



Wesleyan Christian Academy

Student Handbook

2018-19

Purpose.....	1	Admissions.....	2	Financial.....	4
General Guidelines..	6	Christian Leadership		Discipline.....	10
Transportation &		Training.....	8	School Clothing &	
Pickup.....	12	Academics.....	13	Personal	
				Appearance.....	22

Purpose

The purpose of this handbook is to acquaint parents and students with the philosophy, policies, and basic procedures of Wesleyan Christian Academy. Since it is not the purpose of the Administration to make blanket rules in every area, we reserve the privilege of interpreting the rules, to maintain the testimony of the school and to help students learn personal discipline. The administration and staff of WCA will always stand ready to cooperate with and help the students and parents of the school in every way possible. The administration will be happy to explain any portion of the handbook.

We trust you will enjoy your association with Wesleyan Christian Academy.

Mission Statement

“Developing Christian leaders through Biblical, individualized education”

Vision

Wesleyan Christian Academy is dedicated to providing the highest quality educational program with the cornerstones of: Christian character development among students and staff, quality performance among students and staff, and transition for students to be servant-leaders.

Beliefs

Wesleyan Christian Academy believes:

- The inspiration of the Bible, and accepts it as the foundation for training its students.
- The doctrines of the Wesleyan Holiness Church, West Bay, Grand Cayman, Cayman Islands, and uses them to guide students to Christ while balancing their educational goals.
- That a Christian school is an extension of the home in training young people in a Christian environment. That true Christian education is dependent on parents being committed to training their children by Scriptural principles.
- That consistent Christian character is developed by daily training in Biblical principles. Since education is preparing lives for service, the process must include as much attention to spiritual as to academic values.
- That each child is unique and therefore individualized education through the ACE curriculum provides beneficial techniques and procedures to meet the needs of each individual child.
- That children perform best by controlled, motivated learning. This principle is summed up by the following Five Laws of Learning:
 - The student must be on a level of curriculum where he can perform.
 - The student must set reasonable goals that can be achieved in a prescribed period of time.
 - The student must be controlled and motivated.
 - The student's learning must be measurable.
 - The student's learning must be rewarded.
- That Christian life is ministry. Students learn that 'career is ministry' in that their abilities are given as a foundation for their career which is always used in service to God.

Statement of Faith

We believe in:

- The inspiration of the Bible, equally in all parts and without error in its origin;
- The one God (eternally existent Father, Son, and Holy Spirit) Who created man by a direct immediate act;
- The Pre Existence, Incarnation, Virgin Birth, Sinless Life, Miracles, Substitutionary Death, Bodily Resurrection, Ascension to Heaven, and the Second Coming of the Lord Jesus Christ;
- The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation;
- The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, and witnessing of His saving grace through the ministry of the Holy Spirit.
- Salvation by faith in the atoning sacrifice of Jesus Christ;
- Sanctification as a second work of divine grace, subsequent to regeneration, wrought in the heart of the fully yielded, trusting child of God, whereby the carnal nature is crucified and the heart is purified by faith and filled with the Holy Spirit;
- A future resurrection of the dead, both of the saved and the unsaved—the saved to eternal bliss in the presence of God and the unsaved to everlasting damnation.

Opportunity

The objective of a private Christian school is to teach children how to live and equip them for success. Proverbs 22: 6 admonishes adults to train up a child in the way he should go.

A Christian school is an extension of the Christian home in training young people in a Christian environment for time and eternity. The school staff works closely with parents to train the whole child.

Attendance at WCA is a privilege, not a right. The goal of this school is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands for high standards of morality and wisdom. Students and their parents must accept unconditionally that Wesleyan Christian Academy is a Church-School. There must be complete agreement to abide by Wesleyan Christian Academy's standards of dress, uniform, conduct and spiritual emphasis. All students in Junior High and High School must sign a Standard of Conduct form at the beginning of each school year. All students are strongly encouraged to attend a Bible-believing Church.

Admissions Policy

WCA admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

We reserve the right to limit our enrollment in number so that the quality of our academic program is not impaired. We also reserve the right to limit our enrollment in the type of student so that our goals of training Christian youth in the highest principles of Christian leadership and personal integrity are not hindered.

Students are accepted from 3 years and 9 months of age. We no longer accept student older than 10 years old

Admissions Procedures

- Make an appointment to visit the school
- Parents and students read this Student Handbook
- Review Tuition Payment Plans and Fees
- Submit Student Application online (www.wcacayman.com)
- Pay application fee of \$75.00
- Submit supplemental application forms and required documentation where applicable
 - Previous report card
 - Birth certificate
 - Copy of Passport and Immigration clearance
 - Private School Student Transfer form if coming from a Cayman private school
- Complete diagnostic testing (done at the school)
- Await acceptance decision by email

Enrollment Procedures

- Create Sycamore account
- Complete Enrollment Packet online
- Schedule appointment to meet with the Learning Center teacher.
- Sign Standard of Conduct, Anti-Bullying Policy & Acceptable Use of Technology agreements.
- Attend New Parent Orientation

Re-enrollment

Re-enrollment must be completed during March 11-22 of the current school year to reserve a place for your child. Re-enrollment is completed online. The re-enrollment fee must be paid by the end of March. (Re-enrollment status will remain incomplete until re-enrollment fee is paid.) A completed re-enrollment application does not guarantee acceptance.

