



WORD OF LIFE
CHRISTIAN ACADEMY

Word of Life Christian Academy

Elementary & Middle School Parent/Student Handbook

2022-2023

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

Enrollment Procedure

Application and enrollment must be completed through FACTS, our online enrollment/tuition system. It is required that each family set up a FACTS account. The following documents will be required to upload into your account.

1. Application with enrollment fee
2. Emergency Medical Form
3. Financial Policy. Parents must register in FACTS and choose a tuition payment plan.
4. Photo Permission Form
5. Records Request Form, if applicable
6. Birth Certificate and Immunization Records
7. Physical / Health School Exam

Once the application and FACTS tuition payment plan has been set up, new students will need to take a placement test and meet with the Assistant Principal. Parent/Student Meeting 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. Parents are also made aware of the school's discipline policy.

Placement Test:

New students entering grades K5 to 8th will take a placement test to evaluate their strengths and weaknesses. This test will help the teacher and Principal determine how to best help the student succeed at WOLCA. There is a \$25 Placement Test fee due at time of test.

Notification of Acceptance: Upon completion of the designated steps, parents are notified via an email from the Head of School if their child has been accepted into the school. In addition to normal acceptance, students can be accepted conditionally, for example, the student must attend and pass summer school, is tutored and retested, must repeat a grade, or is placed on an academic probation contract.

Expectations: All students admitted to the school will be expected to perform at or above grade level. If the student has been enrolled in a special education program and has an IEP from the public school system, the principal will determine the appropriate method for ascertaining the student's past conduct, academic progress, and long-term potential. 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 principal 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.

Registration Fee: The registration fee (non-refundable) is due online when the registration application is completed. A receipt from Square will be emailed to the family.

Enrollment Priorities: The first two weeks of the enrollment period are reserved for current students. During this time, current students should complete the re-enrollment form online. The registration fee will automatically be deducted from the student's FACTS account. Following this two-week period, all students will be prioritized according to their date of application.

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.

Student Non-Discrimination Policy

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.
- Emergency Medical Form
- Registration into FACTS, tuition for the year must be paid in full.
- Financial Policy Form
- Photo Permission Form
- Placement Test and Interview
- Records Request (if applicable)
- IEP (if applicable)

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. Evidences 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 schools academic goals. 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.

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 principal 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> (Accessed August 29, 2011):*

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. 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 Childhood 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 | Scarlet Fever |
| Measles | Scabies |
| Mumps | Ringworm |
| COVID-19 | Impetigo |
| Pneumonia | Pink Eye |
| Whooping Cough | Head Lice |
| Pinworms | |

Medical Appointments

If it is absolutely necessary for a child to leave early for a medical appointment, a written request (email) must be sent to the child's teacher 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.

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 school. Medicines ordered twice a day should normally be given before and after, rather than during, school 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 school, 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 as appropriate. Students are not to bring any medication to school unless it is approved by the Assistant Principal. Medication brought to school must be kept in the medication cabinet in the school office.

Parents must complete and submit a medication authorization form with the dosage instructions in order for medication to be administered by a MAT trained staff member.

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

Guidelines for Administering and Storing Medication

Medication will be administered only if the parent or legal guardian has provided written consent (Medication Administration form) and the medication is available in an original labeled prescription or manufacturer's container that meets the safety check requirements.

1. Prescription Medication

Parents or legal guardians will provide the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication and includes: the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions.

2. Nonprescription Medication

Parents or legal guardians will provide the medication in the original container. The medication will be labeled with the child's first and last names and include specific, legible instructions for administration and storage supplied by the manufacturer and the name of the health care provider who recommended the medication for the child

3. Instructions for the dose, time, and how the medication is to be given, and the number of days the medication will be given will be provided to the school staff in writing (by a signed note or a prescription label) by the health care provider. This requirement applies both to prescription and over-the-counter medications.

4. A health care provider may state that a certain medication may be given for a recurring problem, emergency situation, chronic condition or prevention. Example: sunscreen, acetaminophen, Epi-pen.

- The instructions should include the child's name; the name of the medication; the dose of the medication; how often the medication may be given; the conditions for use; any precautions to follow; and potential side effects
- A child may only receive medication with the permission of the child's parent or legal guardian.

