



**PARENT/STUDENT
HANDBOOK
2017-2018**



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, as 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, Son and Holy Spirit. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious death and 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, and of the Son and of the Holy Spirit. We believe the name that represents the Father, Son and 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 and 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 their 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 the tithe 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, and the lost and 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 that term "marriage" has only one meaning and that is marriage sanctioned by God which 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, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or 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 sin, 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 are in agreement on the basic concepts of life.

SECTION 1



INTRODUCTION TO WOGA



***WORD OF GOD ACADEMY IS FOUNDED ON THE FOLLOWING
TEN BIBLICAL PRINCIPLES OF KINGDOM EDUCATION***

Written by Glen Schultz

1. The education of children and youth is the primary responsibility of parents.
Proverbs 22:6
2. The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth until maturity.
Deuteronomy 6:7
3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation.
Psalm 78:6-7
4. The education of children and youth must be based on God's Word as absolute truth.
Matthew 24:35
5. The education of children and youth must hold Christ as preeminent in all of life.
Colossians 2:3, 6-10
6. The education of children and youth must not hinder the spiritual and moral development of the next generation.
Matthew 18:6, 19:13-14
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.
Exodus 18:21
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers.
Luke 6:40
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference.
Romans 1:20, 28
10. The education of children and youth must have a view of the future that includes the eternal perspective.
Matthew 6:19-20

STATEMENT OF PHILOSOPHY

Word of God Academy is a ministry of Word of God Ministries whose faculty and administration are committed to academic excellence. Our concern is for developing intellectual, spiritual, emotional, cultural, physical, and social aspects for every student with the philosophy of Kingdom Education. We shall 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 that is made up 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 the creation and if necessary as dictated in other books our students may read that might discuss evolution, 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

VISION STATEMENT

It is the vision of Word of God Academy 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 for Christ.

MISSION STATEMENT

It is the mission of Word of God Academy to provide Academic Excellence in a Christ-centered environment.

CORE VALUES

In order to successfully fulfill this mission, Word of God Academy will give priority to seven 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.

***The Bible *Christ-likeness *The Christian Family *The Church**
***Excellence in Education *Service *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:

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

SECTION 2



ATTENDANCE POLICY

ATTENDANCE POLICY

For a state approved school, there are strict requirements for attending school. A student may make good grades, have a high grade point average (GPA) and may still fail that grade because of poor attendance. According to Bulletin 741(state guidelines), which is published by the State Department of Education (SDE), and the compulsory attendance law. All students shall attend the number of minutes required by state law which is based on the actual minutes students receive instruction.

When a student is absent, he/she shall bring a written excuse (from parent or doctor) upon their return to school within **three school days**. The excuse will be brought to the school office for verification. **There must be a note from home regardless of the reason for the absence.*** The written excuse from the parent, doctor, or school personnel is to allow the student to make up all his/her work and tests. The following are five (5) reasons that a student can miss school and have an excused absence. These are the only excuses approved by the SDE and WOGA:

1. Personal illness (**verified by physician**).
2. Family illness.
3. Death in the immediate family.
4. Attendance of school approved activities.
5. Extenuating circumstances (Administrative decision).

If the excuse is not submitted to the office within three (3) days of returning to school, the absence will remain unexcused.

If possible, students should schedule doctor/dentist appointments after school hours. When the appointment must be during the school day, then the parents should notify the school office.

According to Bulletin 741, absences for family trips are unexcused absences.

Perfect attendance awards are given at the end of the school year to all students who have been present every day. A student must be in school half the day to be counted present.

Tardies for Grades Kindergarten – 6th Grade

One of the character qualities stressed at school is being present each day to assume ones' responsibilities. Parents can help their children develop this quality by seeing that their child is at school on time. School starts at **8:00 a.m.** on the **lower school campus** and a student is considered tardy if he/she is not in their room at **8:05 a.m.** No student that is tardy will be admitted to class without an "Admit to Class" form signed at the front office. If a student has a valid written excuse, the tardy will be excused. The teacher will record the tardy as excused or unexcused based on the acceptance of the excuse.

Tardies for Grades 7th – 12th

Students are to be at school on time for the beginning of the day and be on time to each class during the day. School policies addressing tardiness are designed to encourage promptness to class. Promptness is a demonstration of respect and responsibility. Tardiness, on the other hand,

is a disturbance to others and a poor habit. Students arriving late to school for the first period class are to report directly to the Upper School office. Only two (2) tardies will be excused each class period during each semester regardless of the reason for the tardy. On the third tardy per semester, the teacher will initiate a discipline form. The Dean of Students will assign a detention. Each tardy after that will result in another discipline form and the student will progress in the discipline process.

CHECK-IN AND CHECK-OUT

CHECK-IN

If a student checks in **after 11:30 a.m.** and has a valid written excuse, he/she will be marked as an excused absence. Without a valid written excuse, the student will be marked with an **unexcused** absence. There must be a written note by the parent or doctor/dentist regardless of the reason for the check-in. If a student is dropped off in front of the school and is not accompanied to the office by the parent, the receptionist will contact the parent for a note explaining the reason for the check-in. The administration will be notified of the check-in.

