



Policy Handbook

Phone: 423-949-6001; Email: wolcacademy@gmail.com

This school is classified by the Tennessee Department of Education as a “Category IV Church-Related School” and is exempt from accreditation requirements per TCA 49-50-801. As such, students transferring to public or accredited private schools may be subject to testing for grade level placement (or to determine what credits will be accepted in the case of high school students). Students graduating from Category IV schools, although often accepted at colleges and universities may also be subject to additional testing requirements in order to be accepted.

Word of Life Christian Academy (WOLCA) is a member of the Tennessee Association of Church Related Schools. We are dedicated to providing non-denominational, Christ-centered education to grades K-12. The mission of WOLCA is to glorify God through teaching students academically, spiritually, emotionally, and socially to develop into successful adults who exhibit Christ’s character through love, knowledge, wisdom, and compassion.

Hours of Operation

WOLCA hours of operation are between 8:00 AM CST and 3:00 PM CST on Tuesday through Friday. A calendar of operation days will be distributed to each family registered. If your child is entering late or leaving early due to doctor visits, family emergencies, etc., please ensure your child enters and exits quietly as to not disturb other children receiving assistance. Students cannot be dropped off before 7:45 AM. **We ask that you please be sure to pick-up your child by 3:15 PM. If parents arrive after that time, a \$5 per child late pick-up fee will be charged for each 15-minute segment they are late in picking up their child. (Example: pick-up at 3:16 will be \$5; pick-up at 3:31 will be \$10) This fee is payable upon pick-up and is not subject to be paid at a later date. Please note that it applies per child if you have more than one child attending.** Only people approved by you on the registration form will be allowed to pick up your child (no exceptions). A child will be dismissed from the classroom as parents (or approved designated person) come to the door to pick them up.

Students leaving the facility early must be signed out by the parent or guardian. Parents may sign an Early Dismissal Form for a High School students who must leave on a regular basis, for work or other necessary/parent approved need, to keep from having to sign each time the student leaves early. Students who drive and need to leave early will either need a note from home or an Early Dismissal Form.



Home Education students may use the on-campus facility for emergency drop-off at the designated rate per tuition sheet. Please ensure your student follows this handbook for such drop-off days. Student is limited to two drop off days per semester.

Attendance and Hours

By statute, Tennessee requires that “Church-related schools shall be conducted for the same length of term as public schools.” (TCA 49-50-801(c)) Therefore, WOLCA will schedule at least 180 days a year for classroom attendance. Students are required to be in class (either on campus or at home) for the minimum of 180 days per school year and 4 hours per day. Failure to attend class at least 90% of the school days may result in dismissal.

Communication

You may contact the academy by phone at 423-949-6001 or email at wolcademy@gmail.com for any questions or concerns. Word of Life uses Remind as an announcement software. An invitation will be sent to parents when your child is accepted each year. Campus students and home educated students will both be invited. If you fail to receive your invitation, you may request to join. The campus parents may request for the 2026-2027 school year by texting the message @20262027w to 81010. Homeschool parents may request for the 2026-2027 school year by texting the message @20262027h to 81010.

Longer announcements or conversations, as well as photo posts, will be through a private Facebook group. You must be friends with the administrator, Harriett Morrison, in order to join this group. You may message the administrator to join if you fail to receive your invitation.

Dress Codes and Hygiene

Parents and children are expected to apply Biblically decent and modest dress principles. Therefore, no mid-riffs showing (raise arms to ensure no shirts ride up), no shorts shorter than half thigh (measured in sitting position), no muscle shirts, no skirts shorter than 1 inch above the knee, shorts or leggings worn under dresses and skirts, no distasteful/vulgar shirt logos or prints, and no distracting/disrupting clothing. Students are required to dress appropriately for their gender as given by God. When in doubt, err on the side of caution. Please ensure your child has bathed appropriately to not disturb any other children. We reserve the right to address any dress and hygiene issues as deemed necessary. Ensure your child is properly dressed for the weather because some breaks and activities will be conducted outdoors. Closed toes shoes are recommended due to outdoor activities but not required.