Learning Center Placement

Upon acceptance into Wesleyan Christian Academy, the student will be placed into a Learning Center based on age and diagnosed grade level. Some Learning Centers may overlap due to space requirements.

- Learning Center A; Grades K4-K5
- Learning Center B; Grades 1-3
- Learning Center C; Grades 4-6
- Learning Center D; Grades 7 - 8
- Learning Center E; Grades 9 - 12

Financial: Tuition 2018-19

	Kindergarten-Junior High		High School	
1 Payment Plan	Payment due July 28			
	Payment	Multi-Child Discount	Payment	Multi-Child Discount
1st Child*	\$4,500		\$5,000	
2nd Child	\$4,300	\$200	\$4,800	\$200
3rd Child	\$4,100	\$400	\$4,600	\$400
4th Child	\$2,050	\$2,050	\$2,950	\$2,050
2 Payment Plan	Payments due July 28 & Due Dec. 28			
	Payment	Multi-Child Discount	Payment	Multi-Child Discount
1st Child*	\$2,400		\$2,650	
2nd Child	\$2,300	\$100	\$2,550	\$100
3rd Child	\$2,200	\$200	\$2,450	\$200
4th Child	\$1,275	\$1,125	\$1,525	\$1,125
4 Payment Plan	Payments due July 28, Oct. 28, Jan. 28 & April 28			
	Payment	Multi-Child Discount	Payment	Multi-Child Discount
1st Child*	\$1,224		\$1,349	
2nd Child	\$1,199	\$25	\$1,324	\$25
3rd Child	\$1,174	\$50	\$1,299	\$50
4th Child	\$637	\$587	\$762	\$587
Monthly (10 Payments)	Payments due July 28, Aug. 28, Sept. 28, Oct. 28, Nov. 28, Dec. 28, Jan. 28, Feb. 28, March 28 & April 28			
	Payment	Multi-Child Discount	Payment	Multi-Child Discount
1st Child*	\$500		\$550	
2nd Child	\$480	\$20	\$530	\$20
3rd Child	\$460	\$40	\$510	\$40
4th Child	\$255	\$245	\$305	\$245
5th Child	\$205	\$295	\$255	\$295

Fees

Please note: An annual **Book Fee** of CI\$500.00 has been applied since the 2017-18 school year. This will consist of PACE fees, Music, & Technology costs. Methods of payment can be annual but **monthly is accepted at a rate of CI\$50.00.**

- Tuition - Please refer to the payment schedule on the previous page.
- PACE – All repeat PACEs have a charge of \$5.00 each. This includes repeat PACEs due to failure, loss, scoring violations or damage.
- Bus - \$2.50 per ride in West Bay - \$3.00 per ride to Red Bay/Savannah

Morning stops: Grand Harbour 7:15 a.m. & Compass Building 7:30 a.m.

Effective Aug 2018, Parents are encouraged to maintain a \$25.00 transportation balance.

- Lunch
\$5.00 per day for Learning Centers A & B
\$5.50 per day for Learning Centers C & D
\$6.00 per day for High School.

Parents are encouraged to set up a lunch account with the caterers Mise En Place

In the event that charges have to be made at school, the account must be paid by the end of the month.

- Capital Fee - \$100.00 per student for school improvement.
Charged to the October bill and payable by the October billing due date.
- Graduation fee - \$100. to cover cap, gown and diploma costs (High School).
- Yearbook - \$25.00 (Students allowed to get Sponsors to defray costs).
- Picture Day - \$10.00 Charged to November bill and payable by Nov 28

Payment Plans

- One (1) Payment Plan - 1 payment (paid in July)
- Two (2) Payment Plan - 2 payments (paid in July and December)
- Four (4) Payment Plan - 4 payments (paid in July, October, January, April)
- Monthly Payment Plan - 10 monthly payments starting in July and ending in April

Billings/Payments:

These are applied the first day of each month and due on the 28th of the previous month

- 1st payment due on July 28 (Must be paid on-time to avoid a \$50.00 late fee)
- **Students will not be permitted to begin school until the first payment is received.**
- All school fees, including transportation, must be paid one month in advance in its entirety by the end of the month in which they are due. Any credits will be applied to the following month.
- No post-dated cheques of any kind are allowed for payment of school fees.
- No school fees will be accepted after 12:00 noon. on the day of the Awards Ceremony so that students can receive awards and graduate.

All fees must be paid for students to receive awards or graduate.