CHECK-OUT

All check-ins and check-outs must go through the office. No student will leave the campus without his/her parent signing the check-out sheet.

The school day is from 8:00 a.m. until 3:00 p.m. No student will be allowed to check out **after 2:30 p.m. unless for a doctor or dentist appointment or an extenuating circumstance.** If a student checks out and then returns to school, he/she must be in uniform and must check-in at the school office. Remember, anytime a student is tardy or misses a full day or part of a day, a valid written excuse must be presented to be considered excused to make up any work missed. We respectfully request that parents do not check out their students within 10 minutes of the school ending time.

WITHDRAWALS FROM WOGA

When a student withdraws from Word of God Academy, the receiving school shall request the student's records. These records will be released to the receiving school when all fees are paid and other requirements are met by the student withdrawing from WOGA. No records of any kind will be given to parents on withdrawal if any type of fees are owed.

SECTION 3



MEDICAL POLICIES/ PROCEDURES

Student Handbook Medication Policy: (effective 2/16)

School medication administration shall be limited to medications that cannot be administered before or after school hours. Parents are strongly encouraged, whenever possible, to come to the school personally to administer medicine to their children. However, under exceptional circumstances, and subject to the conditions set forth, if a student is required to take oral medication during school hours, and the parent/guardian cannot come to the school to administer the medication, it may be administered at WOGA by unlicensed personnel.

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

Before medication can be administered at WOGA, the following applicable forms must be completed and submitted to the school office:

- a) Health Information Form
- b) Physician's Medication Order Form
- c) Parent Request and Authorization Form
- d) Food Allergy and Anaphylaxis Emergency Care Plan Form (for allergy medications only)
- e) Asthma Action Plan (for asthma medications only)
- f) Diabetes Management Plan (for diabetes medications only)

The school cannot administer any medications with only a parent's written or verbal consent.

Prescribed medication must be in an updated container that meets acceptable pharmaceutical standards. Only a one month supply can be sent at a time.

The following medications cannot be given at the office: barbiturates and narcotics. Medication must be brought to school by a parent or guardian.

Each request for medication administration will be reviewed and approved on an individual basis.

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

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

Health Considerations

We do not expect sick students to be at school. No child with a fever of 100 or above will be allowed to remain in school.

Parents are responsible for notifying the school in writing of any continuing medical problems or severe allergic reaction that might affect their child at school.

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

ILLNESS

If a child shows signs of illness (fever of 100 degrees or higher, vomiting, or diarrhea) do not bring him/her to school. A child must be free of these symptoms for 24 hours before he/she returns to school. Children with a contagious condition should be kept at home until there is no danger of passing the condition on to others. If a child becomes ill at school, the parent will be called to pick up the child at the main office. They will remain in the sick room until the parent arrives.

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.

EMERGENCY PROCEDURES

Parents will be asked to fill out an emergency procedure card upon registration in the school. In case of a medical emergency, the office personnel will follow the procedures outlined on the card. First aid will be administered until action by the parent is taken. Minor first aid will be administered by school personnel. Serious, non-life threatening injuries, will receive first aid and parents will be notified. Life threatening injuries will receive first aid via emergency services of Emergency Medical Technicians (EMT) of the Shreveport Fire Department, and parents will be notified.

ACCIDENT/INCIDENT REPORTS

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

An INCIDENT REPORT could be for the following reasons: Causing an injury to another person, bullying, picking on students for no reason, stealing other person's property, name-calling, being disrespectful toward another student(s), not desirous of a Christian attitude, and/or not having a positive attitude. The staff person at the time of the incident will fill out and sign the incident report. A copy will be sent to the administration and a conference may be warranted. A copy will be kept in the school office.

IMMUNIZATION RECORDS

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

Recommended Schedules for Immunization of Infants and Children

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

Codes:

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

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

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

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

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

SECTION 4



CAMPUS PROCEDURES

CAMPUS PROCEDURES – LOWER SCHOOL CAMPUS

SCHOOL HOURS

The school day begins at 8:00 a.m. for all grades kindergarten through 6th.

The school day ends at 3:00 p.m.

BEFORE SCHOOL

Students may be dropped off no earlier than 7:30 a.m. and will go to the assigned area. The supervising teacher or administrator will dismiss children at 7:45 a.m. to their classroom. Students arriving after 7:45 a.m. will go directly to their classroom. Students shall receive teacher's permission to leave the classroom for any reason.

SCHOOL DISMISSAL

When dismissed from the classroom, the students will go to their designated area. Teachers, aides, or administrators will be there to supervise. Students should refrain from running or throwing things during this time due to the danger of the traffic. Students should not leave the area without a supervisor's permission. Parents will wait for their child in their vehicle for the child to be escorted to the car door. **No one other than a designated pick-up person may pick up a student unless a note giving permission is sent to the school by the parent. A WOGA issued sign showing student's name is needed before any child is released from school.** Students staying for After School Care will come to the carpool area and be dismissed to After School Care by office staff. After School Care students will not go to that area until dismissed. A teacher/teacher's aide will be there to meet students.

CARPOOL PROCEDURES

Please place your child's WOGA issued carpool sign on your rearview mirror every time you pick up your child.

