



## Parent – Student Handbook 2017 - 2018

“Bringing God’s Truth to the Next Generation.”

### School Affiliation, Mission Statement, and Purpose

Word of Life Academy is a ministry of Word of Life Fellowship Church. WOLA was established in 1985 and serves students, age 3 Kindergarten through 12<sup>th</sup> grade. Committed to Jesus Christ, Word of Life Academy’s mission is to provide a biblically based, academically excellent education in a nurturing environment, developing students’ potential to meet the challenges of today and the opportunities of tomorrow.

### Statement of Faith

We believe the Bible is the inspired Word of God, a revelation from God to man, the infallible and authoritative rule of faith and conduct, and is superior to conscience and reason. (II Timothy 3:16-17, II Peter 1:21, Hebrews 4:12)

We believe there is only one true God, eternal, unchanging and existent in three persons; the Father, the Son and the Holy Spirit. (Deut. 6:4, Matthew 28:19, John 10:30, II Cor. 13:14)

We believe in the Deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Matt. 1:23, II Cor. 5:21, I John 3:5, John 11:38-44, I Peter 2:24, Acts 15:16, Acts 1:9, 11)

We believe man’s only hope of salvation is through the shed blood of Jesus Christ. The inward evidence to the Believer of his salvation is the witness of the Spirit. The outward evidence to all men is a life of righteousness and true holiness. (John 3:16, John 14:6, Ephesians 2:8)

We believe in the church ordinances of Water Baptism and Communion. (Matt. 28:19, Mark 16:16, I Peter 1:4, I Corinthians 11:26)

We believe in the baptism of the Holy Spirit with the accompanying physical evidence of speaking in other tongues for endowment of power for life and service, and the bestowment of the gifts and their use in the work of the ministry. (Acts 1:4-8, 2:4, 8:12-17, 10:44-46, 19:2,6)

We believe that God is Good and does Good. He provides total prosperity – spiritual, mental, physical, financial, and social. (Ps. 119:68, Ps. 145:9, Acts 14:17, James 1:17)

We believe the Church is the body of Christ and that Jesus Christ is the head of the body. Each member, being born again, is an integral part of the church. (Eph. 1:22-23, 2:22, Hebrews 12:23)

We believe in the Blessed Hope – the rapture of the church which is the catching away of the saints. (I Cor. 15:51-52, I Thess. 4:16-17)

We believe in the millennial reign of Christ – the return of the Lord with His saints to rule and reign for one thousand years. (Rom. 11:25, 27, II Thess. 1:7, Rev. 19:11-16)

We believe in the resurrection of the dead - the righteous to eternal life and the lost to eternal separation from God and literal hell. (Hebrews 10:26-27, Rev. 20:11-15)

## The Educational Objectives of WORD OF LIFE ACADEMY

To insure that each child has come to a saving knowledge of Jesus Christ, achieves a higher level of Christian maturity, attains a deeper commitment, and becomes a more effective witness for the Lord Jesus Christ.

To emphasize the individuality of the child and to assist each child in properly responding to himself and to others; to develop self-confidence, individual God-given talents and abilities in creativity, goal-setting, academic learning, and the principles of success.

To promote self-discipline by training students to be relevant, consistent, appreciative, responsible, and thorough in attitude, character, and actions.

To assist each child in seeking his purpose for life's service and necessary preparation for eternity through emphasis on the importance of God's Word.

To assist each individual in overcoming inadequate educational background which is necessary for continuous and successful learning experiences.

To encourage success and minimize failure by offering academic excellence in individualized, achievable goals; inspiring achievement by reward of privileges; teaching to set goals, thereby learning the daily satisfaction, which comes from accomplishments; and learning to take responsibility.

To provide an education that is scholastically excellent with quality learning opportunities in the basic subjects of English, Mathematics, Science, and Social Studies; supportive instruction in the Bible; and related instruction in the Electives, Art, Music, Physical Education, and Computer. To prepare students for success in college and ultimately for life.

To help each child to learn how to live to honor the Lord Jesus Christ by meeting the daily responsibilities with which God has given him/her, and to do everything heartily, as unto the Lord – to His Glory.

## Word of Life Academy's Expectation of Parents

The Board, Administration, Faculty and Staff of Word of Life Academy expects each parent to understand, agree to, and uphold the following:

We affirm that we have filled out all of the Application and Enrollment forms accurately.

We further understand that falsification of any forms or records could result in immediate dismissal with no refund of fees or tuition.

We affirm that we have read the Summary of School Fees. We further agree to pay all fees and tuition according to the schedule outlined in the Summary. We understand that failure to meet any of these obligations will result in suspension of the student until the account is current or may result in mandatory dismissal. We further understand that no Records will be released until the account is paid in full.

We affirm that we have read the uniform policy of Word of Life Academy and agree to Support the policy throughout the school year. We understand that after three (3) uniform violations the student will be fined for each infraction.

We understand that assessments will be made to cover damage of school property (including window breakage, abuse of books, destruction of student desks, etc.) caused by our child.

We understand that homework is a vital part of the student's academic progress. We also understand that every student is given a Homework Slip every night. We agree to review the Homework Slip, check to see that all assignments are complete, and to sign the slip every night. We understand that this slip must be returned every morning with the student.

We understand that to ensure a safe environment, we agree not to go directly to the classrooms for any reason. We agree to bring students, books, lunch, and any other questions or business to the school office.

We understand that the Principal and Staff of Word of Life Academy are more than willing to communicate, have meetings, and conferences. We also understand that all such communication will be by appointment only and made in advance with the school office.

We have read and understand the procedures for pick up and drop off of the students. We agree to drive through the breezeway as directed. We further agree not to drop off or pick up students in the parking lot and to follow all safety and traffic rules of the school. We understand that violation of the safety and traffic rules will bring a fine of \$35 per violation and could result in the student being suspended from school.