Medications for chronic conditions such as asthma or allergies: For chronic conditions (such as asthma), the parent/legal guardian written consent must be renewed monthly. An individual care plan must be provided that lists symptoms or conditions under which the medication will be given.

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.*

Medication Storage:

1. Medication will be stored as follows:

- Inaccessible to children, locked
- Separate from staff or household medication

- Protected from sources of contamination
- Away from heat, light and sources of moisture
- At temperature specified on the label (refrigerated if required)
- So that internal (oral) and external (topical) medications are separated
- Separate from food
- In a sanitary and orderly manner

2. As necessary, controlled substances (i.e. Ritalin) will be stored in a locked container and stored in a location identified by the Principal. As necessary, the Academy will implement a system for tracking administration of controlled substances.

3. Medications no longer being used will promptly be returned to parents/guardians or discarded.

4. Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care provider. Instructions which state that the medication may be used whenever needed will be reviewed by the health care provider at least annually.

Self-Administration by Child

A school-aged child 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.

Medication Administration Procedure

1. **Wash hands** before preparing medication

Medication errors will be controlled by checking the following six items each time medication is given: **Right Child; Right Medication; Right Time; Right Dosage; Right Route; Right Documentation**

2. Prepare medication on a clean surface away from diapering or toileting areas.
3. **Do not add medication to a child's bottle or food.**
4. For *liquid* medications, use clean medication spoons, syringes, droppers, or medicine cups that have measurements on them (not table service spoons) provided by parent/legal guardian.
5. For *capsules/pills*, medication is measured into a paper cup and dispensed as directed by the Health Care Provider/legal guardian.
6. **Wash hands** after administering medication.
7. Observe the child for side effects of medications and document on the child's Medication Authorization Form.
8. If a medication error occurs, the Regional Poison Control Center and contact the child's parents immediately. If that were to occur (and we do not anticipate that it would), the incident would be documented in the child's record at the school.

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

volunteers.

Medical Emergency Procedures

In case of minor illness students may be sent to the office where they may be cared for.

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 within 30 minutes.

Transportation will be furnished in such cases only when necessary, and 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/enrolled into the school unless their parents sign, without any reservation, the agreement written below (or similar language achieving the same objective and approved by the School Board):

Upon favorable acceptance of the student named above, I hereby agree to accept all rules and regulations of the school and authorize the school to administer such disciplinary measures as may be deemed necessary and proper by the administration. We will pray for our child's educational progress and for the teachers and staff and will give active support to the school program in every way possible and attending mandatory school functions to which parents are invited. We will maintain a working e-mail account that we will check regularly so that we may stay informed concerning school communications pertaining to our child and so that we are accessible in the event of an emergency. We agree to pay tuition and such fees as are chargeable according to the current schedule of tuition and fees. It is understood that this is an application only and that space will not be reserved for our child until the enrollment process is completed and the registration fee is paid. I have read and accept the financial policy for tuition fees and refunds.

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 Size

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

<u>Grade Level</u>	<u>Ideal</u>	<u>Maximum</u>
Preschool	(Must follow state regulations for specific age group.)	
Kindergarten - Second	20 or fewer	25
Third - Fifth	22 or fewer	25
Sixth - Twelfth	25 or fewer	25

The Head of School 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, or class, 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 principal 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. The Principal 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 Principal 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 ultimately authority for determining the legitimacy of an absence rests with the Principal. The student must present the note to the 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 at 8:30 am are 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 one through eight 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. An Placement Test will be given before being accepted into the next grade.

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. 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 other appointed teachers. 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. If the parents do not agree with this recommendation, a conference will be scheduled with the parents, classroom teacher and Principal. The desired result of this conference is to have parental consent for retention. We recognize this is a vital component for the retention to be effective. However, in extremely rare cases in which the school believes that promotion would be educationally detrimental to a student, the school reserves the right to retain a student.

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 Principal must grant prior approval. The teacher shall be properly certified and shall be officially approved for tutoring at the school by the Principal. The Principal 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.

School Age

All students desiring to start Kindergarten must be five years old before September 30th of the school year in which they are to be enrolled. The birth date cut-off for entrance into first grade shall be age six on or before September 30.

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 students, 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 his/her designee. 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 K5 and above. Standardized testing is not a requirement but gives a benchmark for the student's academic level. If a child is late to school or is out for illness during the testing week, the student may not have a chance to make up a test. The teacher and administration will do their best to find time to make up any missed tests that week.

