

## LONG SHOALS WESLEYAN ACADEMY

Our mission is to provide quality education from a Christian perspective. Our services are administered with the total development of the child in mind. Our desire is to see growth and maturity in the following five dimensions:

**SPIRITUAL** - We try to meet the children's needs through a regular devotional program. Classes include daily Bible studies, devotions and prayer. We demonstrate Christian living through all interactions with the students.

**SOCIAL** - We teach the students to work cooperatively to develop team players and leadership skills.

**INTELLECTUAL** - Through a structured but flexible program, we present each student with many learning experiences. This is enriched through the use of the curriculum, art, music, advanced technology and trips of interest.

**PHYSICAL** - We aim to provide safety and guard against ill health. Students are given the opportunity for physical activity each day.

**EMOTIONAL** - We provide an atmosphere of love and understanding and a close relationship between student and staff to instill a sense of security in each student. All students will be treated with mutual respect.

### **ADMISSION**

The Long Shoals Wesleyan Academy is open to students of all races and religions between Kindergarten and Twelfth Grade. We also offer before and after school care.

Each student must furnish a health report completed by a physician showing that the student is up to date on his or her medical examination and immunizations record.

All students will be covered by accidental insurance. This insurance is similar to that carried by public schools and must be renewed yearly. It will pay only what parents' insurance does not cover. Cost of insurance is covered in the tuition fees.

An application form is provided by the Academy. If any personal information changes, **please notify the office immediately**. It is important that we are able to reach you in case of an emergency.

## **POLICIES AND PROCEDURES MANUAL**

**CURRICULUM RESOURCES** - Abeka Book, published by Pensacola Christian College, is the major source of curriculum used in the Academy. Some supplementary materials are supplied by Christian Liberty Press and Bob Jones Press.

**TESTING** - End of grade tests will be given to each student at the end of the school year, this testing will be used in determining if a student is prepared to be moved up to the next grade.

**APPEARANCE** - Clothing may be casual but should be appropriate for a Christian atmosphere. Students should be dressed clean, neat and modestly. **School administration reserves the right to determine appropriateness of dress at all times.**

### **DRESS CODE**

1. Tops, tank tops and shirts must cover chest, back and midriff.
2. Tops, tank top or shirts must have shoulder straps of at least two (2) inches in width.
3. Shorts, skirts and dresses to mid-thigh as measured by the longest fingertip with relaxed shoulders.
4. Tights, leggings or yoga pants should not be worn as outer wear unless worn with shorts, dresses, skirts or other appropriate coverings following the same length guidelines as is listed above.
5. No "sagging" pants.
6. No clothing with alcohol, tobacco or controlled substances advertisement or reference.
7. No clothing displaying vulgar writing or symbols, sexual references or racial comments.
8. No exposed undergarments or see-through clothing.
9. No headgear, hats, hoods or bandannas may be worn inside a school building unless prior approval is given.
10. Sunglasses worn inside a building are prohibited unless prescribed by a doctor.
11. No bedroom shoes or sleepwear/pajamas.
12. No chains on pants, skirts or jewelry used to hang wallets.
13. No spiked collars, bracelets and piercing which may be used as a weapon, cause injury or hinder movement.
14. Any other disruptive clothing or accessories.
15. No earrings on boys and boys' hair cannot be below the collar.
16. No visible tattoos or body piercings.
17. Hair color must be natural colors if dyed or hi-lighted.

**ATTENDANCE** - Attendance every day is very important. Please stress this to your student. It is the legal responsibility of parents to see that students are in school. When students return after an absence, he/she must bring a note from parents stating the reason for the absence.

Elementary and Middle School students leaving early must be at school until 11:30 A.M. and those arriving late must arrive before 11:30 A.M. in order to be counted present. High School attendance is taken counted per class. After the 6th and 10th absence, school administration will make personal contact in one of the following ways: a. Telephone b. Email c. Parent Conference

**HOURS** - School doors and classrooms open at 8:00 A.M. and class begins at 8:30 A.M. The school day ends and student pickup begins at 2:35 P.M. Any student who arrives before 8:00 A.M. will be taken to before school care. Any students on campus after 3:00 P.M. will need to be enrolled in after school care. Application form and charges will be required.

**ARRIVAL AND DISMISSAL** - Parents bringing or picking up students should use the traffic circle in front of the school. If you need to come in the school, please park in a parking spot. Do not disrupt the flow of traffic by leaving your car unattended. Extreme caution is urged when driving on campus. Entrance should be made from Wesleyan Church Rd as the gate is normally closed for student safety.