We understand that students with permission are allowed supervised use of the school phone. WOLA Staff will make calls dealing with student emergencies or sickness. We also understand that if there is a family emergency or need to get a message to our child, we should call the school office. We further understand that cell phones are prohibited on school grounds. We understand that each time the student has a cell phone at school a fine of \$50 per incident will be imposed.

We understand that the policies and procedures of the school are enforced without partiality or bias. We therefore invest authority in the school to enforce disciplinary measures when necessary. We further agree to support that authority by reinforcing any discipline (lines, detention, etc.) that is issued to the student. It is also understood that verbal abuse by parent or child of the Staff of WOLA is not tolerated and may result in dismissal from the school.

We understand that classes begin at 8:00 am and are committed to prompt daily attendance. We understand that a note is required when the child is tardy and that after (5) unexcused tardies a fine will be imposed. We also understand that school ends at 3:00 except on Wednesday when it ends at 12:00. We agree to pick up promptly at dismissal time. We understand that students that are not picked up by 15 minutes after dismissal time are placed in the After Care program and charged for that day.

We affirm that we have read the entire Word of Life Academy Handbook. We agree to support and uphold all of the school policies, procedures, and rules therein.

## ADMISSION

### Non-Discrimination Policy

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

### General Policies

Word of Life Academy is a private Christian school and reserves the privilege of setting and maintaining its own standards of scholarship, dress, and conduct. The school further reserves the right to refuse admission to anyone that does not meet the criteria established for standards of conduct and academic expectations outlined by the school administration.

Applicants must submit a completed Registration packet and interview with the Principal or authorized office personnel in order to be considered for enrollment. Parents will be notified of the child's acceptance and status. Students are not officially registered until Registration packet, official transcripts, and immunization records are received and all initial fees are paid in accordance with the school's Summary of School Fee Policy. Student's academic ability will be evaluated upon entry.

Senior's desiring acceptance to Word of Life Academy must have a complete transcript that outlines Credits received for high school years and current scores for National Standardized tests. All seniors are required to meet WOLA's graduation requirements.

## Re-enrollment Procedures

All students wishing to re-enroll must fill out the Student Application and enrollment forms each year of enrollment. Application for re-enrollment will be approved at the sole discretion of the administration. Students applying for re-enrollment must have the previous school year's financial account paid in full.

## Health

Each student is required to have proof of immunization in order to attend classes. Students K4 through High School that do not have an updated shot record will not be admitted to class.

WOLA Staff will not administer any prescription or non-prescription medication without parental authorization. Parental authorization forms for Tylenol, Pepto-Bismol, and Pamprin are to be signed at Registration. All students bringing prescription and non-prescription medication to school must leave it in the school office to be administered by the Staff at specified times.

Students who contract communicable disease or illness must have a physician's consent to return to school. Students with chicken pox must remain out of school until all sores have dried up. Any student who exhibits symptoms of sickness (especially fever) should not be brought to school. Parents are required to provide emergency information where they (or designated adult) can be reached at all times in case of sickness or injury occurring at school.

## Financial Information

The financial policies of Word of Life Academy are set out in the Summary of School Fees and are as follows for the 2015-2016 school year:

	<b>FEE</b>	<b>DUE DATE</b>
<u>Registration</u>	\$185.00	Upon Registration
<u>Curriculum Fee</u>	\$345.00	Upon Registration
<u>Tuition:</u>	<b>August 1 - May 1</b>	
<b>** Yearly tuition divided in 10 payments**</b>		
K3 - Kindergarten	\$2,850.00	\$285.00 per month
1st - 2nd grades	\$2,950.00	\$295.00 per month
3rd - 5th grades	\$3,250.00	\$325.00 per month
6th - 12th grades	\$3,550.00	\$355.00 per month
<u>Building\Capitol Improvement</u>	\$285.00	**See Summary / Options Sheet
<u>Computer &amp; Tech Fee</u>	\$200.00	**See Summary / Options Sheet
<u>Testing Fee</u>	\$75.00	March 1st
<u>**Senior Graduation fee</u>	\$150.00	April 1 of Senior year

## FINANCIAL POLICIES:

- 1- The REGISTRATION FEE is a one-time, non-refundable fee due upon application. No application for admission will be accepted without the full Registration fee. This fee will hold your child's place for the 2015 - 2016 school year. The Registration fee is \$185.00.

- 2- The CURRICULUM FEE is \$345.00 for the school year. This is a one time fee per child that covers your child's use of curriculum and materials for the year. This fee is due upon Registration. Those registering or withdrawing during the school year are responsible for the entire Curriculum fee. This fee is non-refundable. No curriculum or material used or unused will be distributed upon completion of the curriculum. No curriculum or material will be distributed upon withdrawal of the student from the school. The school does not sell or distribute curriculum.
- 3- The TESTING FEE is a one-time fee that covers your child's Stanford Achievement Test (SAT). This is the National Standardized test and is required each year of enrollment. The fee is \$75.00 and is due March 1.
- 4- TUITION Payments are due on the 1st of each month and are considered "past due" after the 5th of that month.
  - .. A 10% late fee will be imposed upon payments being made after the 5th of the month. .. ..
  - ...Payments are made directly to the school office.
  - .. When an account is 30 days late the student will not be admitted to class until the account is current.
  - .. Report Cards / Records will not be issued when the account is past due.
    - All past due accounts will be required to pay cash or money order to receive Report Card / Records.
  - .. All uncollected funds will be subject to credit recovery and the recovery fees will be added to the student's account balance.
  - \*\*\*\* Tuition is a YEARLY fee (never prorated monthly or weekly for attendance)
  - \*\*\*\* Yearly Tuition is divided into 10 monthly payments.
  - \*\*\*\* Monthly Tuition payments are due August 1 through May 1.
  - \*\*\*\* If a student enrolls after August of the school year a tuition payment of one month prior to the start date is required to enroll.
  - \*\*\*\* Students enrolling mid month are responsible for the current month as well as the prior month.
- 5- The Building\Capitol Improvement fee is a one time, nonrefundable fee. It is one fee per family and is due upon Registration or according to the Payment Option page. The fee is \$285.
- 6- The Computer & Tech fee of \$200 is a one time, non-refundable fee per child. This is due upon Registration or according to the Payment Option page.
- 7- Any student wishing to return to Word of Life Academy must have the previous year's account paid in full.
- 8-
  - a. Students enrolling, withdrawing, or being expelled during the school year will be responsible for the entire payment of the month they are enrolled, withdrawn, or expelled. Students that are withdrawn, expelled or asked to withdraw are not due refunds on the current (or previous) month's tuition, curriculum \material fees, registration, building\capitol improvement or fund raiser fees.
  - b. Seniors completing graduation requirements before the full school term ends will be responsible for the entire year's tuition.
- 9- No information from the permanent record file (including drop slips) will be released until the student's account is paid in full. For students withdrawing or being expelled during the school year no grades, transcripts, or information from the permanent record file will be released until the account is paid in full by cash or money order. Checks will not be accepted as final payment. Graduating seniors MUST have their account paid in full in order to graduate on stage.
- 10- Quarterly Report cards will not be issued if the account is not current.

