



Word of Life Christian Academy Middle School/High School Policies and Procedures

2022-2023

“For there is a proper time and procedure for every matter. . .”

Ecclesiastes 8:6

Admissions

Word of Life Christian Academy offers a program for students who desire an education in a Christian environment and who are capable of achieving in a program dedicated to academic excellence. The admission procedure is accomplished through the following sequence. The process of enrollment at WOLCA prior to final acceptance shall include but is not limited to the following:

Submission of Properly Completed Application and Registration Forms:

Parent/Student interviews with the Principal insures that: a) at least one parent expresses a clear testimony of Christian faith; b) the parents desire a Christian education for their child; c) family beliefs and practices are consistent with the standards, doctrine, and values of the school; and d) students with a history of severe behavioral problems have cleared their records with previous schools and now demonstrate a commitment for a changed life style in both personal testimony and character references.

Notification of Acceptance: Upon completion of the designated online and in person steps, parents are notified if their child has been accepted into the school. Students can be accepted conditionally, for example: the student must attend and pass summer school, is tutored, must repeat a grade, or is placed on a probation contract. Students who have been accepted in the school must have their files complete and accounts current in order to begin school the first day. This includes having completed necessary physical examinations where required. Records from the student's previous school must have been received and reviewed by the principal. All students must have immunization forms and birth certificate forms submitted for school files consistent with legal requirements and school procedures documented on the WOLCA admissions application.

Interview with the Principal: The Principal will schedule a private interview with parents and student/s who are interested in enrolling a student at Word of Life

Christian Academy. All students admitted to the school will be expected to perform at or above grade level. If there are indications of discipline problems, suspensions, or repeated absences, contact with the student's previous school will be made for clarification. It is desirable that students who attend the school come from homes that reinforce the values and beliefs taught during the school day. To this end, the Principals will assess the parent's motivation in seeking the student's enrollment in the school, as well as the student's willingness to attend and adhere to the discipline policies. During the interview, the Principal will provide a description of the school's activities and will answer any questions that arise.

If the information for the student is complete, the parents will be informed of the Administrator's decision within three days of the interview. If the information is incomplete, the decision will be delayed until the required information has been obtained.

Registration Fee: The registration fee (non-refundable) is due when the completed online admission forms are completed. The enrollment procedures cannot continue until the registration fee is received.

Enrollment Priorities: The first thirty days of the enrollment period are reserved for current students. During this time, current students will be automatically re-enrolled for the next year unless they complete an 'opt-out of re-enrollment form'.

Waiting Lists: Once a maximum number of students have been enrolled for a class, a waiting list will be started. If warranted, the Principal may authorize the establishment of a new class.

Notice of Nondiscriminatory Policy Pertaining to Students

Word of Life Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Admission Procedure for I-20 Non-Immigrant Student Applicants

A student application must be submitted with the following information:

- A copy of the birth certificate or other document stating the date of birth is required (i.e., a passport or baptismal record).

- A Virginia School Immunization Record indicating the dates (month and year) of the shots received.
- A completed and signed sponsorship agreement.

The items listed below must be brought to the testing and interview appointment or sent if other arrangements have been made:

- Student recommendation forms written in (or translated to) English.
- A copy of the last report card transcribed in English with an English description of the grading policy for the schools attended.

- The “Test of English as a Foreign Language” (“TOEFL”) must be taken at student’s expense and mailed to the school from the testing service. Educational Testing Service School Code: #470082, Word of Life Christian Academy, 5225 Backlick Road, Springfield, VA 22151. Scores may also be sent via email to mstalter@wolca.org

Appropriate registration fees must be paid, the student questionnaire must be answered and returned to the Administration.

To arrange for a personal interview at Word of Life Christian Academy, telephone 703-354-4222 and ask for the Administrator or I-20 designated official. To apply or arrange for an at-home interview with a selected representative from Word of Life Christian Academy (which is normally a missionary of the Assemblies of God or a representative from either the Association of Christian Schools International or the Association of Christian Teachers and Schools) Telephone 703-354-4222, and speak with the Administrator or his or her I-20 designated official.

Student Admissions Review Criteria

Preferred

- Christian family/clear testimony/Biblically-sound church.
- Reasons for sending their children to the school are spiritual as well as academic.
- Students are capable of achieving success in the program.
- Family life is Biblically-based and wholesome.
- There is evidence of a wholehearted support for the school and its standards.
- Secondary school children desire to attend school at the Academy.
- Children give evidence of being disciplined and parents support a disciplined environment.

- Recommended by a WOLCA family or local pastor who supports WOLCA.

Acceptable:

- Nominally Christian/testimony unclear/church background is weak either by denomination or attendance.
- Non-Christian, but seems to be reachable. Evidence of a strong openness or desire for “religious/Bible” teaching.
- Reasons for application are primarily academic but feel Christian principles and training may help.
- An emphasis is placed on discipline and the desire for it in the education of their children.
- No serious discipline or academic problems.
- Will sign the statement of faith and agreement on the application.

Rejected:

- Substantial evidence of opposition to or lack of commitment to Biblical values.
- Non-Christian and/or cult member. Professing atheist. No church attendance.
- Serious differences with the school's Biblical base and/or doctrine.
- Motivation to enroll their children is only academic and Bible training is only tolerated.
- Child evidence of a background of academic, discipline, or learning challenges or problems that are beyond the school's reach.
- The Administrator recommends that the application not be accepted.

Acceptance of Applicants:

Preferred applicants are given all available openings by date of application. Those remaining are given places on the waiting list. Acceptable applicants are given the places remaining after all preferred families are placed. These families are not placed on a numbered waiting list. They are told that they will be given available openings. The families are notified that they will not be admitted to WOLCA. A statement will be attached to each rejected application stating the general reason for the rejection.

Entrance Examination Scores and Acceptance Guidelines

Students applying to our school must be academically within reach of our school. They must show through formal or informal tests, prior grades or teacher recommendation that they can perform within the acceptable range established by the Principal.

Condition of Acceptance (Tutoring)

Students who are entering our school may be required to receive tutoring, or be required to attend a summer program as a condition of acceptance. If a student's low grades appear to be due to lack of effort and a renewed commitment is provided, the Administrator may accept a student on probation.

Immunization Policy

Medical Immunizations and Physicals Needed:

WOLCA complies with all applicable immunization and physical examination requirement laws.

The State of Virginia requires private schools to obtain documentary proof of age appropriate immunizations (based on specific schedules) for school attendance. Therefore, new students must provide the record of a physical conducted within the past year and the child's shot record. The immunization program must be completed and dates on file or the child will be excluded from school until the program is completed. (*Rom. 13:1*)

6th Graders must submit documentation of Tetanus Booster (Td) within the last 5 years. This must be turned in prior to the first day of school. Specific shot or notice requirements from the State of Virginia follows. (*Note: Questions concerning current state requirements may be directed to your child's physician or the Virginia Division of Immunization at 1-800-568-1929. Reference information on Virginia State Requirements was obtained from <http://www.vdh.state.va.us/epidemiology/immunization/requirements.htm>*)

Rising 7th-12th Graders must have the meningococcal vaccine.

Diphtheria, Tetanus, & Pertussis (DTaP, DTP, or Tdap). A minimum of 4 doses. A child must have at least one dose of DTaP or DTP vaccine on or after the fourth birthday. DT (Diphtheria, Tetanus) vaccine is required for children who are medically exempt from the pertussis containing vaccine (DTaP or DTP). Adult Td is required for children 7 years of age and older who do not meet the minimum requirements for tetanus and diphtheria. Effective July 1, 2006, a booster dose of Tdap vaccine is required **for all children entering the 6th**

grade, if at least five years have passed since the last dose of tetanus-containing vaccine.

Haemophilus Influenzae Type b (Hib) Vaccine - This vaccine is required ONLY for children up to 60 months of age. A primary series consists of either 2 or 3 doses (depending on the manufacturer). However, the child's current age and not the number of prior doses received govern the number of doses required. Unvaccinated children between the ages of 15 and 60 months are only required to have one dose of vaccine.

Hepatitis B Vaccine - A complete series of 3 doses of hepatitis B vaccine is required for all children. However, the FDA has approved a 2-dose schedule ONLY for adolescents 11-15 years of age AND ONLY when the Merck Brand (RECOMBIVAX HB) Adult Formulation Hepatitis B Vaccine is used. If the 2-dose schedule is used for adolescents 11-15 years of age it must be clearly documented on the school form.

Measles, Mumps, & Rubella (MMR) Vaccine - A minimum of 2 measles, 2 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine usually administered is the combination vaccine MMR). First dose must be administered at age 12 months or older.

A second dose of vaccine must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

Pneumococcal (PCV) Vaccine- This vaccine is required ONLY for children less than two years of age. Two to four doses, dependent on age at first dose, of pneumococcal 7-valent conjugate vaccine are required.

