



# WEDGEFIELD UNIVERSITY



2023-2024

## Parent | Student **HANDBOOK**

Policies, procedures, rights and responsibilities

*“...THAT IN ALL THINGS He may have the preeminence.”*

*~ Colossians 1:18*

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# *Wedgefield University*

P.O. Box 265

6220 Wedgefield Road

Wedgefield, South Carolina 29168

## **Office Phone**

(803)494-3887

## **Principal/Director**

Joy Truesdale - Director

Gaye Weaver - Principal

[wu4kprincipal@gmail.com](mailto:wu4kprincipal@gmail.com)

## **Administrative Assistant**

Lynn Stemba

[wu4koffice@gmail.com](mailto:wu4koffice@gmail.com)

## **Website**

[www.wu4k.com](http://www.wu4k.com)

*All situations not expressly covered by these policies will be referred to the administration of Wedgefield University.*

*\*The policies of this handbook are in full compliance with all South Carolina Department of Social Services (DSS) guidelines and directives. Wedgefield University is registered with the SCDSS Reg. #23044.*

# *The Purpose of this Handbook*

This handbook is intended to offer guidance to both the parents and students of the university regarding the policies and procedures of the university as well as to communicate the expectations and standards set forth by the administration. It is our goal to set realistic and achievable standards which will promote success and bring honor to our Lord Jesus Christ.

## Conceptual Framework

### *Vision*

The Vision of Wedgefield University is to raise up Godly generations of young people:

- **Who love** the Lord with all their heart, mind, soul and strength
- **Who serve** Christ in their vocation and through their local church
- **Who share** the Gospel of Christ in order to make disciples and further His Kingdom
- **Who worship** the Lord in the beauty of holiness

### *Mission*

The Mission of Wedgefield University is:

- **To partner** with parents in preparing their children for life
- **To provide** a quality Christian education
- **To prepare** students for a lifetime of following Christ

### *Rationale*

“...that you may with one mind and one mouth glorify the God and Father of our Lord Jesus Christ.”  
(Romans 15:6)

### *Philosophy*

Founded on the inerrant, inspired, and infallible Word of God with a Christ-centered Biblical worldview.

### *Instructional Goals*

The broad instructional goals of Wedgefield University are twofold:

1. The development of Godly Christian character in a loving Christian environment
2. To provide excellence in academics, arts, athletics, and Christian apologetics

*Mascot*    Lion

*Colors*    Blue and Gray

## *Daily Hours*

|                        |                          |
|------------------------|--------------------------|
| Office Hours           | 8:00 a.m. – 4:00 p.m.    |
| Day Care               | 6:00 a.m. – 6:00 p.m.    |
| Preschool (1K, 2K, 3K) | 9:00 a.m. – 12:00 p.m.   |
| Preschool (4K)         | 8:30 a.m. – 12:30 p.m.   |
| Kindergarten (5K)      | 8:00 a.m. – 2:30 p.m.    |
| Elementary             | 8:00 a.m. – 2:50 p.m.    |
| Middle School          | 8:00 a.m. – 2:50 p.m.    |
| Early Morning Care     | 6:00 a.m. – class begins |
| Extended Care          | End of class – 6:00 p.m. |



# *Philosophy of Education*

The primary purpose of Wedgefield University is to fulfill the scriptural commands of: “***Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.***” Deuteronomy 6:5-7

“***Train up a child in the way he should go, and when he is old he will not depart from it.***” Proverbs 22:6

“***Therefore, go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to observe all things I have commanded you.***” Matthew 28:19-20

Wisdom and knowledge come from God, therefore, man’s education is complete only when God and His Word are at the center of all learning.

“***The fear of the Lord is the beginning of knowledge.***”

*Proverbs 1:7*

## **The Student**

1. Created by God and in His image, he is of inestimable worth, possessing an eternal soul that shall inherit either everlasting life or everlasting damnation.
2. Because of sin, he is unable to reach God. His nature is totally depraved and foolishness is bound in his heart. (Proverbs 22:15)
3. Faith in Christ Jesus is the only way of establishing a right relationship with God. Reality in life’s purposes and values can be ascertained in and through Christ alone.

## **The Curriculum**

1. God is the source of all wisdom, and He has revealed Himself specifically in the Bible. Thus God’s Word is the basis of all our studies and should be correlated with all experiences that the child has under the auspices of the school.
2. Christian education should aspire to train a child in such a way that he will have a sound, practical working knowledge of the Word of God and be able to evaluate every circumstance of life from a Christian viewpoint.
3. The home and church, being ordained by God and being charged with the responsibility of training and teaching (Deut. 6:6; Matthew 28:20), should work together with the Christian Academy in promoting the student’s growth.

## **The Teacher**

1. The teacher in Wedgefield University must give evidence of knowing Christ as their personal Savior.
2. He/She must be wholly committed to following and obeying Christ, thus being wholly committed to a life of service for Christ’s sake.
3. He/She should possess the academic and professional knowledge necessary to perform his/her task.
4. He/she should be a member of Wedgefield Baptist Church, or a member of a church of like faith and order.

Wedgefield University is a ministry of Wedgefield Baptist Church and an extension of the Christian home in training young people in a Christian environment to reap eternal gains. It is a ministry being offered to the people of God whereby the church and the home become co-laborers in fulfilling the commands found in the Word of God regarding the training of children. The goal of the school staff should always be to work closely with parents in every aspect to train the whole child.

The goal of our instruction is twofold:

1. The development of godly Christian Character in loving Christian environment
2. To provide excellence in academics, arts, athletics, and Christian apologetics

These two basic concepts are the focus of Wedgefield University whether it is policies, procedures, curriculum or extracurricular activities. It is extremely important to the success of our school for parents and students to support the University in its basic purposes, policies, and procedures.

## *Affiliation*

Wedgefield University is a ministry of Wedgefield Baptist Church; however students come from a variety of church denominations. Wedgefield University teachers also come from a variety of backgrounds and denominations and are qualified as Christian leaders of our students – academically, spiritually, and morally.

## *History of the School*

Wedgefield University (for Kids) began in 2011, under the directorship of Joy Truesdale and Pastor Paul Goff.

We officially opened our doors to students in July 2012 offering Nursery through 4K, as well as after school services. We made a commitment to add a grade each school year and added first grade in 2014. We held our first 5<sup>th</sup> grade graduation in May 2019. We added middle school the following fall and plan to hold our first 8<sup>th</sup> grade graduation in May of 2022.

Wedgefield University uses the ABeka curriculum, which is published by ABekaBooks of Pensacola, Florida. ABeka Books is associated with Pensacola Christian College. We teach the basic “3 R’s” reading, writing, and arithmetic. The curriculum is also enhanced by science, community helpers, and season units. In conjunction with these units the children are visited by members in our community. We teach various Bible units, which include: a Bible Story, verse, song, and activities. We incorporate God’s love and His plan for us in all we teach. (The Scope & Sequence Below gives more detail)

The ultimate goal and purpose of Wedgefield University is to lead boys and girls to a personal relationship with Jesus Christ, train them in the knowledge of God, teach the Christian way of life, and offer them an excellent education. Our desire is to work with parents in raising their child up in the nurture and admonition of the Lord and thus equipping him/her to identify, evaluate, and relate properly to life’s problems.

