



**2021/2022
Parent/Student
Handbook**

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Welcome to Wesfield Academy

We look forward to getting to know you and your family. You, as parents, have a very important decision in making sure your children receive a quality education. Wesfield Academy is prepared to help you gain clarity and confidence in this decision to educate your children in a Christian environment that strives toward excellence in spiritual, academic and cultural development of children and teens. No student will be denied equal opportunity in education, nor do we discriminate on the basis of race, color, birth gender, national origin, or religion.

Our Philosophy

While there must be an element of business in order to exist, Wesfield Academy is first and foremost a ministry. As a representative of Jesus Christ, called to the care of His children, Wesfield Academy strives to be excellent in all things. Our program and activities are based and filtered through the holy Word of God, and our faith and belief in Jesus. We believe the Bible to be the inspired Word of God and the source for absolute truth. The foundation to a successful life begins in a grounded, personal relationship with Jesus. The fruits of our Christian faith and Biblical foundation as a school are students equipped to be successful in life, be defenders of their faith, and able to go out into the world to help others be successful in life. Wesfield Academy is unashamedly a Christian learning environment that is also prepared to compete academically with the best educational institutions, while setting ourselves apart as salt and light in the world. Our educational commitment is to students who can set the pace in whatever environment they find themselves, being exceptional in knowledge, speech, attitude, and heart.

Our Purpose

The purpose of Wesfield Academy is to provide parents a safe and loving place for their children and young people to be given the opportunity to receive outstanding academic preparation, and to develop exceptional character and a courageous heart to become fully-devoted followers and lovers of Jesus.

Our Curriculum

Our curriculum is for grades K5 – 12th and is customized to the student. Our elementary, middle and high school academic program places a special emphasis on character development and effective written and verbal communication, to complement our rigorous program in all core subjects.

K5 - 2nd - LIFEPAC is a full-color Christian school workbook curriculum with Bible-based content. Each LIFEPAC workbook includes engaging lessons, activities, review questions, and tests. Scripture passages are integrated throughout the workbooks to help students connect daily learning to biblical truth. LIFEPACs include individual and group projects and activities to help stimulate creativity and reinforce concepts. Core subjects include: **Bible, History & Geography, Language Arts, Math, and Science.** **In addition, cursive writing will be taught to all students (K5-2nd grade).**

3rd - 12th - Created exclusively for Christian schools, IGNITIA is a versatile and multifunctional online learning platform, with streamlined efficiencies and interactive features that enrich the educational experience for students. IGNITIA integrates technology into the school environment. This comprehensive curriculum for students includes lessons in five core subject areas: **Bible, Language Arts, Math, Science, History and Geography** and a diverse list of electives. IGNITIA courses are not

only rigorous and interactive, but provide instruction based on a Christian-faith worldview, encouraging students to consider challenging questions from a biblical perspective. Courses include text-based lessons, assignments, quizzes, and tests that engage students while they learn. The intuitive, easy-to-use interface supports digital literacy with interactive lessons available online anytime, anywhere. Optional external web links, interactive learning games, audio and video clips, and off-computer assignments help students develop the skills necessary for academic success in a media-rich environment.

Registration & Monthly Tuition (Kindergarten -2nd grade)

Book fee: K5 - \$110, 1st grade - \$425, 2nd grade - \$325 (prices reflect actual cost of curriculum per grade level with the addition of a cursive workbook)

Tuition: \$2500.00/year or 250.00/monthly (August – May).

Testing fee: \$50 (Stanford testing)

The book fee is payable at the time of enrollment in order to secure a place for your child and is non-refundable. Tuition is to be paid on the first school day of each month for that month. Due to holidays, some weeks will have more school days than others; however, the tuition payment of \$2500 is stretched out over eight months. Refunds are not given for school days missed when school is open, nor are refunds given for any portion of a week if a child is withdrawn from the school.

Registration & Monthly Tuition (3rd -12th grade)

Registration/Licensing Fee: \$350 - one-time, yearly (Ignitia license fee)

Tuition: \$2500.00/year or 250.00/monthly (August – May).

Testing fee: \$50 (Stanford testing)

Registration/licensing fee is due at time of enrollment in order to secure a place for your child and is non-refundable. Tuition is to be paid on the first school day of each month for that month. Due to holidays, some weeks will have more school days than others; however, the tuition payment of \$2500 is stretched out over eight months. Refunds are not given for school days missed when school is open, nor are refunds given for any portion of a week if a child is withdrawn from the school.

Returned Checks Policy

A \$40.00 service charge will be assessed for any returned checks to cover bank and administrative charges.

