



STUDENT HANDBOOK

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This “Handbook” is intended to provide guidelines for Word of Life Christian Academy, establish expectations, and express our commitment to your child’s education. From time to time, it may become necessary to amend or edit this document to ensure we are providing the best education possible. We appreciate your understanding as we work with you to bring a Christ-Centered education to your home.

Message from Pastors Tom & Megan Wood, Lead Pastors

Word of Life Christian Academy is a truly wonderful ministry that we are pleased to facilitate at our church. This school has a deep commitment to quality education and to sincerely guiding students in their faith in Jesus. The school has been operating for 15 years and has a strong record of embodying these qualities. There are big hopes for the future and that we will continue to provide a place where students can learn and reach their potential.

The WOLCA staff works passionately to ensure the environment and culture of the school enable strong academic achievement, strengthen students' faith, and have a positive community for both faculty and students. All staff members are appropriately qualified to teach and fulfill their roles and are dedicated believers who view their classroom as a calling. All of this makes WOLCA a wonderful school for students to attend and flourish.

We are deeply committed to WOLCA and believe the best days are ahead!

Regards,
Rev. Tom & Rev. Megan Wood
Lead Pastors-Word of Life Assembly of God



Message from Fred Driscoll, School Administrator

I am humbled that you have entrusted your children's education with us. We value your trust in us. The staff and teachers here at Word of Life Christian Academy cherish the opportunity to help equip and train your children for a great and successful life. As a father, I know that each of our children is a gift from God, and they are here for a reason. We at WOLCA take our roles as educators seriously.

We value open and honest communication with the staff and rely on this strong communication with our families. We offer Class DoJo as the official means of communication between families and teachers. When prompted, please set up your DoJo accounts, engage in our conferences, and always feel free to communicate with your child's teacher. My door is also always open, and I am available via DoJo. If you ever have any thoughts or concerns, please feel free to reach out.

I look forward to the school year with excitement, and I anticipate that God will work through each of our students. I know that each of our students will grow both academically and spiritually while they are here at WOLCA!

Thank you again for the opportunity to help you teach and mold your child. Thank you for choosing Word of Life Christian Academy!

In His Service,
Rev. Fred Driscoll
School Administrator



Word of Life Christian Academy and Preschool

Mission Statement

Word of Life Christian Academy is committed to providing students with an education that promotes growth in all areas of development: spiritual, academic, physical and emotional. We are privileged to be able to reinforce Biblical teaching and Christian values at school that correspond with those taught at home. We have the opportunity to make a positive impact in children's lives by sharing God's Word and showing students how they can apply it in their own lives in and outside of the classroom. Children take this strong educational base and can be a light for Jesus in their homes and community.

Philosophy of Education

We believe children should be provided academic excellence using a comprehensive curriculum with Christian values. Students are also exposed to opposing viewpoints so that they will be prepared and equipped to stand firm in what they believe. Our students enjoy a fun and exciting learning environment where they can receive individualized instruction.

Statement of Purpose

Word of Life Christian Academy exists as a ministry of Word of Life Assembly of God. It is operated as a ministry of Word of Life Assembly of God under the direction of the School Administrator. The school is governed as part of Word of Life Assembly of God under the direction of the Lead Pastors, Church Elders, and the Board of Trustees.

School History

Word of Life Christian Academy, better known as WOLCA by its student body, is a biblically based Pre-K through 6th grade elementary alternative to public school. WOLCA opened its doors in 2003 and continues to be committed to providing academic

excellence while equipping its students with strong biblical principals needed for success in today's world. It is our goal to prepare these children to become effective world changers. We are privileged to be able to reinforce Biblical teaching and Christian values at school that correspond with those at home. We have the opportunity to have a positive impact in children's lives by sharing God's word and showing students how they can apply it in their own lives in and outside of the classroom. Children take this strong educational base and are able to be a light for Jesus in their homes and community.

Doctrinal Statement

We Believe:

- the Bible is the inspired and only infallible and authoritative written Word of God
- there is one true God, eternally existent in three persons: God the Father, God the Son, and God the holy Spirit
- in the deity of our Lord Jesus Christ, 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, in His personal future return to this earth in power and glory to rule a thousand years
- in the blessed hope – the rapture of the church at Christ's coming
- the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ
- regeneration by the Holy Spirit is absolutely essential for personal salvation.
- in water baptism by immersion
- the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer
- the baptism in the Holy Spirit according to Acts 2:4, is given to believers who ask for it
- in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life
- in the resurrection of the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Core Values

Word of Life Christian Academy exists for the purpose of:

Equipping students with the tools necessary to impact our world in a positive way. To give our students a foundational knowledge base, biblically and academically, so that they can become successful world changers.

