



**Training this generation to:**

**Dream Big**

**Study Diligently and  
Achieve the Impossible**

**Dream Big**

**Study Diligently  
Achieve the Impossible**

***Celebrating 25 Years of Service***

*Doing ALL things decently and in order. 1 Corinthians 14:40*

**Parent/Student Handbook  
Elementary School  
2025-2026**

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*(The Red Pages Must Be Returned to WLCA ASAP)*

## **INTRODUCTION**

### **Welcome from the Senior Pastor**

Welcome to Word of Life Christian Academy (WLCA)! We look forward to working with you as a member of our school family and are committed to seeing your child achieve their highest level of education as unto the Lord.

We value our students and their families as individuals and appreciate their strengths and talents. It takes all of us working together to accomplish God's vision of reaching his children. Your role as a student or parent is a vital part of the success of this vision; therefore, I encourage you to be conscientious and strive for excellence in all that you do.

The goal of WLCA is to glorify God as we tend to the practical matters of ministry and service to the families of this school. Because WLCA is a Christian ministry, our staff works as a ministry unto the Lord and will pour God into all of our students. Each member of the staff must be diligent and contribute to the success of the overall school and we ask our parents to do the same.

Students and staff are expected to represent this school and church in their educational, work, and private lives. Therefore, you should always be sensitive to how others may perceive your Christian conduct and spirituality. We expect you to be an example to others in your relationship with God, and your support of this school, church, and its leaders.

This parent/student handbook outlines the privileges, benefits, and responsibilities of all WLCA students and parents. We believe such a statement of policy can be of service to you; while reducing the likelihood of any misunderstanding regarding such matters. The policies and procedures, disciplines, benefits, and practices outlined in this handbook are subject to change should management deem it necessary to effect such changes.

We are blessed to have you as part of our family and trust you will have a rewarding experience here. May the wisdom of God work mightily in you as you put your hand on the plow.

Yours in Christ,

Pastor David Shearin

## Welcome From Head of Schools

I am thrilled to welcome you and your children to the 2024-2025 school year at Word of Life Christian Academy (WLCA). My name is Mrs. Kelly Marchello, and it is with great enthusiasm and honor that after being the principal of WLCA for 20 years, I step into the role of Head of Schools. Our school has a long-standing tradition of excellence in Christian education, and I am committed to upholding and building upon this legacy. I look forward to ensuring that our students and staff have a successful and rewarding academic year as they grow in their faith.

This year, we are excited to celebrate 25 years in Christian Education. With this in mind, our focus is on maintaining high educational standards because they define what our students should know and what they should be able to do at key points in their education. We will also be working on expansion and growth as a whole. Our dedicated faculty and staff have been working diligently over the summer to prepare a Christ-centered curriculum that not only meets state standards but also inspires creativity, critical thinking, and a love for learning, for God and each other. We are also expanding our extracurricular offerings, providing more opportunities for students to explore their interests and develop new skills outside the classroom. Additionally, we will continue to grow and develop our Tribes, encouraging teamwork, and leadership and developing a sense of community among our students while engaging on community service projects.

As we embark on this new school year, communication and collaboration will be key to our collective success. I encourage you to stay engaged and involved in your child's education by attending school events, participating in parent-teacher conferences, and joining our parent-teacher fellowship. Together, we can foster a safe, supportive and nurturing environment where every student can thrive academically and spiritually. Thank you for your trust and partnership.

Warm regards,



Kelly Marchello  
Head of Schools

Word of Life Christian Academy

## **Welcome from the Principal**

I am so excited you have chosen Word of Life Christian Academy for your child's education and spiritual growth. I was hired in 2020 as the lead teacher for the middle and high school and was promoted in 2024 to principal, serving under the leadership of our Head of Schools, Kelly Marchello, and founder of WLCA, Pastor David Shearin. I am responsible for the daily operations of the school and ensuring our mission and student outcomes are met. It is not only our commitment to offer academic excellence in a loving Christian environment, but it is also our *Ministry*. We seek to provide an education that is God-honoring rather than a humanistic one. Furthermore, as we are biblically instructed, we seek His glory rather than the glory of man (Colossians 3:23).

Our faculty has been prayerfully chosen to maintain a high standard of academic and spiritual mentoring for your precious child. The administration and faculty have professed our faith in Jesus Christ as Lord and Savior over our lives. We view our positions at WLCA as a calling from God and not simply a job.

Being the principal of a private Christian academy has been a dream for me for many years. In pursuit of this dream and fulfilling God's calling from my life, I chose to continue my education to receive a Bachelor's in Mathematical Education, Master's in Educational Studies, and am now in a Doctoral for Educational Leadership at Liberty University. It is my heart's desire to bring up the next generation with a deep love of Christ and the Wisdom necessary to excel in our current world.

My passion for this school runs deep, as it has been a home away from home for both of my children. My son will be continuing here this spring and my daughter is now an alumnus who has graduated with honors and is attending UNR for vet science.

With the support of my loving husband of 20 years, our two amazing children, and the excellent staff, I am confident that I can take Word of Life Christian Academy to the level Pastor David and Vickie Shearin have envisioned.

Blessing,



Cynthia Solis, Principal

## **Welcome**

It is a pleasure to welcome you to Word of Life Christian Academy. We are happy you have selected our professional team of dedicated people to provide the highest quality educational and spiritual program possible for your precious cargo. We are sure that you will find entrusting your child to WLCA a truly rewarding experience.

Our reputation for quality will remain of the highest concern. We know you are counting on us to offer our best at all times, sincerely caring for your children and you. As always, WLCA strives for quality in hiring staff, and, therefore, it is imperative that our employees possess certain basic qualifications to successfully educate and care for your children.

- First: A love for Christ and the fulfillment of His word.
- Second: A sincere and loving attitude toward all children; patience and concern for their total well-being is a must.
- Third: A staff with a dedicated and loyal attitude for ministry for you, your children, their own families, and their co-workers.
- Fourth: The ability to handle any situation calmly and sensibly and the willingness to help others, when the need arises, in a positive matter.
- Fifth: Pride in their work, exemplified by offering creative ideas, while keeping their classroom clean, tidy, and attractive at all times.
- Sixth: Teachers are educated and have experience working with students.

## **Affiliations**

Association of Christian School International (ACSI)  
National Honor Society  
Jr. National Honor Society  
Nevada Interscholastic Activities Association (NIAA)  
Nevada Charter School Sports League (NCSL)  
National Student Council  
National Collegiate Athletics Association (NCAA)  
Fellowship of Christian Athletes (FCA)  
Scholarship Solutions

# **IDENTITY OF WLCA**

## **History**

Word of Life Christian Center, a nondenominational, charismatic church, was conceived in the hearts of Pastors David and Vicki, who moved to Las Vegas in the fall of 1982 as a pioneer pastoral team. The first services were held in a home with five people comprising the congregation. In response to the growth that occurred in the early years, the vision for building our facility was first presented by Pastor David in 1986. This relatively small family of believers took hold of the idea and began faithfully preparing for expansion.

In March of 1990, the congregation purchased land near Buffalo and Cheyenne, foreseeing the rapid growth of this northwest community. Word of Life moved to its present location in February of 1994. Since that time the congregation has grown to over 2,000 people and has a vision to continue to grow.

In 1999 Pastor David received a call from God to build a school for His children, and Word of Life Christian Academy was born. Pastor David's mission is to train this generation's Spirit, Soul, and Body; to provide our community families a safe, loving Christian environment.

Mrs. Marchello joined the WLCA family in June of 2004 as Principal. She has placed the vision of Pastor David in her heart and was promoted to Head of Schools in 2024. Mrs. Solis moved from her Head Teacher position to Principal in 2024 under the leadership of Mrs. Marchello and Pastor David, training this generation's Spirit (biblical worldview), Soul (academic excellence), and Body (leadership and etiquette).

## **Forward**

The heart of every team member must be fixed on the Lord and devoted to the service of His Body in this place. The strength of our work is gained from the harmonious pursuit of our duties in the spirit of love and joy as together we glorify Jesus and labor in His name.

In our dedication to WLCA, the function of every team member is to support every aspect of ministry in the church and school, and to serve the Lord with all of our heart, mind, soul, and body.

The work of every team member is to set standards of spiritual and educational excellence and to apply his or her skills with faithfulness and diligence that would be consistent with a well-managed effort in any business community. Every team member must be able to master the goals and objectives of his or her classroom.

The ministry of every team member is to be open to the leading of the Holy Spirit, allowing Him to guide us in areas that would promote spiritual growth and a deeper relationship with our Lord.

This handbook has been prepared to share with you the provisions and benefits that you will receive as a member of the School. Changes will be made and the handbook updated from time to time.

## **WLCA's Christ-Centered Culture Statement**

It is important that families who are part of Word of Life Christian Academy clearly understand the culture that has guided our PreK-12<sup>th</sup> school from our inception in 1999. WLCA is a branch of Word of Life Christian Center and is registered with the State of Nevada as a faith-based, exempt school. Our school ministry enjoys many religious freedoms from being organized in this manner; therefore WLCA is not simply a private school.

Our Academy is committed to follow the way of Jesus and the clear teachings of the Christian faith found in the Bible. Although our nation had its roots in Christianity, many people in the current American culture are not fully aware of the specific teaching of the Christian faith or they may not personally embrace Christian values. To have

a solid partnership with our families, it is important to address the WLCA Christ-Centered Culture that your child will experience as a student.

Below is a list of essential beliefs that the WLCA faculty and staff will teach:

- There is one true God, Creator of all and the source of all Truth. God has revealed himself through his creation, in the Bible, and through Jesus Christ! *1 Corinthians 8:6*
- God created human beings as his image-bearers. This means that humans carry the image of God and are designed to worship. *Exodus 20:3-6*
- “Love God with my whole heart. Love one another” (*Matthew 22:37-40*)
- Humans are distinctly created as male and female, genders that are equally valuable, but complementary in their relationship to one another. *Matthew 19:4-5*
- God created marriage to be a lifelong union between a man and a woman and it is the only relationship wherein God approves sexual intimacy. Marriage is the ideal family environment for children to be added and raised whether by birth or adoption. *1 Corinthians 7:1-3*
- Life is part of God’s sacred design, but human life in particular bears God’s image and is to be protected and valued. *Psalms 139:13-14*
- God’s love for humans is shown through the gift of free will – giving us the choice to freely love him. Free will introduced sin. God lovingly gave us a plan through creation, fall and a plan for reconciliation. *Romans 12:2*
- Jesus Christ freely offers every human being the rescue from their personal sin. Those who accept God’s rescue are born-again in Jesus. *John 3:16 & Romans 10:9*
- Because all people are equally created in God’s image, evils of inequality such as racism, sexism, etc. have no place in a Christ-Centered Culture. Followers of Jesus are one single unified family wherein true unity prevails. *Galatians 3:28*
- We are entrusted as stewards in this world – to pursue justice, to stand against evil and to transform our culture as we strive to be good citizens of earth. *Ephesians 2:10*

These teachings directly impact the culture of WLCA and your child by...

- Providing a peaceful and protective climate for everyone. Among the WLCA community, we seek peace and protect it as we honor Jesus.
- Protecting the physical environment that your child experiences by prohibiting dangers such as drugs, alcohol, weapons, and inappropriate media on our campus or at campus activities.
- Nurturing a loving, safe and secure emotional and social environment where healthy relationships of community flourish as Christian virtues are embraced.
- Promoting the importance of each family being part of a church community that values God’s design for us as human beings and for the world He created. We hope families have a church community that encourages people of all ages to encounter Jesus, to grow together, and to live His way.

We understand that some things within this overview of WLCA’s main cultural tenets are controversial issues in our current times. Please be assured that WLCA has always been a school ministry that welcomes those that do not follow Jesus as their Savior. However, as we forge a strongly united Christ-centered community that desires partnership with all parents of our WLCA children we disclose our position for your consideration and acknowledgement. **Please see the WLCA Standard of Conduct for information regarding conduct expectations of WLCA students.**

## **WLCA Statement of Faith**    *We believe...*

- The Bible is the inspired and only infallible and authoritative written Word of God (II Timothy 3:16; II Peter 1:20-21).
- There is one God, eternally existent in three persons: God, the Father; God the Son; and God the Holy Spirit (Matthew 28:19; II Corinthians 13:14).
- Our Lord Jesus Christ is deity in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His future return to this earth in power and glory to rule for one thousand years (John 1:1, 14; Acts 1:9-11; II Corinthians 5:21; Revelation 20:6).
- There is a Blessed Hope rapture of the church at Christ's coming (Titus 2:13; I Thessalonians 4:16-17).
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ, in His death, burial, and resurrection (Luke 24:47; I Peter 1: 18-19; Romans 10:9-10).
- Regeneration by the Holy Spirit is absolutely essential for personal salvation (John 3:3-5; Titus 3:5).
- Water baptism and the Lord's Supper (or Communion) are ordinances to be observed by the Church during the present age. However, they are not to be regarded as means of salvation (Matthew 28: 19; I Corinthians 11:24-30).
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (Matthew 8: 17; I Peter 2:24; James 5: 14-15).
- The baptism in the Holy Spirit, Acts 2:4, is given to believers who ask for it (Acts 1:4-8; 2:38-39).
- The sanctifying power of the indwelling Holy Spirit enables the Christian to live a holy life (I Corinthians 1:30; I Thessalonians 5:23; Hebrews 12:14).
- There will be a resurrection of both the saved and lost, the one to everlasting life and the other to everlasting damnation (Hebrews 9:27; Revelation 19:20; 21).

**Please Note: In the workplace, on social media, etc. students and employees will refrain from language or actions that contradict the WLCA STATEMENT OF FAITH.**

### **WLCA Biblical Role**

WLCA's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Chris-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are

counter to, or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to: participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

*Students are required to recite the WLCA creed and pledge to the American flag, the Christian flag, and the Bible at the beginning of each first-period class.*

**STAFF & STUDENT CREED**

Today I choose to use my words to be  
rivers of Life and to speak  
blessings to my fellow brothers and sisters.  
I choose not to let my words be a  
burden to others.  
I choose to value my brothers and  
sisters as I value myself.  
I choose to respect and give my best  
effort to the God-given authority,  
and learn from their guidance and knowledge.

**PLEDGE TO THE AMERICAN FLAG**

I pledge allegiance to the flag  
of the United States of America,  
and to the Republic for which it stands.  
One nation under God,  
indivisible, with liberty and justice for all.

**PLEDGE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian Flag  
and to the Savior for whose Kingdom it stands.  
One Savior, crucified,  
risen and coming again  
with life and liberty to all who believe.

**PLEDGE TO THE BIBLE**

I pledge allegiance to the Bible,  
God's Holy Word.  
I will make it a lamp unto my feet  
and a light unto my path.  
I will hide its word in my heart  
that I might not sin against God.

## **Mission, Purpose, and Philosophy**

Our mission is to provide Academic Excellence in a Christian Environment (Genesis 1:28) by training this generation, in excellence, to Dream Big, Study Diligently, and Achieve the Impossible. Our purpose is to minister to the whole child: Spirit, Soul, and Body. Our philosophy is to develop Christian leaders with a biblical worldview to impact and change the world with the love of Jesus Christ.