## *Support*

Wedgefield University is a ministry of the Lord Jesus Christ through Wedgefield Baptist Church and has since her inception depended upon His gracious guidance, and protection. God continues to use the generous giving of the members of Wedgefield Baptist Church in addition to student's tuition and generous contributions from families and members of our community to provide salaries, insurance, utilities, equipment, materials, training, development, and etc.

By the grace of God, it is the combined support of church members, families, faculty, and our community to make this unique university a reality. We do not have the advantage of grants or governmental support. Nevertheless, we do earnestly pray together that God would continue to call individuals, families, churches, and groups who recognize the need for such a ministry in our area which combines academic excellence with practical biblical teaching to join us in this great work. For more information on how you can make a difference for generations to come, please contact our Headmaster, Joy Truesdale.

## *Faculty and Staff*

Wedgefield University strives for excellence in our staff. All of our faculty and staff are carefully selected on the basis of their Christian character and academic preparation, and are committed to maintain our SCISA accreditation. Wedgefield University does not discriminate against applicants, teachers or students, on the basis of race, color, national, or ethnic origin. Teachers daily represent Christ to the children, parents, relatives, friends, and community. Knowing that the worldview of the teacher gradually shapes the view of the pupil, we insist that the teacher show evidence of a personal relationship with Jesus Christ and strive to develop their own Christian character.

## *Curriculum*

The ultimate goal and purpose of Wedgefield University is to lead boys and girls to a personal relationship with Jesus Christ, train them in the knowledge of God, teach the Christian way of life, and offer them an excellent education. Our desire is to work with parents in raising their child up in the nurture and admonition of the Lord and thus equipping him/her to identify, evaluate, and relate properly to life's problems. We make it our goal to integrate Biblical truth in all areas of teaching and school activities.

Wedgefield University uses the ABeka curriculum, which is published by ABeka Books of Pensacola, Florida. ABekaBooks is associated with Pensacola Christian College. We teach the basic "3 R's" reading, writing, and arithmetic. The curriculum is also enhanced by science, community helpers, and season units. In conjunction with these units, the children discuss and study local points of interest. We teach various Bible units, which include: a Bible Story, verse, song, and activities. We incorporate God's love and His plan for us in all we teach.

Wedgefield University utilizes a traditional approach to classroom teaching which involves a program designed to mend the best of traditional education with emphasis on phonetics and arithmetic, as well as many proven contemporary approaches. We make it our goal to integrate Biblical truth in all areas of teaching.

## *Textbooks*

The textbooks are selected to meet the demands of our curriculum goals. The books are included in the cost of the Book Fees. Textbooks are the property of Wedgefield University, and consumable books are given to the students to complete during the year. All books and materials must be treated with care in order to prolong their usability. In the event that a book is lost or damaged by a student the cost of the book replacement is the student's responsibility.

## *Parent/Teacher Communication*

Parent/teacher communication is absolutely vital to our mission at Wedgefield University. Teachers may be contacted in a variety of ways: telephone calls made to the school made during school hours with your name and contact information given to the receptionist; email sent to the teacher, or through a note sent to school with your student. Please refrain from calling teachers at their home or on their cell phones or texting them, especially during school hours.

## *Social Networking*

While we recognize that the use of social networking sites such as Facebook and the like are becoming the norm, we also recognize the potential for unwelcome or unchristian-like activities via the internet. Wedgefield University is not responsible for the actions of others on social networking sites in regards to tagging photos or posting comments. Additionally, we wish to remind parents and students that grievances against the school, the faculty and the staff, the administration, the leadership of the church or other parents or students should be taken to them directly in accordance with biblical principles and not aired on the internet.

# *Admissions*

## **Statement of Nondiscrimination**

Wedgefield University admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Wedgefield University. It does not discriminate based on race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other administered programs, particularly in regard to employment and student admission policies, procedures, and practices.

## **Confidentiality Statement**

All information on children and their families is kept securely and treated in confidence. Information will only be shared outside of the school or church, if the parents/caregivers give their permission or there appears to be a child protection issue. All details will be kept confidential and records are kept secure. The details are easily accessible if any information is required for inspection by DSS.

## **Enrollment Policies and Procedures**

Basic admission procedures are as follows:

1. Registration forms and fees received (fee deposited upon acceptance and enrollment of student)
2. Placement testing/information review.
3. Enrollment approved/student accepted or family informed that Wedgefield University is unable to meet the needs of the student and we cannot accept enrollment.

Forms required: birth certificate, social security card, physical form and updated immunization record on SC DHEC Form 1148.

Incoming Kindergarten students from two to five years of age should be the associated age for their kindergarten class by September 1<sup>st</sup> in order to be considered for enrollment for that class. For example, a child must be five years old by September 1<sup>st</sup> to be enrolled in the 5K class. Additionally, incoming preschool students (except two-year-olds) must be completely toilet trained before being accepted for enrollment to Wedgefield University.

School age children will be evaluated in conjunction with their school records from their previous school to determine grade placement on an individual basis.

After reviewing the above information, the administration may desire to schedule an interview with the prospective student and parents.

Parents will be notified within a reasonable amount of time from the testing date of the enrollment status of their child, provided all necessary forms have been submitted.

The administration reserves the right to define criteria whereby a student may be accepted or denied as a student of Wedgefield University. The school also reserves the right to place a student in a lower grade if deemed necessary.

All new students are admitted conditionally. If the child fails to make acceptable progress or does not adjust to our program, the parents will be asked to find a school better suited to their child's needs.

### **Nursery Program**

Wedgefield University has implemented a Nursery program which accommodates children from birth to 30 months. Hours of operation for the Nursery are 6:00 a.m. – 6:00 p.m. Nursery children will be placed in classrooms according to their birth date. Infants aged 6 weeks to twelve months will be placed in the bed babies room, toddlers ages 13 months to 23 months placed in the one year old room and children ages 24 to 35 months placed in the two year old room.

Cups and bottles shall be labeled with the child's name. Parents must provide a time schedule detailing specific food and beverage items and quantities. Due to nutritional concerns, the microwaving of breast milk is prohibited. The microwaving of formula and other beverages is allowed. All warmed bottles shall be shaken well and the temperature tested before feeding to a child. Baby formula, juice, and food served in a bottle shall be prepared, ready to feed, identified and packaged for single use for the appropriate user. Any excess formula, juice or food shall be discarded after each feeding. Breast milk and formula shall be dated and labeled with the child's name and refrigerated until ready to use. Prepared formula and breast milk that is not frozen shall not be saved for another day.

Parents of children enrolled in the Nursery program will receive separate guidelines in addition to this handbook which are appropriate to the care of their child in the program.

### **Registration Deposit**

A registration deposit is due and payable at the time application for admission is made. The registration is non-refundable, non-transferable after acceptance/enrollment of students. This deposit is per child.