We accomplish this purpose by making a commitment to stay true to our Core of Absolutes:

We at WOLCA are committed to:

Spiritual Excellence

- Providing an environment where students can have the opportunity to develop deep meaningful, personal relationship with Christ.
- Providing a solid knowledge base of biblical truths
- Providing opportunity for open and honest dialogue between the teacher and student where questions and seeking is encouraged
- Integrating biblical concepts into subject matter

Academic Excellence

- high expectations for every student
- high parent and community support
- rigorous curriculum and fair assessment
- sufficient resources to help all students achieve
- safe, healthy, and supportive learning environment
- classrooms equipped for teaching and learning
- Individualized instruction

Providing excellence in education while keeping costs low for families.

- Commitment to fundraising to help offset the cost of tuition
- Commitment to continuously seek additional sources of income from outside sources.

WOLCA Ways

1. I can make and achieve goals.
 - ‘Commit your actions to the Lord and your plans will succeed.’ Proverbs 16:3
2. I can put God’s plan before my own.
 - Put first things first! We work hard - then we play hard!
 - ‘Seek His will in all you do and He will show you which path to take.’ Proverbs 3:6
3. I can cooperate with others to achieve a goal.
 - WOLCA students share their talents and work together
 - ‘Two people are better than one, for they can help each other succeed.’ Ecclesiastes 4:9
4. I can listen to others and value their opinions.
 - ‘Understand this, my dear brothers and sister; You must all be quick to listen, slow to speak, and slow to get angry.’ James 1:19
5. I can think before I speak or act.
 - ‘Be careful, then how you live, live as men who are wise and not foolish, make the best use of your time.’ Ephesians 5:15-16
6. I can grow in wisdom and strength in all areas of my life.
 - ‘Jesus grew in wisdom and in stature and in favor with God and all people.’ Luke 2:52
7. I can tell others about what God has done in me!
 - ‘Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age.’ Matthew 28:19-20



Admission

Admission Philosophy & Policies

Word of Life Christian Academy is open to anyone interested in securing a Christian education, from preschool through sixth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Word of Life Christian Academy rules. It must always be understood that attendance at Word of Life Christian Academy is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

Word of Life Christian Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Word of Life Christian Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Word of Life Christian Academy administration and to abide by its policies. Parents and students must understand all Christian standards of the school must be upheld.

Parents are committed to the overall development of their children through the cooperative efforts of the home, church, and school.

The student must give evidence of having the ability to meet the academic requirements of Word of Life Christian Academy.

Age Requirements for Admission

The child will be three years of age on or before December 1st of the year entering school to enroll in the three-year-old preschool program. (Child must be fully potty trained; pull-up style diapers are not permitted)

The child will be four years of age on or before December 1st of the year entering school to enroll in the four-year-old preschool program.

The child will be five years of age on or before December 1st of the year entering school to enroll in the kindergarten program.

Admissions Procedure

1. School Tour
 - Arrangements may be made for the student to “Shadow” for part of a day at this time as well.
2. Completed registration forms online, along with the required admission fees, for the application to be reviewed.
 - Application information includes:
 - A. Completed application for admission
 - B. Completed Student History form (included in Admissions Application)
 - C. Signed Parental Agreement (included in Admissions Application)
 - D. Registration Fee (included in Admissions Application)
 - E. Copy of birth certificate (new students)
 - F. Copy of current immunization record (Updated copy along with completed medical form and dental form will be needed before the first day of school for all new students and students entering grades K, 2, 4)
 - G. Textbook Agreement (K-6)
 - H. Tuition Agreement
 - I. Receipt of previous school records (if applicable)
 - J. Kindergarten Screening (if applicable) At that time all prior records included but not limited to report cards, standardized test results, Individual Home Instruction Plans and/or Individual Education Plans should be submitted to the principal for review.
3. At that time all prior records included but not limited to report cards, standardized test results, Individual Home Instruction Plans and/or Individual Education Plans should be submitted to the principal for review.
4. Kindergarten Candidates are required to take a readiness assessment and score at the appropriate level for their age.

Applications for admission are considered on a first-come first-served basis. In the event that a class maximum size is reached, an applicant may be put on a waiting list. Once the application has been reviewed, families will be notified.

Immunization/Physicals

All children must be fully vaccinated and have a completed medical form filled out by his/her doctor on file before the first day of school. Baldwinsville Public Schools does provide a school nurse on site Monday-Fridays in the afternoon.