- 11- A monthly statement of your account will be sent each month.
- 12- NSF checks are subject to a \$45 NSF charge. At the time two (2) checks have been returned NSF, only cash or money orders will be accepted for payment on the account.
- 13- Falsification of application or any other records may result in immediate dismissal.
- 14- Junior High and High School level students taking courses requiring lab or other specialized equipment / materials will be billed for those course materials in addition to the yearly Curriculum fee. High school students enrolled in foreign language or Network computer classes will be charged an additional fee for the course. Junior and Senior High school students (grades 6-12) will be charged a fee for P.E. This fee includes their P.E. uniform and is not refundable. If a student has a P.E. uniform from the previous year, the cost of the uniform will be deducted from the P.E. charges. All additional Course fees are non-refundable.
- 15- There is a Senior Graduation fee of \$150.00 due April 1st of the student's Senior year.
- 16- All Seniors are required to take the ACT College Board Test in order to graduate. The fees that are required for the test are the parents responsibility and paid directly to ACT. Registration for the test is directed through the school office.
- 17- Students that misplace Paces or students who fail Paces that need to be replaced or redone will be charged \$15 per Pace. Replacement of student flags is \$10.
- 18- Word of Life Academy accepts cash, checks, Visa, Master Card, American Express, or Discover credit / debit cards.

**\*\* Payment Options for Initial fees are on the final page of this Handbook.**

All Parents are required to sign The Summary of School Fees and file it with the School Office upon Registration.

### After Care Program

After Care is available for Word of Life Academy students to assist working parents. Application for After Care must be filled out before the child begins the program. It is required that contact numbers as well as person authorized to pick up student are available. After Care forms are sent home with the students each Friday. Those needing After Care for the following week must fill out the form and send it back to school with the fee on Monday morning. If an emergency arises and you need After Care for a given day, parents may call the school office to make the arrangements.

After Care times are Monday, Tuesday, Thursday, Friday from 3:00 to 5:30 and Wednesday from 12:00 to 5:30. Children are to be picked up promptly by 5:30. Late pick up will result in additional charges and could result in the child being dropped from the program.

Prices for After Care are as follows: Monday, Tuesday, Thursday, and Friday \$10 for each day of service. Wednesdays are \$20. The price for weekly After Care is \$50.

The Fees for After Care are per week or daily and are charged weekly. The fee is due on the Monday of service. Payment can be sent with your child or paid in the school office.

Students that are uncooperative or unmanageable or parents with a delinquent After Care account may be denied the use of the program. Children may bring food or snacks. For Wednesday After Care they are required to bring their lunch. The Snack machine and drink machine will be available for After Care.

### OFFICE GENERAL PROCEDURES

#### Visitors

Visitors (those related to the student) are welcome in the school. However, all visitors, including parents, must check in at the front office of the school. No visitors (including parents, Grandparents, etc.) are allowed to go directly to the classrooms. In order to ensure the safety of our students and Staff, this policy will be strictly enforced. All messages to the Staff or students will be forwarded to the class. In order to avoid classroom interruptions, return calls will be made from the school office after class time. Parents bringing lunches, books, party items, etc. will leave the items in the school office. They will be delivered to the class at the least disruptive time.

### Conferences and Meetings

WOLA promotes and welcomes good communication between parents and the faculty / administration of the school. Parents are invited to attend the Quarterly Parent Conference with their child's teacher in order to maintain an understanding of the child's progress, past performance and to convey any concerns.

Parents wishing to speak to the Staff or Administration about student progress or problems are required to make an appointment through the school office. Because Staff that are on duty before and after school are responsible for the safety of the students, they are not available for conferences during duty times. Unannounced interruptions of the classroom or office by parents wishing to speak to the Staff are not permitted.

You may email the Staff [wolacademy@bellsouth.net](mailto:wolacademy@bellsouth.net) or the principal [principal@wolchurchandacademy.org](mailto:principal@wolchurchandacademy.org) with requests for appointments, to communicate concerns, or for other information.

Communication can be accomplished on a daily basis if necessary through the green Homework Slip. Because the Homework slip is sent home every day, all information or communication from the classroom (corrective action, etc.) or from the Office (statements, notices, etc.) will be attached to the Homework Slip. In turn, because the Staff looks for the signed Homework slip first thing in the morning, parents can write notes on the back of the slip to the Teacher or Principal.

Parents are asked not to call or contact the Staff at home or via the Staff's cell phone.