Withdrawal Policy

If for any reason you must withdraw your child from our school, we require a written notice, either by letter or email and tuition paid through their final month in order to release transcripts for transfer.

Operational Hours

Drop-Off – 7:30am (doors will open at 7:30 sharp)

Classes End - 2:00pm (students must be picked up by 2:30pm)

Attendance

According to the laws of the State of South Carolina, students must be present 170 days of the 180-day school year. Students are expected to attend school each day and are counted present only when they are actually in their seats at school or are present at an activity authorized by the school administration. The only lawful reasons for absence are: students who are ill and their attendance would be bad for their health or the health of other students, a death or serious illness of an immediate family member, or a necessary doctor appointment. Doctor excuses should be provided on the first returning day to school. If a doctor's excuse is not brought in, the absence will be counted as unexcused.

Additionally, off-site students are only counted present if they have completed work in all of their subjects for the school day. Otherwise, they are counted absent. All of the information in the above paragraph concerning reasons for absences apply. For this reason, all accounts for off-site students will be disabled on Fridays at 2pm and re-enabled on Mondays at 8:00am to ensure our staff can proficiently count attendance.

If a student is not reporting to school, nor logging in from home, the school must be notified. If the school is not notified by 8:30am, the student will be counted absent, no matter the reason for the absence.

Chronic absenteeism must be reported to authorities in order to protect the child.

Summer School

Summer school is not offered at Wesfield. Students are given ample time to complete their school year from August – May. Work that is not finished by the last day of the school year will roll over for the next year and the student will be held in that grade until all coursework is completed. All online accounts will be disabled on the last day of school.

Inclement Weather Policy

In the event we encounter inclement weather conditions, we will inform you, with as much prior notice as we can of our plans to close or dismiss early. This will be communicated through the WISV closure notices, on the Wesfield website (www.wesfieldacademy.com) and the Wesfield Facebook page.

Drop-Off/Pick-Up Policy

When dropping off or picking up your children, please pull in carefully and slowly. Please pull into the first driveway closest to Columbia Road, line up in front of the glass doors, let your children out quickly, and exit onto Farnum Road, using the driveway closest to the woods. Please do not exit through the middle driveway, as this will be used for parents who are parking. If you need to come into the office, please park your vehicle in the middle lot, behind the concrete slabs. **PLEASE DO NOT PARK ALONG SIDE THE BUILDING AS THIS IS A SAFETY ZONE ONLY!** **In case of rain, please pull through the back drivethrough to drop off your child. This entrance will be open when an arrow is taped to the front of the glass doors, directing traffic flow to the back!** If you need to use this entrance

during rain, please exit by circling around the playground and exit using the driveway closest to the woods.

If students arrive after 8am or leave before 2pm, they must sign in and out at the office. Students may only leave campus with someone who is listed on their registration application. The person picking the student up must present a valid driver's license that matches our records. For security purposes, all doors leading to the outdoors will be locked during school hours. Should you arrive late or need to return, please use the doorbell just outside the side entrance. No student is permitted to open an exterior door for any reason. All students must be in the building by 8:00am, unless previously arranged or in the case of an emergency.

Breakfast/Lunch/Snacks

We do not provide meals at this time, so we ask that parents provide a healthy snack and lunch for your child every day. Please pack a lunch, drink and appropriate utensils. Students will be allowed to place their lunch boxes in our refrigerator and will also be allowed the use of the school's microwave to heat up items. To ensure the safety of children with acute peanut allergies, we are a **peanut free zone**. If your child has a peanut allergy, or any other food allergy, please make sure it is noted on their application, and as a safeguard, please remind us during the first week of school.

Immunizations Policy

You are required to provide a current SC Certificate of Immunization before your child is accepted at Wesfield Academy.

Wellness Policy

Should your child become ill during the day, we will provide isolated care until you can pick up your child. We ask that you inform the office if your child contracts a contagious disease such as strep throat, chicken pox, lice, or pink eye. Students who have a fever of 100 or more, or who have vomited, should not return to school until they have had 24 hours without vomiting or taking fever reducing medication.

Medications Policy

Students are not permitted to administer their own medications. Nor are any teachers permitted to administer any medication. If medication is to be given to your child at any time, the medication is to be delivered to the office in the original container labeled with the child's name, instructions and a signed medication release form. All medication will be dispensed by the director or administrator and will be documented on a medical dispensation form and placed in your student's file.

Accident Report Policy

In the event of an accident or injury, an accident report will be filled out, a copy sent home for the parents and the original maintained in their file in the school office. In the event of a major accident or injury, parents will be notified immediately.