Late Payments & Fees

If a bill is not paid by the last day of the month in which it is due, a \$50.00 late fee will be applied.

If the bill is not paid by the due date the student will not be allowed to attend classes until the bill is brought current. A parent will be called to come and pick up the student until full payment is made. If payment is not made within one week, the child's space at the school will be filled.

All payment plans that are late will be switched to monthly payments and the account will be charged full tuition.

Up-to-date account balances are always available in Sycamore.

Refunds

In the case of expulsion, withdrawal or suspension of a student, no refund or allowance shall be made in respect of the unexpired portion for the semester in which the expulsion, withdrawal, or suspension took place.

Financial Aid

Wesleyan Christian Academy offers financial aid to qualified families, after having attended WCA for one school year. To be considered for financial aid, parents must request a Financial Aid form from the office. Reasons for needing financial aid must be included on the form. A one month suspension of school fees will be considered by the School Advisory Council.

General Guidelines

- Students must arrive by 8:10 am, but not before 7:30 am. They must be picked up by 3:30 M-Th and 2:30 F.
- No playing before school
- Bicycles are not to be ridden once students arrive.
- Automobiles are to be locked and are off limits during school hours.
- Cell phones, electronic devices, and related materials are not allowed at school. They will be confiscated. Periodic unannounced bag checks will be conducted.
- No gum is allowed on school property, including the bus.
- No marking or defacing of any school property. Property will be replaced at offending student's expense.
- No guns, knives, lighters, matches, radios, or personal CDs are allowed on campus.
- Students are not allowed to have tattoos or other markings on their body.
- Students are not allowed to participate in beauty pageants, because of the emphasis on physical appearance
- Students must keep their hands off other students
- Fighting, stealing, bullying, and name-calling will not be tolerated.
- Only music that is in accordance with biblical principles will be allowed.
- Books and magazines must be approved in writing by the parents and approved by supervisor upon student's arrival at school.

- Profanity, slang, or use of God's name in vain will not be tolerated.
- Closed Campus Policy – Students may not leave the school grounds during school hours without permission.

After School Programs

Parents may have the option of registering their student in private music lessons and/or academic tutoring. These are available as staff and schedule permit. Cost of these activities is set by the teacher, with payment made directly to the school.

Parental Involvement

Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of the school. Every parent is required to participate in these informative and helpful programs.

- Parent Orientation will be held for all new parents during the start of Summer or the Saturday before school starts.
- Individual class meetings will be scheduled early in the school year.
- Parent-teacher conferences are scheduled following the 1st quarter of the school year and at other times as necessary.
- Parents should attend all school functions to show the needed interest in their child.
- Parents are welcome to visit the school. They are expected to call for an appointment with the teachers.
- **All visitors, including parents, must sign in at the office before proceeding to the Learning Center.**

Communications

Official school communications will take place through electronic methods where appropriate. This can include event updates and announcements, newsletters, account statements, report cards and progress reports. Parents are encouraged to access Sycamore frequently to stay connected with the school and their child's progress.

Parents are also encouraged to communicate with their child's teacher through email. An email conversation may be initiated on the school website, www.wcacayman.com or through Sycamore.

School Supplies

Early Childhood Unit

- 2 Beginners pencils
- Colored pencils
- Markers
- Crayons
- Eraser
- Ruler
- Facial tissues
- Hand sanitizer

- Small box for supplies
- Glue
- Plain book bag (no logos)
- Blanket & pillow

General supplies for both elementary and high school

- Personal Bible (King James Version), print size determined by child's ability to read.
- Black or Blue ballpoint pen
- Dictionary
- Pencils
- Colored pencils
- Standard notebook paper for notes, reports and compositions
- Eraser
- Ruler
- Facial tissues
- Hand sanitizer
- Small box for supplies
- Plain book bag (no logos)

Elementary

- Scissors (rounded point)
- Crayons
- Glue

Junior High and High School

- Compass
- Protractor
- Scientific calculator (Calculator use is at the discretion of the teacher)

Medical Guidelines

No classroom staff member will be allowed to administer medicine. All medicine must be kept and administered in the school office. Clear directions must accompany all medicine.

By enrolling a student in Wesleyan Christian Academy, the parent is giving permission for the staff of the school to:

- **Transport, or arrange for transportation of his/her child to the Hospital or West Bay Clinic in the case of emergency.**
- **Sign for permission for medical treatment declared immediately necessary by the physician in the event that the parents cannot be contacted.**
- Include his/her child in health screening programs at the school, e.g. Vision screening.

Library

The library at WCA provides students and teachers with valuable material. The reference and nonfiction collections allow for research. The fiction collection promotes a love for reading with quality reading material. The library is also the source of reading material needed to complete Literature courses.