Morning drop-off: Drive up to the canopy and drop off your child on the passenger side. Remain in your car. Proceed to the exit gate of the parking lot. No child can exit car before 7:30 a.m.

Afternoon pick-up: The carpool lanes are also our emergency lanes for fire and ambulance responders. Because of this, it is necessary that afternoon procedures change. No parent should be lined up before 2:30 p.m. At this time you will follow the cones around the parking lot and STOP at the eastern corner of the building. DO NOT enter the carpool lanes in front of the school. At 2:45 p.m. you may proceed to the front of the school. ALL vehicles will follow the cones. Drive up to the canopy. Remain in your car. We will have two carpool lines. Please do not break line. Your child will be placed in the car on the passenger side according to the law by a staff person. Proceed to the exit gate of the parking lot. Please have sign hanging on rear view mirror. If a sign has been misplaced, please notify office.

The administration requests that you **do not park** and get out of your car to pick up your child. This could pose a danger to you and/or your child. With everyone's patience and cooperation, the carpool line should flow very smoothly.

NOTE: Students not picked up by **3:30 p.m.** will be assigned to After School Care and a charge of \$10.00 will be added to your tuition. The administration will determine if the reason for being late is due to extenuating circumstances. If so determined, then there will be no charge. The same will apply to the After School Care students. A \$10 late fee could be assessed if the student is not picked up by **5:30 p.m.**

AFTER SCHOOL CARE

After school care starts promptly at 3:30 p.m.

1. All students staying for After School Care will walk directly to the Gym when school is dismissed where a teacher/teacher aide will be meeting the students.
2. After School Care consists of homework, reading, tutoring (when necessary), computer work, and some play time when needed.
3. Please provide a snack or juice for your child or money for the vending machine.
4. The cost is \$50.00 per week, unless your child is absent. Payment (check, cash, or money order) will be due every Monday to Word of God Academy After School Care.
5. There will be an assigned time to pick up your child. Please pick up your child no later than 5:30 p.m. If a student is late being picked up three (3) times, then that student can no longer attend After School Care.
6. All school rules will be enforced.

IN THE LUNCH ROOM

1. Students are expected to use proper manners and show common courtesy while eating and during clean-up time.
2. Student must sit properly in his/her seat and remain seated during the lunch period unless given permission to leave by a lunch monitor.
3. Student may not throw items, hit another student, or place hands or feet on another student.
4. Student may talk quietly with neighbors when given permission by a lunch monitor.
5. Student is responsible for properly disposing of all his/her trash and for cleaning his/her place at the table.
6. Student may eat at the parent lunch table only if his/her parent or a family member is present. Other students may not eat at this table unless the student(s) are members of the family.
7. We do not share food in the cafeteria with other students without permission from staff on duty in the cafeteria.

CHAPEL

Students are given instruction in the Bible and teachers incorporate Biblical principles into their daily lesson plan. Our main focus will be in the Ten Biblical Principles of Kingdom Education. In all grades, Bible is a required course. The chapel services are held every Wednesday at 8:10 a.m. Parents and friends are invited to attend Chapel to hear Pastor James McMenis or his designee explain the Word of God, and teach our Biblical Principles along with defending our faith with the only textbook, the Bible.

FIELD TRIPS

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

1. School policies are in effect on all field trips.
2. Students who miss tests or any academic material while on an approved field trip must make it up the next day.

BIRTHDAYS

A student may celebrate his/her birthday with his/her class in the classroom. Check first with the teacher concerning the time and what type of treat to send. **Please do not send invitations to the school for birthday parties or any other kind of parties off campus unless everyone in the class is invited.**

SPECIAL EVENTS

Any activity by a class or the entire academy that is held after school may be held on campus; however, all school rules will be enforced just as though it was a regular school activity. Fundraisers, when appropriate, may be held on campus with the administration's permission.

CLASS PARTIES

Each class will celebrate Christmas and Valentine's Day in the classroom. No younger siblings may attend class parties. Homeroom mothers will plan the parties with the consent of the classroom teacher. An end of the year classroom party may be held for the entire class. That is left up to the homeroom teacher.

ITEMS SOLD AT SCHOOL

No items made or bought by students/parents are to be sold at school unless by special permission from the Administration or if we are having a fundraiser.

CAMPUS PROCEDURES – UPPER SCHOOL CAMPUS

SCHOOL HOURS

The school day begins at **8:15 A.M.** The school day ends at **3:15 P.M.**

BEFORE SCHOOL

Students may be dropped off no earlier than **7:30 A.M.** Any student arriving at school between **7:30** and **8:05 A.M.** will go to the Multipurpose Room. The supervising teachers will dismiss students at **8:05 A.M.** to their classroom. Students arriving after **8:05 A.M.** will go directly to their classroom. Students who are being tutored or making up work must have prior written permission from the teacher(s).

SCHOOL DISMISSAL

When dismissed from the classroom, the students will go to the front foyer of the school to wait for his/her pre-authorized driver. Teachers will be there to supervise. Students should not leave the area without a supervisor's permission. Parents will wait for their student in their vehicle. **No one other than those designated on your application packet may pick up a student. Please make every effort to help us keep your child(ren) safe by submitting a note in advance to the receptionist giving permission if anyone else is to pick up your student. The WOGA issued sign with your student's name on your rearview mirror is needed before any child is released from school.**

Student Drop-off and Pick-up Procedures

Please place your student's WOGA issued carpool sign on your rearview mirror every time you pick up your student. If a sign has been misplaced, please notify the receptionist. All students must be picked up by 3:30 p.m. There will be no extended day care for students in 7th through 12th grades.