### **Spirit – Dream Big**

Students demonstrate a love and dedication to the Lord Jesus Christ with all of their heart and soul by living their lives directed by the Holy Spirit's guidance and wisdom. "Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself'" (Matthew 22:37-39).

- \*Living a daily life sharing the message of The Great Commission.
- \*Dedicated to actively serving and loving others in their community and church.
- \*Daily seeking God's divine purpose for their life.

### **Soul – Study Diligently**

Students will exemplify a firm apologetic defense of their faith and will be academically prepared for college rigor. "In every matter of wisdom and understanding about which the king questioned them, he found them ten times better than all the magicians and enchanters in his whole kingdom" (Daniel 1:20).

- \*Well prepared for college academic rigor.
- \*Possess and communicate apologetic skills to defend their faith with gentleness, respect, and love for others.

### **Body – Achieving the Impossible**

Students have a clear understanding that they were created in the image of God with a divine purpose to be fruitful, to increase, and to take dominion over the earth and achieve the impossible through His strength. "I can do all things through him who gives me strength" (Philippians 4:13):

- \*Prepared to practice the principles of a healthy lifestyle
- \*Committed to building a Biblical moral family
- \*Prepared to live a life of honoring God through their profession

"God blessed them and said to them, 'Be fruitful and increase in number; fill the earth and subdue it. Rule over the fish in the sea and the birds in the sky and over every living creature that moves on the ground'" (Genesis 1-27-28).

**Commit to "Dream Big, Study Diligently, and Achieve the Impossible" and you will succeed at being a World Changer!**

## About Our Crest



**The Bible** – The symbol of God’s ultimate authority in our lives. It is His word that brings life to our spirits, excellence in our walk, and the strength to reach higher in all we do.

**The Eagle** – A symbol of God’s leadership and ministry to His people. The eagle soars high above the land in excellence with the ability to keep a watchful vigil on heaven – awaiting direction from our Creator – and on earth, to help bring about the will of God for all creation.

**The Atom** – We are a school of academic superiority. We teach our students the ways of due diligence in their studies. We teach them to expect great results from their hard work.

**The Ewer and Towel** – The symbol of the servanthood of Christ. We teach our students to be Christ-like, to go out and bring the good news to every nation, and to serve the people of the world so that all men may know Him.

**The Shield and Circle** – The shield is a symbol of our faith encompassed by our love and unity shown by the circle that surrounds our commitment to a quality education.

## WLCM Motto

**“Achieving Excellence in a Christian Environment”**

This is accomplished by setting  
high expectations spiritually and academically.

## Core Values

**Love** – “Love God with my whole heart. Love one another” (Matthew 22: 37-40).

**Truth** – “No one takes you captive through philosophy and empty deception, according to the tradition of mere men, following the elementary principles of this world, rather than following the truth –the teachings of Christ” (Colossians 2:8).

**Wisdom**- “In every matter of wisdom and understanding about which the king consulted them, he found them ten times better than all” (Daniel 1:20).

**Service** – “For I was hungry and you gave Me something to eat; I was thirsty, and you gave Me something to drink; I was a stranger and you invited Me in; I was naked and you clothed Me; I was sick and you visited Me with help and ministering care; I was in prison and you came to Me ignoring personal danger” (Matthew 25: 35-36).

## E.A.G.L.E.S.

**Excel**- “Commit your plans to the Lord and you will succeed” (Proverbs 16:3).

\***Excel Socially**- Students will be able to present themselves with etiquette and godly character at social events. These skills will be taught in Bible class, in BOSS, and by the daily example the staff at WLCM exhibits for the students.

\***Excel Spiritually**- Students will graduate with a biblical worldview to filter daily decisions with a foundation in God’s word.

\***Excel in self-control**- Students will be able to live a life that honors God with personal self-control against sin.

\***Excel Physically**- Students are prepared to practice the principles of a healthy lifestyle.

**Achieve**- “In every matter of wisdom and understanding about which the king questioned them, he found them ten times better than all the magicians and enchanters in his whole kingdom” (Daniel 1:20).

\***Prepared for the rigor of college**: Biblically integrated writing, reading, arithmetic, science, and history.

\***Stand unashamed for their faith**: Possess and clearly communicate apologetic skills to defend their faith with gentleness respect and love for others.

\***Achieve academic excellence** in a Christian environment.

**Godly Character**- “He who walks with integrity, and works righteousness, and speaks truth in his heart” (Psalm 15:2).

- \* **Compassion for the unsaved**: To share and to pray for others to know the love and plan of salvation.
- \* **Serving**: Dedicated to actively serving others with love and respect.
- \* **Kindness**: To show daily kindness and patience to others.
- \* **Integrity**: To do what is right when no one is looking.
- \* **Daily Devotions**: Spending time in God’s word, presence, and in prayer.
- \* **Grace**: Giving grace to others.

**Love** – “Jesus replied, ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’<sup>38</sup> This is the first and greatest commandment.<sup>39</sup> And the second is like it: Love your neighbor as yourself” (Matthew 22:37-39).

- \* **Love the Lord with all their heart**.
- \* **Love one another**: To see others with the compassion of Jesus and to be able to react as the Good Samaritan.
- \* **Light**: Be a light to the world showing forth the Love and the hope of the Lord to this world.
- \* **Forgiveness**: Forgive others as they have been forgiven.

**Equipped** “All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work” (II Timothy 3:16-17). “God blessed them and said to them, ‘Be fruitful and increase in number; fill the earth and subdue it. Rule over the fish in the sea and the birds in the sky and over every living creature that moves on the ground’” (Genesis 1-27-28).

- \* **Equipped to Defend their faith** - Possess and clearly communicate apologetic skills to defend their faith with gentle respect and love for others (taught in academic classes and the Worldview Leadership class).
- \* **Stand in truth**: Equipped to stand unashamed for biblical truth.
- \* **Equipped to Lead**: Lead a God-honoring life in their family, culture, and profession.
- \* **Equipped**: Utilize study strategies to be successful in college and life.
- \* **Equipped in Dreaming Big**: Equipped in goal-setting and strategies for living a life of productivity.

**Serve** “As each has received a gift use it to serve one another as good stewards of God’s varied grace” (I Peter 4:10).

- \* **Serve God**: Live life in daily service to God.
- \* **Serve their family**: Serve their father and mother with honor and respect all the days of their life.
- \* **Serve the church and community**: Dedicate service to strengthen their church and reach out to community needs.
- \* **Servanthood Leadership**: Serve in leadership with a servant’s heart.

## **WLCA Tribes**

Four Tribes, One Vibe

“How good and pleasant it is when God’s people live together in unity!” Psalm 133:1 (NIV)

WLCA has four Tribes that represent our core values. Each Tribe has unique attributes such as its own color, crest, Hebrew name, and animal. Over time, each Tribe will start to take on its own value and personality driven by the culture of the students and staff within. Our Tribes will be used to promote a Godly character, academic success, school spirit, a family atmosphere and a culture of excellence in our school. Our Tribes will be used to uplift and inspire all students. At no time will Tribes be allowed to put down others or make disparaging remarks about other tribes in cruel, unkind, or demeaning ways.

Students are sorted into Tribes randomly, not academically, behaviorally, or according to any other labeling guidelines. Tribe points will be awarded fairly so that point inflation does not occur. Tribe points are earned and shall never be taken away.

## **ADMISSIONS**

### **Statement of Non-Discrimination**

WLCA and preschool admit children of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and athletic activities accorded to, or made available to, students at the school. We do not discriminate based on race, color, nationality, or origin in administration policies, educational policies, admissions policies, athletic programs, and all other school-administrated programs.

### **Registration**

The following forms are required for admission into Word of Life Christian Academy, registration form, financial agreement, emergency notification, automatic payment authorization, Christ-centered culture statement, honor code (elementary), standard of conduct, statement of cooperation, internet usage policy, video policy, transportation release, request for records, recommendation email request, photo ID policy, health conditions, current immunizations, and a copy of your child's birth certificate are required. All must be signed and turned in to the school office accompanied by the annual non-refundable and non-transferable registration fee. No child will be able to begin at Word of Life Christian Academy without ***all*** of the above-mentioned information. Students who have been suspended from another school will not gain entry without a formal meeting with the principal.

A non-refundable and non-transferable annual registration fee per child is due at the time of registration. Your past account must be current or paid in full before your registration can be accepted for the following school year. This means if a registration fee is paid and your account is not current the monies will be applied to your balance first.

### **Student Records/ Files**

Student files (hard copy) are contained in file cabinets located in a safe, secure location. Additionally, all student files and information are securely input into ***Gradelink***, a web-based student information system.

### **Entrance Guidelines**

Placement in Word of Life Christian Academy (WLCA) is dependent upon assessment results and previous academic and behavioral records, along with transcripts for high school students in 9<sup>th</sup> grade and higher. If your child has an established IEP, you **must** have a conference with the Administration before registration can be completed to make sure we can accommodate your student. A parent and student interview is required with the Principal before a student will be admitted to WLCA.

Brand new students applying for entrance to Word of Life Christian Academy are required to submit one current core teacher recommendation for grades 1<sup>st</sup> - 6<sup>th</sup>. It is our goal to enroll students with exceptional character and academic drive. Your assistance in the process is appreciated as we all work together in order to offer this generation academic excellence. The online recommendation forms are confidential and will only be reviewed by WLCA Administration. Results of the form will NOT be discussed with you.

### **Vaccines Required for School Enrollment**

All children enrolling in kindergarten, or 7<sup>th</sup> grade, or those who are new to a school district for any grade, must be fully vaccinated according to the Advisory Committee on Immunization Practices (ACIP) for the vaccines listed below. These children must be fully vaccinated PRIOR to being enrolled in school. This includes private, public, and charter schools.

## Recommended Childhood Immunization Schedule Per Clark County Health Department

Required Vaccines	2 mo.	4 mo.	6 mo.	12-15 mo.	18-24 mo. (no further needed)	4-6 yrs.	11-12 yrs.	Total Doses Required <u>PRIOR</u> to School Entry# of doses that complete the series may depend on when the first dose is given.
HIB	1	2	3	4				
DTP, DT, DTaP	1	2	3	4		5*		4 or 5 (If dose #4 is given on or after the 4 <sup>th</sup> birthday #5 is not needed)
Polio (IPV)	1	2	3			4		3 or 4 (If dose #3 is given on or after 4 <sup>th</sup> birthday, #4 is not needed)
MMR				1		2		2 (doses must be at least 4 weeks apart)
Hepatitis B	1	2	3					3
Varicella				1		2		2
Hepatitis A				1	2			2 (doses must be at least 6 months apart)
Tdap							1	1
Z							1	1

\*The final dose in the series should be administered on or after the 4<sup>th</sup> birthday and at least six months following the previous dose. If 4 doses are administered before age 4 years, a 5<sup>th</sup> dose should be administered at age 4 through 6 years.

### Immunizations

A completed immunization record must be on file in the school office before the child's first day. Nevada's new requirement is Varicella (Chicken Pox). The child receives this shot between the ages of 12 months through 18 months. If there are medical or religious reasons your child can not receive immunizations, a letter from your family doctor/pediatrician must accompany your registration packet.

### Age Requirements

Students in Kindergarten must be 5 years of age on or before the first day of school each year. Students entering first grade must reach the age of 6 on or before September 30<sup>th</sup>. A copy of the student's birth certificate must be on file in the school office before the first day of school. There will be no exceptions, as this complies with the Nevada State Law.

### Health Form

Any physical restrictions should be noted on the child history form and given to the school office. An annual physical examination is required for students participating in any sports program prior to the start of the season.

### Sunscreen

As the parent/guardian of and enrolled student, I recognize that too much sunlight may increase my child's risk for skin cancer later in life. When participating in any outdoor activity, my child may wear clothing that complies with the school's dress code, including a school-appropriate hat, and may possess and self-administer sunscreen. I understand that I should apply sunscreen on my child before they arrive at WLCA for the day. Therefore, I will provide the sunscreen that my child may apply and I give permission for my child to apply if a second application at school is needed. I further understand that sunscreen may be applied to exposed skin only, including but not limited to the face, tops of the ears, nose, bare shoulders, arms and legs.

## **TUITION POLICIES**

### **Tuition**

Tuition may be paid in full, in ten or 12 consecutive monthly payments. Tuition is due on the 1st of the month for ten or 12 months, beginning on August 1st and ending on May 1<sup>st</sup> of each year (**unless you have made other arrangements with our financial department**). Starting on the second day of the month, your account will be charged a \$5.00 per day late fee until the balance is paid in full. **WLCA can and will legally refuse service on the first day of the second month that tuition and late fees are not paid.** If you have more than one child in your family attending WLCA, you will be eligible for a discount for each additional child. You must apply annually. The tuition rate is subject to increase at the beginning of each new school year. All fees and **tuition payments must be paid through Automatic Payment Authorization.** *Tuition nor registration will not be refunded if, for any reason, you decide to withdraw your child.*

### **Withdrawal Policy**

WLCA reserves the right to terminate any student's enrollment at any time for any reason not prohibited by law if, in WLCA's sole judgment, it believes that the student is not meeting the school's standards and program goals. It is important to WLCA that a good relationship exists among parents, students, teachers, and staff. WLCA reserves the right to decline continued enrollment/services to parents or guardians who, in WLCA's sole judgment, are uncooperative, abusive to school administrators and staff, or who in WLCA's opinion, will not be satisfied with the school's best efforts.

**Withdrawal is required if tuition and late fees are not paid according to the terms of your Financial Agreement with WLCA.** Parents who wish to withdraw their child after school has begun may do so by notifying the school office in writing at least 15 days before the withdrawal date. An official withdrawal form will be processed and the necessary signatures obtained. All tuition charges will continue until the school office has received the withdrawal form. No refund of the month's tuition will be refunded. Records will not be released until all debts are paid and all textbooks and materials have been returned. If a student withdraws before the marking period ends, grades will be recorded as incomplete. Students who are dismissed from WLCA will not be considered for re-enrollment for the next school year. Students who are withdrawn from WLCA will not be allowed to participate in any school events/activities.

### **Returned Check Policy**

A \$25.00 returned check fee will be charged to your account on all checks returned to the school for non-sufficient funds. If two checks have been returned for insufficient funds, personal checks will no longer be honored as a type of tuition payment for that account. A money order or cashier's check will then be required for all payments.

### **Tax Information**

During tax season WLCA will provide a statement for the full calendar year with the federal tax identification number on it for all accounts that are currently paid up to date. Please put in a request with the office manager, and that information will be given to you within 48 hours. Also, for tax purposes, please indicate on your form of payment when you are paying for the safe key.