The library is available to students in all grade levels. Students may have up to four items checked out at any one time. Printed materials are checked out for 14 days. Audio/Visual materials are checked out for 7 days. The reference collection does not circulate. Items are considered overdue when they are not returned by the due date. Overdue fees of \$.05 accumulate each school day the overdue item remains checked out. The WCA Library catalog is searchable on Sycamore Due dates for materials currently checked out to your child may also be viewed on Sycamore

School Closings

WCA Administration may elect to dismiss classes any time student safety is questioned. This includes inclement weather and environmental issues.

Announcements regarding school closure, delay, or early dismissal will be communicated immediately to Radio Cayman (89.9FM), Cayman 27 and the school website, www.wcacayman.com

Christian Leadership Training

Spiritual Development

A vital element in the Christian school is its spiritual program. No single feature constitutes the spiritual program. It is composed of many parts, some of which are as follows:

- Bible-centered curriculum materials
- Daily devotions
- Bible reading and prayer in daily opening exercises
- Weekly chapels
- Required church attendance
- Personal counseling
- Wholesome Christian atmosphere
- Bible courses for credit
- 2 Spiritual Emphasis Weeks each year
- Small group devotions/accountability groups
- Short-term mission trips
- Community and service activities encouraged

Christian Cultural Relativism

Christian Caymanianism places emphasis upon the greatness of Cayman's Christian heritage and the sacrifice of her heroes. Cayman's Constitution guarantees liberties to educate in order to preserve freedom. We teach the biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country.

Pledge to the Bible

I pledge allegiance to the Bible,
God's Holy Word.

I will make it a lamp unto my feet,
and a light unto my path
I will hide its words in my heart that I
might not sin against God.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag,
And to the Savior for Whose kingdom it stands,
One Savior, born, crucified, risen,
and coming again,
With life and liberty for all who believe.

National Anthem

God save our gracious Queen!
Long live our noble Queen!
God save the Queen!
Send her victorious,
Happy and glorious,
Long to reign over us.
God save the Queen!

Beloved Isle Cayman as composed by Leila Ross-Shier, June, 1930. (Stanza 1 of 3)

1. O land of soft, fresh breezes,
Of verdant trees so fair
With the Creator's glory reflected ev'rywhere.
O sea of palest em'rald,
Merging to darkest blue,
When 'ere my thoughts fly Godward,
I always think of you.

Chorus: Dear, verdant island, set
In blue Caribbean sea,
I'm coming, coming very soon,
O beauteous isle, to thee.
Although I've wandered far,
My heart enshrines thee yet.
Homeland! Fair Cayman Isle
I cannot thee forget

School Song as composed by Sonia Grant, 1985

1. Our school we love, we learn to pray,
the Bible is our tool.

At offices we work each day,
and learn the Golden Rule.
We memorize our Scripture,
and God helps us with our goals.
Our Christian School we love.

chorus: Thank You, God, for WCA
Thank You, God, for WCA
Thank You, God, for WCA
Our Christian School we love.

2. We fear the Lord; it makes us wise,
it's He Whom we love best.
We ask the Lord to help us with our PACEs
and our tests.
The Golden Rule we try to keep;
we strive to better be.
Our Christian School we love.

A.C.E. Student Convention

A most exciting and rewarding event for students is the annual A.C.E. student convention. Students who attain their thirteenth birthday by December 31 of the current school year, and who have not attained their nineteenth birthday by the same date, are encouraged to prepare for competition in any of 143 events including academics, athletics, music, drama, arts/crafts, and science exhibits. All funds for the convention must be raised by the students.

Discipline

Wesleyan Christian Academy is not a corrective institution. Consequently, we ask that a child not be enrolled with the idea that we will reform him or her. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students are admitted on probation for the first six weeks.

The student must at all times conduct himself or herself in a manner becoming a Christian.

Gripping is not tolerated! If your child does come home complaining about a policy or discipline, please follow this procedure:

- Give the staff the benefit of the doubt.
- Realize that your child's reporting is emotionally biased and may not include all the information.
- Realize that the school has reasons for all rules and that they are enforced without partiality.
- Respect the administration and call the school for all the facts.

Because of their testimony before younger children, high school students in particular are trained to adhere to the school's philosophy and Christ-centered programs.

WCA is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that “all things should be done decently and in order” and that our students should be taught to accept the responsibility to “walk honorably before all men.” At WCA, discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains control in the Learning Center through kindness, love, and genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding. Students are reminded that God expects us to be disciplined in all areas of our life.

Standard of Conduct

Students of WCA are expected to:

- I. refrain from:
 - cheating (this includes scoring violations in PACEs, cheating in Tests)
 - stealing
 - swearing (use of profanity and popular offensive slangs which have double meanings)
 - Smoking and using narcotics
 - Gambling
 - listening to music, viewing movies or TV shows that are contrary to Biblical principles (supporting gun violence, sexually explicit content, contains curse words/expletives)
 - dancing, drinking alcoholic beverages
- II. act in an orderly and respectful manner, maintaining Christian standards of:
 - Courtesy - respectful communication to staff and peers
 - Cheerfulness -
 - Kindness - showing sensitivity to others feelings by words/actions
 - Language - oral and written (including use of technology)
 - Morality - wholesome conduct based on christian principles
 - Honesty - in speech and actions

Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

- III. Refrain from:
 - Cohabitation & pre-marital sexual activity
 - Abortion
 - homosexual activity
 - criminal activities & indecent public behavior
 - possession of/using tobacco, possession of/using alcoholic beverages, possession of/using illegal drugs
 - possessing/viewing, or sharing pornography

These are all offences which will result in either suspension or expulsion.