Lockers

Lockers must be kept neat and clean. There will be locker clean out as needed. It is advised that students keep their lockers locked. Locks are brought from home. We will need to know your locker combination if you have a lock on your locker for any emergency.

Lost and Found

Lost and found items are turned in to the Receptionist

Lunch

- Students will maintain the cleanliness of the cafe area.
- Food and drink are to be consumed in the cafe.
- Students with food allergies may not share food during any time of the day.
- Students are to leave the classrooms, be in the cafeteria within 5 minutes, may not leave the cafe until dismissed.
- Paper and waste must be disposed of the trash cans.
- Students must clean up their own spills and messes. See the café manager for cleaning supplies.

- Students are not to take food or drink (except bottled water with top) out when lunch is over.
- If necessary, family members may bring a lunch to the school for their student. It will be left with the receptionist. The student will come pick it up from the receptionist.

Visitors and Visiting Procedures

Word of God Academy welcomes visitors. The administration shall approve all visitors to classrooms.

Telephone Calls/Messages

School telephones are reserved for official business and emergencies. A telephone is provided in the Receptionist Area for student use when absolutely necessary. Students are to use the telephone in the office, as cell phone usage is prohibited during school hours. Phone calls may not be made during class periods. The best time to make a call is before school, during lunch, or after school. Parents, please do not call or text your child's cell phone during school hours. In case of an emergency, please call the school (318.698.4110), and your message will be delivered immediately. Please limit requests for delivery of messages to students to those messages of utmost importance. We do not like to interrupt the students in class, nor is it always possible to locate them between classes. Parents who need to see their child during the school day should come to the Receptionist Area. Do not go into the classroom. The child will be notified and brought to the office, or the articles may be delivered to the student.

Student Parking Regulations

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

Chapel

Upper School students will attend Chapel once per week. The text for Chapel instruction is the King James Version of the Holy Bible. Chapel will include praise and worship as well as our Word of God Praise and Worship Student Leadership Team. Pastor James A. McMenis (or his designee when necessary) will teach the students biblical principles, emphasizing the importance of Kingdom Education.

Make-up Work

Students with absences/school-related absences are allowed a reasonable time to make up homework, class work or tests missed during the absence (one day for every day missed).

- Students absent only one day are responsible for obtaining missed assignments. Upon returning to school, they are given a full day to make up any missed work.

- Students who are absent are allowed one day for each day missed to make up homework, class work, or tests.
- Work or tests assigned before the absence occurred are due on the day the student returns to school unless other arrangements are made at the discretion of the principal.
- Parents are asked not to plan vacations during regular instructional days.

When absences are known in advance (e.g., extracurricular, family, etc.), students should obtain assignments in advance to not fall behind in classes.

SECTION 5



INSTRUCTIONAL REQUIREMENTS/ GRADING POLICY

CURRICULUM/GRADING SCALE

The standards that we use provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know that they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. This is how our curriculum has been designed for all of our students each school year. We use these standards as we design our curriculum around the state standards that we feel we should use. Our standards will be based on Grade Level Expectations (GLEs). Technology through the utilization of the "Smart Boards" enhance the core subjects with more direct and creative hands-on activities.

Bible- We use Bob Jones University Press Bible curriculum. Each grade level studies the Bible through the book, *Bible Truths* which is colorful and interactive. Scripture Internalization is embedded in the curriculum which incorporates both Old and New Testament. Our Bible curriculum is also incorporated in everything we do in our classrooms. Bible and God's word are not just to be taught in Bible class. All of our classes incorporate Bible curriculum in everything they do in the classroom. Additionally, in the upper school, the focus becomes apologetics, the defense of one's faith. Students will also study world religion as well as the history of religion.

Reading- In the lower school, we incorporate the Accelerated Reader program which is a guided independent reading program that allows each child to choose high quality books on his/her ability and interest level. He/she then reads the book and checks his/her comprehension with a computer quiz. The AR score is within the English/Language Arts/Reading grade.

There is no Accelerated Reader program in the upper school. Students in the upper school will read one Christian book and one other book each 9 weeks. One will be read independently and one read with the class. The independent book will be assessed by means of a short assignment.

Math-Our math program in grades K-5th is the widely acclaimed Bob Jones curriculum as it meets the standards of teaching students to explore mathematical concepts in the following order: concrete (hands-on), pictorial and then abstract. Students in sixth grade and above are taught mathematical concepts utilizing Glencoe Math. Rigor is built-in and supported throughout the program through three components of rigor—conceptual understanding, application, and procedural skill and fluency.

Social Studies- In the lower school we use Bob Jones University Press curriculum for Social Studies. Each grade level studies the book, *Heritage Studies* to see how God has had His hand on human events to establish His kingdom.