Students whose financial accounts are not up to date will not be eligible for pre-registration and their place will not be held for the following year.

Pre-registration for currently enrolled students and church members begins in February. Completion of the registration papers and payment of the registration fee will ensure a place for the child during the next school year. Parents are cautioned to complete registration during the month of February as testing for new students begins the first of March and classes tend to fill up quickly. Parents risk the possibility of losing a place for their child for the new school year by delaying the pre-registration process.

All parents who enroll their children in Wedgefield University are indicating to the school their willingness to support the school in all endeavors. During the time of enrollment, we would like to feel that we have the parents' confidence and support. Should a time arise that your support can no longer be given, we would ask that you withdraw your child/children from the school.

## **Book and Supply Fees**

Book and supply fees are due and payable prior to the first month's tuition. In the event that a student withdraws or transfers from Wedgefield University within any given school year, they may be eligible to receive the unused portion of consumable books and /or supplies.

## **Financial Agreements**

Upon enrollment and acceptance, you are indicating and committing to keep current with all financial obligations. All accounts should be paid each month by the first school day of the month; accounts will be considered delinquent after the 15<sup>th</sup> of the month. If accounts are left unpaid after this date, a late fee of \$20.00 will be applied.

**If your child's account remains in past due status past thirty (30) days, your child will not be able to attend classes until the balance owed is paid by cash, certified check or money order. If a suitable arrangement cannot be reached between the parties, student(s) will be removed from Wedgefield University.**

If a check is returned for non-sufficient funds, it will be resubmitted a total of three times. Returned check fees will be incurred. After three submissions, checks will be returned for collection, whereas, you must pay, in cash, the amount of your check along with the applicable returned check fee.

**PLEASE NOTE:** Unpaid accounts are submitted to collections, whereas parents are responsible for any and all collection fees.

All accounts with outstanding balances **MUST** be paid no later than noon the day prior to report cards being made available. Report cards and transcripts will be placed on hold until balances are made current. This includes, but is not limited to: Tuition and Extended Care accounts.

All Extended care/daycare fees are billed monthly. The fee schedule consists of weekly rates for all full time attendees and daily rates for drop-in situations. There is a \$30.00 (non-refundable/non-transferable) registration fee that is charged to each child upon the completed registration form being turned into the office. For drop-ins, fees will be charged to your child's account. There will be a late charge of \$1.00 per minute if your child is not picked up by 6:00 p.m.

Payments may be placed in the drop box located near the main office. It is the parent's responsibility to be mindful and conscientious of all applicable fees and due dates.

## **Discounts**

There is a 5% discount for tuition paid in full for ALL grades, including Nursery. **This discount will only apply if payment is received by the advertised date for the school year.**

## **Withdrawal/Refund Policy**

Withdrawals from school must be made through the office. Written notice in advance of a withdrawal is expected and a withdrawal/transfer form must be prepared. No records will be transferred while there still is an outstanding balance on the student's account. There are no exceptions to this policy. Any student, after withdrawal/dismissal, will not be allowed to participate in any school program.

Refunds may be awarded due to a family move of more than 40 miles. In the case of military or job relocation, a copy of military orders or a letter from the employer may be requested. Students who withdraw for any other reason will be subject to payment of the full month's tuition if the student attends as much as one calendar day. No deductions will be made for absences. Because loss of students mid-semester results in a loss of anticipated income to the school, enrollment of a student by a family is considered at minimum a semester-long commitment.

## **Withholding of Student Records for Non-Payment of Tuition**

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. The school reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the Student Handbook Agreement, you are authorizing the school to withhold report cards and other records until tuition and other payments are received.

## *Attendance Policies*

South Carolina law requires regular school attendance for every child who is at least five years old on or before the first day of September of a particular school year, until the child turns 17 years old. There are several, limited exceptions to this requirement which are listed in S.C. Code Ann. ~59-65-30. Parents are primarily responsible for ensuring that their child attends school regularly, and they face statutory penalties if they neglect that responsibility.

Parents are required by law to make sure their children regularly attend school (unless the child meets one of the limited exceptions listed in S.C. Code Ann. ~59-65-30).

Attendance policy is in accordance with S.C. Code Ann. ~59-65-20 and absences in excess of 10 days per school year are subject to being reported to the S.C. Department of Social Services (DSS) for investigation.

## **Absences**

Attendance is the responsibility of the parent or legal guardian. Excessive absences will not be tolerated.

When a student returns to school after an absence, he/she will be expected to bring a written excuse from a parent or doctor within 5 days of returning from the illness. Excused absences will still count as absences in the total for the year. **Absences are excused only by a note from a doctor or in case of a death in the immediate family.**



The parent can pick up missed work if arrangements are made through the office. If an absence is foreseeable, arrangements should be made prior to the absence. The student will normally have one day per each day missed to make up work assigned while absent due to illness.

Students out of school more than three and a half hours on a given day will be counted as absent for that day.

When a student's total unexcused absences exceed 10 days during one school year, credit for that year's work may not be given without administrative approval. The number of days tardy will be considered in the total number of days absent as stated above. Ten or more unexcused absences or tardies may result in retention.

### **Tardiness**

5K students, Elementary, and Middle school students will be considered tardy after 8:00 a.m.

All students who arrive after the designated start time will be counted as tardy and are to report to the attendance office for a late pass. Tardy students must be signed in by the adult bringing them to school. During inclement weather the start time limit may need to be extended by the Administrator.

Five tardies are equal to one unexcused absence.

### **Early Dismissal**

If it is necessary for your child to leave school early, please send a written note a day prior to the early dismissal to inform the teacher of the time. Each child must be signed out by a parent/guardian or someone listed by the parent on the child's pick-up information sheet in the Office prior to leaving the campus. A Photo ID will be required if someone other than the parent/guardian is picking up the child. **No child will be dismissed to the care of an unauthorized individual.**

Children will not be called down for dismissal until the parent arrives on campus. Five unexcused early dismissals may count as one unexcused absence.

Only those parents picking up extended care preschool students should sign their child out between 2:00 – 2:30 p.m. All others are asked to pick up their child in the dismissal line.

### **Early Morning and Extended Care**

The Extended Care program is offered as a Full Time program or is available on a Drop In basis. When enrolling your child as a full time attendee in the program, all accounts will be charged whether your child is present or not. Students must attend school in order to stay for Extended Care. If unusual circumstances arise and full time care is needed on a temporary basis, please see the Director and these matters will be addressed on a case by case basis.

Early morning care is offered from 6:00 a.m. until class time each morning. All students not in class during that time will be checked into early morning care and the student's financial account will be charged accordingly. Parents of children in preschool through 5K who utilize the Early Morning program should accompany their child(ren) into the building using the main entrance and sign each student in at the reception desk/table. **All**

students must be signed out at the end of the day. NO EXCEPTIONS. Please make sure all individuals that will be dropping off or picking up your children are aware of the sign in/out policies.