Polio Vaccine -A minimum of 4 doses of polio vaccine. One dose must be administered on or after the fourth birthday.

Varicella (Chickenpox) Vaccine - All susceptible children born on and after January 1, 1997, shall be required to have one dose of chickenpox vaccine administered at age 12 months or older. Effective March 3, 2010, a second dose must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

WOLCA complies with all immunization notification requirements including notification of the availability of the **optional** and controversial **HPV (Human Papillomavirus Vaccine)**, **which pertains to sexually transmitted disease; is a series of three doses; is available before the child enters the 6th grade; and which parents or guardians may opt out of, at the parent or guardian's sole discretion after reviewing educational materials concerning the shot. Any such notification by WOLCA on the availability of shots does not constitute an endorsement of the shot, but is in compliance with the law's notice requirement.**

Communicable Diseases

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

Chicken Pox	Measles	Mumps	COVID-19
Pneumonia	Whooping Cough	Pinworms	
Scarlet Fever	Scabies	Ringworm	
Impetigo	Pink Eye	Head Lice	

Medical Appointments

If it is absolutely necessary for a child to leave early for a medical appointment, a written request must be sent to the main office in advance. No child will be released to anyone other than those individuals authorized in writing by the parent consistent with WOLCA's policy on the authorized release of students. Students who drive themselves to school will not be released without prior parental authorization.

Medication Policy for Non-Prescribed and Prescribed Drugs

Inevitably, some children will require medication while in a school setting. WOLCA's process for handling and administering medications is well structured and carefully followed in order to ensure that the interests of the children and the providers are best served. When possible, a child's parents and physician should try to minimize the need for medications while in childcare. Medicines ordered twice a day should normally be given before and after, rather than during, childcare hours. Medications ordered to be given three times daily also may be planned so that they are given in the morning before the child leaves for childcare, in the afternoon after the child returns home, and again during the

evening. However, in some cases, administration of medications during school hours is unavoidable.

Only personnel trained in **Medication Administration Training** are permitted to administer any type of medication. Any student needing to take medication must have an official WOLCA-approved medical form on file with the main school office or preschool office as appropriate. Students are not to bring any medication to school unless it is approved by the designated school nurse/school Medical Administration Official. Medication brought to school must be kept in the custody of the School Medical Administration Official. Parents must complete and submit a medication authorization form with the dosage instructions in order for medication to be administered by an authorized Medical Administration Official.

No student may at any time give medication to another student. If a student does give medication to another student, disciplinary action will be taken.

The staff is not permitted to give medication to students at any time.

****Students needing pain relievers on a regular basis must go through this process****

Emergency supply of medication for chronic illness: For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case there is a situation in which children are not able to return home for an extended time.

The school maintains a staff documentation procedure utilized by our staff trained in medical procedure. *Medication authorization and documentation is considered confidential and must be stored out of general view.*

Self-Administration by Child

A Middle/High school student will be allowed to administer his or her own inhaler or Epi-pen when the above requirements are met

AND:

1. A written statement from the child's Health Care Provider *and* parent/legal guardian is obtained, indicating the child is capable of self-medication without assistance
2. The child's medications and supplies are inaccessible to other children.
3. Staff must observe and record documentation of self-administered medications.

This policy applies to children, parents, guardians, staff, and volunteers.

Medical Emergency Procedures

In case of minor illness students will be sent to the office. In case of more serious illness (head injury, bleeding wound, broken bone, fever over 100 degrees) the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill child. Transportation will be furnished in such cases only when necessary under very unusual conditions. In no case will the student be allowed to return home unless there is proof, by phoning, that there is a parent, legal guardian, or caregiver authorized by the parent or legal guardian present.

First Aid Procedures

WOLCA staff is trained on CPR and First Aid procedures. First aid treatment will be administered immediately to stop bleeding, restore breathing, or prevent shock or infection. Parents will be notified as soon as possible. The emergency contact and physician/hospital preference indicated on the student's enrollment form will be utilized unless the parent is consulted immediately and personally indicates a different physician/hospital preference. An authorized representative of the school staff shall stay with the child until the parent assumes responsibility. Internal medication will be given only by or on the order of a physician.

Parental Signing of Agreement

No student shall be accepted into the school unless the student and parent signs and agrees to the schools Statement of Faith, the Policies and Procedures, and the School Covenant.

All parents must have an emergency phone number and a working e-mail which they check regularly as a condition for their child attending Word of Life Christian Academy. It is the parent's responsibility to provide the school with any updates to their e-mail address and emergency telephone contact information if the information provided to the school on the enrollment forms changes. It is vital that the school has this current contact information and that the parent is accessible by e-mail so that they can stay informed with important communications pertaining to their child and so that they are readily accessible in the event of an emergency.

Class Sizes

Word of Life follows applicable regulations for class sizes. The class sizes at Word of Life Christian Academy are set as follows:

Grade Level	Ideal	Maximum
Sixth - Twelfth	25 or fewer	25

The school Administrator is given the authority to adjust these figures where unusual circumstances warrant, consistent with any applicable legal or accreditation requirements

Combination Grade Classes

Combination grade classrooms are accepted in public and private schools. They are sometimes necessary for the prudent planning of both the faculty and student needs, where enrollment does not justify a single section for each grade or activity. The following factors will be considered in the establishment of a combination classroom to maintain instructional soundness:

- Number of students - should not exceed the maximum set by this manual, exceptions must be weighed very carefully. Ideally, combination classes would have less than maximum.
- Instructional content and curriculum considerations.
- Teacher's style, experience and training for combination grade teaching.
- Physical classroom - adequate working space and resource materials to accommodate both grade levels.

Absences

Attendance at school provides a student with an instructional experience consistent with WOLCA's curriculum plan and instructional schedules and goals. This experience is comprised of the student's participation in class activities and direct instruction conducted by the classroom teacher/instructor. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that full experience to be "made up." Furthermore, compulsory school attendance laws for the state of Virginia require students to be punctual and regular in school class attendance. For this reason, failure of a student to attend class will be seen as a serious issue and will be addressed appropriately.

Explanation of Absence

Each student who has been absent from school for any reason other than for school business, whose parent or guardian has not called the school indicating the reason for the absence, shall upon return, or by the day after return, present to the Administrator a note from the parent, guardian, or other responsible person, which sets forth the reason(s) for the absence.

Absences

For purposes of credit and grading, reasons for excused absences include: illness of the student, death in the family, doctor or dentist appointment, observance of a religious holiday, suspension, or another reason consistent with school policy and acceptable to the Principal or Head of School. Principal or Head of School may require a physician's note in cases of chronic or long-term illness. Parents or guardians and students must notify the school of anticipated and excused absences as soon as possible. Reasons for unexcused absences may include family and/or student vacations, child care situations, non-school related activities, a missed ride/transportation or traffic problems, or other reasons unacceptable to the Administrator or his or her designee. A reasonable effort shall be made to notify the parent or guardian by phone when an absence has occurred and the school was not notified. On the second absence for a class or classes, the parent or guardian shall be notified and a conference may be requested.

Makeup Work

All course work assigned will be due on the day the student returns to class as long as the student had knowledge of the assignment and/or it was posted on the school's online communications system. Teachers will assist students in making up work. However, it is the student's responsibility to determine what work has been missed and see that it is completely made up. When a student has obviously delayed or put off work, the teacher is no longer obligated to assist the student in making up the work and a grade of "0" may be given. Students are not permitted to miss regularly scheduled classes in order to make up work. Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before a previously scheduled test. If a student was absent on a day he or she was to take a previously scheduled exam, he or she will make up the exam on the day that he

or she returns to school. No additional time will be given for studying. If a child misses the day prior to an exam, the child must make the exam up within two days. For all other class work, a student with an excused absence will be given two days for every day missed to make up assignments missed during the absence. If unexcused, the student may not receive any credit for the assignment or exam.

The ultimate authority for determining the legitimacy of an absence rests with the Head of School. The student must present the note to teacher or Principal before returning to class. The school office staff will give an admittance slip to the student. This dated slip will permit the student to return to class and will indicate to the teacher(s)/instructor(s) regardless of if the absence is excused or unexcused. If a student is absent from school, a phone call or written communication (with receipt by the school verified) from a parent must be received. An electronic communication from the parent is acceptable upon the school acknowledging receipt of the message to the parent. If a student is absent from school or a particular class for two days during the course of a week, a school official may call to check on the situation with the parent.

Attendance Records

Daily records will be kept for every student and entered on his or her permanent record at the end of the school year.