Dress Code Policy

Clothing and physical appearance, including personal hygiene, must always be neat and modest and not a source of distraction or disruption. The dress code applies to all students during

the school day. Additional dress code guidelines may be issued for field trips or other school functions. As new styles and clothing patterns develop, administration will make modifications consistent with the intent of this policy.

Shirts

Students can wear any solid color, collared polo shirt with short or long sleeves. Collars must be visible.

Pants, Shorts, Skirts

Pants, shorts, and skirts should be khaki color only. If pants, shorts or skirts have belt loops, then belts must be worn with them. Pants, shorts and skirts must be worn at the waistline and cannot bag, sag or drag. Shorts and skirts must be fingertip length with arms fully extended. No overalls, jeggings, stretch pants, Yoga pants, knit pants with drawstrings, sweatpants or other athletic pants or shorts are allowed to be worn. Pants, shorts and skirts may not contain holes, frays, patchwork, or writing. On colder days, leggings are permitted to be worn under skirts or shorts provided the skirts or shorts are fingertip-length with arms fully extended. Uniform shorts can be worn throughout the year at the parents' discretion as long as they meet the length requirement.

Coats/Sweaters/Sweatshirts/Hoodies

Only plain-colored coats/sweaters/sweatshirts/hoodies may be worn to school. They may have emblems and/or brand markings, as long as those emblems/markings are not offensive.

Shoes

Athletic and deck shoes are permitted and must be tied. No flip flops, open backed sandals, or "heelies" are permitted.

Note: Fridays are dress down days at Wesfield. Students may wear whatever they wish, as long as it is in keeping with our Christian character. Students who are not dressed appropriately will need to return home and change their clothes or have another set of appropriate clothes brought to school.

Miscellaneous

Girls

- Make-up should be conservative, not extreme in appearance or excessive in amount.
- Extreme hairstyles/extreme hair coloring is not permitted.
- Jewelry is permitted, but not large or excessive.
- Visible body tattoos are not permitted.

Boys

- Make-up is not permitted under any circumstances.
- Extreme hairstyles/hair coloring is not permitted. Hair must be neatly trimmed.
- Facial hair is not permitted.
- Necklaces and wristwear only, are permitted.
- Visible body tattoos are not permitted.

Prohibited Items Policy

In order to maintain an environment of excellence and safety, the following items are completely prohibited...

- Headwear (hats, bandanas, headbands, sunglasses... etc. Exception during outside time)
- Toys, Game/Trading Cards, Skateboards, Roller Skates/Blades
- Electronic devices, including cell phones and laser pens. Exception for classroom laptops.
- Books/Magazines without school permission
- Explosives (gunpowder, caps, firecrackers, etc.)
- Tools/Weapons (guns/knives of any type or "look-a-likes")
- Drugs, alcoholic beverages, narcotics, cigarettes, tobacco, cigarette papers, cigarette lighters, pipes, matches, "look-a-likes", and related paraphernalia. Any such prohibited items may be confiscated and kept in the office until the end of the day, or until a parent conference can be held, depending upon the item(s). Students in possession of, distributing, or manufacturing prohibited items will be immediately referred to the office. Consequences may include suspension, expulsion, even notification of law enforcement.

In the case of reasonable cause or suspicion, our administration reserves the right to search a student and/or their belongings/property for said prohibited items and/or theft.

Online Learning Policies

On Campus Policies	At-Home Policies
Provide your own laptop, headphones, extra cord	Provide your own laptop
Access to a printer at home for printing lessons	Access to a printer at home for printing lessons
Lessons may be used for taking quizzes (campus)	Lessons may be used for taking quizzes (home)
Tests/exams are taken on campus	Tests/exams are taken on campus
Must work on campus for the entire school year	Must work at home for the entire school year
Pictures and documentation not required for projects	Pictures of the student with the completed project and extra documentation required for projects

All-Inclusive Learning Policies

1. Students agree to use the online software for lawful purposes only and are prohibited from using other websites that are not precisely used inside the curriculum itself. Students and parents, alike, must understand that the use of the Ignitia software is a privilege, not a right. Inappropriate use will result in cancellation of a user's privilege and possible dismissal from the school. Student activity is constantly monitored and recorded by the Ignitia program and is available for review by parents upon request.
2. Students should have access to a printer at home that enables them to print all their lessons. Lessons cannot be printed at school.
3. Quizzes and tests can only be attempted once and must be completed when entered. If a quiz or test is opened by mistake, it can only be reassigned if the time stamp is less than a minute and no questions have been answered. Otherwise, the grade given when the quiz or test is closed will be the final grade given to the student.
4. Students may not google answers for quizzes, but must find the answers for quizzes within their lessons.

