

Long Shoals Wesleyan Academy

3032 Wesleyan Church Road

Lincolnton, NC 28092

“Educating for Eternity”

Administrator: Mrs. Sheila Berryhill

sberryhill@longshoalsacademy.org

Phone: 704-732-3886 ext.306

Fax 704-240-4231



Crusaders

"Please be patient as we navigate COVID"

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. The staff will tell a Bible story, lead in choruses and pray each day. We demonstrate Christian living through all interactions with the children.

SOCIAL - We teach the children to work cooperatively and play peacefully.

INTELLECTUAL - Through a structured but flexible program, we present each child with many learning experiences. This is enriched through the use of the curriculum, art, music, computers, 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 child and staff to instill a sense of security in each child. All children will be treated equally.

ADMISSION

The Long Shoals Wesleyan Academy is open to children of all races and religions between Kindergarten and Twelfth Grade. Also, before/after school care is available.

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

All children will be covered by 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

A Beka 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 year test will be given to each child at the end of the school year. Testing will determine if a child is prepared for the next grade.

APPEARANCE

Clothing may be casual but should be appropriate for a Christian atmosphere. Children should be dressed cleanly, modestly, and neatly. **School administration reserves the right to determine appropriateness of dress at all times.**

Things that are not allowed

- Inappropriate T-shirts, tank tops, strapless, off the shoulder, or spaghetti shirts
- Frayed shorts/jeans or spandex shorts
- Shorts/skirts shorter than arm's length
- Midriffs when raising arms or when sitting
- Visible underwear
- Hats
- Earrings on boys, boys hair touching collar, visible tattoos or body piercing except ears

ATTENDANCE

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

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.

After the 6th and 10th absence, school administration will make personal contact in one of the following ways: a. Telephone b. Mail c. Parent Conference

HOURS

School opens at 8:00 A.M. Any child who arrives after 8:30 A.M. will be counted tardy. The school day is over at 2:35 P.M. Any child staying after 3:00 P.M. will have to be enrolled in the after-school program. Any child who arrives during morning hours before 8:00 A.M. will be taken to before-school care. Classrooms will be opened to the children at 8:00 A.M.

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 child 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.

ARRIVAL AND DISMISSAL

Parents bringing or picking up students should use the traffic circle in front of the school. Students should arrive at 8:00 A.M. and should leave for home promptly at 2:35 P.M. Extreme safety caution is urged when driving on campus.

EARLY DISMISSAL

A child 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 child 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 child. Please refrain from picking your child up before the end of the school day unless absolutely necessary.

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2021-2022 Tuition & Fees Schedule

<u>Due Date</u>		<u>Kindergarten</u>	<u>1st - 8th Grades</u>	<u>9th-12th Grades</u>
2/26/2021	Registration Fee	\$150.00	\$150.00	\$150.00
6/1/2021	Books & Computer Fee	\$175.00	\$375.00	\$400.00
* REGISTRATION AND BOOK FEES ARE NON-REFUNDABLE *				
	Annual Tuition	\$4,200.00	\$4,200.00	\$4,600.00
	\$100. discount if paid in full by 8/2/2021	(100.00)	(100.00)	(100.00)
		\$4,100.00	\$4,100.00	\$4,500.00

<u>If Paying Tuition Monthly</u>		<u>Kindergarten</u>	<u>1st-8th Grades</u>	<u>9th-12th Grades</u>
<u>Due Date</u>				
8/2/2021	August	240.00	240.00	280.00
9/1/2021	September	440.00	440.00	480.00
10/1/2021	October	440.00	440.00	480.00
11/1/2021	November	440.00	440.00	480.00
12/1/2021	December	440.00	440.00	480.00
1/1/2022	January	440.00	440.00	480.00
2/1/2022	February	440.00	440.00	480.00
3/1/2022	March	440.00	440.00	480.00
4/1/2022	April	440.00	440.00	480.00
5/1/2022	May	440.00	440.00	480.00
	Total Tuition per year:	\$4,200.00	\$4,200.00	\$4,600.00

If you would like to pay weekly, please pay \$110.00 per week for K - 8th Grade
 \$120.00 per week for 9th - 12th Grade
 Beginning the first week of school for a total of 40 weeks. Includes a Processing Fee.

