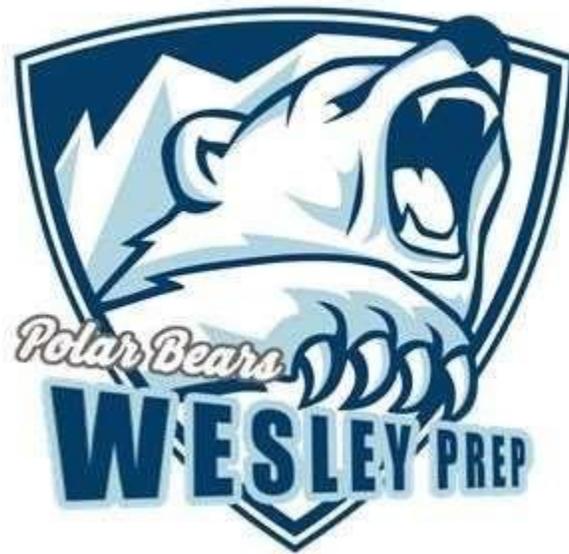


Wesley College Preparatory School

International Student Handbook



Home of the Polar Bears

Table of Contents

Welcome Letter From Principal	2
Mission Statements	3
<i>Learner Outcomes...</i>	4
Application Process...	5
Admission Requirements...	7
Health Requirements...	9
<i>Immunization Requirements</i>	10
Homestay Program...	11
<i>Guardianship Statement...</i>	13
Applying for Visa...	14
<i>Arrival & Travel Information...</i>	15
<i>Cancellation & Refund Policy...</i>	16
International Student Policy...	17
<i>Textbook and Uniforms...</i>	17
<i>Attendance and Illness Policy...</i>	18
<i>Communication Policy</i>	20
<i>Discipline Policy</i>	21
Tuition & Fees...	22
<i>Payment Method</i>	22

Welcome International Students and Parents!

I am proud to introduce you to Wesley College Preparatory School. We promote a rigorous academic curriculum for all students who are committed to the challenges of a college preparatory program. Our students are challenged daily to develop their intellect through academics and to make a positive impact in our community. The thrust of Wesley Prep's mission is to serve as partners with parents to achieve their goal of ensuring that their students receive a quality college preparatory education in a Christian school context.

Recognizing the ever-increasing importance of digital technology in the lives of students worldwide, Wesley College Preparatory School is one-to-one school utilizing laptops for instructional and digital support. Students engage in dynamic digital learning across the curriculum both in and out of the classroom. The real-time feedback provides diagnostic data to teachers that result in differentiated instruction opportunities for accelerated learners and remediation opportunities for skill advancement where necessary. The goal is for student learning to increase as instruction becomes more individualized.

Wesley Prep's caring faculty pour their lives into our students. They consistently bring new teaching modalities into the classroom to engage our diverse student body in the subjects they are so passionate about. Wesley Prep's College Counseling Department starts meeting with students while in junior high to develop a plan to help students identify the best college match for them. At WCPS, each student is celebrated as an individual.

I hope that you will join us on this extraordinary journey and see what we have to offer.

Blessings,

Mark Hamilton

Dr. Mark Hamilton,
Director of Academics

Wesley College Preparatory School

Our Mission

Wesley College Preparatory School is a Christian, faith-based 7th through 12th grade educational community committed to challenging and supporting our students to excel in academic, athletic, spiritual, and artistic realms. Each student is encouraged to become a caring and responsible global citizen who values collaboration, innovation, and critical thinking to impact our community and the world.

Our Core Values

Safety

Taking every measure to ensure the physical health and well-being of each member of our community. Creating a culture where it is safe to express oneself honestly, where every person is valued, and every opinion is respected.

Excellence

We strive for continuous improvement and foster a team spirit. We always challenge ourselves and look for new opportunities to learn and grow. The work of God is excellent, and so we will reflect that excellence in all that we do.

Innovation

Creatively thinking outside of the box that results in new paradigms, approaches, or technologies. The flexibility to adapt and change to meet new challenges and arrive at new solutions.

Community

Embrace individual and cultural differences, understand civic responsibilities and democratic principles, exhibit positive Christ centered character and values in everyday life, and contribute time, skills, and talents to improve the community at large.

Learner Outcomes

The Learner Outcomes for Wesley College Preparatory School are as follows:

1. A productive individual in society who:
 - a. Identifies and solves problems by applying critical thinking skills and mathematical reasoning.
 - b. Finds appropriate solutions as an individual or in collaboration with others.
 - c. Uses effective communications skills.
 - d. Actively pursues knowledge through a variety of resources incorporating the use of technology.

2. An effective and informed citizen who:
 - a. Interprets and responds to different sources of information.
 - b. Takes a positive, active role in his/her community.
 - c. Practices environmental responsibility.

3. A culturally aware person who:
 - a. Respects their own culture and appreciates cultural similarities and differences.
 - b. Recognizes and affirms the dignity and worth of every individual as a child of God.
 - c. Accepts and deals positively with human diversity.

4. A self-directed learner who:
 - a. Reflects upon personal and spiritual growth and development.
 - b. Practices good health habits and physical fitness.
 - c. Acquires new skills and applies new knowledge.
 - d. Establishes career and life-long goals.
 - e. Accepts personal responsibility for his/her actions.