**EARLY DISMISSAL** - A student may be picked up early if a teacher has been notified in advance. Parents must sign a note stating a reason and the time a student will be picked up. No one, except a parent, legal guardian or documented alternate person, can go to the school office to sign out a student. Please refrain from picking your student up before the end of the school day unless absolutely necessary.

**TARDINESS** - Prompt arrival at the school is expected of all students. Late arrivals disrupt class and cause a loss of instructional time. Students arriving at school after 8:30 A.M. **must** be accompanied to the office by a parent or guardian to sign in. Parents should not walk their student to class if they are tardy.

**ABSENCES** - When a student is unable to attend school, parents must call in before 8:30 A.M. Parents should give student's name, teacher's name, and the reason for the absence.

**PAYMENT POLICY** - In our efforts to keep tuition expenses low, all students must pay tuition **on time**. Your cooperation in timely payments is vital in this effort. If payments are not made on time students may not be allowed to return to school until the balance is paid in full. If situations of hardship arise, please contact us to make payment arrangements. However, if these arrangements are not kept students will not be allowed to return until the balance is paid in full.

**If paying One-Time Annual Tuition:** - One-time payments are due by the first day of school. If not paid by the first day of school, you will automatically be charged monthly and will lose the annual payment discount.

**If paying Monthly Tuition:** - Monthly payments start the first day of school. All monthly payments are due by the first of the month. If not paid by the 15th of the month, a \$10 Late Fee will be charged. **If payment is one month late, students will not be allowed to return to school until balance is paid in full.**

**If paying Weekly Tuition:** - Weekly payments start the first day of school to cover the first week of school. All weekly payments are due on Monday for that week. If payment is not received by Friday, a \$10 Late Fee will be charged. **If payment is two weeks late, students will not be allowed to return to school until balance is paid in full.**

**Unpaid accounts will be turned over to a collection agency.**

**BEFORE SCHOOL CARE** - Care is provided for parents needing this service. The charge is \$15 per week. Drop in care is \$7 per day. Before school care is available from 6:00 A.M. - 8:00 A.M. Breakfast is included. Please complete the appropriate application.

**AFTER SCHOOL CARE** - Care is provided for parents needing this service. The charge is \$30 per week. Drop in care is \$7 per day. After school care is available from 3:00 P.M. - 6:00 P.M. All students must be picked up by 6:00 P.M. Snack included. After 6:00 P.M. an additional charge will be made as follows: **\$10 for every 5 minutes late.** This should be paid directly to the teacher when student is picked up. Please complete the appropriate application.

**BAD CHECK CHARGE** - There will be a \$40 fee for each returned check.

**CHANGE OF CONTACT INFORMATION** - It is important that each student's current address, telephone number, and emergency contact are on file at the school office. Please notify the school when there is a change.

**RELEASE OF RECORDS** - The school will maintain records on all students. These records will not be released without parental consent. If there is an outstanding bill, records ***will not*** be released.

## **FOOD**

**BREAKFAST** - Breakfast is served in the cafeteria from 7:15 A.M. until 8:00 A.M. at no extra charge for those enrolled in before school care.

**LUNCH** - Students will be allowed to order out from the Lunch Menu for designated days, otherwise, they must provide their own lunch.

**SNACKS** - Students must bring their own snacks. We encourage healthy snacks and do not allow candy or soft drinks.

**This school is**

**NUT FREE**

**in an effort to keep our students safe!**

**DISCIPLINE POLICY** - In order for teachers to teach and students to learn, an atmosphere conducive to learning must be consistently maintained in all areas of the school program. It is LSWA's aim to not only maintain good behavior, but to encourage and instill self-discipline. We strive for a cooperative and happy environment at our academy. It is the responsibility of parents, students, teachers and the administrator to insure that this happens.

School policies have been developed for the safety and well-being of students and staff.

1. Show respect of school property, others and self.
2. Be a responsible student: with materials, participation, behavior, attitude and time.
3. Listen and follow directions.
4. Complete class work and homework on time.
5. Walk quietly, no running, jumping or pushing when moving to and from assigned areas.
6. No knives, guns or weapons at school.

**Discipline Guidelines** will be used that are suited to each student's age and level of development. Teachers and students will discuss school rules and procedures.

**School Planners** will be used as a communication tool between administration, teachers, parents and students. Please check the planner each day for homework assignments and any other correspondence. Positive and negative behavior will be listed in the planner.

**DISCIPLINARY PROCEDURES for BULLYING** - Any report of bullying from a student, parent or teacher will be taken serious and the Administrator will investigate the allegation to determine the severity of the situation. Parents will be notified and required to meet with the Administrator on all reported situations.

