



WORD OF GOD ACADEMY

**PARENT/STUDENT
HANDBOOK
2025-2026**

**Equipping Future Generations for Life and
Eternity**

Word of God Academy Statement of Faith

Statement of Biblical Authority

The statement of faith does not exhaust the extent of our beliefs. The Bible itself; the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind; is the sole and final source of all that we believe. For purposes of Word of God Academy's faith, doctrine, practice, policy, and discipline, the Senior Pastor of Word of God Ministries is Word of God Academy's final interpretive authority on the Bible's meaning and application.

Doctrinal Statement

We believe the Bible to be the inspired, only infallible, authoritative Word of God. We believe that there is one God eternally existent in three persons: the Father, the Son, and the Holy Spirit. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious death, the atonement provided by His shed blood, His bodily resurrection, and His promised personal return in power and glory. We believe in the resurrection of the saved to eternal life and the everlasting punishment of those who have rejected God's forgiveness through His Son.

Jesus Christ

Jesus Christ is God the Son, the second person of the Trinity. Jesus is 100% God and 100% man. He was born of a virgin, lived a sinless life, performed miracles, and died on the cross for mankind. He redeemed us from the debt of our sins through the shedding of His blood. He rose from the dead on the third day according to the Scriptures, ascended to the right hand of the Father, and will return again in power and glory. (John 1:1,14, 3:16, 20:28; I Timothy 2:5, 3:16; Isaiah 9:6; Philippians 2:5-6; I Timothy 2:5; Hebrews 1:1-8; 10:7-13)

The Virgin Birth

Jesus Christ was conceived by God the Father, through the Holy Spirit (the third person of the Trinity) in the virgin Mary's womb; therefore, He is the Son of God. (Isaiah 7:14; Matthew 1:18, 23-25; Luke 1:27-35)

The Second Coming

Jesus Christ will physically and visibly return to earth for the second time to establish His Kingdom. (Matthew 24:30-31; 26:62-64; Acts 1:9-11; I Thessalonians 4:15-18; II Thessalonians 1:6-10; Revelation 1:7)

The Rapture

We believe in the rapture: that the dead in Christ will rise first and that those that are alive and remain shall be caught up to meet Jesus in the air. (1 Thessalonians 4:16-17)

The Gifts of the Holy Spirit

The Holy Spirit manifests Himself through a variety of spiritual gifts to build up and equip the church, demonstrate the validity of the resurrection, and to confirm the power of the Gospel. The Bible lists of these gifts are not necessarily exhaustive, and the gifts may occur in various combinations. All believers are commanded to earnestly desire the manifestation of the gifts in their lives. These gifts always operate in harmony with the Scriptures and should never be used in violation of biblical parameters. (Hebrews 2:4; Romans 1:11; 12:4-8; Ephesians 4:16; 2 Timothy 1:5-6; 1 Timothy 4:14; 1 Corinthians 12:1-31, 14:1-40; 1 Peter 4:10-11)

The Indwelling of the Holy Spirit

We believe in the indwelling of the Holy Spirit and the Gifts of the Spirit. We believe one is born-again by the regeneration of the Holy Spirit. (John 3:3-8; Ephesians 1:13; Romans 8:11; John 7:37-39; Titus 3:5)

The Baptism of the Spirit

Given at Pentecost, it is the promise of the Father, sent by Jesus after His Ascension, to empower the Church to preach the Gospel throughout the whole earth. (Joel 2:28-29; Matthew 3:11; Mark 16:17; Acts 1:5; 2:1-4, 17, 38-39, 8:14-17; 10:38, 44-47; 11:15-17; 19:1-6)

The Holy Bible

We believe that the Bible is the written Word of God inspired by God. We believe that Jesus is the Manifested Word of God. We believe that faith is acting out on the Word of God (John 1:1,14; Hebrews 10:7; 1 John 5:7). The Holy Bible, and only the Bible, is the authoritative Word of God. It alone is the final authority in determining all doctrinal truths. In its original writing, it is inspired, infallible and inerrant (2 Timothy 3:16; 2 Peter 1:20-21; Proverbs 30:5; Romans 16:25-26).

Water Baptism

We believe in water baptism in the name of the Father, of the Son, and of the Holy Spirit. We believe the name that represents the Father, the Son, and the Holy Spirit is the Name of Jesus. We believe that baptism represents the death, burial and resurrection of Jesus and that Scriptural baptism is done by immersion. We believe that water baptism is an ordinance to be followed upon belief and is not necessary for salvation. (Matthew 28:18-20; Acts 2:38; 8:12, 35-37; 10:47-48, Romans 6:4; 1 Corinthians 1:17)

Trinity

There is one God, eternally existent in three persons: Father, Son and Holy Spirit. These three are co-equal and co-eternal. (Genesis 1:26; Matthew 3:16-17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7-11; John 14:9-11; 2 Corinthians 13:14)

Healing

We believe in divine healing, that Jesus is the Healer, and that by the stripes of Jesus we are healed! Healing of the sick is illustrated in the life and ministry of Jesus and included in the commission of Jesus to His disciples. It is given as a sign that should follow believers. It is also a part of Jesus' work on the Cross and one of the gifts of the Spirit. (Psalm 103:2-3; Isaiah 53:5; Matthew 8:16-17; Mark 16:17-18; Acts 8:6-8; James 5:14-16; 1 Corinthians 12:9, 28; Romans 11:29)

Heaven & Hell

We believe in a literal heaven and a literal hell. We believe that after death eternal life begins either in heaven or in hell; where one spends eternity is based on his or her decision to accept or reject Jesus and His Word. We believe salvation is by faith through grace and not by works. (Romans 10:9; John 5:24; Ephesians 2:8-9; Galatians 2:16; Titus 3:5)

Tithes & Offerings

We believe in tithing and bringing offerings into the church. We believe tithing is a covenant practice initiated by Abraham 430 years before the law. We also believe in caring for the poor, sick, homeless, downtrodden, the lost, and the least among men. (Genesis 14:18-20; Hebrews 7:1-4; Psalms 110:4; Galatians 3:29)

Sin & The Human Condition

Humanity was created good and upright, but fell through voluntary transgression. In Adam, all humanity sinned and is alienated from God. Humanity's only hope of redemption is in Jesus Christ, the Son of God. (Gen. 1:26-31, 3:1-7; Romans 5:12-21)

God's Will for Wholeness

It is the Father's will for all believers to become prosperous, healthy and successful in all areas of life. But because of the fall of man, many may not receive the full benefits of God's will and blessing while on earth. However, this should never prevent all believers from seeking the full endowment of God's blessings offered through Jesus Christ. Biblical wholeness affects at least four areas of one's life:

- Spiritual (John 3:3-11; 2 Corinthians 5:17-21; Romans 10:9-13)
- Mental or Emotional (2 Timothy 1:7; Philippians 4:7-8; Romans 12:2; Isaiah 26:3)
- Physical (Isaiah 53:4,5; Matthew 8:17; 1 Peter 2:24)
- Financial (Joshua 1:8; Malachi 3:10-11; Luke 6:38; 2 Corinthians 9:6-10; Deuteronomy 8:1-14; Psalm 34:10, 84:11; Philippians 4:19; 3 John 2)

Marriage and Sexuality

We believe the term "marriage" has only one meaning: Marriage sanctioned by God joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality; including adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, any attempt to change one's sex, or disagreement with one's biological sex; is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church or its academy in any capacity, or who serve as volunteers, should abide by and agree to this confession of faith regarding marriage and sexuality and conduct themselves accordingly.

Because we believe the biblical teaching that marriage is between one man and one woman, marriages outside those parameters will not be performed by church ministers or on church property.

We believe that God offers redemption and restoration to all who confess and forsake their sins, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.

Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

The Home

In addition to these important beliefs, we also believe that God has given the parents and "the home" the responsibility to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4, Proverbs 22:6). We believe that a consistent and whole education will occur when home, church, and school work closely together and agree on the basic concepts of life.

Principles of Kingdom Education

These 14 principles of Kingdom Education, taken from the book *Kingdom Education* (2002), are foundational to all that takes place at Word of God Academy:

1. The education of children and youth is the primary responsibility of parents (Deut. 6:4-9; 11:18-21; Psa. 78:1-7; Psa. 127:3; Prov. 22:6; Mal. 2:13-16; Eph. 6:4).
2. The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth to maturity (Deut. 6:7; 11:19; Prov. 22:6).
3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation (Psa. 78:6-7; Matt. 28:19-20).
4. The education of children and youth must be based on God's Word as absolute truth (Matt. 24:35; Psa. 119).
5. The education of children and youth must hold Christ as preeminent in all of life (Col. 2:3; 6:10).
6. The education of children and youth must not hinder the spiritual and moral development of the next generation (Matt. 18:6; 19:13-14; Mk. 10:13-16; Lk. 18:15-17).
7. The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles (Ex. 18:21; I Sam. 1:27-28; 3:1-10).
8. The education of children and youth results in the formation of a biblical belief system or worldview (Lk. 6:40).
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a worldview frame of reference (Rom. 1:20; Psa. 19:1; Prov. 4:5,7; 3:19; 9:10; Psa. 104:24; 136:5; Jere. 10:12; Rom. 11:33; Luke 11:52; Col. 2:3; I Cor. 8:1; 13:8; Rom. 1:28).
10. The education of children and youth must have a view of the future that includes the eternal perspective (Col. 3:1-2; Matt. 6:19-20; 2 Tim. 4:6-8; Acts 20:24; Heb. 11:13; Col. 3:23-24).
11. The education of children and youth must have as its primary focus an increase in knowledge of God. (John 17:3; Romans 1:20; Romans 11:33-36; Psalm 19:1-6; Ephesians 1:16-19; 3:15-19; 4:13; Philippians 1:9; 3:8-10; 13-14; Colossians 1:9-10; 2:2-3; 2 Peter 3:18; Proverbs 2:5; Hosea 4:1; 6:6; 2 Corinthians 10:3-5)
12. The education of children and youth results in performing work in fulfillment of God's will for their lives. (Genesis 1:26; Matthew 6:10, 33; Ephesians 5:17; Hebrews 10:36; 13:20-21; Colossians 1:9-10, 12:1-2; Proverbs 3:5-6, 20:24)
13. The education of children and youth must be characterized by the pursuit of biblical excellence based on godly character, resulting in competent performance. (2 Corinthians 8:7, 10:12; Philippians 1:9-10, 4:8; 1 Timothy 6:11; Psalm 8:1; Ecclesiastes 9:10)
14. The education of children and youth must equip them to fulfill God's highest purpose for man: to glorify Him and enjoy Him in life and eternity. (Romans 11:36; Colossians 1:16-17; Genesis 1:26-27; Isaiah 42:8; Psalm 19:1-3; Romans 1:20; Hebrews 1:3; 1 Corinthians 6:19-20, 10:31)

“Kingdom Education is a life-long, Christ-centered process of leading a child into a new identity with Christ and developing him/her according to the specific ability given to him/her by Christ so that the child will be empowered to live a life characterized by love, trust, and obedience to Christ.”

(Dr. Glen Schultz, Kingdom Education)



WORD OF GOD ACADEMY

INTRODUCTION TO WOGA

Vision Statement

Word of God Academy seeks to advance a Christian school of academic excellence so that our leaders of tomorrow will know the truth of God's Word and be equipped both academically and spiritually to advance the Kingdom of God in their homes, churches, communities, nation, and world.

Mission Statement

Equipping future generations for life and eternity.

Core Values

In order to successfully fulfill this mission, Word of God Academy will give priority to six core values. Each core value must have operation principles that will allow WOGA to put these core values into everyday practice in every aspect of its educational program.

God's Word
The Christian Family
Biblical Worldview Education
The Church
Christ-likeness
Work & Stewardship

Educational Goals and Objectives

Word of God Academy (WOGA) exists because of the belief that Christian parents should have the opportunity to give their child a quality education based on Kingdom Education. Our school views itself as a ministry of Word of God Ministries and seeks to teach the greater community for Christ. Word of God Academy's students will acquire wisdom, knowledge and a Biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship, and worship.

The goals and objectives of WOGA is that education of children and youth:

- is the primary responsibility of the parent.
- is a 24 hour-a-day, 7 day-per-week process that continues from birth until maturity.
- WOGA will use Grade Level Expectations (GLE) as it relates to our beliefs and philosophies.
- will strive to educate all students academically, physically, and spiritually to enter higher education.

7 Distinctives

In alignment with Word of God Ministries, all Word of God Academy departments will align with the following 7 distinctives.

Vision
Excellence
Initiative
Passion
Accountability
Honor
Integrity

Statement of Philosophy

Word of God Academy is a ministry of Word of God Ministries whose faculty and administration are committed to academic excellence. We are dedicated to instilling in our students a Kingdom mindset within the intellectual, spiritual, emotional, cultural, physical, and social domains. We will provide a religious environment which invites participation for the next generation in the following statements:

1. We believe the Bible to be divinely inspired and the only infallible and authoritative Word of God.
2. We believe there is one God eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death by His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal, visible return in power and glory.
4. We believe in the total depravity of all mankind.
5. We believe in the necessity of regeneration through faith alone in the Lord Jesus Christ.
6. We believe all true believers endure to the end by the power of God, even though they may fall into sin.
7. We believe in the resurrection of both the saved and the lost: the saved to eternal life; the lost to eternal damnation.
8. We believe in the local church: a body of believers who God will use to carry out the Great Commission.
9. We believe in the spiritual unity of believers in our Lord Jesus Christ.
10. We believe in the present ministry of the Holy Spirit by indwelling a Christian to enable him to live a godly life.
11. We believe in Genesis 1:1: *“In the beginning God created the heavens and the earth.”* We will defend our faith and belief in creation. If necessary, in response to alternative evolutionary arguments that our students may encounter, we may discuss in class why this is not our belief.

“Train a child in the way he should go, and when he is old he will not depart from it.”
Proverbs 22:6



WORD OF GOD ACADEMY

ATTENDANCE POLICY

Attendance

In accordance with *Bulletin 741* (State Department of Education guidelines) and the Compulsory Attendance Law, students must be present for the full number of instructional minutes required by state law. Even if a student earns good grades and maintains a high GPA, failure to meet attendance requirements may result in failing the grade.

Absences

When a student is absent, a **written excuse** from a parent, doctor, or school personnel **must be submitted to the school office on the day of return** for the student to be admitted to class. A note from home is required regardless of the reason for the absence. If the absence is due to illness, a doctor's note is required (see Illness Policy below). Approved written excuses allow students to make up all missed work and tests.

The State Department of Education permits the following six (6) reasons for excused absences:

1. Personal illness (verified by a physician)
2. Family illness
3. Death in the immediate family
4. Attendance at school-approved activities
5. Extenuating circumstances (approved by the administration)
6. Therapy services

Whenever possible, doctor and dentist appointments should be scheduled outside of school hours. If an appointment must occur during the school day, parents must notify the school office in advance.

- **Lower School students** are allowed up to **10 academic absences** per school year.
- **Upper School students** are allowed up to **8 academic absences** per school year (4 per semester).

A student must attend **at least half of the school day** to be counted present. **Perfect attendance awards** are given to students who are present every school day.

Tardiness

Kindergarten – Grade 6 (Lower School)

Punctuality is an important character trait and students are expected to arrive on time. School begins at **8:00 a.m.**, and students are considered tardy if not in their classroom by **8:05 a.m.**.