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 Principal will be notified.
- The student will confer with the Principal.
- 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 Principal 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 occasion, because of a student's excellent academic performance and level of maturity, parents will request that a student be advanced a 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 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 (Grades Kindergarten and Above)

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:

Parents with students in kindergarten and above will have a **mandatory personal conference** with their child's teacher at the **end of the first grading period**. 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 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.

The completion of homework assignments should be recorded by the teacher 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.

In grades 2-8, students are given an Academic Planner at the beginning of the school year. At the end of each day, students will write down homework assignments. Teachers will check and initial that the student has written assignments clearly. Parents are then asked to initial the planner each evening when homework is completed by their child.

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.

To help students responsibly schedule their homework, they should be notified of the assignment as much in advance as possible. Research 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. Generally, the following schedule should be followed for nightly homework assignments:

GRADE	RECOMMENDED MAXIMUM TIME
K-5	20 to 30 Minutes
1-3	30 to 45 Minutes
3-6	45 to 60 Minutes

Special circumstances may dictate that more or less homework than is normal may be assigned according to a student's needs. Elementary students of advanced ability who have mastered the work may be excused from routine homework and encouraged by the teacher to spend their time on additional projects, original and creative expression and/or research. Students who are having difficulty and who require more individual help may require additional assistance after school or at recess and break times. If at all possible, no homework, tests, major papers, or projects are to be due on Thursday since families are strongly encouraged to attend church together. Additionally, teachers should minimize homework on weekends, holidays, and vacation breaks when family times should be encouraged.

Special projects requiring extensive parental involvement and materials to be purchased by parents should be communicated with the parents well in advance (several weeks at least) 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

Kindergarten Grading System:

O = Outstanding

G = Good

S = Satisfactory

N = Needs
Improvement

U = Unsatisfactory

Effort Marks

Parents will also be informed of their child's effort by the nine-week report that will have an evaluation of effort for each of the courses in which the student is enrolled. The following additional marks will be used in grades Kindergarten – 5th:

O = Outstanding

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

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.

Behavior and Consequences

Following are examples of offenses and consequences defined by our discipline policy. Using these as a guide, and after considering such factors as the seriousness of the offense, the surrounding circumstances, prior conduct and performance, and teacher recommendations, the principal will determine the appropriate action to be taken.

Offenses: Unacceptable / Inappropriate Behavior
Ignoring a teacher's instructions or redirections.
Disrupting the class (shouting, screaming, throwing tantrums, refusal to be quiet during rest time)
Defiant Behavior. (Refusing to follow class rules or activities.)
Being unsafe and endangering others. (Throwing toys, blocks or furniture, running away from the teacher)
Aggressive Behavior. (pushing, shoving, kicking, punching, pinching, Etc.) Biting— parent notified on 1st offense
Destruction of school or student property
Frequent potty-accidents.

WOLCA Discipline Policy Kindergarten through 6th 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.

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 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:

- 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:

- Follow directions
- Respect one another while walking in line.
- Keep your hands to yourself and by your side when walking in the hallway.

Lunchroom Expectations:

- Quiet time is the first 10 minutes
- Do not share food with others.
- Talk with the students around you and stay in your seat while you finish your lunch. Throw away all your trash including anything that fell on the floor.
- Assist with after lunch clean-up when it is your assigned job.

Discipline procedure

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 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 wellbeing of the other students in our school.

1. Teacher corrects behavior in the classroom.
2. Teacher communicates with parents to assist with behavior.
3. Principal and parents meet with the goal to help the student succeed in the classroom. If behavior continues, student may be asked to leave WOLCA.

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.

Social Media

As students of WOLCA, your Facebook, Twitter, 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.

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 Head of School. 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 Head of School or Principal 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 Head of School or Principal, 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 continually 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 on the property.

Electronic Devices

Possession of any portable communication device is not allowed in the school. This includes any cell phone, watch, handheld game containing an electronic communication device, e.g., Internet access, a laptop computer, or other similar device that can receive or transmit audio, video, picture, or text messages. Any such portable communication device shall be subject to confiscation by school officials and returned only to the student's parent after a parent-teacher conference.

