



WORD OF GOD

CHRISTIAN ACADEMY
3000 ROCK QUARRY RD.

2018-2019

Parent/Student Handbook

Mission Statement

Word of God Christian Academy is a Christ-centered community school that equips students academically and spiritually with biblical principles to impact their communities and world for Christ

Vision Statement

Word of God Christian Academy is a place of empowerment for those seeking to excel in academics, and build strong biblical foundations which prepares them to be effective citizens as an adult for Christ

Our Purpose

We, as an institution, hold that Christian Education is a mandate from God for the Christian Family (Matthew 28:18-20, Isaiah 54:13). Because of Scripture verses Prov. 19:27, Prov. 22:6, Deut. 6:6-9, and Col. 2:8, we feel we must provide an atmosphere more conducive to the precepts of the Bible.

We support parents who teach their children morals, such as truthfulness, purity, honesty, patriotism, faithfulness, and a high regard for standards. Every subject is taught in light of Biblical truth, and we accept God's Word as the final authority.

Our Academy, like Word of God Fellowship Church, seeks to evangelize the lost and to educate individuals according to God's Word. We purpose to educate our children under Christian guidelines in every aspect. Much of what our children hear and learn not only leaves God out, but condones unrighteousness and sin. As an evangelistic and educational ministry of our church, Word of God Christian Academy opened its doors to the local community for the first day of school in the fall of 1993.

Our Basic Educational Goals

1. To prepare children spiritually by instilling in them a love for God and His Word and a personal sense of responsibility to be all that God wants them to be.
2. To prepare children not only to make a living but also to win in life
3. To offer an instructional program that meets the academic needs of the children and places strong emphasis on the basic fundamentals of education: phonics, reading, creative writing, math, penmanship, science and technology
4. To provide opportunities for developing skills necessary for earning a living
5. To provide exposure to a variety of career choices
6. To provide exposure to the various arts.
7. To prepare children to communicate effectively
8. To develop a sense of responsibility in each child as a Christian and as a citizen
9. To prepare each child for an outstanding position in life. To prepare them for leadership in school, home, church, community, state and nation
10. To develop an appreciation and desire for wholesome recreation

Our Basic Educational Philosophy

1. The teacher is in charge of the classroom.
2. The teacher is responsible for providing a structured atmosphere of order in which the students will learn.
3. The parent has the authority to administer discipline to their child according to the established procedure listed in the WOGCA Handbook, and within legal parameters.
4. Homework is assigned regularly and expected to be completed on time.

5. Our curriculum is designed for the average student and is God centered--emphasizing spiritual truths, morality and patriotism.
6. Our texts are principally God-centered although we selectively use texts from secular origins. Our teachers are trained to teach our children from a Godly perspective regardless of the material used.
7. Drill work and memorization are key tools in instruction.
8. Reading is taught by phonics.
9. The teacher is professional-mannered but servant-minded.
10. True learning takes place in this order:
 - 1st-Control
 - 2nd-Communication
 - 3rd-Learning
11. Rules and standards are neither obsolete nor outdated.
12. God's Word is truth.

We stand in opposition to the “progressive” education predominately used in our public schools today, in which the emphasis is upon the following:

- Questioning authority
- The innate goodness of man
- The suppression of discipline
- The relativity of all things (including morals)
- Omitting God, His Word and prayer from the educational process

SECTION I-GENERAL POLICIES

Section I: Article I-Admissions Policy

WOGCA exists to offer an academic program of excellence in a Christian environment. Students will be expected to have high moral standards and to strive toward mastery of all schoolwork. At the discretion of the principal, an applicant may be asked to take an assessment test or furnish the school with the results of previous assessment administered by a previous school. This will not be used to exclude the student from

our program but to assist us in identifying his or her specific needs. However, because the Academy does not currently have teachers with training in Special Education, students in the following categories may not be admitted:

1. Severe learning and/or physical disabilities
2. Emotional disturbances
3. Attention Deficit Disorder (ADD), Attention Deficit-Hyperactivity Disorder (ADHD), Learning Disabilities (LD)
4. A history of unruly or disruptive behavior
5. Dyslexia or other special education requirements

Part A. Acceptance

The following are requirements used in consideration for admission to WOGCA:

1. A minimum GPA of 2.00¹. A GPA's lower than the required minimum will require a student with a GPA less than a 2.0 will result in extensive evaluation to determine the acceptance of the student. Students admitted with less than a 2.0 will be monitored closely until they reach the 2.0 GPA standard. Students have one quarter to meet the 2.0 GPA standards; otherwise these students will not be allowed to enter the following quarter.
2. Evidence of the applicant's potential for success in a college preparatory program
3. The desire of the student and parent to attend school in a Christian environment
4. Submission of the student's behavior history¹
5. ****WOGCA's opinion of past parental cooperation and support****

WOGCA reserves the right to accept or reject the admission of any student and to place that student in the grade level or subjects judged most appropriate for his/her school experience. The Principal and the Board of directors may render this judgment based on the completed application, student/parent interview, testing (if deemed necessary), previous school achievement and behavior history.