Enrollment

Tuition and Billing

Word of Life Christian Academy relies on tuition for the operation of the school and to pay our staff. It is important that tuition be paid on time. Families will receive a monthly invoice with all outstanding charges. Tuition is due by the 15th of each month for ten or twelve months unless otherwise arranged. These payments will be made online through TADS. If the payment is made after the 15th of the month, there will be a \$15.00 late fee which will be strictly enforced. If your account becomes delinquent for 3 consecutive months, and no payment arrangements have been established, a meeting with the pastoral staff will be held to determine potential suspension or dismissal from WOLCA. Report card information will not be released by WOLCA until all outstanding balances are paid in full.

WOLCA Preschool Class Descriptions

WOLCA Preschool Threes Class

Class for 3 year olds focused on Letters, Numbers and developing social skills. Students are encouraged to write and recognize their own name. A heavy focus on teaching independent skills. Monday through Fridays 9am - 2:45pm (A Half Day Program is Available M-F 9am – Noon)

**Must be 3 by Dec 1st.*

Beginnergarten 4 year old Half-Day Program

Kindergarten Preparatory Program including: Pre Literacy, Math/Science, and development of social skills. A heavy focus on letter and sound recognition, sight words, and pre- reading skills. Monday – Friday 9am – 12:00pm

**Must be at least 4 before Dec 1st.*

Beginnergarten Full Day 5 Day Program

Kindergarten Preparatory Program including: Pre Literacy, Math/Science, and development of social skills. A heavy focus on letter and sound recognition, sight words, and pre- reading skills using the Super Kids Reading program.

Included is once a week art class, Spanish class and Music Appreciation class. Monday – Friday 9:00am – 2:45pm

**Must be at least 4 before Dec 1st.*

Early Withdrawal Policy

Registration of students at Word of Life Christian Academy is for a full school year, as indicated on the application and registration forms. WOLCA operates on a tight budget, made possible by knowing that it will receive payment for all its enrolled students over the full course of each academic year.

If a parent or family elects to un-enroll or withdraw their child from the Academy during an active school year, the family is contractually obligated to fulfill the electronically signed tuition agreement. The family remains liable for full payment of all tuition and fees.

If a child's enrollment is terminated by the Academy for reasons of behavior or an infraction of school rules, policies, practices or standards, the parent or family of the child remains liable for full payment of all tuition and fees, lunch fees, through to the end of the calendar month in which the enrollment was terminated.

Fees and/or tuition payments already paid and received by the Academy are nonrefundable.

TADS

This Web based application allows families the convenience of paying tuition online and registering for each school year online. You will be asked to create a TADS account upon enrollment. You will continue to pay your tuition through TADS for the entirety of the year so be sure to remember your username and password. If you have any questions or if you have forgotten your password, please contact the WOLCA office at administration@wordoflifeacademy.org. All tuition payments are to be made through TADS. If you have forgotten your username and password or have any billing questions, they should be directed to billing@wordoflifeacademy.org. Late Fees and Insufficient funds fees are charged through TADS. There may be additional fees for special activities i.e., Field Trips, clubs, etc. TADS fees are assessed directly through TADS and are not at the discretion of the school.

Report Cards

Report Cards are issued quarterly and are digitally released and accessed through your Cornerstone Parent Account.

Grade Scale

NAME	VALUE	START SCORE	END SCORE
Excellent +	E+	99.50	100
Excellent	E	94.50	99.49
Excellent -	E-	89.50	94.49
Good +	G+	87.50	89.49
Good	G	84.50	87.49
Good -	G-	79.50	84.49
Satisfactory +	S+	76.50	79.49
Satisfactory	S	73.50	76.49
Satisfactory -	S-	69.50	73.49
Improving	I	64.50	69.49
Needs Improvement	NI	59.50	64.49
Unsatisfactory	U	20.50	59.49
X	X	0.00	20.49

Maximum Score: 100.0

TADS Educate

This Web based application allows students, teachers, parents and administrators to easily communicate, share information and manage their tasks. Parents can log in to access their account information. They can view financial details and their student's academic progress to stay informed and involved. If you did not receive a user ID and password to access the system and you would like one, please email administration@wordoflifeacademy.org to request your information.

Attendance

Our start time is 8:45am. Students may be dropped off as early as 8:20am. We dismiss from classes at 3:00pm. Regular attendance is a critical component for success in school. All students are encouraged to be consistent in attendance. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for any work that is missed.