Extended Care is offered at Wedgefield University from the time class is dismissed until 6:00 p.m. An additional charge for pickups past 6 p.m. will be added to the student's financial account at a rate of \$1.00 per minute.

Student's not picked up at the time of dismissal and not otherwise enrolled in the Extended Care program will be sent to the age appropriate Extended Care room and the student's financial account will be charged accordingly.

Early dismissal days are scheduled on the Wedgefield University school calendar. On these days there will be extended care for an additional fee for children who are not enrolled on a daily basis. No student will be allowed to be unsupervised at the school during the extended care hours.

PLEASE NOTE: If you no longer wish to utilize the Extended Care Program, you must complete a withdrawal form or your account will continue to be charged. **There will be no exceptions to this policy.**

### **Arrival and Departure Information**

The arrival doors are located in the front of the middle building facing Wedgefield Road under the Wedgefield University sign and will be open at 6:00 a.m. each school day. 2K, 3K, 4K, 5K, and 1<sup>st</sup> – 8<sup>th</sup> Grade students are to be escorted to their classroom by an authorized school adult.

Arrival doors will be closed at 8:00 a.m. each day. **Students arriving after this time must enter the main building and be signed in at the Office by an adult to obtain a Tardy slip before proceeding to the classroom.**

Kindergarten, elementary, and middle school students may be dropped off and picked up at their buildings in the line on Presbyterian Drive. Kindergarten students' car line is at the end of their building, under the awning. Elementary and middle school students' car lines are at the door of the Rushing building, underneath the Wedgefield University sign. Drop-off is from 7:40-8:00, and pick up is from 2:50-3:00. If students are picked up from the preschool building during that time, they will be brought over at 3:00 when that pick-up line is closed.

Once a student arrives on campus, he/she is considered in school. Leaving campus without permission, even before school officially starts, or at the end of the day before dismissal time, will be considered skipping. If a student is to leave with another student other than their regular ride, a note must be sent in by the student's parent.

When dropping off and picking up students, please follow the traffic flow entering from Presbyterian Drive and exiting onto Wedgefield Road. At the end of the school day, parents should wait in their car in the dismissal line for their child to be brought to them.

In the event you will be sending an alternate person to pick up your child from school, please be advised that the individual MUST have authorization on file before a child is released into their care. Wedgefield University staff members WILL CHECK for authorization as well as ask for a picture ID from the person requesting the release of any student in our care. Individuals in the dismissal line who are not known by the child's teacher will be directed to the main office to present proper identification and verification of authorized pickup.

**No parking in the drop off lane. Stay in your lane, (no crossing lanes), drive slowly, and be patient. Be aware of students and faculty crossing the parking lot and please END ALL CELL PHONE CALLS prior to entering the arrival/dismissal lines.**

### **Doctor/Dentist Appointments**

Late arrivals or early dismissals for doctor or dentist appointments are to be arranged in advance and accompanied by a note to the teacher. Parents must check the student out at the office before leaving, and check them back in before returning.

### *Health Room*

If any child needs to be sent home due to illness or injury, it will be necessary for the parent to sign out the child being taken from school.

The following policies are meant to be helpful when making the decision about sending your child to school:

- Fever - temperature of 100 degrees or above; child should remain home until fever-free for 24 hours. A child who goes home from school with a fever cannot return to school the following day unless they have a doctor's excuse stating that they may return. (The date of return must be on the excuse) Make sure your doctor's excuse is stamped, if required, for validation.
- Vomiting – your child should remain home if he/she has vomited in the last 24 hours. If sent home from school vomiting, the child should remain absent from school the following day.
- Diarrhea – your child should remain home if he/she has diarrhea or has had it in the last 24 hours.
- Undiagnosed rash – your child should not attend school until the rash has been diagnosed and treated.
- Pink eye – (conjunctivitis) – this condition is very contagious. Your child should be treated before returning to school unless stated otherwise on a doctor's note.
- Strep Throat – this condition is very contagious. Your child should be treated for 24 hours before returning to school.
- Head Lice – if head lice or nits are found, parents will be contacted to pick up their child for treatment. The child may return to school after treatment, and only when ALL nits have been removed. The child will be checked by the health room attendant before returning to class.

**Any student sent home from school displaying signs of illness and wishing to return the same day MUST produce a dated doctor's clearance in order to be readmitted.**

Medications can be given to students only if absolutely necessary during school hours and only after the following conditions have been met:

1. The drug store label must be attached to the container of prescription medication and show the name of the child, the medication name and dosage, and the name of the doctor.
2. Over-the-counter medicines must be in the container in which they were purchased.
3. Loose pills, capsules, etc. are not permitted to be given to children.
4. A Meds Authorization form (obtained from the Office) signed by the parent requesting the dispensation of medicine must accompany any medications to be given at school.
5. Under no circumstances is a child allowed to take medication on their own while on school property.

**Please report any changes in your child's medical information to the Office attendant as soon as possible.**

## Grading Information

The following has been adopted as the grading scale for all work at Wedgefield University:

E = Excellent    VG = Very Good    S = Satisfactory    N = Needs Improvement

| <u>Letter Grades</u> | <u>Percentage Grades</u> | <u>Grade Points</u> |
|----------------------|--------------------------|---------------------|
| A+                   | 99-100                   | 4.3                 |
| A                    | 95-98                    | 4.0                 |
| A-                   | 93-94                    | 3.7                 |
| B+                   | 91-92                    | 3.3                 |
| B                    | 87-90                    | 3.0                 |
| B-                   | 85-86                    | 2.7                 |
| C+                   | 83-84                    | 2.3                 |
| C                    | 79-82                    | 2.0                 |
| C-                   | 77-78                    | 1.7                 |
| D+                   | 75-76                    | 1.3                 |
| D                    | 72-74                    | 1.0                 |
| D-                   | 70-71                    | .07                 |
| F                    | 0-69                     | 0.0                 |

Grades will be issued at the end of each nine week period. At that point, the academic teachers will assess each student's ability, attitude, and application of skills

**Any child who fails 2 subjects will be retained.**

### Extra Credit

Extra credit is given at the teacher's discretion and may only be used to raise a grade before the end of the grading period. Extra credit will not be given to students that have a low grade as the result of not turning in homework, projects, etc. No extra credit may be done to raise a grade already earned and reported on the report card.

### Testing

Regular assessments will be conducted at teacher's grade level. Teachers will keep parents informed of results of assessments as well as initiate dialogue regarding any need for special assistance such as tutoring or other sources of outside help.

### Progress Reports and Interims

Progress reports will be made available periodically depending on the age of your child. The purpose of the report is to encourage continued success or warn both parents and students if there is an academic problem and that some type of corrective measure should be taken to bring the student's grade up before the end of the quarter.

Parents are encouraged to call the school office and set up a parent/teacher conference to discuss the difficulties the student may be having.

Elementary school students receive progress reports each week, with an overview of the student's grades from during the week, as well as any updates on behavior or areas of study that need practice. Middle school students receive an interim every three weeks.

