



Since 1955

February 17, 2021

RE-ENROLLMENT 2021-2022

Dear WA Parents:

Blessings to everyone. It is that time again when we excitedly make plans for next year while we ready for a possible school reopening next month. We have been keeping busy preparing and adjusting for different settings that have required various efforts ranging from drafting protocols, purchasing supplies and equipment, and refurbishing our physical plant to meet the newly arisen needs of our school setting. Additionally, we are implementing new goals, programs, and services to better meet the needs of our students. As of right now, we have already succeeded in participating in the Junior Achievement Coding Challenge, YEES Entrepreneurship Program, Student Exchange Program, Teacher Exchange Program, and the online Juniors College Application Boot Camp with the College Essay Guy (coming up). New electives and clubs like the Hydroponic Gardening Club are in the works for August 2021, added to hopefully the reinstatement of competitive sports and other extracurricular activities. Additionally, we are making arrangements for the availability of new options, including additional dual-enrollment and Advanced Placement online classes for students interested in courses other than those offered at Wesleyan Academy.

To ensure the availability of all the options indicated above, after careful consideration, the Board of Trustees has approved an increase in tuition that is being implemented as indicated in the Tuition & Fees Agreement for the upcoming school year. These funds will help us continue to expand our services and further improve our physical plant. As part of this year's budget, the school has already adopted new teacher salary scales in an effort to pay more competitive compensations that will encourage teacher retention.

We are looking forward to your family's return to enjoy, contribute, and be part of the amazing year ahead. To secure your child(ren)'s space(s), we must receive all the applicable Re-Enrollment forms, available on the school's website for your electronic Fill & Sign, or Download-Print-Sign-Scan, on or before **March 5th, 2021**. Email the completed forms to the following dedicated email: waenrollment22@wesleyanacademy.org only. No re-enrollment forms or payments will be accepted in person.

For the re-enrollment process to be fully executed and the student's space to be reserved, all documents must be completely signed, the Direct Debit Authorization or Credit Card Consent Form must be submitted, and the corresponding payment processed. Please, remember! 1) After March 5th, available spaces will be released to new applicants. In addition, the price of re-enrollment increases as stated in the Agreement. 2) Re-enrollment and annual fees are non-refundable. 3) The first tuition payment is due on July 1st and will be automatically debited by the 15th of each month. 4) Accounts must be up to date for the re-enrollment documents to be processed. 5) Wesleyan Academy reserves the right to evaluate and confirm each enrollment submission, regardless of any confirmation received. Completing re-enrollment documents does not guarantee grade-level promotion or re-admission as evaluated by the School Principal and/or the Admissions Committee.

We are truly blessed to have you trust Wesleyan Academy with your child's education. Having you as part of the Wesleyan Academy ministry is important to us. Please, email any questions to glenda.rivera@wesleyanacademy.org.

In His service,

John M. Román
School Director

Glenda L. Rivera, Esq.
Director of Admissions & Marketing



Re-Enrollment Checklist 2021-2022

(Check off as you complete each part)

- _____ *Completed Re-Enrollment Form
- _____ *Signed Tuition & Fees Contract _____ Initials
- _____ *Signed Cafeteria Agreement
- _____ *Completed Emergency-Authorization Form
- _____ *Signed Parent Responsibility Agreement
- _____ *Student (4th-12th) also Signed Resp. Agreement

Optional

- _____ Parking Decal, if needed

Later (Due by July 15th)

- _____ Signed Child Care Agreement (Pending revision)
- _____ Military Opt-out Form (Grades 10th-12th only)
- _____ Completed Physical Record
- _____ Completed Oral Exam (K,2,4,6,8,10th grades)
- _____ Immunization Record (green form in original, must be turned in to school)



WESLEYAN ACADEMY

RE-ENROLLMENT APPLICATION

RE-ENROLLMENT APPLICATION FOR _____ SCHOOL YEAR

Student: _____

Grade: _____ Account #: _____

Date: _____

Please fill box if mailing address has changed since last enrollment.

| |
|--|
| |
| |
| |
| |

☐ Check here if all information is the same as what you submitted for the last enrollment.

TELEPHONES *(only if changed)*

If parents are separated or divorced, please indicate which parent has custodial rights by placing checkmark(s) in the box below. CUSTODY CASES AND COURT DECISIONS MUST BE REPORTED TO THE SOCIAL WORKER.

Father/Guardian: ☐ Yes ☐ No

Mother/Guardian: ☐ Yes ☐ No

| |
|---------|
| Mobile: |
| Home: |
| Work: |
| E-mail: |

| |
|---------|
| Mobile: |
| Home: |
| Work: |
| E-mail: |

OTHER INFORMATION *(only if changed)*

| |
|---|
| Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Remarried <input type="checkbox"/> Widow |
| Occupation: |
| Employer: |

OTHER INFORMATION *(only if changed)*

| |
|---|
| Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Remarried <input type="checkbox"/> Widow |
| Occupation: |
| Employer: |

FOR STATISTICAL PURPOSE

| |
|----------------|
| Church: |
| Denomination: |
| Race: |
| Annual Income: |

SIBLINGS AT WESLEYAN

| | |
|-------|--------|
| Name: | Grade: |
| Name: | Grade: |
| Name: | Grade: |

Parent/Guardian *(please print name)*

Parent/Guardian Signature

FOR OFFICE USE

| | |
|---------------------|-------|
| Registrar's Office: | Date: |
| Business Office: | Date: |



WESLEYAN ACADEMY

(A division of Iglesia Evangélica Wesleyana- Distrito de PR, Inc.)