Please be sure to call the school office by 9:15am to report your child's absence for sickness or any other reason. Prior to 9:00am you may leave a message on the school answering machine. All assignments missed will need to be completed by the student upon return. If you'd like, arrangements can be made to pick up work from your child's teacher for completion at home. All absences are noted on students' permanent record and require a written excuse from the parent or guardian. *A written excuse should be sent to the office the day your student returns to school.*

School attendance is both a right and a responsibility. Word of Life Christian Academy is an active partner with students and parents/persons in parental relation in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the school recognizes that consistent school attendance, academic success, and school completion have a positive correlation, the school expects all students to attend scheduled classes.

1. This expectation serves as a clear and constant reminder of the importance of attendance in instruction, enabling the student to:
 - A. Learn subject matter and increase academic performance
 - B. Develop responsible school work/study habits.
 - C. Prepare for his/her future in the work place and community.
2. This expectation provides for the known whereabouts of every student for safety and other reasons.
3. This expectation maintains that the parent(s)/person(s) in parental relation are responsible for the regular attendance of their child(ren).

It is the responsibility of the parents and students to see that the student arrives to school on time. When tardiness/attendance becomes a concern, the principal will send the student's parents a copy of the attendance record and request their cooperation. Formal letters are sent automatically to parents beginning with 10 absences and/or unexcused tardiness, reminding families of the importance of attendance.

If a student's tardiness and/or absenteeism continues to be a problem:

1. A letter will be sent to the parents requesting a personal conference as soon as possible with the school social worker
2. The attendance officer may visit the home to verify absences.
3. If there is no immediate and drastic improvement in a chronic attendance problem, the principal will refer the case to the Onondaga Department of Social Services for educational neglect.

Teachers are not expected to make up the student's lost instructional time, or give the student make-up work for unexcused absences. If a signed written excuse is not received in four days after the student returns to school, the absence will be recorded as illegal.

Illness

We ask that you do not send your child to school if:

- He/she has run a temperature higher than 100 degrees in the previous 24 hours.
- He/she has vomited or had diarrhea in the previous 24 hours.
- He/she has an unexplained spreading rash or has colored (green/yellow) discharge from the nose or eyes.
- If your child becomes ill or injured at school, we will contact you immediately and ask that you pick him or her up. We will administer first aid as needed and/or call for further treatment when necessary.

Absentee Calls

New York State Law requires school boards to adopt a policy implementing procedures to notify parents if their child is absent from school and the parent has not notified the school. Word of Life Christian Academy has implemented this mandate. In order to minimize the interruptions at your place of employment, we request that you call the school daily to let us know that your child will be absent or will arrive late to school. If you wish to call during non-school hours, you can leave a message. Please call 315-636-1818 between 4:00pm and 8:00am, as well as holidays and weekends to report an absence and leave a message on voice mail; otherwise, please call the main office at 315-635-1818 as soon as possible on the morning of any absence. On the voice mail, leave your child's name, reason for the absence, and the teacher's name. If you do not call in an absence, we will need to call you.

This system will insure that both home and school are aware of the whereabouts of each absent child, thereby discouraging the chance of missing or lost children. If your child comes to school after 8:45am, the child must report to the office to be signed in and to get a late pass.

Absenteeism and tardiness are a real concern. Please aim to have your child in school, on time, each day. Please remember that when your child is absent, it slows his/her academic progress, and when he/she comes in late, it disrupts classroom lessons.

Medication

We do not dispense any medication, aspirin, Tylenol or other health aids including cough drops including sun screen without written permission from your doctor. Please do not send medication of any kind to school without prior permission from the School Administrator. All prescribed medications must be accompanied by written permission to administer such medication. All medication must be in the original container with all dosage information clearly printed on an original pharmacy label.

Drop Off and Pick Up

Preschool and Begindergarten

Preschool and Begindergarten Drop off

Parents can drop their children off between 8:40 and 9:00 am. Preschool parents should use the drop-off/pick-up lane.

Parents who have a WOLCA Preschooler and a WOLCA Elementary student: For your convenience, you may drop off all of your children at 8:30 am. A teacher will be available to be with your preschooler until his/her class begins at 9:00 am.

Preschool and Begindergarten Pick up

Parents picking up their child may pull into the drop-off/pick-up lane at the main entrance facing Elizabeth Street at 2:45 pm. We will bring your child to you. Half Day students dismiss at 12:00 pm at the WOLCA Side Entrance facing the parking lot; please wait in the car line adjacent to the handicapped parking.

Elementary

Elementary Drop Off

- Parents dropping off their children may pull into the drop-off/pick-up lane located adjacent to the main school entrance facing Elizabeth Street.
- Please do not pass in the lane as students use both sides of their vehicle to exit.
- **The school day begins at 8:45. You may drop off your child as early as 8:20. If your child arrives after 9:00, they will be marked tardy.**

Elementary Pick Up

- Dismissal is at 3:00
- Parents picking up their children may pull into the drop-off/pick-up lane located adjacent to the main school entrance facing Elizabeth Street.
- Please do not pass in the lane, as students use both sides of the vehicle for loading.
- Once you have your child in the car, please pull around the back side of the building to exit; drivers must yield to school buses in the bus zone at the top of the drive.