Conduct

If our children are to develop into good citizens, they must be taught to respect authority and exhibit common courtesies towards staff and other children in the academy. Those who refuse to obey the rules will be asked to leave and not return. We will issue disciplinary actions (non corporal punishment), but a failure to adhere beyond these corrections will be cause for immediate dismissal.

Students will abide by the following policies:

1. For the safety of all children and staff, fighting, rough play, jumping on others, pushing, poking, tackling, and running inside the facility will not be tolerated.
2. Items which may prove distracting to the other children and the school, such as toys, playthings, matches, gambling devices, fireworks, cap guns, improper magazines/books, radios, electronic devices/games (for cell phones see cell phone policy #3 below), MP3 players, and animals will not be permitted on the premises.
3. Cell phones will be placed in a secure location as each child enters the building. Cell phone ringer/tone volumes are to be muted before the phone is placed in the classroom designated storage area. Children are not allowed to keep cell phones in the classroom/desk area due to distraction. If you, the parent, have an emergency and need to contact your child, please contact Harriett at 423-949-6001. She will return all messages as soon as possible. We will then give permission for your child to get their cell phone and contact you. Cell phones will be allowed during lunch break and given back at the end of the day. We reserve the right to disallow or allow children personal phone call rights as deemed necessary. Any cell phone that becomes a continual disruption during school hours will not be allowed back on school property, this includes times it is being used during breaks and causes a child distress where school work cannot be completed. Cell phones are not to be shared between students as some families do not allow cell/internet usage.
4. Swearing, abusive and obscene language are not permitted. This also includes suggestive behaviors. Disciplinary actions will be used to correct this offense. Repeated offenses may warrant dismissal.
5. The use of tobacco, alcohol, marijuana, or illegal drugs on or off the church grounds, will be sufficient reason for immediate dismissal.
6. Rude, crude, or vulgar behaviors when compared to the pattern of conduct left to us by the example of Jesus will not be permitted.
7. Disrespectful behaviors towards adults or children will not be tolerated. This includes mocking, mimicking, laughing at mistakes, sassing, facial or non-verbal expression of disrespect, griping, complaining and not obeying verbal and/or written instructions.



8. Dishonesty, including theft, lying or willful deception will be dealt with by disciplinary actions. This includes scoring books. Failure to score books correctly will result in writing off for the first 3 offenses followed by a principal visit on the 4th offense. Continued failure to score correctly may result in suspension.
9. Bullying, shunning, and harassment will not be tolerated. All accusations of such offenses will be taken seriously. These actions are considered as an offense to this policy: bullying, sexual harassment, willful shunning, violence, threats, undue teasing, derogatory remarks (regarding ethnicity, sex, disability, etc.)
10. Inappropriate movies, videos, and TV programs will not be discussed anywhere on the church grounds. This includes but is not limited to horror, violence, and sexual content.
11. Children who damage or deface the school or church facility, grounds, or equipment are liable for the cost of repair and/or replacement. Willful damage may result in dismissal or suspension of the child.
12. Children will not possess firearms, weapons, knives, or dangerous instruments of any kind on the church grounds or in the church building. Any instrument used for the purpose of inflicting harm or injury, or any explosive device is considered a weapon. The appropriate law enforcement officials will be notified in the case of weapons violation.
13. We reserve the right to confiscate any items which are brought to the facility in violation of policies. Such items will be returned to the parent of the child when the child is picked up.
14. Chewing gum is not permitted.
15. In the classroom, water in clear closable containers will be allowed at the child's workstation. All other food and drinks will not be allowed at the student's desk or in the classroom.
16. Children will not be allowed to leave the facility unless the appropriate, designated person comes to the door to pick up the child. Pictures and names of appropriate, designated persons will remain on file in the classroom office area.
17. Public displays of affection by couples are out of order and will be considered inappropriate behavior.
18. Group involvement is expected during activity and free times while at the academy.
19. All facility computers will be used for learning purposes only or by prior approval of staff. Access to the internet is a privilege not a requirement. Use of said equipment is intended for education and research, not personal use. No personal information is to be transmitted over the internet (phone number, address, facility address, etc.). No chat rooms, social media, video via internet, and/or emails are allowed during the academy hours. Users will not attempt to engage in any illegal activity over the internet. No external computer or phone equipment will be allowed to be hooked to facility computers/internet.