### Lunch Program

Word of Life Academy provides a lunch program. Students are allowed to bring their own lunches. Microwaves are available to students bringing lunch. Lunch menus are sent home every Friday for the following week. Lunch may be purchased daily or by the week. Daily lunches are approximately \$3.00 per lunch. Payment for the lunch program can be made daily or weekly. Payment may be cash or check. If payment is by check it must be separate from other payments such as After Care or tuition. All students are required to either bring their lunch or purchase lunch at school. Students may IOU lunch if needed. All IOU's are due the week the lunch is issued.

Snack and drink machines are available in the cafeteria for morning break and lunch. The machines receive coins or make change for \$1 and \$5 denominations.

### Lunchroom Rules

Students will be lined up and ready to go to the lunchroom by the teacher. The Monitor with duty will accompany the students to the lunchroom and seat them. Students will eat only at assigned areas.

No student will leave his or her seat without first receiving permission from the Monitor. Only quiet conversation among students at the same table will be allowed.

Students will clean up his area and put all trash in the wastebaskets. A rotating assignment will be given to students to clean off tables, sweep, and take out the trash. No student will be allowed to stay or re-enter the lunch room after being dismissed for free time.

All students will be dismissed from the lunchroom at the same time. 25 minutes will be allowed for eating, and 20 for recess. Violation of these rules will result in forfeiture of the remaining 20 minute free period and/or a visit to the Principal.

### Transportation

WOLA parents may contract with one of several designated Transportation Services. Information may be obtained from the school office. All students using the transportation service are required to complete the permission / agreement form and file it with the school office. Payments to the transportation service are payable directly to the service provider.

### Drop off and Pick Up Procedures

All students, without exception, will be dropped off and picked up under the breezeway. The line will form on the far right aisle and proceed around the building. Parents are to drive all the way under the breezeway before stopping to drop off or pick up students. Parents are prohibited from parking behind the building to wait for students. Students are not to be dropped off or picked up in the parking lot. Parents are to refrain from playing loud music while driving through.

Students may ride bikes to school. Bikes are to be left at the back entrance of the school and locked at all times. WOLA is not responsible for bikes on the school grounds.

Students walking to school must have written permission in the school office. Students are not allowed to leave the school grounds to go to the snow ball stand or fast food restaurants in the area and return to the school grounds. Once a student that is walking home leaves the school grounds he/she is not allowed to return to school.

Students with valid driver's licenses and registration may drive to school. Once the student arrives at school the cars are off limits until the end of the school day. Students that drive to school must obey all school and traffic laws (speed limit, drop off and pick up procedures, etc.). Violation of any of the parking or driving rules will result in forfeiture of permission to drive to school and possible fines. Students are to park next to the fence area designated "Student Parking".

Violation of the safety and traffic rules by parents or students will result in a safety violation fine of \$35 per violation and could result in the student being suspended from school.

### Lost and Found

Articles found on the school grounds are placed in the Lost and Found and can be reclaimed before or after school. The Lost and Found is operated from the school office. Parents should label sweaters, jackets, book bags, etc. with your child's name for easy identification. At the end of each school year, all items that have not been claimed will be donated to charity or disposed of.

### Telephone and Cell Phone Usage

Students with permission are allowed supervised use of the school telephone. WOLA Staff will make calls dealing with student emergencies or sickness. Parents with family emergencies or needing to get messages to their children should call the school office. Cell phones are prohibited on the school grounds. Students that have a cell phone on the school grounds will be fined of \$50 fine per incident.

### Fire Drills

State law requires fire drills to be conducted each school year. These drills may be attended by the local fire department. The following are the rules for each class to follow:

- The classroom will establish a designated leader. This person will lead the class from the class when the fire alarm is heard. The class is lead (walking quickly, not running with absolutely no talking) to the assigned area.
- The teacher leaves the room last and checks to ensure that all the students are out. The teacher makes sure all the lights are off and the door is closed. The teacher takes a copy of the class roster to call roll at the assigned area.

- Students remain in the assigned area until the signal is given to return to class. Students are to return to class in an orderly manner without talking.

### Class Parties

**Birthday Parties (Grades K3 – 12)** To celebrate your child’s birthday with cupcakes or cookies, the teacher must be notified in advance. Party items must be delivered to the school office the day of the party by the lunch hour. Birthday parties will be held in the lunchroom, not in the classrooms. Holiday parties – Christmas, Easter, etc. – will be held the last class day before the holiday. Birthday Parties are on designated days each month; Parents will be notified monthly of the day. Off campus parties are not school sponsored unless parents receive a notification letter from the Principal.

### Student Materials

Students are not allowed to bring any electronic devices (ie. Cell phones, iPod, CD players, hand held games, etc.) to school. All such devices will be confiscated and held for parent retrieval. A \$50 fine will be imposed on students with any of these devices at school.

### School Supplies – Grades K3 through 12

Students are expected to have certain school supplies throughout the school year. During the school year if the student is lacking any item, a notice will be sent home to the parent to replenish the child’s supply. The necessary school supplies are by grade level as follows:

#### Supplies for K3 – K5

Personal Bible – with pictures  
 #2 pencils (2)  
 “fat” pencils (6)  
 Manuscript writing tablets (2)  
 Folders (2)  
 Erasers – large (2)  
 Box of tissues (2)  
 Small box for supplies  
 Scissors  
 Crayons (box of 48 or 64)  
 Glue sticks (2)  
 Wet wipes (1)  
 Markers (1 box of 8)  
 Book bag  
 Small stuffed animal and Small blanket

#### Supplies for Grades 1 - 2

Personal Bible – New King James  
 #2 pencils (6)  
 “fat” pencils (2)  
 Loose-leaf paper in a small binder  
 Erasers – large (2)  
 Box of tissues  
 Small box for supplies  
 Scissors  
 Ruler (centimeters)  
 Crayons (box of 48 or 64)  
 Spiral notebooks (2)  
 Folder with pockets (2)  
 Glue sticks (4)  
 Composition notebook (1)  
 Construction paper (multi-colored)  
 Small bottle of hand sanitizer (1)  
 Book bag