RE-ENROLLMENT TUITION AND FEES CONTRACT 2021-2022

| TUITION | | One Payment 7% disc. (on or by July 15) | Two Payments 5% disc. (1 st – on or by July 15 2 nd – on or by Dec. 15) | Ten Payments (Due the 15 th of each month. From July 1, 2021 to April 15, 2022) |
|--|------------|--|--|---|
| Pre-Pre Kinder & Pre-Kinder | \$5,600.00 | \$5,208.00 | \$2,660.00 | \$560.00 |
| Kinder through 6 th grade | \$5,900.00 | \$5,487.00 | \$2,802.50 | \$590.00 |
| 7 th through 12 th grade | \$6,000.00 | \$5,580.00 | \$2,850.00 | \$600.00 |

ANNUAL FEES (Fees are non-refundable)

| Re-Enrollment Fees (per student) | | | | |
|----------------------------------|--------------------------|--------------------------|---------------------------|---------------------------|
| Re-Enrollment Fee Schedule | By March 5 th | By April 1 st | By April 15 th | After May 1 st |
| Pre Pre-Kinder & Pre-Kinder | \$625.00 | \$700.00 | \$750.00 | \$775.00 |
| Kinder – 12 th Grade | \$825.00 | \$900.00 | \$950.00 | \$975.00 |

Online One-Year Licenses (7th to 12th grade) are required to be paid with the enrollment.

Refer to attached list for prices.

Building & Maintenance Fund - Due on or before July 15

| | |
|--------------|----------|
| All families | \$940.00 |
|--------------|----------|

Other School Fees - Due on or before July 15

| | |
|--|---|
| Annual Family Fee (PTSO & Yearbook) | \$65.00 |
| Annual Student Fees (Athletic, Wellness, Natural Disaster, Family Scholarships Contribution Standardized Test (1 st -11 th) and Technology Fee) | \$25 (PPK-Kinder) / \$125 (1 st -6 th) / \$150 (7 th - 11 th) / \$100 (12 th) |
| Graduation: *Kinder and Seniors (per student) | \$130.00 |

Retreats/Special Activities - Due on or before July 15 (per student fee)

| | |
|---|----------|
| Growth & Development Activity (6 th grade) | \$25.00 |
| Retreat (8 th to 11 th Grade) | \$75.00 |
| Guajataka School Without Walls (7 th & 12 th grade) | \$310.00 |

Child Care Service - Child Care from PPK-2nd (7:00am to 6:00pm / before and after school)

- Cancha Care from 3rd-12th (until 6:00pm / after school only)

| | |
|-------------------------------|----------|
| Daily Flat Fee, per student | \$10.00 |
| Monthly Flat Fee, per student | \$150.00 |

Cafeteria Monthly Meal Plan - Mandatory service for grades PPK – 3rd (amounts include IVU)

| | |
|--|---------|
| Pre Pre-Kinder & Pre-Kinder | \$40.00 |
| Elementary (Kinder - 6 th grade) | \$75.00 |
| High School (7 th - 12 th grade) | \$90.00 |

The following discount applies to **families with three or more** children at Wesleyan Academy: 5% for the second child, 7% for the third child and 9% for the fourth child. **Financial Assistance** may be given according to the need of the family by approval of the Financial Aid Committee. Application for financial aid must be received before May 15, prior to the school year for which the discount is requested. (New parents do not qualify for this benefit.)

Tuition, Cafeteria & Childcare fees are to be paid in ten (10) equal installments and a month in advance no later than the 15th of each month; beginning on July 1, 2021 and ending on April 1, 2022. Automatic deduction from bank account or credit card (Visa, MC or Amex) is required for ten (10) equal installments. Parents must provide bank or credit card information at the time of the enrollment. A \$20.00 LATE FEE PER STUDENT will be charged to any account with a pending balance. The charge for returned transactions will be \$30.00. Note that after two returned transactions the school may cancel selected form/plan of payment. Tuition refunds will be made if the student is officially withdrawn before the 5th of the month. Enrollment, Building Fund and Fees are non-refundable.

Initials

Wesleyan Academy does not discriminate in any of its policies, practices, or procedures on the basis of race, class, color, national or ethnic origin, sex or handicap as defined by law.



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RE-ENROLLMENT TUITION AND FEES CONTRACT 2021-2022

Accounts which are not up-to-date, including before and after school program, will result in the following (WA -4000):

1. Application for re-enrollment will not be considered.
2. Student will not be permitted to begin the semester (August or January).
3. Transcripts, official documents, records, report cards, etc. will not be released.
4. Final semester exams will not be given to students whose accounts are delinquent.
5. Students with accounts over 60 days past due will be suspended from classes and will not be able to see report cards in Plus Portal and/or have Google access until the account is settled.
6. Kinder and Senior students with past due balances will not participate in the graduation.
7. The Academy may refer the past due account over 60 days to a collection agency and the signee will be responsible for paying the collection agency service fee.