GRADING SCALE

Raw scores are the basis for the nine week grade. Teachers divide raw scores by the points possible to obtain a percentage which will be converted to a letter grade. The grade will include class work, quizzes, test scores, and other teacher requirements. This grade will be based on the grading scales listed which has been approved for use by all APPROVED NON-PUBLIC AND PAROCHIAL SCHOOLS in Louisiana.

93-100 = A

85-92 = B

75-84 = C

67-74 = D

0-66 = F

To determine your grade point average, known as your GPA, you add the following value of each grade and divide by the number of subjects for which you receive a grade.

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

Letter grades of A, B, C, D, and F will be given for the following subjects for First (1st) grade and above and will be calculated to determine the Grade Point Average: Bible, reading, math, spelling, language, science and social studies. Students will receive **no letter grades** for physical education in grades K-4th, but will receive a letter grade in grades 5th and 6th. Students will receive performance grades in music, art, Spanish, and computers.

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

The kindergarten students do not receive a letter grade. He/she will receive the grades above of E, S, N, and U. The emphasis in Kindergarten is that the student learns and comprehends the material and not to compete with others for a letter grade. Kindergarten lays the foundation to be a good role model for Christ, build self-esteem, enjoy school, learn to be creative, and be productive.

REPORT CARDS

Report cards will be e-mailed or sent home following each nine weeks unless parents have any overdue fees. (Please see the school calendar for those dates.) Progress

reports may be obtained online and online grades and attendance are updated regularly. **On-line communication is used as the primary source of communicating academic information, including e-mails from teachers and administrators. More information about how to access grades, communications, etc. will be provided.** A student must achieve an average of **67%** or higher to pass their course work, but maintain a “C” GPA to remain at Word of God Academy. Progress reports will be sent out on the dates listed on the school calendar and only if your child is doing poorly or has dropped their grade below a C average.

PLEASE NOTE: Any student having less than a 2.0 GPA will have a meeting with the Headmaster and will be evaluated for academic probation and/or dismissal.

TYPES OF HONOR ROLL AT WOGA

We will have three types of Honor Roll at Word of God Academy for students in the first grade and above. They are as follows:

- **PRINCIPAL’S LIST** – Students receiving a 4.0 GPA for an academic quarter (nine weeks) will be placed on the Principal’s List and will receive a certificate. The students who maintain a 4.0 for the entire school year (all four nine weeks) will receive a plaque during the Honors Ceremony on the last day of school.
- **HONOR ROLL** – Students with a 3.5 to 4.0 GPA for a nine week period will be placed on the Honor Roll and receive a certificate. There can be no grades lower than a “B.”
- **ACADEMIC ACHIEVEMENT** – Students with a 3.0 to 3.4 GPA for a nine week period will receive a certificate. There can be no grade lower than a “B”.

Each nine weeks is a stand alone grade for grades 1st – 8th. At the end of the school year each nine weeks is given a point value of A=4, B=3, C=2, D=1, F=0. These four grades are then divided by four to get the final grade. A final grade is placed on the student’s cumulative record.

High School credit is calculated as follows:

	College Prep	Honors	AP
Test	50%	60%	70%
Quiz	20%	20%	25%
Project	20%	10%	5%
Homework	10%	10%	0%

TESTING

Word of God Academy will administer a standardized achievement test each spring. These tests will be mandatory for all WOGA students starting in grades K5 and up. Parents will receive test scores back after they have been graded by the institution and then explained to the parents as to how their child scored in points/rating nationally. Each student is also ranked as to grade equivalent for each subject.

UPPER SCHOOL EXAM POLICY

Every Upper School student is required to take final exams. Final exams will be administered during final exam week and the schedule of final exams will be released in advance of exam month.

Exam Exemption Process:

1. A student may exempt an exam under the following guidelines:
 - a. Seniors will be exempt from finals in all classes in which a 93% or above is obtained.
 - b. Juniors will be exempt from finals in the three classes in which a 93% or above is obtained.
 - c. Sophomores will be exempt from finals in two classes in which a 93% or above is obtained.
 - d. Freshman will be exempt from finals in one class in which a 93% or above is obtained.
 - e. Seventh and Eighth graders are required to take all exams.
 - f. **Students can be absent no more than four times in class for the semester in order to be eligible to be exempt from the final.** This includes excused absences, but does not include absences due to school activities. Students suspended during a semester will not be allowed to exempt any finals.
2. **Students in AP classes may not be exempt from final semester exams.**
3. **Students must complete a final exam exemption form to obtain exemption from exam.**

Students taking exams at non-scheduled times:

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

All final exams not taken at regularly schedule times will be a different variation of final exam given.

HOMEWORK

Homework should be mainly reinforcing skills that were taught in the classroom.

There will be tests to study for also. Homework time will vary with each child; however, at this age it should not take your child more than thirty to forty-five minutes. If this is a problem, be sure to discuss it with your classroom teacher.

All core teachers will require assignment notebooks. Parents are responsible for the work that is assigned for their child to complete. Parents can check the on-line site to make sure that their child wrote down the proper assignment.

Tips for homework: Provide a comfortable place for your child to do homework.

Be sure all necessary supplies are available.

Give your child guidance only if he/she asks for help.

Remember the homework is for your child, **not** for you.

Be sure your child places the completed homework in the appropriate folder if assigned one.

Sign necessary papers and return promptly to school when asked.