#### Supplies for Grades 3 - 5

Personal Bible – King James  
 #2 pencils (6)  
 Loose-leaf paper in a small binder  
 Ruler (centimeters)  
 Folders with pockets (2)  
 Erasers – large (3)  
 Box of tissues (2)  
 Small box for supplies  
 Scissors  
 Crayons (box of 48 or 64)  
 Glue sticks (2)  
 Wet wipes (1)  
 Spiral notebooks (2)  
 Book bag  
 Folder with brads and pockets (1)  
 Small bottle of hand sanitizer (1)  
 Composition notebook (1)

#### Supplies for Grades 6 - 8

Personal Bible – King James  
 #2 pencils (6)  
 Blue or black pen (1)  
 Loose-leaf paper in a small binder  
 Erasers – large (3)  
 Box of tissues  
 Small box for supplies  
 Calculator – hand held  
 Ruler (centimeters)  
 Closed pencil sharpener (small pencil size)  
 Spiral notebooks (3)  
 Colored pencils or highlighter  
 Protractor and compass  
 Book bag  
 Small bottle of hand sanitizer (1)

### Supplies for Grades 9 -12

Personal Bible – King James  
#2 pencils (6)  
Blue or black pen (1)  
Loose-leaf paper (1 pack)  
Erasers (3)  
Box of tissues (small)  
Small box for supplies  
Calculator – hand held – with square root function  
Ruler (centimeters)  
Spiral notebooks (3) for Math classes only  
Spiral notebooks (3)  
Highlighter  
Folders with pockets (2)  
Book bag - CLEAR  
Small bottle of hand sanitizer (1)

### Absences / Tardiness / Arrival to School

Regular attendance is important to the success of each student in school. Punctuality is also an essential element of student success. Excessive tardiness and absenteeism will inhibit progress and result in failure to complete the prescribed year's work. WOLA makes no distinction between excused and unexcused absences.

Parents should call the school office (394-0456) by 8:45 when their child is absent from school. A doctor's note is required after 3 days.

Students who are returning to school after an absence must bring a signed note from their parent or doctor identifying the specific reason the student was absent. Include the date of absence(s), reason for absence, and signature of parent or doctor.

Students who are absent may work ahead in their books. However, all absences work against the time it takes to accomplish the quantity of work necessary to successfully complete the year. Therefore, extra work or after school labs may be imposed after absence.

After 20 absences in a given year, students will be considered truant. If after excessive absences the work is not made up, WOLA may retain the student at the same grade level or deny credit for courses taken.

Suspension from school is considered an absence for the number of days suspended. School begins promptly at 8:00. Staff is on duty as early as 7:30. Students are not to arrive before 7:30. Students will wait under the breezeway until the bell rings at 8:00. Students are considered tardy if they are not in class by 8:00 (school clock). Students arriving after 8:00 must have a note from their parent stating the reason for being tardy. When students are tardy they lose valuable time, miss important announcements and instruction, and upset the morning schedule of classroom activities. After (5) unexcused tardies a fine will be imposed.

### Check In, Check Out

Students who fail to check in before 10:30 or check out before 11:30 and do not return, will be considered absent. Parents wishing to check students out must do so in person. Students checking out must bring a note the morning of the day they are to check out signed by their parent stating the reason for checking out and the time of departure. In rare cases exceptions to this may be made by the administration after phone contact with the parent. No student will be allowed to check out after 2:30 or 11:30 on Wednesdays.

### School Dismissal

K-3 through 2<sup>nd</sup> Grade is dismissed at 2:45. The remainder of the school is dismissed at 2:50. Parents that have more than one child to pick up must go back through the line to pick up the older children. Students are not allowed in the parking lot at any time. All students will wait for their ride under the breezeway. Students are not allowed to walk down the line to cars waiting, but will wait for the car to drive under the breezeway. Parents that do not follow the safety rules for dropping off and picking up will be subject to fines for safety violations. The fine per violation is \$35.

### Weather Related Dismissals

In the event of severe weather, it is the policy of WOLA to follow the Jefferson Parish schedule for emergency closings. The local television and radio stations will announce all closings. All closings will be posted on the school website: [www.WolChurchAndAcademy.org](http://www.WolChurchAndAcademy.org)

The School calendar of all school holidays is available through the school office and on the school website.

## ACADEMICS

### Curriculum

Word of Life Academy uses curriculum from Abeka Book, Accelerated Christian Education, Alpha Omega Publications, and Rosetta Stone Language.

Scope and Sequence for Grades K4- 12 are as follows:

Kindergarten 3 and 5 - Math, Phonics, Reading skills, Penmanship, Art, Music, Bible, Spanish, Physical Education and Computer work.

Grades 1 and 2 – Math, Phonics, Spelling, Penmanship, Reading, Art, Music, Bible, Spanish, Physical Education and Computer work.

Grades 3-5 – Math, English, Social Studies, Science, Spelling, Art, Music, Bible, Penmanship, Reading, Physical Education and Computer work.

Grades 6-8 – Math, English, Social Studies, Science, Spelling, Writing, Reading, Bible, Physical Education, Art, Music, and Computer work.

High School (Grades 9-12) Required core subjects and electives to total needed Carnegie units are presently required for graduation.

### Tests and Grades

Students in K3 through 2<sup>nd</sup> grade are tested in each academic subject weekly. Students in grades 3 through 12 are tested as they complete the assigned course of study. Test scores for all grades are sent home on the Homework Slip next to the corresponding subject.

In the event a student receives less than a 70% on a test, the parent will receive notification. The material must be reviewed and will be retested before the child is allowed to move on.