Tuition Insurance: Upon enrollment in Wesleyan Academy, the parent/guardian accepts the obligation for full payment of tuition and other charges for the **entire** academic year. A significant portion of the school's costs are committed at the beginning of the school year based on projected student enrollment. In view of your obligation, we encourage you to contact a broker for tuition insurance coverage for protection. *Acceptance and enrollment in Wesleyan Academy constitutes acceptance of a contract to pay the entire year's charges as specified on the tuition contract. There is no discount or reimbursement for medical leave, absence, withdrawal, dismissal, or instances of force majeure.*

Force Majeure: The Academy's duties and obligations under this Contract shall be postponed immediately, without notice required, during all periods that the Academy is closed because of *force majeure* events including, but not limited to fire, acts of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the Academy's control. If such an event occurs, the Academy's duties and obligations under this Contract will resume at such time when, in its sole discretion, the Academy determines it may safely reopen. In the event that the Academy cannot reopen due to an event under this clause, the Academy is under no obligation to refund any portion of the tuition paid. Nevertheless, the Parent's obligation to pay, as stated in the clause above, persists. An alternate format of instruction constitutes full fulfillment of this agreement by the school, until regular classes resume.

Wesleyan Academy reserves the right to make final decisions about the assignment of a student to a grade section.

I have read the policy regulating the payment of fees and tuition and recognize that by enrolling my child at Wesleyan Academy, I commit myself to fulfilling, for the entire academic year, the financial responsibilities and obligations indicated here.

Printed name of person responsible for payment

Signature

Date

| | | |
|--|---------------|-----------------------|
| E-mail: | | |
| Mailing Address: | Home Address: | |
| | | |
| | | |
| Mobile Phone: | Work Phone: | Home Phone: |
| Number of children to be enrolled at Wesleyan Academy for 2021-2022: | | |
| Student's Name(s): | | Grade(s) Applying to: |
| | | |
| | | |
| | | |
| | | |

NON-DISCRIMINATION POLICY

It is the continuing aspiration of the sponsoring body, the administration, and the faculty and staff of WA to maintain the opportunity for students to receive an education which is truly dedicated to the glory of God and the betterment of humankind.

Wesleyan Academy admits students of any race, class, color, national and ethnic origin, sex, and handicap, as defined by law, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Academy does not discriminate in any of its policies, practices, or procedures on the basis of race, class, color, national and ethnic origin, sex, or handicap as defined by law.

Account Number: _____

Receipt Number: _____

B.O. Initials: _____

Date: _____

Wesleyan Academy does not discriminate in any of its policies, practices, or procedures on the basis of race, class, color, national or ethnic origin, sex or handicap as defined by law.



Wesleyan Academy

2021-2022 High School Student Online Licenses - One Year

Wesleyan Academy requires that all online licenses be purchased ONLY through the school.
This is to ensure that all students receive their licences on time and accurately.

| Grade 7 th | | Price per Online License |
|---|----------------------|--------------------------|
| ENGLISH | Into Literature 7 | 33.00 |
| ENGLISH | Membean Vocabulary | 16.00 |
| SCIENCE | Inspire Life Science | 38.00 |
| TOTAL Online Licenses for 7 th grade | | \$87.00 |

| Grade 8 th | | Price per Online License |
|---|-----------------------|--------------------------|
| ENGLISH | Into Literature 8 | 33.00 |
| ENGLISH | Membean Vocabulary | 16.00 |
| SOCIAL STUDIES | World History | 28.00 |
| SCIENCE | Inspire Earth Science | 26.00 |
| TOTAL Online Licenses for 8 th grade | | \$103.00 |

| Grade 9 th | | Price per Online License |
|---|--------------------------|--------------------------|
| ENGLISH | Into Literature 9 | 33.00 |
| ENGLISH | Membean Vocabulary | 16.00 |
| SOCIAL STUDIES | World History | 28.00 |
| SCIENCE | Inspire Physical Science | 38.00 |
| TOTAL Online Licenses for 9 th grade | | \$115.00 |

| Grade 10 th | | Price per Online License |
|--|--------------------|--------------------------|
| ENGLISH | Into Literature 10 | 33.00 |
| ENGLISH | Membean Vocabulary | 16.00 |
| SOCIAL STUDIES | American History | 28.00 |
| SCIENCE | Inspire Biology | 26.00 |
| TOTAL Online Licenses for 10 th grade | | \$103.00 |

| Grade 11 th | | Price per Online License |
|--|--------------------|--------------------------|
| ENGLISH | Into Literature 11 | 33.00 |
| ENGLISH | Membean Vocabulary | 16.00 |
| SOCIAL STUDIES | American History | 28.00 |
| ECONOMICS | Economics | 28.00 |
| SCIENCE | Inspire Chemistry | 26.00 |
| TOTAL Online Licenses for 11 th grade | | 131.00 |

| Grade 12 th | | Price per Online License |
|------------------------|-----------------------|--------------------------|
| ENGLISH | Into Literature 12 | 33.00 |
| ENGLISH | Membean Vocabulary | 16.00 |
| SCIENCE | Environmental Science | 95.00 |
| SCIENCE | Inspire Physics | 27.00 |



WESLEYAN ACADEMY

CAFETERIA ANNUAL AGREEMENT 2021-22

Dear Parents:

As part of the enrollment documents, the Cafeteria Annual Agreement must be completed. The cafeteria meal plan works as follows:

PPK to 3rd Grade

The meal plan is mandatory from PPK to 3rd grade. The meal includes a regular meal plate and a 12 oz. juice. The only exception for a student not to participate in the plan is a medical condition or a special diet, in which case the parent is responsible for providing lunch for the student every day for the entire year. If this is your case, please mark below with an "X". Please note that the cafeteria will be provided with a list of the students not participating in the meal plan, and no lunch will be served to them. The monthly cost of the meal plan is as follows:

- PPK & PK: \$40.00 and Kinder - 3rd grade: \$75.00 (including IVU).

