport Club t-shirt with their uniform bottoms and uniform shoes.
FIELD DAY – Students may wear athletic shorts, athletic shoes, and an appropriate shirt.
GENERAL OUT-OF-UNIFORM DAY – Students may wear an outfit of their choosing that is consistent with the above guidelines. Please note: out-of-uniform passes may NOT be used on Wednesdays due to chapel.

MIDDLE AND HIGH SCHOOL

- All graphics on clothing must be appropriate in nature.
- Clothes should be neither too tight nor excessively large on the individual.
- Tank tops of any description are not allowed. Shirts should not show the midriff and should have a sleeve.
- Flip flops, open-heel shoes, open-toe shoes, and slippers are not permitted.

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

WHERE TO PURCHASE UNIFORMS

Wesleyan Spirit Shop
Located on the first floor of Wesley Hall
See website for hours of operation

Wesleyan Nearly New Uniform Shop
Located at the Wesleyan Annex on Spalding Drive

EXTRACURRICULAR PROGRAM

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

IRON WOLF CRITERIA

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

ATHLETICS

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

FINE ARTS/STEM

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

TRANSPORTATION

Wesleyan provides minibuses for teams and organizations to use for travel to competitions and off-campus functions. Under most circumstances, the minibuses will carry the entire group. However, on certain occasions, one faculty member or one or more parents may volunteer to drive their car(s) in addition to the minibus. Because there may not be room for all students to ride on the minibus, some students may be asked to ride with a faculty member in his or her car or with another parent. If a parent does not feel comfortable allowing their child to ride with a faculty member or another parent, the parent should inform the faculty sponsor or coach at the beginning of the season or activity time frame. Large groups and teams often travel via school bus or motorcoach.

GENERAL SCHOOL POLICIES

AUTOMOBILES

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

a. In order to be eligible to drive on campus, students must have a valid license and automobile insurance.
b. There must be no speeding or reckless driving on campus. Passing is prohibited on two-lane roads. The speed limit is 5 mph near buildings and congested areas and 15 mph in other areas.
c. Students must obtain an automobile sticker from the high school assistant dean of student life's office and have it displayed in the most visible position on the bottom left inside part of the front windshield of the vehicle. Parking in unmarked areas, such as grassed areas, is not permitted.
d. Infractions will cause the loss of driving privileges. Driving on campus at any time during a loss of driving privilege will result in suspension from school.
e. No students are permitted to ride on hoods, in truck beds, or other parts of vehicles not intended for passengers.
f. Student vehicles parked anywhere on campus without an up-to-date parking pass sticker will receive a minor detention (no warnings given).
g. Texting and driving are illegal in the state of Georgia.
h. The Hoover lot and ZYP Hill are reserved for senior parking. The Hoyt Family Athletic Complex is reserved for all underclassmen parking.
i. From Monday through Friday, at 2:50 until 3:30 p.m., all students exiting the Hoyt Family Athletic Complex must turn right. All students exiting the Hoover lot must turn left. No student drivers are permitted to drive through the main campus between parking lots during this time.

BIRTHDAYS

In the lower school, birthdays will typically be celebrated during or immediately following your child's lunch period. Private party invitations will NOT be distributed at school. Please contact your child's teacher one week in advance if you would like to send refreshments on your child's birthday. Treats should be easy and quick to distribute. Meals from a restaurant or home are not allowed. Students celebrating a birthday at school will be expected to eat the provided school lunch.

Middle and high school students should not bring in treats for their birthdays.

BOOKBAGS & BACKPACKS

Students in grades Pre-1st – 12th are permitted to carry a tote bag or backpack to their classes during the school day. Kindergarten students are supplied a tote bag by the school. Student-supplied bags must:

a. be in good condition.
b. be of a reasonable size.
c. have a tag that identifies the owner.
d. have a dedicated laptop compartment to provide extra protection for the computers (for middle and high school only).

When a student is not carrying his/her bag, the bag must be stored inside a locker, in a classroom with teacher approval but not in a doorway, or in the bag room; disciplinary steps may be taken for any bag that is left outside of these designated areas.

ELEVATORS

Students are not to ride the elevators in any building on campus at any time. Exceptions are made for students with a known medical need. These students may have one person help them with their books and belongings.

