



WORD OF GOD ACADEMY

**PARENT/STUDENT
HANDBOOK
2026-2027**

**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 the student returns** in order 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:

- Personal illness (verified by a physician)
- Family illness
- Death in the immediate family
- Attendance at school-approved activities
- Extenuating circumstances (approved by the administration)
- 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 they are 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 detention.
- Each additional tardy will result in another discipline referral, 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 considered excused. If a student is dropped off without being accompanied to the office, the receptionist will contact the parent for a written explanation. 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 it is 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 badge 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

Medication administration at school shall be limited to medications that cannot be given before or after school hours. Whenever possible, parents are strongly encouraged to come to the school to administer medication to their child.

However, under exceptional circumstances and in accordance with the conditions outlined below, oral medication may be administered at WOGA by trained, unlicensed personnel if the parent/guardian is unable to come to the school. If a student has a life-threatening condition requiring immediate medication, the medication must remain on campus whenever the student is present. Expired medications must be replaced immediately.

All medications must follow proper procedures, or they will not be administered. No exceptions will be made. Students are not permitted to have prescription or nonprescription medication in their possession on school grounds, except as noted below. Teachers and administrators have the authority to confiscate medication and contact parents for appropriate follow-up.

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 whenever there are changes to the student's condition or treatment plan:

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

The school cannot administer medication based solely on a parent's written or verbal consent. Prescription medication must be provided in a current container that meets acceptable pharmaceutical standards. No more than a one-month supply may be sent at a time.

The initial dose of any medication must be administered by the parent/guardian outside of school, allowing sufficient time (12 hours) to monitor for adverse reactions. The only exception applies to emergency medications such as epinephrine and glucagon.

Each request for medication administration will be reviewed and approved on an individual basis to ensure safety. All medication orders must comply with FDA-approved labeling.

The following medications will not be administered at school: barbiturates and narcotics, due to the risk of respiratory depression, respiratory arrest, and sedation. Other medications with similar effects will be reviewed cautiously and approved on an individual basis.

Medication must be delivered to the school by a parent or guardian.

For a student to carry and/or self-administer an asthma inhaler while under school supervision, the following is required:

- Written certification from a licensed physician or authorized prescriber stating the student's diagnosis and confirming that the student has been instructed in and demonstrated proper self-administration
- Annual renewal of permission to self-carry
- A signed parent acknowledgment releasing the school from liability related to the self-administration of medications for asthma, diabetes, or anaphylaxis

Seizure Protocol

Students with a history of seizures must have the following forms completed and submitted to the school office. All forms must be renewed annually and whenever there are changes to the student's condition or 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 will be provided by trained, non-licensed personnel. Emergency services (911) will be 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 seizure-related medication outlined in the student's Seizure Action Plan will be 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

Students who are ill should not attend school. If a child shows signs of illness (fever of 100.4°F or higher, vomiting, or diarrhea), they should remain at home. Students must be symptom-free for at least 24 hours before returning to school.

If a student becomes ill during the school day, a parent will be contacted to pick up the child from the main office. The student will remain in the sick room until the parent arrives.

Parents are responsible for notifying the school in writing of any ongoing medical conditions or severe allergies that may affect their child at school. Families undergoing evaluation for communicable illnesses are asked to notify the school promptly. Examples include, but are not limited to:

- Strep throat
- Hand, Foot, and Mouth disease
- Staph infection
- Ringworm
- COVID-19
- Influenza (flu)
- Undiagnosed skin rash (student must have a doctor's note 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

Additional procedures may be implemented during periods of increased risk for communicable illnesses. WOGA administration reserves the right to enact or modify these measures as needed.

COVID-19 Cases

In the event of a positive COVID-19 case within a household, families should follow current CDC guidelines.

Risk Matrix and Responses

WOGA has established health and illness management procedures to address varying levels of risk, as 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 are required to enter emergency contact information into FACTS at the time of registration and to update this information as needed. In the event of a medical emergency, office personnel will follow the procedures outlined in FACTS.

First aid will be administered until further action can be taken by a parent or emergency personnel. Minor first aid will be provided by school personnel. For serious, non-life-threatening injuries, first aid will be administered and parents will be notified. Life-threatening emergencies will be handled by Emergency Medical Technicians (EMTs) from the Shreveport Fire Department, and parents will be notified immediately.

Accident Reports

An accident report will be completed and kept on file in the school office whenever a student is injured at school. Parents are entitled to receive a copy of this report upon request.

Each report will be signed by the supervising personnel responsible for the student at the time of the incident, and a copy will be submitted to administration.

Immunization Records

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

DTaP – Diphtheria Tetanus Acellular Pertussis

OPV – Oral Polio Vaccine same as
HIB - Haemophilus Influenza Type B
MMR- Measles, Mumps, Rubella
MCV4 – Meningococcal
PCV7 – Pneumococcal Conjugate Vaccine

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 permitted to attend school without documented proof of required immunizations. This documentation must be provided by the student's private physician or a County or Parish Health Unit. If a student is unable to receive required immunizations for medical reasons, a signed statement from the student's private physician will be accepted by the school.

In accordance with state law, current immunization records must be maintained on file in the school office. The State Health Department conducts annual audits of WOGA immunization records to ensure compliance with state regulations. Parents must respond promptly to any school inquiries regarding these records in order to maintain the student's enrollment at WOGA.

Mental Health Care

Any student applying to or currently enrolled at Word of God Academy who has been admitted to a mental health facility for a 72-hour or longer hold will undergo a mandatory review prior to acceptance or continued enrollment. The review panel will consist of senior leadership from Word of God Academy. This process is intended to support the student, protect the school community, and preserve the culture of the Academy. Each case will be reviewed on an individual basis.

Administration reserves the right to establish or revise a student's mental health support plan as deemed appropriate for the situation.