20. Children should not bring valuables to the school unless prior approval by the staff has been given. WOLCA, the staff, or church facility accepts no responsibility for personal property left in the school , church building, van, or on the premises.
21. We will be unable to give children non-prescription medications for headaches, colds, or sinus problems unless a staff member is advised by parent. If your child requires such medications or a prescription medication that is scheduled during school hours, we will only be able to assist your child if the proper Administration of Medication Form has been filled out and signed by the parent or legal guardian. Medications must also be in the original bottle with the prescription. Children may self-medicate without the form and parents accepts responsibility.
22. Driving age students will be allowed to drive themselves. WOLCA, the staff, and the facility assume no responsibility to the safety of any driver coming or leaving facility. Teen drivers are asked to drive into parking area with a slow speed and using caution. Teen drivers will not be allowed to leave the premises before 2:30 PM CST without written approval of the parent. Teen drivers are expected to remain on premises during all breaks and lunch times. If your child must leave prior to 2:30 PM CST, please send a written, signed note for the time of leaving and reason. Emergency cases must be called in to 423-949-6001 during school hours at which point dismissal of teen will be approved.

The purpose of these policies is to encourage self-discipline and to help your child to consider his/her actions and how they affect others. Discipline is redemptive rather than punitive. When addressing a disciplinary incident, your child will be encouraged to evaluate the situation that led up to the incident and decide upon a course of action to avert such behavior in the future. He/she will also be required to accept the logical consequences of his/her actions. Some disciplinary actions to be used:

- running laps
- time out
- loss of privileges
- extra work (writing off, copying scripture, etc.)
- loss of breaks
- in school suspension (1-5 days)
- off campus suspension (1-5 days)
- dismissal (no longer allowed to attend)

Application Policy

Parents of children applying must



1. Read and understand this handbook (A signature will be required stating that the handbook has been read.)
2. Complete and sign all application forms
3. Provide photos and/or names of all designated persons who are allowed to pick-up your child (Emergency pick-ups by someone not on the list must be phoned in prior to child being picked up. The person providing the pick-up will be required to show id.)
4. Provide high school transcript
6. Follow all guidelines and testing procedures required by WOLCA.
7. Follow interview process for acceptance.
8. Provide a letter of recommendation from the pastor at the church you attend.

Fees

Complete yearly tuition is due regardless of payment plan option. At any point you decide to remove your child from WOLCA, the current year's tuition is still due and no refunds will be made. The school board or administrator reserve the right to alter this policy at any time. If your child starts attending mid-year, prorated tuition rates may apply.

For the payment plan option, tuition fees are due by the first day of each month in the months of August through May of each year. Payments may be mailed to: Word of Life Christian Academy, 136 May Road, Dunlap, TN 37327, hand delivered to staff during school hours, Venmo payment to @hmorrisonwolca, or credit card payment (3.5% fee applied) through stripe.

If you do not pay all fees by the first Monday of each month, your child will not be allowed to attend and/or late fees will apply. If fees are not paid by the 15th day of the month, your child will not be allowed to attend class until the late fee and tuition are paid in full (no exceptions). On the 5th of each month, an \$20 late fee will apply to the tuition portion of unpaid fees. On the 10th day of the month, an additional \$20 late fee will be applied again to the unpaid tuition portion. See current year's Tuition Fee Schedule for more details.