Discipline will be administered according to the severity of the situation and may include the following as deemed by the Administrator:

1. Detention during lunch or after school (30 minutes to 1 hour).
2. Out of school suspension for 1 to 5 days.
3. Expulsion - When a student and his/her parents are not able to eliminate the behavioral problem then the student will be removed from LSWA.
4. Should a student commit an act with such serious consequences that the Administrator and/or Pastor deems it necessary, the detention and suspension process may be bypassed and expulsion be imposed immediately.

**SUSPENSION** - Chronic or severe disruption may result in suspension from school. Suspension is given only as a last resort. It signifies that the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment. Suspension can only be given by the Academy Administrator.

The student will not be readmitted until the administrator and the student's teacher are satisfied that the reason for misconduct has been effectively eliminated. Parents must meet with the Administrator before a student can re-enter the school. Payment of tuition fees will be required while the student is suspended.

**COMMUNICATION WITH TEACHERS** - Parents are expected to maintain close contact with your student's teacher. This can be done through notes, phone calls or by scheduled visits.

**CONFERENCES NEED TO BE SCHEDULED IN ADVANCE.**

**Please do not confront a staff member at a school event, sporting event, etc. Please remember they attend those events on their own time to support the school and students.**

**Notes** - Send notes with your student in a sealed envelope or in your student's planner.

**Phone Calls, Texts & Emails** - You can send a note to school requesting a phone call from the teacher. You may also call the school office and ask for a message to be delivered to your student's teacher. Phone calls will be returned at the teacher's earliest convenience.

**Conferences** - Throughout the school year, conferences will be scheduled with the teacher. Specific times of the conferences vary. Plan in advance with your student's teacher. Please do not expect to come to school and always have the opportunity to meet with the teacher unless an appointment has been scheduled. Before and after school, teachers' schedule often include supervised duties, staff meetings, workshops and staff development.

**MEDICATIONS** - Parents are asked to keep medicines administered at school to a minimum. Please ask your doctor to prescribe medicine to be taken before or after school hours if possible.

**Only Prescription Medicine** which is labeled with an original label that has a student's name, directions to take medicine and the doctor's name will be administered at school. The medicine will be taken to the school office for approval. Also, be sure to fill out a medicine permission form, giving the school permission to administer the medication. Parents must notify the school office when a student must take medicine over an extended period of time.

**PARENTAL PERMISSION REQUIRED** - Written parental permission is required prior to the following activities:

1. Medicine administered to your student by the teacher or office personnel.
2. Release of student records.
3. Off-campus trips - Field trips and sports events.
4. To leave campus with another student.

**EMERGENCY INFORMATION** - In case of emergency, each student is required to have on file at the school office the following information:

1. Parent or guardian's name
2. Complete and up-to-date address
3. Parent's primary contact phone number
4. Emergency phone number of friend or relative
5. Physician and phone number
6. Medical alert information

**SUBSTITUTE TEACHERS** - Every student will periodically be taught by a substitute teacher. Substitute teachers are used when the regular teacher is gone for professional training, family emergency or illness. Students are expected to be extra courteous to substitute teachers.

**FIELD TRIPS** - Field trips within our county and to nearby points of interest are scheduled by various classroom teachers throughout the school year. Parents will receive notices of Field Trips in advance of the scheduled trip date. Parents, grandparents and guardians are encouraged to attend field trip outings.

**PARTIES AND CELEBRATIONS** - Grade Parent Chairperson and school administrator will be responsible for planning holiday parties. All food items served must be store bought. Homemade items are not allowed in the school. Small parties are permitted to celebrate children's birthdays. Parents must get teacher's permission in advance. Parties cannot interrupt the instructional day.

**TOYS, MONEY AND VALUABLES** - Toys not used for instructional purpose must remain in the book bag during school hours. Money and valuables may not be brought to the school. We will not be responsible for those items. Labels and identification on coats, jackets and book bag is advisable.

**VISITORS** - For security reasons, all doors remain locked at all times. Visitors should call and make an appointment through the office. On arrival please ring the doorbell to the left of the door and wait for a staff member to meet you.

**INCLEMENT WEATHER POLICY** - Phone tree messages will be sent out for closings or delays. An announcement will be made on WBTV (Channel 3) concerning any school closing due to inclement weather.