_____ My child will NOT participate in the meal plan and will bring lunch every day.

Student Name: _____ Grade: _____ Account #: _____
Parent/Guardian: _____ Date: _____

4th to 12th Grade

The meal plan is optional. If you want your child to participate in the meal plan, please mark with an "X" on the space provided below. Please note that if your child will not participate in the plan, you will need to deposit money in your child's cafeteria account for him/her to be able to enjoy lunch as usual, or you may send a packed lunch with your child. The money you deposit in the student cafeteria account will be debited each time your child purchases lunch. **No credit sales will be granted in the cafeteria.** This is a yearly agreement; if for any reason you do not wish to continue for the second semester, our offices must receive notice on or before December 1. The only exception that will be made is when a student unexpectedly requires a special diet due to a health condition. In this case, the cafeteria agreement needs to be updated in the Business Office, and a new student ID needs to be purchased. The monthly cost of the meal plan is as follows: 4th - 6th grade is \$75.00; and 7th - 12th grade is \$90.00 (including IVU).

_____ My child WILL participate in the meal plan.

_____ My child WILL NOT participate in the meal plan.

Student Name: _____ Grade: _____ Account #: _____

Parent/Guardian: _____ Date: _____

Note to all meal plan participants: The meal plan will be automatically charged to the family account one month in advance. It is due on the 1st of the month, and will be charged in full by the 15th of each month. Like tuition, the first payment of this charge is due no later than July 15 and the last payment by April 15.



WESLEYAN ACADEMY

EMERGENCY & MEDICAL INFORMATION/AUTHORIZATION FORM

Student's Name: _____ Birthdate: _____ Grade: _____

Student's Address: _____

City: _____, PR Zip: _____ Email: _____

Father/Guardian: _____ Mother/Guardian: _____

Cell: _____ Cell: _____

Work: _____ Work: _____

Home: _____ Home: _____

EMERGENCY INFORMATION: Person to call if parents cannot be reached, in case of emergency.

Name: _____ Relation: _____ Tel: _____

Name: _____ Relation: _____ Tel: _____

Primary Physician: _____ Tel: _____

Primary Dentist: _____ Tel: _____

Primary Psychologist / Psychiatrist: _____ Tel: _____

EMERGENCY TREATMENT AUTHORIZATION when parent is unavailable. INDICATE CONSENT OR REFUSAL.

☐ **I give my consent to the administration to**

| | | | |
|----|--|-----|----|
| a. | provide treatment by listed physician/dentist | Yes | No |
| b. | procure treatment by another physician/dentist if listed unavailable | Yes | No |
| c. | administer first aid | Yes | No |
| d. | procure medical aid and or ambulance service | Yes | No |
| e. | contact, provide and/or receive information from mental professional | Yes | No |

Medical Insurance: _____ Policy #: _____

Hospital of choice: _____ Tel: _____

☐ **I do not consent to emergency treatment of my child.**

MEDICAL HISTORY: Please describe major illnesses, surgery or psycho-educational and/or psychometric conditions if any, during past year. _____

Present medical treatment and medications:

Condition: _____ Medicine: _____

Other conditions: _____ Medicine: _____

Allergies (PLEASE SPECIFY):

| Check those that have occurred (✓) and star (*) those occurred in the last 5 years. | | | |
|---|-------------------------------|----------------|---------------------|
| Boils | Migraine | Heart Disease | Bone Joint Disease |
| Mumps | Hypoglycemia | Pneumonia | Tuberculosis |
| Chicken Pox | Jaundice | Tonsillitis | Infantile Paralysis |
| Epilepsy/Convulsions | Asthma/bronchial spasms | Kidney Disease | Scarlet Fever |
| Menstrual Disorders | Diabetes | Measles | Nephritis |
| Hypertension | Sexually Transmitted Diseases | Hernia | Dizzy spells |
| Others | | | |

Family Medical History: If living, state present health status. If deceased, please state cause of death.

Father: _____ Mother: _____ Brother: _____ Sister: _____

HIPAA LAW AUTHORIZATION

Your child's medical history is confidential and is protected under the federal "Health Insurance Portability and Accountability Act of 1996." Please indicate the person or persons you authorize to receive medical information concerning your child. We will give information (vaccination records, medical certificates, or other confidential medical reports) only to those persons named below (use an additional sheet if necessary).

Name: _____ Relationship: _____

Legal Guardian Name: _____ Signature: _____ Date: _____



WESLEYAN ACADEMY

EMERGENCY & MEDICAL INFORMATION/AUTHORIZATION FORM

Student Name: _____ Grade: _____

AUTHORIZED PERSONS FOR STUDENT PICK -UP & WALK HOME PERMISSION

Wesleyan Academy is interested in safeguarding your child/children while under our supervision. We are conscious that at times situations arise that obligate you to find alternative methods or persons to pick up your child/children from school.