The following criteria may be required, but are not limited to:

- Ongoing counseling for a specified period with a licensed Christian counselor or associate; documentation of attendance must be submitted to WOGA Upper School Administration every two weeks
- Regular psychiatric care and continued collaboration between the psychiatrist and the Academy
- A well-being follow-up with the student's pediatrician
- Spiritual mentoring; the student is expected to connect with an older spiritual mentor, and feedback from the mentor must be documented and shared with school administration
- Monthly check-ins with an administrator for an agreed-upon period of time



WORD OF GOD ACADEMY

CAMPUS PROCEDURES

Campus Procedures

Early Childhood

Drop Off/Pick Up

Morning carline begins at 8:15 a.m. for two-, three-, and four-year-old students. Mothers' Day Out (MDO) students must be brought inside by a parent. Children are not allowed in the preschool area before 8:15 a.m., as teachers are preparing for the day and are not available to supervise students prior to that time.

Parents are strongly encouraged not to bring children to school after 9:30 a.m., except in the case of a scheduled appointment and prior communication with the office.

When arriving for drop-off or pick-up, please park in a designated parking space and do not block the driveway. To ensure an efficient process, all families must use the carline unless they have a child enrolled in MDO.

Your pick-up tag serves as your "ticket" to retrieve your child. Parents picking up infants or toddlers must park and enter the building. Please bring your pick-up tag every time, even if staff members recognize you, as not all staff may be familiar with every parent, especially on days with substitute teachers.

If someone other than a parent will be picking up a child, the teacher must be notified in advance (via note or phone call), and the individual must have the pick-up tag. Otherwise, they will be required to present valid photo identification. Children will only be released to individuals listed as authorized in FACTS, and no child will be released to anyone under 16 years of age. It is essential that your child's pick-up and emergency contact information in FACTS remains current.

Pick-up begins at 3:15 p.m. and ends at 3:30 p.m. A five-minute grace period is provided; after 3:35 p.m., a \$25 aftercare drop-in fee will be charged. If you anticipate being late, please notify the school. Prompt pick-up is important, as delays can cause stress for children.

Hours of Operation

- Early Care (PK3–PK4): 7:15–8:15 a.m. (no drop-offs after 8:10 a.m.)
- Regular School Hours: 8:30 a.m.–3:30 p.m.
- After Care (PK3–PK4): 3:30–6:00 p.m.
- After Care for MDO (Infants–PK2): Not available

After School Care

After school care begins at 3:35 p.m. (following the five-minute grace period).

- Please send a non-refrigerated, single-serving snack.
- Please send a change of clothes to be kept in the aftercare area.
- Students must be picked up by 6:00 p.m.
- If a child is picked up late three (3) times, they may no longer attend after school care.
- All school rules remain in effect during aftercare.

Clothing

Children should be dressed in comfortable clothing that does not restrict movement. Some activities may be messy; while smocks are used when appropriate, accidents can occur. Please send a labeled change of clothes in a gallon-sized zip-top bag.

All removable clothing items (e.g., sweaters, jackets, hats) should be clearly labeled.

Shoes should be practical and easy for children to manage independently. While staff can assist when needed, children should be able to put on their own shoes. High-top shoes and similar styles are discouraged, as they are not conducive to independence.

Potty Training (Three- and Four-Year-Olds Only)

All children must be fully bathroom independent before entering the preschool program. Clothing should allow for easy use of the restroom. While independence is encouraged, assistance will be provided when necessary.

In the event of an accident, staff will change the child into clean clothes and send the soiled clothing home. Children who are fully bathroom independent should not require pull-ups.

If a child experiences repeated accidents, they may be sent home temporarily to work on bathroom independence. Continued issues may result in dismissal from the preschool program.

Communication

Communication will take place through email, phone calls, notes sent home in class folders, monthly newsletters, and conferences. It is important that parents maintain an updated email address in FACTS and check it regularly.

Contacting Staff

Staff members are available to meet or speak with parents regarding concerns; however, teachers cannot engage in discussions during instructional time, as their primary responsibility is student supervision. Please schedule meetings outside of classroom hours.

Class folders serve as an important communication tool. Teachers check folders each morning, and parents should review them daily. Staff contact information will be provided in the folder.

Teachers are not permitted to use personal phones during class time. To reach a teacher, please contact the front office and leave a message; calls will be returned during breaks.

Separation

Separation can be an adjustment for both children and parents. Each child responds differently. Reassure your child that you will return and focus on the positive aspects of their day. Keep goodbyes brief to ease the transition.

Gradual separation strategies may be helpful (e.g., walking your child to the classroom initially, then to the door, then to the entrance). Encourage independence and provide positive reinforcement.

After the first week of school, parents may not drop off or pick up children at classroom doors. For security

reasons, parents may not go beyond the glass doors into the preschool area without signing in at the front desk.

Visitors and Security

All exterior doors remain locked while preschool students are present. Visitors must enter through the main preschool entrance on the east side of the building and use the call box for entry.

Anyone entering beyond the glass doors must sign in at the front desk and wear a visitor badge. This ensures that all individuals in the preschool area are easily identifiable for safety purposes.

Toys

Toys from home should not be brought to school unless specifically requested by the teacher. Personal items may be lost or damaged and can cause conflict among students.

Parent Involvement

Parent involvement is encouraged. Families are welcome to contribute their time and talents. Please contact your child's teacher for opportunities to participate.

Accidents

While every precaution is taken to prevent accidents, they may occur. In such cases, staff will administer appropriate first aid (e.g., antiseptics, wound care, ice packs) unless otherwise directed by parents.

Parents will be notified by phone of any serious accidents. An accident report will be completed for all incidents, both minor and major, detailing the event, parent notification, and any care provided. A copy will be sent home, and another will be kept on file in the school office.

Allergies/Conditions

Parents must inform the school of any allergies. Allergy information will be documented and posted in the classroom. Families are encouraged to provide alternative snacks for their child if needed.

If a condition requires medication to remain on campus, a meeting with administration is required to complete necessary paperwork and review procedures.

Students with asthma must have an asthma action plan on file. Students with food allergies must also have a physician-completed action plan.

Students requiring an EpiPen or inhaler must have current documentation and medication stored in the school office. EpiPens must remain on campus and may not travel between home and school. They will accompany staff on field trips.

Birthdays

Parents wishing to celebrate a child's birthday with a special snack must notify the teacher in advance. Please provide appropriately sized portions.

Birthday invitations may only be distributed if all students in the class are invited. Due to privacy policies, the school cannot share contact information for other families.

Snacks/Lunches

Daily snacks are provided. The preschool is a nut-free environment. If a child has additional food allergies, parents should provide a daily snack.

