

# Word of Life Christian Academy



## Parent/Student Handbook

*\*Revised 2019\**

*An (A.C.E.) Accelerated Christian Education  
"Model School Status since 2010"*

**1<sup>st</sup>-12<sup>th</sup> Grade School Hours:**

Monday-Thursdays 8am-3pm  
(Fridays- Possible Make-Up Days)

**Kindergarten School Hours:**

Monday-Thursdays 9am-3pm  
(Fridays- No Session)

**School Mail Address:**

PO Box 202  
Farmington, NM 87499

**School Physical Address:**

1500 N. Fairview Ave.  
Farmington, NM 87401

**School Contacts:**

Office# (505) 326-5595  
Fax# (505) 564-8921

Email: [academy@wordoflifechristian.org](mailto:academy@wordoflifechristian.org)

Web-Site: [www.wordoflifechristian.org](http://www.wordoflifechristian.org)

Facebook & Instagram: @ wolcaeagles

**Academy President:**

*Pastor George Ford*

**Academy Administrator:**

*Pastor Barbara Ford*

**Academy Principal:**

*Mrs. Ducinya Yazziee*

**Academy Slogan:**

*I Can... I Will... I Shall...*

**Academy Verse:**

**Isaiah 40:31**

***“But those who wait on the Lord shall renew their strength;  
they shall mount up with wings like eagles, they shall run and  
not be weary, they shall walk and not faint.”***

## INTRODUCTION

The objective in building a private Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7, “*...love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children...*” and of Proverbs 22:6 to train up a child in the way he should go. Teaching is training. Training for life must include training for eternity.

Parents are mandated by God to educate their children. Children are gifts from God (Psalm 127:3-5). Parents are responsible to “train-up” their children in the way of the Lord and not the ways of the world (Proverbs 22:6; Ephesians 6:4). God’s people are told from scripture, “*Thus saith the Lord, learn not the way of the heathen...for the customs of the people are vain...*” (Jeremiah 10:2-3). Proverbs 19:27 states, “*Cease my son, to hear instruction that causeth to err from the words of knowledge.*”

A Christian school is an extension of the Christian home in training young people in a Christian environment for the present, future and eternity. The school staff works closely with parents to train the whole child in the way he should go. Part of the philosophy of ministry that we hold to is the simple fact that parents are the most important educators that a child will ever have. That is why we desire to work very closely with parents in educating their child.

Attending WOLCA is a privilege and not a right. The goal of this school is not to reform, but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

This school stands without apology for the Word of God, and the highest standards of morality and Christian behavior. All of the policies, rules, and regulations are biblically based.

WOLCA is not a separate ministry from the Church, but is in fact an inseparable ministry of Word of Life Christian Center to help parents abide by scriptural commands to educate their children. The academy's leadership is the same leadership as WOLCC. The academy is totally owned and operated by WOLCC.

## **OUR MISSION**

Our primary objective and purpose is to train students in the way of life presented in Word of God, while giving students a quality education. Allowing them to engage in their learning environment, and establish daily goals as they are nurtured on each academic level.

## **OUR VISION**

We believe in using Accelerated Christian Education (A.C.E) as a tool in training up a new generation of Godly, righteous young people that will enable them to become outstanding men and women who make a difference in their families, churches, communities, and the nation.

## STATEMENT OF FAITH

- **THE BIBLE**

- All scriptures is verbally inspired by God as written in the original language of God to man.

- **ONE TRUE GOD**

- The One true God is the eternally self-existence “I AM”, the Creator of the universe. He had further revealed Himself as the Trinity, Father, Son and Holy Spirit.

- **THE LORD JESUS CHRIST**

- The Lord Jesus is 100% divine (Son of God) while being 100% human (Son of Man). As God incarnated, He is the express image of the Living God in human form.

- **SALVATION OF MAN**

- Man’s only hope of redemption and salvation from sin through the shed blood of Jesus Christ. His blood is completely sufficient to deliver any person from the power and penalty of sin

- **BAPTISM**

- Baptism by immersion of water is commanded in Scriptures. All who repent of their sins and believe in Jesus Christ as Savior and Lord are to be baptized.
- The Baptism of believers in the Holy Spirit is evidence by the boldness through manifested power of the Holy Spirit. This experience is an example of a new birth.

- **THE CHURCH**

- The church is body of Christ. Since God’s purpose concerning man is to seek and to save those who are lost and hurting. We are to worship God, build His church by evangelizing to spreading the Gospel of Jesus into the world and glorify God.

- **HOLY COMMUNION**

- The Lords Supper, consisting of bread and juice, is a memorial of Jesus' suffering and death and a celebration of His resurrection to be enjoyed by all believers until He comes again.

- **THE RETURN OF JESUS CHRIST**

- The rapture of all Christians, which is our blessed hope, will be followed by the seven year tribulation on the earth which will result in the return of Jesus Christ.