Please understand that we will not release ANY student unless authorized in one of the following ways mentioned:

- Authorized list
- Hard copy note with authorized signature (no emails accepted)
- Fax with authorized signature

To facilitate the release of your child, list the persons you authorize to pick up your child. Please, only include family members, friends, or others that you know and trust.

All persons will be required to show a valid ID card with photo.

| | | |
|-----------------------|--------------------|-----------------------|
| _____ Name (print) | _____ Telephone | _____ Relationship |
| _____ Name (print) | _____ Telephone | _____ Relationship |
| _____ Name (print) | _____ Telephone | _____ Relationship |
| _____ Name (print) | _____ Telephone | _____ Relationship |
| _____ Name (print) | _____ Telephone | _____ Relationship |

Please list any persons who are **NOT** authorized to pick up or have contact with your child.
CUSTODY CASES AND COURT DECISIONS **MUST BE REPORTED** TO THE SOCIAL WORKER, WITH PROPER DOCUMENTATION SUBMITTED.

| | |
|-----------------------|-----------------------|
| _____ Name (print) | _____ Relationship |
| _____ Name (print) | _____ Relationship |

My child has permission to walk home: _____ Yes _____ No

Parent/Guardian _____ Signature _____
Name (print) Date _____



WESLEYAN ACADEMY

PARENT AND STUDENT RESPONSIBILITY AGREEMENT (Grades 4-12)

STUDENT NAME: _____ GRADE: _____

Please initial that you have received, read, understood, accept, and will uphold each document listed below:

| Parent/ Guardian | 4-12 Students | Agreement |
|---------------------|------------------|---|
| | | WA Parent/School Community Handbook with Policy and Procedures (available in School's Website – 2/2020 revision) |
| | | Life at Wesleyan Pledge |
| | | Drug & Locker Policy |
| | | Cell Phone Policy |
| | | Internet Policy |
| | | Military Service Opt-out (10th-12th) |
| | | WA Vision, Mission, Statement of Philosophy, Expected Student Outcomes |

SIGNING THE PARENT AND STUDENT RESPONSIBILITY AGREEMENT SIGNIFIES THAT PARENTS/GUARDIANS AND STUDENT WILL COMPLY WITH WA POLICIES, REGULATIONS, DISCIPLINE RULES AND SANCTIONS.

I understand that Wesleyan Academy regularly documents Student Life on campus, which may appear on social media and promotional materials. If due to a special security, personal or legal reason this is not acceptable regarding my child, I will submit a written explanation petitioning an exception from the school. If so requested, I will further provide supporting evidence on this matter.

This document maintains validity of all permissions signed during all the years of student's enrollment in WA.

Parent or Guardian (please print name)

Student, grades 4-12 (please print name)

Parent Signature

Student Signature

Date_____

Date_____

This document is the property of Wesleyan Academy and will be placed in the Student's File. Copies of all documents signed will be made available upon request.

Failure to sign and return original signed Agreement forfeits the student's enrollment.



WESLEYAN ACADEMY

PARKING PERMIT

| | | |
|------------------------------|-----------------|----------------|
| Name of Student or Employee: | | |
| Date: | Account Number: | |
| | | |
| VEHICLE DESCRIPTION | | |
| Make and Model: | | |
| Year: | Color: | License Plate: |
| Name of Driver: | | |
| Driver's License Number: | | |
| | | |
| FOR BUSINESS OFFICE USE ONLY | | |
| Decal Color: | Decal Number: | |
| | | |



WESLEYAN ACADEMY

PARKING PERMIT

| | | |
|------------------------------|-----------------|----------------|
| Name of Student or Employee: | | |
| Date: | Account Number: | |
| | | |
| VEHICLE DESCRIPTION | | |
| Make and Model: | | |
| Year: | Color: | License Plate: |
| Name of Driver: | | |
| Driver's License Number: | | |
| | | |
| FOR BUSINESS OFFICE USE ONLY | | |
| Decal Color: | Decal Number: | |
| | | |



WESLEYAN ACADEMY

MILITARY OPT-OUT FORM

Authorization to Allow or Opt-out Student Information Distribution to Military Recruiters (Applicable to Grades 10th-12th ONLY)

Section 544 of the National Defense Authorization Act of 2002 (NDAA) and section 9582 of the Elementary and Secondary Education Act of 1965 (ESEA) as amended by the No Child Left Behind Act of 2001 (NCLB) authorizes the military to gather information of students aged 17 and above for recruitment into active service. On the other hand, the federal law, Family Rights and Privacy Act (FERPA), states that the student, his or her mother, father, or legal guardian can prohibit the school from divulging this information.

Important Information

Personal information of a student will not be divulged if the student, mother, father or legal guardian signs a Military Opt-Out Form. The law does not obligate giving personal data to military recruiters if one of the above expressly prohibits it. Students, even those under 21, can sign the Military Opt-Out Form according to a decree by the Secretary of Justice made on October 27, 2005.

PLEASE NOTE: IF THERE IS NO ANSWER OR NO OPT-OUT SIGNATURE ON THE STUDENT'S FILE, WESLEYAN ACADEMY WILL BE OBLIGATED TO GIVE PERSONAL INFORMATION TO AUTHORIZED RECRUITERS.

I _____, ☐ student, ☐ mother, ☐ father, ☐ legal guardian
(Please print name of person filling this from.)

of _____ in grade _____ at Wesleyan Academy:
(Print student's name, only, if not the student.)