Any student observing questionable activities or overhearing conversations, which are contrary to the policies of WCA, should immediately discuss the matter with a supervisor. This is not tattling. “Remember, it is sin to know what you ought to do and then not do it.”(James 4:17). All parents and students are required to review this policy and sign the Standard of Conduct form annually.

Anti-Bullying

Wesleyan Christian Academy prohibits acts of harassment or bullying and believes that a safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying is defined as any gesture, written, verbal or physical act that is reasonably perceived as being motivated either by actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic.

Consequences and appropriate remedial actions for a student who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. These shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance.

Parents and students are required to review this policy and sign an Anti-Bullying Policy form annually.

No bullying will be tolerated at Wesleyan Christian Academy.

Probation

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within two weeks, the principal has the power to suspend a student for up to 10 days. If the student returns and continues to not follow the standards and policies of WCA, parents will be asked to withdraw the child or the School Advisory Council will expel the student.

Detention

The paramount rule is ***"Do right; Do not disturb."*** Demerit marks are given for disturbances or broken rules. Three or more marks in one day result in detention time as follows:

- 3 marks = 20 minute detention
- 4 marks = 30 minute detention
- 5 marks = 45 minute detention
- 6 marks = 60 minute detention

When a student receives a detention, a "Corrective Action Notice" is sent home with the student and is to be signed by the parents. The next day the slip is returned and detention time is served.

Demerits are an indication that a student may need direction in the development of principles of character in his life. Conferences with the supervisor, principal, and parents are sometimes necessary to assure this growth.

Academic Probation

When a student does not finish their required work for a school year or when they have excessive incomplete homework, they will be placed on academic probation for the following

year. If the problem persists during the year of probation, at the discretion of the Administration and School Advisory Council, they may not be allowed to re-enroll for the following year.

Attendance

Absence for reasons other than sickness and emergency will be excused only if arrangements are made in advance with the supervisor and the student is sufficiently advanced in his work. A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, and other appointments should be scheduled after school hours. Attendance details are available immediately on ParentsWeb.

Excessive absences inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant. After 14 days total absent, a conference with a parent and the principal will be called to evaluate the value of a child staying in school. After 14 total absences, the student will need a written doctor's excuse for any future days absent. After 3 days absent in a row, a doctor's excuse is required.

A student is considered tardy if he or she is not in the Learning Center at 8:10 a.m. Students need a parent's note explaining why the child is tardy. Excessive tardiness can lead to conferences and possible suspension.

- Due to issues of liability - No student should be dropped off to school before 7.30 am and should be picked up no later than 3.30 p.m.
- No Student can drop out of class without the approval of the Administration.
- All students except Kindergarten are encouraged to attend High School graduation and awards night and be dressed in WCA uniform.

It is our policy that no student is excused from the required physical education course without a written excuse. If missing P.E. becomes chronic, a doctor's excuse will be required.

Grounds For Dismissal

The school reserves the right to dismiss or deny readmission to students for reasons the administration deems fit. They may come under the following categories:

- Uncooperative spirit
- Rebellion toward discipline
- Chronic complaining
- Sowing discord
- Non-conformity to standards of conduct and grooming
- Lack of parental cooperation
- Excessive absences
- Inability to respond to individualized curriculum (Including excessive incomplete homework)
- Not adhering to the Standard of Conduct

A history of behavior events is available on ParentsWeb. On occasion, parents may receive email notification regarding behavior issues.

Transportation & Pickup

Bus Policy

Wesleyan Christian Academy assumes no liability for students being dropped at their home and no one being there to watch them. It is the sole responsibility of parents to ensure that there is someone at the house to receive them. If there is an emergency, it is the responsibility of the parent to notify the school.

Bus transportation is not a taxi service. Parents must provide an authorized drop off location at the time of Enrollment. This location can only be changed in writing and must be within the school's established bus routes.

Bus Rules

- Minimum of talking
- No moving from seat to seat
- No food, drinks, or gum

High School students are expected to set a good example for younger students.

Pickup Policy

Wesleyan Christian Academy must have written authorization from parents for other persons to pick up their child from school. Authorized persons must be sixteen years of age or older. If a parent is not to be allowed to pick up a child, WCA must have a copy of the appropriate court order on file. Adults, other than parents picking up a child from WCA must come to sign the child out. Photo identification in the form of a copy of a Driver's License or Passport must be in the student's file before the child can be released to an authorized individual.