Children must bring a lunch each day. Food should be easy for the child to eat independently. The school cannot heat food, so items should not require warming.

Foods that pose choking hazards (e.g., grapes, hot dogs, apples) must be cut into pieces no larger than ½ inch. Items not prepared appropriately cannot be served.

Custody Issues

Parents are responsible for informing both the Director of Early Childhood and the child's teacher of any custody arrangements. The school cannot restrict a non-custodial parent from access unless official legal documentation is on file.

Field Trips

Parents are encouraged to participate in field trips. Student costs are covered by the annual activity fee; however, parents must pay their own admission.

Students must RSVP by the designated deadline to attend. Children who do not RSVP on time will not be permitted to attend.

Children riding in school vehicles must have a labeled booster or car seat. Children who travel with a parent must return with that parent. Parents must sign students in before departure and sign them out if leaving directly from the field trip.

All students are required to wear a spirit shirt on 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 does not respond 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.**

The school day begins at **8:00 a.m.** for all students in Kindergarten through 6th grade. Students are considered **tardy if they are not in their classroom by 8:05 a.m.**

Students may be dropped off no earlier than **7:30 a.m.** and must report to their assigned area under staff supervision. The school day ends at **3:00 p.m.**

School Dismissal

At dismissal, students will report 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 are asked to remain in their vehicles during pickup. Staff members will escort students to their vehicles. Only individuals listed in FACTS as approved for pickup may retrieve a student. If someone other than an approved individual will be picking up a child, a **written note must be submitted** in advance.

A current **school-issued car tag** must be displayed in order for a student to be released through the carline.

After carline concludes, 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 After School Care independently and must wait for official dismissal and staff direction.

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 flow when exiting the parking lot.
- Students may not exit their vehicles before 7:30 a.m.

Afternoon Pick-Up

- Carpool lanes also serve as emergency lanes; vehicles may not 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 and remain in your vehicle. Staff or WOGA Safety Patrol members will assist students into vehicles on the passenger side, as required by law.
- Display your car tag 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 daily fee will be added to tuition. In extenuating circumstances, administration may waive this fee.

After School Care

After School Care begins at 3:15 p.m. and includes homework time, reading, tutoring (as needed), computer work, and structured play.

- Please provide a snack and drink for your child.
- All students must be picked up by 6:00 p.m.
- A \$25 late fee may be assessed for late pickups.
- After three late pickups, a student may no longer be eligible to participate in After School Care.
- All school rules remain in effect during 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
- Clean up your area and dispose of trash properly
- Do not share food without staff permission

WOGA is a nut-free school. Lunches containing tree nuts or nut products are not permitted. Any such items will be confiscated and discarded to ensure student safety.

Note: Students should not bring caffeinated beverages (e.g., soft drinks or energy drinks), as they may negatively impact focus, energy levels, and overall well-being during the school day.

Chapel

Students receive instruction in the Bible, and teachers integrate Biblical principles into daily lessons. A primary focus is the Ten Biblical Principles of Kingdom Education. Bible is a required course for all grade levels.

Chapel services are held every Wednesday at 8:15 a.m. Parents and families are welcome to attend. Services are led by Pastor James McMenis or a designated speaker and focus on Biblical teaching, spiritual growth, and defending the Christian faith.

Field Trips

Field trips that support instructional objectives may be scheduled throughout the school year. Students are expected to conduct themselves in a manner that honors God, their families, and WOGA.

- All school rules apply during field trips
- Missed work or tests must be completed the following school day
- Parents may be asked to drive or serve as chaperones; siblings may not attend
- Permission slips and medical forms must be submitted through FACTS
- Parent drivers must provide a valid driver's license, proof of insurance, and a completed Driver Information Form
- If swimming is involved, modest one-piece swimsuits are required; Speedo-style suits, mesh materials, or revealing designs are not permitted

WOGA Lower School Library Book Checkout Policy

At WOGA, we view the care and return of library materials as an opportunity to teach Biblical values such as responsibility, stewardship, and integrity.

Book Checkout Eligibility

Students must return all previously borrowed books before checking out additional materials.

Communication and Reminders

The librarian will send periodic reminders for overdue books. Final notices will be issued at the end of each nine-week grading period. If books are not returned, replacement costs and a processing fee will be added to the student's FACTS account.

Book Charges

Lost or damaged books will result in a charge for the replacement cost plus a \$5 processing fee.

End-of-Year Procedures

Book checkout will end two weeks before the last day of school, aligning with the final Accelerated Reader (AR) deadline. This allows time to account for all materials and prepare the library for summer.

Birthdays

Students may celebrate birthdays with their class. Please coordinate with the teacher in advance regarding appropriate timing and treats.

Birthday invitations may only be distributed at school if the entire class is invited. This policy promotes inclusivity and consideration for all students.

Special Events

All class or school-wide events held on campus outside of regular school hours are subject to the same rules and expectations. Fundraising events may be conducted with prior administrative approval.

Items Sold at School

Students and parents may not sell items at school without prior approval from administration, unless the activity is part of a school-sponsored fundraiser.

Shekinah School

Shekinah Lower School Hours

The school day begins at 8:30 a.m. for all students. On Wednesdays, the school day begins at 8:00 a.m. for WOGA Chapel. The school day ends at 3:30 p.m.

Early Care begins at 7:15 a.m. The Early Care drop-in rate is \$15 per 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 location behind the gym and will enter through the rear entrance of the building.

Morning Drop-Off

Drive to the side canopy and drop off your child on the passenger side. Students may not exit their vehicles before 8:00 a.m.

Afternoon Pick-Up

Parents should not line up before 3:00 p.m. Upon arrival, proceed to the side canopy and remain in your vehicle. A staff member will assist students into vehicles on the passenger side, in accordance with safety regulations. After loading, proceed to the exit gate.

Please display your car tag on the rearview mirror at all times. If your tag is misplaced, notify the school office.

Note: Students not picked up by 4:00 p.m. will be assigned to After School Care, and a \$25 daily fee will be added to tuition. In cases of extenuating circumstances, administration may waive this fee.

After School Care

After School Care begins at 4:00 p.m. Students enrolled in the program will report directly to the cafeteria on the first floor at dismissal, where a staff member will meet them.