☐ AUTHORIZE

☐ DO NOT AUTHORIZE

the School Director of Wesleyan Academy to offer information to military recruiters while a student at Wesleyan Academy.

Name of Student/Grade: _____

Postal Address: _____

Telephone: _____

Print full name of person completing this form.

Signature of person completing this form

Date

***The person signing may decide at any time to change the selected option
but must inform Wesleyan Academy in writing.***



WESLEYAN ACADEMY

PHYSICAL EXAMINATION RECORD

(To be filled out by a physician only)

Name: _____ Date: _____ Age: _____ Birth Date: _____
Height: _____ Vision R. _____ / _____, corrected _____, uncorrected _____
Weight: _____ L. _____ / _____, corrected _____, uncorrected _____
Pulse: _____ Blood Pressure: _____ Percent Body Fat: _____

| | Normal | Abnormal Findings | Initials |
|--------------------------------------|--------|-------------------|----------|
| 1. Eyes | | | |
| 2. Ears, Nose, Throat | | | |
| 3. Mouth & Teeth | | | |
| 4. Neck | | | |
| 5. Cardiovascular | | | |
| 6. Chest and Lungs | | | |
| 7. Abdomen | | | |
| 8. Skin | | | |
| 9. Genitalia-Hernia M | | | |
| 10. Musculoskeletal: ROM, strength | | | |
| a. Neck | | | |
| b. Spine | | | |
| c. Shoulders | | | |
| d. Arms/hands | | | |
| e. Hips | | | |
| f. Thighs | | | |
| g. Knees | | | |
| h. Ankles | | | |
| i. Feet | | | |
| 11. Neuromuscular | | | |
| 12. Physical Maturity (Tanner Stage) | | | |

Comments regarding abnormal findings: _____



WESLEYAN ACADEMY

PHYSICAL EXAMINATION RECORD

(To be filled out by a physician only)

PARTICIPATION RECOMMENDATIONS: (For physical education and/or sports program)

I certify that I have on this date examined this student and find that he/she is physically able to compete in the supervised sports/activities checked below:

| | | | |
|--------------------|---------------------|----------------|------------------|
| _____ Baseball | _____ Cross Country | _____ Phys. Ed | _____ Volleyball |
| _____ Basketball | _____ Golf | _____ Soccer | _____ Other |
| _____ Cheerleading | _____ Gymnastic | _____ Softball | |

Limited participation in: _____

Requires: _____ Restrictions: _____

Date of examination: _____ Signed: _____, M.D.
(Examining Physician)

Physician's Name & Address: _____
(Please print)

Physician's License Number: _____ Phone: _____



WESLEYAN ACADEMY

STUDENT PLEDGE

LIFE AT WESLEYAN ACADEMY

Wesleyan Academy is a Christian school. We have Bible classes and chapel services. We emphasize prayer and God directed behavior. Our desire is that it would be a safe place, free of drugs, alcohol, pornography and much of the worst of society. We are not isolated from the battle between good and evil, between following God or our own way. The important issue is whether to live for ourselves or for Christ. You will find this reflected in our classrooms and on the playing fields.

Wesleyan Academy is a challenging place, because our expectations are high. We understand that good and worthwhile things are earned by hard work and discipline. Our curriculum is college preparatory. We stress the formation of good study habits and commitment. Much more important than exceptional intelligence is a positive attitude toward life which is the key to successful learning and acceptance of the school rules. Every family and society, in general, has standards and traditions to guide its way through life. We believe that learning to accept and live in obedience to authority is an important part of growing as a person in our society and as a Christian. Wesleyan Academy is not a place for those who are determined to run their own lives without following directions from others.

Our guidelines are biblically based and reflect how we believe a Christian individual should behave. Some of them are modesty in dress, proper relationships between boys and girls, respect for other persons and property, no cheating, lying or stealing.

Having read "Life at Wesleyan" I agree to abide by the principles and attitudes reflected therein. I understand that Wesleyan Academy reserves the right to refuse my readmission or terminate my enrollment at any time if my pattern of work or behavior is not consistent with these guidelines. I understand that my acceptance is also subject to change if there are any academic or disciplinary reasons to merit it. In addition, any changes in these conditions are subject to the approval of the Admissions Committee.

Having read the above, I agree to cooperate with the goals and philosophy of Wesleyan Academy. I will encourage my child to develop good study habits, a positive attitude toward rules, authority and to respect the rights, property, and person of others.

I AGREE TO AUTHORIZE WESLEYAN ACADEMY TO EXERCISE SUCH DISCIPLINE AS IT DEEMS WISE AND NECESSARY FOR MY CHILD ACCORDING TO WESLEYAN ACADEMY POLICY.

I also understand that Wesleyan Academy reserves the right to restrict any access to student records in accordance with Wesleyan Academy Board Policy (available online).

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WESLEYAN ACADEMY

Drug & Locker Policy (Security, lockers, searches, drug searches, and others)

A. Standards, General Rules and Policy on Alcohol, Tobacco, Drugs and other Conduct

Wesleyan Academy understands its responsibility to serve as a Christian witness to the church and the community to which it belongs. Such a witness is essentially charged with transforming individuals into the image of Christ. This is a Christian school that has as one of its expressed purposes the maximum development of the intellectual, spiritual and moral character of a student as a whole person. High standards of conduct, good attitudes, and appearance are expected of Wesleyan Academy students. A Wesleyan Academy student should be a reflection of the standards of the institution. In keeping with this purpose, there are some specific activities and actions which the Academy prohibits at the school or at any school sponsored activity.