FIELD TRIPS

Students must be in their school uniform for all field trips unless otherwise stated. The field trip permission form in Blackbaud must be completed in full, signed by parents and students, and returned at the start of the year before students will be allowed to participate in any field trips. If a student has had excessive absences or is in academic jeopardy, they may not be allowed to participate in class outings. Please understand that siblings may not attend field trips.

FOOD/DRINK POLICY

Food and drink may only be consumed in areas designed by division administrators. Students are expected to clean up after themselves and make sure any place they are at on campus looks as good, if not even better, than the way they found it.

GUM

Chewing gum is not permitted on campus at any time.

LOCKERS

Lockers are the property of the school and should not be defaced or damaged in any way. Books and other belongings should not be left lying in corridors, on floors, or elsewhere around campus. Students must not write on lockers or place decals, stickers, or pictures on the exterior of lockers. Decoration of lockers must be restricted to the interior with the exception of middle school birthday signs and middle school and high school extracurricular activity signs. All middle school lockers require a Master combination lock purchased from the middle school office. Since lockers are the property of the school, they are subject to search at any time.

LUNCH

A catering service is provided. Lower school and middle school students may not bring their own food except for:

a. Dietary/medical needs (such as allergy) indicated by a written note from a physician given to the school nurse.
b. Snacks during scheduled snack breaks.

Parents and family members may join their child at lower school lunch **after** Labor Day**.** Visitors should sign in at the front desk and may either purchase the school-provided lunch or simply visit with their child while the class eats. Outside food should not be brought in under any circumstances. Lunch is an important time for social development for lower school students. Please limit family visits to no more than once per week.

MONEY

Middle school students are not permitted to exchange money with other students on campus for any reason.

MUSIC

Middle school students are not allowed to listen to music through headphones/earbuds from 7:30 a.m. -2:40 p.m. (2:45 p.m. on late arrival days).

OFF-LIMITS AREAS

Areas including but not limited to areas under construction, the pond, all areas across Zach Young Parkway including the cross country trails and athletic fields, the parking lot, and the adjacent shopping centers are off limits without adult supervision or permission. Students found in off-limits areas are subject to disciplinary action.

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

PARTIES

Class or grade-level parties may be held for certain occasions during the school year. These dates will be communicated to parents by the teacher. Younger siblings may not attend grade-level or class parties.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection (PDA) are prohibited on school grounds, during school hours, and at school-sponsored events. PDA includes any physical contact that goes beyond what is considered appropriate among friends.

SCHOOLS AND COLLEGES

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

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

SKATEBOARDS AND HOVER BOARDS

Skateboards, roller blades, hover boards, razor scooters, and similar such items are prohibited on campus.

SOCIAL FUNCTIONS

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

High school students who would like to bring a non-Wesleyan student to a school sponsored social event (Homecoming dance, winter dance, or Prom) must complete the Guest Permission form.

Freshmen are not permitted to attend the Prom.

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

STUDENT ACCESS CREDENTIALS

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

JUNIOR/SENIOR LOUNGE

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

STUDENT SOLICITATION FOR CONTRIBUTIONS

The school will limit the options to which students may solicit contributions. Any fundraising efforts must be approved by the school principal and assistant head of school for advancement.

STUDENT PLACEMENT

Wesleyan does not honor specific requests for classroom teachers.

SUNDAY

As a Christian school which seeks to honor God in all that we do, we strongly discourage any school-related activities from meeting on Sunday. We want to be a light in our culture rather than a reflection of our culture. Therefore, as a

school, we strive to honor the Fourth Commandment in which God tells us to, “Remember the Sabbath Day by keeping it holy.” Exodus 20:8

TEACHER GIFTS

Gifts are not a requirement and are not mandated by any division of the school. Each family can choose whether or not to give gifts at Christmas, birthdays, end of the year, etc. A simple, thoughtful gift such as a homemade card, flowers, or a hug are just as meaningful as cash. We also realize that, on occasion, a parent may choose to make a more substantial gift to thank a teacher. Those gifts should be privately mailed or delivered to the teacher outside the classroom environment.

WALKING OFF CAMPUS

Lower and middle school students are strongly discouraged from walking to school or walking home from school. In addition, students should not walk off campus for any reason.

VISITORS

All visitors to Wesleyan must sign in at the main office of the division or department being visited. Items being dropped off for students must be left in the front office. Permission for students to invite visitors should be obtained in advance from the principal or dean of student life at least 24 hours before the visit. Students from other schools, including former Wesleyan students, may not visit the campus without approval from the principal or dean or student life.