Encourage independent reading every night.

All assigned homework will be at a minimum.

MAKEUP OF TEST/CLASS WORK

According to Bulletin 741 (LA Dept. of Educ.), a student has as many days to make up work as they are absent, except for unexcused absences which will be under the discretion of the teacher and administration.

PARENT CONFERENCES

Parent-teacher conferences are encouraged at any time during the school year and may be initiated by the teacher or parent. After the nine weeks, there will be a time set aside for requested parent conferences and to see how your child is progressing. Both parents are urged to attend. Other parent-teacher conferences can be scheduled during the teacher's planning time or after school. A scheduled conference will be held at the end of the school year to discuss your child's Stanford Achievement Test scores, if needed, for explanation of results.

SECTION 6



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 extracurricular 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 extracurricular activities or may be excluded from school honors or more for violation of extracurricular standards of behavior for an activity or for violation of 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 for any reason will not be tolerated.*
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. Any threat to a student or teacher by any communication device—oral, written, or by any means of technology will be turned over to the authorities and dealt with by the Headmaster of WOGA.
9. Any use of the technology given to any student to borrow, loan, etc. or their own technology that has been approved for use at WOGA that would become a deterrent to the classroom will be dealt with accordingly.

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.

Discipline for Grades 7th – 12th

Upper School Discipline Procedures

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

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

- Step 1: Warning – teacher and student works together to redirect behavior.
- Step 2: Teachers conferences with student to discuss additional ways to modify behavior and/or future consequences for continued misbehavior.
- Step 3: Teacher communicates with administration the behavioral issues the student is having and informs student.
- Step 4: Teacher documents the behavior and assigns a disciplinary point. This communication will be distributed to parent and administration.

Students may receive 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

Violations 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 DEAN OF STUDENTS) – 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 gesture)
- Skipping Class
- Stealing

Major Acts of Misconduct (managed by DEAN OF STUDENTS) – 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 the DEAN OF STUDENTS for all upper school students. Students will serve detentions either before, during lunch, or after school.

Saturday School

Students that reach level 3 in disciplinary points will be assigned to attend Saturday school and parents will be billed \$40 on the parent's school account. Saturday School is from 8am to Noon.

Suspension

In School Suspension – Students who violate a major school rule or reach level 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:

1. Repeated misconduct
2. Failure to respond to correction
3. A breach of school policies such as stealing, possession of weapons, use of drugs
4. Cheating
5. Threatening or bringing harm to another
6. Harassment
7. Marriage and/or pregnancy
8. Any action by a parent which interferes with the school's ability to accomplish its educational purposes
9. 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
3. Saturday School

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 withdraw

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

Alcohol/Drug Use/Abuse

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

Weapons

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

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.**

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

No Harassment Policy

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

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

Cell Phone

Cell phones are not to be seen or heard in the classroom, in chapel, during class meetings or any other designated school structured time. Earphones are not to be used on campus during the school day unless given expressed permission by a teacher.

Cheating

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

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

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

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

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

Word of God School defines plagiarism as "a student representing as his/her own work

all or any portion of the work of another.”

Plagiarism includes but is not limited to:

1. Quoting oral or written materials including but not limited to those found on the Internet, whether published or unpublished, without proper attribution.
2. Submitting a document or assignment which, in whole or in part, is identical or substantially identical to a document or assignment not authored by the student.

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 shall include:

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

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

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

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

Public Display of Affection

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

Student Driving Guidelines

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

Specific guidelines for student drivers to follow include the following:

1. Students may park in designated student parking areas only. Spaces are assigned by the administration.
2. Students may not drive off campus for lunch (other than pre-approved senior privilege).
3. Students may not drive off campus during the school hours without prior written permission.
3. Loud music is not allowed.
4. The speed limit on campus is 5 mph.
5. Cars must be registered in the Upper School office.
6. Loitering around cars is not permitted.
7. Students may not eat lunch in their cars.
8. 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 occasion students may drive other students during the school day with prior written permission from the parents of each student. A permission form is mandatory.

SECTION 7



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.

SECTION 8



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.

LOCK DOWN

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 lock down. 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. Doors with windows should be covered. 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 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. **Revised: 3/23/15**

SECTION 9



DRESS CODE

WORD OF GOD ACADEMY

UNIFORMS FOR 2017-2018 Lower School (K-6th Grades)

Lands' End (1-800-741-6311) and Shreveport Gymnastics (318-861-5052) are the only acceptable vendors for our uniforms this year. We have plenty of Polo (long and short sleeves) and jackets left from last year and are selling them at the school for \$15 each or two for \$25. You may come to the Academy and purchase the shirts and jackets while supplies last. **LANDS' END** will carry all of our uniforms (**except for the green shirt**) complete with our logo on the polo shirts. **Shreveport Gymnastics** will continue to have our uniforms available and will have the blue, Kelly green, and white polo shirts with our logo. The Kelly green shirt may not be the exact same color as the green that we already have, **but either green shirt will be acceptable.** We did not want to change the green, but the color from Universal will not be available since we will be dealing with the above vendors. We are also adding the zipper hoodie in navy with our logo and the pullover hoodie in navy.