Transferring Students

Students that transfer from WOLCA to another institution may be subject to testing, non-approval of credits, and/or grade level non-acceptance. The receiving school or institution may have different standards or regulations for acceptance. Word of Life Christian Academy has no control over the decisions of any other facility. If the previous or current year's tuition and fees have not been met,



Word of Life Christian Academy reserves the right to not send grades with any of the other records transferred to the receiving facility.

Students transferring to Word of Life Christian Academy will be assessed and placed in the correct grade level and/or courses via an immediate assessment test (or evaluation in person). High school credits will be evaluate based upon the state of Tennessee guidelines. Administration reserves the right to refuse or rename (accordingly) the credits being accepted. After evaluation, the parents of the student will be notified of any decisions.

When a student is admitted to Word of Life Christian Academy, the administration will formally request a transfer and the complete records from the previous school. WOLCA will contact the state of Tennessee to notify them of the student's transfer. All these steps are conducted as quickly as possible to ensure a student does not go truant. However, the steps will not take place until the student has officially been accepted as a student at our facility or in our homeschool program. Acceptance will require a completed registration form and registration fee. For on campus students, an additional Pastoral Reference Form and interview with the Principal and Administrator must be conducted as well. The parent will be notified of acceptance after the interview within 24 hours or less, if possible.

Attendance and Sickness

Any work done at home or on campus must total the minimum of 720 hours per school year (180 X 4).

If your child is sick and running a fever, do not send them to school. All children attending must be fever free for 24 hours and feeling well without the administration of any medications that reduce fevers. This is to keep other children and staff from getting sick. Any child running a fever (99.1 degrees or higher) during the school day must leave; therefore, the parent will be contacted and must pick the child up. A 45-minute pick up time is allotted. **Failure to pick up child within the 45 minutes will result in an additional fee of \$10 per 15 minutes past pick-up time.**

If your child has been exposed to Covid-19, the flu or stomach virus, please quarantine him/her for the CDC recommended time before sending him/her to class. An alternate may be to have a negative Covid test and three-day quarantine before returning. Classroom work can be sent home for the student to complete during quarantine.

Word of Life Christian Academy must follow the state guidelines for attendance. Excessive absenteeism (without completing work at home) will result in your child having to be turned in for



truancy. For extended sicknesses or absences, children may work from home but must complete a minimum of half the assigned pages for it to count as a school day. Failure to do so will result in an absence. Doctor excuses are required for excused absences or up to 5 parent signed notes per year. Five unexcused tardies or leaving early per quarter will be counted as one unexcused absence.

To assist your child in attendance, we recommend you schedule doctor and dentist appointments on Mondays or after 12:00 PM CST when possible. Please be courteous and notify the staff at least a week in advance if your child will not be attending due to appointments, vacations, etc. Please be courteous and notify us at least one day in advance for absences resulting from sickness and deaths in the family. This will assist in planning activities for the week.

Bad Weather Policy

During inclement weather, the school will close in conjunction with the Sequatchie County public schools. However, please check Remind for messages from WOLCA for any changes. Although rare, there may be times when we will still have class when public schools will be closed or when delayed. You may be notified by phone or Remind if WOLCA is having classes when the public school isn't, so please make sure to check for messages. You may check your local TV stations for Sequatchie County cancellations.

Lunches and Snacks

Parent and/or child is responsible for bringing their lunch and snacks daily. No food or drinks (other than closable clear container water bottles) will be allowed in the classroom area. **We will not be responsible for fixing any food for your child. If your child brings self-prepared food, he must be able to prepare it himself.** Students will be required to remain on church premises during lunch time unless a designated pre-approved person picks him/her up. Please do not send peanut butter products due to allergy issues. The church facility has microwaves and refrigerators for your child's use if needed, but lunch bags with ice packs are preferred. **Please limit the number of sugary foods and the caffeine brought by your child.**

Volunteers and Visitors

Parents, grandparents, church members, etc. must get prior approval to remain in the classroom for volunteering purposes. Parent's involvement is encouraged but prior approval must be made in order to keep distractions at a minimum. A minimum of 1-day advanced approval is required for any visitor.