- A valid written excuse will excuse the tardy.
- On the **third tardy** per semester, the teacher will contact the parents.
- On the **fifth tardy**, the teacher will refer the student to the office and administration will contact the parents.
- **Five tardies** count as **one absence**.
- **Every three additional tardies** after the fifth per semester will result in another recorded absence.

Grades 7 – 12 (Upper School)

Students are expected to arrive on time for school and for each class throughout the day. Tardiness is disruptive and reflects a lack of respect and responsibility.

- Students arriving late to first period must report directly to the Upper School office.
- Only **two tardies per class period per semester** will be excused.
- On the **second tardy** per semester, the teacher will email the student's parents.
- On the **third tardy**, a discipline referral will be issued and WOGA administration will assign a detention.
- Each additional tardy will result in another discipline form and the student will continue through the discipline process.

Check-In Procedures

If a student checks in after **11:30 a.m.**, a **written excuse** from a parent, doctor, or dentist is required for the absence to be excused. If a student is dropped off without being accompanied to the office, the receptionist will contact the parent for a written explanation. The administration will be notified of all late check-ins.

Check-Out Procedures

All check-outs must go through the school office. **Parents may notify the receptionist in advance via email or phone call.** Students will **not be allowed to check out after 2:30 p.m.** unless for a medical appointment or an extenuating circumstance. If a student returns after checking out, they must check in at the office and be in uniform.

Visitors

Visitors are welcome at Word of God Academy. All visitors must be approved by administration, check in at the front office, and wear a visitor tag while on campus.

Note: During enhanced health and illness management protocols, visitors are limited to the front office/lobby and are not permitted in classrooms or lunch areas.



WORD OF GOD ACADEMY

MEDICAL POLICIES/ PROCEDURES

Student Medication Policy

School medication administration shall be limited to medications that cannot be administered before or after school hours. Parents are strongly encouraged, whenever possible, to come to the school personally to administer medicine to their children. However, under exceptional circumstances, and subject to the conditions set forth, if a student is required to take oral medication during school hours, and the parent/guardian cannot come to the school to administer the medication, it may be administered at WOGA by unlicensed personnel. If the student has a life-threatening condition that requires immediate medication, it is required that the medication remain on campus when the student is present. Any expired medications must be immediately replaced.

Proper procedures for each medication will be followed, or the medication will not be administered. No exceptions will be made. Students are not allowed to have medication, prescription, or nonprescription, in their possession on the school grounds. *The only exception to this policy is listed below.* Teachers and school administrators have the right to take medication from a student and contact the parent for appropriate action.

Before medication can be administered at WOGA, the following applicable forms must be completed and submitted to the school office: All forms must be renewed at the beginning of each academic year and each time there are changes to the child's condition or medical treatment plan.

- Health Information Form
- Physician's Medication Order Form
- Parent Request and Authorization Form
- Food Allergy and Anaphylaxis Emergency Care Plan Form (for allergy medications only)
- Asthma Action Plan (for asthma medications only)
- Diabetes Management Plan (for diabetes medications only)
- Seizure Action Plan
- Physicians Authorization for Special Health Care (if applicable)

The school cannot administer any medications with only a parent's written or verbal consent. Prescribed medication must be in an updated container that meets acceptable pharmaceutical standards. Only a one month supply can be sent at a time.

The initial dose of a medication shall be administered by the student's parent/guardian outside of the school's jurisdiction with sufficient time for observation (12 hours) of adverse reactions. The only exception is for administration of epinephrine and glucagon emergency medications.

Each request for medication administration will be reviewed and approved on an individual basis to ensure safety. All orders for medications shall be in accordance with FDA-Approved labeling.

The following medications cannot be given at the office: barbiturates and narcotics due to their potential to cause respiratory depression (slowed, shallow breathing) respiratory arrest (cessation of breathing) and sedation. Several classes of medications can have similar effects and will be cautiously reviewed and approved on an individual basis to ensure safety.

Medication must be brought to school by a parent or guardian. Each request for medication administration will be reviewed and approved on an individual basis.

For a student to carry and/or administer his or her own asthma inhaler in school and anytime under the care of the school, the following is required:

- The parent must provide a written certification from a licensed medical physician or other authorized prescriber from a doctor that states the student's diagnosis, and that the student has received instruction on and demonstrated the proper method of self administration of the student's prescribed medication.
- Permission to self carry must be granted and renewed yearly.
- The parent must sign acknowledging that the school shall incur no liability relating to the self-administration of medications used to treat asthma, diabetes or anaphylaxis.

Seizure Protocol

All students with a history of seizures must have the following applicable forms completed and submitted to the school's office. All forms must be renewed at the beginning of each academic year and each time there are changes to the child's condition or medical treatment plan.

- Health Information Form
- Seizure Action Plan (SAP)
- Physician's Authorization for Special Health Care (if applicable)
- Physician's Medication Order Form (if applicable)
- Parent Request and Authorization Form

Basic First Aid for Seizures is provided by trained non-licensed personnel. Emergency services (911) is called.

Protocol for 911:

- Call 911 at the onset of seizure.
- Anytime there is difficulty breathing during or after seizure.
- The person has a seizure and there is no known history of seizures.
- The person is a known diabetic and has other medical problems.
- Consciousness does not return after seizure ends.
- Anytime emergency medication is given as directed by the seizure action plan.
- A second seizure begins shortly after the first one without regaining consciousness in between.
- The person is pregnant or injured.

Any medications given for seizures, as a part of the students SAP, are administered by trained non-licensed personnel.

Shekinah School Medical Care

Special Health Care needs may be provided for students with "other medical conditions" by trained non-licensed personnel. Non-complex health procedures may include, but are not limited to: diaper changes, GI tubes, feeding and administering medications. All care will be documented. Each request for special health care needs/non-complex procedures will be reviewed and approved on an individual basis.

A written authorized prescriber's prescription/order, Health Information form and a Physician's Authorization for Special Health Care be on file for non-complex health procedures, excluding screenings and activities of daily living. The prescription must be on file for easy access and reference.

Before non-complex health procedures special health care can be performed at WOGA, the following forms must be completed and submitted to the school's office. All forms must be renewed at the beginning of each academic year and each time there are changes to the child's condition or medical treatment plan.

- Health Information Form
- A written authorized prescriber's prescription/order
- Physician's Authorization for Special Health Care
- Parent Request and Authorization Form

Health and Illness Management

We do not expect sick students to be at school. If a child shows signs of illness (fever of 100.4 degrees or higher, vomiting, or diarrhea) do not bring him/her to school. A child must be free of these symptoms for 24 hours before he/she returns to school. If a child becomes ill at school, the parent will be called to pick up the child at the main office. They will remain in the sick room until the parent arrives.

Parents are responsible for notifying the school in writing of any continuing medical problems or severe allergic reactions that might affect their child at school. WOGA requests that any families who undergo evaluation for communicable illnesses notify the school immediately. Examples may include but are not limited to:

- Strep Throat
- Hand-Foot-Mouth
- Staph Infection
- Ringworm
- COVID-19
- Flu
- Undiagnosed skin rash - student will be sent home and must have note from Dr to return

Minor first aid will be administered by school personnel. Serious nonlife threatening injuries will receive first aid and parents will be notified. Life threatening injuries will receive first aid via emergency services of Emergency Medical Technicians (EMT) of the Shreveport Fire Department, and parents will be notified.

Head Lice

A student should be considered for treatment of head lice when active, live or viable eggs are observed. Itching scalp or the perception that something is crawling on the head, does NOT warrant treatment for lice in the absence of confirmed identification. If you find that your child is infected, please contact your doctor or a pharmacist and follow the directions closely. Treatment includes application of a shampoo that kills lice as well as extensive cleaning of bedding and the child's environment. The infected child will not be allowed to return to school until treatment is complete and has no signs of active head lice. When a student has been identified as having head lice, the parents of his/her classmates will be notified.

Advanced Communicable Illness Measures

The following additional procedures have been implemented for use during periods of time characterized by enhanced risk of contracting and transmitting communicable illnesses. WOGA administrators reserve the right to enact or adjust these measures at any time as needed.

COVID-19 Cases

In the case of a positive COVID-19 test within a family, students and family should follow CDC guidelines.

Risk Matrix and Responses

WOGA has developed health and illness management procedures to account for varying levels of risk, which is defined by the following:

Risk Level	School Operations
Level 1: Moderate Risk No confirmed cases in WOGA's area.	Normal school functioning with possible enhanced safety precautions, which may consist of: Nightly cleaning and disinfecting throughout the day.
Level 2: Medium Risk Limited cases in WOGA's area; no WOGA families known to be infected	Enhanced nightly cleaning measures and disinfecting throughout the day. Deep cleaning 2x per week. Desks Students will be provided with individual desks, which will be spaced appropriately in accordance with social distancing guidelines. Where individualized desks are not available, we may provide transparent dividers. Hygiene Practices WOGA strongly encourages parents to train their students in proper hygienic practices, including proper use of the bathroom, hand washing practices, and hand sanitizer practices. WOGA will partner with parents to assist with this training. Additionally: • WOGA will establish bathroom policies to manage the number of students in a bathroom at any given time. • Each student will be required to have a refillable water bottle. • WOGA will provide students with individual packets containing tissues, hand sanitizer, and hand wipes. Additionally, hand sanitizing stations will be located throughout the school. Large Group Gatherings WOGA will implement strategic measures to maintain social distancing guidelines during large group gatherings, which may include but are not limited to school assemblies, lunch shifts, club meetings, school events, and classroom events. Masks Students will be required to wear masks in common areas and during classroom transitions. Within the classrooms, students will be encouraged but not required to wear masks. Temperature Checks WOGA may implement temperature checks for all students and visitors. Temperature checks for students may occur before entering the school building and may be rechecked throughout the day.
Level 3: High Risk At least one case in the school community	WOGA may move one or more cohorts to distance learning for 14 days or longer. Professional nightly cleaning before school opens.

Emergency Procedures

Parents should enter emergency contact information into RenWeb upon registration, and they should update this information as needed. In case of a medical emergency, the office personnel will follow the procedures outlined in RenWeb. First aid will be administered until action by the parent is taken. Minor first aid will be administered by school personnel. Serious, non-life threatening injuries, will receive first aid and parents will be notified. Life threatening injuries will receive first aid via emergency services of Emergency Medical Technicians (EMT) of the Shreveport Fire Department, and parents will be notified.

Accident Reports

An accident report will be filled out and kept on file in the school office when your child is injured at school. The parent is also entitled to a copy of this report upon request. The accident report will be signed by the supervising personnel in charge of the student, and a copy will be sent to the administration.

Immunization Records

Louisiana law requires documented proof of immunization for any child entering school for the first time, whether kindergarten or first grade. Health records for all other students should indicate that the immunizations are complete or they are in progress.

The following are required:

Recommended Schedules for Immunization of Infants and Children	
AGE	IMMUNIZATIONS(S) REQUIRED
Birth	HBV
2 months	DTaP, IPV, HIB, HBV, PCV7, RV
4 months	DTaP, IPV, HIB, PCV7, RV
6 months	DTaP, IPV, HIB, MMR, HMV, PCV7, Varicella (1 dose), Flu, RV
12-15 months	DTaP, HIB, MMR, PCV7, Varicella, HAV
18 months-23 months	HAV
4 Years of Age or (K-5 Entry)	DTaP (2 doses), IPV, MMR (2 doses), Varicella (2 doses), HBV (3 doses)
On or after 4 th birthday	Boosters for DTaP, Polio Vaccine
Age 11 or Grade 6	HPV, MCV4, Tdap, (Varicella (2 doses) MMR (3 doses), HBV—if needed)
Every 10 Years	Td

Codes:

HBV – Hepatitis B Vaccine
DTP – Diphtheria, Tetanus, Pertussis same as
OPV – Oral Polio Vaccine same as
HIB - Haemophilus Influenza Type B
MMR- Measles, Mumps, Rubella
MCV4 – Meningococcal
PCV7 – Pneumococcal Conjugate Vaccine

DTaP – Diphtheria Tetanus Acellular Pertussis
IPV – Inactivated Poliovirus Vaccine
RV – Rotavirus Vaccine
Td - Adult Type Tetanus and Diphtheria Vaccine
Tdap – Tetanus Diphtheria Acellular Pertussis
HPV – Human Papillomavirus Vaccine

A student will not be allowed to enter school without documented proof of required immunizations. This documentation must be from the student's private physician or County or Parish Health Unit. If a student cannot take these immunizations for medical reasons, a signed statement from the student's private physician will be accepted by the school.

In accordance with state laws, current immunization records must be on file in the school office. The STATE HEALTH DEPARTMENT audits WOGA immunization records annually to ensure compliance with state regulations. Parents must respond promptly to inquiries from the school relating to these records in order to maintain the student's enrollment at WOGA.

Mental Health Care

Any student applying to Word of God Academy or currently enrolled in Word of God Academy that has been admitted to a mental health facility for a 72+ hour hold will undergo a mandatory review prior to acceptance or continuation of education at Word of God Academy. The review panel will consist of the Senior Leadership from Word of God Academy. This process will help guard the culture, aide said student, and offer protection to students and staff at Word of God Academy. Each student is reviewed on a case-by-case basis. Administrators reserve the right to revise a mental health plan for a student, as deemed necessary to the student /situation.

The following criteria may become a requirement, but is not limited to the items listed below.

- Counseling to take place from a certain time period until further notice with a Licensed Christian Counselor or associate. Counseling documentation of attendance must be presented to WOGA Upper School Administration every two weeks.
- Psychiatric visits and continued partnership with the psychiatrist and the Academy.
- A well-being follow up with pediatrician.
- Spiritual Mentoring – it is advised that the above student must connect with an older spiritual mentor. The feedback from the mentor needs to be documented and shared with school administration.
- Monthly check-ins with an Administrator for an agreed upon time period.



WORD OF GOD ACADEMY

CAMPUS PROCEDURES

Campus Procedures

Early Childhood

Drop Off/Pick Up

Morning carline begins at 8:15 am for two, three, and four-year-old students. Mothers' Day Out students will need to be brought inside by a parent. Children are not allowed in the preschool area before 8:15 am. Our teachers are busy getting ready for their day and are not ready to take on children until 8:15 am. It is strongly suggested that parents do not bring their children to school after 9:30am, except after a regularly scheduled appointment and communication with the offices.

When entering to drop off or pick up your child, we kindly request that you park in a parking space and please DO NOT block the driveway. In an effort to make drop off and pick up as seamless as possible, you must use the carline unless you are the parent of a child who is in MDO.

Your pick-up tag is your "ticket" to pick up your child. Those picking up infants or toddlers will need to park and come inside to do so. Please be sure to bring your pick-up tag EACH TIME that you come to pick your child up. Even though your child's teacher may know you, not everyone on staff does, especially if there is a substitute teacher that day. We kindly ask you, for the security of each child, to bring your pick up tag EVERY TIME. If someone OTHER than you will be picking up your child, please inform the teacher (send a note or call) and make sure they have your pick-up tag when they come. Otherwise, they will need to show picture identification. We WILL NOT release a child to anyone unless they are on your list as an authorized person to pick up in Renweb. We will not release students to anyone under 16 years of age. **It is crucial that you keep your child's pick up/emergency contact list updated in Renweb.

Please be prompt picking up your child. It is very stressful for a child to have to wonder where Mom/Dad is. Pick up begins at 3:15 and ends at the 3:30. We give you a five-minute grace period; after 3:35 you will be charged an After-Care drop-in rate of \$25. If you are going to be late, please give us a call and let us know you are on your way.