Also see Non Discriminatory Policy.

If all the above requirements are met, the Admissions Office can grant admission to the requesting student. However, in the event that any of the listed conditions are not

¹ Does not necessarily disqualify an applicant from admission

within WOGCA's parameters, the application will be referred to the WOGCA Board of Directors for consideration. Parents will be notified by letter within two to three weeks from the date of the submission of the application as to whether the student has been awarded acceptance or has been denied. **The ability to advise parents within a timely manner will be based upon the timely receipt of required materials from the student's present school system and/or the parent.**

The WOGCA Principal maintains its right to grant conditional acceptance, with certain stipulations, to students who's GPA is below the 2.00 but show willingness and aptitude to learn. The WOGCA Principal may accept the student on conditional acceptance. Stipulations may include grade retention and or granting conditional acceptance, which places the student on Academic Probation and mandatory participation in the Reconstructive Tutorial Program. (See Section III, Article VII on Academic Probation)

The Application, Admission, & Enrollment Process

Below outlines the process for enrollment to WOGCA but not necessarily in this order:

STEP I. Application

In order to initiate the admissions process, the student and parent are required to submit the following items:

- Application form, plus the submittal of report cards or transcripts for the past three years along with a behavioral history.
- Applicant and parent questionnaire.
- The records release form.
- The non-refundable registration fee (This fee does not apply to tuition) and must be paid even if a child's application must be submitted to the Board.
- Immunization record. See Part B. on Immunizations.

STEP II. Campus Visit and Interview

Visits and interviews are held daily between the hours of 9:00am – 4:00pm. At this time the applicant and parent will have the opportunity to meet with administrative staff and will review information contained in the applicant and parent questionnaire.

STEP III. Screening/Testing

Based on a student's academic history, WOGCA reserves the right to subject a prospective student or a returning student to a screening/entrance exam to determine if WOGCA will be able to meet that student's academic needs. The Admissions Office will advise the parent and student of the need and time for testing. Screening/entrance exams will focus on the areas of Mathematics and English/Language.

STEP IV. Board of Directors Review

If an applicant does not fully meet the minimum requirements of WOGCA, its Board of Directors will determine if he or she should be granted admission and, if so what stipulations should be imposed. Stipulations may include grade retention and/or granting conditional acceptance, which places the student on Academic Probation and mandatory participation in the Reconstructive Program.²

STEP V. Enrollment

Upon approval for admission, the student is considered enrolled upon WOGCA's receipt of registration fees, the first month's tuition, and other applicable fees, i.e. athletic fee, resource fee, curriculum fee, and by signing of the Statement of Conduct. For grades 6-12, a class schedule will be given to the accepted student.

Part B. Immunizations

- K5 Immunization Requirements

Vaccine	Number Doses Required Before School Entry*
<u>Diphtheria, tetanus and pertussis</u>	5 doses
<u>Polio</u>	4 doses
<u>Measles</u>	2 doses
<u>Mumps</u>	2 doses

² See Section III - Reconstructive Program

Rubella	1 dose
Haemophilus Influenzae type B (Hib)	4 doses
Hepatitis B (Hep B)	3 doses
Varicella (chickenpox)	2 doses

7th Grade Immunization Requirements

Vaccination requirements for 7th grade age children can be found below:

Vaccine	Number Doses Required Before School Entry*
Diphtheria, tetanus and pertussis	5 doses
Polio	4 doses
Measles	2 doses

Mumps	2 doses
Rubella	1 dose
Haemophilus Influenzae type B (Hib)	4 doses
Hepatitis B (Hep B)	3 doses
Varicella (chickenpox)	2 doses
Tetanus/diphtheria/pertussis	1 dose

Part C. Notice of Non-discriminatory Policy Regarding Students

WOGCA affords students of any race, color, nationality and ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its education policies, admissions policies, financial aid and loan programs, athletics or other school programs.