Failure to return progress reports and interims within two school days can result in an after school detention.

### **Report Cards**

Report cards are issued three times each year one week after the close of a nine week grading period and should be signed by a parent and returned to school the next day. The report card provides a place for comments and requests for conferences. The last report card of the year is to be mailed to the students after school is dismissed for the summer. Report cards will be placed on hold in the event that there is an outstanding debt to Wedgefield University.

Failure to return report cards within two school days will result in after school detention.

### **Academic Probation**

A student will be placed on academic probation for the following reasons:

- Grade point average below a C in a quarter
- Grade point average below a C in a semester
- Two D's or an F in any grading period

Students on academic probation and their parents will be required to meet with the teacher(s) and/or administration to discuss the student's performance and to devise a plan for improving their poor performance. Faculty members may be invited to this meeting to help in devising the plan. During this conference the following areas will be discussed:

- Factors that are negatively impacting the student's academic performance (extra-curricular activities, learning problems, etc.)
- Steps will be outlined for dealing with each of the factors identified
- Goals will be established to gauge the student's progress

As a result of the discussion, an academic contract will be written which the parents will sign (and the older students). If the student earns above a C average in the following grade period, he or she will be removed from academic probation. If they fail to earn a C average, but fulfill the goals in their academic contract, they will remain on academic probation and another conference will be held to evaluate the academic contract and to set new goals. If a student remains on academic probation for more than two consecutive semesters, he or she may be dismissed from Wedgefield University.

### **Homework**

At Wedgefield University our goal for homework is to increase student achievement and character development and to serve as a vital link between the school and home. While parents are not asked to play a

formal instructional role in homework, they are asked to create a learning environment that promotes student independent study.

To encourage church attendance we will attempt to lighten the homework load on Wednesdays and weekends. However, due to the variety of schedules within our churches it would not be possible to avoid church evenings altogether. All work is to be done by the student, completed and turned in on time as specified by the teacher. Students who fail to complete assignments on time will lose points in the grading of the assignment. Continuing failure to complete homework in a class will result in a detention or other disciplinary action.

## *Conduct/Discipline*

The behavior of every student should be in accordance with each of the classroom rules as well as the overall school rules. Displaying self-control is honorable. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed.

All students are to exhibit conduct becoming to Christian young people at school, during the before and after school programs, during special activities, and on social networking sites such as Facebook.

All students must abstain from the use of vulgar language or swearing. Fighting, temper tantrums, verbal or physical threats toward others, or other disrespectful behaviors are not tolerated. Lying, stealing, cheating, and willful destruction of property are considered to be very serious offenses and will be disciplined at the discretion of the teacher and administration.

### **Standards of Behavior**

Our standard of behavior is centered on the respect of our Lord, others, and ourselves. "Show proper respect to everyone: Love the brotherhood of believers, fear God, and honor the king." -- I Peter 2:17

1. We shall have and show respect at all times for God and all things holy.
2. We shall have and show respect at all times for our parents, our teachers and those in authority over us.
3. We shall have and show respect at all times for our fellow classmates, and anyone visiting our school.
4. We shall have and show respect at all times for ourselves.
5. We shall have and show respect at all times for all school property, for the property of others, and for our own belongings.

### **General School Rules**

All rules apply to regular school hours, before and after school programs, the bus, and all school sponsored activities:

1. Be respectful in speech. Negative comments will not be tolerated. Show respect and courtesy in all speech, in and out of the classroom.
2. All students are expected to help keep the school clean.
3. Comply with dress code standards.
4. Inappropriate displays of affection are not permitted at school or at school functions. Inappropriate displays of affection include but are not limited to: hand holding, kissing, embracing, etc.
5. Wedgfield University will not tolerate any physical abuse directed towards another student, teacher or staff member.

6. A student should not enter a classroom other than his own without permission of the teacher in that room.
7. Students may use the telephone only in cases of extreme emergency. Forgetting a homework assignment, or some item of wearing apparel, etc., does not constitute an emergency.
8. Students must promptly obey the commands and directions of teachers without complaint. Argument, facial expression of disagreement, disrespect, disobedience, or insolence will not be tolerated.
9. Wedgefield University will not tolerate, condone, or allow sexual harassment by either employees or students.
10. Wedgefield University will not tolerate bullying or the inappropriate touching of another person or their personal belongings. Copies of anti-bullying and anti-hazing policies are available in the office upon request.
11. Wedgefield University will not tolerate, condone, or allow destruction of property. Any student responsible for destruction of property will pay for the damages incurred and may be dismissed from the school.
12. Running is not allowed in the building, except in connection with physical education activities.
13. No chewing gum is allowed at school.
14. Students may not leave the building or grounds without permission. All students leaving the school campus for any reason other than a school event must be signed out by a parent or legal guardian.
15. Personal electronic devices, such as CD players, iPods, earphones, hand held games, cell phones, iPads, laptops, etc., are not allowed at school, and will be confiscated.
16. Cell phones should not be visible or used during school hours. Should students need to bring a cell phone or other electronic device to school, the student will need to turn in those electronic devices to their teacher for safekeeping during the day. Cell phones will be returned to the student at the end of the day before leaving campus. **However, texting or calls from the student's cell phones are never allowed during school hours.**
17. Trading cards and other items meant for exchange are prohibited (i.e, Pokemon cards).
18. Toys and personal items that would interfere with the learning environment are not allowed at school.
19. No tobacco products or alcoholic beverages are allowed on school grounds or at school functions.
20. Wedgefield University will not tolerate, condone, or allow substance abuse of any kind. Students are reminded that a student's belongings are subject to search and seizure, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.
21. These items are not permitted in school or on school sponsored events: guns, knives, matches, fire-crackers, smoke bombs, or any other potential hazardous incendiary devices.
22. The gym/multi-purpose room is off limits to students except when under supervision. Students found in the gym without supervision will be subject to disciplinary action.
23. Students of the opposite sex should never be alone without proper supervision while on school property.
24. Students should refrain from the posting of any material on the WU4K Facebook page that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or another entity.

## Discipline

Wedgefield University is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men." Disciplinary actions that are utilized include detentions, withholding of privileges, suspension or expulsion.

The Bible teaches respect for authority (Colossians 3:20, Romans 13:1, and Hebrews 13:17), and it requires discipline for children (Proverbs 6:23, Proverbs 13:24, Proverbs 29:15, 17). If we discipline ourselves, it is not necessary for others to discipline us.

Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either party will harm the child. When there is a misunderstanding, the parent should take it quickly to the teacher. Often a conference or even a note will clear up the difficulty. Should the problem remain after this has been done, then feel free to consult with the Administration. Whenever possible, conferences should be arranged during the teacher's regular working hours. Parents should not call teachers at home to discuss student problems. That time is usually needed by them for their own personal and private lives. Hopefully, in this atmosphere of definite and positive Christian standards of conduct, there will be adequate opportunity for the development of a strong and stable daily life, which will be Christian in character.