- Please provide a snack and drink for your child.
- Students must be picked up by 6:00 p.m.
- If a student is picked up late three times, they may no longer be eligible to participate in After School Care.

Upper School

School Hours

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

Car Line Procedures

The speed limit in the parking lot is 10 mph at all times. Parents should drop off students under the awning in front of the school, entering from the rear of the property and proceeding forward toward the front.

For pick-up, parents may either park in front of the school or proceed through the awning carline.

Before School

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

School Dismissal

At dismissal, students will report to the front foyer to wait for their pre-authorized drivers. Teachers will be present to supervise. Students may not leave the area without a supervisor's permission.

Parents should remain in their vehicles while waiting for their students. Only individuals listed on the student's application or in school records may pick up a student. If someone else will be picking up your child, a written note must be submitted in advance to the receptionist.

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 that support instructional objectives will be conducted during the school year. Students are expected to behave in a manner that honors God, their family, and WOGA, recognizing that they represent the school and community.

Parents may be asked to drive and/or serve as chaperones. Siblings are not permitted to attend field trips, whether traveling by bus or personal vehicle. Drivers must provide proof of insurance, a valid driver's license, and a completed Driver Information Form.

Additional expectations include:

- All school policies apply during field trips

- Any missed tests or assignments must be made up the following school day
- If swimwear is required, it must be modest and one-piece; Speedo-style suits, low-cut or high-cut designs, mesh, or see-through materials are not permitted

Lockers

Lockers must be kept neat and clean. The school does not provide locks; however, students are encouraged to bring a lock to secure personal belongings. In case of emergency, students must provide their locker combination to the school.

Lost and Found

Lost and found items are located in the front office. Items not claimed will be removed from campus on a weekly basis.

Lunch

Students are expected to maintain cleanliness and demonstrate responsibility in the cafeteria.

- Food and drinks must be consumed in the cafeteria
- Students with food allergies may not share food at any time
- Students must report to the cafeteria within five minutes of leaving class and remain until dismissed
- Trash must be disposed of properly
- Students are responsible for cleaning up spills and messes (cleaning supplies are available from the café manager)
- Food and drinks (except sealed bottled water) may not be taken out of the cafeteria

If necessary, family members may deliver lunch to the school. Lunches should be left with the receptionist, and students will pick them up there.

WOGA is a nut-free school. Please do not send lunches containing tree nuts or traces of nuts. Items containing nuts will be confiscated and discarded to ensure student safety.

Student Parking Regulations

All student drivers must be properly licensed and insured. The school is not responsible for vehicles or their contents.

- Parking is limited to the designated student parking area behind the school
- Students may not access the parking lot during school hours without written permission from the receptionist
- Loitering or visitation in the parking lot is not permitted
- Vehicles and personal property are subject to search while on school property
- Parking areas may be under surveillance
- Forms must be completed in the reception office

Chapel

Upper School students attend Chapel weekly. Instruction is based on the King James Version of the Holy Bible, and students are required to bring a physical copy.

Chapel includes both worship and teaching. Students are expected to participate respectfully and actively in all Chapel activities.



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 require additional support beyond what is provided in this format, they should contact the classroom teacher for further resources and guidance on homework completion. Parents are responsible for ensuring that their child completes assigned work. FACTS may be used to monitor assignments and confirm that work is being completed properly.

Tips for Homework

- Provide a comfortable, distraction-free space for your child to complete homework
- Ensure all necessary supplies are readily available
- Offer guidance only when your child asks for help
- Remember that homework is intended for your child to complete independently
- Encourage your child to place completed assignments in the appropriate folder (if applicable)
- Sign and return any required documents promptly
- Encourage independent reading each night

Defining IXL

IXL is intended to support individualized learning by meeting students at their current level. It should be used both as a remediation tool for skills that have not yet been mastered and as an enrichment resource for students who are ready to advance. IXL assignments may be assigned as formative assessments.

Grading Policies

The following guidelines are designed to help students, parents, and teachers understand how grades are determined at Word of God Academy.

For Kindergarten through first grade, grading is based on grade-level expectations and will be communicated during curriculum night. Grading policies are approved by administration and are designed to promote student success while building foundational learning and comprehension skills.

The following grade distribution reflects what should be expected for each subject, per quarter, at each grade level.

These guidelines apply to all core classes: Math, Science, History, English (ELA and Reading in Lower School), Bible, and Spanish (Upper School 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>
7 th and 8 th 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%

- **Students should not 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 timely submission of assignments is essential not only for academic success, but also for the development of strong time-management skills. This policy is designed to support students in meeting deadlines while encouraging accountability and responsibility.

Acceptance of Late Work

Late assignments will be accepted without penalty up to one week before the end of each nine-week grading period. Students may not submit more than three (3) late assignments within a single grading period. Teachers will follow the guidelines below when addressing late work submissions:

- **First Offense:** The student will be counseled by the teacher. This conversation will focus on the importance of timely submission and strategies for meeting deadlines in the future.
- **Second Offense:** The teacher will contact the parent or guardian to communicate the pattern of late submissions and emphasize the importance of addressing the issue collaboratively.
- **Third Offense:** A conference will be scheduled involving the teacher, school administration, parent/guardian, and student. The purpose of this meeting is to identify underlying causes for late submissions and develop a plan for improvement.

Any assignment not submitted by the late work deadline will receive a failing grade. Students who exceed three (3) late submissions within a grading period may face academic consequences, which could include placement on academic probation.

Upper School Late Work Policy

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

Teachers will accept late work only during the current unit(s) being taught. Once a teacher determines that a unit has concluded, work from that unit will no longer be accepted.

A deduction of 10% of the assignment's total points will be applied for each class period the work is late, not to exceed 50%. Any assignment not submitted by the late work deadline will receive a failing grade.

When a teacher identifies that a student has not submitted work, the following steps will be followed to determine the cause and support completion of the assignment:

- **Step 1**
The teacher will meet with the student. During this time, the teacher and student will collaborate

to create a plan for completing missing work. This intervention is intended to support instruction and prevent academic failure.

- **Step 2**

If the work is still not completed, the teacher will contact the parent or guardian. This communication will outline the pattern of late submissions and emphasize the importance of addressing the issue collaboratively.