Section I: Article II-Placement

The WOGCA Administration (Principal, Assistant Principal, and the Guidance Counselor) and Board of Directors maintain the right to academically place students in the grade level deemed most appropriate for the student's abilities. Depending on past academic record, a transfer student may be required to repeat a course or grade although the transfer records reflect promotion to the next course or grade level.

Section I: Article III-Attendance Policy

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. Because faithful attendance is necessary for the maximum benefits, the following will apply.

- Any student who is absent, excused or unexcused, 20 days during the school year may be retained.
- In the case of unusual or unavoidable circumstances, consideration will be given to not retain the student, providing he or she has attained the required skills to progress to the next grade and has completed the required course work (i.e. medical emergencies, death of an immediate family member).

Only excused absences will be given consideration.

- Students with excessive absences due to sickness may be required to have a follow-up physical examination by his/her physician.
- Students with frequent and/or prolonged unexcused absences may be referred to the student's local Juvenile Services Division for alleged truancy as required by State regulations.
- Absences for financial suspensions will be considered unexcused. The school does not allow students to receive homework assignments, etc. because of a financial suspension.

It is the responsibility of the parents to obtain all homework assignments, tests, make-up work, etc. for their child/children during their absence.

Part A. Excused Absences:

1. Personal illness, injury or doctors appointments, which cannot be scheduled after school hours.
2. Illness in the immediate family, which requires the student's presence. (This does not include routine baby-sitting with an ill brother or sister.)
3. Death in the family.
4. Absence with prior approval from school administration, not the student's teacher.

The following will excuse an absence (provided they meet the excused absence guidelines):

- A. A note from the parent(s) or legal guardian explaining the absence must be presented to the school office the day following the absence(s).
- B. A phone call by one of the parents or guardians to the school office the day of the absence or on the return day. Additionally, a note from home/doctor's office should be sent with student for his/her teacher.

If notification of the reason for an excused absence is not received within three school days, it will be coded as unexcused.

Part B

Absences for shopping, haircuts, baby-sitting, needed-at-home, etc. are considered **unexcused**. Any absences not meeting the requirements in part A will be considered unexcused absences unless discussed and previously agreed upon by the parent/guardian and school administration.

- After a student has accumulated three unexcused absences, the parents will be called for a conference.
- **Every five unexcused absences will result in a one-day suspension and a parent conference before the student is allowed back to class.**

Part C

It is important that students always be on time for school and to class. By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement, but it is also essential for the development of personal habits which are characteristic of success and good citizenship in every walk of life. Therefore, the following will apply:

1. For ALL students:

- Any arrival to school after 8:06am will constitute a tardy.
- Every fifth unexcused tardy will result in a one day suspension.

2. For Middle and High School students:

Lateness to class will be divided into two categories: tardy and “skipping.”

- Tardy: Any unexcused tardiness to class less than 5 minutes.
- Skipping class: Any unexcused tardiness to class 20 minutes or more, or absent for the entire class period.

*Students who arrive to class after 5 minutes or more must have a pass

If Middle and High School students are tardy to class, the following disciplinary action will be taken.

Tardiness: The following action will be taken quarterly per each student’s teacher. This means student offenses for each teacher will start over at the beginning of each quarter.

- 1st offense—Teacher’s verbal warning.
- 2nd offense—Parent/Teacher conference.
- 3rd offense—Teacher assigned punishment.
- 4th offense—Mandatory disciplinary referral submitted to Administrator and

student will therefore be subject to one-day suspension.

Skipping Class: The following action will be taken by teachers for students who skip class: This means each offense of skipping any teacher's class will stay in the student's record for the entire school year and will be considered when determining the number of offenses.

- 1st offense—Mandatory disciplinary referral submitted to Administration. Student will be subject to up to three days suspension.
- More than 1 offense—Same as above plus one day of suspension for each offense over one. (Example: punishment for 2nd offense would be four days of suspension.)

Special Note: One suspension day is the same as one unexcused absence.

Part D. Truancy

Truancy is any absence from school without the knowledge and consent of parents and/or school administration. This would include leaving school without permission before the end of the day or staying out of any scheduled class without permission. Truancy will not be tolerated and will result in an automatic one-day suspension. Continued acts of truancy will result in dismissal and a referral to the Juvenile Services Division in the county of which the student resides.

Part E. Early Dismissal

Checking out of school early is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a student to be released before normal dismissal time, a request must be made in writing to the school office. The following policy on child release will apply:

Section I. Article IV - Policy on Child Release

ALL students, regardless of age or grade level, are to be released to the custody of the legal guardian. However, when that is not possible the following will dictate proper release.