Under no circumstances will divisive talk (gossip, slander, and rumor) be tolerated among any member of the WedgefieldUniversity family (staff, faculty, students and parents). When one has a concern it must be addressed to the right person the right way. Scripture commands:

*Wherefore putting away lying, speak every man truth with his neighbour: for we are members one of another. <sup>26</sup>Be ye angry, and sin not: let not the sun go down upon your wrath: <sup>27</sup>Neither give place to the devil. <sup>28</sup>Let him that stole steal no more: but rather let him labour, working with his hands the thing which is good, that he may have to give to him that needeth. <sup>29</sup>Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers. <sup>30</sup>And grieve not the holy Spirit of God, whereby ye are sealed unto the day of redemption. <sup>31</sup>Let all bitterness, and wrath, and anger, and clamour, and evil speaking, be put away from you, with all malice: <sup>32</sup>And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you. (Ephesians 4:25-32 KJV)*

Teachers and staff are responsible for managing students throughout the day. Staff will always endeavor to give verbal correction in a loving manner, although firmness may be required. Misconduct may result in a child receiving a time-out from an activity or missing part or all of a recess. Detentions may be given to be served after school. Parents will be contacted ahead of time and informed completely regarding the incident and the detention.

Discipline is the direction of behavior toward established standards of conduct. Discipline and academic achievement are closely related. Ideally, behavior is Spirit-directed and self-controlled, however self-discipline must be both taught and learned. Parents, school staff, and the church share in the task. When self-control falters and self-discipline fails, in school just like in the home, disciplinary forces outside the individual must be imposed to protect the rights of others.

Our objective in maintaining discipline policies are these:

1. To train children and young people toward development of a lifestyle that is pleasing to God.
2. To encourage a positive response to authority so that students can more readily yield their will to God.
3. To protect and build respect for the personal rights and property of others.
4. To encourage boys and girls to take responsibility for their words and actions.
5. To maintain an optimum and safe learning environment.

Correction is the provision to discourage wrong behavior and replace it with right behavior by means of:

1. **Warning:** Before the problem develops
2. **Reproof:** When a problem is in progress
3. **Punishment:** After the offense has been established and only for offenses that are willful, defiant, intentional, or malicious



4. **Restitution:** So that others may offer forgiveness
5. **Restoration:** After the punishment so that the student is fully aware of the continuance of love.

### **Steps to Resolving Discipline Problems**

Disciplinary action is taken in keeping with the offense, and may include time-out, missed recess, chores, and after school detention.

1. Teacher talks to, counsels, and prays with the student.
2. Teacher sends a note home with the student to be signed and returned.
3. Teacher confers with the parent over the phone or in person.
4. Detention may be assigned to help resolve the behavior issues.
5. Parent-Teacher-Student conference is held.
6. Student is referred to the Administrator.
7. Parent-Teacher-Student-Administrator conference.
8. Probation may be assigned at the discretion of the Administrator.
9. Suspension and/or recommendation for expulsion.

**NOTE:** Application of these steps depends upon the severity and the persistence of the problem.

### **REFERRALS**

Students will be sent to the office when the teacher has exhausted all other disciplinary resources or when the student is so disruptive, defiant or rebellious that he/she must be removed from the classroom.

Referrals will be filled out by the teacher and submitted to the Administrator. Administrator will counsel the student and contact parents to discuss a behavior modification plan. In the case of a young child acting out physically against another student or the teacher, parents will be required to pick the student up from the school for the remainder of the school day at the request of the Administrator.

### **DETENTION**

Students who are required to serve after school detention will complete a task at the discretion of the detention supervisor or the Administrator. Parents will be notified of required detention time. Students are expected to serve detention time as soon as possible and may not miss detention time for any reason unless authorized by the administrator.

When a student receives a detention, a "Detention Notice" is sent home with the student informing the parents of the required number of detention minutes to be served and the date to be served. The parents are to sign the slip and have it returned the following morning.

Detentions will typically be served within 48 hours of the day they are given the Detention Notice or, in the case of a holiday or Friday, on the first day the student returns to school. Students must make any changes in their schedule that may be needed to ensure that the detention is served as scheduled. A record of detentions received is kept at the school office and by the teacher. While in detention, students may be required to work on a written assignment related to the reason for the detention, or do other work around the school building as assigned by the detention supervisor.

## **SUSPENSIONS**

Will be given as a result of serious offenses such as fighting, vandalism, gang related items or symbols, and other gross acts of misconduct as deemed by the Administration.

Suspensions may also be given following repeated referrals for the same type of offense perpetrated by an individual student which continue regardless of the attempts of the teacher, the administrator and the parents to work together to resolve the issue.

The student will not be permitted to return to school for the number of days appointed. The days will count as days absent and all class work must be made up in the time given by the teacher.

The school office will notify parents when a suspension is necessary. It is important for parents and school staff to work closely together in resolving these conflicts. Parents are asked to reinforce school discipline at home. School discipline is not intended to replace parental discipline in the home. A poor response from parents and/or students during this time may be detrimental to the student's future success in school and may also delay re-entry into school.

## **EXPULSION**

If a student commits an act with serious consequences, expulsion may be imposed immediately. Examples of such conduct include acts endangering the lives of their students or staff members, gross violence, violations of civil law. Students may be subject to school discipline for such serious misconduct which occurs after school hours.

## **PROBATION**

A student may be placed on probation for repeated misconduct or attitudes inconsistent with the spiritual standards of Wedgefield University. Probation gives the student an opportunity over a specific period of time to correct his/her problem. If there is insufficient improvement within the specified time the student may be asked to withdraw from Wedgefield University.

During the probation period a student may be required to forfeit some privileges or special activities as deemed necessary by the Administrator.

Students who are removed from school may not return for special activities on the same day.

## **Corporal Punishment**

Wedgefield University disciplines children in love. This includes standing in the hall; laying head down on the table, sitting in Time Out, etc. Students will not be spanked unless written permission from the parent(s) has been given. Parents will be called if a spanking is deemed necessary, unless parent advises, in writing, otherwise. The Director/Principal is the only persons to administer corporal punishment (spanking) to the children, if it is deemed a necessary form of punishment. The parent will be notified in the event of the issuance of corporal punishment.

## **School Safety Act of 1997**

In June of 1997, the legislature passed SC Code ~16-3-612, which requires that if a student commits an assault and battery that is not aggravated on school grounds or at a school-sponsored event, against any person affiliated with the school in an official capacity, the student is guilty of assault and battery on school personnel. The section defines “school” to include all public and private schools. The section states that the assault and battery against school personnel is a misdemeanor and, upon conviction, must be fined not more than one thousand dollars, or imprisoned not more than one year, or both. SC Code ~59-63-370 has been added to require the Department of Juvenile Justice, the Department of Corrections, or the Department of Probation, Parole and Pardon Services when a student is assigned to it, to notify the senior administrator of the school in which the student is enrolled of a student’s conviction of certain crimes, to provide notification to each teacher in whose class the student is enrolled of such convictions, and to provide for the inclusion of this information in the student’s permanent record. Also, SC Code~59-63-390 has been added to require the senior administrator of each school to include a summary of the school crime report act and the provision of SC Code ~16-3-612 in the school’s student handbook each year.