Hours of Operation

Early Care for PK3-PK4 - 7:15 - 8:15 (No drop offs after 8:10)

Regular School Hours - 8:30-3:30

After Care for Threes and Fours - 3:30-6:00

After Care for MDO (Infants-PK2) Not Available

After School Care:

- After school care starts at 3:35 (after the 5 minute grace period given for pickup)
- Please send a non-refrigerated, single serving snack for your child.
- Please send a change of clothes to be kept in the aftercare closet.
- Please pick up your child no later than 6:00 p.m. If a student is late being picked up three (3) times, that student can no longer attend After School Care.
- All school rules will be enforced.

Clothing

Please dress your child in comfortable clothes that do not restrict activities. Be aware that we do some messy activities. While we use smocks when necessary, accidents do happen. We ask that you send us a

change of clothes in a gallon size zip-loc bag in case of accidents. Please label all clothing that can be removed and lost such as sweaters, jackets, hats, etc.

Please be mindful of shoes! While we help with tying and buckling, your child should be able to put shoes on his/her feet with no assistance. High tops, converse, etc are NOT kid friendly for school.

Potty Training (Three and four-year-old only)

Every child is required to be FULLY bathroom independent when entering the preschool program. Please don't dress your child in pants with a difficult closure. We want to encourage independence in the restroom but will aid when needed. If any child has an accident, we will change them to clean clothes and send home the dirty clothes. Remember, a child who is FULLY bathroom independent does not require a pull up. If a child has repeated accidents, he/she may be sent home for a time period to work on bathroom independence. If accidents persist, he/she may be released from preschool.

Communication

Communication will occur through the following: emails, phone calls, notes home in your child's class folder, monthly newsletters and conferences. It is imperative that you have an updated email address listed in Renweb and that you check your email regularly.

Contacting Staff

Any of our staff is glad to meet or talk with you when you have a concern. However, please understand that a teacher cannot stop and discuss your concern while students are in her classroom. A teacher's number one responsibility and focus is her students. Please schedule a time to meet with her outside of classroom time.

Your child's folder is a great means of communication between you and the teacher. Teachers check the folders every morning, and you should check them every afternoon. Staff contact information will be in your folder. Please remember, our teachers are not allowed to use their phones in their classrooms. If you need to speak to a teacher, please call the front desk, leave a message, and she can return your call on her break.

Separation

The process of separation between parent and child is an adjustment. Each child reacts differently. Reassure your son/daughter that you will come back and pick him/her up; place emphasis on what they are doing at school instead of what your activities are while you are away. Tell them you are leaving and go. Avoid long good-byes. We understand it can be heartbreaking at first; trust us when we say that, in the end, it's harder on the parent than the child. Set goals such as: the first few days, walk them into the classroom; next, walk them only to the classroom door; then, walk only to the glass doors, etc. Encourage and praise their independence. After the first week of school, parents will not be allowed to drop off or pick up their children at classroom doors. For security purposes, parents should not go beyond the glass doors to the Preschool unless you have signed in as a visitor at the front desk.

Visitors and Security

All doors to the outside will remain locked any time a preschooler is present in the building. All preschool visitors must enter through the main preschool entrance on the East side of the building. You may use the call box and someone will let you in the building.

Any visitor that wishes to enter the preschool area (past the glass doors) must first sign-in at the desk and wear a visitor's sticker. For the safety of our children, everyone in the area must be easily identifiable.

Toys

We ask that toys not be brought from home unless it is a special day designated by your child's teacher. Treasures can be lost and broken, and often cause fussing and arguing by other students.

Parent Involvement

We love to have parents at our preschool! Each parent has unique talents and interests, so don't be shy about offering your assistance. Please contact your child's teacher to see how you can contribute.

Accidents

While the staff at WOGA Early Childhood take every precaution necessary to prevent accidents, they do sometimes occur. In the event of an accident, we will administer first aid, including antiseptics, wound cleaning, ice packs, etc., unless otherwise advised by the parents/caregivers. We will notify parents by phone of any serious accidents. We will also send home an accident report to parents/caregivers for both major and minor accidents, noting that we have contacted the parent/caregiver, details of the accident and any treatments administered. A copy of this report will remain in your child's file in the office.

Allergies/Conditions

If your child has an allergy that we should be aware of, there will be a form for you to sign in your child's classroom. Our allergy lists remain posted in the classroom at all times. We recommend sending extra snacks for your teacher to keep in the classroom in the instance that an "unsafe" item may be served for snack.

If the allergy requires medication that should stay on campus with your child, you will need to schedule a meeting with administration to make sure the proper paperwork is completed. We will go over procedures and treatment, should an emergency occur.

Children with asthma should have an asthma action plan completed by their pediatrician and kept on file at the school.

Parents of students with food allergies should also have an action plan completed by a physician to be kept on file at the school.

Students requiring an Epi-Pen or Inhaler must have current information and the prescription medication kept in the school office. Epi-Pens MAY NOT travel back and forth between home and school. We MUST have one left on campus at all times. Epi-Pens WILL travel with the director on field trips in case of an emergency. We must have the appropriate paperwork in the office for any other major conditions.

Birthdays

If you would like to celebrate your child's birthday with a special snack, please notify your child's teacher ahead of time so she can plan accordingly. Please do not send large portions, as the children seldom finish

a large snack. Birthday invitations may NOT be distributed by teachers unless everyone in the class is being invited to attend the party.

Due to privacy policies, we cannot give out contact information (such as addresses) for other students in the preschool.

Snacks/Lunches

Daily snacks will be provided for your child. We are a NUT free environment! If your child has food allergies that extend beyond a nut allergy, we ask that you provide a daily snack for your child. Your child will need a lunch each day. Please provide food that students can feed themselves independently starting in toddler class. We cannot warm food for children, so please provide foods that do not require heating. This is also the case for MDO children. Please make sure that any foods that may be considered a choking hazard such as hot dogs, grapes, apples, etc. are cut into no larger than 1/2 inch pieces. We cannot serve these foods if they are not pre-cut into the appropriate size. Thank you for understanding.

Custody Issues

It is the custodial parent's responsibility to make both the Director of Early Childhood and the child's teacher aware of any custody issues. WOGA Early Childhood may not stop the non-custodial parent from seeing/picking up the child unless we have the proper documentation/court order on file in the office.

Field Trips

We encourage you to accompany us on any and all field trips that we will take throughout the year. All field trip costs are covered by the activity fee that you paid at the beginning of the year for all children enrolled at the academy. Parents will be required to pay onsite for their admission to the field trip. Children are also required to RSVP for all field trips so that we may pay in advance for the trip. Any child who has not returned the RSVP by the communicated date will not be allowed to attend the field trip. Any children riding on the van MUST have a booster seat/car seat labeled with their name. Any child riding with a parent to the field trip MUST also return with the parent. Parents must sign students in at the school before leaving on the trip. If a parent chooses to take a child home after the field trip, they MUST sign the child out prior to leaving. ALL STUDENTS ARE REQUIRED TO WEAR A SPIRIT SHIRT FOR FIELD TRIPS.

Withdrawal from Preschool

Please refer to the WOGA Withdrawal policy. Word of God Academy Early Childhood reserves the right to dismiss any child who is unresponsive to disciplinary measures and continues to exhibit prohibited behaviors.

Lower School Campus

School Hours

The school day begins at **8:00 a.m.** for all grades, Kindergarten through 6th. Students are considered **tardy at 8:05 a.m.** Students may be dropped off no earlier than **7:30 a.m.** and will report to their assigned area under staff supervision. The school day ends at **3:00 p.m.**

School Dismissal

At dismissal, students will go to their designated areas, where they will be supervised by teachers, aides, or administrators. For safety reasons, students are expected to walk calmly and refrain from running or throwing objects, as traffic may be present. Students may not leave the area without a supervisor's permission.

Parents should remain in their vehicles during pickup. Staff will escort students to their car doors. Only individuals listed in FACTS as an approved pickup person may pick up a student. If someone other than the approved pick-up person is picking up, a **written note from the parent** must be submitted in advance. A **school-issued car tag for the current school year** must be displayed for the student to be released through carline.

After carline has concluded, students enrolled in After School Care will first report to the carpool area, where a staff member will escort them to the After School Care location. Students may not proceed to the After School Care area until they have been officially dismissed. A staff member **will be present to greet and guide them.**

Carpool Procedures

Please have your sign hanging in the rearview mirror every time you pick up your child.

Morning Drop-Off

- Drop off your child under the canopy on the **passenger side only**.
- Remain in your vehicle and follow traffic to exit the parking lot.
- Students may not exit their vehicles before **7:30 a.m.**

Afternoon Pick-Up

- The carpool lanes are also designated **emergency lanes**. No vehicles should line up before **2:30 p.m.**
- At 2:30 p.m., follow the cones and stop at the eastern corner of the building.
- Do **not** enter the carpool lanes in front of the school until **2:45 p.m.**
- Proceed under the canopy. Remain in your vehicle. Staff or a member of WOGA Safety Patrol will load students into cars on the passenger side as required by law.
- Display your car tag on the rearview mirror at all times. If your tag is lost, contact the front desk for a replacement.

For the safety of all, **do not park and walk up to retrieve your child**. With patience and cooperation, the carpool process will run smoothly.

Note: Students not picked up by **3:15 p.m.** will be sent to After School Care, and a **\$25.00 daily fee** will be added to tuition. In cases of extenuating circumstances, administration may waive this fee.

After School Care

- Begins at **3:15 p.m.**
- Includes homework, reading, tutoring (as needed), computer work, and structured play.
- Please provide a snack and drink for your child.
- All students must be picked up no later than **6:00 p.m.** Repeated late pickups may result in dismissal from the program.
- All school rules remain in effect during After School Care.

Note: After School Care students must be picked up by **6:00 p.m.** A **\$25.00 late fee** may be assessed for late pickups. After three late pickups, a student may no longer be eligible for After School Care.

Lunchroom Expectations

Students are expected to demonstrate Christian character through kindness, courtesy, and good manners.

- Sit properly and remain seated unless given permission to leave.
- Speak quietly and respectfully.
- Do not throw food or touch others inappropriately.
- Students must clean up their area and dispose of their trash properly.
- Food sharing is not allowed without staff permission.

- WOGA is a nut-free school. Do not send lunches containing tree nuts or nut traces. Items containing nuts will be confiscated and discarded for student safety.

Note: **Students should not bring caffeinated beverages**, such as soft drinks or energy drinks, to school due to health and behavior concerns, as these drinks can negatively affect focus, energy levels, and overall well-being during the school day.

Chapel

Students receive instruction in the Bible, and teachers incorporate Biblical principles into their daily lesson plans. Our main focus is the Ten Biblical Principles of Kingdom Education. Bible is a required course in all grades. **Chapel services** are held every **Wednesday at 8:15 a.m.** **Parents and families are invited to attend chapel** to hear Pastor James McMenis or his designee explain the Word of God, teach our Biblical principles, and help us defend our faith using the consummate textbook: The Bible.

Field Trips

Field trips that support instructional objectives may be scheduled during the school year. Students must behave in a way that honors **God, their family, and WOGA**.

- School rules apply during all field trips.
- Missed work or tests must be made up the following school day.
- Parents may be asked to drive or chaperone. **Siblings are not allowed** to attend.
- Permission slips and medical forms must be submitted via **RenWeb**.
- Parents who wish to drive must show a valid driver's license, proof of insurance, and complete a **Driver Information Form**.
- Modest one-piece swimsuits are required if a field trip involves swimming. Speedo-style suits or swimsuits with mesh, see-through material, or revealing cuts are not permitted.

WOGA Lower School Library Book Checkout Policy

At WOGA, we believe that every aspect of education, including the care and return of library materials, is an opportunity to instill Biblical values such as responsibility, stewardship, and integrity. In that spirit, the following policy has been developed to help streamline the book checkout process and ensure a smooth, accountable system for students, families, and staff.

- **Book Checkout Eligibility**
Students must return any previously borrowed books before they will be allowed to check out additional materials. WOGA believes that this policy helps reinforce accountability and responsibility in a practical, age-appropriate way.
- **Communication and Reminders**
Reminders about overdue books will be sent periodically by the librarian. Final notices will be issued at the end of each nine-week grading period. At that time, if books are still not returned, the replacement cost and processing fee will be added to the student's FACTS account.
- **Book Charges**
In cases where books are lost or damaged beyond repair, families will be charged the actual replacement cost of the book plus a \$5 processing fee.
- **End-of-Year Procedures**
To support an orderly close to the school year, book checkout will end two weeks before the last day of school, aligning with the final AR (Accelerated Reader) deadline. This allows our librarian adequate time to account for all books and prepare the library for the summer break.

Birthdays

Students may celebrate their birthday with the class. Please check with the teacher regarding the best time and types of treats to bring.

Please do not send party invitations to school unless the entire class is invited. This ensures inclusivity and kindness to all students.

Special Events

All class or school-wide activities held after school on campus are subject to the same school rules and expectations. With administrative approval, fundraising events may be held on campus when appropriate.

Items Sold at School

No items may be sold at school by students or parents without **special permission from the administration** or as part of a **school-sponsored fundraiser**.

Shekinah School

Shekinah Lower School Hours

School day begins at 8:30 a.m. for all students. *Wednesday at 8 a.m. for WOGA Chapel. School day ends at 3:30 p.m. Early Care begins at 7:15 a.m. The Early Care drop-in rate is \$15 a day.

Shekinah Upper School Hours

The school day begins at 8:15 a.m. and ends at 3:20 p.m.

Carpool Procedures

Non-ambulatory students will have a designated drop-off behind gym/enter building in back entrance.

Morning Drop-off

Drive up to side canopy and drop off your child on the passenger side. No child can exit their car before 8 a.m.

Afternoon Pick-up

No parent should be lined up before 3 p.m. When you arrive, proceed to the side canopy. Remain in your car. Your child will be placed in your car on the passenger side according to the law by a staff person. Proceed to the exit gate. Please have a sign hanging on the rearview mirror. If a sign is misplaced, please notify the office.

Note: Students not picked up by 4:00 p.m. will be assigned to after school care and a charge of \$25 a day will be added to your tuition. If it is determined that late pick-up is due to extenuating circumstances there will be no charge.

After School Care

Starts at 4:00 p.m. All students staying for After School Care will go directly to the cafeteria on the first floor when school is dismissed where a staff member will meet the students. Please provide a snack and drink for your child. Please pick up your child no later than 6 p.m. If a student is late being picked up three times, that student can no longer attend After School Care.

Upper School

School Hours

The school day begins at **8:15 a.m.** The school day ends at **3:20 p.m.**

Car Line Procedures

The speed limit for driving through the parking lot is 10 mph at all times. Parents should drop off their students under the awning in front of the school, accessing the awning drive from the rear entrance and proceeding forward toward the front of the property. Parents may pick up their children by either parking in front of the school or driving through the awning.

Before School

Students may be dropped off no earlier than **7:45 a.m.**

School Dismissal

When dismissed from the classroom, the students will go to the front foyer of the school to wait for their pre-authorized drivers. Teachers will be there to supervise. Students should not leave the area without a supervisor's permission. Parents will wait for their students in their vehicles. **No one other than those designated on your application packet may pick up a student. Please make every effort to help us keep your child(ren) safe by submitting a note in advance to the receptionist giving permission if anyone else is to pick up your student.**

Student Drop-off and Pick-up Procedures

All students must be picked up by 3:45 p.m., or the student may be asked to wait outside.