Application Process

Step 1: Contact our Admissions Team

Before beginning the application process, it is salient to contact the admissions team to learn more about our school and how we can assist you through the application process. If you are already in Southern California, we may be able to accommodate a shadow day to provide you with an opportunity to get to know us better before applying.

To schedule a student shadow day:

Student may schedule a shadow day by submitting an online inquiries via our school website (www.wesleycollegeprep.org) or email (info@wesleycollegeprep.org).

Step 2: Apply

★ Go to our website (www.wesleycollegeprep.org) and complete the online International Student Application. (It can also be found in the handbook)

★ Download, complete, and email to info@wesleycollegeprep.org the following forms back to us:

(These forms can be found at the end of the handbook)

- International Student Application.
- Consent for Medical Treatment Form
- Field Trip Permission Slip
- Math Teacher Recommendation
- English Teacher Recommendation
- School Administrator Recommendation
- Media Consent Form
- Parental Permission to View Movies and Film Clips

★ Submit the additional information and forms listed below via email (info@wesleycollegeprep.org):

- Student Records/Transcripts Translated into English (AERC is recommended: www.aerc-eval.com)
- English Proficiency Test Scores
- Submission of Medical Clearance & Immunization Records
- Copy of Birth Certificate

- Copy of Passport (in color)
- Recent Photograph (in color)
- Submit International Student Application Fee

Application Fee Payment Method:

Currently, the school is only accepting wire transfers from international students. Please contact our school's business office by phone or email for further wire transfer instructions.

Email: info@wesleycollegeprep.org

Phone: 714-820-9440

Step 3: Interviews

The online interview is one of the best ways we can get to know who you are and how you will fit into our school community. In some circumstances, students who are already in Southern California and who have had a school tour, may not be selected for an online interview. If one of our student recruiters or a member of our admissions team has already interviewed or met you in your home country, the interview may also be waived. The online interview with a school administrator will take place via Skype, Zoom, or WeChat.

Please note that some students may be selected for a second interview.

Step 4: Review of Application Package by Admissions Committee

Once we have received all application materials and conducted an online interview, the admissions committee will meet and review your materials. If you are having a difficult time providing the school with some of the required materials for admissions, please contact us so that we may discuss alternatives or contingencies. At this point the admissions committee will meet and decide on your application and will notify you promptly if you have been accepted, been accepted with a contingency(ies), placed on a waiting list, or denied admissions. This final step may take up to 2-weeks after all materials have been received.

Qualifications for Admissions Language Level Verification

International students who have not previously completed at least two years of K-12 education in the United States are required to complete and submit scores for the TOEFL or iTEP as part of their application materials. Students entering the 7th or 8th grades may complete the iTEP in lieu of the TOEFL.

Students who completed two years or more of K-12 education in the United States but failed or earned a "D" in their previous English courses, must complete this requirement.

The purpose of this requirement is to ensure that students are correctly placed in the appropriate classes, and to determine if any additional information may be needed before an admissions decision is made.

Students who do not score at the expected level on the iTEP or the TOEFL for their grade level will automatically be placed into our ELD/ESL program if an offer of admissions is given. Please see the table below for further details.

Requirement/Grade Level	7th	8th	9th	10th	11th	12th
ESL/ELD Program Required	≥ 3.0	≥ 3.0	≥ 54	≥ 59	≥64	≥69
ESL/ELD Program May Be Required	3.1-3.3	3.1-3.3	55-59	60-64	65-69	70-74
ESL/ELD Program Optional	3.4	3.4	60	60	70	75
Standard Courses	3.5 ≤	3.5 ≤	61≤	66≤	71≤	76≤

If students have completed other standardized tests, such as the SAT or ACT, and have scored well, this TOEFL requirement may be waived. Please speak with the international student coordinator and/or admissions director for more information.

If a student has completed the TOEFL Jr. instead of the TOEFL-IBT then consider the following conversion:

TOEFL Jr.	TOEFL-ITB
700	50
750	55
800	60
850	65
900	70

Health Requirements

All students, regardless of origin, must meet the minimum health requirements to attend school in California. All students must be up-to-date on their immunizations and provide a copy of all immunization records with their application materials. Please see the immunization chart at the end of this section for the required immunizations for school attendance.

In addition to students having completed all of their immunizations, they must also show proof of a recent visit to a medical physician in which they have been cleared to attend school in the United States. Some medical facilities call this a Physician's Report or Medical Clearance.

All international students upon acceptance must show proof of coverage for health insurance in the United States. This proof of coverage must also be accompanied by information where the student can receive medical attention local to the school and/or homestay.

Please note that the student and their family is financially responsible for any expenses incurred for medical needs. The school will not pay for medical bills. The student must be prepared to pay for any medically related expenses with a credit card, even if they have proof of health insurance coverage. Many international student health insurance coverages have high co-pays that must be paid before medical treatment is given.