### **Collection Agency**

WLCA, Pre-school through high school is a Christian non-profit business that supplies children and their families with spiritual education and guidance. Your tuition supplies the financial support to pay our staff, faculty, rent,

utilities, and educational supplies. Our yearly budget is set on your financial agreement. It is very important for you to make your monthly payments on time, the first of the month. We are committed to academic excellence for your child. Please be excellent in your monthly tuition commitment. At the end of each school year, any account that is delinquent and a payment plan has not been established with the school administration, will **be** sent to our collection agency at the parents' expense. In addition, until the account balance has been paid in full, no information will be forwarded to parents, other family members, new schools, doctors' offices, courts (without an order), etc. Information includes but is not limited to, Federal Tax ID numbers, transcripts, copies of academic records, report cards, medical records, and/or any other information contained within the student's file, and your child can not register for the following school year with us.

## **Fees**

An annual registration fee is due at the time of registration. This fee will cover the curriculum, all ACSI activities, and classroom field trips but not include out-of-town field trips (not a family trip; no siblings allowed). This fee also includes the Yearly Spirit Shirt & Yearbook!

Scheduled Out-of-Town Field Trips deposits are non-refundable.

### **1. Registration Fees**

Preschool est. cost- \$190

K-5<sup>th</sup> grades est. cost- \$625

### **2. Elementary School, Middle School & High School Robotics**

FLL-C, 4<sup>th</sup>-6<sup>th</sup> grades - \$350

FLL-JR, 2<sup>nd</sup>-3<sup>rd</sup> grades - \$250

### **3. Vandalism**

Parents will be responsible for their child's misuse or broken items within 30 days of a vandalism date.

### **4. Damaged Book**

According to the book value.

## **Out of Town Annual Field Trips**

The following scheduled Out-of-Town Field Trip deposits are non-refundable:

4 <sup>th</sup> Grade	5/1	Carson City, Nevada Trip – est. cost: \$450.00 (chaperones only; no siblings)
5 <sup>th</sup> Grade	3/24-3/26	Pali Institute – est. cost: \$450.00 (chaperones only; no siblings)

## **WLCA Issued Laptops and Tablets**

School-issued electronic devices are the responsibility of the student they are issued to and are NEVER ALLOWED OFF OF WLCA PROPERTY. If they are damaged the following fees will apply:

Preschool/Ele

- Cleaning Fee - \$50 (i.e. stickers, paint, food, glue, etc.)
- Replacement Fee \$350 – (i.e. the device cannot be repaired)

## **Interscholastic Athletics**

Word of Life offers the following Sports programs for Grades 4<sup>th</sup> – 12<sup>th</sup> Grade:

Basketball, Volleyball, Track, and Football (first year!) The NIAA (Nevada Interscholastic Activities Association) is the governing body of athletic programs for high schools in Nevada. Word of Life Christian Academy is a member and part of Division 1.

Elementary and Middle School sports are governed by PSAC (Private School Athletic Conference).

Sports/Athletics Fees:

## **Cheerleading** Competition Fees

Eagletts - \$155

Soaretts - \$350

High Flyers - \$400

\*These fees help to cover registration, uniforms, referees, gymnasium rental, trophies, league dues, and end-of-season awards. Students will be asked to fundraise to offset the cost of each sport. These are optional activities. \*

## **ACADEMICS**

### **Expected Student Outcomes**

To graduate students with a heart dedicated to love the Lord, Spirit, Soul, and body. To filter daily decisions through a Biblical Worldview. To rely on God's Word, trust Jesus as their Lord and Savior, and ask the Holy Spirit for wisdom. We expect our student outcomes to be a movement of **World Changer** graduates who will lead with integrity and Godly character.

The Eagle Movement distinctive:

### **Curriculum and Textbooks**

#### **“Understanding the Philosophy of Using Daily Curriculums”**

(The Successful Christian School by A.A. Baker)

You must understand the philosophy behind the use of day-by-day teaching curriculums. If you were to visit Pensacola Christian School, they would ask that you not necessarily observe their teachers but mainly observe their methods! They do have some excellent master teachers. They also have some good teachers, many average teachers, and some weak teachers, just like all schools. The teachers are important, but it is the methods that can be used that will help improve teachers and give fantastic results. Teachers may vary from class to class or from year to year, but the methods can remain consistent. The day-by-day teaching curriculums allow us to maintain consistently high-quality academics in our educational program year in and year out.

Textbooks and supplementary materials are carefully selected to provide an excellent spiritual and academic education at every grade level and are furnished for all students. **Students must not share textbooks.** We have chosen Abeka and Bob Jones Books for our core curriculum. Standards and objectives can be obtained from your student's teacher/teachers. Please note that all literature and text books are the property of WLCA. All books will be marked “Property of WLCA”. Students are responsible for the cost of any damaged or misplaced books. Report cards and/or transcripts will not be received until book fees are paid in full. If a student damages or defaces a book, the cost of the book will be the responsibility of the student.

### **Bible Integration**

WLCA recognizes the significance of the use of scripture in the classroom as a fundamental and principal part of our educational process. Therefore, all students will be required to memorize Bible scriptures regularly according to the WLCA Curriculum. These verses will be by Bible curriculum for each grade and will be counted as part of their Bible grade. Each student will have the opportunity to earn extra credit in Bible class by bringing in the current weekly bulletin from their respective church.

### **Google Classroom**

WLCA integrated Google Classroom Domain in 2020. It is a secure aiding tool that has helped our teachers manage, measure, and enrich our student's learning experiences. Google Classroom will be used at the teacher's discretion and only for students access not parents. The student will be issued a WLCA electronic device. If it is damaged the parent will be responsible for fees found on page 22.

## **Physical Education**

Grades K-5 parents will need to check with their child's teacher for the P.E. schedule and uniform requirements. All students, K-10<sup>th</sup> grades, are required to participate in P.E. The only exceptions may be a physician's release for extended periods or illness during the school day, verified by the school office. Students who do not wear the proper P.E. uniform will receive a lower grade for participation and demerits for being out of dress code.

## **Movie/Video Policy**

Movies and educational videos related to course content may be shown in class. Only movies with a "G" or "PG" rating will be shown, however will still require parent consent. Some educational programs are not rated and history documentaries may include some violence. The teacher will appropriately edit programs when necessary. If you would not like your child to view certain types of films, alternate arrangements will be made during that time with no loss of credit. A notice will be sent home each time before a movie is shown. You may view the movie in advance if desired (all movies can be found in most online video stores).

## **Field Trips and Activities**

While classroom learning is vital, it is our goal to take the students on various field trips to reinforce what they are learning. Staff are required to go on a *minimum* of 4 field trips per year and submit a budget including transportation costs. Fees are covered by registration costs. Field trips will be educational and correspond with the curriculum. Teachers are limited to no more than 1 class field trip per month.

Additional periodic field trips may be planned at an extra cost and the discretion of each teacher. Information on such field trips will be sent home in advance. Parental assistance is needed for transportation and chaperones.

The following guidelines should be met before driving on field trips:

1. There should be one seatbelt and no airbag for each child passenger.
2. Each parent must provide proof of a minimum of \$15,000/\$30,000 insurance with medical payment and uninsured motorist coverage to the school office.
3. Due to the responsibility of the chaperones to properly supervise the students assigned to them, siblings of students participating in the trip will not be permitted.

**Chaperones MUST dress modestly while on school-sponsored field trips.** In choosing your dress, please observe the following:

1. **No sleeveless and/or low cut shirts.**
2. **Shorts and skirts must be at least knee length.**
3. **Midriff shirts or tops are not permitted**
4. **Bathing suit tops or spandex workout clothes are not permitted.**
5. **Any parent wishing to participate in a WLCA field trip must honor and follow ALL WLCA policies and procedures and WILL be background checked.**

Teachers will endeavor to provide a list of scheduled field trips along with the pertinent information promptly. Occasionally situations will occur in which a field trip must be cancelled due to circumstances beyond the teacher's control. Also, the Administration reserves the right to cancel any field trip. In these cases, the teacher will contact the parents as soon as possible with the needed information.

## **Elementary Specials - No Specials the 1<sup>st</sup> week of school**

Students will have physical education twice a week.

Computer-Students will have computer education weekly.

Art/Music-Students will have art and music weekly.

## **Student of the Week – (Grades K- 5<sup>th</sup>)**

Everyone in every class will have an opportunity to be randomly selected to be the “Student of the Week.” This honor is not merely for students who are your high achievers or best behaved. Your child may personally be awarded for something unique and specific to them or their class.

## **Elementary Homework**

Homework is given to reinforce practice and to develop excellent study skills, which prepare the student for current and future academic excellence. Homework is an integral part of WLCA’s educational emphasis. It should always be done neatly, accurately, and on time. Homework should never be considered “busy work.” Each student will be expected to complete the assigned homework. Students who attend the After Care program will have a forty-five (45) minute period in the afternoon to do their homework. WLCA urges that each parent and student plan out-of-school activities wisely so that adequate time is provided for homework. Students participating in school activities are responsible for all homework assignments.

The length of time a student will spend completing their homework will vary, but the following table should serve as an approximate guide:

Kindergarten	5min to 30min
1 <sup>st</sup> and 2 <sup>nd</sup>	5 min to 45 min
3 <sup>rd</sup> and 4 <sup>th</sup>	5 min to 1 hour
5 <sup>th</sup> and 6 <sup>th</sup>	1 hour to 1.5 hours

## **Make-Up Work**

When a student is absent, one day will be given for each day that is missed to make up any missed work, including tests and quizzes. If a student misses two consecutive A days, the student will be given two more consecutive A days to make up the missing work. Test and major assignments are to be taken the following A or B day. If a student knows in advance he/she will be absent, the student or the parent may request work to be done in advance. Any requests for homework to be given out early require parent communication with the child’s teacher.

## **Extra Credit**

Extra credit opportunities will be given at the discretion of the teacher. Please note that extra credit will not be used to compensate for poor grades nor replace missing and incomplete work. All grades can be given extra credit packets over the holidays.

## **Elementary Grading Scale**

A+ 100-98	A 97-90	B+ 89-85	B 84-80	C+ 79-75
C 74-70	D+ 69-65	D 64-60	F below 59	
E-Excellent	S-Satisfactory	N-Needs Improvement	U-Unsatisfactory	

## **Honor Roll Recognition Quarterly**

A and A/B Honor Roll for Elementary is calculated using the letter grades for only the following subjects: Bible, Reading, Language, Spelling, Handwriting (elementary), Math, History, and Science/Health.

## **Deficiency Reports**

Parents will receive a deficiency report for their child whose classes fall below a C+ at mid-quarter. Progress reports **for kindergarten only** are printed and sent to parents every week. This allows parents to monitor their

child's academic and behavioral progress each week. Progress reports need to be signed and returned to the teacher.

### **Students with Special Education Needs**

Word of Life Christian Academy has a rigorous curriculum. During the School Tour and Registration process, if parents indicate that the child has a learning disability or limitation that might require educational assistance and Word of Life Christian Academy is not equipped to meet these needs, the parent is referred to a school that may be able to do so.

WLCA also does NOT commit to honoring student IPEs or 504s.

### **Advisory Program/ Referrals**

If a student at WLCA has difficulty with their academics, we may suggest that the parent contact a referral service called Child Find. Schools are legally obligated to help parents have their children evaluated who may show signs of disabilities and who may be entitled to special education services. Child Find covers every child from birth through age 21. The school must evaluate any child it knows or suspects may have a disability. We are a private Christian school exempted from federal guidelines that public schools must follow. However, we love our students and what we do here at Word of Life Christian Academy. We will refer parents to Child Find if they request it. Once the Child Find testing process is completed, we will implement what we can do through our limited resources. Child Find- Parents or guardians may initiate a free academic evaluation through the Clark County School District. In addition to academic referrals, we refer parents of students in an emotional crisis on a need-to-know basis.

### **Academic Probation**

We expect all WLCA students to strive to achieve A's in all subjects. However, students are expected to achieve at least a minimum standard of C's in all classes. Suppose a student receives a D or F in any course. In that case, the school administration will determine whether they need to be placed on ACADEMIC PROBATION or if the grade has resulted from a learning disability or other extenuating circumstances.

Academic probation aims to identify and address bad habits that prevent students from succeeding. If a student earns a D or F due to classroom behavior, laziness, a poor attitude, failure to turn in assignments, being unprepared, or the like, WLCA will require a change in habits, or the student will be dismissed from school. If a child is expelled for the above-stated reasons, all fees and tuition will be forfeited. The stipulations of academic probation will be in writing and signed by the student, parents, and the WLCA administration. Please note that we are implementing these standards to benefit your student's education. If your child is struggling due to aptitude, we will assist them. Once a student has consistently redeemed a grade of C or higher, the administration of WLCA can remove a student from academic probation.

### **Student Transition: Promotion to next Grade**

Process: The principal will lead the process of deciding whether to promote or retain a student. No single individual can determine that a student will not be promoted. The Principal will consult with the following individuals, and the final decision will reflect the collective judgment of the group:

- All teachers who worked with the student over the current academic year
- The parents of the student

### **Report Cards**

The purpose of the reporting system is to give parents and students an accurate indication of the progress, or lack of progress, being made. Each student is evaluated in academic and conduct. The academic grade is based on the

work done on homework, quizzes, tests, exams, and projects. The conduct/classroom participation category reflects each subject's attitude, effort, and conduct/participation. Since this is a Christian school, a student's conduct/classroom participation is vital to their evaluation. The conduct/classroom participation or citizenship comments are included on the report card.

### **Achievement / Assessment: Standardized Testing**

WLCA maintains a thorough testing program to measure students' abilities and progress. The results of tests are used to help the administration and faculty work more effectively with each student and to make continual improvements to the curriculum. All students in K-11<sup>th</sup> grade are given achievement tests each spring. Please refer to the school calendar for the testing dates.

*The following policies are to be observed during testing:*

- Students should have a good breakfast with plenty of healthy foods.
- Students should get a good night's rest before testing.
- Students will not be permitted in the classroom 8:30 am for the elementary students. Students who arrive late are sent home.
- Students will not be permitted to make up any missed portions of the tests.
- The classrooms are quiet zones because we desire to provide the best possible testing moment.

### **Graduation Ceremony and Celebrations**

**Preschool** will have a graduation celebration to commemorate their advancement to elementary. This celebration will be a graduation cap and gown ceremony. **The cap and gown set will be purchased through WLCA** and is a keepsake for the parent.

## **CONDUCT AND DISCIPLINE**

### **Dress Code**

A dress code helps students to focus on Christ by eliminating undue focus on clothing, designer labels, and a preoccupation with outward appearance. We want to be imitators of God by focusing on the heart. Staff members are responsible for maintaining student dress codes within their classrooms (i.e., upholding dress code violations of 10 demerits for students not adhering to WLCA standards). Uniform sweeps will be performed randomly throughout the school year. Students not in the dress code will be subject to disciplinary action.

“The Lord does not look at the things man looks at. Man looks at the outward appearance, but the Lord looks at the heart” (1 Samuel 16:7b NIV).