1. Smoking on school grounds before, during or after school hours or at any officially sponsored school activity is prohibited for all students and adults.
2. The selling, distribution or consumption of alcoholic beverages and tobacco is prohibited at all school and fund raising activities on or off the school grounds of Wesleyan Academy.
3. Social dancing (suggestive or erotic dancing and any dancing which would be harmful to a Christian testimony) during school hours, during officially sponsored activities or in a performance as entertainment is prohibited at any school sponsored event.
4. The selling, manufacture, possession, consumption, and/or the distribution of illegal substances (such as marijuana, cocaine, crack, heroin, prescription drugs without medical authorization, among others), by parents, students or school employees is totally prohibited on the grounds of Wesleyan Academy and/or at officially sponsored school activities on or off school grounds. Current policy of the school is of zero tolerance. All parents, students, and employees understand and accept that the selling, manufacturing, possession, consumption, and/or the distribution of illegal substances is contrary to the Biblical principles and values, which Wesleyan Academy was founded, and these Biblical principles and values are essential for the operation of Wesleyan Academy as a Christian school. All parents, students, and employees understand and accept that adherence to this policy is a non-negotiable requisite, as members of the Wesleyan Academy community. Furthermore, all parents, students and employees understand and accept that zero tolerance is defined as immediate expulsion and termination of enrollment or employment at Wesleyan Academy.
5. Use of profane and obscene language or gestures is prohibited.
6. Use of playing cards or any game associated with gambling or that leads to violence is prohibited.
7. The possession of firearms or any other items that are understood to be a weapon or that represent a danger to the safety of others is prohibited.
8. Possession, display or promotion of pornographic literature, music, films or any other medium of a pornographic nature is prohibited.
9. Possession or display of any item associated with the occult, witchcraft or satanic worship is prohibited as is the promotion of such activities.
10. Violence, vandalism, stealing or any activity with the intent to inflict bodily or emotional harm is strictly prohibited.
11. Wesleyan Academy will hold students and employees responsible for behavior and actions contrary to Biblical values held by Wesleyan Academy. Specific actions include but are not limited to dishonesty, pregnancy or paternity outside of marriage, homosexual and lesbian activity, as well as any others contrary to Biblical values.

B. Locker Policy

1. All students in grades 7-12 are assigned a locker at the beginning of the school year.
2. Lockers are the property of Wesleyan Academy and are assigned on loan as a privilege for the safe keeping of books, notebooks, uniforms, among other items, and are subject to the following rules:



WESLEYAN ACADEMY

Drug & Locker Policy (Security, lockers, searches, drug searches, and others)

- a. Lockers are to be kept neat, clean and locked at all times with a Wesleyan Academy lock purchased from the school bookstore.
- b. In order to protect a student's property, students may not share lockers, locks or lock combinations with others.
- c. Students are responsible for the contents of their lockers at all times.
- d. Students are not to store the property of others in their lockers.
- e. Students are to secure needed books for morning classes prior to 7:54 am. Classes begin at 8:00 am and students should not be in the halls at that time. Students should avoid frequent visits to lockers and changing of books between classes.
- f. Students may only visit lockers before the morning bell, during break, lunch and immediately after school.
- g. Students may be permitted by teachers to go to their lockers, one at a time, with a pass, but these visits should be brief and infrequent.
- h. Damaged locks or lockers, vandalism or theft are to be immediately reported to the School Principal.
- i. Books and materials left inside lockers after the last day of the school year will become property of Wesleyan Academy.
- j. Opening the locker of another student with or without the expressed permission of the student assigned to that locker is a serious offense. It assumes an intent to remove, hide or do damage to the belongings of the student assigned to the locker or do damage to that student himself/herself.

C. Locker Inspection, inspection of a student's person or property

1. The school administration reserves the right to inspect lockers as they would deem it necessary with or without prior notice.
2. All parents and students of Wesleyan Academy accept the right of the Wesleyan Academy administration to inspect, with or without previous notification, all lockers, mail boxes, purses, book bags, personal items of students and everything on their person within the appropriate limits of respect for the personal privacy and dignity of the human being.
3. At the prerogative of the school and in accordance with the expressed policy of the institution, periodic locker inspections will be carried out with or without prior notice by level(s), grade(s) or classroom group at the discretion of the school administration. The school reserves the right to limit and control student access to their own lockers during the time of the inspection for as long as the school deems it necessary.
4. Students have the right to be present when a locker, book bag, or personal possession is inspected unless the student does not wish to be present or specifically renounces his right to be present while the school carries out its inspection.
5. During inspections, at least two school officials will be present at the school's discretion. State officials or officials privately contracted by the school for this purpose may also be present.
6. Parents may be present at previously announced searches if they so desire. The school will do its best to respect individual privacy and due process procedures.
7. All searches will be duly documented and filed. Such documents or search reports will include date, hour, the names of student(s) and official(s) participating, the locker(s) inspected and the materials or findings of the inspection, if any, and whether or not the student was present. All officials present and any student affected by the report will sign it. Refusal or failure to sign by any party, will not, however, invalidate the report.
8. In cases where there is reasonable doubt and officials suspect a violation of a school policy relating to drugs, pornography or other matters on the part of a student or students, Wesleyan Academy has the authority to inspect the locker, belongings and anything on the person of the individual(s) suspected of a possible violation either on school grounds or at officially sponsored school activities. Such inspections will be conducted in the presence of two school officials, and/or any island or state official. As in the case of all



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- inspections, the school will do its best to protect the privacy of the students and to maintain the student's dignity.
9. At times designated by the school, government authorities or other official private or public organizations may be called to conduct searches with or without K-9 search dogs. Wesleyan Academy reserves the right to use other means of detection of the presence of drugs if deemed necessary.
 10. According to the findings and/or results of the inspection, the school reserves the right to notify public officials or to proceed with the situation internally.