Immunization Requirements

Vaccine	4-6 Years Old	7-17 Years Old	7th Grade*
Polio (OPV or IPV)	4 doses (3 doses OK if one was given on or after 4 th birthday)	4 doses (3 doses OK if one was given on or after 2 nd birthday)	
Diphtheria, Tetanus, and Pertussis	5 doses of DTaP, DTP, or DT (4 doses OK if one was given on or after 4 th birthday)	4 doses of DTaP, DTP, or DT (3 doses OK if one was given on or after 2 nd birthday. At least one dose must be Tdap or DTaP/DTP given on or after 7 th birthday for all 7 th -12 th graders.)	1 dose of Tdap (Or DTP/DtaP given on or after the 7 th birthday.)
Measles, Mumps, and Rubella (MMR or MMR-V)	2 doses (Both given on or after 1 st birthday. Only one dose of mumps and rubella vaccines are required if given separately)	1 dose (Dose given on or after 1 st birthday. Mumps vaccine is not required if given separately.)	2 doses of MMR or any measles-containing vaccine (Both doses given on or after 1 st birthday.)
Hepatitis B (HepB or HBV)	3 doses		
Varicella (Chickenpox, VAR, MMR-V, or VZV)	1 dose	1 dose for ages 7-12 years 2 does for ages 13-17 years	

*New admissions to 7th grade should also meet the requirements for ages 7-17 years.

International Student Policy with Regards to Covid-19 Ongoing Pandemic ramifications

Entrance to the United States:

Upon entrance to the United States, all international students are required to quarantine for 14-days before starting in-person classes. As such, we highly recommend that students enter the United States during the first or second week of August for Fall attendance. If students are joining us for the Spring term, students should expect to enter the United States during the first or second week in January. If students are unable to enter the United States and quarantine for 14-days prior to starting in-person classes, students then must take a Covid-19 test no more than 72-hours before starting in-person classes and have a negative result to present to the school. Students may not attend in-person classes if they were on a plane within 72-hours of attendance.

Vaccinations:

Currently, it is not required for students in kindergarten through 12th grade to have had a Covid-19 vaccine. We understand that this is a personal choice. However, it is highly recommended that students are fully vaccinated against Covid and the seasonal flu before the start of school. All students must meet the vaccination requirements as set out by the State of California for school attendance before the first day of school. Usually, international students have met these requirements by completing the vaccinations necessary to enter the United States.

Thanksgiving Break:

International students may not travel out of the country or out of California during Thanksgiving break. Any student who does chose to travel out of the state or country must quarantine for 14-days AND must take a Covid-19 test no more than 72-hours before starting in-person classes and have a negative result to present to the school. No concessions will be made for students who chose to break the Thanksgiving policy and they will not be able to make up any missed work, quizzes, tests, projects, etc. while they are in quarantine.

Christmas Break:

International students may not travel out of the country or out of California during Christmas break. Any student who does chose to travel out of the state or country must quarantine for 14-days AND must take a Covid-19 test no more than 72-hours before starting in-person classes and have a negative result to present to the school. No concessions will be made for students who chose to break the Christmas break policy and they will not be able to make up any missed work, quizzes, tests, projects, etc. while they are in quarantine. Please note that there will only be a couple of weeks left of the Fall term after Christmas break, so this choice could jeopardize a student's grade.

We will do our best to keep you informed of any new safety regulations required. Please contact the administration before making any out of country travel arrangements. We want to keep you safe and continuing in health on your academic career!

Homestay Program

About Our Host Families

Wesley College Preparatory Homestay Program is designed for international students to have a better experience while studying in America. The school works diligently to find appropriate housing for each international student. Host families, also known as homestays, are thoroughly vetted and, in most circumstances, have previous experience hosting international students. All adult members of the homestay family household must complete a strict background check, including, but not limited to, being fingerprinted, submitting photographs of themselves and the home and/or having an in-person home check, as well as an interview by the school or its agent.

Each student has a private well-lit bedroom with, at a minimum, a bed with linens and blankets, a desk, a chair, an appropriate place to store their personal items and clothing (i.e., dresser, closet, etc.), access to a bathroom (we cannot guarantee a private bathroom), as well as access to the internet.

The homestay family provides breakfast, lunch, dinner, and snacks daily. If students choose to do so, they may purchase their own lunch; however, the homestay family will still provide the option of a lunch made by the homestay parent.

The student's homestay fee also includes all utilities (i.e., water, electric, gas, internet, etc.) and the ability to make local phone calls from the house phone. The student also has access to laundry facilities in the home, as well as the TV, radio, and/or any recreation facilities that may be at the house (i.e., pool, spa, game room, etc.). International students receive transportation to-and-from school daily provided by their homestay family.

While living with their host family, international students will learn responsibility by following through with household chores as they pertain to keeping their areas (bedroom and bathroom) clean, assisting with meal preparation and clean-up, doing their own laundry, and other duties as assigned and agreed upon when the student first moves into their homestay family's home. Students are to eat breakfast and dinner with the host family and participate in family activities. We encourage this, as it helps students become a member of the family with whom they live. Students who feel more connected tend to be more academically successful.

Students and parents must fill out the homestay application for the first-time placement. Please find the application at the end of the handbook.

Homestay Program Fee

★ Homestay Placement Fee: \$300

Required when a student is moved at the student's or parent's request

★ International students need to contact their agency for further details on monthly housing fees.