Students must wear uniforms Monday through Friday and remain in school uniform or approved after-school activities/events attire. A local uniform company called **Campus Club** supplies WLCA with all school uniforms. Parents **must** purchase all school uniforms at this store. P.E. uniforms are available for purchase in the school office. After repeated uniform violations, the student may be asked to leave the school. Specific uniform requirements are detailed in your registration packet in the Student Uniform Policy section and the Campus Club brochure. Please label ALL your child's uniform items with first and last names.

Any student not in uniform will receive demerits and possibly be sent home.

Please dress your child appropriately according to the weather. Accidents occur, and clothing may be torn, painted on, or spilled. WLCA is not responsible for lost or damaged clothing..

All uniforms must fit properly. “Everything is permissible for, but not everything is beneficial”

(1 Corinthians 6:12). Undershirts/undergarments must be plain white and entirely concealed beneath the approved Campus Club uniform.

**Hairstyles**—Hair must be neatly styled, naturally colored, and CANNOT cover any portion of the face. Boys will keep their hair above the collar or pulled back in a man-bun. Distracting, unprofessional, and inappropriate hairstyles are also prohibited (e.g., spiked hair, floor-length extensions, haircuts with words or pictures, sparkling extensions, etc).

**Students are not allowed to have tattoos, whether rub-on or permanent.**

**Jewelry**—Boys can wear one necklace within the shirt collar and one pair of earrings (studs ONLY). Boys can wear absolutely no makeup nor nail polish. Girls must wear only one pair of modest earrings. Chains hanging from clothing, an excessive amount of bracelets, dark black or blue make-up or nail polish (the gothic look), etc. are not permitted. **A small stud nose piercing is allowed, no septum piercings for boys or girls.** Belts are to be dress belts and the waistband of pants and shorts are to rest above the hip.

Kindergarten through 5th-grade teachers will inspect their students at the beginning of each day and after lunch to ensure proper dress code adherence. Any student found out of uniform will be subject to disciplinary action. All staff members will hold students accountable for proper dress code and appearance throughout the day.

A warning for any violations will be given during the first week of school. **Any student not complying with the dress code after that time will be given a dress code violation and sent home.** Grace will be given to students who can show proof of a Campus Club backorder until the proper uniform items arrive.

After school hours, on campus and at every school event, any student dressed in immodest or inappropriate attire must leave campus or change back into their school uniform. The Administration will enforce the dress code; however, it is NOT the sole responsibility of the school.

***Parents are expected to cooperate with the school to monitor their child(ren's) attire and provide Campus Club or school-approved attire for their child(ren) daily to assure compliance with the dress code.***

The school administration will be the sole authority in determining what constitutes adherence to and violation of the dress code, including hair and dress length issues. If you purchase all of your child's clothing from Campus Club, your child should never have a dress code violation. Dress code violations will cause your child to be ineligible for the Principal's List.

**Backpacks, lunch boxes, footwear, or any other school supplies must not bear skulls or similar logos. These items mentioned above must have modest and wholesome logos/symbols/markings. The administration will decide on any discrepancies.**

\*\*There will also be a dress code for special events such as Prom, other school dances, Spirit Dress Days, Science Camp, and other field trips.

### **Spirit Friday**

Spirit Dress Friday allows students to take a break from their daily uniforms. Every Friday, students can participate in Spirit Dress Fridays. The uniform is blue or black jeans (no holes above the knees, no sweat pants, joggers, lounge/pajama pants, leggings, yoga pants, etc.) and a WLCA t-shirt, polo shirt, etc. This includes other WLCA-issued shirts (e.g., volleyball, basketball, track, robotics, honor society, etc.).

## **Special Event Dress Code Guidelines** *(for parents, visitors, students and staff)*

The dress code for all WLCA events on or off campus is subjected to the same guidelines as daily uniforms on school days. Field trips, athletic events, school performances, proms, and other school dances must follow the guidelines listed in the chart on the next page, as well as others listed below:

### *Tops*

- Tops must be long enough to cover the midriff
- Sleeves are required (no tank tops)
- Necklines may come no lower than four fingers below the collarbone
- No cleavage
- Sports bras or workout tops

### *Skirts*

- Leggings must be worn with skirts that are four finger lengths from the knee or higher
- Hemlines and slits or other openings should not be higher than the knee
- Must be knee-length

### *Dresses*

- Dresses must be modest
- Refer to “Tops” and “Skirts” for information above

### *Pants*

- Moderate rips or holes in Jeans (not above knees, not on thighs)
- No yoga pants/ leggings, (unless under skirts), joggers, lounge/pajama pants
- Good fit, no sagging

*\*ALL students, parents and their guests MUST wear gender-appropriate clothing\**

### **Students may not wear:**

- Any clothing that advertises secular rock groups, alcohol, drugs, sex, or offensive material
- Low-rise jeans
- Tank tops, shirts with spaghetti straps
- Skin-tight clothing
- No underclothing of any kind may be shown; no bare back or bare midriff or crop tops
- See-through clothes
- Crocs, slides, or flip flops

<b>Ele</b>	<b>Must or <i>Can</i> Wear</b>	<b>Must Not Wear</b>
<b>Boys</b>	chapel uniform on Wednesdays	oversized or baggy clothing
	a tie with chapel uniform	nail polish or make up
	tuck in chapel shirt	secular images on clothing including socks
	a belt with chapel uniform	non-WLCA jackets or sweaters inside the building
	neat and clean hair	pink, green, blue, orange, red, purple, white, hair
	natural hair colors only	hoods, hats, scarves or bandanas
		hair covering their face
		jeans with tears or holes above the knee
		crocs, slides or flip flops
<b>Ele</b>	<b>Must or <i>Can</i> Wear</b>	<b>Must Not Wear</b>
<b>Girls</b>	chapel uniform on Wednesdays	secular images on clothing including socks
	skirts and shorts below the knees	non-WLCA jackets or sweaters inside the building
	closed toe shoes	pink, green, blue, orange, red, purple, white, hair
	leggings, shorts, etc. under short skirts	hoods, hats, scarves, bandanas or hair covering face
	neat and clean hair	crocs, slides or flip flops
		jeans with tears or holes above the knee
		leggings or yoga pants

## **Plagiarism/Cheating**

Plagiarism and copyrighting are severe offenses that involve using another person's thoughts, ideas, or original works as one's own. Should any student copy another student's work, both students will receive a zero for the assignment, and parents will be informed. Should a student copy the work from another printed source, the assignment will receive a zero, parents will be notified, and the student will be referred to WLCA Administration for further action.

## **Substance Abuse**

Word of Life Christian Academy reserves the right to administer a drug and/or alcohol test and/or search backpacks or lockers for any reason at any time.

## **Public Display of Affection**

To promote a positive learning environment free of unnecessary distractions and conduct, WLCA does not allow any public displays of affection on campus or any WLCA events. This includes behaviors between female and male students, female to female students, and male to male students (i.e. hand holding, hugging, kissing, etc.).

## **Classroom Rules**

To maintain order and promote learning, Word of Life Christian Academy has adopted 5 basic classic rules. We ask all students to abide by these rules for their safety, the safety of others, and a positive classroom environment.

1. Keep hands, objects, and negative comments to yourself.
2. Be helpful and patient.
3. Be prepared.
4. Listen when others are speaking.
5. Follow all written and verbal instructions.

\*Please note that neither food nor drink is permitted in any classroom (only bottled water is allowed) unless it is pre-authorized by the Teacher/Administration. Also, respect for self and authority, and common courtesy toward the teacher and fellow students are always required.

## **Bullying**

We desire our school to be an environment in which every student feels safe physically, emotionally and spiritually. To create that environment, our school must inform and educate our staff, students, and parents on our anti-bullying policy. Please remember that not every incident is Bullying; some things can be unkind, mean, or rude. (*According to Webster's Dictionary, bullying is seeking to harm, intimidate, or coerce others; a bully is a person who habitually seeks to harm or intimidate those whom they perceive as vulnerable.*)

When an incident is reported, we will fully investigate the situation. When the investigation proves bullying or harassing actions have taken place, a parent conference will be required.

- The student and parent may be required to sign a "No Harassment/Bullying or Contact Contract."
- The student may be required to attend mentoring sessions with a member of our school or church staff (Psalm 133:1).
- The student may be suspended, and the student and parents will be referred to a public anti-bullying class; expenses associated with these classes will be the parent's responsibility.
- If the offenses continue, it is deemed that the student is causing a hostile environment and cannot conform to WLCA's bullying and harassment policy, the student will be asked to leave the school. Our heart is for all our students to feel safe and secure at school.

***\*Any student who incites or evokes will receive harsher consequences.\****

## **Harassment**

Word of Life Christian Academy will not tolerate any harassment of any person by any staff member, parent or student relating to the person's gender, race, ethnic group, color, religion, age, handicap, etc. The term "harassment" includes, but is not limited to:

### **Bullying**

- Hiding, damaging, destroying, or stealing belongings.
- Verbal bullying: name-calling, put-downs, teasing, using abusive language.
- Physical bullying: hitting, pushing, or threatening physically
- Deliberately excluding a person from a group.

### **Sexual Harassment**

- Whistling, gesturing, or making comments that are sexually explicit and offensive.
- Telling offensive jokes or showing offensive reading material.
- Making comments about a person's sexuality.
- Deliberately excluding a person because of gender.

### **Racial Discrimination**

- Making degrading comments or gestures about a person's culture or background.
- Calling a person names because of race.
- Telling offensive jokes or showing offensive material.
- Deliberately excluding a person because of race.

### **Ability or Difference Harassment**

- Making degrading comments or gestures about a person's intellectual or physical ability.
- Calling a person names.
- Making jokes about physical or intellectual abilities.
- Deliberately excluding a person because of ability or intellect.

### **Libel/Slander**

- Spreading rumors about a person or a person's family.
- Writing unpleasant notes to or about a person.
- Writing graffiti about a person or any groups to which a person belongs.

### **Electronic Harassment**

- Using electronic software and technology in such a way that other people are harassed or offended by the information. (includes all social media platforms)

Flaming/hacking or passing on inappropriate messages regarding people

## **Group Chats**

WLCA students are not permitted to start or participate in a group chat with other students without a parent or WLCA staff member monitoring it. This means that at least one adult (parent or WLCA staff member) must be present in the group chat. WLCA employees can only start a group chat with students for the purposes of school information (i.e., sports, seniors, clubs, etc.).

## **C.U.E.**

WLCA has created an anonymous reporting system for our students called the C.U.E. We encourage students who see something to say something. However, we also understand students' "strong no snitch policy." With that said, students can write a C.U.E. and bring it to the school office WITHOUT their name on it. We ask that other students involved names are on the C.U.E. When a C.U.E. comes to the office of the Vice Principal (Dean of Students) the situation is addressed with the students who are named on the C.U.E. Discipline is determined according to proof of the incident happening (school-wide cameras, investigation, witnesses, etc.). If there is no proof, the conversation is for information only, and no discipline is not given. Depending on the allegation, a parent may or may not be notified.

## Automatic Disciplinary Action Listings

- Dress Code Violation
- Not Prepared for Class (i.e., Missing Homework)
- Public Display of Affection
- Unapproved Eating or Drinking During Class
- Inappropriate / Hurtful Language
- Disruptive Behavior
- Unapproved electronic usage
- School-issued laptop left unattended

## Cell Phones, iPods, Earbuds, and other Electronic Equipment

**Elementary from 8:30 AM-3:00 PM**

**Safe Key both AM and PM**

*WLCA is a Cell Phone & Electronics Free Zone; they are not permitted after school in the study hall, study group, or safe key (computer lab or classrooms). Any electronics used during school hours (even unintentionally, such as a phone ringing or an alarm going off) will be confiscated. If any staff member sees an electronic device on the property during school hours, it will be confiscated. Students must keep electronics OFF and put them away during school hours. Students will use a school-issued laptop **ONLY** in class. **Parents are liable for their child's school-issued device and will be charged a \$600 replacement fee if lost or broken. Earbuds may NOT be in use during the 7:30- 2:45 pm school hours.***

WLCA issued Laptops and Tablets \*ONLY\* will be permitted for the following purposes:

- Note Taking
- Are NEVER to leave WLCA property
- Class Projects (as approved by the Teacher)
- Students may NOT use Facebook, social media, or play games.

## Truancy

Truancy (the action of staying away from school without good reason) is not tolerated at WLCA. *If a student is to be absent from school for any other reason, the parent must contact the school ahead of time. Elementary parents call before 9 am or the student will be considered truant (refer to attendance policy).* If a student is found to be truant, the student will be given a 1-day suspension, and both the student and parents will be required to sign a contractual agreement regarding further consequences if a second offense should occur. If a student leaves campus without parent/administration, the parent will be notified.

## Suspension

Students who are suspended from school for any reason will receive **ONLY** up to 75% on all tests, quizzes, assignments, homework, and participation for the day suspended (an automatic 25% is lost). Assignments are due upon return to school; no extra time will be given.

## Honor Code/ Student Moral Standards

The Student Honor Code was developed to ensure that staff, parents, students, and our church have an environment conducive to learning and spiritual growth at WLCA. We are committed to teaching the students to love and respect one another through God's Word.

Discipline is teaching a student how to change negative behavior into positive behavior. Our goal is to teach students self-control that will lead to the right choices. It is vital to set standards for the school so that the students

know what is expected of them. We feel very strongly that by teaching morals and Christian values, students will develop life skills that will shape them into honorable adults.

Students are expected to...

1. Respect and be kind to all other students, teachers, parents, and everyone around them.
2. Obey all of WLCA rules, wherever they are (i.e. lunchroom, office, parking lot, hallways, bathroom, church property, on field trips, during programs, etc.).
3. Work their hardest in the classroom, finish all assigned homework, and be prepared for tests.
4. Do not participate in destructive language or behavior.
5. Do not participate in deceitful or hurtful communication or behavior under the guise of humor (Prov. 26:18, 19).
6. Be truthful and be honest and help classmates do the same.
7. Treat members of the opposite sex with respect as they would treat Jesus.
8. Do their best to increase their relationship with God by reading the Bible, going to church, and other related activities.
9. Do their best to walk in the Fruits of the Spirit: love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, and self-control as found in Galatians 5:22-23.
10. Use the internet and email with all purity and respect for students and classmates. Students, their lockers, and belongings may be subject to search when there is suspicion that the student has violated the law or a school rule and that the search will uncover evidence of violation.

### **Criticism of Teachers**

Students/Parents are not to criticize teachers, either other students, parents, or other teachers. Students who have questions about something a teacher does should first talk with the teacher privately, parents, and then with the Principal, if necessary.

### **Complaint Procedure**

If at any time a parent is unhappy with the care and services of Word of Life Christian Academy the following procedure should be followed:

\*First address the teachers by email, Gradelink, or meeting.

\*If a parent is still unhappy with the same issue, please contact the school office to schedule an appointment with the administration

## **Word of Life Christian Academy Elementary Discipline Policy**

### **Philosophy of Discipline**

At Word of Life Christian Academy, we believe that the primary responsibility for discipline belongs to parents, as taught in Scripture (Hebrews 12:9). By enrolling their children in our school, parents entrust us with the authority to partner with them in guiding and shaping their child's behavior in a Christ-centered environment.