Extended Hours

Extended starts at 8:00 am and ends at 5:00 pm. You must be signed up for the Extended Hours program in order to participate. Please look at our website for more information.

Transportation Change

If transportation for your child will change on a given day, a signed note is needed to accommodate your request. In an emergency, you may call the school office before 2:00 pm to inform us of a change.

Your child's safety is a primary concern. We follow strict procedures for picking up the children at dismissal time. Parents will submit a list of people authorized to pick up the student. Picture ID may need to be presented if it is someone we are not already familiar with.

Parking Lot Rules

- School Bus Laws apply in our parking lot. For the safety of our children, please do not pass a school bus while its lights are flashing.
- Please do not pass other cars in the student loading/unloading area during drop-off and dismissal. Many students use both sidewalk-facing and lane-facing doors.
- When dropping off or picking up during school hours, please do not drive in the dismissal lanes; please park in the main lot and walk your children to the main school entrance.
- When picking up your child(ren), please do not park in the handicapped designated areas if you are not eligible.
- During dismissal, please pull around the back side of the building to exit and yield to school buses leaving the bus zone.

Security

South Campus is locked during school hours. The elevator will be locked during school hours.

Entry to the school will not be permitted through the church offices.

Word of Life Christian Academy takes seriously the safety of our students and staff. We ensure this through regular training, appropriate in-place safeguards, and limiting access.

WOLCA Essentials

Adapted from Ron Clark's 'Essential 55'

Student Conduct

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities, as well as the time they are away from school.

Social Etiquette

1. Always respond to adults.

When responding to any adult, you must answer by saying, "Yes, followed by the teacher's name," or "No, followed by the teacher's name." Just nodding your head or saying any other form of yes or no is unacceptable.

2. Track the Speaker.

Make eye contact. When someone is speaking, please always keep your eyes on him or her. If someone makes a comment, turn and face that person.

3. Respect and value other's opinions.

During discussions, respect other students' comments, opinions, and ideas. When possible, make statements like, "I agree with John, and I also feel that..." or "I disagree with Sarah. She made a good point I feel that..." or "I think Victor made an excellent observation, and it made me realize..."

4. Engage in polite conversation.

If you are asked a question in conversation, you should ask a question in return. It is only polite to show others that you are just as interested in them as they are in you. For example:

Me: "Did you have a nice weekend?"

You: "Yes, I had a great time. My family and I went shopping. What about you? Did you have a nice weekend?"

5. Show consideration toward others.

When you cough or sneeze or burp, it is appropriate to turn your head away from others and cover your mouth with the full part of your elbow. Using a fist or hand is not acceptable. Afterward, you should say, "Excuse me."

6. Show respect, always.

Do not smack your lips, tsk, roll your eyes, or show disrespect with gestures.

7. Be thankful.

Always say thank you when I give you something. Make every effort to say thank you within three seconds of receiving something. There is no excuse for not showing appreciation.

8. Be kind and considerate when receiving gifts.

When you are given something from someone, never insult that person by commenting negatively about the gift or insinuating that it wasn't appreciated.

9. Be kind and thoughtful.

Surprise others by performing random acts of kindness. Go out of your way to do something surprisingly kind and generous for someone at least once a month.

10. Greet adults and teachers in the building.

Quickly learn the names of other teachers in the school and greet them by saying things like, "Good morning, Mrs. Graham," or "Good afternoon, Ms. Ortiz. That is a beautiful dress." (Note: If you are in line with the rest of class, you are not allowed to speak to the teachers at that time because the no-talking rule is in effect. You should speak to other teachers if you are entering or leaving the school, on recess, on an errand, or changing classes.)

11. Hold the door for others.

If you approach a door and someone is following you, hold the door. If the door opens by pulling, pull it open, stand to the side, and allow the other person to pass through it first, then you can walk through. If the door opens by pushing, hold the door open after you push through.

12. Show respect in Chapel and with guest speakers.

During Chapel, do not speak do not look around, and try to get the attention of your friends in other classes. Be respectful of the speaker by being silent and by being attentive by tracking the speaker.

13. Be courteous while walking in the hallway.

When in a line, walk single file, with your arms at your sides. You should face forward at all times. There is absolutely no talking in the hallways.