**PALS - Parents Association of Long Shoals** - All parents are encouraged to become active members of PALS yearly membership dues are \$5 per person. PALS meet periodically during the school year with programs of interest. The PALS group sponsors many service projects and through fundraisers and supply much-needed equipment and supplies for the Academy.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE OFFICE.**

## ACADEMY TECHNOLOGY POLICY

### CELL PHONE & ELECTRONIC DEVICES POLICY

We understand that parents today may desire for their student(s) to have cell phones, smart watches, and other personal electronic devices for safety reasons during and after school. However, these devices can be disruptive to the education environment. Secondary Schools: We have the autonomy to decide how cell phones, smart watches, and other personal electronic devices (“electronic devices”) are to be regulated. At a minimum, the following regulations shall apply to electronic devices:

1. Students may not use electronic devices in classrooms or during instructional time.
2. During instructional time, students must turn off all electronic devices and store them out of sight. This also applies to ear buds or other listening devices used in conjunction with personal electronic devices.
3. The school is not responsible for lost or stolen electronic devices.

**1st Offense Warning** - teacher collects device and returns it at the end of the class period and will be documented.

**2nd offense Second Warning** - device sent to the office for the student to pick up at the end of the day. Documented & parent notified via letter or phone call from staff.

**3rd Offense** - Device sent to the office for the parent to pick up at the end of the day plus lunch detention Documented & parent notified by teacher.

**4th Offense** - Device sent to the office for the parent to pick up at the end of the day plus 2 periods of lunch detention.

### SCHOOL ELECTRONIC SAFETY POLICY

Students who disseminate photos, videos, or other electronic communications that threaten the safety of students, school employees or school visitors may result in long term suspension or expulsion. Any dissemination of photos, videos or other electronic communications that could be in violation of state and federal law will be turned over to law enforcement. Students who disseminate photos, videos, or other electronic communications that cause a significant disruption, as deemed by the school administration, to the school environment, will be subject to the following consequence(s):

**1st Offense:** Electronic device is confiscated, and the parent notified by the administrator. The parent may pick up device from the office and student shall receive up to 3 days of in-school suspension.

**2nd Offense:** Electronic device is confiscated, and the parent notified by the administrator. The parent may pick up device from the office and student shall receive up to 3 days of out of school suspension.



**3rd Offense:** Electronic device is confiscated, and the parent notified by the administrator. The parent may pick up device from the office and student shall receive up to 5 days of out of school suspension. The student will no longer be allowed to bring their personal electronic device to school.

**4th Offense:** Electronic device is confiscated, and the parent notified by administrator. The parent may pick up device from the office and student shall receive up to 10 days of out of school suspension.

**The school administrator has the authority to vary for the above-mentioned consequences if the severity of the offense warrants such judgment.**

### **ALL TECHNOLOGY IN THE SCHOOL**

**Technology Acceptable Use Agreement** - Technological resources, including computers, and other devices, programs, networks, and Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the Board. Students are subject to usage requirements. Failure to comply with the Acceptable Use Policy will result in loss of in-school privileges as well as disciplinary action and responsibility for replacement costs of damaged technology.

**Financial Responsibility for Damage to School Owned Devices** - School owned devices are an educational tool and should be used in that capacity. If the technology assigned to your child is lost, stolen or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair or replacement in addition to applicable school discipline. Please discuss the importance of taking good care of school technology to ensure its longevity for all students.

**Every student K-12 will receive a school-issued device** - The use of personal technology to access educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cell phone or other electronic device while at school without the approval of school personnel. When abused, privileges will be taken away. When respected, they will benefit the learning environment.

#### **Damage or Loss to District-issued device:**

- 1st Repair Consequence: \$20
- 2nd Repair Consequence: \$40
- 3rd Repair Consequence: \$60
- Lost/stolen/unusable/not returned: \$100 flat fine

**Fines are cumulative and carry over from year to year.**

**Replacement Device** - If a student damages a device to where it is unusable, the student will be given a replacement device. The replacement device must remain at school until fees are paid on the previously damaged device. Distribution of a replacement device will be at the principal's discretion.

**STUDENT EMAIL ADDRESSES** - Every student has a free Gmail account through the school system that should be used for **ALL** academic work and communication with students and staff. Email can be checked/logged into using Google's Gmail link.

**Student email address:** firstletterfirstname.lastname@longshoalsacademy.org

**Password:** Set by student (see a teacher if you need a reset!)

**LONG SHOALS WESLEYAN ACADEMY**

**POLICIES AND PROCEDURES MANUAL**

Parents and students must sign that they have read and understand the Policies and Procedures Manual. If you have any questions, please contact the administration.

Parent's printed name \_\_\_\_\_

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

Student's printed name \_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_

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**ACADEMY TECHNOLOGY POLICY**

Parents and students must sign that they have read and understand the Academy Technology Policy. If you have any questions, please contact the administration.

Parent's printed name \_\_\_\_\_

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

Student's printed name \_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_