- **Step 3**

If the work continues to remain incomplete, a conference will be scheduled involving the teacher, school administration, parent/guardian, and student. The purpose of this meeting is to address the underlying causes of late submissions and develop a plan for improvement. Disciplinary action may also be discussed and administered at the discretion of administration.

Formative Assessment Defined

Formative assessment is used to monitor student learning and provide ongoing feedback that can be used by teachers to improve instruction and by students to improve their learning. More specifically, formative assessments help students identify strengths and weaknesses and target areas that need improvement.

Summative Assessment Defined

Summative assessment is used to evaluate student learning at the end of an instructional unit by measuring performance against standards or benchmarks. These assessments are often high-stakes and carry significant point value. Examples include midterm exams, projects, presentations, and other cumulative evaluations.

Kindergarten Entrance Requirement

A student must be five (5) years of age on or before September 30 of the school year in order to enter Kindergarten (K5).

Grading Scales

Kindergarten:

The emphasis in Kindergarten is mastery of course objectives without competition for letter grades. Kindergarten lays the foundation for Christian character development, self-esteem, enjoyment of school, creativity, and productivity. Students receive letter grades based on the following scale:

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

1st – 12th Grade:

For students in 1st through 6th grade, raw scores are used to determine quarterly grades. Teachers divide the total points earned by the total points possible to calculate a percentage, which is then converted into a letter grade according to the following grading scale:

Letter Grade (1st - 12th)	% 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 students, a student's grade point average (GPA) is determined by averaging the quality points associated with all letter grades earned on a given report card.

Academic Awards

Lower School (1st–6th Grade)

Students at WOGA have the opportunity to earn two types of Honor Roll recognition:

- **A Honor Roll** – All A's must be achieved for the quarter
- **AB Honor Roll** – All A's and B's must be achieved for the quarter
- **Head of School Recognition** – All A's must be earned each quarter throughout the school year

Upper School (7th Grade and Above)

Students at WOGA have the opportunity to earn the following Honor Roll distinctions:

- **Head of School List** – All A's must be achieved
- **Principal's List** – All A's and B's must be achieved

These awards are based on grades earned during the grading period and are not determined by GPA.

National Elementary Honor Society (Lower School)

The National Elementary Honor Society (NEHS) is a distinguished organization that recognizes students who demonstrate excellence in academics, leadership, service, and character. Membership is a significant honor and provides students with the opportunity to make a positive impact within the school and community.

Students do not apply for membership. Instead, information regarding academic performance, behavior, and school involvement is reviewed by a selection committee to determine eligibility.

To be eligible for NEHS at WOGA, students must be in 4th, 5th, or 6th grade and agree to uphold the expectations 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 who have earned a minimum 3.5 grade point average.
2. **Disciplinary Review:**
The Faculty Council submits the list of prospective candidates to the assistant principal responsible for discipline. This administrator reviews disciplinary records to confirm that candidates have no infractions resulting in disciplinary action.
3. **Faculty Evaluation:**
The Faculty Council presents the list of candidates who meet both academic and disciplinary requirements to the faculty for review and consideration. Faculty members may provide feedback regarding each candidate’s character and behavior. Any student receiving concerns from two or more teachers regarding behavior or attitudes inconsistent with National Honor Society standards will be ineligible for membership for the current year.
4. **Student Activity Verification:**
Approved candidates are provided with a student activity form to complete and submit by a designated deadline. This form documents each student’s community service and involvement in school activities and organizations.
5. **Final Selection and Notification:**
The Faculty Council makes final membership decisions. The NEHS sponsor or school administration will notify 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 may be earned through a student's church, neighborhood, local charities, or school-related opportunities. If a student needs assistance identifying opportunities, they should contact administration or the NEHS sponsor.

Timing of Service Hours

Can I complete all service hours at once, such as during the summer?

NEHS encourages consistent service throughout the year rather than completing hours in a single period.

Are extra service hours wasted if completed outside the semester?

No. Students may apply up to two (2) summer service hours toward each semester's requirement.

Verifying Volunteer Service

How do I record my volunteer hours?

Service hours must be documented using the official form available in the Lower School office and on the Word of God Academy app under "Web Forms."

Transfer Student Policy

Students transferring from another school with prior NEHS membership may be admitted to WOGA's chapter upon submission of a verification letter from their previous NEHS chapter.

Community Service Guidelines

While state guidelines may include activities such as assisting in worship services (e.g., ushering, teaching Sunday School, or childcare during services), NEHS emphasizes service that extends beyond regular or routine responsibilities.

Eligible service activities include:

- Assisting at school events or programs
- Volunteering with local charities or nonprofit organizations
- Participating in organized service projects (e.g., shelters or community outreach)
- Volunteering at church outside of regular obligations
- Assisting neighbors or community members in need

Important Clarifications

- Participation in required group events (e.g., performances, fundraisers, or school obligations) does not count as community service
- Routine assistance to family members does not qualify as community service

- Fundraising for recognized charitable organizations does count as community service
- All service activities must positively impact the broader community

Non-Selection of NEHS Candidates

After first semester grades are finalized, the NEHS sponsor or administration compiles a list of students who meet the minimum 3.5 GPA requirement.

Candidates may be disqualified based on disciplinary history, lack of faculty approval, insufficient service hours, or limited participation in student activities.

Students may consult the NEHS sponsor or administration for general feedback regarding non-selection. If denial is based on faculty review, the student may request reconsideration by the Faculty Council. The Council's decision is final and will be communicated to the student.

Appeals regarding non-selection may be submitted to the principal.

Probation and Dismissal Policy

The Faculty Council reviews members each semester based on GPA, discipline, and service hour completion.

- Students falling below a 3.5 GPA or failing to complete the required 10 service hours will receive written notification and be placed on probation for one semester to meet requirements.
- Maintenance of a clean disciplinary record is required. Violations such as academic dishonesty, ISS, or suspension result in immediate dismissal from NEHS.
- A student's membership may be revoked at the discretion of administration for failure to meet any of the above standards.

National Honor Society (Upper School)

The National Honor Society (NHS) is one of the most esteemed organizations available to high school students, recognizing excellence in scholarship, leadership, service, and character. Membership in NHS is both a privilege and an honor, reflecting a student's commitment to high standards in academics and citizenship.