Explanation of Consequences

Loss of Play Time (K and above): 5-10 minutes spent sitting quietly during recess.

Loss of Privileges (K and above): Not able to serve in class/leadership roles, e.g., leadership position, line leader, door holder, teacher's helper, etc.

After School Detention: Student will be confined to a specific room where they will be given appropriate instructional activities. They will not be allowed to talk unless directed by the teacher.

Note Home: A report of misconduct to be signed by a parent and returned the following day.

In-School Suspension: Removal of a student from the classroom. Work assignments are done and are due, but no higher grade than a 70 will be given. At the discretion of the Head or School or Principal, the student may be required to report to WOLCA at 7:00 a.m. on a Saturday to walk the perimeter of the building or property, perform activities or duties as designated by the Administrator and appropriate to the situation, e.g., perform general trash pick-up on property. **Suspension:** A student may be suspended from school, only after a parent-Administrator disciplinary conference. Very specific changes in attitudes and actions will be expected prior to re-admission. A re-admission parent-Administrator conference will be necessary for the student to return to school. Work missed during any suspension will be treated as an unexcused absence, and no grade higher than a 70 may be received. Disciplinary probation is invoked when a student is suspended from school

Expulsion

Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, that student's behavior is preventing classroom instruction, or behavior was severe possible harming another person. When expulsion is recommended, the School Board is notified, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the Head of School in consultation with the School Board.

A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance. In the case of such an offense, the matter will be referred to the Head of School. The Head of School will then make a decision as to expulsion. The Head of School has the authority to expel any student for non-compliance with the rules and regulations of the school. If a student is expelled from WOLCA, the parents are still obligated to pay the full year's tuition.

Suspension

The Head of School has the authority to suspend a student.

The length of suspension will be 1-5 days as determined by the Head of School. The reasons, which would give cause for suspension, are:

- Continued deliberate disobedience/disrespect displayed.
- A rebellious spirit that is unchanged after much effort by the school staff.
- A continued negative attitude and bad influence upon other students.
- A serious breach of conduct inside or on grounds of the school that has an adverse effect upon the image of the school.
- Failure of the student to comply with the disciplinary actions of the school.
- Failure of the parents to get recommended professional help for exceptional children.

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 proceeding. 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 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 Head of School of the Academy setting forth in detail the action or policy that is the basis of the grievance. The Head of School 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 Head of School, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the Head of School, 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 Policy and Procedure Manual. 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 Head of School 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

Probation will last for 4 1/2 weeks following the Head of School's conference with the parents and student. 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 Head of School 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 Head of School 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

Standards of Dress (Uniforms)

All students of WOLCA shall wear only Flynn O'Hara uniforms. These uniforms are approved by the School Board and shall be worn in accordance with regulations established by the 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.

The following WOLCA uniform guidelines are intended to create a comfortable learning environment free from distractions and social pressures:

- All uniforms including pants, skirts and sweaters must be from Flynn O'Hara.
- Only a WOLCA sweatshirt or a Flynn O'Hara sweater with the logo will be allowed to be worn in the classroom.
- Belts are required with pants for boys and girls in grades 2nd grade and up.
- Boys are not allowed to wear earrings. Girls can wear stud earrings only.
- Fingernails are a normal length and with a neutral color
- Navy, white, tan socks and tights are allowed. No patterns.
- No sandals, crocs, or snow boots worn in the building
- Boys cannot have hair below the collar of the shirt. No fad or extreme hair fashions or colors for boys and girls.
- Students are not to wear sunglasses, hats, caps, bandanas, or distracting headbands
- Students should come to school with outer clothing appropriate to the weather. Keep in mind, students will go outside for recess until the temperature is below 32 degrees.

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. They will be sent home. Areas of subjectivity are left to the discretion of the teachers and Administration. *Students bringing guests who do not attend this school should inform them of the dress expectations in our school environment. Anyone who is not dressed accordingly will be asked to leave.*

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

Purpose

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 with 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 Administrator will make any decisions related to the re-enrollment situation of either involved party following the semester in which delivery occurred.

Honor Roll

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.

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 Head of School, Principal or teacher 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 brings 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. 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 the humanistic philosophy. Christian publishers provide an emphasis on Christian values and Christian thinking. On the other hand, secular publishers often provide excellent teacher helps 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 Head of School, Principals, 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 Head of School 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 Kindergarten and above. 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 resource 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.