Academics

Graduation Requirements

A prescribed course of study will be determined according to a student's abilities and gifts through a conference among staff, student, and parents. The following is required for graduation from Wesleyan Christian Academy:

- A minimum of 22 units of credit
- For College Preparatory, or Honors diploma, take the ACT or SAT at least one time.
- If the student transfers into WCA, they must complete at least 60 PACEs, including 1 Bible course.

Courses Of Study Leading To A Diploma

Subject	Honors (27-29 credits)	College preparatory (25 credits)	General (23 credits)
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English Courses	4 credits	4 credits	4 credits
English I	1.0 credits	1.0 credits	1.0 credits
English II	1.0 credits	1.0 credits	1.0 credits
English III	1.0 credits	1.0 credits	1.0 credits
English IV	1.0 credits	1.0 credits	1.0 credits
Math Courses	4 credits	3.5 credits	3 credits
Pre-Algebra (Math 86-96)	-	-	Choose either of these 1.0 credit courses
Business Math	-	-	
Algebra I	1.0 credits	1.0 credits	1.0 credits
Geometry	1.0 credits	1.0 credits	1.0 credits
Algebra II	1.0 credits	1.0 credits	-
Trigonometry	1.0 credits	1.0 credits	-
Social Studies Courses	4 credits	4 credits	4 credits
World History	1.0 credits	1.0 credits	1.0 credits
World Geography	1.0 credits	1.0 credits	1.0 credits
American History	1.0 credits	1.0 credits	1.0 credits
C I History	0.5 credits	0.5 credits	0.5 credits
Economics	0.5 credits	0.5 credits	-
Science Courses	4 credits	3 credits	2 credits
Biology	1.0 credits	1.0 credits	1.0 credits
Physical Science	1.0 credits	1.0 credits	1.0 credits
Chemistry	1.0 credits	Choose either of these 1.0 credit courses	-
Physics	1.0 credits		-
Bible Courses	3 credits	2 credits	2 credits
N T Survey	1.0 credits	1.0 credits	1.0 credits

O T Survey	1.0 credits	Choose one of these 1.0 credit courses	-
Life of Christ	Choose either of these 1.0 credit courses		-
Proverbs			1.0 credits
Non-Core Courses			
Etymology	1.0 credits	1.0 credits	1.0 credits
Computer Project	1.0 credits	1.0 credits	1.0 credits
Speech	0.5 credits	0.5 credits	0.5 credits
Music PACEs	0.5 credits	0.5 credits	0.5 credits
Health	0.5 credits	0.5 credits	0.5 credits
Foreign Language	2.0 credits		-
Physical Education	2.0 credits	2.0 credits	2.0 credits
Electives	1 - Extra credit		
Applied Music	1 - Extra Credit		

Honors Course Of Study

The Honors student must complete at least 27 credits and attain a 94 percent school average. The student should demonstrate the ability to communicate effectively in written and oral presentations. The students must score at least 22 on the ACT or 1000 on the SAT.

College Preparatory

The College Preparatory student must complete 25 credits and attain a 88 percent school average. The student should demonstrate the ability to communicate effectively in written and oral presentations. The student must score at least 20 on the ACT or 900 on the SAT.

General/Career

The General course of study student must complete a minimum of 23 credits with an 80 percent school average or higher. Students are required to take either the ACT or SAT.

+

Vocational Diploma

This program is designed for the student who is planning on entering the workforce or is planning on pursuing a diploma program in automotive technology, Drafting, Carpentry and Cabinetmaking, Machine Tool technology, or other related fields of study. They will be encouraged to complete as many PACEs above 1096 as practical in consideration of their age and academic ability. The following courses are required:

Subject	Required Units
Basic English	4
Basic Math	4
Science	4
Social Studies	4
Word Building	2
Keyboard Skills	1
Physical Education	2
Electives eg. Bible	1
Minimum total	22

Learning Center Procedures

General

- A student is not permitted to communicate or be out of his or her office without permission. The student should not turn sideways or around in office or tip back in chair.
- Students shall refrain from any act of disrespect toward a teacher or another student.
- No student shall throw any object in any building.
- Activities unrelated to prescribed material are not to be conducted in an office unless privileges have been earned.
- The Christian flag should be raised for supervisor guidance in academic difficulties.
- The Caymanian flag is to be raised for monitor assistance in nonacademic activities.

Student Offices

- Offices are assigned and changed only by a supervisor, and they must be cared for by the student.
- Anything to be placed in the office must be approved by the supervisor.
- Students are not to lean on or sit on office or divider.

PACEs

- PACEs are private property and are not to be shared among students.
- After a PACE is complete, the student turns it into the teacher and waits until the next morning before receiving the Test. Students may wait an additional night before receiving results and a new PACE.
- Work in PACEs is done in pencil.
- Calculators are not permitted unless the supervisor has given permission.