Please note, students who choose to spend money on food, supplies, or activities in addition to what is listed above, are not included in these fees.

Payment Method

Please contact our school's business office by phone or email for further wire transfer instructions.

Email: info@wesleycollegeprep.org

Phone: 714-820-9440

Guardianship Statement

All Wesley College Preparatory School students have a guardian that is responsible for them while they are enrolled with us. For most domestic students, their guardian(s) is/are usually the student's parent(s). However, international students rarely have their parents with them while attending school in the United States, and as such, the school requires parents of all international students to select a guardian for their child. Therefore, Wesley College Preparatory School has set forth specific guidelines regarding guardians and international students.

At WCPS, we require a student's guardian to live in Southern California. This person must be able to speak both the home language of the student and English as they are in essence the communications liaison between the school and the parents. The guardian must know the family of the student back in their home country. If the guardian leaves Southern California, and especially if they leave the country, the school must be informed. If the guardian is to be away from Southern California for an extended period, the parents will need to select an alternative guardian or new guardian for their child. In the case of an emergency, the guardian must be able to come to the school or to the student's homestay depending upon the emergency. The guardian will be included in communications from the school, will receive notices, as well as grades (possibly in lieu of the parents). Parents need to select their guardian carefully and ensure that they trust this person to handle the affairs of their child while at Wesley College Preparatory School.

Applying for the Visa

Once the student's family has received their acceptance package and I-20 document from the school, the student may then move forward with applying for their visa. A visa is an official government document which allows a person to enter another country, in this case the visa is issued by the United States Government. In order to be able to attend Wesley College Preparatory School, the student must first obtain an F-1 Visa (Student Visa) from the United States Embassy or Consulate nearest to where the international student lives.

It is important for students to apply early for an F-1 Visa as it takes time to process the application, and in some circumstances, there may be a limited number of visas issued. You must contact the embassy or consulate to set up an appointment before going to apply. Go to <http://www.travel.state.gov> to see a list of embassies and consulates, as well as other important information regarding travel to the United States. When you attend your appointment, you will need to take the following items with you:

- Valid Passport*
- I-20 from Wesley College Preparatory School
- Wesley College Preparatory School Acceptance Letter
- SEVIS Fee Receipt

*Your passport should be valid for the entire time you are planning on being in the United States. Ideally, it should be valid for an additional 6-months beyond your anticipated time in the United States. For example, if you are joining our school for a 4-year program (high school diploma), you will want to have additional time in case you need to attend summer school after graduation, want to travel before returning home, or need to return to your home country to renew your passport and receive a new one before returning to the United States for university.

It is imperative that the family notifies the school when a student receives their F-1 Visa. At this point the family needs to make arrangements to travel to the United States and notify the school of the travel dates so that we can ensure that a homestay family has been secured, as well as transportation from the airport to the homestay family.

If a student is denied his/her visa and will not be able to attend the school, the person who paid the deposit may submit a request to have the tuition deposit refunded. The school has a strict no-refund policy, however, under this circumstance, a refund will be considered. The person who paid the deposit will need to submit a copy of a letter from the embassy or consulate that states that the visa has been denied along with the request for a refund. The application fee will not be returned, nor any other fees paid to the school prior to being denied the visa.

Arrival & Travel Information

Arrival Airports

Students flying in from international destinations should plan on arriving at one of the following airports in Southern California: Ontario International Airport (ONT), John Wayne Airport (SNA), Palm Springs International Airport (PSP), or Los Angeles International Airport (LAX). Ontario International Airport is the closest international airport to the school and homestay families.

Pick-Up Information

The school needs to be informed about a student's arrival to the United States so that we can assist in picking up the student from the airport and ensuring that they arrive at their designated homestay family. Students will be picked up from the airport by the homestay family, a school official, or an agency official.

Things to Pack:

Students are required to wear a school uniform, so students do not need to pack too many items of clothing. It is usually sunny and hot most of the year, but we do get rain throughout the colder months. Usually, the temperature in the months of April through November range from the mid-60s to 100 degrees Fahrenheit. In the months of December through March the temperature ranges from 45 to 75 degrees Fahrenheit. The beach is an hour away and the snowy San Bernardino Mountains are an hour away as well. Please keep this in mind while selecting what to bring.

- Book bag/backpack
- School supplies (i.e., graphing calculator, pens, pencils, etc.)
- Translator/dictionary
- Casual/athletic clothing
- Lightweight jacket
- Business attire (girls are to bring a blouse and a skirt/dress)
- Shoes (formal, casual, and athletic)
- Underclothing and socks (girls should also have tights)
- Laptop (or purchase in the U.S.)
- Cell phone (or purchase in the U.S.)
- Toiletries
- Converter if bringing electronics from overseas
- Pictures of family/memory book
- Journal
- Personal protective face masks

Do Not Bring/Pack:

- Flammable items: candles, fireworks, flammable liquids, incense, lighters, matches, vaping pens, etc.
- Weapons of any kind
- Pets

Cancellation and Refund Policy

Wesley College Preparatory School has a strict NO REFUND policy except as described under "Applying for the Visa." The application fee, the registration fee, tuition deposit, initial I-20 new student fee (or I-20 transfer fee), homestay placement fee, and tuition are all non-refundable. No refunds will be granted if a student transfers his/her I-20 to another school or exchange program at his/her initiative, regardless of whether or not the student has or has not attended the WCPS for any length of time. Additionally, no refunds will be granted if a student is expelled or asked to withdraw for violating any of the school's discipline, academic, or homestay behavioral codes. There are no exceptions to this rule. Situations that do not fall into the categories discussed above are dealt with on a case-by-case basis.