Extracurricular Activities for Home-School Students

The School Board authorizes the Administrator to consider extending extracurricular activities to students who are home-schooled. These activities would only be made available if all WOLCA students have had the first opportunity to participate and space remains available. Home-schooled students' participation is only available on a year-to-year basis and may be terminated at any time. If needed, the Head of School will develop an application and procedure for home-school student participation.

Library Utilization Guidelines

The mission of the Word of Life Christian Academy Library is to provide the resources and materials to support the Academy's overall mission of providing a sound academic education integrated with a Biblical view of God and the world. The contents of the Library were selected to encourage individual learning, cultivate research skills, and foster spiritual growth as well as to reinforce the Word of Life integrated curriculum and instructional program.

Library Purpose

The WOLCA Library has been established to provide the following:

- Books which have spiritual value
- Material on various topics that will encourage reading.
- Reference material that will encourage student research
- Wholesome recreational reading offered on all reading levels.

Book Selection

To insure that books being selected follow these guidelines, criteria will be established for evaluating specific books in areas such as language and theme.

Materials in the library will:

- Model positive character traits
- Show conclusive results of actions whether positive or negative
- Clearly draw the line between good and evil
- May include humanistic influence in parts of the book when the major thrust emulates wholesome values.

Materials containing blatant and objectionable language will be prohibited.

The books selected for the library shall not all be Christian or acceptable to every family. Because it is the school's desire to teach students to critically evaluate what they read, some non-Christian materials will be included. It is important for parents to know that they should be actively involved in helping their children evaluate what they read and further censor where they feel it is necessary. In the event of a serious objection to material in the library's collection, please refer to the "Response to Concerns" information below.

Response to Users' Concerns

The individual with the concern will need to submit the nature of the concern in writing to the school Librarian or teacher. The Librarian or teacher will review the individual's written objection with the Head of School to determine future action. If the objection is determined to be valid, the Librarian or teacher will immediately remove the objectionable material from the Library collection. If the Head of School and the Librarian decide that the material is not objectionable and meets the school's standards, they will clearly explain their reasoning to the individual who raised the objection.

Music Education

Music appreciation education is important to the holistic development of the students and for identifying those students with exceptional God-given talent who may be called into music as a ministry and vocation in the future. Every student through 6th grade (or as designated by the Administrator) is required to participate in a general music appreciation class scheduled each week. The school plans to facilitate the provision of special choirs and instrumental music instruction in third grade or above through various arrangements which will be communicated to school parents along with information on how to rent instruments for their children. Opportunities for music festivals or performances will be sought during the year and coordinated through the Head of School or Principal. The music department will be responsible for providing music programs, e.g., a Christmas and spring program that will provide the opportunity for students to perform.

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

Any student who does not have the necessary dress or shoes for gym class will not be allowed to participate and his or her non-participation will be reflected in the student's grade.

Special Education

Disabled students are eligible for admission when the WOLCA program is deemed appropriate and sufficient for meeting the student's specific needs. As appropriate, modification or accommodation may be made for a student in the regular classroom setting to meet the needs of disabled students. As appropriate, the school will work to maintain educational programs for students with physical and emotional challenges.

Extracurricular Enrichment Activities

WOLCA typically offers a basketball clinic and other activities during the school year as feasible, e.g., dance, soccer, track, and lacrosse as determined and announced by the Principal. 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.

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 as 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 inter-scholastic 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.

Requirements for Participation in Extracurricular Activities (Grades 5-6)

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

- ineligibility. If a participant misses a practice, he/she will not start in the next scheduled event.
- 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 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, 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 principles supported by WOLCA
- Maintain the Christian behavior and conduct expected by WOLCA while on a school computer.
- Comply with copyright laws. Plagiarism is strictly prohibited.
- Respect the computer equipment and 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 principal..
- 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 Head of School.

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 Head of School immediately. If the objection is valid, school staff will take immediate action to block access to the material. If the Head of School or Principal decides that the material meets the school's standards and instructional objectives, the individual who raised the concern will be notified along with the Head of School's justification for the usage of the material.

4.076-1 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 Head of School'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.

4.077-1 Visitors

Students may bring visitors/friends with the Head of School and 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.