Listed below are items available at Lands' End that have been chosen for the 2016-2017 school year. When ordering, you must have the **Preferred School order number: 900130915** and the **Logo number 1126490K** and these are all under the school name *Word of God Academy*. All colors for the blue polo are COBALT BLUE at Lands' End, and Royal Blue at Shreveport Gymnastics. Both blues are the same color. All colors for the bottoms are KHAKI. All tops must have the logo and you can put a three letter monogram in white or navy on the polos. No logo or monogram may be put on the bottoms. The items listed below will be sold at **Lands' End** or at Shreveport Gymnastics only. **No part of the uniform is to be bought at any other vendor.**

Word of God Academy Uniform Requirements

2016-2017 School Year

LANDS' END (1-800-469-2222)

Preferred School Number – 900130915

Logo Number – 1126490K

GIRLS UNIFORMS	BOYS UNIFORMS
Walking Shorts: Chino; Plain-front or Pleated (khaki)	Walking Shorts: Chino; Plain-front or Pleated (khaki)
Pants: Chino; Plain-front or Pleated (khaki)	Pants: Chino; Plain-front or Pleated (khaki)
Skort: Pleated Chino Skort (khaki); Skort: Plaid Pleated (Hunter/Classic, Navy Plaid) Skort: Ponte Above the Knee, Pleat Skort (khaki)	Shirts: Monogrammed Polo (cobalt blue or white)
Skirt: Top of Knee Box Pleat (khaki) Skirt: Ponte Top of the Knee Box Pleat Skirt (khaki)	
Jumper: Ponte Top of the Knee Jumper (khaki)	Polo Shirt: Monogrammed Colorblock Active Polo (cobalt)
Polo Shirt: Colorblock Active Polo (cobalt)	
Shirt: Embroidered polo in Cobalt Blue or White Shirt: Short Sleeve Peter Pan Collar - white-w/jumper Shirt: Short/Long Sleeve Straight Collar-white-w/jumper	Belt: Solid black or brown
Belt: Solid black or brown; or D-Ring belt in Hunter/Classic Navy Plaid	Jacket: Embroidered Polar Fleece (navy) Embroidered School Uniform Squall Parka (cobalt)
Sweaters: Embroidered Button-up Cardigan (navy)	Hoodies: Navy zipper hoodie or Navy pullover hoodie
Jacket: Embroidered polar fleece (navy)	

SHREVEPORT GYMNASTICS

318-869-1206

GIRLS UNIFORMS	BOYS UNIFORMS
Walking Shorts (khaki) Chino Plain-front	Walking Shorts (khaki) Plain front, Pleated
Shirts: Monogrammed polo (cobalt blue, Kelly green, or white)	Shirts: Monogrammed Polo (cobalt blue, Kelly green, or white)
Pants, khaki: Chino Plain-front Chino Pleated	Pants, khaki Plain-front Pleated
Skorts: Pleat Chino Skort (khaki)	Belt: Solid black or brown
Belt with pants and walking shorts: Solid black or brown	Hoodies: Navy Zipper Hoodie Pullover Hoodie (navy)

WORD OF GOD ACADEMY DRESS CODE

- Parents must accept responsibility for the dress and appearance of their children.
- The dress code will be strictly enforced for **ALL** students.
- WOGA official uniform will be worn on all regular school days, unless we have determined it to be a spirit day.
- SPIRIT DAY is when the student can wear the official **2016-2017 SPIRIT SHIRT** with jeans (not jean shorts) and no jeans with holes. You can wear uniform shorts with Spirit Shirt.
- 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.
- Socks must be worn at all times.
- Students must wear closed shoes with backs – no sandals or backless shoes.
- Hair may not be of unnatural color for boys and girls. No long hair over ears, over the shirt collar, or over the eyebrows for the boys.
- Young men are to be clean shaven at all times.
- Jewelry for girls must be appropriate.
- Leggings not to be worn as pants ; only under skirts.
- No caps of any kind inside the building or at physical education.
- Buying a backpack is up to the parent, but please be reasonable in the 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.
- Belt should be worn at all times (girls and boys) except for skorts for girls.
- **A Word of God Academy Uniform Requirement List for 2017-2018 is available in the school office and on line at www.wogacademy.org**

Word of God Academy Upper School
Uniform Requirements - 2016-2017 School Year
LANDS' END (1-800-469-2222) and Shreveport Gymnastics (318-869-1206)

Preferred School Number – 900130915 - Logo Number – 1126490K

MIDDLE SCHOOL GIRLS UNIFORMS	MIDDLE SCHOOL BOYS UNIFORMS
Walking Shorts: Khaki	Walking Shorts: Khaki – Plain Front
Pants: Khaki Skirts: Khaki - Pleated	Pants: Khaki – Plain Front or Pleats
Shirts: Polo with WOGA Logo Colors: Navy * Light Blue (S'port Gymnastics) White	Shirts: Polo with WOGA Logo Colors: Navy * Light Blue (S'port Gymnastics) White
Shoes: Tennis Shoe	Shoes: Tennis Shoe
Socks: Worn at all times	Socks: Worn at all times
Belts: Worn at all times	Belts: Worn at all times
Jacket: Optional Navy blazer with WOGA Logo Navy sweater vest	Jacket: Optional Navy blazer with WOGA Logo Navy sweater vest
*P.E. Uniform: Navy shorts and shirt with WOGA print, tennis shoes and socks.	*P.E. Uniform: Navy shorts and shirt with WOGA, print, tennis shoes and socks.