Tardiness

Students who are not in their seats immediately at the beginning of class. to be marked tardy. Only students with a valid reason accompanied by an excuse note will be excused. Since traffic in the Washington/DC and Northern Virginia area is not predictable and frequently an issue for commuters, adequate time should be allowed when planning commutes to and from school. Traffic is not a valid reason for tardiness unless decided and announced by the office prior to class beginning. Students who arrive late must be escorted to the office by a

parent/guardian and obtain a tardy slip to give to the teacher before they will be admitted to class. After three tardy classes, the fourth tardy will be considered an absence. The parent or guardian will be notified and a conference requested.

Truancy

Truancy is an absence without the knowledge and consent of parents and /or school staff and is against school policy. This includes leaving school without permission before the end of the school day, or staying out of a scheduled class or activity without permission. Such action will result in suspension and a \$35 suspension fee assigned to the student's account.

Retention

Students in grades 7-12 will be required to repeat the year if they earn three or more F's for the year in major subjects (Bible, English, Reading, Math, Science, and Social Studies.) A student at these grade levels who fails less than three courses will be encouraged to attend summer school and/or receive tutoring to master the required subject matter and strengthen skills prior to the next school year.

Procedures for Retention

If, after careful observation during the first semester, a teacher feels retention is a possibility, he/she will consult with the Principal and/or Head of School. The teacher will then discuss the situation with the Principal and schedule a parent conference to discuss the child's academic and developmental progress. At this conference, the possibility of retention will be suggested as well as specific plans for remediation. Depending on the child's progress, a recommendation for retention will be made to the parents by the classroom teacher with the Principal's approval. This conference will be scheduled at the earliest time possible during the second semester. When a teacher has recommended retention, the Principal will appoint a child study team. This child study team will be composed of the Principal and the particular teacher involved and may

include the Head of School. The child study team will identify particular areas that need to be addressed and design an individual Word of Life educational plan that will suggest appropriate intervention methods for normal growth to take place. Once an individualized educational plan has been designed, the classroom teacher will implement the Word of Life IEP and establish periodic communication with the parent. In some cases, despite appropriate intervention, retention will still be necessary. The Principal will make this final recommendation and communicate it to the child's parents.

General Principles during a Year of Retention

Retention of a student is insufficient in itself to guarantee success. New strategies will be identified at the beginning of the retention year. These will include both academic and behavioral expectations for the year. These strategies would be implemented to help make retention a positive and successful experience for the student. During the second semester in which a student has been retained, the Principal will meet with the classroom teacher and parents to evaluate the progress of the year and the impact of retention. This report will be placed on file in the student's cumulative record.

Credit for Tutoring

- Credit for tutoring, other than home instruction, shall be granted under the following conditions: The Administrator must grant prior approval.
- The teacher shall be properly certified and shall be officially approved for tutoring at the school by the Administrator.
- The Administrator shall require the tutor to submit a record of the work covered and a report of the quality of the work done.

Transfer of Summer School Credit

Students must secure written permission from the Principal before enrolling in summer courses at another school. WOLCA will recognize up to two full credits for summer work in any given school year. Summer courses should be taken to make up the failed credits.

Access to Student Records

The person who has legal responsibility for the student may request that the Principal provide appropriate accessibility in the presence of the Principal to review the student's records. Such requests are normally granted within one week. Student records, including sensitive information such as medical records or custody orders will be treated confidentially, professionally and shared only on a need to know basis.

Student Files and Cumulative Records

The school shall keep records, which will provide for the registration and attendance of pupils, and shall maintain an up-to-date permanent cumulative record of individual pupils showing personal data and progress through school, including academic achievement, health information and test results. Parents may request to review their child's cumulative records in the presence of the Principal or Head of School. Such requests are usually granted within one week. Subjective information (such as discipline) shall remain in the cumulative file as long as the child is enrolled in WOLCA.

Achievement Testing

End of year achievement tests will be given to all students in 7th-10th grade.

Semester Examinations

Students, grades nine and above and any middle schoolers taking Algebra 1 must take final semester examinations or as directed by the Administrator consistent with the Academy's curriculum plan and instructional requirements. These examinations are summative in nature and comprehensively cover all the facts, skills, and concepts covered during the semester.

Cheating

Cheating, a serious offense that will not be tolerated will result in suspension or expulsion. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero on the assignment.
- The Administrator/Department Head will be notified.
- The student will confer with the Administrator/Department Head.
- Appropriate discipline will be administered.

If the student holds any sort of leadership position in a club, class, or athletic team, the student will lose the position. Cheating is a violation of honor and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand. A second offense will cause the student to automatically fail the nine weeks in the class where the offense occurred. A conference with the parent, student, teacher, and Administrator will be held. A third offense will result in the permanent expulsion of the student from WOLCA upon notification of the School Board.

Skipping a Grade

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On rare occasions, because of a

student's excellent academic performance and level of maturity, parents will request that a student be advanced to the next grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The principal and/or Head of School must also consider other factors such as those that relate to maturation, social development, and student success in comparison to other very bright and intelligent students. At Word of Life Christian Academy, it is the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for a steady academic progression as well as a steady social and spiritual development. While the Academy is fully committed to challenging each child to his or her full potential, there is no feeling of urgency on the part of the school Administration to accelerate a student through the grades.

Promotion Criteria

Promotion shall be based on satisfactory progress and graduation shall be based on satisfactory completion of the requirements of Word of Life Christian Academy and the Commonwealth of Virginia.

Instructional Methodology

The Academy wishes to encourage and promote the desire to learn in its students. This desire to learn should be activated by the use of multi-level material. The motivational attitude of the teachers is needed in all subject areas. In order to attain our instructional program goals, certain procedures and methods must be developed and implemented by the Administration and faculty. The ability and maturity levels of the students must dictate standards of work expected and the method of presentation. Each child must be given work that challenges him to perform at his/her maximum potential. Teachers

should engage students in a variety of learning experiences. The teacher must organize classroom activities to provide a balance of listening, observation, expression, creativity, physical activity and relaxation and execute a plan that assesses each student's progress. Students may be grouped for instructional purposes. Appropriate materials will be provided for varying levels of activities.

A comprehensive standardized testing program will be provided. The purpose of the testing will be threefold:

- To prepare students for future academic success.
- To assist in the ongoing strengthening and evaluation of WOLCA's academic program.
- To inform the Administration and faculty in evaluating their instruction to the students and assist them in providing guidance to the student's parents.

Additional considerations:

- The relationship between teachers and students must be conducive to learning.
- Discipline will be fair but firm.
- Emphasis will be placed on self-discipline.
- Educational experts and special speakers should be engaged in the instructional programs to strengthen the classroom learning experience.

Parent/Teacher Conferences

WOLCA believes it is very important for school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

Parent conferences will be offered at the end of each grading period and required for students with C's or below. At WOLCA, teachers use in-person conversations with parents before or after school, letters, e-mails, phone calls, regular progress reports, and WOLCA's web-based communications tools to communicate regularly with the parents and encourage their full awareness, support, and participation in their child's educational progress. In addition to the mandatory conference, it is important that each parent schedule a conference with a teacher whenever a need or concern is evident. Many issues and concerns may be met through a simple conference between a parent and a teacher and by making every effort to keep the lines of communication open. Following the Biblical model, concerns need to be shared first between the parent and teacher and hopefully resolved. However, the Principal and subsequently, the Head of School will be available for a meeting following the initial parent-teacher contact if an issue is not satisfactorily resolved or addressed.

Homework Policy

The Word of Life Christian Academy recognizes the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each student's educational program and that it should support the educational philosophy and instructional goals of the school. Homework should be a purposeful extension of the school day that provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives.

The assignment of homework should be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, initiative, orderliness, completion of projects, and the establishment of good study habits. The assignment of homework can help students understand that learning is not limited to a classroom activity.

Students are responsible for writing down their homework assignments on a daily basis and turning them in on time.

The completion of homework assignments should be recorded by the instructor and included in the evaluation of the student's progress. Care must be taken though, not to take away from family time and communications with excessive homework.

Definition

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher. This assignment is of such a nature that the student should complete all or part of the assignment during non-class time. Each assignment may be further defined as one or more of the following four types:

- Practice: Most commonly given to help students master specific skills limited to material presented in class.
- Preparation: Given to prepare students to gain maximum benefit from subsequent lessons.
- Extension: Given to determine if students can transfer a skill or concept to another situation.
- Creative: Requires a student to integrate skills and concepts in the process of producing a response or product.

Teacher's Considerations when Assigning Homework:

- Teachers should plan meaningful homework assignments in conjunction with their daily lesson plans. The homework assignments should clearly lead to the accomplishment of the course's instructional objectives. Students should know exactly what is expected of them and receive all necessary clarification pertinent to the assignment. The timely and

complete response to the student's homework assignment by the teacher is essential. Homework should be reviewed, recorded, and included as part of the student's progress evaluation. Students should not be expected to deal with totally new skills or concepts in completing homework assignments. Students should clearly understand the specific objectives, related purposes, processes, and due date of each homework assignment.