All notification of passed and failed grades will be listed on the Homework Slip and must be signed by the parent and returned to the school the following day.

Grading Scale:

95 – 100	A
90 - 94	B
80 - 89	C
70 - 79	D
00 - 69	F

Students in Accelerated Christian Education (ACE) books (called Pace's) are required to complete

A required number of pace's in each subject area per nine-week period in order to successfully complete the Quarter.

### Report Cards

Report cards are issued at the end of each nine-week quarter. Report cards are sent home on the Tuesday after the final day of the Quarter. Parents should review the Report card with their child, sign it, and return it to the school promptly.

The Report Card will indicate if the Teacher is requesting a Conference. If not, the parent may request a conference with the Teacher or Principal by filling in the Request line on the Report Card.

### Honor Roll Requirements

Qualifying academic averages for the Honor Roll are –

- B Honor Roll - 90% - 94%
- A Honor Roll - 95% - 100%

Each of the Quarter's Monthly Scripture verses memorized

An On or Above academic level status

### Stipulations to the Honor Roll requirements

Any student receiving a suspension and or extensive disciplinary action from the office in a given Quarter will automatically be disqualified from the Honor Roll. These stipulations will be enforced from the Principal's Office.

### Standardized Testing

WOLA administers national standardized tests each spring to measure student progress and ability level. Students in grades 1 through 12 are given the SAT (Stanford Achievement Test) and OLSAT (test for student's abilities).

### Literature Honor Certificates

Students who complete and report on no less than 20 books at or above their English level will be eligible for the National ACE Literature Certificate. All books must be approved by the Administration. No more than 10 books may be associated with the English curriculum.

### National Honors Certificate

National Honors Certificate requirements are as follows:

- Average score of 12.9 or higher on the SAT – Stanford Achievement Test
- Complete college prep curriculum with a minimum of 28 credits
- Average of 95% or 3.5 grade point average

### Graduation Requirements

Required core subjects and electives to total the needed Carnegie units are presently required for Graduation. Students must complete eight semesters of study. In addition to the specific number of credits, students must finish the required courses in each subject area for graduation.

High school students transferring to WOLA will have their credits evaluated according to school policies upon application. WOLA reserves the right to accept or deny credits from other academic institutions.

All Seniors are required to take the ACT College Board test at least twice in order to graduate.

Seniors will receive their High School Diploma for College Prep, Gen. Studies, or Voc. Studies.

### Valedictorian Qualifications

Valedictorian qualifications are as follows:

No less than two High School years at WOLA.

Grade point average above 3.5.

Completed the College Preparatory course requirements

Christian character that adheres to WOLA Code of Conduct standards –  
at the complete discretion of the Administration

## HOMEWORK

### General Policies

In the Kindergarten through 2<sup>nd</sup> grade, age appropriate levels of homework will be assigned. The homework is designed to reinforce classroom instruction or to provide additional enrichment. Parents are encouraged to assist their children.

In grades 3 through 12 the work assigned each day is no more than a student is capable of completing during the school day. Should the student not meet his assignments for that day, he will be required to complete the work at home. Mandatory homework will be given to students in order to ensure the student is on target to complete all required work for the Quarter.

All students (grades K4-12) will be sent home with a green Homework slip every day whether the student has homework or not. Students with homework will have all the pages and assignments to be completed listed in each subject. Students without homework will have a Homework slip showing “No Homework”. Parents are to check to see that the homework is complete and sign the slip. For example, if the pages listed next to “English” are 1-5 – it is imperative that you open the English book and check to see that pages 1-5 are complete. All Homework slips are to be signed by the parent and returned to school with the assignments the following day.

Incomplete homework will hinder academic progress. Therefore, continued Incomplete homework will result in loss of student privileges, corrective action, and eventual suspension.

### Lab

After school academic labs are required on the third, sixth, and ninth weeks of the Quarter for students that need extra help to successfully complete the requirements for the quarter. Notification for the lab will be sent home the Friday prior to Lab week on a blue Lab slip form and will be attached to the Homework slip.

### Field Trips

Teachers will plan field trips and special events throughout the year to enhance classroom instruction. Field trip days are not holidays. Students who do not attend a field trip will be expected to complete their regular daily assignments.

## CLASSROOM RULES AND PROCEDURES

### General Rules

The classroom environment is important to the student’s learning. Therefore students are not permitted to talk, or get out of their seats without permission. Students are to face forward in their desks. Students are not to tip back in their chairs. Students are not to engage in activities not related to prescribed material or assignments.

The American flag should be raised for the Teacher’s help in academic areas. The Christian flag is to be raised for Monitor assistance in non-academic activities (check out reference books, sharpen pencil, score, etc.) Students should hold personal questions for after class.

Gum, food, or drinks are not allowed in the classrooms.

Weapons of any kind, cigarettes, lighters or matches, unauthorized medication or drugs are not allowed on the school grounds at any time for any reason. Violation of this rule will result in immediate expulsion from school.

Students are not allowed to bring magazines to school. All books must be approved in writing by the parent and approved by the Teacher upon students arrival at school.

Students are to observe a “six inch rule”. All students are to keep hands off other students. No fighting (physical or verbal) will be tolerated. Any student that is approached in an inappropriate manner – verbally or physically – is to report it to a Staff member immediately. Students are not allowed to “take matters into their own hands” or to strike back. All offending students will be suspended immediately.

Desks are assigned and changed only by the Teacher and must be kept neat and ready to work in by the student. Students are not to lean on or sit on the desks or dividers. Marked on, defaced, or broken property is considered destruction of school property. Destruction of school property will result in disciplinary action and the parent will be charged for the damage.

The following are off limits to students: Other student’s desks, Classrooms when Staff is not in attendance, Classrooms – before or after school, Automobiles and parking lot, Teacher’s desk/files.

Students are not allowed to leave the classroom without permission.