14. Show respect in line.

Never cut the line. If someone cuts in front of you, do not say or do anything about it. Let your teacher know about it afterward. If you fuss with someone who has cut in line, you could also get in trouble.

15. Be courteous while eating snacks in the classroom.

Be conscientious about the snacks that you are eating in class. Make sure that you are making a healthy choice and that you are not crunching or chewing loudly as to distract others from learning.

16. Remain Positive.

Be positive and enjoy life. Some things just aren't worth getting upset over. Keep everything in perspective and focus on the good in your life.

Warrior Expectations

17. Keep your hands to yourself.

Your classmates are like family. Treat them with respect and kindness, always. There is never a reason to become physical.

18. Cheer on your classmates.

If someone in the class wins a game or does something well, we will congratulate that person. Claps should be at least three seconds long, with the full part of both hands meeting in a manner that will give the appropriate clap volume.

19. Display good sportsmanship.

If you win or do well at something, do not brag. If you lose, do not show anger. Instead, say something like, "I really enjoyed the competition, and I look forward to playing you again," or "good game," or don't say anything at all. To show anger or sarcasm, such as "I wasn't playing hard anyway" or "You really aren't that good," shows weakness.

20. Pay attention in class and follow along.

When we read together in class, you must follow along. If I call on you to read, you must know exactly where we are and begin to read immediately.

21. Accept awards graciously.

At times throughout the year, you may be rewarded for good behavior, academic performances, and other acts worthy of praise. Do not ask for an award or it will not be given. It is rude to ask if you are getting something for good behavior. You should be good and try your best because you are trying to better yourself, not because you are anticipating a reward.

22. Stay Organized.

Make every effort to be as organized as possible. All lockers and cubbies should be kept neatly free of loose papers and garbage.

23. Accept the classroom workload.

Do not complain when assignments are handed out. There is to be no moaning or complaining. This will result in a doubled assignment.

24. Be respectful of substitute and specials teachers.

While you are with a substitute teacher, specials teacher or a visitor, you will obey the same rules that you follow when your teacher is around.

25. Be a problem solver.

If any child in this school is bothering you, use the following protocol:

1. Use your words to ask the student to stop. Say "Please stop ____"
2. If the student stops, thank him/her and do not tattle on him.
3. If the student does not stop, try ignoring the behavior or tell a teacher immediately.

26. Always persevere.

Live so that you will never have regrets. If there is something you want to do, do it! Never let fear, doubt, or other obstacles stand in your way. If there is something you want, fight for it with all of your heart. If there is something you want to do, go for it and don't stop until you make it happen. If there is something you want to be, do whatever is necessary in order to live that dream.

27. Learn from your mistakes.

Accept that you are going to make mistakes. Learn from them and move on.

28. Be honest.

No matter what the circumstances, always be honest. Even if you have done something wrong.

29. Enjoy every moment of your experience at WOLCA.

Carpe Diem. You only live today once, so don't waste it. Life is made up of special moments, many of which happen when caution is thrown to the wind and people take action and seize the day.

30. Always strive to improve.

Be the best person you can be.

WOLCA Protocol

31. Be diligent when grading other's work.

Occasionally we may grade each other's papers as a group. When grading other students' papers, if you give someone an incorrect grade, whether it is higher or lower than they deserve, the amount the grade differs from the actual grade will be deducted from your paper. The only marks you are allowed to make on others' papers are an "X" and the number they got incorrect.

32. Answer in complete sentences.

Answer all questions with a complete sentence. For example, if the question asks, "What is the capital of Russia?" you should respond by writing, "The capital of Russia is Moscow." Also, in conversation with others, it is important to use complete sentences out of respect for the person's question. For example, if a person asks, "How are you?" instead of just responding by saying, "Fine," you should say, "I'm doing fine, thank you. How about yourself?"

33. Be diligent with due dates.

Homework will be turned in on time, no exceptions.

34. Be quick with transitions.

When we are in transition from one subject to the other or one class to another, the change will be swift, quiet and orderly. We should be consistently able to turn from one book to another, complete with all homework and necessary materials, as quickly as possible. The opportune amount of time to spend in transition should be less than ten seconds, and we will work toward a goal of seven seconds.

35. Follow classroom procedures.

We will follow certain classroom protocols. We will be organized, efficient, and on task.

36. Show proper etiquette in the bathroom.

Flush the toilet and wash your hands after using the restroom. Do not play or make a mess with the soap. If there is something on the bathroom floor, pick it up, throw it away and then wash your hands again. Leave the bathroom in better condition than you found it.