Textbooks and Uniforms

At Wesley College Preparatory School students purchase their own textbooks, materials, and uniforms. We advise students to order books once they have received their class schedule and arrived in the United States. Some textbooks and uniforms can take a couple of weeks to be delivered. The school will have some sample uniforms to check for sizing. Students may order their textbooks and uniforms using the online portals located on the school's website: www.wesleycollegeprep.org. Look for the textbooks and uniforms tab on the menu bar. Please note that textbooks and uniforms are purchased from a third-party vendor and the school cannot offer refunds or replacement of the item ordered through these vendors. Each vendor has their own refund and return policies.

All students in grades 7th-12th must always be wearing the school uniform while on campus unless there is a special activity, the student is a member of a specific school program (i.e., business program, AP program, sports' team, etc.) and that special program is having a special dress day, etc. The school uniform consists of school logoed polo and dress shirts (white, burgundy, and black), uniform pants, shorts, or skirt (khaki/tan or black), and cold weather gear (i.e., logoed sweaters, sweatshirts, hoodies, and jackets). If a student is unable to acquire a school uniform before school starts, they may wear a black, white, or burgundy polo for their first two weeks of school. Students will have to show proof of ordering their uniform in order to avoid being disciplined for uniform violations. Students who have difficulty in obtaining appropriately sized uniform bottoms, may wear an alternative brand as long as the fit, finish, and color are the same or similar to the school's uniform bottoms. Girls who wear a uniform skirt must wear shorts, tights, or leggings under their skirt.

Attendance and Illness Policy

International students must remain in good standing with the school in order to remain in good standing with the Immigration and Naturalization Service of the United States. This means that students with F-1 Visas must be full-time students while attending high school. All students, regardless of whether they are international students or domestic students, are expected to attend and participate in all their classes every day (Monday—Friday) of each week.

Students are not allowed to leave campus in the middle of the day or be absent for a non-medical appointment, to go on errands, take a driving test, etc.

Students may not miss class/school to take the TOEFL, CLEP, SAT, ACT, AP etc. Students have several opportunities to take care of these items on non-school days throughout the school year. Students are allowed to miss school for dental and medical appointments with a note from the dentist or doctor's office.

If a student is ill/sick, his/her homestay parent or guardian must call or email the school attendance office in the morning to state that the student is going to be absent for the day/morning/afternoon. When the student returns to school the next day, he/she must bring a note signed by the homestay parent or guardian with a contact phone number that includes the date(s) absent and states the reason for the absence.

If a student has a fever, please do not come to school for at least 24-hours after the fever has been gone. If a student has nausea, vomiting, or loose stool, please do not come to school for at least 24-hours after the symptoms have ended.

If a student has been sick for three consecutive days, the student may not return to school without having been to see a medical professional (doctor, nurse, or nurse's assistant). The student must bring a dated note from the medical professional with them to school releasing the student to return to classes. If a student does not have a medical clearance to return to school, the school will be sent home (back to their homestay or guardian) to get one and will be unable to attend class until cleared.

If a student is ill/sick often, regardless of being out for three consecutive days, the school may request for the student to see a medical professional before returning to school.

If a student is absent from school for any reason other than a medical/dental appointment or illness, the school may assess the situation and levy consequences that may include one or more of the following: loss of credit, unexcused absence, detention, truancy, in-house suspension, or even expulsion.

Students may not leave the school campus for any reason (including illness) during the school day without permission from the administrative staff. If permission is granted by the school and the homestay parent or guardian, the student may leave campus. *However, students may not use a ride sharing service for leaving the campus in the middle of the school day.* The homestay parent or guardian must come into the school office and sign the student out from the school for the day. It is expected that the homestay parent or guardian come to the school immediately and pick up the student.

Communication Policy

Wesley College Preparatory School uses an online student/learning management system (LMS) called FACTS (formerly called RenWeb). Most, if not all, communication is done through the FACTS system. The LMS has real-time data on student's progress in their classes (grades), attendance, and more. All assignments and upcoming projects can be found in the school's FACTS system. We strongly recommend for parents and guardians to check their child's attendance and academic progress regularly. Teachers, administrators, and staff try to respond to parent/guardian communications within a 24-hour window when communication is taking place Sunday night through Friday midday. Please note that teachers, administrators, and staff may not respond to emails and phone calls after midday Friday until the following week. They may also not respond to emails or phone calls over school holidays. It is important to keep in mind the time difference as well between PST and your local area time zone.

Wesley College Preparatory School is trying to do its part in helping with conservation efforts. As such, we strive to be a paperless school in many areas. Therefore, we do not mail home grade reports, progress reports, and attendance records. Students, parents, and guardians may check a student's progress through FACTS. We also strive to keep our communications of upcoming events, school announcements, and even forms paperless. Please make sure to check your spam folder in your email if you are not receiving regular communications from the school.