Students are required to participate in morning pledges, prayer, Scripture memory recitation and Bible devotions. Students are required to attend scheduled, age appropriate Chapel services.

All Paces, books, and workbooks are assigned to individual students and are not to be shared between students. Sharing answers is not permitted, is considered cheating and will incur disciplinary action. All work done in Paces, books, and workbooks is to be done in pencil only. Students are not permitted to use calculators without the Teacher’s permission. Students in ACE curriculum subjects are required to Score their work in the Paces. The following is an explanation for the student of How To Score: (this will serve as explanation for parents as well)

What is “Scoring”?

Scoring is checking to see if the answers you wrote in your book are the SAME as the answers in the Score Key.

When do I Score?

When you have completed all the pages assigned for today on your homework slip in that subject.

How do I Score?

- (1) Raise your flag
- (2) Tell the Teacher or Monitor what subject you need to Score
- (3) Get a red pen
- (4) Get the Score Key that matches the subject and number of your book
- (5) Go to the Score Table

What do I do if the answers in my book are NOT the SAME as the Score Key answers?

You should mark an “X” with your red pen next to the number of the question with the incorrect answer.

YOUR BOOK:  
Example (1) Man

SCORE KEY:  
(1) Earth

What do I do when I have Scored and marked X’s by the incorrect answers for all the pages I have completed?

- (1) File Score Key back
- (2) Put red pen back
- (3) Go back to your desk
- (4) Erase and Correct all answers that have an X by them

What do I do when I have corrected all of my answers?  
Raise your flag and ask to Score that subject again.

What do I do when my answers are now Correct?  
Circle the X's with the red pen.

What do I do if the whole page of answers is correct?  
Circle the page number with the red pen.

**NEVER** do these things:

- NEVER** – take a *pencil* to the Score table
- NEVER** – take a *red pen* to your desk
- NEVER** – take a *Score Key* to your desk
- NEVER** – copy answers from the score key in any way (that's cheating)

**\*\* Not marking answers wrong, putting nonsense answers in the blanks, or any incorrect Scoring is considered a "Scoring Violation." Scoring Violations result in students studying wrong answers and then failing tests. Students with Scoring Violations will be given lines, detention, or other loss of privilege and will ultimately result in losing Scoring privileges.**

## CODE OF CONDUCT

The purpose for the Code of Conduct of Word of Life Academy is to promote, through policies and regulations, the highest possible standard of Christian conduct in an atmosphere conducive to learning and to compliment academic excellence.

### Classroom Behavior

Teachers will deal with conduct within the context of their classroom. Each Teacher will utilize disciplinary measures to address behavior that is unacceptable. Behavior that stops the teacher from teaching or stops the students from learning will not be tolerated. Disciplinary action is taken to maintain order in the class; to protect students, Staff, and property; to correct the inappropriate behavior of a particular student; and to uphold the standards of conduct of WOLA.

Unacceptable classroom behavior includes:

- Talking, laughing, or making noises
- Throwing objects
- Arguing with the Teacher
- Being idle or sleeping during work time
- Getting out of seat without permission
- Bringing food, drinks, or prohibited items to class
- Violation of dress code
- Scoring violations
- Incomplete homework
- Tardiness

Disciplinary methods used to correct unacceptable classroom behavior include: loss of privileges, loss of breaks or recess, and written lines / compositions.

When a student receives any disciplinary action in class, a yellow "Corrective Action" notice is sent home with the student and is to be signed by a parent. Notification of this slip being sent home will also be noted on the Homework Slip.

Certain offenses necessitate the student to be referred to the Office and disciplined by the Principal. Students will be sent to the office for the following behavior:

- Disrespectful talk or attitude to the Teachers or other Staff
- Disobedience to instruction given by the Staff
- Vulgar or obscene language as witnessed by a Staff member
- Fighting – any physical contact with another student; verbal abuse between students
- Harassment or bullying another student
- Dishonesty – lying, cheating, or stealing
- Possession of prohibited items
- Destruction of school property
- Repeated misbehavior in class

Students being sent to the office will be disciplined with loss of privileges, lines, detentions, suspensions (in school and out of school), or expulsion. The principal will notify the parents of the disciplinary action taken by sending home a pink “Corrective Action” notice that will also be noted on the Homework Slip. Depending on the severity of the conduct, a conference with the parents may be scheduled.

Explanation of corrective action:

- Loss of privileges – loss of privilege time, breaks, recess, clubs or athletic time
- Lines – given number of written lines reinforcing desirable behavior
- Detention – kept after school in After Care for 30 to 60 minutes (Parent will be charged)
- Suspension – not allowed in class for given period (in school or home)
- Expulsion – dismissed from the school

Inappropriate behavior is corrected, but appropriate behavior is rewarded. Incentives, rewards and privileges are built into each classroom to encourage good behavior.

At WOLA, a discipline is maintained which is firm, consistent, fair and tempered with love.

Our Staff maintains a standard of behavior in the classroom through kindness, love, and genuine regard for the students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Parents should realize that the school has reasons for all rules and that they are enforced without partiality. Parents should further understand that all disciplinary action is given as a deterrent and is not personal. We believe that through positive and negative reinforcement we can motivate the student to do what is needed to meet the goals set before him. We do extend grace and are lenient when the situation allows, although children rarely relate these times to their parents. Parents should be aware that the rules and procedures are made to allow for smooth classroom operation, timely completion of the assigned work, and to provide an atmosphere for your child that is conducive to learning.

When a student’s attitude is not in accord with school policies or principles, the student will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a reasonable period of time, parents will be asked to withdraw the student.

### School Searches

WOLA reserves the right to search the student and his personal belongings in the event the school suspects the student possesses a prohibited or stolen item. Searches may be conducted with or without the student or parent’s permission. Enrollment in Word of Life Academy constitutes parental consent to these searches.