Our approach to discipline is rooted in biblical principles, with the goal of building a safe, respectful, and loving school community where all students can grow in both character and academics. Faculty and staff are expected to reflect the following five key principles in all disciplinary actions:

- **Discipline Reflects Love**  
Discipline should demonstrate God’s love for each student (Proverbs 13:24). Our words and actions must reflect care, compassion, and the desire for each child’s growth.
- **Discipline Is Consistent**  
All students are treated with fairness and equity, without favoritism (Acts 10:34; James 2:9). Consistency reinforces trust and helps students clearly understand expectations.
- **Discipline Is Corrective**  
Discipline should include appropriate consequences that help students recognize their choices and take responsibility (Proverbs 23:13–14; Hebrews 12:11). Whenever possible, natural consequences are used to reinforce wise decision-making.
- **Discipline Aims to Restore**  
The ultimate goal of discipline is restoration and reconciliation (Galatians 6:1). Just as God seeks to restore us, we aim to guide students back into right relationship with others and the school community.
- **Discipline Should Be Timely**  
Disciplinary matters are addressed promptly and thoroughly (Ecclesiastes 8:11), so that students have the opportunity to learn from their actions without unnecessary delay.

As members of the body of Christ, we are called to work in unity, encouraging and supporting one another in the shared mission of “training up a child in the way he should go” (Proverbs 22:6). This is a sacred partnership between school, family, and faith.

## **Our Goal**

Our discipline policy supports a community of learners where every student is known, valued, and loved. We strive to create a safe and respectful environment where Christ’s love is evident, and all students are encouraged to treat one another as the hands and feet of Jesus.

## **Elementary Discipline Procedures**

The following discipline procedures tiers provide a clear, consistent framework for addressing student behavior, ensuring appropriate responses that escalate with the seriousness of the infraction. This tiered discipline system is structured into four levels based on the severity of student behavior:

### **Tier 1 (T1) – Minor Infractions**

Examples: Chewing gum, bringing toys to school, minor disruptions, talking in class, lack of supplies, incomplete homework.

**Consequence:** Teacher dealt consequences such as a seat change, reduced recess, confiscation of an item, loss of preferred activity, all followed with parent/guardian notification and/or conference.

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### **Tier 2 (T2) – Moderate Infractions**

Examples: Major disruptions, lying, frequent dress code violations, disrespect, roughhousing, tech misuse, PDA.

**Consequence:** Written Notice of Concern, phone call with parents/guardians, admin referral.

Three Notice of Concerns on file within a semester will result in the student being sent home for the day and a required parent conference (RPC) the following day.

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### **Tier 3 (T3) – Serious Infractions**

Examples: Foul language, cheating, plagiarism, property damage, fighting, insubordination

**Consequence:** Written Discipline Notice, admin referral, required parent conference (RPC), possible suspension

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### **Tier 4 (T4) – Severe Infractions**

Examples: Contraband, theft, assault on staff, bullying/harassment, sexual misconduct, forgery

**Consequence:** Written major referral, admin referral, required parent conference (RPC), 2 or more days of suspension, possible expulsion

***\*ALL Disciplinary procedures may be modified at the discretion of the Administration at any time or on a case-by-case basis.\****

***\*\*\*WLCA is a private Christian school and reserves the right to expel a student for unchristian conduct, either by the student or their parent, if it adversely affects our school in any way.\*\*\****

## **GENERAL POLICIES AND INFORMATION**

### **Communication**

Generally, the administration has an **open-door policy**. However, there may be times when a scheduled appointment with the Office Receptionist is required. Please see the Office Receptionist when scheduling an appointment. Communication is vital to the success of your child's educational experiences at WLCA. Our communications include: Gradelink (online parent reporting), REMIND, Class Dojo, and Email Blasts for events. At parent and student orientation, your child(ren's) teachers will let you know the best time for parent communication with them and their email addresses. Please be sure to check your junk mail. Often we have had parents inform us that they are not receiving our emails. After further investigation, they were found in the junk email box. Also, you may leave a message with the school office and your child's teacher will return your call within 24 hours.

***Students are not allowed to start, invite others, or communicate in group chats without a WLCA staff member or coach's involvement. Staff can only begin group chats for communications with students and parents.***

### **Office Hours (7 am-4:30 pm)**

The school office is open from 7:00 am.-4:30pm Monday through Friday during the regular school year, excluding holidays. During the summer months, office hours are 9:00 am.-3:00 pm Monday through Friday.

### **Elementary School Arrival and Dismissal (8:30 am – 3:00 pm)**

Elementary parents, please escort your child to the recess area. They should be dropped off after 8:00 am when our staff is only on the playground. Students dropped off before 8:00 am will be considered in Before Care (Safe key) and charged \$1.00 per minute. Teachers will begin lining students up at 8:20 am and be on their way to class at 8:25 am. When the door to the classroom is closed at 8:30 am, a student will be considered tardy. Please see the tardiness section for further information. K -2<sup>nd</sup> is picked up outside on the blacktop and 3<sup>rd</sup>-4<sup>th</sup> on the north side of the building by the dumpster at 3:00 pm; if your child has not been picked up by 3:15, he/she will go to After Care (Safe key). Please see the Before/After Care Program Policy for more information.

### **Class Size and Teacher Ratio**

Class size and teacher-child ratio vary based on several factors determined by the administration. Those factors include, but are not limited to, individual grade expectations, curriculum, enrollment, and quality control.

### **Supply Lists**

Student supply lists vary according to class and are in the Registration/Information packets, given out on Open House night, or available at the Front Office and school website.

### **Bathroom Policy**

Students cannot be denied the use of the bathroom. However, a procedure can be established to control the “abuse” of the privilege. If a teacher suspects a student is “abusing” the policy, they will contact and speak with the parent about their concerns. .

*If any student needs assistance inside the restroom, two WLCA employees (of the same gender) must be present, one to assist the student and the other as a witness of appropriate behavior.*

### **Holidays**

WLCA follows the CCSD school calendar and has 180 school days per year. The school will be closed according to the school calendar in the registration packet and handbook. We attempt to stay in line with Clark County School District. However, some exceptions may apply, so be sure to check your WLCA school calendar. The tuition fees do not include days when school is not in session: Teacher In-Services, Christmas Break, Easter Break, or other holidays as stated in the school calendar. You will be expected to pay your entire month’s tuition regardless of the holidays or other school absences.

### **Vacations**

Families are encouraged to plan their vacations around the regularly scheduled vacation times. For families that must be gone during the school year, both the school office and the student’s teacher/teachers must be notified one week in advance of the absence so that appropriate work can be prepared ahead of time. Absences will be considered unexcused. If students are going to miss the last week of a quarter they will need to prearrange for finals to be taken.

### **Emergencies**

Depending upon the seriousness of the situation, emergency calls will be made in the following order: parents, emergency contact, authorized escort, doctor, and ambulance. If you have an emergency, please call the school

office at any time (702-645-1180) or the church office if we cannot be reached (702-645-1990). Severe injuries 911.

### **Evacuations & Fire Drills**

A complete evacuation plan for fire drills/emergencies and Shelter-n-Place drills/emergencies is posted in the classroom next to each door. Drills are conducted monthly.

### **Parent / Authorized Escorts Photo ID**

Every parent, volunteer, and authorized escort must present either a WLCA Photo ID or a WLCA Visitor's Badge while on campus. The names of all authorized escorts **MUST** be on record in the school office. All authorized escorts must stop by the security desk or proceed to the front office to receive a WLCA Visitor's Badge. Picture identification must be provided to the Receptionist who will verify that the person is on the student's authorized escort list. If they do not have either a WLCA Visitor's Badge or a WLCA School ID, **WE WILL NOT LET THE CHILD GO**. All WLCA Photo IDs must be visible at all times while on campus and must show at any time the WLCA Staff requests. It is necessary to notify the office in advance if someone not on your authorization list will be picking up your child. This same procedure will be followed in the safe key. Please wear your badges all year long.

### **Parking Lot and Vehicle Violations**

The safety of your children is our first and primary concern at Word of Life Christian Academy, preschool through high school. While you are dropping off and picking up your children, please park in the designated parking areas only. Please do not park in the handicapped parking spaces, near the entrances or the fire hydrants. Please do not park in areas that will inhibit or interfere with the flow of traffic. For the safety of all, please adhere to a maximum speed of 5 MPH while on school property. Also, for the safety of all, please enter and exit only through the appropriately marked entrance and exit areas. Finally, **NEVER LEAVE CHILDREN UNDER THE AGE OF 10 YEARS OLD IN A PARKED CAR UNSUPERVISED** (this will be reported to the proper authorities)! Please be sure to inform your authorized escorts of this information, as this does apply to them also.

### **Student Transportation**

Parents are responsible for transportation. Please drive carefully in the school parking lot. Parents who allow their children to ride their bikes unescorted to and from school must submit a written statement to the school office and their teacher. WLCA rents vans or parent drivers use their vehicles for various trips/ events. If the weather does not permit safe travel, trips will be canceled. Please notice if parents, students, and staff drive carefully in the school parking lot. If not, please report their behavior to our school safety officer or any school administration.

### **Pick Up/Drop off Policy**

For the safety of the students, we request parents strictly adhere to the following pick-up and drop-off policy. Parents will be given a card with their child's name to place on the dashboard for pickup. At 3:00, K – 2<sup>nd</sup> grade is picked up from the blacktop by parents, and 3<sup>rd</sup> - 5<sup>th</sup> grade is picked up on the north side of the building. Those left at 3:15 pm will be walked to the safe key by their teacher. **\*Please remember that this policy is to ensure the safety of the students! \***

### **Closed Campus**

WLCA is a closed campus. This signifies that during school hours, anyone not attending WLCA must have permission to be on campus, and WLCA students must have permission to leave the campus. Other than for

school-sponsored activities, a student must be signed out by a parent when leaving school grounds during school hours. If a student leaves campus during school hours without permission, he/she will be considered truant and subject to automatic suspension.

### **Attendance**

We feel a student must have regular attendance to gain the most from his/her education. Absences will be excused only for personal illness, death in the family, or other such emergencies. If a student is to be absent from school for any other reason, the parent is required to contact the school office ahead of time. If your child is absent due to contagious illness (i.e. strep throat, pink eye, impetigo, etc.) a doctor's note must accompany them for them to return to class. Elementary call before 9 am or they will be considered truant (Refer to Truancy pg. 41).

### **Early Dismissal**

Parents who wish to pick up their child before the regular dismissal time are asked to call the school office or notify their teacher, giving the reason for and time of the early dismissal. Parents must come into the school building to pick up the student and sign them out at the security desk. **WLCA Administration discourages this practice and asks that parents reserve this right only when necessary.**

### **Absences for Elementary**

The following are considered excused absences: a student's illness or injury, doctor or dental appointment, or death in the family. These are excused absences but will be counted as an absence. Students must bring a note from home explaining their absences, signed by their parents no more than 3 days after returning to school. **An Elementary student shall be recorded as absent for half of the day if more than one hour and fifty-five minutes of the instructional day are missed and recorded as absent for the entire day if more than three hours and forty-five minutes of the instructional day are missed.**

If an elementary student is absent more than ten times per semester, their promotion to the next grade is greatly jeopardized. Throughout the year, students may participate in various school-sponsored events (e.g., Spelling Bee, Speech Meet, etc.) that will take them out of school for the day. When this occurs, the student will be responsible for making up any tests or quizzes given that day.

### **WLCA Planned Pre-approved Absence Request**

*"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11*

Attendance provides a student with the classroom experience, as well as with a curriculum designed by each teacher to be sequential and progressive. When a student fails to attend daily classes, he cannot stay current, missing valuable information necessary to pass the course. Failure by the student to attend all class sessions is a serious problem. The limitation of absences is a total of 10 absences, whether unapproved OR approved, per class per semester. Students who exceed 10 absences during a semester in any course may not receive credit for that semester and will receive a failing grade. These students must attend summer school to regain credit for those courses. Classroom participation is a vital component of the instructional process; participation points accrue when determining students' grades; therefore approved/unapproved absences will have an effect on participation points.

WLCA will accept parent notes to excuse an illness, personal, or pre-approved absence for no more than 10 full or partial-day absences during the school year. No more than 10 of these absences may occur in a semester. Any additional absences will require a note from a health care provider or documentation of an absence exempt from compulsory attendance to be excused.

Unless the absence is for illness (within the guidelines above) or a medical appointment, pre-approval by the campus principal is required to ensure the absences will be excused. The following will be considered for approval: the above guidelines, total absences including those excused with a doctor's note, grades, academic progress, and any extenuating circumstances. A student must be in attendance at least 90% of the time to earn credit in a class. Absences will NOT be approved during state-mandated assessments.

*If an absence is unexcused, the student will earn a zero for any assignments or assessments missed.*

WLCA grading guidelines allow one day for each excused day absent to make up work unless other prior arrangements are approved by the teacher. Students may talk with teachers in advance of their absence about work that will be missed, but teachers are not required to provide the work until the student returns. The parent or student can get the completed form (Planned Pre-approved Absence Request) the school office and must be returned at least one week in advance.

### **Tardies– Elementary**

Students must be on time. Students must arrive at their classroom before 8:30 am. For security reasons, the hallway doors will lock at 8:30am. Students who arrive at school after their scheduled start time must come to the office with their parents for a tardy slip. The student must then give the tardy slip to their teacher to be admitted to class. No student will be admitted to class without a tardy slip if they arrive after their classroom door has been closed. *Three tardies in one grading period are counted as one day's absence.* The 4<sup>th</sup> tardy within one grading period will require a mandatory meeting between the parent and the school administration.

### **Safe Key Programs**

Kindergarten through 5th grade students will arrive at school between 8:00 am and 8:30 am and can proceed to the blacktop. Students will be picked up from their class line between 3:00 and 3:15 pm on the blacktop on the East side of the school building (K-2<sup>nd</sup>) and from the North side by the dumpster (3<sup>rd</sup>-5<sup>th</sup>). AM Safe Key is available from 6:30 am -8:00 am for K-5<sup>th</sup> and 6:30 am -7:30 am. PM Safe Key is from 3:15-6:00 pm for Kindergarten through 5th grade. The rate is as stated on the rate sheet found in your registration packet. Students in Kindergarten through 8th grade are not permitted to leave the pickup line for any reason (unless the child has been pre-assigned detention for that specific day or if they have a "Parental Transportation Request" form on file with the office stating they may walk home).

If your Kindergarten-8th grade student remains on campus after your 15-minute pick-up grace period, they will automatically be taken to PM Safe Key, and parents will be charged for the entire hour even if they are there for a few minutes. Students in PM Safe Key must be picked up by 6:00 pm, at which time; if your child has not been picked up, a \$ 1.00 per minute per child late fee will be charged to your account. After you and your authorized escorts have been called and your child has not been picked up by 6:30 pm juvenile authorities will be contacted. In PM Safe Key, students work on homework, play board games, do scheduled crafts, draw, color, and play outside. We will supply a snack for PM Safe Key students.