- Term papers and long-range projects, which are in addition to regular homework assignments, should be assigned far enough in advance to allow students sufficient time for completion. Homework assignments should be reviewed, recorded and included as part of the evaluation of the student's learning program. Homework assignments should be made based upon the needs of the individual student and of the class as a whole. A variety of homework should be assigned to include practice, creative, preparation and extension assignment.
- Homework should not be given for disciplinary purposes or merely as "busy work." It can be expected that some students may finish their homework assignments in school based on their schedule, study skills, and ability. Time should be provided within the class period to begin the assignment and respond to questions. The homework assigned on middle school level by the teacher should be within reasonable limits and with an understanding of the fact that the student may be assigned homework from as many as five other teachers.
- Students will be given ample time in study halls to complete homework assignments.

Any late assignments will result in a lower grade.

Generally, the following schedule should be followed for nightly homework assignments:

GRADE	RECOMMENDED MAXIMUM TIME
7-8	60 to 90 Minutes
9-12	60 to 90 Minutes

- Special circumstances may dictate that more or less homework than is normal may be assigned.
- Special projects requiring extensive parental involvement and materials to be purchased by parents should be communicated with the parents well in advance so that they may plan accordingly.

Student’s Responsibilities: It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student’s responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized.

Parent/Family Responsibilities/Considerations in Assisting Students with Homework

Parents should appreciate the important role of homework to the total instructional program of their child and in teaching a child personal responsibility in planning and scheduling projects. Parents should make themselves aware of the assignments and expectations of the school and the individual teacher, seeking clarification if needed. Parents should help their child plan and budget the appropriate amount of study time for the completion of the homework assignment, providing a suitable place and environment with necessary supplies in the home for the completion of the assignments. Parents should feel free to consult with the teacher about any question relating to the homework assignment.

Grading Standards

The following chart lists the grading standard to be used in the school program:

Letter Grade:	Percentage Range:	GPA Equivalent :
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	64-66	1.0
F	Below 64	0.0

Grading/Report Periods

Grades 7-12

Each semester will be divided into two (2) nine-weeks grading and reporting periods. In computing the final grade for the course, all grades will be determined in the following manner:

Semester 1	Semester 2
1st Nine Weeks – 40%	3 rd Nine Weeks – 40%
2nd Nine Weeks – 40%	4 th Nine Weeks – 40%
Mid Term Exam – 20%	Final Exam – 20%

Incomplete Grade

An “Incomplete” (indicated by an “I”) is given only when the teacher feels there are justifiable reasons for the work to be late. Such a grade changes to “F” if the work is not completed within two weeks.

Discipline Categories and Consequences

Word of Life Christian Academy believes in discipline that is firm, yet loving. Our objective of discipline is to help your child learn both self-control and expression of his/her feelings in socially acceptable ways. Students are expected to act in a manner which is conducive to learning and to the smooth functioning of school activities. Word of Life Christian Academy students are expected to respect the rights of their fellow students, to learn to live in a safe and pleasant environment while at school and at school sponsored activities and to respect members of the school staff. Limitations are clearly defined and consistently maintained. If a child does not follow teacher direction or the rules of the school, then disciplinary action will be taken. It is our expectation that the parent will support the school’s discipline by administering discipline in the home as needed.

Word of Life Academy does not exercise any form of corporal punishment.

WOLCA Discipline Policy 7th through 12th Grade

Word of Life Christian Academy takes our partnership with parents seriously with ordaining their children to their God-given potential which includes classroom discipline, where we endeavor to “Train up a child in the way he should go [so that] when he is old he will not depart from it” (Proverbs 22:6). To that end, each teacher uses a Biblical discipline management system that encourages Godly

behavior, establishes consequences for inappropriate behavior, and gives each child the opportunity for redemption and reward. This approach has the goal of training our students to make wise choices and exhibit wise actions rather than focusing on punishing wrong actions. It is based on the Biblical descriptions of positive, honorable behavior found in the book of Proverbs. The terms used there are **wise actions**, **simple mistakes**, **foolish actions** and **defiant behavior**. It is important to note that all of these terms describe the behaviors, not the child.

Wise actions can be defined as actions that reflect thinking God's thoughts, and acting God's way. These also look like exhibiting outwardly the fruits of the spirit found in Galatians 5:22-23. We become wise by consistently making wise choices and thinking, "Would I see Jesus doing this"? These may include, but are not limited to: following directions, helping others, waiting until you are called on to speak, being prepared for class, turning in homework on time, etc.

Simple mistakes are impulsive actions, or actions taken that reflect a lack of foresight for the consequences to come. These may include, but are not limited to: not following directions, following another's inappropriate behavior, not being prepared, talking at inappropriate times, unwillingness to share, etc.

Foolish actions are actions taken that demonstrate a lack of understanding that something is wrong, arguing, tattling, and not wising up after repeated correction. Examples can be: arguing when a behavior is corrected, being mischievous for fun, name calling, etc.

Defiant actions are actions taken that show an intentional disregard for God's ways. This can be seen in a bad attitude, angry outbursts, resentment or disgust expressed towards authority or others, and a refusal to listen to and/or receive correction. These may include, but are not limited to: physically hurting another person, bullying, verbal outbursts, etc.

While this system may look slightly different from classroom to classroom, the goal is the same: to train children to think before acting and to examine their actions in the light of God's Word. Elementary School teachers will include an outline of how they implement the plan in their classroom handbook.

On rare occasions, a parent may be contacted during the school day to discuss a behavioral incident, especially an action that leads to the injury of another child. Open, honest conversations between teachers, parents and administrators are likely to produce the speediest changes in a child's behavior. We ask that parents advise the administration of any changes that may affect the life of our students (sibling or parent illness, separation/divorce, job changes, birth or death in the family). All information will be kept confidential and may prove extremely useful in understanding behavioral changes as well as aid us in attending to special needs.

WOLCA will not allow a student who continually misbehaves to continue in their education with us. The Principal or Head of School may request the withdrawal of any student who is undermining, by his or her actions or attitude, the principles of a Christian education. We also reserve the right to increase or decrease the severity of stated penalties dependent on the individual circumstances.

General school rules are as follows:

Classroom Expectations:

Be on time

Arrive to class with all necessary materials.

Listen and follow directions.

Raise your hand before speaking or leaving your seat.

Keep your hands and feet to yourself.

Respect your classmates and your teacher.

Classroom/Hallway Transitions:

Use restroom if necessary
 Go directly to class.
 Respect one another in the hallway.
 Respect other classmates as they move to their class.

Lunchroom and Lunch Break Expectations:
 Keep food and drinks in the cafeteria.
 All food and drink waste thrown away in garbage cans.

Discipline procedure:

Students can advance to any step at any time. Each week students begin with zero steps. Any discussion about a student’s steps is welcome after class. Discussions/comments during class will earn additional steps. Behavior which keeps others from learning and can not effectively be corrected within the classroom will be escalated to the Principal and/or Head of School. If further steps need to be taken, the issue will be sent to the Assistant Principal and then to the Principal.

WOLCA staff takes into consideration whether behavior is a habit or a heart issue which must be addressed. Since each student and situation is unique the following are samples, but not an exhaustive 31 list of issues which may arise and how they might be addressed. The WOLCA administration reserves the right to address each situation in a manner which is most effective for the student’s spiritual growth, as well as, the well-being of the other students in our school.

VIOLATION	RESPONSE/CONSEQUENCE
Dress code violation	Email home Call home & required clothing change Options: T-shirt or new clothes 3 Violations= Detention Additional violations = suspension

Tardies	3 first period tardies automatically equals 1 unexcused absence. Makeup work will be at the discretion of the teacher.
<p>P.D.A.- Students should keep a 6-inch distance from each other.</p> <p>Dating is not frowned upon, but not recommended at this age level. Students who are dating must maintain respect and personal distance from their significant other while on school grounds.</p>	Administration will decide based on offense.
Cheating/Plagiarism	<p>Zero given on test or homework Call home and documented in SchoolWorx</p> <p>Additional cheating may result in suspension and expulsion</p>
Lying	<p>Phone call home Detention Additional lying may result in suspension and expulsion</p>
Attitude/Disrespect	<p>Detention, Probation Additional offense call home</p>

	Continued offense may result in disciplinary action issued by the MSHS Principal
Refusal to put backpacks in lockers	Detention Dropped in Office & Detention
Refusal to turn in cell phone	Phone taken Parent must pick up Additional violation results in loss of cell phone privilege and the phone will be placed in cell phone jail for the remainder of the day.
Inappropriate technology use: Examples include, but are not limited to: being on social media, private chat rooms, playing unauthorized games, etc.	Technology taken/Parent must pick up Additional violation results loss of technology privileges
Bullying/Cyber Bullying Bullying is any gesture or written, verbal, graphic, or physical act, including electronically transmitted. Bullying is conduct that meets the following criteria: • is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear	The administration will conduct an investigation into the incident and may need to consult with the School Board regarding appropriate disciplinary measures. Bullying and cyberbullying is an offense which can warrant immediate expulsion.