4.078-1 Special Events Such as Guest Speakers and Parties

All special events such as guest speakers and parties are to be approved by the Head of School or Principal. An official party or function is defined as one that is approved in advance by the Administrator and scheduled on the school calendar as appropriate. WOLCA will not have any dances at any of its officially sponsored parties.

Students shall have no more than six parties that take regular class time: e.g., teacher birthday party, Thanksgiving party, Christmas party, Valentine's party, Easter party and end of the year picnic. Teachers must inform the Principal the reason, date, and time of the party. Teachers will be asked to confer with their class parents to make sure that the details of parties or special events are planned in advance, clearly communicated, and fit within the class schedule and teacher requests. Only easy to distribute food will be allowed. No cakes or large tubs of ice cream. Cupcakes and cookies are best for Birthdays.

4.079-1 Special Class Trips

A special class trip may be permitted for graduating 6th Grade students. The trip must have Principal's approval and be planned well in advance, preferable at the beginning of the year. The trip is to have a spiritual objective and emphasis and include educational and cultural experiences. Overnight trips are not permitted. The expense of the trip is to be borne solely by the group.

4.080-1 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.

4.081-1 Fund Raising by Student Organizations

All proposed fund raising activities must be submitted to the Head of School in writing for approval, prior to implementation. All fundraising must follow the

guidelines set forth in 2.0011 of the Policy and Procedures Manual (Financial Policies).

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 fund raising 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.

4.082-1 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.

4.083-1 Unscheduled School Closings, e.g., Inclement Weather

In the case of inclement weather, please visit www.wolca.org for school cancelation information. In addition, your teacher will communicate to families via ClassDojo or email concerning school cancelation information.

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 or by e-mail or even by cell phone that school is closing and they will be asked to arrange for transportation to transport their children home safely.

4.084-1 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:

- 540 net instructional hours for Kindergarten
- 990 net instructional hours for Grades 1-12

4.085-1 Class Schedules

The principal shall design a class schedule that will best meet the needs of all students. Each elementary teacher is responsible for establishing a daily instructional schedule that includes all academic core classes as well as Art, Spanish, Music, Computer, Library, PE and recess.

Car Line

Car line starts at 8:00 and ends at 8:20 a.m. After 8:20, parents will need to escort their student into the building through door 17. A late pass will be given to the student to give to the classroom teacher. The school day starts at 8:30 a.m.

Afternoon car line starts at 3:30 and ends at 4:00. Students not picked up by 4:00 will be brought to the Extended Care classroom. There will be a fee for late pick up.

4.086-1 Extended Care (Before and After School Care)

An extended care program is provided, for an additional fee, with the following guidelines:

- All students in grades Kindergarten to 8th grade arriving between 6:30 - 8:00 a.m. will enter Door 17, Preschool/Elementary Entrance, check in with the office, and go to the extended care classroom. At 7:50 am teachers will come to get Extended Care students.
- Any student not picked up by 4:00 p.m. will be signed into the Extended Care Classroom. Only those students involved in extended care or in an official WOLCA supervised after-school activity will be allowed to remain on campus. The Extended Care supervisors will provide constant supervision during these hours. Students will need to follow the extended care schedule which includes time for homework, snack and outdoor free play. Extended care supervisors are not allowed to oversee or assist with homework. Students must be responsible for making sure they have all their work once they enter the extended care classroom. Students will not be allowed to go back to their classrooms after 3:30pm unless they are accompanied by a parent.
- Ordinarily and unless a special circumstance is announced by the Administrator, the hours will be 6:30 a.m. to 8:00 a.m. and 4:00 p.m. until 6:00 p.m. All students must be picked up by 6:00 p.m. or a late charge will be assessed. Parents must come in to Door 17 and sign out their child. Photo identification will be checked in the event that an individual officially authorized by the parent in writing arrives to pick up the child.
- Any exceptions to the above policy must have the approval of the Head of School or Principal.
- Children of the staff members are to be supervised in their parent's classroom before and after school unless otherwise engaged in another school activity.

4.087-1 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.

4.088-1 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.

4.089-1 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.

Children 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. Even if an individual who is not the parent or guardian is authorized to pick up the child, WOLCA staff will still check the individual's government issued photo identification, i.e. a driver's license, before releasing the child to an individual who is not the parent or legal guardian.

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 age 21 or older.