Permission will be granted at staff discretion. Any volunteer hindering the learning environment, may be asked to leave immediately. Parent volunteers are not allowed to work one-on-one with their child, especially during testing.

Parent/Staff Concern Procedure

1. Parent is to meet with the staff/teacher alone or with the involved family to resolve issue. Under no circumstances should the issue to be discussed with or in front of noninvolved parties or children.
2. Administration recommends that parents contact the teacher assigned to their child about any classroom or educational concerns first before contacting the principal or administration. The teacher may have a better understanding of the situation or suggestions about dealing with those involved.
3. All issues will be handled according to scripture.
 - a. First search your heart for any wrong doing. (Eph. 4:31-32)
 - b. Go to the person alone with whom the conflict is with. (Matt. 18:15-17)
 - c. If the conflict still remains, a mediator will be called upon to assist. (the pastor of Word of Life AG-Ed Griffith) (Matt. 18:15-17)
 - d. Again, search your heart for resolution and wrong doing. (Eph. 4:26, Luke 17:3)
 - e. The mediator's advice will be followed by both parties involved if no other resolution is found.

Academic Progress

WOLCA is dedicated to successful, high-quality education. Students will be expected to maintain a minimum grade of 80 on all tests. If a student fails to receive 80 on a test, the material being tested will be re-taught and the test re-administered until a satisfactory grade is achieved. Our goal is skill mastery. Parents are responsible for the cost of any repeated curriculum at a rate of \$5 per book.

If your child is struggling to master the material being taught or struggling to maintain adequate academic progress, you will be notified and called into a parent/teacher evaluation of the situation. You, as the parent, best understand your child's learning abilities. WOLCA understands that you will be a crucial asset in the academic success of your child. Together, a plan for success will be discussed and initiated so your child can excel in his/her education.

Students should be able to complete 3-4 PACES or equivalent material each quarter. Failure to complete a minimum of two books in any core subject (English, math, science, social studies, and/or



word building) will result in a zero (0) on the report card for that quarter for any unfinished/tested books.

Students are required to finish a minimum of 10 PACES per subject (or 85% of curriculum) each school year in order to be passed to the next grade level. Students who are behind in subjects have the ability, at parent's request, to take books home during breaks to catch up. All tests must be complete in the classroom only. Summer school options are conducted as homeschooling. Teachers may not be available to assist during the summer.

Assessment and Testing Procedures

At the beginning of each school year, as deemed necessary, we will recommend assessment testing to assist in curriculum selection and assessment of student comprehension. There is no fee for this initial assessment testing. However, you will be responsible for any fee associated with the spring assessment testing (up to \$50). Homeschool spring testing is required for grades 3, 5, 7, and 9 (unless ACT/SAT has been taken). On campus students are required to test in all grades every other year. See the administrator for details. The spring of 2027-2028 will be our next testing time. Testing fee will be due in February or March of the testing year.

We recommend all high school aged children start taking the ACT or SAT yearly by the 10th grade. You may sign your child up for the tests as you deem necessary. The parent/student is responsible for the registration of the ACT or SAT and not the school. You may register your child online at ACT.org. WOLCA will need a copy of the student's score to qualify for graduation unless another qualification method has been met. Grades must be submitted to WOLCA by May 5th in order to qualify for the yearly graduation ceremony.

Word of Life Christian Academy has three levels for graduation. Our goal is that all students graduate with a general diploma or higher. Level 1 is an "Vocational Diploma" where the student will not be required to excel in an assessment test or the ACT. Level 2 is the "General Diploma" which requires either an appropriate score on an assessment test or an ACT score of 19 or higher. In Level 3, "Advance Diploma," the student must have 2 years of foreign language, 1 year of visual/performing arts, and a score of 21 or higher on the ACT. SAT scores are also accepted for these levels but must be an equivalent of the said ACT scores.