### **Custody Orders**

Certified custody orders must be provided to the school office if a limitation is put on a parent or legal guardian of a child. We cannot and will not take the word of a parent on this issue; only legal documents will be honored; in addition, we will give a courtesy call to the other parent whenever necessary.

### **Allergies/Pesticides on the Premises**

If a child has allergies of any kind, please alert the administration so that the appropriate precautions can be taken to protect your child's health. Allergies should be noted in your child's enrollment packet on a designated allergies form. Teachers will be issued a list of these students so they are aware of your child's allergies.

Pesticides are regularly used on the premises of Word of Life Christian Academy to help with the control of insects. If your child has any abnormal health issues concerning their lungs, skin, etc., or may be otherwise sensitive to chemicals that cause irritants, please be sure this is indicated on the required allergies form. Plug-in and spray air fresheners are also used daily in our classroom.

## **Pets**

For the safety and well-being of the students and the staff, **no pets will be allowed on the school campus at any time.**

## **Sickness, Injury and Medication**

The goal of this facility is to maintain the best possible health conditions for the children. Parents can help meet this goal by adhering to the following policies. Please keep in mind that the welfare of your child and classmates in this facility are at risk if you bring a sick child to school. If your child shows any signs or symptoms of illness such as a runny nose (with mucus that is not clear), sore throat, fever, stomachache, unknown rash, or pink and itching eyes, your child **MUST** be kept at home. Please notify the office if your child will not be attending school due to illness. ***If the school notifies you that your child is sick they MUST be picked up in the school office within an hour of the call.*** This facility reserves the right to deny admission to any child suspected of having a communicable disease.

Children are not to be given any medication unless the parent has signed a medication request form. In this case, when medication is given to the child, the office will record the date, time, dosage, and initial on the medication form that is in the nurse's room. Medication forms are available in the nurse's room. All medication must remain in the original container, indicating the child's name, type, and dosage. All medications are to be stored safely out of the reach of children in the nurse's room. **Non-prescription medicines will not be administered, only medications accompanied by a doctor's prescription. All medications will be administered and recorded by the office staff only.**

## **Infectious Diseases**

If your child has an unknown rash and is sent home, a doctor's release must accompany your child to return to class. The parent/guardian or other person authorized by the parent shall be notified immediately when a child has a sign or symptom requiring exclusion from school as described below:

1. A child has an illness that prevents him/her from participating comfortably in the school setting and outside activities. ***Children who cannot go outside with their classmates must stay home (sitting in the office or another classroom is not an option)!***
2. The illness results in more care than the school staff can provide without compromising the health and safety of the other children.
3. If your child is exposed to a family member (or anyone) with Covid they must test if they also have symptoms. If your child has tested positive for Covid they must be out of school for five days and wear a mask for five days once they return to school.
4. If a child has any of the following conditions:
  - Fever – oral temperature of 100 degrees or higher.

- Symptoms and signs of possible severe illness, such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs. Your child may return to school with a healthcare provider's note stating that the condition is non-communicable.
- Diarrhea – increased number of watery stools. May return when diarrhea stops for 24 hours.
- Vomiting – if a child vomits during care they must go home and return when vomiting resolves for 24 hours.
- Rash with fever or behavior change – may return when a healthcare provider determines that the condition is non-communicable.
- Scabies, Head Lice, or other infestations – may return 24 hours after treatment has been initiated. We enforce a strict “no nit” policy to return to school.
- Purulent Conjunctivitis or Pink Eye – may return 24 hours after treatment has been initiated.
- Tuberculosis – may return when released by a healthcare provider.
- Impetigo – may return 24 hours after treatment has been initiated.
- Chicken Pox – may return 6 days after the onset of rash, or until all sores have dried and crusted.
- Pertussis or Whooping Cough – may return 5 days after receiving antibiotic treatment.
- Mumps – may return 9 days after onset of parotid gland swelling.
- Hepatitis – may return 1 week after onset of illness, or as directed by Health Department when passive immunoprophylaxis.
- Measles – may return 6 days after onset of rash.
- Rubella – may return 6 days after onset of rash.
- Shingles – may return when healthcare provider recommends.

A child who is ill and/or contagious will remain in the sick room within the school offices until a parent or authorized escort can pick them up. Office personnel will attend to his/her individual needs. If you are called to pick up your child, we ask that you come within **ONE HOUR** from the time of the call or another person on your list will be called. Parents not cooperating with the illness policy could be asked to leave our school.

If your child is injured at school, the following procedure will take place:

1. Necessary medical attention will be given (i.e. cleaning with water, bandage, ice pack, TLC, etc.).
2. An injury report must be completed by the teacher witnessing the injury or in charge of the student at the time. A copy will be given to the office for the student's file and the original will be given to the parent for their records.
3. If a child is injured anywhere above the neck the above procedures will be followed as necessary and the parent will be notified by telephone.
4. All injuries will be cared for at school without notifying a parent unless the following occurs:
  - A child cannot function on their own due to pain
  - The teacher or administration cannot stop a bleeding injury
  - The injury is too large or too deep to be cared for with Band-Aids and water.
  - The injury is in a place (i.e. on the face) or is one that may cause alarm at a parent's first glance
  - The injury is alarming and should be watched for changes in appearance or child's behavior (i.e. hitting the head)

## **Lost and Found**

Lost and Found is located in the foyer underneath the trophy case. Teachers or TAs are to take students to look for lost items. WLCA is not responsible for any lost, broken, or stolen items.

## **Safety**

The safety of our children, staff, and buildings is paramount. Safety involves taking all precautions to prevent accidents. Staff checks bathrooms, playgrounds, and any area the children will be in for harmful/dangerous conditions. Children are supervised regularly; activities like ***kicking balls across the gym are never allowed.*** It

also includes all steps to handle any accident when it does occur. Teachers are alert for dangerous objects or situations that may arise. They are responsible for the safety of the children while they are here at WLCA. Each employee is responsible for a neat, clean, and well-organized classroom. Also, students are given responsibilities like picking up balls before leaving the gym/playground/blacktop areas.

### **Office and Classroom Telephones**

Office telephones are restricted to business use. The classroom telephones are available for student use for emergencies during the school day if the student has permission from the teacher. Students are not permitted to use their cell phones at school. WLCA is a Cell phone Free Zone from 7:30 am-2:45 pm (3:00 pm for Elementary)

### **Toys and Personal Belongings**

Personal toys are not allowed at school unless it is your child's regularly scheduled show-and-tell day. Our facility will not be responsible for lost or broken items. If a child brings a toy to school on any day other than his/her show-and-tell day, the toy will be removed from the classroom and kept in the office until the parent picks up the child.

### **Playground/Gym Safety**

Since children learn through the active use of their senses, some great learning opportunities occur outside or in the gym. However, the playground/gym can be a potentially dangerous place. With proper supervision, however, it can be a fun place for children and staff, and the chance of injury to the children can be greatly reduced. All staff will observe the following rules:

1. Check the area for any safety hazards: broken glass, broken toys, trash, holes in the yard, etc.
2. Know how many children are in their care at all times.
  - A. Count the children before taking them out of the classroom.
  - B. Count the children while they are out of the classroom.
  - C. Count the children before bringing them into the classroom.
3. Never allow children to engage in hazardous play of any kind (i.e. kicking balls inside of the building.) Use redirection or other forms of positive enforcement.
4. Staff should be actively involved with the children, and supervise any dangerous areas closely...**not sitting or talking.** **Therefore, NO chairs will be allowed on the playground.**
5. Children should be kept in sight of staff on the playground or in the gym. Never allow them to wander around corners or under equipment out of sight. For the safety of the children, a teacher should always watch the gate and door area.
6. The number of children and age variation will be limited to avoid overcrowding or dangerous situations.
7. Children must NEVER be left unattended (on the WLCA campus). If a child is injured, the teacher will call for another staff member to assist. If there is no one else available, two students will be sent to the office to get an administrator.
8. Students are not taken to Buckskin Park unless 2 adults are with them and the office is notified to get permission, and signed parent permission slips.
9. **First Aid kits and tissues are taken on the playground and into the gym every time classes leave the classroom. Unless there is a major injury, a Band-Aid will be put on without sending the child to the office every time. If a child is injured, an injury report must be filled out.**
10. Staff members must give their full attention to the children in their care. Standing, and talking to other staff members is prohibited. Children are watched while they are playing on or with the equipment, making sure they are using the equipment properly. Balls and other items are provided to use on the playground or in the gym. These items are monitored at all times. Children should be shown how to respect these items.
11. Staff should never take any projects on the playground or into the gym to work on. Personal cell phones are not allowed while on duty, all eyes should always be on the children.
12. Children are not allowed to climb up the slide. They are to use the stairs only and slide down the slide on their bottoms.

13. It is the goal of all team members to anticipate possible hazards and take necessary precautions to prevent accidents.
14. All jackets are brought in from the playground/gym (unclaimed items are placed in the lost and found. Students are encouraged to help take care of the school property. Everything ultimately belongs to God!
15. Children are taught how to line up quietly and the classroom is never left unsupervised.
16. Most important of all, before doing anything, we think of what could go wrong and take the necessary precautions.
17. **The children are our jobs. Their safety is our job. YOUR CHILDREN ARE # 1 AT ALL TIMES.**

### **Weapons on School Grounds**

Nevada law prohibits people from possessing or carrying dangerous weapons at public or private secondary schools (or vehicles belonging to them). A secondary school, referred to as a high school, is a school that provides secondary education to students between the ages of 11 to 19 (depending on school location) after primary school and before higher education (college). Nevada law prohibits people from possessing or carrying dangerous weapons at licensed childcare facilities (or vehicles belonging to them).

The types of weapons banned from these schools and childcare facilities include:

- \* Dirks, daggers, switchblades, and knives
- \* Pistols, revolvers, or other firearms
- \* Explosive or incendiary devices
- \* Blackjacks, Billy clubs, metal knuckles
- \* Nunchakus or trefoils
- \* Paintball guns or other devices used to mark other people with paint or other substances.

Exceptions of the Nevada law are security guards and peace officers (including policemen, correctional officers, etc.). They may carry weapons on school and childcare grounds. However, we ask that, unless they are in uniform, they conceal their weapon from public view.

### **Smoking, Alcohol, and/or Drug Use**

Our school strives to provide a healthy atmosphere for children. Smoking any kind of cigarette, or e-cigarette, consuming any kind of beverage containing alcohol, and/or using any substance that alters your natural state and ability will not be permitted in this facility, or on the premises, at any time. This includes the inside of your cars. Furthermore, if a parent is suspected of using alcohol or drugs at the point of drop-off or pick-up of a student, the proper authorities will be notified immediately!

### **Child Abuse & Neglect**

In the state of Nevada, all personnel working with children **MUST REPORT SUSPECTED CHILD ABUSE or NEGLECT**. There is a criminal penalty for violation of this law. Teachers at WLCA should be aware of their responsibility to children and must alert the administration if they see any signs of abuse or neglect.

1. If a staff member comes to suspect child abuse through any means, he/she is to report the suspicion to the Principal.
2. The staff member and the Principal should decide to determine if a report is warranted. Therefore, the decision to report will be made by two people.
3. If the Principal believes that a report is not warranted but the staff member believes that a report should be made, the staff member and the Principal will call Child Protective Services to ask for their advice.
4. The decision to meet with the Principal and file a report should be made within the earliest possible time frame.

To report child abuse, call the Juvenile Court Service Abuse and Neglect Hotline at 702-399-0081. It is the law and the duty of the classroom teachers to alert the proper authorities concerning any noticeable marks and/or

bruises on a child. If the child has sustained an injury leaving an obvious mark, please notify his or her teacher immediately with details. Otherwise, the child may be questioned and the authorities may be notified.

## **Insurance**

Nevada State Law requires all facilities involved in the care and education of children to carry liability insurance. However, it is not a requirement to carry medical or health insurance for the children attending the facility. Word of Life Christian Academy, pre-school through high school, carries liability insurance only. Most accidents occur as a result of children just being children: i.e. playing, running, and testing their abilities and interactive skills. Any injury occurring to your child while attending school will be the responsibility of the parent's health or medical insurance.

## **CPR & First Aid/TB Tested**

Our facility mandates that all our staff are CPR & First Aid Certified and must furnish a negative TB test to administration to keep on file. If they are not certified at the time of hire they are required to schedule a class and/or test immediately.

## **SERVICES**

### **Lunches**

WLCA offers the students the opportunity to order school lunches through the Better Lunch program using WLCA school code "WOL". Students can also bring sack lunches from home. **We do not have refrigeration available for lunches so lunches should be non-perishable or packaged in well-insulated containers with the appropriate heating or cooling pack. There are no kitchen privileges granted to students,** so please make sure all lunches are consumable "as is." **Microwaves are NOT available to heat food from home. Also, make sure that you include all necessary items such as condiments, straws, napkins, and utensils.** No lunch will be served on ½ days. The lunch times are as follows:

11:20am-11:50am      Kindergarten – 1<sup>st</sup> & 2<sup>nd</sup> Grade

11:55am-12:25pm      3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Grade

### **Ordering Lunch**

#### **OUTSIDE VENDOR FOOD MUST BE ORDERED BEFORE 7:15**

We are a cell phone-free campus, therefore students will not be able to order food during school hours. PARENTS, please order for your student or have your student order their food outside of school hours. Please see the handbook for a detailed policy. **LATE FOOD WILL BE EATEN AFTER SCHOOL. Students are not permitted to do homework, or classwork, or use any electronics or items with an on/off switch during lunch.**

**1 Corinthians 10:31**

### **Snack Shack**

WLCA provides snacks for students to purchase before and after school and during their lunchtime. Snacks may not be eaten during class without receiving prior permission from their teacher.

### **Lost and Found**

Any article found on school grounds should be turned into the Lost & Found and can be reclaimed before, during, or after school. It would be extremely helpful if parents would mark all belongings (including clothes and coats)

with **student's first and last names**. Quarterly unclaimed items will be donated. WLCA is not responsible for any lost, stolen, or broken items i.e. cell phones, iPads, etc.

### **Uniform Sale**

From time to time parents will donate uniforms from their children that are no longer of use to them. Because of this blessing, we can bless you also. At any time throughout the school year parents are welcome to come to the school office to purchase used uniforms. All items are marked \$2.00 and all proceeds go directly back into the school.

### **Fundraisers**

WLCA fundraisers are opportunities for our school to raise money for additional student equipment and specialized learning materials to enhance the quality of education at our school. **Although we will gladly welcome your participation and support, at no time will you, as our valued parents, need to feel any pressure in this area.** For the safety of your child, please remember that your child will never be asked to go door-to-door and sell any products at any time.

### **Visitations**

During school hours, parents and family members are welcome but must check in with Security or the school office and receive a visitor's pass before going to the classroom. When leaving the school, please return the visitor's badge to the security desk. Anyone in the hallways without a visitor's pass will be asked to report to the office. Loitering on the school grounds by those who are not in attendance at WLCA is not allowed. Law enforcement will be called.