<p>of physical harm or emotional distress</p> <ul style="list-style-type: none"> • is directed at one or more pupils • is conveyed through physical, verbal, technological or emotional means • substantially interferes with educational opportunities, benefits, or programs of one or more pupils • adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress 	
<p>Sexual Harassment</p>	<p>The administration will conduct an investigation into the incident and consult with the School Board regarding appropriate disciplinary measures.</p> <p>Sexual Harassment is an offense which can warrant immediate expulsion.</p>
<p>Fighting (classified as, but not limited to: pushing, shoving, punching, causing harm to another student)</p>	<p>The Administration will determine disciplinary action based on the situation.</p>

Cursing and/or foul language or language of a sexual nature	Disciplinary From Loss of privileges Phone Call Home Detention
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The Word of Life Christian Academy Administration reserves the right to issue additional or different disciplinary action based on the situation should they find it acceptable.

Off-Campus Behavior Student conduct off campus is reflective of the values of Word of Life Christian Academy and as such, it is important that every student behaves in a manner that supports the stated values of the school. Should a student choose to participate in behaviors off campus that undermine the values of WOLCA, the student may be disciplined or removed from the school. Parents are expected to take appropriate measures to discourage illegal or immoral activity that takes place under their supervision.

Social Media As students of WOLCA, your Facebook, Twitters, SnapChat, Instagram, texts, and other social media should reflect the values and mission statement of our school. Administration reserves the right to deal with issues that come to our attention. This may include discipline and a request for students to delete inappropriate posts. All social media sites are prohibited on school or personal Chromebook computers while here at the school.

Disciplinary Consequences:

Loss of Privileges – This can include any extra-curricular activities.

School Detention – Detentions may be assigned when a student has repeatedly broken a stated school rule or policy, or where the Administration deems it as an appropriate punishment for an individual occurrence. Detention will be held at dates and times set by the Dean of Students. Detentions take precedence over all non-academic activities, including athletic practices.

In-School Suspension –The assigning of I.S.S. will be done by the Principal or Head of School, who will determine the length of the suspension. Teachers will provide academic work for the student to complete during the suspension. The student will have no contact with other students during this school day. Students in suspension, including athletes, may not participate in or attend school sponsored events (at home or away.) A parent conference will be required before the student returns to the classroom.

Out-of-School Suspension – O.S.S. may be assigned at the discretion of the Principal or Head of School, who will determine the length of the suspension. Students are expected to complete all missed assignments and submit them to the teacher upon their return to school. Students in suspension may not participate in school-sponsored events (at home or away). A parent conference will be required before the student returns to the classroom.

Probationary Contract – A probationary contract may be assigned when a student violates rules or for a particular severe infraction. The assigning of a contract will be done by the Principal only. A student who violates the terms of this contract may be recommended for expulsion.

Expulsion – Expulsion will be given when the student's behavior is severe or is not changing through our normal disciplinary procedure. This can be an individual situation or an ongoing problem. The decision to expel a student will be made by the school administration. If a student is asked to leave our school, they cannot attend any school sponsored events without permission from the Principal.

Note: The administration reserves the right to search any person, technical device, book bag, locker or vehicle on the property should there be reasonable suspicion to do so.

Termination

A student may be terminated from school for a serious breach of conduct, and/or repeated problems with behavior. In the case of such an offense, the matter will be referred to the Principal and/or Head of School who will then make a decision as to expulsion. The administrator has the authority to terminate any student for non-compliance with the rules and regulations of the school.

Electronic Devices:

Students in possession of any sort of portable communication device, including, but not limited to: any cell phone, handheld game containing an electronic communication device with internet usage, apple watch, gaming controllers, or any other similar device that is capable of receiving or transmitting audio, video, picture, or text messages, on school property will be asked to turn those items in as they enter the building. Failure to do so will result in the item being confiscated.

Grievance Procedures

The following excerpt from Section **3.005-1 Christian Conciliation pertains to conflicts that may arise between** Word of Life Christian Academy staff, parents, and volunteers:

As Christians, we believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of or related to their agreement with the school, including claims under federal, state, and local statutory or common law, the law of contract, and law of tort, shall be settled by biblically based mediation. If

the resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration.

The parties agree for the arbitration process to be conducted in accordance with the Christian conciliation Rules of Procedure contained in the Peacemaker Ministries booklet Guidelines for Christian Conciliation. Consistent with these rules, each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation (hereafter ICC), a division of Peacemaker Ministries of Billings, Montana (406-256-1583), shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the rules of procedure, the arbitrator shall issue a written opinion within a reasonable time.

The parties acknowledge that the resolving of conflicts requires time and financial resources. In an effort to fully encourage and implement a biblically faithful process, Word of Life Christian Academy agrees to pay all fees and expenses, which may be required by the mediator, case administrator, and / or arbitrator, related to such proceedings. The issue of final responsibility for such costs will be an agreed issue for consideration or determination in the mediation or arbitration. The parties agree they will endeavor to exchange information with each other and present the same at any mediation, or, if to arbitration pursuant to the ICC Rules of Procedure, with the intent to minimize costs and delays to the parties. They will seek to cooperate with each other and may request the mediator, case administrator, and/or arbitrator to direct and guide the preparation process so as to reasonably limit the amount of fact-finding, investigation, and discovery by the parties to that which is reasonably necessary for the parties to understand each other's issues and positions,

and to prepare the matter for submission to the mediator and/or arbitrator to inform the mediator and / or arbitrator. In addition, the parties agree that in the event of an arbitration, they will use a single arbitrator who is experienced in the relevant area of law and familiar with biblical principles of resolving conflict.

The parties to this contract agree that these methods shall be the sole remedy for any controversy or claim arising out of the student relationship or this agreement and expressly waive their right to file a lawsuit against each other in any civil court for such disputes, including any class action proceeding, except to enforce a legally binding arbitration decision. The parties acknowledge that by waiving their legal rights to file a lawsuit to resolve any dispute between them, they are not waiving their right to employ legal counsel at their own expense to assist them in any phase of the process.

Student Procedure for Obtaining Reconsideration

In the event that any student or group of students shall feel aggrieved on account of any policy of WOLCA, or actions of its agents or employees, said student or students may use the following method of obtaining reconsideration. The student or students or parent or their agents shall file a written request with the Administrator of the Academy setting forth in detail the action or policy that is the basis of the grievance. The Administrator will initiate a discussion or hearing with the School Board on the basis of this written request. If the grievance is not settled after being filed with the Administrator, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the Administrator, file a written notice or copy of said grievance with the School Board requesting that the Board review the same. During the pendency of any grievance, the policy or action being appealed shall be enforced according to the school's current interpretation unless modified by order of the Board.

Probation

Probation is invoked consistent with school policy when a student is not meeting school standards as specified in the Parent/Student Handbook. Probation provides students an opportunity to correct his or her areas of non-compliance or difficulty. If he or she does not improve to a satisfactory level, he or she will be dismissed or asked to withdraw from the school.

Invoking Probation:

The probation will take place after the Head of School has reviewed the student's behavior, attitude and/or academic performance. A conference is then held with the parents, the student and the Administrator to give notification and explanation of the probation. A written letter explaining probation, making suggestions for parental action and requesting the parents to apply disciplinary measures during the probation in cooperation with the action of the school will be sent to the parent.

The Probation Period:

Probationary period will be determined by the Principals. Student activities will be limited and all positions of trust and responsibility must be relinquished during this time. Each week the parent(s) will receive an updated report as to the progress being achieved by the student. Future Probation: Faculty action placing a student on probation for the second time in two consecutive semesters constitutes a recommendation by the faculty that the student be dismissed or withdrawn from the school.

Academic Probation

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. Hopefully the deficiency will be improved to a satisfactory or passing level. If not, the Administrator will decide if the student will be able to continue at Word of Life Christian Academy.

After being placed on probation, if a student receives one F the following grading period, the Administrator will decide if the student will be allowed to remain in the school. Following removal or withdrawal from the school for academic reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:

- The student has attended another school for one full semester.
- The student has completed a full academic load for the semester.
- The student received no grade lower than a "C" in any subject.