Note: This policy is currently under revision. Updates may be posted in the school's website. Your consent in the Parent and Student Responsibility Agreement will apply to any updates immediately upon the corresponding announcement of those changes by the school.

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WESLEYAN ACADEMY

CELL PHONE POLICY

It is the school's strong preference that students not bring cell phones to school.

However, if cell phones are brought to school, students are not allowed to use them during school hours, including during Break and Lunch, from the first bell to the dismissal bell. When necessary, the school is willing to deliver important messages to the students during the school day. If a student brings a cell phone to school, it must be turned off (not vibrating) and stored as indicated below.

- High School: kept in the student's locker until school is out. Students are responsible for keeping locker combinations confidential.
- Elementary School: kept in the student's book bag or as instructed by teachers.
- Library use during After-school hours: cell phones will be kept in silent (vibrate). Students may not talk on their phones while in the Library.
- Field Trips: cell phones may be taken on field trips to take notes, photos for class reports, and to contact parents. Use of the phones for any other reason during field trips will constitute a violation.

Wi-Fi is available on campus. Students are not allowed to use personal internet or hot spots that come with some cell phones, tablets, and other devices while on campus. The school will not be held responsible for any items/posts by students on social media.

Infractions to the Policy will carry the following consequences:

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|----------------------|--|
| 1st violation | Cell phone will be confiscated until parent picks up the phone. Student will be advised and will receive a written warning. Parent must sign the written warning. |
| 2nd violation | Cell phone will be confiscated until parent picks up the phone. Students will receive a disciplinary action and loses the privilege to bring the cell phone to school. |
| 3rd violation | Cell phone will be confiscated until the parent picks up the phone and student will receive a one-day suspension. |

As per the school-wide discipline plan, three suspensions in a year may result in the Admissions Committee issuing a "No Return" status for the following school year.

Any student who uses a cell phone to cheat on tests will receive a zero on the test and a one-day suspension and all grades for the day of suspension will be a zero.

Any student who takes unauthorized videos or pictures of teachers, personnel, or students will be suspended and all grades for the day of suspension will be a zero.

All WA personnel has the authority to enforce the Cell Phone Policy.

Parent Responsibility:

- WA discourages texting or calling students during school hours.
- We strongly encourage parents to activate parental controls on cell phones (by downloading an app for this).

Disclaimer: Wesleyan Academy will not be held responsible for the security, safety, damage, theft or loss of cell phones and any other electronic equipment brought to school.

Note: This policy is currently under revision. Updates may be posted in the school's website. Your consent in the Parent and Student Responsibility Agreement will apply to any updates immediately upon the corresponding announcement of those changes by the school.

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WESLEYAN ACADEMY

INTERNET USE POLICY

Introduction

Wesleyan Academy (WA) is a Christian, college preparatory school. Our main goal and objective is to bring honor and glory to the King. We believe God created us in His image and for this reason He endowed us with creativity and the intelligence to invent concepts and machines. These gifts from Him have enabled us as a race to develop the communication technology that is available now for our use. This technology should be used to bring glory to His name.

Use of the Internet provides great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive. In-school access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students or guardians read, accept, and sign the following rules for acceptable online behavior.

Guidelines:

1. Students are responsible for good behavior on the Internet just as when they are in school. General school rules for behavior and communications apply while online.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that electronic files are always private.
3. A teacher may approve the use of the internet during class for research/academic purposes.
4. Use of the Internet will not be to conduct personal affairs.
5. Use of the Internet will be limited to those sites WA deems appropriate.
6. Use of the Internet will be under the supervision of a qualified, trained teacher.
7. The following are not permitted:
 - a. Sending or displaying offensive messages or pictures
 - b. Using obscene language
 - c. Harassing, insulting, attacking or making fun of others
 - d. Damaging computers, computer systems, or computer networks
 - e. Violating copyright laws
 - f. Using another's password
 - g. Trespassing in another's folders, work, or files
 - h. Intentionally wasting limited resources, including through the use of "chain letters" and messages broadcasted to mailing lists or individuals
 - i. Using the school network for commercial purposes
 - j. Revealing the personal address or phone number of yourself or any other person without permission from your teacher
8. Violation of these rules and those contained in WA's Student Handbook will result in the following consequences depending on the nature of the violation:
 - a. Loss of access as well as other disciplinary or legal actions
 - b. Detention
 - c. Suspension
 - d. Expulsion

Note: This policy is currently under revision. Updates may be posted in the school's website. Your consent in the Parent and Student Responsibility Agreement will apply to any updates immediately upon the corresponding announcement of those changes by the school.