- **ETERNITY**

- According to God's promise, we look for the new heaven and a new earth where righteousness will dwell and reign forever.

## **STANDARD OF CONDUCT**

Students are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, sexual promiscuity, homosexuality, drinking alcoholic beverages, and using drugs or narcotics in any form. Students who participate in and discuss such activities on school ground are subject to suspension or complete dismissal. Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy, moral behavior, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

## **CHURCH AFFILIATION**

Students are expected to regularly attend a Bible-believing church that provides children's church and youth services.

## LEARNING CENTERS (Classrooms)

- The Christian flag should be raised for Supervisor guidance in academic difficulties.
- The American flag should be raised for Monitor assistance in non-academic activities (*restroom, sharpen pencil, etc.*)



## STUDENT OFFICES

- Offices are assigned and changed only by the supervisor.
- Activities not related to prescribe materials are not to be conducted in student's offices.
- Students should not turn sideways in chair or tip (lean) back in chair.
- Students are allowed to use mechanical pencils and #2 pencils.
- Students are allowed to furnish their work stations.
- Snacks and/or a water bottle in work station areas are permitted by permission of Supervisors only.
- Students are responsible for keeping work station clean at all times.
- The Goal Card is to be kept up to date on a daily basis.
- The Goal Card is to be kept on the student work stations bulletin board for the entire school year.
- The student should set the exact page numbers to be completed and have Supervisor initial daily.
- The student should cross out the goals as they are completed and scored.
- The Progress Star Chart is also to be kept on the student's work station bulletin board. No marks are to be made on the Progress Chart; a fee will be charged for duplicate cards.



## PLEDGES

Are done every morning once students begin their day.

- **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 for 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, a light unto my path. I will hide its words in my heart that I might not sin against God."

## PACE BOOKS

PACE books are assigned to a student and belong to that individual student, they are not to be shared between students. All work in the PACE books must be done in pencil. All students scoring must be marked in red ink and all marks by the Supervisor are done in green ink. ***There will be a charge for the re-issue of any PACE book.*** Students will be re-issued a new PACE for the following circumstances:

- Receiving an 80% or less on a PACE test.
- Consistently scoring improperly.
- Excessive red or green marks throughout the PACE book in any subject.
- Inappropriate or unnecessary doodling in PACE books.

## **DEVOTIONS**

Students will meet promptly at 8:00 am for devotions every day. Devotions consist of biblical teachings and principles that'll help students in the walk and relationship with Jesus. Students are required to have a separate notebook for notes and have a KJV or Parallel Bible at their level of learning.

## **HOMEWORK**

The responsibility for completing homework is placed on the student. The goals are set by the students and reviewed by the Supervisor. These goals are usually no more than the student is capable of completing during the school day. Should the student not meet the set goals for that day, the work will need to be completed at home. A homework slip will be sent home with the PACE books and is to be signed by the parent/guardian and returned the following day along with the completed homework. If the assigned homework is not completed, detention will be issued.

## **LUNCH**

Grades K-12 will be released from the Learning Centers for lunch at set times between 11:30am-1pm. Students are to eat only in the designated areas. Students are to go to designated recreation area only when dismissed by Supervisors or Principal.

## **PROGRESS REPORTS**

The WOLCA grading system is designed to give parents a true indication of the student's progress or lack thereof. Progress reports are given to the parents on the parent/teacher conference day, scheduled the week following the end of each nine-week period.

## DRESS CODE

All students should be dressed according to WOLCA dress code before entering school grounds. Any student found in non-compliance will be sent home.

## YOUNG LADIES

- **Dress**: Young ladies must wear required school polo shirts and should maintain the dress code of NOT wearing skirts above the knee or skirts with front slits. Dress skirts (black, kaki, tan, or blue) or blue jean skirts are acceptable, but NO tight-fitting clothing will be tolerated. Jewelry (earrings must be the size of a dime.) and make-up should be in moderation. Any body piercing shown will NOT PERMITTED. Shoes must be kept clean at all times. No open toe, or untied shoes will be permitted.
- **Hair**: Hair must be kept clean, neat and out of eyes.
- **Chapel Day (Wednesday)**: A skirt and blouse, or a dress and close toe dress shoes must be worn. No low cut, tight fitted or revealing clothing will be tolerated.

## YOUNG MEN

- **Dress**: Young men must wear the required school polo shirts and they must be kept tucked in. Gentlemen must wear dress slacks, (No jean fitted pants). They must fit modestly and NOT be worn baggy. Shoes must be kept clean and laces tied at all times. NO EARRINGS or shown BODY PIERCING ARE PERMITTED.
- **Hair**: Hair must be kept clean, out of the eyes, no side burns, shave modestly, and off the ears and neck area.
- **Chapel Day (Wednesday)**: A tie, shirt tucked in and belt must be worn with slacks and dress shoes. NO dress tennis shoes allowed.