37. Greet visitors with respect.

We will often have visitors to our school. If someone is coming to visit our class, I will send two students to the front door of the classroom. When our visitor arrives, you will shake hands, tell him or her who you are, and welcome the person to our school and classroom.

38. Show kindness in the lunchroom.

Do not save seats in the lunchroom. If someone wants to sit down, let him or her. Do not try to exclude anyone. We are a family, and we must treat one another with respect and kindness.

39. Show responsibility in the lunchroom.

After we eat, we will clean up after ourselves. This includes cleaning off the tables and making sure we haven't left any trash on the floor or around the eating area. It is important to be responsible for your trash no matter where you are and to be sure not to litter.

40. Have respect for others while being disciplined.

If a student is being spoken to or disciplined, do not look at that student. You wouldn't want others looking at you if you were in trouble or being reprimanded, so don't look at others in that situation. If you are the student being spoken to, do not get angry or fuss at students who are looking at you.

41. Ask your teacher about any homework questions.

If you have a question about your homework, contact your teacher through email or class dojo.

42. Show respect on the bus.

When we ride on a bus, we will always sit facing forward. We will never turn around to talk to other students, stick anything out of the windows, or get out of our seats. When we exit the bus, we will always thank the bus driver and tell him to have a good day.

43. Show proper etiquette on field trips.

When we go on field trips, we will meet different people. When I introduce you to people, make sure that you remember their names. Then, when we are leaving, make sure to shake their hands and thank them, mentioning their names as you do so.

If we are on a field trip, it is a good idea to compliment something about the place where you are visiting. For example, if we visit someone's home, it would be a nice gesture to tell them that you think they have nice curtains. People are always self-conscious when they have guests visit their home, so you want to make them feel at ease. Also, if we are visiting other places, such as a museum or theater, it would be nice to comment on how beautiful the architecture is or to tell the guide that you think the facility is very nice.

Student Discipline

The goal of all discipline should be to help the child become a self-disciplined individual. Children should ultimately do what is right because it is right and not for fear of punishment.

In the classroom, there will be an atmosphere of order so that learning can take place. The fact that love is unconditional, but approval is not, will be clearly emphasized, and each child will learn to accept responsibility for his or her own actions. It is important that they fully understand that any purposeful wrongdoing is not acceptable. We will trust the Holy Spirit to work in the children's lives, causing them to grow, mature, and change.

All disciplinary action will be administered in a firm, loving, positive and consistent manner. We believe that most of the children will respond positively to a clear, just, firm warning.

For repeated acts of defiance and/or disobedience, the teacher will inform the parent, and in extreme circumstances, removal from the school may be necessary. We are confident that parents and staff working together in mutual, unswerving support in the formation of the child's character will result in children raised and nurtured in Christ Jesus and anchored in the Word of God.

Student Dress Code

Preschool

Children should come dressed in comfortable and washable clothing that encourages independence. We ask that your child's clothing does not promote ungodly or violent images.

Elementary

- All clothing worn by students must be neat, size appropriate, modest, and should not draw undue attention to the wearer in the midst of normal school activity.
- Tank tops are permitted but must have straps, no halter tops, please.
- Clothing must be gender-conforming in general style.
- Hats are not to be worn in the building.
- Skirts must reach the fingertips and be worn with shorts underneath.
- Sneakers must be worn on the gym floor.

If a child arrives at school not in compliance with the dress code, we will call home and request a change of clothes.

Toilet Training Policy

All students attending WOLCA must be toilet trained. The teachers cannot accommodate diaper changing during class time. We do realize that accidents happen. We ask that 3-year-olds bring in an extra set of clothes with underpants to be left at school in case of emergency. Please dress your child in clothes that are easy to get on and off independently when using the bathroom. WOLCA staff are unable to assist with toilet training and are unable to change students.

Personal Belongings

Students are responsible for items brought to school. Students who have cellular phones must keep them in their backpacks and have them turned off during school hours. iPods, MP3 players, etc., and other electronic equipment (including smart watches, gizmos, etc.) must be kept in backpacks and turned off.

Opportunities for Parental Involvement

Parent involvement is critical to Word of Life Christian Academy's overall effectiveness. Parental involvement is coordinated through the school office and the Parent Teacher Fellowship.

Parents can get involved by:

Fundraising

Families are expected to participate in our fund-raising events whenever possible to support our school. We host two major fundraisers in addition to regular yearly efforts. The Fund Run is held in the fall. The Spring Spectacular is held in the spring.

Volunteering

There are many volunteer opportunities for WOLCA families. Participation in any of our activities throughout the year is greatly appreciated. At times, WOLCA may request volunteers through email or notes home. Please read and consider supporting our school when possible. Please contact the school office if you are interested in chaperoning, helping in the classroom, or helping in the office. All school volunteers must pass a background check.