Students do not apply for membership in the traditional sense. Instead, they submit relevant information to support their candidacy, which is reviewed by the local Faculty Council. Selection is based on a comprehensive evaluation of academic performance, disciplinary history, 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 grades 10, 11, or 12 and agree to uphold all established expectations and responsibilities of the chapter.

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 who have 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 disciplinary 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 feedback regarding each candidate's character and behavior. Any student receiving concerns from two or more teachers regarding behavior or attitudes inconsistent with National Honor Society standards will be ineligible for membership for the current year.

4. Student Activity Verification:

Approved candidates receive student activity forms to complete and submit by a designated deadline. This form documents each student's community service and school organization involvement.

5. Final Selection and Notification:

The Faculty Council makes final membership decisions. The NHS sponsor then notifies 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 opportunities are posted on the bulletin board in the office lobby. Hours may be earned through NHS-sponsored activities or other approved organizations.

Timing of Service Hours

Can I complete all service hours at once, such as during the summer?

NHS encourages consistent volunteerism throughout the year rather than completing hours in a single period.

Are extra service hours wasted if completed outside the semester?

No. Additional volunteer hours are beneficial for college applications. Students may also apply up to two summer service hours per semester toward the 10-hour requirement.

To earn the state 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

A total of **100 service hours is required for graduation from Word of God Academy**. NHS service hours may be applied toward graduation requirements.

Verifying Volunteer Service

How do I record my volunteer hours?

Service hours must be documented using the official form available in the Upper School office and on the Word of God Academy app under “Web Forms.”

Transfer Student Policy

Students transferring from another school with prior NHS membership may be admitted upon submission of a verification letter from their previous NHS chapter.

Community Service Guidelines

While state guidelines may include activities such as assisting in worship services (ushering, teaching Sunday School, or childcare during services), NHS emphasizes service that extends beyond regular or routine responsibilities.

Eligible activities include:

- Tutoring children
- Working in soup kitchens
- Participating in organized shelter service projects
- Building homes with Habitat for Humanity
- Volunteering in senior centers (e.g., reading, music, companionship activities)

Important Clarifications

- Participation in required group events (e.g., performances or fundraisers) does not count as community service
- Assisting family members does not qualify as community service
- Fundraising for recognized nonprofit organizations does count as community service
- All service activities must positively impact the broader community

Non-Selection of NHS Candidates

After first semester grades are finalized, the NHS sponsor compiles a list of eligible students with a minimum 3.5 GPA.

Candidates may be disqualified due to disciplinary history, lack of faculty approval, insufficient service hours, or limited participation in school activities.

Students may consult the NHS sponsor for general feedback regarding non-selection. If denial results from faculty review, the student may request a reconsideration by the Faculty Council. The Council’s decision is final and will be communicated to the student.

Appeals regarding non-selection may be submitted to the principal.

Probation and Dismissal Policy

The Faculty Council reviews members each semester based on GPA, discipline, and service hour completion.

- Students falling below a 3.5 GPA or failing to complete the required 10 service hours per semester will receive written notification and be given one semester to meet requirements.
- A clean disciplinary record is required. Violations such as academic dishonesty, ISS, or suspension result in immediate dismissal.
- A student's membership may be revoked by administration for failure to meet any of the above requirements.

Report cards are emailed or sent home following each nine-week grading period unless outstanding fees remain (see school calendar for dates). Online communication is the primary method of academic reporting, including emails from teachers and administrators.

Parents and students may access current grades at any time through FACTS, the school's online information system.

A student will be placed on Academic Probation if, during any nine-week grading period, they earn:

- Two or more "D" grades, or
- One or more "F" grades

If a student is unable to meet Academic Probation requirements, administration will determine whether additional academic evaluation is necessary and may withhold promotion to the next grade level. Any Lower School student receiving two or more "D's" or "F's" on a report card will not be guaranteed promotion.

Each nine-week period stands alone for grades 1st–8th. At the end of the year, the four nine-week grades are averaged to determine the final letter grade recorded on the student's cumulative record.

Testing

Word of God Academy administers standardized achievement tests each fall and/or spring. STAR assessments are administered at the beginning of the year and at the end of each nine-week grading period for Lower School students.

These assessments are required for all WOGA students in grades K–12.

Parents will receive test results after scoring is completed. Results will be reviewed and explained, including national percentile rankings and grade-equivalent performance in each subject area.

Upper School Exams

All Upper School students are required to take semester exams in English, Math, History, Science, and Bible. Final exams will be administered during final exam week, and the exam schedule will be released in advance.

Exam Exemption Process

A student may exempt a semester exam under the following guidelines:

- **Seniors** may be exempt from semester exams in all courses in which a 90% or higher is earned.
- **Juniors** may be exempt from semester exams in up to three courses in which a 90% or higher is earned.
- **Sophomores** may be exempt from semester exams in up to two courses in which a 90% or higher is earned.
- **Freshmen** may be exempt from semester exams in one course in which a 90% or higher is earned.
- **7th and 8th grade students** are required to take all semester exams.

Additional exemption requirements:

- Students may not have more than three absences per class during the semester to be eligible for exam exemption. This does not include absences related to school-sponsored activities.
- Students who are suspended during the semester are not eligible to exempt any semester exams.
- Students enrolled in AP courses may not exempt semester exams.
- Students found guilty of academic dishonesty may not exempt any semester exams.
- Students must complete a final exam exemption form to be considered for exemption.

Students Taking Exams at Non-Scheduled Times

- No student may take a final exam early (prior to the scheduled exam period).
- Any student requesting to miss the scheduled final exam period must receive prior administrative approval.
- All exams administered outside of the scheduled exam time must be proctored by administration and will incur a \$50 fee.

Important Note

All semester exams taken outside of the regularly scheduled exam period will be a variation of the original exam.

Diploma Pathways

Students who graduate from WOGA have three diploma pathways from which to choose: **TOPS University**, **TOPS Tech (Jump Start)**, and **Career Diploma**. Students must meet all requirements associated with their selected pathway.

TOPS University Pathway

The Taylor Opportunity Program for Students (TOPS) is Louisiana's comprehensive state scholarship program. TOPS includes four 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 designed for students pursuing skill-based, occupational, or technical training with the goal of developing a skilled workforce. The pathway utilized by WOGA students within TOPS Tech is the Jump Start Pathway.