Goal Card

- The student should keep his Goal Card posted in his or her office.
- The student should set the exact page numbers of the work for that day.
- The student should cross off daily goals when they have been scored and corrected.
- No Goal Cards are to go home

Scoring Station

- Score Keys are to be handled carefully.
- Mark a red "X" beside each wrong answer.
- Put a red "X" in the first box of the score strip.
- Use only red pen supplied at the scoring table.
- Score Key answers are for scoring work only.
- Correct wrong answers in pencil at office.
- Put a pencil "X" in the second box of the score strip.
- Rescore – circle each red "X" if the problem is correct.
- Put a red "X" in the third box of the score strip.
- Circle in red each PACE page number when all answers are correct on the page.
- Replace pen and Score Key.

Scoring Violations

- If a student fails to mark answers correctly, this is considered a scoring violation.
- If a student has in excess of 20 scoring violations in one PACE, it is considered a character issue involving honesty and carelessness and will be punished as such. Parents will be notified on each offence.

Testing Table

After the PACE is completed, scored, restudied, and turned in, the PACE Test is issued the next morning. Tests are administered at the Testing Table.

Homework

The responsibility for achievement is placed on the students. No student should need to take academic work home. The goals set by the student and reviewed by the supervisor are no more than the student is capable of completing during the school day. Should the student not meet the goals for that day, he or she will be required to complete the work at home or after school in the Learning Center. Should the student have homework, a slip giving the pages to be completed will be given, or the PACE will be stamped on the appropriate pages. The slip or PACE are to be signed by the parents and returned the following day. This means that the homework is completed.

If homework comes back incomplete, a one hour after school detention will be assigned for first offence. The second offence will result in an additional one hour after school detention and parent, teacher, student and administration conference. The third offence will result in a parent, student, teacher and Council conference.

No resource material may be taken home unless approved by the Learning Center Supervisor. Parents should encourage their children to do their work by themselves, without help. Students are required to have homework whenever they have not completed their goals for the day.

Trail Of A PACE

- The teacher issues the PACE to the student with the student's name and issue date marked on the front of PACE.
- The student complete the PACE at his office (or media station if video or computer is used), periodically taking the PACE to the score station, where he checks it for accuracy. Teacher checks the PACE and initials in green for student to proceed with each Checkup or Self Test.
- The Teacher checks the Self Test when the student is ready to test, reviewing problem areas with the student and making sure the student understands all concepts, and holds the PACE until the next school day.
- On the following school day, the student is called to the testing table to complete the Test.
- The teacher scores the completed Test and discusses the results with the student the following school day. (Results of failed tests are not shared with the student.)
- The teacher records the student's Test score and pulls a new PACE for the student.
- The teacher gives the child the new PACE, awards a star on the student's Progress Chart.

Incentives

Learning Center Privileges

Students who believe they have fulfilled the responsibilities for a level of privilege status and desire privilege status should assume the responsibility for requesting an Application for Privileges form on the Friday preceding their desired week of privileges. They should complete the form and submit it that day. On Monday, the supervisor will present the privilege status emblem for the student to display during the week.

A student may earn more and more privileges as he/she assumes more and more responsibilities.

Level "A" Responsibility:

- Complete 1-2 PACEs per week during current quarter. (See chart)
- Maintain academic balance.
- Accumulate no more than 45 minutes detention the preceding week
- Memorize previous month's Bible selection.

Level "A" Privileges:

- Fifteen-minute morning break.
- May read approved literature in office (after goals are completed).
- May engage in approved extracurricular activities in their office.

Level “C” Responsibilities:

- Complete 2 PACEs per week during the current quarter
- Maintain academic balance
- Accumulate no more than 30 minutes detention the preceding week
- Memorize previous month’s Bible selection.
- Present a special 5-minute monthly oral report on an interest area or project.

Level “C” Privileges:

Same as Level A plus:

- Additional 10 minutes added to morning breaks.
- May read approved literature in office at any time during the day except at required classes.
- May engage in approved extracurricular activities in the office or participate in other assignments and projects outside of the Learning Center.
- May be out of seat without permission for Learning Center functions.
- May serve on approved projects (errands, office aide, student monitor, etc.).

Level “E” Responsibilities:

Same as Level C plus:

- Accumulate no detention the preceding week.
- Read and report on a literature book or a book approved by the supervisor. (May substitute a 5-minute oral report on an interest area or project.)
- Be available for participation in school activities.
- Must be engaged on a regular basis in some form of Christian service in a local church (bus ministry, instrument playing, nursery, evangelism, teaching a class, ushering, choir, cleaning buses, greeting visitors, etc.).

Level “E” Privileges:

Same as Level C plus:

- May leave office and Learning Center for approved activity or projects when not committed to other responsibilities or functions.
- May attend approved off-campus functions of a spiritual or educational nature with supervision.