### DRESS CODE

The WOLA dress code is as follows:

Boys:

Shirt	- Powder blue knit polo shirt with WOLA embroidered logo
Pants	- Navy twill pants (must fit and be worn on waist)
Shoes	- White tennis shoes
Socks	- White mid calf socks
Belt	- Blue (no large belt buckles are allowed)
Sweater	- Navy blue pullover or cardigan WITH School Logo

General Dress Code guidelines for Boys:

- (1) Pants are to be worn on the waist. Pants that droop below the waist will be considered a dress code violation. Belts must not have large buckles.
- (2) White tee shirts that do not show outside of the uniform are permitted. No colored or long sleeve tee shirts are allowed. Shirts are to be tucked in at all times.
- (3) Uniform shirts and pants are not to be oversized.
- (4) Sweatshirts or "hoodies" are not permitted on school grounds. Only school uniform sweaters WITH School Logo are allowed in the classroom.
- (5) Boys are to be clean-shaven. No facial hair is allowed.
- (6) Tattoos and body piercing are not permitted.
- (7) Pins, badges, chains, necklaces, bracelets, and earrings are not permitted.
- (8) Hair should be neatly trimmed and not longer than the top of the collar and the sides should not be longer than the bottom of the ear. Hair should not cover the eyes or obstruct the vision. No fad hairstyles or color in the hair are allowed.
- (9) Only white tennis shoes are allowed. Basketball or high top tennis shoes are not permitted. Shoes must be laced and tied at all times.

Girls:

Blouse	- Powder blue, short sleeve, Peter Pan collar – no school logo
Tie	- Navy blue cross tie
Skirt	- Navy blue regulation uniform skirt
Shoes	- White tennis shoes
Socks	- White mid calf or knee socks
Sweater	- Navy blue pullover or cardigan WITH School Logo

General Dress Code guidelines for Girls:

- (1) Skirts are to be A-line or have two small boxed pleats. No straight or tight skirts are allowed. Skirts are to be no more than two inches above the knee. No belts are permitted on girl's skirts. Girls may wear shorts that do not show under the school skirt. Skorts are permitted for girls K4-5<sup>th</sup> grade.
- (2) When the weather is cold, girls are permitted to wear white or navy blue leggings. No other colored leggings are allowed.
- (3) Ties are to be worn (and snapped) at all times. Shirts are to be tucked in at all times.
- (4) Camisoles or white tee shirts that do not show outside of the uniform are permitted. No colored or long sleeve shirts are allowed.
- (5) Sweatshirts or "hoodies" are not permitted on school grounds. Only school uniform sweaters WITH School Logo are allowed in the classroom.
- (6) Girls in 7<sup>th</sup>-12<sup>th</sup> grade may wear cosmetics in moderate amounts.
- (7) Tattoos and body piercing are not permitted.
- (8) Only small earrings are allowed. No large hoop earrings are permitted. No pins, badges, bracelets, chains and necklaces are permitted.

All clothing that is excessively worn or stained should be replaced and students should be neatly groomed.

The Dress Code will be strictly enforced. Students will be required to be in complete uniform before, during, and after school while the student is on the school grounds.

After (3) uniform violations a fine will be imposed for each infraction.

**Junior and Senior High P.E. Uniforms**

P.E. uniforms (shirts and shorts) will be issued from the school. Students will be asked for their sizes and parents will be billed for the uniforms on their Student Account. The P.E. uniform is the WOLA athletic shirt, navy shorts, and white sock with white tennis shoes.

It is the policy of the school that no student is excused from the required Physical Education classes without a physician's note. Grade points will be lost if the student fails to be in complete P.E. uniform each P.E. period. Uniforms must be taken home after each P.E. class to be washed.

**Annual Graduation and Awards Ceremony**

The Tuesday evening after the completion of the school year, WOLA holds it's annual Graduation and Awards Ceremony. Certificates, trophies, etc. are given to students to acknowledge the accomplishments of the school year. The Seniors graduate on stage and are awarded their High School diplomas.

It is expected that all parents and students read this Handbook, familiarize themselves with it's content, and support the policies and procedures of Word of Life Academy. WOLA reserves the right to amend this Handbook to better meet the goals and standards of the school. Parents will be advised of all amendments.

**Payment Options for Initial fees:**

**Option 1:**

<b>Parent Initial</b>	—	<b>Payment in full upon Registration</b>	
		\$185.00 Registration	
		\$345.00 Curriculum	
		\$285.00 Bldg / Capitol	
		\$200.00 Computer & Tech Fee	
		\$1,015.00	

**Option 2:**

<b>Parent Initial</b>	—	<b>Payment of Registration and Curriculum upon Registration</b>	
		\$185.00 Registration	
		\$345.00 Curriculum	
		\$530.00	
		<b>Remainder of Fees divided into first (5) months of school</b>	
		\$285.00 Bldg / Capitol	
		\$200.00 Computer & Tech Fee	
		\$485.00	
		\$15.00 Fee to extend	
		\$500.00	
		<b>\$100.00 Added to each of first (5) months tuition payment</b>	

**Option 3:**

<b>Parent Initial</b>	—	<b>Payment of Registration upon Registration</b>	
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**\$185.00 Registration**

**Remainder of Fees divided into first (5) months of school**

**\$345.00 Curriculum Fee**

**\$285.00 Bldg / Capitol**

**\$200.00 Computer & Tech Fee**

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**\$830.00**

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**\$70.00 Fee to extend**

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**\$900.00**

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**\$100.00 Added to each of tuition payment (9 payments)**

**\*\* If the student is starting school after August, the payments will begin the month the student begins.**

**\*\* If the student is starting school after January, Parents are required to pay using Option 1 or ask for additional options.**

## **Parent - Student Handbook 2017 – 2018**



***“Bringing God’s Truth to the Next Generation”***