*** Shreveport Gymnastics Only**

HIGH SCHOOL GIRLS UNIFORMS	HIGH SCHOOL BOYS UNIFORMS
Walking Shorts: Khaki	Walking Shorts: Khaki – Plain Front or Pleated
Pants: Khaki – Plain Front or Pleated	Pants: Khaki – Plain Front or Pleated Gray (Lands' End)
Skirts: Khaki – Pleated skirt (top of the knee at the waist).	N/A
Shirts: Polo with WOGA Logo Colors: Navy * Light Blue (S'port Gymnastics) White	Shirts: Polo with WOGA Logo or Oxford (white) Colors: Navy * Light Blue (S'port Gymnastics) White
Shoes: Tennis shoe (low quarter, any color with Velcro or tie closure; closed toe and heel). Or Leather (dress shoe)	Shoes: Tennis shoe (low quarter, any color with Velcro or tie closure; closed toe and heel). Or Leather (dress shoe)
Socks: Worn at all times Uniform Trouser Socks/Any Color Tights	Socks: Worn at all times Uniform Trouser Socks/Any Color Low Rise Socks
Belts: Worn at all times	Belts: Worn at all times
Jacket: Land's End Classic navy & white long cardigan sweater (optional 3 letter monogram in white or navy. Polo fleece in navy with WOGA logo Zipper hoodie in navy with WOGA logo Sweater vest - navy with logo	Jacket: Polar fleece in navy with WOGA logo Zipper hoodie in navy with WOGA logo Sweater vest - navy with logo
*P.E. Uniform: Navy shorts and shirt with WOGA print, tennis shoes and socks.	*P.E. Uniform: Navy shorts and shirt with WOGA, print, tennis shoes and socks.

***Shreveport Gymnastics**

NOTE: If you wore gray pants, skirt, or walking shorts last year, you can wear them for the 2016-17 school year if you choose to.

***NOTE: If not dressed in Spirit Day uniform, student must wear regular day uniform.**

UPPER SCHOOL SPIRIT DAY UNIFORM	
Girls Spirit Day Uniform	Boys Spirit Day Uniform
Pants: Jeans (no holes, worn at the waist, fits correctly).	Pants: Jeans (no holes, worn at the waist, fits correctly).
Shirts: 2016-17 Spirit Day Shirt	Shirts: 2016-17 Spirit Day Shirt
Shoes: Tennis shoe (low quarter, any color with Velcro or tie closure; closed toe and heel)	Shoes: Tennis shoe (low quarter, any color with Velcro or tie closure; closed toe and heel)
Socks: Same as regular day	Socks: Same as regular day

CHAPEL DAY UNIFORM (UPPER SCHOOL ONLY)	
Girls Chapel Day Uniform	Boys Chapel Day Uniform
Pants: Khaki Plain or Pleated Front	Pants: Khaki Plain or Pleated Front (Gray (Lands' End) Khaki Walking Shorts Plain or Pleated Front
Skirts: Khaki – Top of the knee	N/A
Skorts: Pants: Khaki – Top of the knee	N/A
Shirts: White button up oxford with WOGA logo	Shirts: White button up oxford with WOGA logo
Shoes: Dress or Sandals (No heels, boots, or high tops)	Shoes: Dress Shoe
Socks: Wear socks with closed shoes	Socks: At all times
Belts: Leather – Black or Brown preferred	Belts: Leather – Black or Brown preferred
*Tie: WOGA Bow Tie (S'port Gymnastics)	*Tie: WOGA Tie (S'port Gymnastics)
Jacket: Navy Blazer (WOGA Logo) <u>or</u> Navy Sweater V-neck (WOGA Logo)	Jacket: Navy Blazer <u>or</u> Navy Sweater Vest (WOGA Logo) <u>or</u> Navy Sweater V-neck (WOGA Logo)
**NOTE: - For the 1st nine weeks and the 4th nine weeks of school students can wear white shirts/blouses with tie on Chapel Day without coat or sweater.	

*** Shreveport Gymnastics Only**

SECTION 10



ONLINE

(www.wogacademy.org)

**WEBSITE (WWW.WOGACADEMY.ORG)
AND PARENT WEBSITE FOR STUDENT
PORTAL**

In an effort to improve communication with WOGA parents, our school will have **all** information on one main website www.wogacademy.org that will enable a parent to view all of the school events, calendar, announcements, latest happenings, pictures, etc. Also, the parent website will include the opportunity for you to check on the **academics** of your child/children. When the teacher records a grade, test score, post homework, comments, etc., as a parent you will be able to see it that same day. A link to this parent portal site will be on the WOGA website under the Parents/Students tab. After going to the site you will enter username and password which will be provided.

If you have a problem then e-mail Mrs. Veronica Brokenberry and she will walk you through the process. Her e-mail address is **vbrokenberry@wogacademy.org**. We encourage each family to make sure you use the Portal to keep up with your child daily. Teachers will enter daily and/or weekly the information needed for their class and you can only see your child's work or information.