Field Trips

Field trips pertinent to instructional objectives will be conducted during the school year. Students are to behave in a manner that is pleasing and honoring God. Remember you are representing WOGA, WOGM, family and yourself. Parents will be asked to drive vehicles and/or help supervise the trip. (No siblings may attend the field trip whether in a bus or car.) Proof of insurance and driver's license must be shown and the "Driver Information" form completely filled out in order to drive a vehicle on a field trip. Furthermore:

- School policies apply during all field trips.
- Students who miss tests or any academic material while on an approved field trip must make it up the next day.
- If bathing suits are to be worn on a field trip, they are to be modest cut and one-piece only. Speedo type bathing suits are not acceptable. Bathing suits that are too low cut or high cut or mesh, or see-through type materials are not acceptable.

Lockers

Lockers must be kept neat and clean. We do not provide locks for lockers but recommend that students bring locks to secure their possessions. In case of an emergency, we require students who bring locks to provide us with the combination.

Lost and Found

The lost and found is located in the cubbies on the first floor. Lost and found items will be removed from campus weekly.

Lunch

- Students will maintain the cleanliness of the cafe area.
- Food and drink are to be consumed in the cafe.
- Students with food allergies may not share food during any time of the day.
- Students are to leave the classrooms, be in the cafeteria within 5 minutes, and may not leave the cafe until dismissed.
- Paper and waste must be disposed of in the trash cans.
- Students must clean up their own spills and messes. See the café manager for cleaning supplies.
- Students are not to take food or drink (except bottled water with top) out when lunch is over.
- If necessary, family members may bring a lunch to the school for their student. It will be left with the receptionist. The student will come pick it up from the receptionist.

- WOGA is a nut-free school. Please refrain from packing lunches that contain even trace amounts of tree nuts. For the safety of our students, we will confiscate and discard any foods containing tree nuts.

Student Parking Regulations

- All drivers must be licensed and covered by insurance. The school is not responsible for automobiles or their contents.
- Parking is strictly limited to the student parking area behind the school.
- A student may not go to the parking lot during school hours without written permission from the receptionist. No loitering or visitation is allowed in the parking lot.
- Any person or vehicle is subject to being searched while on school property.
- Areas may be under surveillance.

Chapel

Upper School students will attend Chapel weekly. The text for Chapel instruction is the King James Version of the Holy Bible. Students are required to bring a physical copy of the Bible to Chapel. Chapel is comprised of worship and teaching. Students are expected to be active participants in all Chapel activities.

All School - Policy Regarding Food Delivery Services

In order to maintain a safe, secure, and minimally disrupted learning environment, WOGA has implemented a policy regarding food deliveries to students during the school day. Students are not permitted to place delivery orders themselves through services such as DoorDash, Uber Eats, or Grubhub. All food deliveries must be initiated by a parent or legal guardian.

Delivery drivers are not allowed inside the building and must leave all deliveries on a designated cart located outside the school's main entrance. Parents or guardians are responsible for informing delivery drivers of this procedure when placing the order. Each delivery must be clearly labeled with the student's full name and grade to ensure it is routed correctly. Improperly labeled deliveries may not be delivered and are subject to being held or discarded at the school's discretion.

Students will not be called out of class to retrieve food. Instead, they may check the delivery cart during their scheduled lunch or free period. Any food not picked up by the end of the school day will be discarded. The school is not responsible for lost, stolen, or incorrect orders and will not handle or verify the contents of any delivery.

Deliveries that do not follow these procedures may be denied in order to protect the health, safety, and learning environment of all students and staff.



INSTRUCTIONAL REQUIREMENTS/ GRADING POLICY

WOGA Grading Policies

These policies are designed to give clear definition and intent to grading for student, teachers, and parents. Teachers will be evaluated based off of meeting these requirements for assessing student learning.

Homework Philosophy

Homework should be for reinforcing skills that were taught in the classroom. Homework time will vary with each child; however, the following chart is a guide for the amount of time homework should take each evening:

Early Childhood	No Homework
Kindergarten through Second Grade	No more than 15 minutes, max three evenings a week for all subjects combined. Homework assigned at beginning of week.
Third Grade through Sixth Grade	No more than 30 minutes, max three evenings a week for all subjects combined.
Seventh and Eighth Grade	No more than 45 minutes an evening for all subjects.
Ninth Grade through Twelfth Grade	No more than 60 minutes an evening for all subjects. This does not include students who are taking Advanced Placement Course. AP course preparation will include more content and will result in additional time.

- **No Homework should be assigned on Wednesday evenings.**

If parents experience anything more than this format, they should contact the classroom teacher for additional resources and suggestions on completion of homework. Parents are responsible for the work that is assigned for their child to complete. Parents may check Renweb to make sure that their child(ren) are completing assignments properly.

Tips for homework:

- Provide a comfortable place for your child to do homework.
- Be sure all necessary supplies are available.
- Give your child guidance only if he/she asks for help.
- Remember the homework is for your child, ***not*** for you.
- Be sure your child places the completed homework in the appropriate folder if assigned one.
- Sign necessary papers and return promptly to school when asked.
- Encourage independent reading every night.

Defining IXL

IXL should be used as a way to meet individualized learning needs by meeting the students where they are. It should be used as a tool to give remediation for skills not mastered and as a tool to give enrichment for students that are ready to move ahead.

Grading Policies

The following is designed to assist the student, parent, and teacher in understanding how grades will be determined for students at Word of God Academy.

For kindergarten through first grade, grading will be specific to grade level expectations and will be communicated in meetings held at curriculum night. Grading policies will be approved by administration and should be designed for students to demonstrate success and learn core foundational strategies for learning and comprehension.

The following is a grade distribution that should be expected for each grade level per subject, per quarter.

These apply for all core classes: Math, Science, History, English (ELA and Reading in LS), Bible and Spanish (US only).

Gradebook Policies
2nd-6th Grade

<u>Subject</u>	<u>Formative Assignments</u>	<u>Formative %</u>	<u>Summative Evaluations</u>	<u>Summative %</u>	<u>Additional Categories</u>
<u>Reading</u>	7-10	35%	5-7	55%	<u>IXL</u> 5% <u>AR</u> 5%
<u>Math</u>	10-12	35%	4-6	55%	<u>IXL</u> 10%
<u>Science/History</u>	10-12	45%	4-6	55%	

2nd-4th Grade ELA

<u>Grammar</u>	<u>Writing</u>	<u>Spelling</u>	<u>IXL</u>
35%	50%	10%	5%

5th-6th Grade ELA

<u>Grammar</u>	<u>Writing</u>	<u>Spelling</u>	<u>IXL</u>
30%	55%	10%	5%

<u>Grade Level</u>	<u>Formative Assignments</u>	<u>Formative %</u>	<u>Summative Evaluations</u>	<u>Summative %</u>
7th and 8th Grades	All Subjects 9 to 12	All Subjects 40%	All Subjects 4 to 6	All Subjects 60%
9th – 12th Grades	All Subjects 7 to 10	All Subjects 40%	All Subjects 3 to 5	All Subjects 60%
Honors Courses (8th - 12th Grade)	All Subjects 5 to 8	All Subjects 35%	All Subjects 3 to 5	All Subjects 65%

Advanced Placement Courses (11th & 12th Grade)	All Subjects 4 to 7	All Subjects 30%	All Subjects 2 to 4	All Subjects 70%
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- **Students should never have more than 2 summative assessments in one day.**
- **Increase in critical thinking and analysis should be enhanced by grade level.**

Lower School and Shekinah Lower School Late Work Policy:

Word of God Academy recognizes that it is essential for students to understand the significance of timely submission of assignments, not only for academic success but also for the development of crucial time-management skills. This policy aims to support students in meeting deadlines while fostering accountability and responsibility.

Acceptance of Late Work: Late submissions will be accepted without penalty up until one week before the end of the nine weeks period. Students will not be allowed more than 3 late work submissions in a grading period. Teachers will follow the guidelines below when working with students on turning work in:

- **First Offense:** Upon the first instance of late submission, the student will be counseled by the teacher. This counseling session will aim to discuss the importance of timely submission and strategies for meeting deadlines in the future.
- **Second Offense:** In the event of a second offense, the parent or guardian of the student will be contacted by the teacher. This communication will outline the pattern of late submissions and the importance of addressing this issue collaboratively.
- **Third Offense:** If a student fails to submit work on time for the third time, a conference will be arranged involving the teacher, school administration, parent/guardian, and the student. The purpose of this conference will be to comprehensively address the underlying reasons for late submissions and to formulate a plan for improvement.

Any missing assignment not turned in before the late work deadline will result in a failing grade on the assignment. Students who submit more than three late assignments within a grading period could face academic consequences, which may include being placed on academic probation.

Upper School Late Work Policy:

Word of God Academy recognizes that it is essential for students to understand the significance of timely submission of assignments, not only for academic success, but also for the development of crucial time-management skills. This policy aims to support students in meeting deadlines while fostering accountability and responsibility.

Teachers will accept late work during the current unit(s) being taught. Once a teacher has determined that the unit has concluded, work from that unit will no longer be accepted. 10% of the assignment's total points will be deducted for each class period the work is late, not to exceed 50%. Any missing assignment not turned in before the late work deadline will result in a failing grade on the assignment.

When a teacher recognizes that a student has not turned in his or her work, the teacher will follow the steps listed below to determine the reason for late work and the process to get the late work complete.

- **Step 1**
The teacher will consult with the student. During this time, the teacher and student will work together to create a plan to complete the missing work. This intervention is designed to enhance instruction and prevent academic failure.
- **Step 2**
If the work has still not been completed, the parent or guardian of the student will be contacted by the teacher. This communication will outline the pattern of late submissions and the importance of addressing this issue collaboratively.
- **Step 3**
If the work continues to not be completed, a conference will be arranged involving the teacher, school administration, parent/guardian, and the student. The purpose of this conference will be to comprehensively address the underlying reasons for late submissions and to formulate a plan for improvement. During this conference, discipline can potentially be discussed and given at the administrative level.

Formative Assessment Defined – The goal of **formative assessment** is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, **formative assessments**: help students identify their strengths and weaknesses and target areas that need work.

Summative Assessment Defined – The goal of **summative assessment** is to evaluate student learning at the end of an instructional unit by comparing it against standards or benchmarks. **Summative assessments** are often high stakes, which means that they have a high point value. Examples of **summative assessments** include: a midterm exam, projects, presentations, and other forms of comparison against standards and benchmarks.

Kindergarten Entrance Requirement

Remember a student must turn **five (5) years of age** before September 30 of that school year to enter K5.

Grading Scales

Kindergarten:

The emphasis in kindergarten is that students master course objectives without competing with others for a letter grade. Kindergarten lays the foundation for becoming a role model for Christ, for building self-esteem, for enjoying school, for learning to be creative, and for being productive. Thus, students receive only letter grades in accordance with the following grading scheme:

E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

1st - 12th Grade:

For students in 1st grade through 6th grade, raw scores are the basis for quarterly grades. Teachers divide raw scores by the points possible to obtain a percentage, which is converted to a letter grade according to the following grading scheme:

Letter Grade (1 st - 12 th)	% Range	G.P.A (High School Only)
A	90 - 100	4
B	83 - 89	3
B-	80 - 82	2.7
C	73 - 79	2
C-	70 - 72	1.7
D	60 - 69	1
F	> 60	0

For high school, a student's grade point average (GPA) is determined by averaging the associated grade points for all letter grades on a given report card.

Academic Awards

Students at WOGA will have the ability to earn two types of Honor Roll at Word of God Academy for students 1st grade through 6th grade. They are as follows:

A Honor Roll - All A's must be achieved in a quarter.

AB Honor Roll - All A's and B's must be achieved in a quarter.

Head of School - Student receives all A's every quarter.

Students at WOGA will have the ability to earn two types of Honor Roll at Word of God Academy for students 7th grade and above. They are as follows:

Head of School List - All "A's" must be achieved.

Principal's List - All "A's" and "B's" must be achieved.

These awards will be based on grades earned and not a student's GPA.

National Elementary Honor Society (Lower School)

The National Elementary Honor Society is a special organization that recognizes students who show excellence in academics, leadership, service, and good character. Being chosen for membership is a great honor and a chance to make a positive difference at school and in the community. Students do not apply for membership; instead, they share information about their grades, behavior, and involvement in school activities to help the selection committee make their decision. To be eligible for the NEHS at our school, students must be in 4th, 5th, or 6th grade and agree to follow the rules and responsibilities of the organization.

Requirements

Scholarship

Must maintain a cumulative 3.5 GPA

Leadership

A student who demonstrates Christ-like leadership:

- Takes initiative and models a positive attitude, reflecting Philippians 2:3, *"Do nothing out of selfish ambition or vain conceit. Rather, in humility, value others above yourselves."*
- Contributes thoughtful ideas that enhance the school community, showing a heart to serve as in Matthew 5:14, *"You are the light of the world. A town built on a hill cannot be hidden."*

- Leads by example in the classroom, co-curriculars, and community involvement, living out 1 Timothy 4:12, *"Set an example for the believers in speech, in conduct, in love, in faith and in purity."*
- Is dependable and responsible in all accepted roles and commitments, showing faithfulness as described in Luke 16:10, *"Whoever can be trusted with very little can also be trusted with much."*

Service

A student who exemplifies Christ-like service willingly supports others and contributes to the school and community with a servant's heart:

- Volunteers at least FIVE hours per semester, offering reliable and consistent help, *"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters."* – Colossians 3:23
- Works cooperatively and respectfully with peers and adults, *"Carry each other's burdens, and in this way you will fulfill the law of Christ."* – Galatians 6:2
- Willingly represents WOGA in academic and service-related activities and competitions, *"Each of us should please our neighbors for their good, to build them up."* – Romans 15:2

Character

- Humbly and graciously accepts constructive criticism, embodying a teachable spirit: *"Whoever loves discipline loves knowledge, but whoever hates correction is stupid."* — Proverbs 12:1
- Consistently demonstrates integrity and virtues that reflect Christlike behavior.
- Upholds the highest standards of honesty, reliability, and faithfulness: *"Whoever walks in integrity walks securely, but whoever takes crooked paths will be found out."* — Proverbs 10:9
- Shows genuine courtesy, compassion, and respect toward others, following the command to "love your neighbor as yourself": *"And the second is like it: 'Love your neighbor as yourself.'" — Matthew 22:39*
- Maintains an exemplary record of conduct, honoring school and community rules as a reflection of obedience to authority: *"Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, whoever rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves."* — Romans 13:1-2
- Has no disciplinary referrals, including tardiness, violations of the Code of Conduct, or suspensions, exemplifying self-control and accountability.

Five-Step Selection Process

1. **Initial Academic Review:**
After first semester grades are finalized, the Faculty Council compiles a list of all sophomores, juniors, and seniors with a minimum 3.5 grade point average.
2. **Disciplinary Review:**
The Faculty Council submits this list of prospective candidates to the assistant principal responsible for discipline. This administrator reviews discipline records to confirm that candidates have no violations resulting in disciplinary action.
3. **Faculty Evaluation:**
The Faculty Council presents the list of candidates who meet both academic and disciplinary criteria to the faculty for review and consideration. Faculty members may provide comments regarding each candidate's character and behavior. Any student receiving concerns from two or more teachers, indicating behaviors or attitudes inconsistent with National Honor Society standards, will be denied membership for the current year.
4. **Student Activity Verification:**
Approved candidates receive student activity forms to complete and submit by a specified deadline. This form collects information on each student's community service and involvement in school organizations.