General Information

Office Hours

The school office is open from 9:00 am to 3:00 pm. Please leave a message if you cannot reach the office staff, and we will return your call. If you need to speak with your teacher, you may call the school office and/or message your teacher via DoJo.

Visitors

All visitors must enter through the main school entrance under the large orange awning facing Elizabeth Street. Once you have been cleared to enter the school building, please sign in at the school's main office.

Change of Address/Information

When families move during a school year, they must notify the school office of this change so the school can maintain necessary and appropriate contact with the family.

Conference Scheduling

One conference will be scheduled for each child in the Fall and Spring. Additional conferences will be scheduled by request of the parents or teachers.

Transportation

Preschool

Parents are responsible for arranging their child's transportation to and from school. Please be sure to pick up your child promptly at 12:00 pm (Half Day Programs) and 2:45 pm (Full Day).

Elementary

Parents are responsible for arranging for their child's transportation to and from school. School districts are required by state law to provide busing for your child if you live within 15 miles of the school. The transportation deadline is April 1st in most districts, and although some districts do honor late requests, it is very important that you file your request on time.

Students must be dropped off at the school's main entrance between 8:20 am and 8:40 am. School begins promptly at 8:45 am. Our students are dismissed at 3:00 pm. Please be sure to pick up your child promptly at 3:00 pm in the pickup line in front of the main school entrance facing Elizabeth Street.

If transportation for your child will change on a given day, a signed note is needed to accommodate your request. In an emergency you may call the school office before 2:00pm to let us know of a change.

Lunch

We encourage children to care for their bodies by eating a nutritious lunch. Elementary students at Word of Life Christian Academy are asked to bring their own lunch to school in a clearly marked bag or lunch box. Milk is available for purchase daily. A pizza lunch is available for purchase on Fridays.

Students must remain in the lunchroom until the end of the lunch period unless dismissed by a teacher/monitor. Each child is responsible for cleaning up food and trash at his/her eating area. Students are allowed to talk quietly but yelling, loud noises, and horseplay is not permitted. Proper table etiquette and manners are required. Any poor behavior will be corrected by the teacher/monitor.

Snack Policy

Parents are asked to provide a healthy snack for their children each day.

Allergies

Please be aware we have students with life-threatening allergies. Our teachers and staff are trained to keep your children safe. Kids can help by not sharing or trading food with other students.

Parents can help by following the guidelines for class snacks.

Any class snack must be prepackaged. The ingredient label must be completely visible. Class snacks must be safe for the entire class. It is inappropriate to bring one snack for the class and another for the child with allergies.

School Calendar

Our calendar is available on our school website, www.wordoflifeacademy.org. We have tried to match our calendar with all the school districts. However, there may be some days we have a school that your district does not, and they will not provide busing. Please check with your district so that you know in advance when you will need to provide transportation. Please note days when we do not have school scheduled so that you may plan accordingly.

School Closure Information

In the event of inclement weather, the closure of our school can be viewed on local TV stations 3, 5, 9, and 10. Every effort will be made to have our school listed on these stations as early as possible.

However, because of possible last-minute situations, be sure to continue watching on any questionable day. Please do not call the school.

If the Baldwinsville School District is closed or delayed, you may assume that WOLCA is closed also. However, there may be times when WOLCA closes even though Baldwinsville does not.

WOLCA DOJO/Remind Messages

We use DOJO and Remind to send out immediate information, including school closures, early dismissal, and other vital information. Information regarding sign up will be included at the beginning of each school year.

Morning Delay

If WOLCA is delayed but your district is not, you should not send your child on the bus using your district at their regular time. There may not be anyone at school to get them off the bus. If your district is delayed and WOLCA is not, your child may arrive late using your district's transportation.

Preschool/Half-Day BEG Delay

If WOLCA is delayed 1 hour, preschool will be delayed 1 hour.

If WOLCA is delayed 2 hours, there will be no AM preschool. Full Day Begindergarten will have school as scheduled.

Afternoon Early Dismissal

Elementary:

WOLCA will list an early dismissal time on local stations, but elementary students will be released when their district provides transportation. We will make every effort to call the families to let them know. Please try to wait for a phone call as the phone lines get very busy while we are trying to arrange transportation for many school districts.

Grounds Maintenance

Word of Life contracts with a turf management company to maintain the health of the lawn, including areas around the playground. The grounds contractor will use NY State-compliant fertilizers, herbicides, and, at times, pesticides. If you would like to be placed on a 48 hours notification list, don't hesitate to contact the school office.