The Jump Start Pathway offers multiple career options. A career option is selected collaboratively by the academic team, parents, and student, and is based on the student's individual strengths, talents, and abilities. The selected career option must be determined prior to the 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 coursework constituting the TOPS Core Curriculum for the Opportunity, Performance, and Honors Awards.

Career Pathway

The LEAP Alternate Assessment Level 1 (LAA 1) is designed for students for whom there is documented evidence of significant cognitive disabilities. Eligibility is determined by the academic team.

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

Valedictorian/Salutatorian Selection Process

Valedictorian and Salutatorian candidates are those students with the highest academic achievement and the most rigorous course loads reflected on their transcripts.

The **Valedictorian** will be the student with the highest overall grade point average (GPA) for all Carnegie unit courses attempted during their high school enrollment at Word of God Academy. The **Salutatorian** will be the student with the second highest GPA.

Eligibility for Valedictorian and Salutatorian is based on all courses attempted. Candidates must also complete the Louisiana TOPS University Pathway.

The GPA calculation will include all courses attempted and will be rounded to two decimal places. The TOPS Core Curriculum GPA will be calculated using a five-point (5.00) scale for grades earned in Board of Elementary and Secondary Education (BESE) and Board of Regents approved courses, including Advanced Placement (AP) courses.

To qualify for Valedictorian or Salutatorian at Word of God Academy, a student must be enrolled for a minimum of four semesters (junior and senior year).

Any course not taught by Word of God Academy faculty will not be included in the final GPA calculation for Valedictorian or Salutatorian determination.

Parent Conferences

Parent-teacher conferences are encouraged at any time during the school year and may be initiated by either the parent or the teacher.

At the end of the first nine-week grading period, WOGA schedules a non-student work day to allow parents to meet with teachers at their convenience. Both parents are encouraged to attend.

Additional parent-teacher conferences may be scheduled during a teacher's planning period or after school hours.

A scheduled conference may also be held at the end of the school year, if needed, to review and explain student standardized test results, including Stanford Achievement Test scores.

Record Release Policy

All admissions testing records are the property of Word of God Academy and are maintained on file for admissions purposes only.

Custodial parents in good financial standing may obtain student report cards and copies of academic records throughout the school year. However, official records and transcripts will only be released directly to requesting educational institutions.

Upon receipt of a records request, parents must complete and submit a Records Request Form before the transfer process can begin. Processing of record transfers may take up to seven (7) business days.

Upon student withdrawal, no records will be released until all financial obligations have been cleared through the WOGA Business Office, in accordance with the Withdrawal Policy.

Shekinah Program Criteria

Shekinah Entrance Criteria

Students may be considered for the Shekinah Program if they meet one or more of the following criteria:

- Academic performance below age-appropriate benchmarks (data reviewed may include report cards, formal assessments, and standardized test scores)
- Enrollment at WOGA with a current IEP or 504 Plan
- Documented diagnosis that presents learning challenges (documentation provided by parents)
- Intellectual, behavioral, social, or emotional delays (documentation provided by parents)
- Currently enrolled WOGA students who demonstrate a need for academic support beyond what can be provided through extended services

Process for Academic or Extended Services

Students consistently performing below academic benchmarks are identified as “at risk” for academic decline. If academic concerns are observed, parents will be notified, and an SBLC (School Building Level Committee) meeting will be held to determine eligibility for services and the level of support required for academic success.

Lower School Extended Services Criteria

- **Tier I:**
The student will receive accommodations as outlined in the current IEP/IAP.
- **Tier IIa:**
The student will receive up to 90 minutes of intervention time in addition to 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 outlined in the current IEP/IAP.
- **Tier III:**
The student will receive more than 90 minutes of intervention per week. This may include intensive intervention, one-on-one instruction in specific subjects, and full implementation of all accommodations outlined in the student’s IEP/IAP.

Upper School Academic Services Criteria

- **Level I:**
The student will receive accommodations as outlined in the current IAP and will have access to an Academic Support (AS) instructor for assistance.
- **Level II:**
The student will be enrolled in a BJU online course aligned with identified academic deficits. Instruction and support for these courses will be provided by the AS teacher in the Academic Support classroom. All accommodations outlined in the Individual Academic Plan (IAP) will be implemented.

What is an IAP?

An Individual Academic Plan (IAP) is designed to address learning challenges and ensure appropriate accommodations are provided to support each student in the Shekinah Program. Every student in the Shekinah Program is assigned an IAP, which is reviewed annually. All students enrolled in Extended Services, Academic Services, or the full-time Shekinah Program will have an IAP.

An Individual Academic Plan provides an outline of:

- The needs and goals of the student (what)
- The strategies, accommodations, and services required to meet those needs or goals (how)
- The key individuals responsible for implementation, including administration, teachers, parents/guardians, and service providers (who)

Benchmarks to Transition from Shekinah Program to Traditional Classroom

Students may transition from the Shekinah Program to the general education setting when the following benchmarks are met:

Academic Performance at Grade Level:

- Classroom performance and daily work
- Progress monitoring assessments (e.g., STAR, etc.)
- IOWA standardized testing (1st–6th grade)
- Achievement of goals outlined in the current IAP

Social and Emotional Development:

- Development appropriate for age level, assessed using a checklist provided by the program director
- Observation of the student in the classroom environment by an administrator
- Demonstration of behavior consistent with WOGA policies

Students transitioning from the Shekinah Program to the general education setting at the Upper School will begin in a **hybrid learning model**. This model is designed to support a smooth transition and ensure successful integration into the broader academic environment.

Initially, students may be enrolled in one or two general education courses while continuing remaining coursework in the Shekinah Program. Students will transition into one core academic subject (Math, English, Science, or History) for a minimum of one semester and up to one academic year. The Academic Review Team will determine the appropriate duration based on individual readiness and progress. Participation in the hybrid model is required for all transitioning students.

All students transitioning from Shekinah to the traditional classroom are required to enroll in Extended Services or Academic Services for the duration of the school year. An additional fee applies for these services. Students will also be placed on academic and behavioral probation for the first two grading periods to ensure successful placement and transition.