5. Final Selection and Notification:

The Faculty Council makes the final membership decisions. The NEHS sponsor or administration then notifies the selected students of their induction.

National Honor Society (NEHS) Service: Frequently Asked Questions

Service Hours Requirement

- How many service hours are required each year?
Students must complete 5 service hours per semester.

Finding Service Opportunities

- Where can I find service opportunities? Do they have to be NEHS-related?
Service hours can be earned at the student's church, neighbors, local charities, or school. If a student needs help or ideas, he or she should talk with the administration or the NEHS sponsor.

Timing of Service Hours

- Can I complete all my service hours at once, such as during the summer?
NEHS encourages consistent volunteerism throughout the year rather than completing hours only once or twice annually.
- Are extra service hours wasted if completed outside the semester?
No. Additionally, students may count up to two summer hours per semester toward the 5-hour requirement.

Verifying Volunteer Service

- How do I record my volunteer hours?
There is a document available at the Lower School, as well as on the Word of God Academy app under "web forms."

Transfer Student Policy

Students transferring from another school with prior NEHS membership may join WOGA's chapter upon providing a letter from their previous NEHS chapter.

Community Service Guidelines

- While state guidelines allow activities like assisting in worship services (ushering, teaching Sunday School, babysitting during services), NEHS emphasizes service that goes beyond your regular routine.
- Eligible activities include:
 - Helping at the school
 - Working with local charities
 - Participating in group projects at shelters
 - Volunteering at your church
 - Helping neighbors or family members
- Important Clarifications:
 - Participation in group-required events (e.g., performances, fundraisers) does not count as community service.
 - Assisting your family is not considered community service.
 - Raising funds for recognized organizations **is** considered community service.
 - All activities must positively impact the broader community.

Non-Selection of NEHS Candidates

- After the first semester, grades are finalized, and the NEHS sponsor or administration compiles a list of eligible students with a minimum 3.5 GPA.
- Candidates may be disqualified for disciplinary actions, lack of teacher approval, insufficient service hours, or limited student activities.
- Students may consult the NEHS sponsor or administration for reasons if their membership is denied.
- If denial results from faculty disapproval, the student may request a review by the Faculty Council. The Council's decision is final and communicated to the student.
- Appeals regarding non-selection are submitted to the principal.

Probation and Dismissal Policy

- The Faculty Council reviews members' GPA, discipline records, and service hours each semester.
- Students falling below a 3.5 GPA or not completing the required 10 service hours receive written notification and have one semester to meet standards before dismissal.
- Maintaining a clean discipline record is mandatory; violations such as academic dishonesty, ISS, or suspension result in immediate dismissal.
- A student's membership can be revoked by the Administrator if the student violates any of the above items.

National Honor Society (Upper School)

The National Honor Society (NHS) is one of the most esteemed organizations available to high school students, recognized for promoting excellence in scholarship, leadership, service, and character. NHS membership is both a privilege and an honor, reflecting a student's dedication to high standards in academics and citizenship. Students do not apply for membership in the traditional sense; rather, they submit relevant information to support their candidacy, which is then reviewed by the local Faculty Council. Selection is based on a comprehensive evaluation of academic performance, disciplinary record, faculty recommendations, service involvement, and participation in school activities. To be eligible for membership in the Academic and Arts Chapter of NHS at Word of God Academy, students must be enrolled in the 10th, 11th, or 12th grade and commit to upholding the chapter's established rules and expectations.

Requirements

Scholarship

Must maintain a cumulative 3.5 GPA

Leadership

A student who demonstrates Christ-like leadership:

- **Takes initiative and models a positive attitude**, reflecting Philippians 2:3, *"Do nothing out of selfish ambition or vain conceit. Rather, in humility, value others above yourselves."*
- **Contributes thoughtful ideas that enhance the school community**, showing a heart to serve as in Matthew 5:14, *"You are the light of the world. A town built on a hill cannot be hidden."*
- **Leads by example in the classroom, co-curriculars, and community involvement**, living out 1 Timothy 4:12, *"Set an example for the believers in speech, in conduct, in love, in faith and in purity."*
- **Is dependable and responsible in all accepted roles and commitments**, showing faithfulness as described in Luke 16:10, *"Whoever can be trusted with very little can also be trusted with much."*

Service

A student who exemplifies Christ-like service willingly supports others and contributes to the school and community with a servant's heart:

- **Volunteers at least ten hours per semester, offering reliable and consistent help,** *“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.” – Colossians 3:23*
- **Works cooperatively and respectfully with peers and adults,** *“Carry each other’s burdens, and in this way you will fulfill the law of Christ.” – Galatians 6:2*
- **Willingly represents WOGA in academic and service-related activities and competitions,** *“Each of us should please our neighbors for their good, to build them up.” – Romans 15:2*

****Students must demonstrate a consistent history of service. For example, a 10th-grade student should have completed 10 hours of service during 9th grade and an additional 10 hours during the first semester of 10th grade, or a total of 20 hours during the first semester of 10th grade.**

Character

- **Humbly and graciously accepts constructive criticism, embodying a teachable spirit:** *“Whoever loves discipline loves knowledge, but whoever hates correction is stupid.” — Proverbs 12:1*
- **Consistently demonstrates integrity and virtues that reflect Christlike behavior.**
- **Upholds the highest standards of honesty, reliability, and faithfulness:** *“Whoever walks in integrity walks securely, but whoever takes crooked paths will be found out.” — Proverbs 10:9*
- **Shows genuine courtesy, compassion, and respect toward others, following the command to “love your neighbor as yourself”:** *“And the second is like it: ‘Love your neighbor as yourself.’” — Matthew 22:39*
- **Maintains an exemplary record of conduct, honoring school and community rules as a reflection of obedience to authority:** *“Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, whoever rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves.” — Romans 13:1-2*
- **Has no disciplinary referrals, including tardiness, violations of the Honesty Policy, or suspensions, exemplifying self-control and accountability.**

Five-Step Selection Process

1. **Initial Academic Review:**
After first semester grades are finalized, the Faculty Council compiles a list of all sophomores, juniors, and seniors with a minimum 3.5 grade point average.
2. **Disciplinary Review:**
The Faculty Council submits this list of prospective candidates to the assistant principal responsible for discipline. This administrator reviews discipline records to confirm that candidates have no violations resulting in disciplinary action.
3. **Faculty Evaluation:**
The Faculty Council presents the list of candidates who meet both academic and disciplinary criteria to the faculty for review. Faculty members may provide comments regarding each candidate’s character and behavior. Any student receiving concerns from two or more teachers, indicating behaviors or attitudes inconsistent with National Honor Society standards, will be denied membership for the current year.
4. **Student Activity Verification:**
Approved candidates receive student activity forms to complete and submit by a specified deadline. This form collects information on each student’s community service and involvement in school organizations.
5. **Final Selection and Notification:**
The Faculty Council makes the final membership decisions. The NHS sponsor then notifies the selected students of their induction.

National Honor Society (NHS) Service: Frequently Asked Questions

Service Hours Requirement

- **How many service hours are required each year?**
Students must complete **10 service hours per semester**.

Finding Service Opportunities

- **Where can I find service opportunities? Do they have to be NHS-related?**
Service projects are posted on the bulletin board in the office lobby.
Hours may be earned through NHS or other approved organizations.

Timing of Service Hours

- **Can I complete all my service hours at once, such as during the summer?**
NHS encourages consistent volunteerism throughout the year rather than completing hours only once or twice annually.
- **Are extra service hours wasted if completed outside the semester?**
No. A high number of volunteer hours positively impacts college applications.
Additionally, students may count **up to two summer hours per semester** toward the 10-hour requirement.
To earn the state's Community Service Endorsement, students must complete:
 - 10 hours in 9th grade
 - 20 hours in 10th grade
 - 25 hours in 11th grade
 - 25 hours in 12th grade****100 hours are required for graduation from Word of God Academy**
National Honor Society service will apply towards graduation requirements.

Verifying Volunteer Service

- **How do I record my volunteer hours?**
There is a document available at the Upper School, as well as on the Word of God Academy app under "web forms."

Transfer Student Policy

Students transferring from another school with prior NHS membership may join WOGA's chapter upon providing a letter from their previous NHS chapter.

Community Service Guidelines

- While state guidelines allow activities like assisting in worship services (ushering, teaching Sunday School, babysitting during services), NHS emphasizes service that goes beyond your regular routine.
- Eligible activities include:
 - Tutoring children
 - Working in soup kitchens
 - Participating in group projects at shelters
 - Building homes with Habitat for Humanity
 - Volunteering in senior centers (e.g., playing music, reading)
- **Important Clarifications:**
 - Participation in group-required events (e.g., performances, fundraisers) does **not** count as community service.
 - Assisting your family is not considered community service.
 - Raising funds for recognized organizations **is** considered community service.
 - All activities must positively impact the broader community.

Non-Selection of NHS Candidates

- After the first semester, grades are finalized, the NHS sponsor compiles a list of eligible students with a minimum **3.5 GPA**.
- Candidates may be disqualified for disciplinary actions, lack of teacher approval, insufficient service hours, or limited student activities.
- Students may consult the NHS sponsor for reasons if their membership is denied.
- If denial results from faculty disapproval, the student may request a review by the Faculty Council. The Council's decision is final and communicated to the student.
- Appeals regarding non-selection are submitted to the principal.

Probation and Dismissal Policy

- The Faculty Council reviews members' GPA, discipline records, and service hours each semester.
- Students falling below a **3.5 GPA** or not completing the required 10 service hours receive written notification and have one semester to meet standards before dismissal.
- Maintaining a clean discipline record is mandatory; violations such as academic dishonesty, ISS, or suspension result in immediate dismissal.
- A student's membership can be revoked by the Administrator if the student violates any of the above items.

Report Cards

Report cards will be e-mailed or sent home following each nine weeks unless parents have any overdue fees (Please see the school calendar for those dates). ***Online communication is used as the primary source of communicating academic information, including e-mails from teachers and administrators. Both students and parents may access current grades at any time during the quarter via RenWeb, our online student information system.***

A student will be placed on Academic Probation if, in any 9 week grading period, the student has earned a "D" in two or more subjects or has earned an "F" in any subject. If a student is unable to meet the goals of the Academic Probation, administrators will determine if further academic testing is needed and/or may not guarantee promotion to the next grade level. Any Lower School student receiving 2 or more "D's" or "F's" on their report card will not be guaranteed promotion to the next grade level.

Each nine weeks is a stand-alone grade for grades 1st – 8th. At the end of the school year, the four nine weeks grades are averaged to calculate a final letter grade, which is then recorded on the students' cumulative records.

Testing

Word of God Academy will administer a standardized achievement test each fall and/or spring. STAR testing will be administered at the beginning of the year, as well as, the end of each 9 weeks for Lower School students. These tests will be mandatory for all WOGA students starting in grades K-12th. Parents will receive test scores back after they have been graded by the institution and then explained to the parents as to how their child scored in points/rating nationally. Each student is also ranked as to grade equivalent for each subject.

Upper School Exams

Every Upper School student is required to take semester exams for their English, Math, History, Science, and Bible classes. Final exams will be administered during final exam week, and the schedule of final exams will be released in advance.

Exam Exemption Process:

1. A student may exempt a semester exam under the following guidelines:
 - a. Seniors will be exempt from semester exams in all classes in which a 90% or above is obtained.
 - b. Juniors will be exempt from semester exams in the three classes in which a 90% or above is obtained.
 - c. Sophomores will be exempt from semester exams in two classes in which a 90% or above is obtained.
 - d. Freshman will be exempt from semester exams in one class in which a 90% or above is obtained.
 - e. 7th and 8th graders are required to take all exams.
 - f. **Students can be absent no more than three times in class for the semester in order to be eligible to be exempt from the final.** This does not include absences due to school activities. Students suspended during a semester will not be allowed to exempt semester exams.
2. Students in AP classes may not exempt semester exams.
3. Students caught cheating may not exempt ANY semester exams.
4. Students must complete a final exam exemption form.

Students Taking Exams at Non-Scheduled Times:

1. No student may take a final exam early (before regularly scheduled time).
2. Any student wishing to miss the final exam period must receive administrative approval prior to missing.
3. All final exams taken at non-scheduled times will be administered by administration and a \$50 fee will be applied.

*All semester exams not taken at regularly scheduled times will be a variation of the original semester exam.

Diploma Pathways

Students who graduate from WOGA have 3 diploma pathways from which to choose:

TOPS University, TOPS Tech (Jumpstart), and Career Diploma. Students must meet the requirements for each pathway.

TOPS University Pathway

Louisiana's Taylor Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships. TOPS has 4 award components.

Awards	Minimum TOPS Core Curriculum GPA	Core Units	Minimum ACT Composite Score (or SAT Equivalent)
Opportunity	2.50	19.0	Prior year state average (never less than a 20)
Performance	3.25	19.0	23
Honors	3.5	19.0	27

TOPS Tech Pathway

This pathway is used to pursue a skill, occupational training, or technical training with the sole intention of promoting a skilled workforce. The pathway for WOGA students within TOPS Tech is the Jumpstart Pathway.

The Jumpstart pathway offers several career options. A career option is chosen by the academic team, parents, and student and would take individual strengths, talents, and abilities into account. The career option must be determined prior to junior year.

Awards	Minimum Core Curriculum GPA	Core Units	Minimum ACT Composite Score (or SAT Equivalent)
TOPS TECH*	2.50	19	17
Jumpstart Career	2.50	21	17 (other options available)

*Students may also qualify for TOPS Tech by completing the high school course work constituting the TOPS core curriculum for the Opportunity, Performance, and Honors Awards.

Career Pathway

Leap Alternate, Assessment Level 1 was developed for students for whom there is evidence of significant learning (LAA 1). The Academic team determines eligibility.

Awards	Minimum Core Curriculum GPA	Core Units	Component Requirements
Career Diploma	Non-applicable	23	● Academic ● Assessment ● Readiness & Career ● Transition

Valedictorian/Salutatorian Selection Process

Valedictorians and Salutatorian candidates have the highest grades with the most rigorous courses possible on the transcript. The valedictorian will be the student with the highest overall grade point average (GPA) for all Carnegie unit courses attempted in high school attended at Word of God Academy. The salutatorian will be the student with the second highest GPA. Eligibility for valedictorian and salutatorian will be based on all courses attempted. Valedictorian and salutatorians must complete the Louisiana TOPS Curriculum. The computation for GPA will include all courses attempted and the calculation will be rounded to 2 decimal places. The calculation of the TOPS Core Curriculum grade point average (GPA) will use a five (5.00) point scale for grades earned in the following BESE/Board of Regents approved courses: Advanced Placement (AP). In order to qualify for Word of God Academy valedictorian or salutatorian, the student

must attend four semesters (junior and senior year). Any course not taught by Word of God Academy instructors will not be considered in final GPA for valedictorian or salutatorian.

Parent Conferences

Parent-teacher conferences are encouraged at any time during the school year and may be initiated by the teacher or parent. At the end of the first 9 weeks, WOGA schedules a non-student work day wherein parents can meet with teachers at their convenience. Both parents are urged to attend. Other parent-teacher conferences may be scheduled during the teacher's planning time or after school. A scheduled conference will be held at the end of the school year to discuss your child's Stanford Achievement Test scores, if needed, for explanation of results.