SCHOOL LUNCHES

Students are expected to bring their lunch on a daily basis or purchase lunch from the hot lunch being offered by the school. Students may NOT order Uber Eats, Grub Hub, Door Dash, etc on a daily basis. Fridays will be reserved for the only day students will be permitted to purchase lunches this way.

Standards of Dress (Uniforms)

All students of WOLCA shall wear uniforms. The uniforms shall be approved by the School Board and shall be worn in accordance with regulations established by the Principal, Head of School, and approved by the School Board.

General Guidelines: All students must be in the official school uniform on the first day of school and during each school day unless otherwise approved and communicated by the Principal for a special occasion, e.g. casual day. All students enrolling during the school year must be in uniform within one day of attending school. In that unusual case, casual dress standards will be observed until the official school uniform is obtained. The following WOLCA uniform guidelines are intended to create a comfortable learning environment free from distractions and social pressures:

- All uniforms must be purchased from Flynn O'Hara Uniform Store
- No coats, jackets (only uniform cardigan or WOLCA non hooded sweatshirt over uniform can be worn in the classroom.)

Dress Down Days:

- No ripped, torn, frayed, or opened seams on clothing.
- Tight, baggy, or faded clothing is not acceptable.
- No tee-shirts with questionable logo's or wording
- Due to safety, all shoes must be closed toe, closed heel, and not platform.
- Students are not to wear sunglasses, hats, caps, bandanas or distracting headbands in the school/church buildings on any day.

Other Grooming Guidelines:

Girls:

- No head coverings (*bandana, scarf, wraps, etc...*)
- Hair must be neatly and naturally groomed (*no fad, or extreme hair fashions, or unnatural colors such as purple, pink, blue, etc.*)
- Make-up should be used modestly. Make-up, if worn, must be worn naturally.
- Fake eyelashes should be of a natural length and not long enough to observe they are fake.

- Jewelry must not be distracting, or distasteful
- Visible piercings are confined to two earlobe piercings.
- No hoops or dangling earrings may be worn.

Boys:

- No head coverings (bandana, rags, hats, etc.)
- Facial hair must be neatly trimmed and clean
- Hair must be naturally groomed (*no fad, or extreme hair fashions such as mohawks, or unnatural colors such as purple, pink, blue, etc.*)
- Sideburns should not be below the ear lobe
- No visible piercings

Uniforms are only purchased through Flynn O'Hara Uniform store.

The following uniform guidelines are standard:

- Navy, Black, White, or Brown Socks
- Shoes should be closed toe and safe for our school environment
- Black, Navy, or Brown Belts
- Girls may wear Navy, Black, or White solid color tights.

Physical Education: Students in grades 7-10 will dress out for P.E. Shirts are available at the school office. All students wear their regular school uniforms to school. P.E. Shorts should be loose fitting and not tight. Spandex shorts are not allowed. All shorts must be no more than 1" above the knee.

Dress Code Violations: Obvious violation of the dress code will necessitate a student remaining in the office until the parents bring a change of clothing or take the student home until the dress code is met. Teachers should note violations of dress code standards and will provide counsel and warning as necessary for students. Secondary students are expected to assume personal responsibility

and monitor their own appearance and will not receive warnings about their appearance after orientation. Areas of subjectivity are left to the discretion of the Administration.

Summary: The WOLCA dress code is presented in detail so that our school families will have a clear understanding of the standards agreed to when students are enrolled in WOLCA. The intent of the standards is to present a comfortable instructional environment free from distractions and social pressures. The school does not impose rules for students outside of school; rather the school recognizes parental authority and depends on parents to support the dress code by checking their children before school each day, encouraging older students to show responsibility and good judgment with their dress and personal grooming decisions, and monitoring the compliance to the uniform standards throughout the school year since the student may quickly outgrow uniforms.

Policy on Fornication/Homosexuality

The biblical and philosophical goal of Word of Life Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of Necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Word of Life Christian Academy, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Word of Life Christian Academy retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27)

The potential for serious moral misconduct of students is as real in a Christian school as well as in the world. This is particularly true given the nature of society and declining moral values and the proliferation of humanistic principles throughout the culture. This policy defines the issues of fornication and homosexuality and the responsibility of WOLCA to maintain Biblical standards and discipline in accordance with those standards. The school is not the primary entity responsible for corrective discipline. That is the responsibility of the parents and their local congregation. Therefore, the thrust of the school's action must be the maintenance of conduct standards and the presentation of the Biblical role model.

Action

In all cases of fornication, the Administrator will expel the parties involved. The duration of the expulsion shall not be less than one full semester after the semester in which the expulsion was made and no student will be readmitted until genuine repentance is evident. If pregnancy is involved, birth of the child is strongly encouraged and Biblical counsel and support recommended. The Principal and Head of School will make any decisions related to the re-enrollment situation of either involved party following the semester in which delivery occurred.

Use of Drugs, Alcohol, Tobacco and Playing Cards

Total abstinence and absence (use or possession) from tobacco, alcoholic beverages, and non-prescribed use of drugs is expected of all students at all times (Twenty-four (24) hours per day, seven (7) days per week). Students taking medicine or prescribed drugs are to follow school written guidelines (I Cor. 6: 19, 20; I Cor. 8: 9). Students are not to have or use regular playing cards while under school jurisdiction.

Drug and Alcohol Policy

As a matter of policy, Word of Life Christian Academy will investigate fully any incident suggesting drug or alcohol involvement on the part of students, faculty, staff, or parents. Word of Life Christian Academy reserves the right to drug test any student, faculty, or staff member where suspicion exists. Confirmation of drug abuse will be reported to the appropriate legal authorities, and will subject the individual (s) involved to immediate disciplinary review by the Head of School and School Board.

Honor Roll Recognition

Honor roll recognition is awarded as follows during each grading period. “A” Honor Roll requires a 4.0 Grade Point Average for high school, or a 93 to 100 numeric average in all other grades, with no grade lower than an A. “A/B” Honor Roll requires a 3.5 – 3.999 for high school, or a 92 to 95.99 numeric average in all other grades, with no grade lower than a B.

Honor Societies

Word of Life Christian Academy is a charter member of the National Honor Society. Word of Life Christian Academy is also a charter member of the National Junior Honor Society.

Evangelism of Students

WOLCA shall accept students from non-Christian families providing the families are in agreement with the purposes and practices of the Academy. It shall be the policy for each teacher to give a clear presentation of the Gospel to each student during the course of the year and for each teacher to know where each child in their class stands in regard to a relationship to Christ. It is the desire of the Academy that every student have a personal relationship with Christ and that the Gospel be made a natural part of the process.

Church Attendance

Believing that our role at WOLCA is to assist the home and the Church in the task of training young people, we feel that it is of utmost importance for all of our students, with their families, to be in regular attendance at their Church. We do not feel that we are working in harmony with the home if the family is not active in Church (Heb. 10:25).

Chapel, Praise and Worship

Chapel is held regularly or as directed. The Administration or designated individual is responsible for conducting the chapel service. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies. Corporate prayer and worship bring God's blessing to His people (Psalm 67:3-7). Given the school's mission and the belief that spiritual growth and development contributes positively to the learning environment and school culture, teachers and other school staff set the tone and lead through example as they communicate respect for and actively participate in school devotions, prayer, chapels, and school worship activities.

Promotion of American Patriotism and Respect for the Pledge of Allegiance

Word of Life Christian Academy promotes American patriotism. Respect is expected by all attendees during the Academy's daily recitation of the Pledge of Allegiance to the American flag, as well as the pledges to the Christian flag and to the Bible.

Prayer

Students are trained to pray throughout the school day: before beginning the responsibilities of each day, before eating lunch, for special needs, and to give Him praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him. Parents and teachers and all of those in the

school community are also implored to pray daily and fervently for the school, the students, the teachers, and school families.

Bible Version for Classroom Use

WOLCA recognizes the New International Version as the translation normally used in the classroom for study, quotation, and memorization. This decision was made for several reasons:

- The modern language, grammar, syntax, and style
- The ease of reading
- The accuracy of the translation

The strengths of the NIV may be viewed by some as weaknesses and another translation preferred. In those cases the parents may request in writing an exception for use of another translation (not a paraphrase) by their child for memorization. The use of the NIV is authorized for all grade levels.

Bible Memorization

Each student will be involved in Bible memorization each year. It is desired that each student learn one verse per week. These verses will be in accordance with Bible curricula for each grade. There shall be periodic review with each student to ensure continued memory of each Bible selection. As a student progresses through WOLCA, he or she should be able to identify and locate each of the books of the Bible as an aide to his or her personal Bible study. Frequent checking of Bible memorization should take place in each class.