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 that all preschoolers must follow:

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

Children are still developing the ability to express their wants and needs. WOGA Early Childhood seeks to promote positive behavior and help children develop 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 function successfully in a classroom setting.

Positive behavior is reinforced through praise and encouragement. However, there are times when a child may need assistance reflecting on their behavior. As a general framework, the following discipline approach is used:

- Separate the child from the behavior (the child is more than their actions and is loved by God)
- Redirect the child's behavior
- Use positive and appropriate language
- Clearly and calmly communicate the rule that was broken and identify a better choice that could have been made

Teacher Expectations

Teachers will:

- Set reasonable, age-appropriate expectations (e.g., not expecting a 3-year-old to sit still for 30 minutes)
- Keep lessons active and engaging
- Speak to all children with dignity and respect, regardless of behavior
- Maintain predictable routines
- Avoid overstimulation in the classroom environment
- Consistently recognize and reinforce positive behavior
- Remember that each child is made in the image of God and pray for them daily

Behavioral Communication and Consequences

Parents will be informed of any serious or ongoing behavior concerns, and staff will partner with families to identify positive solutions.

If a teacher needs to remove a child from the classroom due to disruptive behavior, the student will sit with an administrator and discuss the behavior and appropriate consequences. Parents will be notified each time this occurs.

After the third removal from the classroom, a parent conference with the teacher and director is required before the child may return to school.

Behavior Plan

When a student experiences a pattern of behaviors that are harmful to themselves or others, WOGA will partner with families to develop a behavior plan. The goal of the behavior plan is to identify the underlying cause of the behavior and work toward resolution. These behaviors are often developmental in nature, and the school seeks to support both the student and the family through this process.

When a behavior concern is identified, the following process will be followed:

1. Identify the Cause

Administration will partner with parents to identify the root cause of the behavior. Adjustments or modifications may be made within the classroom environment to reduce triggers and discourage the behavior. The school will prioritize the safety of all students while helping the child learn more appropriate behaviors. Teachers and/or administration will conference with parents to share concerns and gather input. During this time, a student may be sent home for a brief period of adjustment to reset behavior.

2. Administrative Observation

If the behavior continues, administration will observe the student in the classroom setting. The goal of observation is to identify triggers and determine necessary changes to support behavioral improvement. Following observation, a formal behavior plan will be implemented.

Failure to cooperate with the behavior plan or continued unaddressed behavior concerns may result in dismissal 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 appropriate behavior and attitudes. WOGA provides an atmosphere of order that is essential for students to develop a Spirit-controlled, Christ-like life.

It is the responsibility of the teacher to establish behavioral boundaries consistent with biblical principles and the developmental abilities of students. Teachers will establish classroom procedures and review school-wide expectations with students at the beginning of the school year.

A student who disobeys school or classroom rules, or fails to follow a teacher's verbal instructions, may lose privileges or be temporarily separated from the class. When misbehavior is repeatedly demonstrated or when there is a severe violation of school policy, the student will be referred to the appropriate administrator.

Students and parents acknowledge and agree that WOGA's decisions regarding disciplinary action are final. Students who violate the Student Code of Conduct off campus or during school-related activities are also subject to disciplinary action.

Just as families establish rules to help children learn to live respectfully with parents, siblings, and others, the school maintains expectations to ensure orderly daily operation in an environment with many students and activities. The following expectations outline the standards by which WOGA students agree to abide:

Minor Infractions (Managed in Classroom by Teacher)

Minor acts of misconduct are behaviors that interfere with the learning environment. These are initially addressed by the classroom teacher; however, repeated occurrences will result in administrative intervention.

The teacher intervention process includes 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 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.

Personal Electronic Devices Policy (Lower School)

To promote a focused, safe, and distraction-free learning environment, students in the Lower School are prohibited from possessing or using personal electronic devices on campus during the school day or while participating in school-sponsored activities on the Lower School campus.

Prohibited Devices

The following devices are not permitted on the Lower School campus:

- Cell phones and smartphones
- Smart watches and wearable communication devices
- iPads and tablets
- Earbuds, headphones, and wireless listening devices
- Gaming devices and handheld gaming systems
- E-readers with communication capabilities
- Personal laptops or computers not specifically authorized by the school
- Any other personal electronic device capable of communication, internet access, recording, gaming, or media playback

Students who bring prohibited devices onto campus do so in violation of school policy, regardless of whether the device is turned on, in use, or stored in a backpack, pocket, locker, or other personal belongings.

Consequences for Violations

First Offense

- Device will be confiscated by school personnel.
- Device will be released only to a parent or legal guardian.
- A **\$25 fine** will be assessed through FACTS.

Second Offense

- Device will be confiscated by school personnel.

- Device will be released only to a parent or legal guardian.
- Student will receive **one (1) day of Out-of-School Suspension (OSS)**.
- A **\$100 fine** will be assessed through FACTS.

Third Offense

- Device will be confiscated by school personnel.
- Device may be retained by the school for the remainder of the semester or school year, at the discretion of the administration.
- Student may be subject to additional disciplinary action, up to **removal from the Academy**.

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 toward resolution. Often, these actions are stages and part of the developmental process. Through partnership with parents, the academy will assist families in hopes of guiding 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 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.

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 weapon 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 in 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 intended to be a place 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 the 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, requests for sexual favors, inappropriate jokes and innuendos, offensive touching, and other verbal, graphic, or physical conduct.

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, 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 computers 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.

Consequences for Violations

First Offense

- Device will be confiscated by school personnel.
- Device will be released only to a parent or legal guardian.
- A **\$25 fine** will be assessed through FACTS.

Second Offense

- Device will be confiscated by school personnel.
- Device will be released only to a parent or legal guardian.
- Student will receive **one (1) day of Out-of-School Suspension (OSS)**.
- A **\$100 fine** will be assessed through FACTS.

Third Offense

- Device will be confiscated by school personnel.
- Device may be retained by the school for the remainder of the semester or school year, at the discretion of the administration.
- Student may be subject to additional disciplinary action, up to **removal from the Academy**.

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 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 or 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 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 public displays 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.



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 – 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 Lower and Upper School
Uniform Requirements: 2026-2027 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	2026-2027 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.