Record Release Policy

All admissions testing is the property of Word of God Academy and shall remain on file for admissions purposes only. Custodial parents in good financial standing obtain student report cards and copies of testing throughout the academic school year. Therefore, records and official transcripts will only be released to a requesting institution. Upon receipt of a request, parents must sign and submit a record request form before a records transfer can be initiated; the record transfer process could take up to seven days. Upon withdrawal, no records will be released to a requesting institution until the request has been cleared through the WOGA business office (please see withdrawal policy).

Shekinah Program Criteria

Shekinah Entrance Criteria

1. Academic level below age appropriate benchmarks (data considered: report cards, formal assessments, standardized assessments)
2. Enroll in WOGA with a current IEP or 504 plan
3. Diagnosis that presents learning challenges (documents provided by parents)
4. Intellectual, behavioral, social, or emotional delay (documents provided by parents)
5. Enrolled WOGA student demonstrates need for academic support beyond what can be provided for in extended services

Process for Academic or Extended Services

Students consistently performing academically below benchmarks are identified as "at risk" of academic decline. If academic decline is observed, parents will be notified and an SBLC (School Building Level Committee) meeting will be conducted to determine eligibility for services and the need and level of services that may be required for academic success.

Lower School Extended Services Criteria

- Tier I: The student will receive accommodations as stated on the current IEP/IAP
- Tier IIa: The student will receive up to 90 minutes of intervention time in addition to the standard classroom instruction
- Tier IIb: The student will receive up to 90 minutes of intervention time in addition to standard, classroom instruction and will receive accommodations as stated on the current IEP in addition to standard classroom instruction.
- Tier III: The student will receive intervention for more than 90 minutes a week. This may include intense intervention, one-on-one instruction in a subject, and will comply with any accommodations stated on the student's IEP

Upper School Academic Services Criteria

- Level I: The student will receive accommodations as stated on the current IAP with access to AS instructor for support

- Level II: The student will be enrolled in the BJU online course that corresponds to their academic deficits. Instruction and support for this online course(es) will be given by the AS teacher in the AS classroom. Accommodations will be provided as stated in the Individual Academic Plan

What is an IAP?

Individual Academic Plans target learning challenges and ensure the appropriate accommodations are provided to assist every student in the full time Shekinah program. Every student in the Shekinah program has an IAP which is reviewed yearly. All students enrolled in Extended Services, Academic Services, or full-time Shekinah Program will have an IAP.

An individual plan provides an outline of:

- the needs and goals of a person (what?)
- the strategies, accommodations and services that will be required to meet these needs or achieve these goals (how?)
- the key people, including the administration, teachers, parents (or guardians) and service providers that will take responsibility for the strategies (who?)

Benchmarks to Transition from Shekinah Program to Traditional Classroom

1. Academic Performance at appropriate grade level:
 - Classroom and daily work performance
 - Progress Monitoring Assessments (STAR, etc.)
 - 1st-6th grade IOWA Test
 - Goals met on current IAP
2. Social and Emotional Development appropriate to age.
 - Social and emotional development is considered following a checklist that can be provided by the program Director.
3. Student will be observed in the classroom environment by an administrator
4. Demonstrates behavior in accordance with WOGA policy.
5. Any Shekinah student who qualifies to transition from the Shekinah classroom to the general education setting at the Upper School will begin in a hybrid learning model. This approach is designed to ease the adjustment and ensure a successful integration into the broader Upper School population's academic environment. Initially, students will be permitted to take one or two general education classes while continuing the remainder of their coursework in the Shekinah classroom. Students will transition into one core academic subject—Math, English, Science, or History—for a minimum of one full semester or up to a full academic year. The Academic Review Team will determine the exact duration based on individual needs and readiness. Participation in this hybrid model is required for all transitioning students.
6. All students who transfer from Shekinah to the traditional classroom will be required to enroll in extended services / academic services for the school year. There is an additional cost associated with extended / academic services. Students will also be placed on academic / behavioral probation for the first and second quarters to ensure success and proper placement.



CODE OF CONDUCT

Code of Conduct: 24/7/365

Students are expected to represent Word of God Academy in a positive manner even when they are not on school grounds and/or attending school functions (including co-curricular activities). Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Student Code of Conduct or draws attention to WOGA in a negative manner which may result in disciplinary action or a student's dismissal from the school.

A student may be removed from participation in co-curricular activities or may be excluded from school honors or more for violation of co-curricular standards of behavior for an activity or for violation of the Student Code of Conduct relating to 24/7/365.

The goal of our discipline is to train the hearts of students in respect, self-control and to maintain the order necessary for academic and social growth. We seek to hold students accountable for displaying behavior such as:

1. Actions that disrupt the class or interfere with the learning process of the child or of his/her classmates.
2. Actions that could possibly cause physical or emotional harm to the child or his/her classmates.
3. Bullying of other classmates.
4. Actions in direct violation of a well-explained school or classroom rule.
5. A pattern of repeated offenses.
6. Willful disrespect toward the teacher or other adult authority.
7. Use of profane or unwholesome language.
8. Threats to other students, faculty, or staff.
9. Inappropriate use of technology or use of technology that distracts others during class time.

*WOGA has a no tolerance policy for bullying or threatening via any medium, including in person, on paper, or via device (messaging, email, social media).

Students will be expected to adhere to the policy both on and off campus, 24 hours a day, 365 days a year. Our policy will be completely founded in the Word of God. Each student is a representative of God's Kingdom and of Word of God Academy wherever he/she may be. The core of our mission is to provide a culture that is Christ-centered. A culture is a harvest that is determined by the seed sown into it. We want to encourage a culture of truth, love, purity, a good conscience and sincere faith (1 Timothy 1:5). Social media is a major conduit of today's culture. We want to ensure this medium is used for good and not evil. The required standards for our students will promote conduct that is honorable as we raise up a generation who will change this world for Christ!

Students are expected to represent WOGA in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, weekends, holidays and summer.

WOGA guidelines for conduct and discipline will be adhered to for Shekinah students. The cognitive ability of the student will be taken into consideration.

The use of 24-hour security cameras at school entrances and in hallways and lunchrooms may deter student altercations and provide schools with needed information when incidents do occur. Due to privacy concerns regarding students, parents will not be permitted to view security footage.

Discipline for Early Childhood

There are two main rules our preschoolers must follow:

- You may not hurt another child or teacher.
- You may not destroy property.

Sometimes children need help expressing their wants and needs. WOGA Early Childhood seeks to promote positive behavior in children and help them to learn self-control, which is the ultimate goal of discipline. Our intent is to teach children to make good choices, treat others with kindness and respect and to be able to function effectively in a classroom. We try to reinforce positive behavior by praise and encouragement, but occasionally a child will need some time to think about his/her behavior. As a matter of policy, the following is a general framework for discipline:

- Separate child from the behavior The child is more than his/her actions and is loved by God.)
- Redirect the child's behavior
- Use positive language
- Firmly but kindly communicate to the child the rule that was broken and what better choice could have been made instead.

Teachers will:

- Place reasonable/age appropriate demands on a child (ex: not expecting a 3 year old to sit still for 30 minutes)
- Keep the lessons active and engaging.
- Speak to all children with dignity and respect regardless of behavior.
- Make routines predictable.
- Will not overstimulate.
- Notice good behavior and address it frequently and authentically.
- Always remember that the child is made in the image of God and pray for them daily.

Parents will be informed about any serious behavior problems and we will work together to find a positive solution. Generally, if a teacher needs to remove a child from the classroom due to a disruption, the student will sit with an administrator and talk about the behavior and consequences. You will be notified any time this happens. The third time a student is removed from the classroom, a parent conference with the teacher and director will be required before the child may return to school.

Behavior Plan

When a student is experiencing a season of unexpected behaviors that are hurtful to their peers, WOGA will partner with families to work and create a behavior plan. The goal of the behavior plan is to identify the cause of the action and work towards resolution. Often, these actions are stages and part of the

developmental process. Through partnership with parents, the academy will assist families in hopes to guide the student beyond the current action.

When an action has been identified, the following process will be followed to create a behavior plan:

- **Identify the cause:**

Administration will partner with parents to address the “root” of the action. Adjustments/changes will be made in the classroom environment to deter the behavior. The academy will work to keep the children of the classroom safe and to help the student learn different, more appropriate behaviors. Teachers and/or administration will conference with parents to inform parents of behavior and seek input. During this season, a child may need to be sent home for a period of adjustment to reset.

- **Administration will observe student:**

If the action continues, administration will observe the child in their classroom environment. The goal will be to identify triggers and make changes that are needed to stop the behavior. After observation, a behavior plan will be implemented.

In the event parents do not work with the academy or actions are not adjusted, a child may be dismissed from Word of God Academy.

Discipline for Lower School

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. WOGA provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator.

Students and their parents agree and acknowledge that WOGA’s decisions regarding disciplinary action are final. Students violating the student Code of Conduct outside of the school campus or in-school activities will be subject to disciplinary action. Just as the family has rules to help children learn to get along with parents, brothers, sisters and others; our school has expectations for orderly daily operation in a setting with many students and activities. The following are expectations by which WOGA students agree to abide:

Minor Infractions (managed in classroom by teacher) – *Minor acts of misconduct are those that interfere with the learning environment in the classroom. They incur teacher intervention initially, but if accumulated, will result in administrative action. The teacher intervention process follows the following four steps:*

Step 1:	Warning – The teacher and the student work together to redirect behavior. The teacher documents the misbehavior.
Step 2:	Teacher conferences with the student to discuss additional ways to modify behavior and/or future consequences for continued misbehavior. The teacher documents the misbehavior and the attempted intervention.
Step 3:	Teacher communicates with the student’s parent(s) about the behavioral issue(s) the student is having and works with the parent to resolve the issues. The teacher documents the misbehavior and the parent communication.
Step 4:	Teacher documents the behavior, communicates with the administration the behavioral issue(s) the student is having, and details previous measures that have been implemented to address the behavior. Administration may require a parent conference or may enact a disciplinary consequence.

The following is a non-comprehensive list of minor infractions that may result in classroom consequences:

- Chewing gum while on school premises.
- Failure to comply with WOGA dress code.
- Failure to obey playground or gym rules given by teachers.
- Failure to follow the instructions of school adults and students who serve as drop off and pickup deck supervisors.
- Use of school equipment without a teacher's permission.
- Failure to act in a quiet and orderly fashion while in hallways, school functions, restrooms and pickup deck.
- Failure to refrain from behavior that inhibits learning in classroom situations.
- Tardies

Major Infractions - *A disciplinary form must be completed for the violation and the student is to be sent to the office immediately.*

The following is a non-comprehensive list of major infractions that may result in suspension or immediate separation from WOGA:

- Use of Foul Language: Use of abusive language or profanity will result in immediate disciplinary action.
- Disruptive/Disrespectful Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action. Disrespectful behavior towards authority will not be tolerated.
- Bullying: Repeated use of ridicule, threats, intimidation or causing bodily harm to any person will result in certain disciplinary action.
- Cheating: Students are responsible for preventing the giving or receiving of assistance in any capacity on tests, quizzes, exams, final evaluations or classroom assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism or forgery.
- Drug Use/Substance Abuse: The possession, use, distribution of illegal drugs, controlled substances, alcohol, tobacco product(s) and or misuse of over-the-counter drugs is prohibited.
- Electronic Device or Medium: A repeated misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device.

Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of WOGA administration.

- **Fighting:** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school sponsored activity. Students are reminded that fighting may result in a suspension, followed by a parent conference in order to return to school following a first offense.
- **Violation of Fire Safety Regulations:** Violations of fire regulations, including tampering with fire alarms, using matches, lighters or firecrackers, will be considered serious offenses.
- **Gambling:** Any form of gambling is forbidden.
- **Immorality:** Students are expected to maintain moral purity as is outlined in God's Word.
- **Stealing:** Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
- **Truancy:** Missing school or any part of the school day without parent or teacher permission is considered truancy. The penalty for truancy is a zero for all work missed, plus possible suspension or expulsion from school. Students **MUST** obtain permission before leaving a classroom.
- **Vandalism:** Destruction or defacing of property belonging to WOGA will result in disciplinary action as well as assessing compensatory damages.
- **Possession of Weapons:** The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapons such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons.
- **Repeated violation of minor infractions** will be considered a major infraction.

Disciplinary Probation

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation. While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. Students who do not meet the criteria will be required to withdraw from school.

Suspension

In School Suspension

Students who violate a major school rule or reach step 4 in disciplinary actions will be assigned an in-school suspension. An \$80 fee will be billed to the parent's school account to cover adequate supervision. Students will be required to bring their own lunch.

A student may be suspended from school following parent communication. Specific changes in attitudes and actions will be expected prior to re-admission. A re-admission parent/administrator conference is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Readmitted students will be placed on disciplinary probation upon their return to WOGA. An administrator has the authority at all times to suspend a student for a violation of a school rule. The length of suspension will be one to five days as determined by the administrator.

Restoration

It is always WOGA's intention to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to an end, some or all of the following guidelines will govern the readmission of suspended students. At the beginning of the suspension period, WOGA staff and administration will: Clearly identify the offense at both the beginning and end of the suspension.

- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers of the suspension term. At the end of the suspension period, WOGA administration will:
- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the WOGA community.

Expulsion

Attendance at WOGA is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of WOGA will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

Abuse of Persons or Property

Any student using abusive language or being physically or emotionally abusive may be suspended on the first offense. This abuse could be by threatening or actually bringing harm to the person or property of another member of the school community or to the school property itself. Additional occurrences of such behavior may result in a more severe suspension and/or possible expulsion. Full financial restitution for damages incurred may be required. The principal reserves the right to recommend expulsion for any occurrence of abusive behavior.

Conduct Probation

Students may be placed on Conduct Probation during the course of the school year and parents will be notified of this action by a conference with the Principal. If the conduct has not satisfactorily improved, in the opinion of the administration, during the following grading period, parents may be requested to withdraw their child.

Discipline Plan

Classroom management plans are developed by teachers for the Lower School. This plan is discussed at the Parent Open House in the fall. Discipline is first handled by the classroom teacher and then may be referred to the Lower School principal. Consequences for student actions may include out of school suspensions.

Discipline for Shekinah School

The following behavior policy will be adhered to based on individual students' needs and understanding.

Behavior Plan

When a student is experiencing a season of unexpected behaviors that are hurtful to their peers, WOGA will partner with families to work and create a behavior plan. The goal of the behavior plan is to identify

the cause of the action and work towards resolution. Often, these actions are stages and part of the developmental process. Through partnership with parents, the academy will assist families in hopes to guide the student beyond the current action.

When an action has been identified, the following process will be followed to create a behavior plan:

- **Identify the cause:**

Administration will partner with parents to address the “root” of the action. Adjustments/changes will be made in the classroom environment to deter the behavior. The academy will work to keep the children of the classroom safe and to help the student learn different, more appropriate behaviors. Teachers and/or administration will conference with parents to inform parents of behavior and seek input. During this season, a child may need to be sent home for a period of adjustment to reset.

- **Administration will observe student:**

If the action continues, administration will observe the child in their classroom environment. The goal will be to identify triggers and make changes that are needed to stop the behavior. After observation, a behavior plan will be implemented.

In the event parents do not work with the academy or actions are not adjusted, a child may be dismissed from Word of God Academy.

Discipline for Upper School

Because the teachers control the climate in each classroom and are dedicated to creating an environment conducive to learning, the initial process of discipline rests with them. Teachers are extremely willing to work with parents and count on the parents’ support in providing a structure and plan that benefits the growth of the student. Setting and enforcing boundaries in a loving and consistent manner is a basic premise of discipline. Teachers will inform students during the first week of school of their individual classroom discipline plan – the rules, rewards, and the consequences.