Curriculum and Textbooks

The philosophy of the school must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen, formulated, aligned and integrated. At WOLCA, the student purchases some textbooks and others are on loan to the student. Children are

responsible for their texts and should damage or loss occur, they or their parents are accountable for replacement fees. It is generally hoped that non-consumable texts will have a usefulness of five years after which they will be replaced by a new adoption. For this reason, all hardback texts must be covered at all times unless otherwise instructed by the teacher.

It is recognized that Christian publishers provide a distinctive Christian perspective especially needed in the social and physical science areas that have been so strongly influenced by humanistic philosophy. Christian publishers provide an emphasis on Christian values and Christian thinking. On the other hand, secular publishers often provide excellent teacher help for reference and on occasion, an opportunity to critique secular humanism. Also, some subject areas such as math (less distorted by the humanistic philosophy) may be better presented pedagogically by secular publishers. These publishers may also, unintentionally, provide material that allows the teacher to guide students in critical thinking and Scriptural evaluation of humanistic values and text. All curricula are presented from a Biblical worldview and will follow the philosophy of WOLCA. Teachers will not depart from the subject content of their curriculum.

A curriculum review committees may be appointed by the School Board to include teachers, the Administrator, parents and the School Board or its representative to screen potential curriculum enrichments, adjustments, or new textbook adoptions to determine how closely they align with Word of Life Christian Academy's philosophy and objectives, with final decisions made by the School Board. In addition, the Administrator and the School Board consider the scope and sequence of each series along with the school's instructional needs and standardized test score reviews.

Course of Study

WOLCA provides a graded course of study for grades 7th-12th. Since God's truth is revealed in all subject matters, we seek to impart his truth with excellence through each subject and through educational and enrichment resources utilized strategically by the school.

Word of Life Christian Academy *Curriculum Objectives* include:

- "Fostering a mind of Christ,"
- "Developing and strengthening a Christian worldview,"
- "Providing the best education and curriculum available," and
- "Encouraging your child's spiritual growth."

WORD OF LIFE CHRISTIAN ACADEMY CURRICULUM GOALS:

- Reflect a **connection with God's excellence in every subject matter and a Biblical worldview**
- **Integrate** concepts horizontally (among subjects) and vertically (among grades)
- Utilize differentiated instruction and student/teacher interaction
- **Distinctly small class sizes** allow the opportunity for more personalized instruction than standard classroom settings
- **Challenge accelerated** students
- Integrate with **learning standards**
- Utilize repetition to **attain mastery**
- Promote **higher-order thinking**
- **Reach** those who are challenged academically
- Utilize **all learning styles**: visual, auditory, kinesthetic.
- Utilize **repetition** to attain mastery

- Ultimately prove **effective**, increasing the student's **love for learning and mastery of the subject matter**

Provisions are made for periodic evaluation of courses of study and for revision in order to keep pace with educational and college and career preparation changes. Curriculum development, alignment and updates reflect the WOLCA statements of philosophy and purpose, and are based on reliable findings from the science dealing with child growth, development, and learning. The methods of instruction are methods that promote inductive learning through exploration and discovery, inquiry and interpretation, critical thinking and creativity. The goal of the entire school effort is to achieve proper development of the students in terms of academic learning, spiritual growth, healthy social development, and physical fitness.

Physical Education

Physical education is provided for each student. Students will have P.E. outdoors or indoors depending upon the instructional content and weather and at the instructor's discretion. An appreciation for physical fitness and healthy habits are important to the development of good physical and mental health. A P.E. curriculum has been developed for each grade level and is implemented by the P.E. instructor. All activities are planned in the best interests of a child's safety and health.

A student is required to participate during P.E. unless there is a note from a physician indicating that a student is not to participate. If such a note is received, the student will be excused from P.E. class until a note from the physician indicates otherwise. A student may be excused for not more than three days at a time with a note from a parent. This may be done in cases of minor injury and/or sickness from which the student is recovering. No student will be

excused for more than 3 days unless there is a note from an attending physician.

Extracurricular Enrichment Activities

WOLCA typically offers sports and other activities during the school year as feasible as determined and announced by the Administration. On occasion, students may work with the athletic department to formulate a WOLCA team to participate in community athletic programs.

Teachers are to be aware that every effort is made to schedule WOLCA athletic contests well in advance and outside of school hours. However, due to a number of circumstances, including weather conditions and facility availability, times and dates are subject to change at any time.

Homework will be limited when teams are traveling due to sports. All teams traveling will be given “virtual” learning time while away.

Christian Athletics

The Christian philosophy of athletics must stem directly from the school’s Christian philosophy of education. The ultimate goal must be “to be conformed to the image of Jesus Christ” (*Rom. 8:29*) and to “develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body.” (*I Thess. 5:23*) It is the goal that the athletes develop positive Christ-like character qualities and express them through the medium of athletics. It is the job of the coaches to properly direct them in these situations to build the character qualities. Athletics should help foster vital relationships among team members coming from the team concept and direct leadership of the Christian coach.

There should be a commitment to excellence in each particular sport. “Do heartily as unto the Lord.” Athletics represent an aspect of the educational program, not the main focus of the program. The athletic program shall provide well-planned and well-balanced interscholastic activities for as many participants as possible, consistent with available facilities, or personnel, and financial support. The athletic program shall function so as to involve not only the participants, but also the student body and school community. The athletic program shall provide an opportunity for the loyalty of parents and friends of the school to be renewed, strengthened, and united. It is our goal to win the contest. This winning attitude encompasses both spiritual and physical victory. (I Cor. 9:24-27) “Do you know that in a race all the runners run, but only one gets the prize? Everyone who competes in the games goes into strict training. They do it to get a crown of laurel that will not last but we do it to get a crown that will last forever. Therefore, I do not run like a man running aimlessly, I do not fight like a man shadow boxing. No, I beat my body and make it my slave so that after I have preached to others I myself will not be disqualified for the prize.” A coach shall play as many players as possible, but not necessarily all in any one game. Throughout the course of a season, the coach will make every effort to schedule games that will present opportunities to students not usually on the starting team.

Student Athletic Events Eligibility and Standard of Conduct

WOLCA has a standard of conduct in which the following must be achieved:

- **Honor God**
- **Honor Your Family**
- **Honor Your School**

A student must keep a short account of sin (maintain righteousness) between themselves and God. A student will not be allowed to represent the school in special extra-curricular events, practices or games if they have earned a detention for that week. Any out of school suspension will result in the athlete or participant being removed from the team. If a parent calls or emails the Athletic Director expressing a desire that their child not participate, the request will be supported by the Athletic Department as appropriate.

As needed, the Administration will develop any additional academic/probation policies for School Board consideration and approval.

Requirements for Participation in Extracurricular Activities

In order for students to be eligible for extra-curricular/athletic activities, especially those representing the school, they must meet the following requirements:

- No student may participate in an athletic game unless he/she has submitted a physical exam form from his or her physician. A student has one week from the orientation for the sport to submit this form.
- Every student must show proof of personal medical insurance or purchase school insurance for participation in athletic events. Students may not participate without personal medical insurance.
- The student must attend school the day of and the day after the activity, if not the student may not be eligible for the next event.
- Participants must attend all scheduled practices and meetings.
- Excessive absences from practice, games, or meetings may be cause for removal from the activity.
- All participants are required to attend classes regularly. Team members delinquent in class attendance are subject to disciplinary action. Lack of attendance in classes may result in failure of class work, resulting in
- Students must maintain a “C” average in all subjects in order to participate in the sport. A student found to be deficient will not be allowed to play until the grades are brought up. A student may be found ineligible if his behavior and /or cooperation in class is found to be unacceptable by at least two of his classroom teachers.
- If circumstances arise whereby the team member cannot attend a practice or meeting, the activity supervisor/advisor must be notified in writing prior to the practice or meeting by the parent or legal guardian.

- In circumstances concerning a student's eligibility not covered by the above stipulations, the school Administrator will make the final decision concerning eligibility.

Standards of Student Athletes, Coaches, and Spectators' Behavior

WOLCA conducts an intensive sports program in the belief that a lifestyle of physical fitness is beneficial and that competitive team experiences contribute significantly to the development of character, mutual support, and school spirit. Good sportsmanship is an important part of this training. We expect our coaches, our players, and other participating or spectating students to represent the Academy in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of family members and friends. We expect all such spectators to uphold the same high standards that we expect of our students. Opposing teams and their fans visiting WOLCA are to be treated as honored guests. The Administrator is directed to implement these policies, and those established by the leagues in which we participate at all levels of competition.

After School Athletic Practices

Students are not to be in the gym or outdoors on school property without supervision. All students must have constant supervision while participating in a school athletic activity. Once a student is dressed out, he or she is to be at practice unless the coach or supervisor gives other specific instructions. Every student should be sure to make arrangements in advance to be picked up immediately after dismissal from extra-curricular activities.