When the school has not received confirmation from a parent or guardian regarding a vital piece of information, the school may mail or FedEx a special document requiring a proof of receipt.

Discipline Policy

Wesley College Preparatory School believes in disciplining students with dignity and grace. We believe that students do best in structured environments where students understand the expectations for behavior and receive consistent consequences for not meeting those expectations. Students have access to the school's student/parent handbook as it is housed on our website. Teachers and administrators highlight important aspects of the handbook throughout the school year with students.

Teachers and administrators may make notes regarding a student's behavior and violations of the discipline policy in the FACTS system. The LMS will automatically notify parents/guardians if a discipline record has been created for a student. The infraction, a description of infraction, and the consequence, if any, will be noted in FACTS. Discipline at Wesley College Preparatory School is progressive, meaning that consequences increase overtime. Depending upon the situation, a student may only receive a warning the first time they violate a specific rule. If a student decides to continue to violate the same or similar rule, the student will receive stronger discipline, including, but not limited to, lunchtime detention, after school detention, Saturday detention, campus clean-up, in-house suspension, removed from special programs, removal of special privileges, off-campus suspension, and even expulsion.

The student/parent handbook which outlines the school's discipline policy is available on our website. Students and parents are encouraged to read it prior to attending the school. Key pieces of the handbook will be discussed during international student orientation.

Although this topic is discussed at length in the handbook and during orientation, we want to emphasize that students are not allowed to smoke, vape, drink alcohol, or use drugs while being a student at Wesley College Preparatory School. We understand that other countries have different social norms, and that young people drink and smoke in their home countries at an earlier age than in the United States. Despite this, the law in the State of California prohibits those under the age of 21 from drinking alcohol, smoking tobacco products, and using non-medical marijuana. Additionally, the use of drugs is strictly prohibited by the law. A violation of the school policy may lead the school to notify law enforcement and expel the student or ask the student to withdraw without recourse.

Tuition & Fees

It is important for students and parents to understand that there are many costs associated with a private school education in the United States. We try our best to list as many of the anticipated costs in the following section. However, please be aware that there may be additional financial requirements not included here depending upon your student's involvement with activities, sports, optional field trips, special programs, and more.

Annual International Student Tuition: \$23,800

Additional Cost and Fees:

Application Fee: \$200

Only required once

Initial I-20 New Student Fee: \$800 OR I-20 Transfer Student Fee: \$200

Only required once

Annual ESL/ELD Program Fee: \$4,000

Only if the student is placed in the ESL/ELD program

Estimated Annual Books and Materials Cost: \$750

May be higher or lower depending upon courses student enrolls in

Estimated Annual Uniform Costs: \$500

May be higher or lower depending upon items student selects

Payment Method

Please contact our school's business office by phone or email for further wire transfer instructions.

Email: info@wesleycollegeprep.org

Phone: 714-820-9440

**Wesley College Preparatory School
English Teacher Reference**

Applicant's Name: _____ Applying for Grade: _____

Reference's Name: _____ Position: _____

How long have you known the applicant? _____

In what capacity? _____

This evaluation will be used by our admission's committee and counseling team as part of our admission's decision and to appropriately place the applicant in the correct courses if admitted to Wesley College Preparatory School. The applicant will not see your evaluation. If you wish to add any additional comments, please use the back of this form or attach another sheet. Thank you for your time in preparing this report.

	Excellent	Good	Average	Poor	No Knowledge
Motivation: Committed to learning, attentive to goals, inclined to complete tasks, works beyond minimal expectation.					
Sense of Responsibility: Respectful of others, concerned with welfare and rights of others, respects others' property.					
Personal Relationships: Works well in groups, relates to peers and adults in a respectful manner.					
Cooperation					
General Conduct/Effort: Shows integrity and honesty.					
Work and Study Habits					
Initiative and Leadership: Positive member of peer group, volunteers for service and other activities.					
Understanding of English Grammar					
Understanding of Grade-Level English Vocabulary					
Writing Ability in English					
Reading Comprehension of English Text					

Do you recommend for the student to take an English support class in addition to the required English core courses? _____

Please return this form to:
Wesley College Preparatory School
920 W. 6th Street
Ontario, CA 91762
info@wesleycollegeprep.org

**Wesley College Preparatory School
Math Teacher Reference**

Applicant's Name: _____ Applying for Grade: _____

Reference's Name: _____ Position: _____

How long have you known the applicant? _____

In what capacity? _____

This evaluation will be used by our admission's committee and counseling team as part of our admission's decision and to appropriately place the applicant in the correct courses if admitted to Wesley College Preparatory School. The applicant will not see your evaluation. If you wish to add any additional comments, please use the back of this form or attach another sheet. Thank you for your time in preparing this report.