Minor Acts of Misconduct (managed in classroom by teacher) – *Minor acts of misconduct are those that interfere with the learning environment in the classroom. They incur teacher intervention initially, but if accumulated, will result in administrative action. The teacher intervention process will follow the following steps:*

Step 1:	Warning – The teacher and the student work together to redirect behavior. The teacher documents the misbehavior.
Step 2:	Teacher conferences with the student to discuss additional ways to modify behavior and/or future consequences for continued misbehavior. The teacher documents the misbehavior and the attempted intervention.
Step 3:	Teacher communicates with the student’s parent(s) about the behavioral issue(s) the student is having and works with the parent to resolve the issues. The teacher documents the misbehavior and the parent communication.
Step 4:	Teacher documents the behavior, communicates with the administration the behavioral issue(s) the student is having, and details previous measures that have been implemented to

	address the behavior. Administration may require a parent conference or may enact a disciplinary consequence.
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Minor Acts of Misconduct include, *but are not limited to*:

- Cell Phone seen or heard during instruction hours
- Classroom Disruption
- Disrespect for Peers
- Dress Code Violations
- Food or Drink
- Inappropriate Language or Behavior
- Lack of Materials
- PDA – Public Display of Affection
- Talking
- Unapproved Device Usage

Acts of misconduct that occur outside the classroom such as chapel, lunch, hallways, class meetings, etc. may also result in an immediate disciplinary consequence.

Intermediate Acts of Misconduct (managed by WOGA administrators) – A disciplinary report must be completed for the violation and the student is to be sent to the office immediately. Intermediate acts of misconduct include, but are not limited to:

- Bullying/Threats/Intimidation
- Cheating
- Destruction or misuse of school property
- Disrespect for Authority/Insubordination
- Extreme Class Disruption
- Failure to appear for Detention
- Inappropriate Device Usage
- Lying
- Plagiarism
- Profanity (verbal or visual)
- Skipping Class
- Stealing
- Destruction or misuse of school or another person's personal property.

Major Acts of Misconduct (managed by WOGA administrators) – *A disciplinary form must be completed for the violation and the student is to be sent to the office immediately. Major Acts of Misconduct include, but are not limited to:*

- Fighting
- Illegal or Immoral Acts (on or off campus)
- Possession, Use, or Distribution of any Illegal Substance
- Repeated Intermediate Acts of Misconduct

Detentions

Detentions are assigned by Upper School administration. Students will serve detentions either before school, during lunch, or after school.

Suspension

In School Suspension – Students who violate a major school rule or reach step 4 in disciplinary actions will be assigned an in-school suspension. An \$80 fee will be billed to the parent's school account to cover adequate supervision. Students will be required to bring their own lunch.

Classwork missed during an in-school suspension will result in a grade of zero being given for the assignment, and any tests or quizzes that are missed can be made up according to the school make up policy.

Out of School Suspensions - Students who violate a major school rule or reach level 5 in disciplinary actions will be assigned an out of school suspension. Out of school suspensions that are incurred from a major school rule violation may be up to 10 plus days and students are required to have completed all course work and any tests or quizzes that are missed can be made up according to the school make up policy.

Expulsion

The Head of School has the authority to expel a student and may expel a student for any reason he deems necessary with or without the agreement of the parents. Parents are responsible to pay the full tuition for the academic year in which the student is expelled or as made explicit in the enrollment contract.

The student and parents may appeal their case to the school board only on the grounds that the decision was made in violation of school policy. The appeal shall be in writing and shall be presented to the Head of School within three days of the expulsion. The School Board's decision is final.

Expulsion may result from the following, which include but are not limited to:

- Repeated misconduct
- Failure to respond to correction
- A breach of school policies such as stealing, possession of weapons, use of drugs
- Cheating
- Threatening or bringing harm to another
- Harassment
- Marriage and/or pregnancy
- Any action by a parent which interferes with the school's ability to accomplish its educational purposes
- An attitude not in harmony with the school's spiritual goals in honoring the name of Christ

Levels of Discipline Intervention and Consequences

Level 1:	1. Communication sent to student and parents 2. Administrative conference with student
Level 2:	1. Administrative conference with parents (phone or in person) 2. Administrative conference with student 3. Detention (morning, lunch, after school)
Level 3:	1. Administrative conference with parents (phone or in person) 2. Administrative conference with student
Level 4:	1. Parent/Student/Administrative conference 2. Disciplinary Probation Contract 3. In-School Suspension
Level 5:	1. Parent/Student Conference with Administration

	2. Out of school suspension
Level 6:	1. Parent/student conference with Administration and/or Discipline Review Committee 2. Enrollment status reviewed with possible expulsion or withdrawal.

It is our goal to help students grow into the person God wants them to be. It is our prayer that this system will support that goal by holding students consistently accountable for their actions and by working with parents to partner in the growth of the students entrusted to us by the Lord.

Alcohol / Drug Use / Abuse

Students are to abstain from the use or possession of alcoholic beverages, drugs, tobacco (including e-cigs) and other illegal substances while on campus, while on a school-sponsored trip, or while attending a school-sponsored function.

Weapons

Guns of any type, real or imitation, and any type of weapons, are never allowed on the school campus for any reason. Those who bring weapons will be recommended for expulsion. Permission for use of imitation weapons must be pre-approved by the principal and placed in the teacher's possession immediately upon entering campus.

Search Policy

Probable cause allows Administration the right to search students and any item on their person, in their car, and their locker.

Abuse of Persons or Property

Any student using abusive language or being physically or emotionally abusive may be suspended on the first offense. This abuse could be by threatening or actually bringing harm to the person or property of another member of the school community or to the school property itself. Additional occurrences of such behavior may result in a more severe suspension and/or possible expulsion. Full financial restitution for damages incurred may be required. **The Administrator reserves the right to recommend expulsion for any occurrence of abusive behavior.**

Word of God is intended to be safe for all students. It is intended to be a place where students are accepted and are free from demeaning behavior on the part of others. It is a place intended to build up, not to tear down. It is intended to be a place to honor the Lord. The personal safety of each student is essential. If a student feels harassed in any way by a fellow student, a visitor to the school, a teacher or an administrator, the student or parent should notify a teacher or an administrator immediately. The matter will be investigated and Dean of Students and appropriate disciplinary action will be taken. Please do not assume that Word of God is aware of your problem. Please bring your concerns to the school's attention.

Harassment Policy

Word of God will not tolerate any type of harassment of its students. "Harassment" includes, but is not limited to, slurs, jokes and other verbal, graphic or physical conduct relating to an individual's race, color, sex (including same-sex sexual harassment), religion, national origin, citizenship, age, or disability. "Harassment" also includes sexual advances, request for sexual favors, inappropriate jokes and innuendos, offensive touching and other verbal, graphic, physical conduct.

I. Racial Verbiage

It is the expressed policy that racial verbiage of any nature shall be explicitly prohibited at all times, in all contexts, on all WOGM/WOGA campuses. This includes, but is not limited to, instruction in the classroom, within casual conversation, within any media used for any purpose, etc. While our curriculum does cover sensitive areas of historical detail, these topics shall be taught with language appropriate to the classroom. At no time shall the use of racially derogatory words be allowed. This includes the use of the “N word”, and all others of its nature. The standard we uphold is that of Ephesians 4:29, “Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.” This policy applies to all WOGM/ WOGA staff, personnel, guests, students, and visitors.

Violation of this policy will result in disciplinary action, up to and including immediate suspension or expulsion from the school. This harassment policy includes electronic means of communication such as e-mail messages and web postings and texting.

Cell Phone/Smart Watch Policy

- Students are not permitted to have their cell phones during the school day. If a student opts to bring their phone on campus, they are required to check it in at the beginning of the day in the designated location. *While our school is happy to provide storage for the students' phones and will make every effort to keep them safe, we cannot be held responsible in the event that a phone turns up missing or damaged.*
- All devices checked in must be powered off before being placed in storage lockers.
- Students are **not permitted to use personal hotspots**. All student devices must connect only to the **school-approved student Wi-Fi** network.
- Students are not permitted to use Airpods/earbuds/headphones/smart watches during school hours. Headphones may be provided for academic needs by administration.
- Students in possession of a smartwatch during an assessment will automatically receive a grade of ‘0’ on that assessment.
- Cell phones are permitted during after school co-curriculars at the discretion of the supervisor. Inappropriate use or excessive noise caused by device use may result in student(s) no longer being permitted to use his/her cell phone.
- All cell phones are subject to search at any time at the discretion of the administration.
- Any violation of this policy will result in disciplinary consequences. If any student is not in compliance with policy, their phone will be collected and must be picked up directly from Upper School administration by the guardian. The following fine will be assessed per offense.
 - First offense: \$25 fine
 - Second offense: \$50 fine
 - Third offense: 1 day suspension

Cheating

Word of God is an academic setting based on trust. Honesty in the completion and presentation of graded work is vital for real learning and fair evaluation. Cheating and plagiarism interfere with learning, do not allow for fair grading, and erode trust between students and faculty. Cheating also destroys the integrity of the student climate, generally degrading the academic and moral environment of the school. At Word of God, we want all to act honestly. Cheating at Word of God is a major school violation. Engaging in cheating destroys a person’s quality of character and trustworthiness and dishonors the Lord. It builds the wrong foundation for the future.

Basically, cheating is defined as representing someone else's work as your own or helping someone else to do this. Examples are attempted cheating; giving your work for someone else to copy; copying of an individual assignment; passing test or quiz information to a student in another class period; illegally exceeding time limits on timed tests; engaging in computer fraud; using signs or gestures during a test or quiz; sharing homework without authorization, etc. Plagiarizing is copying from a source (computer, book, etc) without reference, having a parent write an essay, failing to use proper documentation, etc.

Cheating is also failing to give complete information to a teacher such as presenting oneself as ill to avoid taking a test, arriving at school late to gain extra preparation time for tests or assignments. Cheating can also involve stealing copies of tests or quizzes, or gaining unauthorized access to answer keys for tests and quizzes. Stealing copies of another student's work (notes or homework) is also cheating.

It is the desire of the faculty and administration to encourage students toward a life governed by honesty and respect for the work of others. Cheating, plagiarism, giving or receiving unauthorized help in academic work and lying or stealing are unacceptable.

Teachers will take action when cheating violations are discovered. Teachers will conference with the student, contact the parents, record a zero for the assignment with no opportunity for makeup work, and report the violation to the Administration. A one-day in-school suspension is the consequence for the first offense. Continued offenses incur progressively more serious consequences leading to a recommendation for expulsion.

Word of God School defines *plagiarism* as "a student representing as his/her own work all or any portion of the work of another."

Plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the Internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which, in whole or in part, is identical or substantially identical to a document or assignment not authored by the student.
3. The use of Artificial Intelligence/chatbot to create or enhance an essay or assignment.

Word of God School defines the unauthorized use of materials and resources ("Cheating") as "a student using unauthorized materials or resources in an academic activity."

Unauthorized materials or resources include:

1. Any paper or project authored by the student and presented by the student for the completion of any academic requirement if the student has previously submitted substantially the same paper or project or idea to satisfy an academic requirement and did not receive express authorization to resubmit the paper or project.
2. Any materials or resources prepared by another student and used without the other student's express consent or without proper attribution to the other student.
3. Any materials or resources which the faculty member has notified the student or the class are prohibited.
4. Use of a cheat sheet or use of any other resource(s) or materials during an examination, quiz, or other academic activity without the express permission of the faculty member, whether access to such resource or materials is through a cell phone, other electronic device, or any other means.

Word of God School defines prohibited collaboration or consultation as “a student collaborating or consulting with another person on any academic activity unless the student has the express authorization from the faculty member.”

Prohibited collaboration or consultation shall include but is not limited to:

1. Collaborating when not expressly authorized by a faculty member to do so on an examination, take-home test, writing project, assignment, or homework.
2. Collaborating or consulting in any other academic or co-curricular activity after receiving notice that such conduct is prohibited.

Public Display of Affection

Students are to refrain from a public display of affection such as holding hands, embracing, and kissing at all times on school grounds or at school-sponsored events. Any such offense is subject to disciplinary action by the administration.

Student Driving Guidelines

Licensed drivers may request the privilege of being able to drive to school. It is a privilege that comes with important responsibilities. Students are to follow all driving and parking regulations and to use great caution at all times. Each year the school will determine the number of drivers it can accommodate in the student parking area. At times, underclassmen may be denied driving privileges due to the restriction of parking spaces.

Specific guidelines for student drivers to follow include the following:

1. Students may park in designated student parking areas only. Spaces are assigned by the administration.
2. Students may not drive off campus for lunch (other than pre-approved senior privilege).
3. Students may not drive off campus during the school hours without prior written permission.
4. Loud music is not allowed.
5. The speed limit on campus is 5 mph.
6. Cars must be registered in the Upper School office.
7. Loitering around cars is not permitted.
8. Students may not eat lunch in their cars.
9. Driving and parking is at the student's own risk. Word of God will not be held responsible for any damage, including debris, which at times falls onto cars or is a result of other students' recklessness.

At any time on campus that a student's driving, parking or misuse of a vehicle puts the safety of others at risk, driving privileges will be suspended immediately. Students who choose to disobey these rules will be disciplined.

Students Driving Other Students

On some rare occasions, students may drive other students during the school day with prior written permission from the parents of each student. A permission form is mandatory.



WORD OF GOD ACADEMY

TECHNOLOGY POLICY

It is imperative for our children to be digitally literate as they move into college and the workforce. According to a study published by Burning Glass Technologies, over 80% of “middle-skill” jobs (jobs that require training beyond high school, but less than a bachelor’s degree) require employees to have digital skills. Successful navigation of online education requires a distinct skillset. We want to ensure that your children acquire and refine this skillset during their time at WOGA. Therefore, we have integrated digital literacy development into the majority of the courses that your children are taking at WOGA. Graduates will leave WOGA able to communicate effectively via computer-based and internet-based technologies; to identify, evaluate, and effectively utilize internet resources; and to easily navigate online education environments similar to those they will be expected to use in college.

With that in mind, we have become a Bring-Your-Own-Device school for all 5th through 12th grade students; these students will be required to bring a digital device and the device’s charger each day to school.

While we do not require that you purchase a particular laptop brand, we do ask that the device you provide for your child to use at school is not a smart phone. In order for your child to make the most of their digital education, we recommend that the device is able to:

- connect to and browse the internet,
- access and utilize GSuite apps,
- screencast via Airplay or Google Cast, and
- print wirelessly.

Regarding internet accountability, we work diligently to ensure that your child is only accessing appropriate content while on our campus. This includes:

- employing the strictest filters on our wireless access points to prevent students from accessing immoral content,
- monitoring all internet traffic that is conducted using WOGA Wi-Fi,
- monitoring all actions that take place via the GSuite Apps associated with student WOGA accounts,
- and disabling students from being able to send and receive email via their WOGA accounts.

Despite these rigorous measures, we are unable to monitor all activity that may take place on our campus; students also access the internet using cellular data or Wi-Fi hotspots. Thus, we ask that parents enact parental accountability controls on all devices that children are permitted to access. iOS and Android products have robust parental controls built in, and there are numerous third-party apps that can be installed for the same purpose. Parents can enact extensive controls over laptops by setting themselves up with administrator accounts and setting their children up with non-administrator accounts.