### **Student Shadowing**

The visiting of classes by students not attending WLCA may be permitted with prior consent of WLCA administration.

### **Before/After School Tutoring**

Teachers can offer their services to tutors here at WLCA. Tutoring arrangements and fees are made between you and the teacher.

### **Elementary Helps Classes**

Elementary teachers are required to offer a HELPS class every Wednesday. This is extra time with the teacher in an area that your student may need assistance. The start date will be determined by the administration. This is a free service that is offered by invitation only.

### **Parent/Teacher Conferences**

Parent-teacher conferences are scheduled in November on an as needed basis. If, for any reason, you need to schedule an appointment outside the provided dates, please contact the teacher.

### **Programs and Assemblies**

Occasionally All-school assemblies are planned for pep rallies, special speakers, etc. Students may be dismissed from class to attend. Parents will be notified and are welcome to attend. WLCA annually has a Christmas Program, Talent Show, Night to Honor Christian Arts, and an Awards Program. Middle and High School will have a

Christian Arts Performance. All students are encouraged to participate. Please refer to the school calendar for specific dates.

### **Chapel**

Our dynamic Chapel Services are held every Wednesday! Chapel Services for Kindergarten through 5<sup>th</sup> grade will be from 8:40 – 9:25 a.m. Each classroom in grades 1 through 5 prepares a skit, song, etc., and hosts Chapel each week. **Parents are always welcome to attend Chapel.** Please remember that all visitors must check in with Security or the Front Office and receive a Visitor’s Badge before proceeding to any classroom. All female students are required to wear plaid skirts or jumpers with blouses and male students must wear pants or shorts with oxford shirts and a tie (NO POLO SHIRTS or SWEAT SHIRTS/HOODIES OF ANY KIND). Chapel is a wonderful experience for the students to be taught Bible stories and biblical principles for living. The Fruits of the Spirit, especially self-control, are emphasized. All students are required to attend, and parents are welcome.

### **Spiritual Assessments**

Students at WLCA are assessed for spiritual growth in several ways. Chapel allows students to show their Christian character, and a Christian Character award is given to one male and one female student per grade (K-5<sup>th</sup>) at the end of each school year. This award is voted solely by the students’ peers. In addition to weekly chapels students have daily Bible classes and are given weekly written, oral, and/or demonstration assessments.

### **Mentoring and Discipleship Activities**

Our athletic department has implemented the Fellowship of Christian Athletes (FCA) program to help students impact the world for Jesus Christ through sports. This is a student-to-student program. Coaches handpick student-athletes who show leadership qualities to run the program within their school.

### **Robotics Club**

Robotics is offered for 1<sup>st</sup> – 12<sup>th</sup> grade. Students participate in the FIRST Lego League (2<sup>nd</sup> – 3<sup>rd</sup> grade), FIRST Lego League (4<sup>th</sup> – 6<sup>th</sup> grade), and FTC (First Tech Challenge 7<sup>th</sup> – 12<sup>th</sup> grade). All robotic teams compete locally and or in the state. Competition dates TBA For more details, please visit the FIRST website at [firstinspire.org](http://firstinspire.org).

### **Fellowship of Christian Athletes (FCA)**

Since 1954, the Fellowship of Christian Athletes has been challenging coaches and athletes on the professional, college, high school, junior high, and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. Coaches, as well as students, are ministered through this organization. WLCA is a proud member of FCA. Students are formally elected based on the 4 FCA values: Integrity, Service, Teamwork, and Excellence. All Athletes are strongly encouraged to participate as this is an amazing ministry. (no fee) Membership is ongoing unless the status is lost due to not following rules or the student withdraws. Fundraising opportunities to help offset costs may be offered.

### **Association of Christian Schools International (ACSI)**

Elementary, MS, and HS students are challenged to participate and apply their leadership skills and academic abilities in the following events: Speech Meet, Art Festival, and Math Olympics. The competition is against other participating ACSI schools. WLCA is also a host school for ACSI events. ACSI event fees are included in every child’s Spirit pack fee.

### **Sportsmanship Policy**

Sports are a vital part of the WLCA program. They provide an excellent opportunity for Christian witness. We expect good sportsmanship in our students, participants, parents, and fans at all competitive events.

The following rules have been adopted to delineate the policy of the school:

1. Attitudes and behavior are to reflect Christian principles and in no way jeopardize our Christian witness or bring disrespect to our school.
2. Sportsmanship is also honoring the pledge of allegiance and the singing of our National Anthem.
3. Fans, students, and participants are asked to be positive toward officials, coaches, players, and other fans. If a fan does not have something good to say, he should be quiet. In addition please remember when you are representing WLCA you are representing God in you dress as well (modestly).
4. The referees or other assigned officials are the authorities in charge at any event. They are to be respected, as we are to respect any other authority, at all times, regardless of one's opinion of the call(s).
5. Good sportsmanship includes respecting the facilities of the other schools, and obeying their rules even if they may differ from our own.
6. There shall be no abusive behavior, vocal or otherwise.
7. There shall be no "BOOING" of officials, coaches, players, or other fans.
8. No negative cheers shall be used by either the student body or fans. Much of good sportsmanship can be summed up in the Christian virtue of SELF-CONTROL. Anyone who exercises self-control will not experience great difficulty in truly being a good sport.

Any student who wishes to be a part of an extra-curricular activity or sports program must have at least a 3.0-grade point average, no F's in any subjects, and a letter of recommendation from his/her teacher and the Principal. All students' grades will be checked weekly during the extra-curricular activities or sports program. Students involved in these programs must turn in a copy of their report card to coaches at the end of every marking period. Students who fall under the 3.0 grade point average will have to sit out of games until their grades have improved; however, they can continue to practice with their teams. If the student falls under 3.0 for a second time they will be asked to withdraw from the activity without any kind of financial reimbursement.

Students who are given detention or suspension while on a team will be asked to sit out of several games and practices. If a second detention or suspension is given, that student will be asked to leave the team without any financial reimbursement of any kind. All parents (not coaches or WLCA) are responsible for providing transportation to all practices and games. Parents are also responsible for returning all uniforms at the end of the sports session with the exception of seniors. Students who do not return these aforementioned items will be charged a \$250.00 fee (per student) to their school account at the end of the school year. Please see the fee schedule on under "Interscholastic Athletics". Fundraising opportunities will be provided for students to help with this cost. This fee covers the cost of uniform cleaning, repairs, reordering, end-of-year athletic banquet, (i.e. food, decorations, trophies, gifts, flowers, etc.), and any other unexpected expenses involving the sports program.

On awards night all athletes must dress appropriately. Proper attire is required at all events honoring the athlete's accomplishments. Proper attire means that an athlete may wear dresses or nice slacks for the ladies and dress slacks and sports shirts for the gentlemen (ties are optional unless requested by the coach). Dress shoes are to be worn (no sneakers). Athletes who arrive inappropriately dressed will be sent home and will not receive any awards. Coaches will inform athletes if a different type of dress is allowed.

### **Principal's List/Dean's List**

The Principal's/Dean's List recognizes students who have displayed excellence in Christian character. Every Quarter students may ***earn*** a place on the Principal's/Dean's List. Teachers will submit these names to the school office. At the end of each Quarter, students will have their names posted on the bulletin board for all to see. Kindergarten through 5<sup>th</sup> graders who achieve Principal's List will enjoy a playground game with the Principal and participate in the famous bubble gum-blowing contest.

The criteria for being on the Principal's List/Dean's List are as follows:

- Must complete and turn in assignments and homework on time
- Must be on time to all classes (no tardies)
- Must not be sent to the office for discipline problems
- Must show self-control
- Must be gentle and kind to others
- Must obey classroom rules, school rules, and those in authority
- Must not be disruptive or disrespectful in Before/After Care, computer class, P.E. or Spanish class
- Must dress in approved school uniform (no dress code violations)
- Must meet all established criteria

## **Gradelink**

Gradelink is a web-based student information system.

We are a part of this online system which enables WLCA parents and students to check grades, read class/school-wide newsletters, communicate with the teachers, inform parents of upcoming events, and more. This is the main communication hub between the school and our parents. Your log-on information will be given to you during the first week of school.

Students in grades 1<sup>st</sup> through 12<sup>th</sup> will have assignments, tests/quizzes and grades posted weekly to Gradelink. The parents will be responsible for monitoring their child's progress by logging onto their Gradelink account and responding to the teacher(s) communications. Gradelink should be updated weekly to reflect the student's current grade and attendance. (K-12<sup>th</sup> Grade).

A graded progress report will be posted to Gradelink mid-quarter for each 1st through 12th grade marking period. The purpose of this report is to show what grade the student would receive if report cards were issued at that time. Parents, this is your opportunity to make an appointment with your child's teacher to add support and gain insight into your child's education.

Parents can use their Gradelink account to see their child's grades, attendance, behavior, or other school comments. Teachers, school administration, or office staff can also be directly contacted via the Gradelink website.

## **Internet Usage Policy**

### **WLCA Student & Parental responsibility:**

The Internet user is held responsible for his/her actions whenever using the Internet.

Unacceptable uses of the network will result in the suspension or revocation of these privileges.

Some examples of unacceptable usage are:

1. Using the network for any illegal activity.
2. Using the network for financial gain or initiating any financial transactions.
3. Degrading or disrupting the equipment or system performance. Any security problems must be reported to the technology coordinator and not shared with other users.
4. Vandalizing the data of another user.
5. Wastefully using finite resources, after being warned and instructed on their proper use.
6. Gaining unauthorized access to resources, including attempting to get around censorware installed on a computer with Internet access.
7. Invading the privacy of individuals including reading mail that belongs to others without their permission.
8. Using an account owned by another user – with or without that user's permission.

9. Posting personal communication without the author's consent or posting information that is not meant to be made public.
10. Posting rude or inappropriate messages.
11. Downloading viruses or attempting to circumvent virus protection programs.
12. Violating the spirit of the Mission Statement of Word of Life Christian Academy.
13. Plagiarism/Copyright – using another's words or ideas as one's own.
14. Any other usage that the WLCA Staff, Faculty, or administration deems inappropriate.

Students will use the internet & email with purity and respect for others. The Internet user must meet all academic and spiritual policies to use an Internet station. The user and his/her parents understand that the use of the Internet is at the user's own risk. Considering these provisions mentioned above, WLCA will not assume responsibility for:

1. The reliability of the content of a source received by a user. Students must evaluate and cite appropriately.
2. Cost that the students incur if they request a product or service.
3. Any consequences of service disruption that may result in a lack of resources. Though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down or there is a usage conflict with teachers, classes, or other students.
4. Guaranteeing mail privacy. Though we support the privacy of e-mail, users must not assume that this is guaranteed. *The technology coordinator and the Administrative Staff reserve the right to investigate possible misuse or monitor any e-mail from WLCA computers*

### **Policy for Inclement Weather**

The majority of students need daily exercise. This policy addresses weather-related safety strategies that may limit or revise certain activities for physical education, recess, and other outdoor programs. Extreme heat exposure, inclement weather conditions, and outdoor air quality may have a negative impact on the health and safety of children and adults. Through the implementation of this policy and related procedures, the staff will incorporate precautions that will minimize, to the greatest extent possible, any risk associated with extreme heat exposure, inclement weather, and air quality conditions. The Head of Schools or other WLCA administration shall determine when a school's climate is too extreme for productive teaching and learning. If a dismissal is necessary due to extreme weather/environmental conditions, appropriate CCSD procedures will be followed. WLCA will close the school anytime the school district closes for inclement weather. WLCA follows CCSD school closure news announcements.

### **Summer Camp**

The school office hours during the summer are 9:00 am-3:00 pm. If you call the school or come by the office before or after those hours, you will be forwarded to the summer camp staff. Any checks or information can be given to the summer camp staff or the security staff, who will forward it to the office staff. The church office is open 8:00 am-5:00 pm. Information can also be left with them and will be submitted to us as well. Please feel free to read all summer camp correspondence on our bulletin boards located in the school lobby. Also, we will distribute flyers and permission slips to your children.

An annual non-refundable reservation deposit is due at the time of registration for all Summer Camp Students. This deposit pays for all of our summer supplies and holds your child's space until the official start date for camp, when the first tuition payment is due. If you do not pay tuition by the first day of summer camp, your space will be given to the next person on the waiting list. The tuition prices will be posted on our lobby television or our social media platforms before summer camp begins.

Tuition is paid weekly. All weekly payments must be paid by your first scheduled day of each week. A \$5.00 late fee will be added to your account for each business day that tuition is not paid. If you have more than one child enrolled in the preschool camp, the oldest child will be paid full price, and each additional child will be given a 10% discount. The same rule applies if you have more than one child enrolled in the elementary camp. Pre-school and elementary camps must be paid on separate checks.

Our hours of operation are Monday through Friday, 6:30 am-6:00 pm. Children picked up after 6:00 pm will be charged \$1.00 per minute per child. Any parent who does not sign their child in or out will be charged \$5 each time.

**\*PLEASE NOTE THAT ALL TUITION PAYMENTS RECEIVED ARE NON-REFUNDABLE AND NON-TRANSFERABLE, AND TUITION RATES ARE SUBJECT TO CHANGE AT ANY TIME\***

**\*\*\*All Policies are subject to change or modification without notification at the discretion of the Administration. \*\*\***

## **STAFF INFORMATION**

All WLCA staff members must have a personal relationship with Jesus Christ (they cannot teach your child about Christ if they do not know Him for themselves). Teachers must be pursuing or have a bachelor's degree and teaching experience and be able to teach biblical integration. WLCA does not offer Teacher contracts. Teacher Agreements are made along with a detailed employment application. Lastly, they must have the following: A negative TB test, Infant, Child, and Adult CPR First Aid with AED certification, a live fingerprint and background check done, and a signs & symptoms of illness with blood-borne pathogens class. Teachers must have at least 16 hours of continued education training per school year.

Hiring of relatives and spouses *is* permitted. Employment qualifications must be met. There must be no interference or interruption of job performance. WLCA promotes the hiring of qualified individuals without regard to race, color, sex, age, or national origin; provided they meet the requirements established by the school administration for the job they are applying for. All staff members are required to attend a church service at least once a week in person and are welcome to attend the church of their choice.

WLCA's established employee relation policy is to:

1. Select people based on skill, training, ability, attitude, and character without discrimination concerning age, gender, color, race, creed, national origin, marital status, disability, Veteran status, or any other legally protected class except when based on a bona fide occupational qualification or legal exemption (i.e., our biblical commitment to how religion and sexual orientation shape qualification for employment).
2. WLCA is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. WLCA's hiring procedures provide persons with disabilities with meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the position's essential functions. Reasonable accommodation is available to all disabled employees where their disability impairs their ability to perform essential job functions. All employment decisions are based on the merits of the situation following defined criteria, not the individual's disability. WLCA is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. WLCA will comply with any state or local law that provides individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. WLCA is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

3. Review wages, employee benefits, and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices compatible with similar schools in size as WLCA.
4. Provide paid vacations and holidays to all eligible employees.
5. Provide eligible employees with medical and other benefits to all eligible employees.
6. Develop competent people who understand and meet our objective, and who accept with open minds the ideas, suggestions, and constructive criticisms of fellow employees.
7. Make prompt and fair adjustments to any complaints that may arise in the everyday conduct of our business, to the practical extent.
8. Respect individual rights, and treat all employees with courtesy and consideration.
9. Maintain mutual respect in our working relationship.
10. Provide buildings, classrooms, and offices that are attractive, comfortable, orderly, and safe.
11. Promote employees based on their ability and merit related to available positions.
12. Make promotions or fill vacancies from within whenever possible and warranted.
13. Do all these things in a spirit of Christian attitude, excellence, and cooperation.