5. Blank test study guides will be given for students to prepare for tests, one week before that test is given. Students should use their lessons to fill these out in their entirety and have them checked by their teacher. The teacher will only check the study guide once to make sure that it is correct.
6. Students with ISP's (Individual Service Plans), granted by the Board of Education, will be accommodated according to their individual needs. This applies to lessons, projects, quizzes and tests.
7. If a teacher deems it necessary to reassign work, it will only be done at the lesson level and the lesson must be completely reset, unless the student has an ISP that states otherwise. If it becomes clear that a student is not reading the lessons, or isn't trying to do well, the grade they were given will be permanent.
8. Work in grades 9-12 cannot be reassigned due to the recording of GPA's and National Merit Scholarship Opportunities. However, high school students with an ISP, will be given the appropriate accommodations.
9. Projects/experiments done at home must have an attached picture of the experiment, as well as a written upload to be graded for the student. If the teacher deems more documentation is needed, the student may be asked to provide additional pictures or written work before these projects/experiments can be graded. If the student does not provide this documentation in a timely manner, they will be given a zero on the project/experiment.

Behavior Conduct Policy

One of our most important goals is to provide a safe and comfortable learning environment for every student. One way to achieve this goal is to establish conduct policies that will assure good student behavior. We realize that most children behave appropriately; however, there are a few, whose behavior, at times, interrupts the education of others. It is our hope that you will assist us in stressing to your child the need for good behavior at school. Please take time with your child to review this policy and to discuss the importance of proper conduct in school. We appreciate your support in enforcing its discipline policies. With your cooperation, we believe we can provide our students with a learning environment that will promote academic and personal success. ALL students who enter the school will be given a 30-day probationary period. If within that 30 days, the administration feels that the student is not a good fit for our environment, the student will be dismissed. We will then forward appropriate transcripts only after tuition is paid in full and the proper paperwork has been completed. If a student receives a documented infraction after that time, the 30-day probationary period will begin again. If behavior persists, the student will be dismissed, with appropriate transcripts being forwarded after tuition is paid in full and the proper paperwork has been completed. **The following will not be permitted, nor tolerated:** profanity or any other inappropriate language, arguing with or deliberate disobedience or disrespect toward teachers/administrators, bullying, intimidation, harassment, fighting, damage to school or another's belongings or property, theft, or any other behavior that violates Scriptural principles and/or jeopardizes the spiritual atmosphere of our school. For older students, this includes all social media posts and interactions.

Cell Phone Policy

Students are allowed to bring their cell phones into the building but must place them in the cell phone holder area before going to their classroom. They are not allowed to use them, for any reason, at any time during the school day. If a student has their cell phone on their person, or in their desk/backpack, the cell phone will be taken to the office and released only to the parent.

Discipline Policy

Our goal is to help the children develop a positive sense of independence while displaying self-control. We do this by providing age-appropriate limits, close supervision, guidance and redirection. Acceptable behavior will be encouraged and rewarded. When discipline is required for unacceptable behavior, the teacher will provide helpful guidance and redirection, and encourage the child while teaching them the skills he or she will need to get along with others (i.e. sharing, problem solving, taking turns, dealing with disappointment, and communication). If this does not work, a child may be taken away from the situation and asked to sit quietly until they are ready to resume proper behavior. If misbehavior continues, the child will be taken to the director's/administrator's office to contact the parent to pick-up their child for the rest of that day. If the problem continues after the student returns to school, the student may be dismissed permanently from the Academy. Corporal punishment will never be used as a means of discipline. However, this does not prevent teachers and/or administration from removing a student from a disturbance which threatens physical injury to persons or property damage, prevent self-infliction of harm, defend oneself, or obtain possession of weapons, controlled substances, or paraphernalia.

*****PLEASE NOTE: Every new student will be subject to a thirty-day probationary period following admittance to our facility or may be denied admittance all together.*****

Receipt of Parent/Student Handbook

Please read carefully and then initial next to "Receipt of Parent/Student Handbook" on the signature page, acknowledging that you have received a copy of the handbook, have read it, and will comply with the information within it and understand that my student(s) will as well. abide by the policies within it. You are also acknowledging that you understand that the handbook is not intended to cover every situation that may arise, but is simply a general guide to the policies, practices, and expectations of Wesfield Academy. You are also acknowledging that you understand that this Handbook states Wesfield Academy's policies and practices in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time.