## ATTENDANCE

A written excuse, signed by a parent or guardian, must be presented to the supervisor when a student returns to school. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, and other appointments are to be scheduled after school hours. Excessive absentee (*five or more absences*) could lead to re-evaluation of the student's enrollment at WOLCA and may lead to permanent dismissal. ***Student's can only accumulate 10 absents in one school year.***

## TARDINESS

A student will be considered tardy if not in Chapel/Bible Class by 8:00a.m. Every fifth (5<sup>th</sup>) tardy equals one absence and will result in thirty (30) minutes of detention, and fees will be charged. Parents must sign in their student(s) at the office if they are tardy. Five (5) or more unexcused tardies in one month is considered excessive and is considered grounds for dismissal. Parents will be informed when tardiness becomes a problem. Parents need to call the office if their child is going to be late to school or will be picked up from school late.

## SCHOOL DELAYS/STAND-BYS/CANCELLATIONS

Snow days and delayed schedules will be announced on the local radio station, ***KNMI- 88.9 Vertical Radio, local news stations- KOB AND KOAT News*** (Read the lower captions on the bottom TV screen to see our school name: Word of Life Christian Academy) and the Principal will contact each parent and staff by phone. Make up days may occur on certain Fridays if more than one day is missed.

## VISITATIONS

Visitors must ENTER and SIGN IN at the Church MAIN Office with the secretary **before** and **leaving** the premises. The secretary will inform the Principal of your visit.

## STUDENT TRANSPORTATION

Students who drive themselves to school are required to give a copy of their Drivers License for the school office records. Vehicle keys must be turned in upon arrival, they will be returned to the student when they are dismissed for the day. ***WOLCA is not responsible for any accidents that may occur, when students are given permission to ride with someone other than a parent/guardian.***

## PICK UP

After school hours your students must be promptly picked up at 3:00pm. In case of emergencies; contact the office directly. All staff are required to leave by 3:30pm.

## TELEPHONE USAGE

The school phone is reserved for school business and emergencies only. Students are not allowed to make any personal calls to anyone. Student's desiring to make a call must have the Principal's permission. **All personal cell phones or any electronic devises are not allowed during school.**

## LOST AND FOUND

Lost and Found items will be located in the school office. At the end of 2 weeks, items left unclaimed will become school property and may be donated to Goodwill.

## FACILITY DAMAGES

Marked on, defaced, or broken property will be replaced at the offending student's expense. WOLCA reserves the right to search any and all property brought on to the school/church campus. We also reserve the right to search any student with a parent/guardian present if we deem it necessary.

## DETENTION

Students will be given detention; after school hours for 30 minutes.

Students may be sent home immediately for the following:

- Non-compliance to the dress code.
- Incomplete homework.
- Inappropriate Gestures.
- Leaving school premises during school hours without permission.
- Cheating (in addition to reissue of PACE.).

***(A Fee of \$10 will be issued at the time of any detention.)***

## DISMISSAL

Students will be suspended immediately for a period of generally one (1) to three (3) days for the following behavior:

- Continual disregard of authority and standard of conduct.
- Excessive absence of (5) or more days.
- Inappropriate language.
- Possession of alcohol or tobacco products.
- Possession of guns, knives, blades, or drugs of any form will result in immediate dismissal for the remainder of the school year.

## DISCIPLINE

WOLCA is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he/she will be reformed. We are here to work in conjunction with the home, not to take the place of parents. Punishment will be given for any form of disrespect.

## TRANSCRIPTS

WOLCA has the rights to withhold any student's transcripts upon the following:

- Lack of commitment of tuition payments carrying a high balance.
- All transcripts will be sent by the approval of the Administrator and consent by the Principal of WOLCA.

## DEMERITS

Demerits are issued to the students for the following:

- Tardiness without acceptable excuse or excessive tardiness.
- Talking without permission in learning center.
- Leaving work station without permission.
- Unapproved food, candy, or gum in learning center.
- Sleeping in learning center.
- Goals improperly set or incomplete.
- Talking back to Supervisor of staff members.
- Improper or non-use of flags.
- Disrupting learning center.
- Not pushing seat in when leaving learning center.
- Improper scoring procedure
- Homework slips not signed by parents.
- Check Ups and Self tests not initialed by Supervisor
- Cheating in any form.

## LOCK DOWN/FIRE DRILLS

- Students and staff will do practice drills twice a month.
- Lock down will follow any intruder procedures.
- Contact numbers for emergencies:
  - Dial 911
  - Fire Dept. (505) 599-1430
  - Non-Emerg. (505) 334-6622
  - Poison Control 1(800) 222-1222
  - State Police (505) 325-7547
  - Sheriff (505) 334-6107
  - SJR Hospital (505) 325-5011

The WOLCA Parent/Student Handbook is designed to help you understand the policies and procedures established in the Academy. If you have any further questions about the policies, please contact the Principal directly. Thank you for your understanding and cooperation.