## **RELATIONSHIPS**

- **CEO -Pastor David Shearin** – Founder of Word of Life Christian Center and Academy
- **Advisory Board**

The advisory board's primary function is to advise and assist the Pastor-Head of Schools leadership team and keep a written record of meetings for the Pastor-Head of Schools and ACSI accreditation requirements. This assistance is provided through their duties in planning, policy development, public relations/marketing, development/fundraising, safety, and assessment. Parent comments and suggestions may be left in a Suggestion Box in the foyer for review and advice by the Advisory Board to the Principal.

- **Head of Schools – Kelly Marchello**

The Head of Schools (HOS) will passionately carry out their daily duties with the vision of Pastor Shearin and report directly to Pastor David Shearin and Min. Linda Chisolm in his absence. It is the expectation of the (HOS) to inspire Godly leadership in the Principal, Vice Principal, office staff, teaching staff, and support staff. The HOS will be a Holy Ghost lead leader and lead with the wisdom of God, to inspire, motivate, and empower others to achieve the goals and strategic plans of WLCA. The Head of Schools will be the driving force for school improvement.

- **Principal/ School Administrator – Cynthia Solis**

The principal oversees all aspects of WLCA. This includes, but is not limited to: the Academy, pre-school, office, safe key, summer camp, athletics, finances, programs, volunteers, and all extracurricular activities. In her absence, the WLCA vice principal assumes responsibility for her duties. In the absence of the preschool director, the Academy and or vice principal will assume responsibility for the preschool, team members, and children.

- **Vice Principal / Office Manager - Jetaun Harris**

The vice principal assists the principal in all of the above, including the preschool, Safe Key, summer camp programs, and school finances. She works directly under the principal and with the preschool director. In the absence of both the preschool director and the academy principal, the assistant principal will assume responsibility for the Academy, preschool, team members, and children. The office manager oversees all aspects of the office. She works directly under the principal and vice principal and has a supervisory capacity in the school. In the absence of the principal, her assistant, and the pre-school director she will assume all the supervisory duties and responsibilities over the pre-school, academy, and office.

- **Pre-School Director – Jetaun Harris**

The preschool director oversees the complete operations of the preschool, Safe Key, and summer camp programs. She works directly under the principal and with the vice principal. In her absence, the principal or vice principal will assume responsibility for the preschool, Safe Key, and summer camp programs.

- **Academic Advisor / Administrative Assistant - Stephanie Rodriguez**

The Academic Advisor is primarily responsible for student schedules and the assignment of student lockers and Gradelink information for both students and parents. She will assist students on the credits and classes necessary for graduation. The administrative assistant is directly under the office manager and is also supervised by the principal and vice principal. This person is responsible for assisting the receptionist, financial advisor, office manager, vice principal, and principal in their needs. In the absence of all the above, they will be placed in a supervisory position over both pre-school and academy employees.

- **Administrative Assistant - Tia Wilbur**

The administrative assistant is directly under the office manager and is also supervised by the principal and vice principal. This person is responsible for assisting the receptionist, financial advisor, office manager, vice principal, and principal in their needs. In the absence of all the above, they will be placed in a supervisory position over both pre-school and academy employees.

- **Financial Advisor - Beth Russell**

The financial advisor is directly under the office manager, as well as the academy principal and vice principal. Her primary responsibilities are overseeing the building's finances; however, in the absence of the above, she will be put in a supervisory position over both pre-school and academy employees.

- **Event Coordinator – Francesca Cabrera**

The event coordinator is responsible for managing communication and scheduling of events to ensure no scheduling conflicts within the facility. All use of the facility is to be approved by her before final commitment and open communication is sent.

- **Receptionist / Registrar - Alicia Chavez**

The receptionist is directly under the office manager, the academy principal, and the vice principal. She is responsible for the daily activity concerning the office area, all visitors and guests, tours, administrative calendars, student files and registration, and communication by telephone and the intercom system. Without the above positions, she can temporarily be put into a supervisory position for overall pre-school and academy employees.

- **Middle/High School Lead Teacher – Kim Martinez**

The lead teacher is responsible for helping the other teachers acclimate to the “Word of Life Way.” Although the lead teacher is not a supervisor of the others, a director's support is immediately attainable when the administration may not.

- **Elementary Lead Teacher – Mary Beverly**

The lead teacher is responsible for helping the other teachers acclimate to the “Word of Life Way.” Although the lead teacher is not a supervisor of the others, a director's support is immediately attainable when the administration may not.

- **Preschool Lead Teacher – Natalie Simonian**

The lead teacher is responsible for helping the other teachers acclimate to the “Word of Life Way.” Although the lead teacher is not a supervisor of the others, a director's support is immediately attainable when the administration may not.

## **TEACHER, PARENT AND STUDENT RELATIONSHIPS**

- **Communication**

Generally, the administration has an open-door policy. However, there may be times when a scheduled appointment with the Office Receptionist is required. Please see the Office Receptionist when scheduling an appointment. Communication is vital to the success of your child’s educational experiences at WLCA. Our communications include Gradelink, Remind, Class Dojo and Email Blasts for events. At parent and student orientation, your teacher will let you know the best time for parent communication with him/her and their email address. Also, you may leave a message with the school office and your teacher will return your call within 24 hours.

- **Parent-Teacher Conferences**

Parent-teacher conferences are very important in maintaining open communication between parents and teachers. The conferences are scheduled for November, before Thanksgiving break. After this, conferences may be scheduled on an “as needed” basis. Please bring your questions and concerns to your child’s classroom teacher, before attempting to express their concerns with the administration.

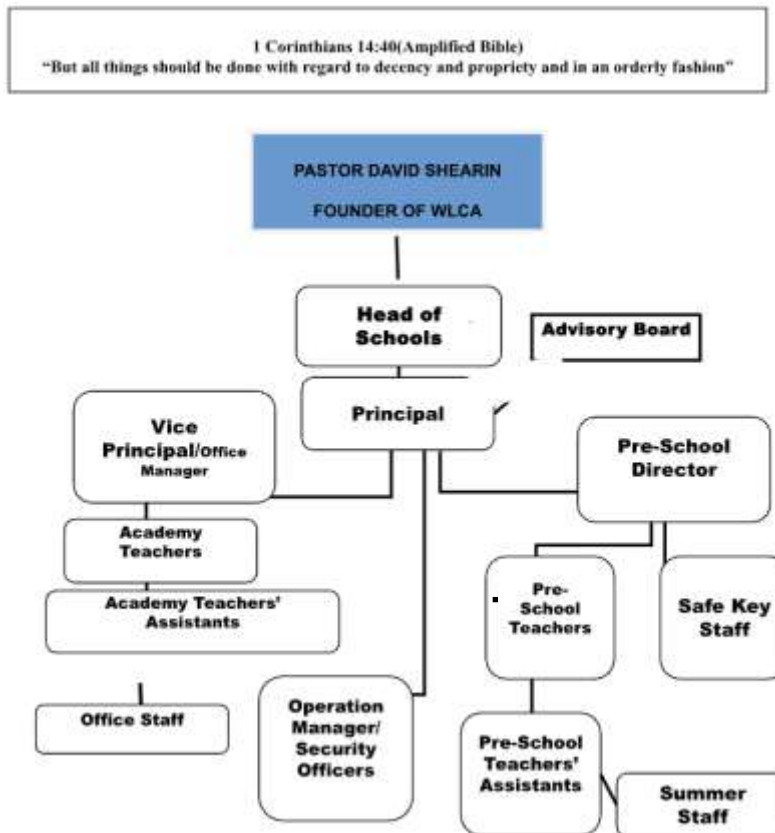
If you find it necessary to visit your child’s classroom during the school day, you must first go to the office. Teachers are happy to arrange conferences with parents. Arrangements may be made by a written note or by a telephone call.

**Gossip**

We practice the word from Matthew 18:15 – 17

15) “Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. 16) But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses every word may be established.’ 17) And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.”

**Word of Life Christian Academy Organizational Chart**



## **Moral Clause**

As representatives of WLCA, our employees' actions must be above reproach in all things. Consequently, the following standards of conduct shall apply to all employees, substitutes, volunteers, and coaches. Violations of these standards are regarded as a serious breach of integrity and could result in discipline, up to and including termination.

- God's Word teaches us that specific attributes are desired, including love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-24). These attributes are to be sought, encouraged and demonstrated in our relationships.
- Scripture further teaches us that certain behaviors should be avoided, including inappropriate relationships with students (including social media), theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, sexual promiscuity (including adultery, homosexual behavior, and premarital sex), drunkenness, and immodesty of dress.
- To preserve WLCA's function and integrity as the local Body of Christ and to provide a biblical role model to WLCA and the community, all persons employed by WLCA in any capacity must agree to and abide by marriage, gender, and sexuality as written in the Holy Bible.
- WLCA recognizes the danger to one's physical and psychological well-being in the use of certain products. Therefore, employees are to refrain from the use of tobacco in any form, alcoholic beverages, hallucinogenic drugs, and substances or narcotics not authorized by a physician.

## **Staff Evaluations**

Each employee, full-time or part-time, will be evaluated annually. Evaluations are grand opportunities for personal growth and professional development. Observations and One Meetings will be scheduled throughout the school year for full-time employees. The primary purpose of classroom observations and ones throughout the school year is to guide, encourage, and mentor staff members in areas where professional growth may be necessary. Areas of consideration include record keeping, planning and preparation, instructional presentation, classroom leadership, classroom management, classroom appearance, focus on student learning, interpersonal skills, professionalism, and carrying out jobs, tasks, and duties. If the administration has determined a lack of demonstration in any of the above areas, the staff member may be subject to the employee corrective action plan.

## **Staff Training and Development**

The school supports the growth and development of the staff as follows:

1. Continuing credits in education
2. Conferences and seminars directly related to the staff member's job
3. In-Service Trainings (bi-weekly, monthly and quarterly)
4. Consultation (One-on-Ones)
5. Annual OSHA Training

WLCA staff is required to participate in ongoing Professional Staff Development. One way is attendance at conference(s) provided by WLCA. All staff must take continuing credits in education and attend established in-service days throughout the school year.

## **Staff Rules Requiring Immediate Attention**

1. Striking or abusing a child, humiliating a child, endangering the life of a child, or withholding food from a child as punishment will not be permitted. Any of the above can result in immediate dismissal at the discretion of the Principal and will result in an immediate write-up.
2. Abuse or inconsiderate treatment of parents, staff, or visitors.
3. Unauthorized removal of WLCA property.

4. Unauthorized removal of records or divulgence of parents', children's, or WLCA's confidential information.
5. Falsifying someone else's timesheet or having someone falsify theirs.
6. Refusal to perform assigned work or follow instructions.
7. Gross carelessness or negligence.
8. Willful destruction of WLCA property.
9. Sleeping during working hours.
10. Coercing or inciting others to limit work performance or engage in any practice violating WLCA rules.
11. Leaving a child unattended in the building, on the playground, on a field trip, etc..
12. Unauthorized absences or excessive tardiness.
13. Talking about another staff member or parent negatively to a parent or fellow staff member.

### **General Procedures**

- We do not accept children to class with pink eye or fevers. If a teacher is unsure, they will have parents take their child to the office.
- Since we are a Christian School, **the only videos that will be shown are G-rated**, approved by the office, or movies that each parent has turned in a signed permission slip for their child to observe.
- A complete daily schedule must be posted in your child's classroom at all times (Preschool thru 5<sup>th</sup> grades).
- Accident forms are to be filled out for all accidents the day the accident occurs.
- Parents are to be **notified immediately** whenever a student sustains an injury from the neck or above if the student sustains a deep cut, or if a child is bitten and the skin is broken. When in question teachers will ask the office for advice.
- We always put an ice pack on a bite.
- **Cell phones must be turned off and turned in during class time.**
- **There will be no eating during instruction time.**
- If you call during the day a message will be put in the teacher's mailbox.

**\*\*\* This handbook can be amended at any time without notice\*\*\***

*Last Updated 7/30/2025*

## WLCA Electronics Policy for the 2024-2025 School Year

Cell Phones, Ear Buds (not in ears) iPods, Electronics-anything with an ON/OFF switch:

Students who bring their electronic devices to school are NOT allowed to have them on their person during class time or use them during school hours, 7:15 a.m.- 2:45 p.m. Students are also prohibited from using electronic devices in AM or PM Safe Key. For emergencies, you may call the school office, and we will contact your student. Phones are available in every classroom.

The following options are available for students:

- Electronic devices can be left in their backpack
- Electronic devices can be left in their locker
- Electronic devices can be locked in the “cell phone lockers” before class starts and retrieved at the end of the period. These “lockers” are kept at the teachers’ desks and require a key. Students will turn in their phones to the teacher and receive a number slip. At the end of the class, the student will return the slip to the teacher and receive their phone. Each number slip is assigned to a corresponding slot in the “locker.”

*Any electronics used during school hours (even unintentionally, such as a phone ringing or an alarm going off, earbuds in ears, or around the neck) will be confiscated. If any staff member sees an electronic device on the property, it will be confiscated. Students may not use electronic devices anywhere on the property. Students must keep electronics OFF while in the building. Parents are liable for their child’s social media misuse.*

· 15 \*Demerits will be given to students each time they do not follow the above-given policy and are found with an electronic device on their person. Confiscated electronics will need to be picked up at the security station by the parent at the end of the day.

\_\_\_\_\_  
Student Name

Grade \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\*15 demerits result in a 2-hour Saturday detention with a \$50 fee.  
See the demerit chart in this handbook the for full demerit system

### **WLCA Parent/Student Handbook Sign-Off**

After reading the Parent/Student Handbook, please discuss with your child(ren) all of the information that is relevant to your child(ren).

Please print out, and sign the acknowledgment below (both parents and legal guardian when applicable), and **return this page** to your **child's Homeroom Teacher (K-5<sup>th</sup> grade) or school office**, **Middle and High School** students, **please return** to your **English teacher or school office** by the **second Friday of the school year**.

**I have read the Parent/Student Handbook and agree to be bound by the terms contained therein. I have discussed all of the appropriate information with my child(ren).**

**I also understand that all Policies are subject to change or to be modified, without notification, at the discretion of the Administration.**

Parent or Legal Guardian's Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Parent or Legal Guardian's Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Please have your child sign below:

**I have read the Parent/Student Handbook and I agree to be bound by the terms contained therein.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_