## **Conflict Resolution**

It is expected that any party involved in a disagreement will utilize the Matthew 18 principles to resolve the disagreement. Matthew 18 encourages us to be forthright and direct with those that we have conflict with and to attempt to resolve the conflict with a spirit of love. We are also directed not to create additional dissension by discussing disagreements with those around us, particularly without attempting to resolve the disagreement first. Disagreements and conflicts should be dealt with quickly and with a spirit of reconciliation. The process for conflict resolution should mirror the steps outlined below. In the event that a disagreement involves a student and an adult, the student’s parents should be involved with the student in this process.

1. Go to the person involved and discuss the problem. Attempt to make peace and resolve the problem. (Any conflict involving a teacher **MUST** be documented and reported to the Administrator)
2. If that fails to solve the problem you may then report it to the Administrator. (Students dealing with other students in their own classroom, should first report the problem to the teacher, and then proceed with step #2 if needed)
3. If you do not feel that the problem has been properly dealt with, you may approach the Academy Team. Any party is free to approach any member of the School Board at any time. Unless the situation directly involves the Administrator, the Board will encourage the party to approach the Administrator first.

In the event that a disagreement continues and must be handled by the Administrator and/or the School Board, the parties will be expected to document the nature and circumstances of the disagreement and all attempts to resolve the disagreement. The ultimate goal of the conflict resolution process is to bring parties together and to have direct communication between those in conflict.

Please attempt to follow the Matthew 18 principles in everyday practice by refusing to give or receive a bad report about another person. We must all attempt to solve our grievances by talking only with the person involved which is God's prescription for eliminating conflict.

## *Dress Code Standard*

It is our desire to work together with the home in developing a positive attitude toward maintaining Biblical and practical dress standards. Parents, please encourage your son or daughter to dress in such a way as to please the Lord. Our outward appearance is to be a constant reminder to those around us of our desire to honor God.

1. **GENERAL STANDARDS:** Clean, neat, modest, and seasonably appropriate clothing should be worn. Clothing should be worn in proper manner, i.e., not backwards, and should be gender appropriate. No spikes should be worn on clothing or accessories.

2. **GIRLS DRESS STANDARDS:** Dresses, skirts with blouses or sweaters, Capri pants, shorts, slacks, nice jeans, or warm-up suits are acceptable. All skirts and shorts must be of modest length. An inch or so above the knee is a modest length appropriate for school.

No cut-offs, pants with holes, pajamas, sweat pants, house slippers and blankets. Tight-fitting spandex type pants or shorts are not acceptable. Pants hems should be above the floor. Pants must be worn above the hips with no low crotches. All tops must cover the midriff and back when standing or sitting and be modestly cut. Low-cut necklines or see-through clothing should not be worn. No spaghetti strap shirts or halter shirts. All shirts, dresses, and tops must comply with the graphics standards stated below.

3. **BOYS DRESS STANDARDS:** Dress or casual slacks, nice jeans, shorts and warm-up suits are acceptable. All shorts must be of modest length. Two and a half inches above the knee is a modest length appropriate for school.

No cut-offs, pants with holes, pajamas, sweat pants, house slippers and blankets. Tight-fitting spandex type pants or shorts are not acceptable. Pants hems should be above the floor. Pants must be worn above the hips with no low crotches. All shirts must have sleeves and comply with the graphics standards stated below:

4. **GRAPHIC LIMITATIONS:** Pictures and lettering on clothing must be appropriate for children. Derogatory and insulting language is not in keeping with Biblical standards of morality. Avoid anything that would be distracting to the learning environment of the classroom or anything that would promote violence.

5. **JEWELRY STANDARDS:** Boys are not to wear earrings. No body rings or spacers are to be worn by girls or boys. Girls may wear earrings, 1 or 2 per ear lobe only. If a student arrives at school with unacceptable jewelry, he/she will be required to remove unacceptable jewelry before being allowed to attend class. No chains should be worn as jewelry or on clothes, including wallet chains. There should not be studs or spikes on wrist/collar bands.

6. **HAIR STANDARDS:** Hair should be clean, neat, trimmed, and styled out of the eyes. This also pertains to beards and mustaches. Hairstyles should be neither extreme nor outlandish. Boys' hair should be neat and trimmed so as not to be a distraction to self or others. It should be above the ears and not touch the collar. Hair should be natural colors only; for example, natural color dyes or highlights are fine, but not odd colors, colored patches.

7. **MAKEUP STANDARDS:** Parents are to monitor the quality and quantity of makeup worn by girls. The administrator reserves the right to notify a parent if makeup is inappropriate. No Goth style makeup is permitted.
8. **SHOE STANDARDS:** Shoes must be worn at all times for safety reasons. All shoes must be tied or fastened properly. No beach shoes. No wheeled-type shoes.
9. **HATS:** No hats or hoods are to be worn in the building. No fishing hooks may be affixed to hat brims.
10. **SPECIAL EVENTS:** School dress code must be followed at any school function, including meetings, fund-raisers, sports events, and field trips, unless prior notification is given.
11. **COMPLIANCE PROCEDURE:** The school reserves the right not to allow a student into class if the student comes dressed in violation of the dress code. Parents will be notified to bring a proper change of clothing for their child should this happen.

**NOTE:** The Administrator reserves the right to make final decisions concerning compliance with the standards. Repeated failure to comply with dress code standards constitutes rebellion and students will be subject to disciplinary actions including, but not limited to, detention, suspension and expulsion.

### *Inclement Weather*

**School will be closed if weather conditions pose a hazard to parents and students. If Sumter District schools are canceled due to inclement weather, Wedgefield University will also be closed.** You may tune in to WMHK 89.7 FM, WLTX, or WIS-TV to check for school closings.

### *Emergency Drills*

**Fire** – in case of fire, it is imperative that the building be emptied quickly and calmly. The signal for a fire drill is a repetitive blast of a horn accompanied by the flashing of emergency lights in the main buildings. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

**Tornado** – when a tornado warning is given, the classroom teacher will lead students to a designated area within the building. Teachers will be well versed regarding proper emergency procedures and will dismiss students from the designated area only when an “all clear” signal is given. Tornado warning drills will be conducted periodically.

### *Fund Raising*

We are grateful for our equipment and our facilities; however, there is much more we would like to provide for our students. In efforts to keep our tuition low, it is imperative that we have fund-raising campaigns. Knowing that you have a keen interest in your child’s education and in this school, we invite you to participate in the projects as they are announced.

## *Insurance*

At this time, we do not provide school insurance. It is the parent's responsibility to provide your child with health insurance. Although insurance is not provided, WedgefieldUniversity does not assume liability for an accident or sickness beyond our control.

## *Transportation*

Wedgefield University does not have the ability to provide or arrange transportation to and from school for any students. Transportation arrangements are the responsibility of the parents of students attending Wedgefield University.

## *Child Tracking*

Teachers will complete a child tracking form on the transfer of children from one location to another.