For a one-stop solution to parental accountability, we recommend using Covenant Eyes software. Covenant Eyes offers extensive controls over what children are allowed to access and sends regular reports to parents regarding the web content that their children have attempted to access. More information is available at www.covenanteyes.com. We also recommend Bark. Bark helps families manage and protect their children’s online lives. They monitor apps, social media platforms, text messaging, email, and more for signs of digital danger. More information is available at <https://www.bark.us/>.

Social Media Policy Lower School (Grades K–6)

At Word of God Academy, our mission is to partner with families in laying a strong spiritual and academic foundation for students. In that spirit, we highly recommend that Lower School students refrain from using any social media platforms.

The early years are crucial for developing a Christ-centered identity. Our goal is to protect each child's heart and mind as they grow in their relationship with Jesus and understand who He created them to be. Social media can introduce pressures and influences that may hinder this development.

24/7/365 Responsibility

If a student does have a social media presence, they will be held to our 24/7/365 conduct expectations—meaning behavior online is subject to school expectations at all times: 24 hours a day, 7 days a week, 365 days a year.

Content posted—even outside of school hours or off campus—will be reviewed if it conflicts with Word of God Academy's values. Posts or actions online may lead to school disciplinary action if they:

- Violate Biblical values
- Harm others in the school community
- Reflect poorly on the student's witness as a follower of Christ

Helpful Reminders for Parents

- Federal law (COPPA) restricts children under 13 from having social media accounts without direct and ongoing parental oversight.
- Students should never post or appear in content that includes inappropriate behavior, language, or clothing—regardless of the time or setting.
- Content that mocks, excludes, or harms others is not acceptable and may result in disciplinary consequences.

We ask that parents remain vigilant, modeling godly conduct online and helping children navigate digital spaces with wisdom and accountability.

Word of God Academy – Lower School (K–6)

This form must be completed annually by the parent/guardian of every Lower School student. Students in Grades 4–6 should also sign to acknowledge their understanding of the expectations in an age-appropriate way.

Student _____ **Name:** _____
Grade: _____

Parent/Guardian Name(s): _____

Acknowledgment

As a parent/guardian of a Lower School student at Word of God Academy, I acknowledge the following:

- ☐ I have read and understand the Social Media Policy.
- ☐ I understand that WOGA strongly recommends that Lower School students **do not use social media**.
- ☐ If my child has a social media account, I understand that **they are held to the 24/7/365 conduct policy**, and disciplinary action may occur for any content inconsistent with the school's values.
- ☐ I agree to help monitor and guide my child's use of technology and social media in alignment with Biblical values.

Parent/Guardian Signature: _____ **Date:** _____

Student Signature (Grades 4–6 only): _____ **Date:** _____

Parent Resource Page: Guiding Social Media Use

Word of God Academy – Supporting Families in Digital Discipleship

We encourage parents to be proactive and prayerful about their child’s digital exposure. Below are some helpful resources and guidelines:

Recommended Resources:

- **Bark (www.bark.us)** – Monitors messages, emails, and social media for signs of harmful content or behavior.
- **Plugged In (www.pluggedin.com)** – Offers Christian reviews of media, including apps and digital trends.
- **Axis (www.axis.org)** – Provides weekly “Culture Translator” newsletters to help parents stay current with social media trends and topics.
- **Common Sense Media (www.commonsensemedia.org)** – Reviews and age-ratings for apps, games, and platforms.

Family Digital Discipleship Tips:

- Set clear boundaries and screen time limits.
- Keep devices in public areas of the home.
- Use a family tech agreement to set expectations together.
- Regularly pray with your child about wisdom and discernment in their online choices.



WORD OF GOD ACADEMY

COMMUNICATION

Communication Between School and Home

Communication between school and home is vital to the success of students at WOGA. Central to the communication is the individual student website. The student website will provide information about grades, assignments, attendance, discipline and other helpful information. The **WOGA** website: **wogacademy.org** will also provide information about upcoming events, changes, opportunities and news. In addition, phone calls, notes and email may be used to communicate throughout the year. Teachers have mail boxes for personal messages or communication that is left for them at the front desk.

Conflict Resolution

Parents are expected to support and uphold school policies. Without this cooperation and confirmation from the parents, a double standard exists between the home and school which is counterproductive to the student's development and the school's effectiveness. All new parents have signed a contract saying they will comply with the **chain of command** in working out any problems.

If at any time misunderstandings develop between the school and the home, it becomes the obligation of both parties to resolve these misunderstandings in a Biblical fashion by going directly to the parties involved for clarification and explanation. Only after first meeting with the individual with whom a dispute exists should the aggrieved go to the individual's supervisor. For example: if the parent of a student has a dispute with a teacher, the correct order of dispute resolution is as follows:

- 1. A meeting with the teacher on any issue or misunderstanding to be resolved.**
- 2. If attempts to resolve the dispute or misunderstanding are unsuccessful, then a meeting with the administration of the school is the next step.**

The school confesses that although all teachers and staff are chosen for their Christian commitment and high ideals, this does not make them immune from error. All suggestions and comments from parents will be examined fully and are welcomed and encouraged for the overall strengthening of the school. **Any parent who openly demonstrates to students or other parents a lack of support for school policies is undermining the school's positive intent and thereby hindering its effectiveness.**

The school agrees to work closely with the parents in the education of their child. This includes provision of competent teachers, a full and balanced curriculum, regular reporting, proper student supervision and communication with the home. In full cooperation with the school, parents are expected to attend school meetings and actively support other school sponsored activities, knowing that parental participation is critical to the health and well-being of the school.



WORD OF GOD ACADEMY

DISASTER PLANS

All disaster drills will follow the Word of God Academy Emergency Procedures Manual

Disaster Plans

A disaster is by definition a sudden and extraordinary misfortune, bringing with it destruction of life or property. Thus, the very nature of the occurrence makes it difficult to plan for it in advance. These are the disasters for which we have a plan:

Fire Drills

The school bell/phone tone or fire alarm will be sounded to signal a fire drill. Students are to proceed in an orderly manner to the place designated on the fire drill exit sheets posted in each room. Teachers will close windows and doors before leaving the rooms and be sure students are a safe distance from the building. Each teacher should take his/her grade book/seating chart with them to make sure each student is accounted for. Students are to remain orderly and follow directions. Teachers and students will stay in their designated areas until they are told to re-enter the building.

Tornado Drills

Two long rings over the bell/phone system will be sounded to signal the possible approach of a tornado or damaging storm conditions. The Head of School and staff will monitor the weather channel to decide when to seek shelter. Teachers will direct students to the hall ways or to a designated area. Students shall get down on their knees or lay face down with their head covered with a book or jacket if available. Students and teachers will remain orderly so that commands can be heard by all. The administration, through the use of the weather channel, will decide when it is safe for the students to return to their rooms. An **all call** to the teachers and students will let students and teachers know they can return to their rooms.

Lockdown

There are numerous events which might constitute a disaster for a school. A bomb alert, unusual looking person on campus or a police warning could cause the school to have a lockdown. Teachers and students will remain in their classroom with the door locked and cell phone turned on silent. Any other noise devices should be turned off immediately, including Smart Boards. The administration will notify teachers when it is safe to unlock doors and move about the building.

Disaster drills above are all practical and each teacher has an emergency drill procedure policy manual. Evacuation drills, tornado drills, and lock downs will all be practiced during each school year.

Evacuation

There may be times we will ask students and staff to leave the building, for example, a gas leak. The teachers and administration will have an **Emergency Procedure Manual** that will explain what to do, the order in which to follow, and numbers to call.

Emergency Vehicles

State and parish fire and emergency codes mandate that cars NOT be parked and left unattended in areas which adjoin the main building in order to provide maximum space for emergency vehicles. Parents are cautioned not to park in unauthorized areas and MUST NOT leave the vehicle without a licensed driver at the wheel.

Emergency Closing of the School

Any emergency closing of the school due to weather or other circumstances will be announced on KTBS (Channel 3), KSLA (Channel 12), and KTAL (Channel 6). WOGA follows Caddo Parish for school closures due to weather. A mass email will be sent to parents announcing the closing of the school. There will be a parent alert for any other emergency on the website and on your cell phone.



WORD OF GOD ACADEMY

DRESS CODE

**Word of God Academy Middle and High School
Uniform Requirements: 2025-2026 School Year**

Acceptable Vendor: Shreveport Gymnastics (318-869-1206)

Acceptable Vendor: Lands' End

Preferred School Number: 900130915

Logo Number: 1686212K

Lower School		
	<u>Girls' Uniforms</u>	<u>Boys' Uniforms</u>
Walking Shorts	Khaki or Navy	Khaki or Navy (Plain Front or Pleated)
Pants	Khaki or Navy (Plain Front or Pleated, Female Cut, Carpenter or Cargo Not Allowed)	Khaki or Navy (Plain Front or Pleated, Carpenter or Cargo Are Not Allowed)
Skirts / Skorts	Khaki or Navy (Pleated; Must sit at waist and hem must lay at the top of the knee; Girls must wear modesty shorts underneath a skirt or leggings) Plaid Jumpers and/or Skirts (Lower School Only)	Not Allowed
Shirts	Standard Polo with WOGA Logo Colors: *Navy, Royal Blue, *Gray, or White <u>OR</u> *Moisture-Wicking Polo with WOGA Logo Colors: *Navy, *Royal Blue, *Gray, or *White	
Shoes	Tennis Shoe or other Closed-Toe Shoe, No Crocs (4 th -12 th Grade: No Shoes with Flashing Lights)	
Socks	Worn at All Times	
Belts	Worn at All Times	
Outerwear	Must be WOGA/WOGM Approved Outerwear	

Upper School		
	<u>Girls' Uniforms</u>	<u>Boys' Uniforms</u>
Walking Shorts	Khaki or Navy	Khaki or Navy (Plain Front or Pleated)
Pants	Khaki or Navy (Plain Front or Pleated, Female Cut, Carpenter or Cargo Not Allowed)	Khaki or Navy (Plain Front or Pleated, Carpenter or Cargo Are Not Allowed)
Skirts/Skorts	Khaki or Navy (Pleated; Must sit at waist and hem must lay at the top of the knee; Girls must wear modesty shorts underneath a skirt)	Not Allowed
Shirts	Standard Polo with WOGA Logo Colors: *Navy, Royal Blue, *Gray, or White <u>OR</u> *Moisture-Wicking Polo with WOGA Logo Colors: *Navy, *Royal Blue, *Gray, or *White (Girls must wear appropriate undergarments underneath shirts)	
Shoes	Tennis Shoe (low quarter, any color with either Velcro or tie closure; closed toe and heel) or Leather (dress shoe)	
Socks	Uniform Trouser Socks of Any Color (Must be worn at all times)	
Belts	Worn at All Times	
Outerwear	Must be WOGA / WOGM Approved Outerwear	

**Spirit shirts and jeans may be worn on Fridays.
If not dressed in Spirit Day uniform, student must wear regular day uniform.**

Spirit Day Uniforms (Lower and Upper School; Both Genders)	
Pants	Jeans (no holes; worn at the waist; fits correctly) or Uniform Pants/Shorts
Shirts	2025-2026 Spirit Day Shirt or other WOGA/WOGM Shirt
Shoes	Tennis Shoes (low quarter; any color with Velcro or tie closure; closed toe and heel)
Socks	Same as regular day

Upper School Gym Uniform Requirements:

- Shorts: Black, navy, or gray (see female modification below)
- Shirt: WOGA or WOGM t-shirt, or the designated gym t-shirt
- Socks and athletic/tennis shoes

1. Approved Tops

- Students may wear WOGA/WOGM t-shirts or the official gym uniform t-shirt for PE.
- Due to limited changing space, students may choose to remain in their regular school uniform.
- This policy may be updated once the new athletic facility is complete.

2. Approved Shorts

- Students may wear black, navy, or gray shorts.
- Female students are required to wear black, navy, or gray spandex underneath. The spandex must be visible enough for staff to confirm compliance.

3. Enforcement & Grading

- Students not following the PE uniform policy will receive point deductions from their PE grade.
- If a student does not have an approved PE t-shirt, they will be required to participate in their regular school uniform.

Additionally, parents should be cognizant of the following general dress code guidelines:

- Parents must accept responsibility for the dress and appearance of their children.
- The dress code will be strictly enforced for **ALL** students.
- The WOGA official uniform will be worn on all regular school days unless we have declared a spirit day.
- For colder weather, a heavier jacket may be worn over the outerwear but will be removed once inside the classroom. This jacket may not be put back on unless going outside to PE or going home.
- T-shirts worn under the polo shirts must be white, gray or black in color and show no designs or patterns.
- Students must wear closed shoes with backs – no sandals or backless shoes.
- Hair may not be of unnatural color for boys and girls.
- Boys hair should not be excessively long; in general, not over the shirt collar or eyebrows. Hairstyles should be neat and appropriate. Hair should be clean and out of the students' eyes. By definition, the following hairstyles are considered inappropriate: mohawks, names, letters, ponytails, man-buns, or hair twists (boys), symbols, lines, or numbers cut in hair, as well as other extreme styles or unnatural colors. Beads or other decorative items are prohibited in boys' hair.
- Young men are to be clean shaven at all times.
- Boys are not permitted to have pierced ears.
- Jewelry for girls must be appropriate.

- Nose studs and rings, eyebrow rings, tongue rings, lip rings, or rings attached to other visible body parts (except ears) by piercing are prohibited.
- Leggings not to be worn as pants: only under skirts (leggings can only be worn by girls). There should be no holes or sewn-in mesh on leggings. Upper School students' leggings should be navy, gray, green, or black (Upper School only).
- No caps of any kind inside the building or at physical education.
- Buying a backpack is up to the parent, but please purchase a reasonable size. Please label all student uniforms of any kind, including backpacks.
- Student appearance should be neat and clean at all times. WOGA students are to be positive role models in school and in the community.
- In most cases, if you question or your child questions what is acceptable to wear, then it is probably not acceptable.
- Students at Word of God Academy are not permitted to obtain tattoos while being a student. Students with tattoos may be asked to cover them while at school or while participating in school-sponsored activities.
- After Hour Events: Please keep in mind the dress code for awards ceremonies and/or after-hour events, as you are choosing and purchasing an outfit for your child to wear for the occasion. Even when the attire for the event is formal, it should also reflect modesty and good taste. Please refer to these guidelines when making your selections.
 - For young ladies, necklines of a dress, top, or gown must be cut in a modest way so that no cleavage is shown. Cut-outs/mesh or any exposures of the chest, midriff, thigh, lower back, or abdomen will not be permitted. The dress, skirt, or gown must be no shorter than 2 inches above the knee, and slits in a dress/skirt must also be no higher than 2 inches from the knee. For events that require the student be on the platform, ladies' dresses must touch the knee, or be worn with leggings underneath. The garment should not be excessively tight.
 - For young men, please wear a dress shirt and dress slacks. Shorts and onesies will not be permitted. A sports coat with a dress shirt and dress pants is preferred. The pants should fit appropriately, and shirts must be collared and buttoned. Please wear dress shoes. Slippers will not be allowed. Baseball caps and bandanas are not allowed.

Student Face Mask Policy (If needed)

Student masks must be worn in common areas of the campus when instructed by the administration. The mask design should be generic in nature and should avoid drawing attention to oneself. Mask designs may include WOGM/WOGA branding or may represent the logo of a favorite sports team. All masks will be subject to administrative approval. Masks that do not adhere to these guidelines will be exchanged for generic masks, and parents will be charged for the replacement. Student masks deemed inappropriate will be held in the office for parents to collect.