Field Trips

In connection with their studies, students may have several selected field trips scheduled during the year. Although such off-campus learning experiences are of real enjoyment for the students, it is to be realized that these learning experiences are designed primarily to enrich learning.

Supervisors may ask students to take notes and tests upon returning to school. Parents must give written permission for a child to go.

A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions.

Congratulations Slips

Every week that a student receives a PACE star, he or she is given a Congratulations Slip which the student takes to the parents to inform them of the student's achievement. Parents have an excellent opportunity to encourage and compliment the student at this time.

Progress Reports

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Progress Reports are given to students to present to their parents following each nine-week period.

Honor Roll Requirements

Students must accomplish the following:

- A minimum of 3 PACEs in each subject in each quarter;
- Quote monthly scripture by the month assigned;
- Maintain a 94% or higher PACE test average for Principal's Honor Roll;
- Maintain an 88% to 93.99% PACE test average for Supervisor's Honor Roll.

Requirements are based on a yearly honor roll, rather than quarterly.

Awards Program

Various awards highlight the annual Awards Program held each spring. Students work diligently during the year to attain these awards. This is a list of awards presented:

Learning Center Awards:

- Principal's Honor Roll , Year's Work Completed
- Supervisor's Honor Roll, Year's Work Completed
- Most 100 percents
- Highest Average
- Most PACEs Completed
- 100 PACE Award
- Perfect Attendance (Never absent, never late)
- Scripture Memorization (Trophy or Certificate)
- Complete level at 100%
- Penmanship Award
- Music Awards
- Art Award
- Neat Office Award
- Supervisor's Award - given to top student at each Grade level
- Principal's Award - Given to a graduate
 - 80th Percentile or above on Stanford Achievement Test
 - 22 or above on ACT
 - 1000 or above on SAT
- Christian Character Award

School Clothing & Personal Appearance

Students must dress and groom themselves in a manner as becoming Christians. The principal and supervisor shall have authority in matters of dress. Their decisions in all questions are final. By enrolling their child in WCA, parents give their tacit approval to any directives given concerning dress or grooming by the principal and/or supervisor and agree to carry out those directives. Anyone who appears without uniform will be sent home to change.

Uniform Requirements

The highest standard for dress codes is a top quality uniform, professionally made. All clothing must be clean, in good repair, and well pressed.

No jewelry is allowed. First offence, jewelry is taken and parents must come to the office to reclaim it; second offence, the jewelry is permanently confiscated.

Students are required to wear their best school uniform to all school functions.

Students are expected to be in full P.E. uniform on their P.E. day. On first offence, they will be issued a detention. On repeat offences, they will be sent home to change.

School Uniforms

K4 & K5

Girls - All in one rompers (light blue polo shirt with attached plaid skirt)

Boys - Navy blue Pants & Light blue Shirts

Learning Centres B & C (Grades 1-6)

Girls - Plaid Jumpers with light blue polo/blouses

Boys - Navy blue Pants & Light blue Shirts

Learning Centres B & C (Grades 1-6)

Girls - Plaid skirts with light blue blouses

Boys - Navy blue Pants & Light blue Shirts

Available for purchase:

School sweaters \$30.00

P E Uniform shirts \$15.00

General Guidelines for Boys

- Neatness and appropriateness are required at all times.
- Belts - a belt must be worn at all times

- Shoes - black school shoes. Shoes designed for laces must be laced and tied at all times.
- Shirts are to be tucked in.
- T-shirt worn under uniform shirt must be plain white.
- Pants are to be worn at the waist
- Socks – White crew socks worn properly
- P.E. Uniform - P.E. shirt & Track pants (navy blue or black which can be purchased at other vendors). Navy or black sneakers
- Boys must be clean-shaven with no stubble or mustaches.
- Hair – standard tapered cut. Must be off collar and ears. Sideburns no longer than middle of the ear. No carved designs or non-tapered haircuts.
- Boys are not allowed to have any body piercing, including ear piercing.
- Only WCA sweaters are allowed. Hoodies and jackets with logos are not a part of the uniform

General Guidelines for Girls

- Neatness and appropriateness are required at all times.
- Shoes – black school shoes. Shoes designed for laces must be tied at all times.
- Skirts and Jumpers – Hem must come below the knee or longer.
- Shirts are to be tucked in.
- T-shirts worn under the uniform shirt must be plain white.
- Socks – White crew socks worn properly (Ankle socks are not accepted)
- P.E. Uniform - P.E. shirt & skorts.
P E skorts can be purchased at Becky's Closet 939-0007
Navy or black sneakers
- Makeup – makeup on face or body, including artificial nails, is not allowed
- Hair – Braids must be done with student's natural hair. No extensions, beads, or unnatural added color.
- Girls are not allowed to have any body piercing other than single ear piercing. However, no jewellery is allowed.
- Only WCA sweaters are allowed. Hoodies and jackets with logos are not a part of the uniform

Dress Down Days

No shorts