## *Building and Grounds*

The school facilities belong to God and should be treated with utmost respect. All students are expected to take care of the property by avoiding littering or defacing the buildings, desks, books or equipment. In the case of deliberate destruction of school grounds or property, the student will be held responsible to pay for damages and discipline may also result.

## *Lunch*

Children must bring snacks and lunch from home. For the safety of all of our students, NO GLASS CONTAINERS are permitted. Please COOK all snacks AND lunches at home. We will reheat the lunch for the student to eat at their assigned lunch time.

## *Birthday Parties*

Birthday invitations may be distributed at school ONLY if all students in your child's class are invited. Please refrain from handing out invitations during arrival and dismissal time.

## *Deliveries/Messages*

Wedgefield University does not allow deliveries to be made to the classroom. If a delivery is received, it will remain in the multi-purpose room until school dismissal. If you would like to acknowledge your child's birthday at school by bringing a snack, cupcakes, etc., please make prior arrangements with your child's teacher.

Wedgefield University understands there may be instances of unforeseen circumstances and emergencies; therefore, we respectfully request that you reserve messages for these situations.

## *Personal Property*

Students are to respect the property of other students. No student is to enter another student's desk, locker, or book bag. Students are urged to mark their names in items that are brought to school. Students are strongly discouraged from bringing valuables such as cameras, or large amounts of money. Wedgefield University will not be responsible for lost and stolen items.

Eye glasses, watches and other personal items are the responsibility of the student and not the school. Students at Wedgefield University should have no expectation of privacy of personal belongings. Due to the public nature of school facilities and for safety purposes the school administration reserves the right to search lockers, desks, backpacks and other personal property without notice.

## *Field Trips and Special Activities*

Field trips not available at this time due to transportation needs. During the course of the school year, students may leave campus and go to the adjoining community park, Wedgefield Park. Each student must have a signed permission slip on file to leave campus. All activities must be approved by the administration.

## *Chapel Services*

Chapel services are held once a week with special speakers, faculty, and students participating in the programs. From time to time, there will be special musicals and educational programs. Parents are encouraged to attend chapel services with their child(ren). Please sign in at the office before entering the service.

## *Visitors and Volunteers*

During a normal school year, parents are always welcome at Wedgefield University and should feel free to visit the school and classrooms. However, due to COVID-19 restrictions, Wedgefield University cannot allow visitors in the student classrooms at this time. This means that parents must drop off and pick up students in their pick up lines or in the foyer of the preschool building. All visitors and volunteers for any activities are asked to go directly to the preschool building and meet with an administrator to identify themselves, sign in, and receive a visitor's pass to be worn while on campus.

## *Photo Release*

Upon the parent/guardian's signature of approval, students may be photographed and/or videotaped participating in school activities and their likeness be used for training and school promotion. Photographs may be posted on our Facebook page, website or in print publications. No child will ever be identified by name. Wedgefield University neither condones nor encourages any employee to post unauthorized photos on the internet without the express written consent of the parent/guardian. Parents must provide their consent on the last page of this handbook ONLY if they agree to these terms and conditions.

## Statement of Faith

This church and school receives the Scriptures as the inspired Word of God and the sole authority in matters of faith and practice. The church's understanding of Christian truth is herein contained by the following Declaration of Faith.

1. We believe that the Bible is God's Word, that it was written by men divinely inspired and that it is the supreme, infallible authority in all matters of faith and conduct.
2. We believe in God the Father, perfect in holiness, infinite in wisdom, measureless in power. We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all that come to Him through Jesus Christ.
3. We believe in Jesus Christ, the eternal and only begotten Son of God, conceived of the Holy Spirit, of Virgin Birth, sinless in life, making atonement for the sins of the world by His death. We believe in His bodily resurrection, His ascension and visible, pre-millennial return to the world, according to His promise.
4. We believe in the Holy Spirit who came forth from God to convict the world of sin, or righteousness and of judgment, and to regenerate, sanctify and comfort those who believe in Jesus Christ.
5. We believe that all men by nature and by choice are sinners but that ***God so loved the world that He gave His only begotten Son that whosoever believeth in Him should not perish but have everlasting life.*** We believe, therefore, that those who accept Christ as Lord and Savior will rejoice forever in God's presence and those who refuse Christ as Lord and Savior will be forever separated from God.
6. We believe in the church – a living spiritual body of which Christ is the Head, and of which all regenerated people are members. We believe that a local church is a company of believers in Jesus Christ, immersed by baptism following a credible confession of faith, and associated for worship, work and fellowship. We believe that these local churches were committed for perpetual observance, the ordinances of baptism and the Lord's Supper, and that God has laid upon these churches the task of proclaiming to a lost world the acceptance of Jesus Christ as Savior, Lord and Master. We believe that all human betterment and social improvements are the inevitable by-products of such a Gospel.
7. We believe that every human being is responsible to God alone in all matters of faith; that each church is independent and autonomous and must be free from interference by any ecclesiastical or political authority; that therefore, church and state must be kept separate as having different functions, each fulfilling its duties free from the dictation or patronage of the other. The church must be "salt and light" in the world and therefore should seek to influence culture and government to honor Christ.



# Wedgefield University Student Handbook

## Signature Page

I have read this handbook myself and to my child and we will endeavor to abide by the rules and policies of Wedgefield University. I understand and agree to all of the policies and procedures presented herein.

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**Parent's or Legal Guardian's Name** please print

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**Parent's Signature**

**Date**

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**Student's Name** please print

I give permission for my child to be photographed, videotaped, and his/her picture to be used in advertisements, school web pages, Wedgefield University Facebook page, newsletters, and for training purposes.

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**Parent's Signature**

**Date**

My child has my permission to go with his/her class on field trips. Parents will be notified in advance of dates and destinations of all field trips. Child safety harnesses and seat belts have been installed on our bus so that preschoolers can safely ride without a car seat. I hereby agree to hold Wedgefield University blameless of any liability resulting from injury sustained or loss of personal property while on field trips. In the event of an emergency and parents cannot be reached, I hereby give permission for a Wedgefield University representative to obtain emergency medical treatment for my child.

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**Parent's Signature**

**Date**

**Insurance Information:** \_\_\_\_\_

I hereby understand that if my account becomes 30 days in arrears that my child will be removed from Wedgefield University until arrangements are made with the Accounting Department, School Board, or Director as soon as possible to work out a payment plan.

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**Parent's Signature**

**Date**

I give permission for my child's name, address and phone number to be published on the class roll and given to the families in their class, and Wedgefield Baptist Church.

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**Parent's Signature**

**Date**

I understand the corporal punishment policy for Wedgefield University. I understand that corporal punishment will only be administered by the Director. I agree to allow the Director to issue corporal punishment (spanking) to my child if it is deemed a necessary form of punishment. I understand that I will be notified in the event of the issuance of corporal punishment.

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**Parent's Signature**

**Date**

**Thank you for your cooperation. Please sign and return this page to your child's teacher on the first Monday of school.**