Registration Fee must be paid in full to secure your student's enrollment.
 Dual Enrollment High School/College Student's Book Fees may vary.

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2021-2022 School Year Registration Form

Student's Name: _____

Grade Entering: _____

Parent / Guardian : _____

Contact Information:

Phone: _____

E-Mail: _____

Address: _____

Please enclose the \$150.00 Registration Fee to secure your student's enrollment.

Due by 2/26/2021

Before School Care: 6:00am - 8:00am

\$15. per week, per student, includes breakfast

My child will be needing morning care: Yes _____ No _____ Occasionally _____

After School Care: 2:45pm - 6:00pm

\$30. per week, per student, includes snack & homework assistance

My child will be needing after school care: Yes _____ No _____ Occasionally _____

If you occasionally need Before or After Care, the charge is \$7.00 per day.

Please remember Book & Computer Fee is due 6/1/2021

PAYMENT POLICY

In our efforts to keep tuition expenses low, all students must pay tuition on time and in advance. 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 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 balance is paid in full.

If paying One-Time Annual Tuition:

One-time payments are due by August 2, 2021. 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 August 23, 2021. All monthly payments are due the first of the month. If not paid by the 15th of the month, you will be charged a \$10 Late Fee for that month. **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 August 23, 2021 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 payments are two weeks' late students will not be allowed to return to school until balance is paid in full.**

BEFORE SCHOOL CARE - Care is provided for parents needing this service. The charge is \$15.00 per week. Drop in care is \$7 per day. Before school care is available from 6:00 A.M. - 8:00 A.M. Breakfast included.

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: \$5.00 for every 10 minutes late. This should be paid directly to the teacher when child is picked up.

BAD CHECK CHARGE - There will be a \$20 fee for each returned check.

Accounts must be paid in full before records can be transferred.

Unpaid accounts will be turned over to a collection agency.

CHANGE OF INFORMATION

It is important that each child'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 - Lunch will be provided daily by the student. Students will be allowed to order out on designated days. Milk is sold daily.

SNACKS - Students must bring their own snacks. Students are not allowed to bring spoon containers, candy or soft drinks.

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. Lunch or after school detention (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.

All discipline action will follow the guidelines set forth in the Handbook.

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 co-operative, 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 child's age and level of development. Teachers and students will discuss school rules and procedures. A classroom code of conduct will be sent home within the first week of school.

Daily 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 issues will be listed in the planner.

SUSPENSION

Chronic or severe disruption may result in suspension from school. Suspension cannot be given by teachers. 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 fee will be required while the student is suspended.

COMMUNICATION WITH TEACHERS

Parents are expected to maintain close contact with your child's teacher. This can be done through notes, phone calls, or by scheduled visits.

NOTES: Send notes with your child in a sealed envelope or in your child's planner.

PHONE CALLS: You may 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 child'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 child's teacher.

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 prescriptions call for 3 dosages a day, please check with the doctor to see if the dosages can be given in the following ways: just before school; just after school; and at night, rather than at noon during school.

Only **Prescription Medicine** which is labeled with an original label that has a child'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 child 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 child by the teacher or office personnel.
2. Off-campus trips.
3. Release of student records.

EMERGENCY INFORMATION

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

Parent or guardian's name
Complete and up-to-date address
Home phone and parent's work phone number
Emergency phone number of friend or relative
Physician and phone number
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

Small parties are permitted to celebrate children's birthdays. 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. Parents must get teacher's permission in advance. Parties cannot interrupt the instructional day. They will be held during recess time.

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 bags is advisable.

VISITORS

All visitors are required to report to the school office upon entering the school building. Parents are welcomed and encouraged to visit the school. You will be given a visitor's badge which should be worn while on campus.

WINTER SCHEDULE POLICY

Parents will be responsible for tuition fee for five days of inclement weather. An announcement will be made on WBTV (Channel 3) and WLON radio concerning the school closing due to inclement weather. Phone tree sent out for closings or delays. We usually follow the Lincoln County School closings for inclement weather.

PALS - Parents Association of Long Shoals

All parents are encouraged to become active members of PALS yearly membership dues are \$5.00 per person. PALS meet periodically during the school year with programs of interest. The PALS group sponsors many service projects and through fundraisers supply much-needed equipment and supplies for the Academy.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE OFFICE.