Word of Life Acceptable Computer and Internet Use Policy

Word of Life is committed to equipping students with the necessary research skills they will use in school and for the rest of their lives by providing controlled

access to the school's computer lab and certain Internet and computer resources. WOLCA recognizes the important role technology has on students and their education and the benefit of Faculty and supervised student use of the Internet and computer applications to support and enrich the school curriculum.

Through their supervised Internet use and research, students may potentially encounter information that is challenging or inappropriate, and while WOLCA cannot entirely predict or control all aspects of Internet exposure, given the ever-changing nature of the Internet resource, it is WOLCA's firm commitment to prevent the students' exposure to material that does not meet the school's standards. The following guidelines for the educational and appropriate use of the computers and the Internet defines the responsibilities of both the student and the school for responsible Internet and computer use:

Responsibilities of Teachers Utilizing the Internet

The teacher and/or computer lab supervisor will provide guided instruction on important research and computer skills development. Computer and Internet use will comply with the Word of Life mission, standards and goals. WOLCA has installed strict Internet filtering software that the school is confident will block all inappropriate and/or offensive websites. However, given the nature of the Internet and search mechanisms, WOLCA staff will provide additional efforts to screen for inappropriate materials. The classroom teacher, media center teacher, and/or computer lab supervisor will be available to provide supervision and instructional guidance to the students during their computer/Internet instruction. Students may not utilize online access of any type on any equipment during the regular school day or in extended care unless guided and engaged supervision is provided.

Use of School Equipment and Privacy

The use of computers, telephones, copiers, projectors, and similar equipment owned or furnished by WOLCA or Word of Life Assembly of God church is restricted to official business due to WOLCA's commitment to exercising good stewardship with school resources. When using WOLCA equipment, each student or employee will take care to determine the policy and procedures pertaining to the use of all of the facilities and equipment and comply fully with that policy and those procedures. This requirement includes the policy and procedures relating to the use of e-mail and the Internet.

In no case shall WOLCA or church equipment be misused (for handicapping, games, harassing, or other illegal or inappropriate activities). Misuse or unauthorized use of WOLCA or church equipment is subject to severe penalties and may be prosecutable under the law.

WOLCA reserves the right to review the information contained on WOLCA computers and other equipment at any time, for any reason and without prior notice. No student or employee should have any expectation of privacy in the use of any electronic or communication systems of WOLCA.

Responsibility of the Student

- Only access material that reflects the Christian morals and principals supported by WOLCA
- Maintain the Christian behavior and conduct expected by WOLCA while in the computer lab or classroom.
- Comply with copyright laws. Plagiarism is strictly prohibited.
- Respect the computer equipment and computer lab resources, e.g., do not change the workstation configuration or delete any programs

- Do not remove any equipment from the lab unless approved and under the direction of the computer lab teacher or school Administrator.
- Use of the Computer Lab and the Internet must be under teacher supervision
- Access to chat rooms and e-mail are prohibited unless expressly directed and supervised by the teacher
- Use of electronic devices such as memory sticks or cell phones to store data without permission from WOLCA staff is prohibited.
- Tampering with the Internet filtering software is strictly prohibited and subject to disciplinary action.
- Understanding the consequences of violating the WOLCA computer and Internet policies could mean having computer and Internet privileges revoked with possible further disciplinary action to be determined by the teacher and Administrator.

Response to Concerns:

An individual in the school community with a concern over Internet or computer usage should write their objection to the work, website or other material and provide the concern to the computer teacher or Administrator immediately. If the objection is valid, school staff will take immediate action to block access to the material. If the Administrator decides that the material meets the school's standards and instructional objectives, the individual who raised the concern will be notified along with the Administration's justification for the usage of the material.

Closed Campus

WOLCA is a closed campus. This means no visiting students are allowed in or around the school during normal school hours of 6:30 a.m. to 6:00 p.m. without the

Principal's approval. Additionally, students may not leave the property or exit the building without written consent of a parent. Outside doors are locked and are not to be opened for any reason.

Visitors

Students may bring visitors/friends with the Principal's approval. Visits are limited to lunch time so as not to disrupt the learning environment. All visitors must meet all behavioral regulations and dress code regulations of WOLCA. They must check in with the school office as soon as they arrive and receive a visitor's pass. Visitor whereabouts will be known at all times should they need to be contacted.

Field Trips

The WOLCA instructional program shall include excursions and trips by students under the supervision and instruction of teachers to museums, art galleries, places of historical significance, industrial and civic interest, fields and woods for nature study and institutions or places of similar character which in the opinion of the Administrator, may promote the education of the students. Field trips must provide instructional value and a learning experience consistent with the WOLCA curriculum and instructional plan. Teachers follow the WOLCA field trip planning processes and procedures in designing, planning, conducting, and following up from the field trip, notifying parents, and communicating with chaperones. The Principal must approve the place to be visited, date, cost, any related fundraising, chaperones, and the method of transportation. Field trips require the prior written consent of a parent of each student attending.

Fund Raising by Student Organizations

All proposed fund raising activities must be submitted to the Principal in writing for approval, prior to implementation.

Approval will be based on the following principles, approved by the Advisory Board:

Solicitation of gifts on an across the board basis will be limited to special situations such as scholarship funds. Solicitation of gifts from a small group of individuals with particular interest in a particular need (such as a piano or a tennis court) will be permissible. Gifts may not be solicited by high-pressure tactics, including assignment of quotas. Giving should be structured in such a way as to encourage anonymity. (Matt. 6:2-4)

Sale of goods and services, or coupon books at fair prices is the preferred method of fundraising for student activities. This could include car washes, yard work, baby-sitting, tutoring, or other similar activities. The funds should be designated for a specific use related to the function of the organization or group.

Sale of raffle tickets, or other products at above market value is not in keeping with the principles of the school and will not be permitted.

The above guidelines are consistent with Biblical principles concerning giving and working.

Food Program

WOLCA may provide school lunches internally or by contract consistent with health codes and regulations. The selection of lunches and payment methods will be communicated by the school to the school parents. Due to health requirements, there are no facilities available to students for warming food brought from home.

Unscheduled School Closings, e.g., Inclement Weather

In the case of inclement weather, WOLCA will notify you on its decision via the school's main communication system ParentSquare You will also find the information available on the WOLCA website at www.wolca.org

On rare occasions, the school may have to close after classes have begun because of the onset of severe weather warning, snowfall, electricity outage, pending ice storms, etc. In such cases, parents will be notified through the school's online communications system/ by e-mail or even by cell phone if

practicable that school is closing and they will be asked to arrange for transportation to transport their children home safely.

School Calendar

The Head of School shall establish an annual school calendar that shall meet or exceed the requirement of relevant accreditation guidelines for a school year of 180 school days or an equivalent of:

- 990 net instructional hours for Grades 7-12

School and Community Relations

The school-community relations program shall be such that the community is fully informed about the school's educational program, the strengths and needs of the school, and the services that are available to the school community. An informed citizenry is essential for complete cooperation and support.

Parent-Teacher Fellowship

WOLCA desires for parents to be involved in the school and build relationships with other parents and teachers. Opportunities for involvement may include informal parent-teacher fellowship meetings for the purpose of encouraging one another and assisting the school through volunteer opportunities such as fundraising, special events, and teacher appreciation. All events must be approved by the Head of School.

Transportation of Students

Parents of WOLCA students provide transportation for their children to and from school. All parents and staff must exercise caution and adhere to designated traffic patterns.

Students will not be released to anyone other than a parent or guardian or the specific individuals authorized by the parent in the written enrollment forms unless formal notice, originating from the parent or guardian, is made in writing. Students who are driving to and from campus will be required to stay campus for the full length of the school day unless otherwise communicated to the Principal from the parent.

The school shall furnish transportation to some events not on campus. Students must have written parental consent to ride in school vehicles. Drivers of school vans or cars must have proper licenses and be 21 or older.

Volunteer Hours and Work Studies Programs

All students in 9th-12th grade are required to put in a minimum of 100 volunteer hours throughout the year. Students will be given ample opportunities to earn hours, but some will have to be done off campus. Students enrolled at Word of Life Christian Academy will be given the opportunity to participate in our work studies program where students will earn some of their volunteer hours by helping with office work, being a reading buddy to the elementary students, helping teachers with their classrooms, and playing sports with the younger students.

Graduation Requirements:

All students graduating from Word of Life Christian Academy will complete all requirements for an Advanced Diploma. Students enrolled will be required to take a minimum of 5 credits throughout the school year. Part-time programs are not available.

Advanced Diploma Requirements include 4 credits in all major subjects (English, History, Math, Science, and Bible). Students will need 3 credits in a foreign language, 2 credits in P.E. and 2 credits for electives.

Word of Life Christian Academy partners with Liberty University online to offer dual-enrollment classes for students who would like to take additional elective credits.