	Excellent	Good	Average	Poor	No Knowledge
Motivation: Committed to learning, attentive to goals, inclined to complete tasks, works beyond minimal expectation.					
Sense of Responsibility: Respectful of others, concerned with welfare and rights of others, respects others' property.					
Personal Relationships: Works well in groups, relates to peers and adults in a respectful manner.					
Cooperation					
General Conduct/Effort: Shows integrity and honesty.					
Work and Study Habits					
Initiative and Leadership: Positive member of peer group, volunteers for service and other activities.					
Understanding of Numbers & Operations					
Understanding of Fractions, Decimals, & Percent					
Understanding of Measurements					
Understanding of Geometry					
Understanding of Data Analysis & Statistics					
Understanding of Word Problems in English					
Understanding of Basic Algebraic Equations					

Please return this form to:

Wesley College Preparatory School
920 W. 6th Street
Ontario, CA 91762

info@wesleycollegeprep.org

**Wesley College Preparatory School
Administrator Reference**

Applicant's Name: _____ Applying for Grade: _____

Reference's Name: _____ Position: _____

How long have you known the applicant? _____

In what capacity? _____

This evaluation will be used by our admission's committee and counseling team as part of our admission's decision and to appropriately place the applicant in the correct courses if admitted to Wesley College Preparatory School. The applicant will not see your evaluation. If you wish to add any additional comments, please use the back of this form or attach another sheet. Thank you for your time in preparing this report.

	Excellent	Good	Average	Poor	No Knowledge
Motivation: Committed to learning, attentive to goals, inclined to complete tasks, works beyond minimal expectation.					
Sense of Responsibility: Respectful of others, concerned with welfare and rights of others, respects others' property.					
Personal Relationships: Works well in groups, relates to peers and adults in a respectful manner.					
Cooperation					
General Conduct/Effort: Shows integrity and honesty.					
Work and Study Habits					
Initiative and Leadership: Positive member of peer group, volunteers for service and other activities.					
Demonstrated Abilities in English					
Demonstrated Abilities in Mathematics					

Please return this form to:
Wesley College Preparatory School
920 W. 6th Street
Ontario, CA 91762
info@wesleycollegeprep.org



Parental Permission to View Movies and Film Clips

Movies and film clips, along with activities such as reading, in-class discussion groups, online discussion groups, trials, debates, papers, research projects and more, give students a well-rounded opportunity to discover new information about all the academic subjects. At WCPS we believe that films are helpful in conveying difficult to understand events and bring about different perspectives. Most of the time teachers use short film clips from a movie or YouTube video such as a scene from a historic film, a demonstration of a lab, a passage from a novel to bring the material to life for the student. Please complete the form below and return it with your application or registration materials.

I, _____ the parent/guardian of _____ hereby give my permission for my child to view movies and film clips at WCPS selected by the teacher and/or administration for educational purposes throughout the school year. I understand that I will not necessarily receive further notification regarding when, what, and if a film clip or movie is shown in class.

Please note, we do NOT permit movies/film clips rated NC-17 to be shown.

If you do not wish your child to be able to see any film clips or movies, please indicate so by initially the statement below. It is important to note that if your child is taking an online course with us, many film clips are used as part of the curriculum.

_____ I do NOT want my child to be shown any movies or film clips as part of their education at Wesley College Preparatory School.

Parent Signature: _____ Date: _____

MEDIA CONSENT FORM

I, _____, grant permission to Wesley College Preparatory School hereinafter know as the "Media" to use my child's _____ image (photograph and/or video) for use in Media publications including:

(Check all that apply)

- Videos Email Blasts Recruiting Brochures
 Websites and/or Affiliates General Publications
 Newsletters Magazines Yearbooks Flyers
 Other: _____

I hereby waive any rights to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is know to me or unknown, I waive any right to royalties or other compensation arising from or related to the use of the image.

Please initial the paragraph below which is applicable to your present situation:

_____ I am the parent or legal guardian of the above-named child. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

_____ I am 20 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Signature of Student: _____ Date: _____

Name of Student: _____

Signature of Parent/Guardian: _____ Date: _____
(must sign if child is under 20 years of age)

Address: _____

Phone Number: _____

Field Trip Permission Slip

Throughout the year Wesley College Preparatory School will conduct field trips (for both educational purposes and recreation) including, but not limited to amusement parks, landmarks, sporting activities, programs, and special events. These activities will be on both school days and non-school days. In order for your child to participate you will need to sign a Field Trip Permission Slip.

I (Parent/Guardian) _____ give my child
(Child's name)

_____ permission to attend all field trips with Wesley College Preparatory School during the school year. It is understood that these field trips will be off-site both during and after school hours. It is also understood that my child will be transported in a motor vehicle to and from the field trip by school personnel.

MEDICAL RELEASE:

If parent or family doctor cannot be contacted and an emergency exists, the undersigned parent or guardian is authorizing a representative of Wesley College Preparatory School to consent to an X-Ray, anesthetic, medical or surgical diagnosis or treatment and hospital care deemed advisable and rendered by a licensed physician or surgeon, whether in her/his office or licensed hospital. This authorization is given in advance of any required care to empower a representative or official of the school to give consent for such treatment as the physician may deem necessary.

DISCLAIMER:

I _____ hereby absolve Wesley College Preparatory School, the staff, the School Board, or any parents in attendance from any liability resulting from an accident or injury to my child(ren) during the course of this event.

Parent/Guardian Signature

Date

Emergency Contact Number



Authorization to Consent to Medical Treatment of a Child

I, _____ attest that I am the lawful parent/guardian of the child listed below and there are no court orders now in effect that would prohibit me from conferring the power to consent upon another person.

Student Information

Name: _____ Last Name: _____

Date of Birth: _____ Grade: _____

I hereby authorize and appoint the administration & employees of Wesley College Preparatory School as my agent. The agent may consent to my child's:

- a. Transportation by ambulance;
- b. Medical or dental examination;
- c. X-rays;
- d. Diagnoses;
- e. Hospitalization;
- f. Anesthesia;
- g. Medication;
- h. The transfusion of blood.



Please cross off and initial any treatment you are NOT granting permission for.

My agent may have access to any and all records, including, but not limited to, insurance records regarding any medical services or treatment provided.

The purpose of this document is to give the administration and the employees of Wesley College Preparatory School the power and authority to consent to medical treatment for my child. This power and authority will be effective from the first day of school until the last day of the school year.

I give this consent freely and knowingly in order to provide for my child and not as a result of coercion, duress or payments by any person or agency.

This consent may be revoked by the parent by notifying the administration of Wesley College Preparatory School in writing.

Any questions regarding this authorization may be directed to me at:

Name: _____

Relationship: _____

Phone Number: _____

Phone Number: _____

Email: _____

Signature: _____



Wesley College Preparatory School

International Student Application for Admissions

Please return the completed application along with the agreed upon application and registration fee to the school at info@wesleycollegeprep.org.

If you are unable to answer any section at this time, please leave the answer area blank.

Item/Question	Applicant's Response
Date of Application:	
Student First Name:	
Student Last Name:	
Student Middle Name:	
Grade Entering:	
Home Language:	
Ethnicity:	
Sex/Gender:	
Date of Birth:	
Country of Birth:	
City of Birth:	
Country of Citizenship:	
Passport Number:	
Student's Email:	
Home Address:	
If Mailing Address is Different, Please Indicate Here:	
Address in the United States (<i>If available</i>):	



Wesley College Preparatory School

International Student Application for Admissions

Information About Mother or Female Guardian

Item/Question	Applicant's Response
Mother's First Name:	
Mother's Last Name:	
Mother's Middle Name:	
Relationship to Student:	
Mother's Language:	
Mother's Occupation:	
Mother's Home Phone:	
Mother's Work Phone:	
Mother's Cell Phone:	
Mother's Email:	
Home Address:	
If Mailing Address is Different, Please Indicate Here:	
Address in the United States (<i>If available</i>):	



Wesley College Preparatory School

International Student Application for Admissions

Information About Father or Male Guardian

Item/Question	Applicant's Response
Father's First Name:	
Father's Last Name:	
Father's Middle Name:	
Relationship to Student:	
Father's Language:	
Father's Occupation:	
Father's Home Phone:	
Father's Work Phone:	
Father's Cell Phone:	
Father's Email:	
Home Address:	
If Mailing Address is Different, Please Indicate Here:	
Address in the United States (<i>If available</i>):	



Wesley College Preparatory School

International Student Application for Admissions

Additional Information About Student Applicant

Item/Question	Applicant's Response
Last School Attended:	
School Address:	
Grades Attended:	
Additional School's Attended:	
School Address:	
Grades Attended:	
Is your child receiving special education services at his/her previous school?	
Does your child have a current Individualized Education Plan (IEP)?	If yes, please provide a copy with the application.
Does your child have a current 504 Plan?	If yes, please provide a copy with the application.



Wesley College Preparatory School

International Student Application for Admissions

Additional Information About Student Applicant Continued

Item/Question	Applicant's Response
Are there any court orders you wish to notify the school about regarding legal custody, physical custody, or restrict contact with the school or child?	If yes, please provide a copy with the application.
Do you or your child have a social worker?	If yes, please provide his/her name and contact information here:
Does the applicant have any siblings?	If yes, please provide their names, ages, gender, and grades here:
Is the applicant interested in a special program?	If yes, please explain here:
Is the applicant interested in a sport?	If yes, please explain here:



Wesley College Preparatory School

International Student Application for Admissions

Emergency Contact Information

Item/Question	Applicant's Response
Emergency Contact #1	
First Name:	
Last Name:	
Middle Name:	
Relationship to Student:	
Home Phone:	
Work Phone:	
Cell Phone:	
Email:	
Emergency Contact #2	
First Name:	
Last Name:	
Middle Name:	
Relationship to Student:	
Home Phone:	
Work Phone:	
Cell Phone:	
Email:	



Wesley College Preparatory School

International Student Application for Admissions

Agreement & Conditions

By signing below, I agree to the following terms and conditions, which are binding for payment of tuition for one academic year.

Registration shall be valid only when signed below by Parent/Guardian and payment of the registration fee has been made.

A late fee will be charged each month to all accounts that have a current balance due beyond the 10th of the month.

A fee will be charged for all checks returned by the bank or invalidated for any reason.

Failure to meet payment obligation may result in administrative suspension, exemption for examinations, dismissal, or withholding of transcripts.

There are no refunds of application fees, registration fees, or tuition payments.

Signature: I verify that the information contained in this document is true and correct to the best of my knowledge.

Item/Question	Applicant's Response
First Name:	
Last Name:	
Middle Name:	
Relationship to Student:	
Date:	
Signature:	