- Parents should have on file the names, along with pictures (pictures can be **visible** copies of driver's licenses, etc.), of those they have authorized to pick up their child (ren).
- Parents should call the school and notify the office if an authorized person will be picking up their child (ren) in their absence.

- The authorized person will be required to go to the school office and asked to produce identification and sign the child out. The child will then be called to the office for release.
- If someone other than the authorized person is picking up the child (ren), the parent must fax or send a note with their signature stating that someone besides the previously listed authorized persons will be picking up their child (ren). That person will be asked to present identification and sign the child out. School administration may call the parent to verify the information presented.

Section I: Article V-Financial Policy

Part A. Gifts and Fundraising

Tuition and fees do not cover all of the expenses associated with the full operation of WOGCA. Therefore, it is necessary to utilize other means to generate revenue to meet the needs of the school.

Fundraising will be conducted at specified times during the school year as a means to generate the necessary revenues for the school. Parents, students, and friends of WOGCA are strongly **expected** to cooperate and support fundraising events and programs.

Although WOGCA maintains its affiliation with Word of God Fellowship Church, it operates under its own articles of incorporation and 501(3) c tax-exempt status. Therefore, all contributions to WOGCA are fully tax deductible.

1. Gifts to the school can be made in the form of cash, real property, vehicles (in working condition), and luxury items, i.e. planes, boats, jewelry, and are all tax deductible. Also, from time to time, parents and others may like to donate books, computers, classroom equipment, and other items. Anyone who desires to make a donation should check with the principal to determine specific needs.

Donations may be directed as follows:

- A. Donations may be designated to specific projects.
- B. Donations may be undesignated and deposited into the general operating fund for WOGCA.

Part B. Tuition Fees and Forms of Payment: Multi-Child Discount

You will receive a multi-child discount of 10% for each additional child you have enrolled in the academy. The discount is applied to the highest tuition amount owed.

*Tuition and/or fees are subject to change on an annual basis and are published on our website at www.wogca.org. All monies paid for tuition and/or fees are non-refundable and nontransferable.

1. Pre-Registration Fee:

A non-refundable fee that is collected for returning and new students for the following school year; the pre-registration period is determined by school administration for each school year.

2. Tuition and Fees:

Tuition is a set annual fee (see fee schedule for the current school year) that is due and payable on August 1 of that school year. However, for your convenience, tuition may be paid in ten monthly installments. Payments will be due on the first of each consecutive month beginning August 1.

3. Late Fees and other Penalties:

Payments received after the 5th of the month will be assessed a late fee in the amount of \$50.00. If tuition and other fees are not paid by the 10th of that month, the student will receive a "**financial suspension**" until the tuition and fees that are in arrears are paid in full. **This is only done as a means to collect a debt and is not intended to inconvenience either the student or the family. Students under financial suspension will not be allowed to attend classes until fees are paid and cleared by the finance office.**

4. Discounts:

Discounts are applicable if more than one child from the same family is enrolled in the Academy and/or Daycare.

Discounts are as follows:

Number of Students	Applicable Discount Rate
One Student	Standard Tuition Rate
Two Students or more	10% off

The 10% discount is applied to the child (ren) with the highest tuition.

5. Returned Checks:

After receiving a second returned check, WOGCA will ONLY accept cash, credit cards or money order payments thereafter. Returned checks carry a \$25.00 surcharge. The amounts of the returned checks and associated fees must be paid within 24 hours of receiving notification from our finance office or the checks will be turned over to the school's collection firm. A fifty dollar late fee will be assessed to your child's account if a check for tuition is returned after the fifth of the month.

6. Curriculum Fees:

Parents will be notified by letter prior to the beginning of school of curriculum fees, which must be paid in full by July 15th of each year. All books, licenses, and curriculum materials are the property of WOGCA and are issued and rented out from WOGCA on an annual basis. Books should be returned in satisfactory condition. Loss or destruction of books may result in a damaged or lost book fee which will be applied to the child's account. This fee will be at least 75% of the cost to replace the book.

All books will be purchased through the school office.

7. Resource Fee:

This fee in the amount of \$150.00 covers expenses incurred from elective classes, standardized testing and school membership in the Technology-CSI also, teacher and classroom supplies. It is due and payable on August 1st of each year along with the first tuition payment.

8. Athletic Fee:³

This non-refundable \$100.00 fee is required for students participating in any of WOGCA's athletic programs. The fee is assessed per sport after the student has tried out for a particular sport(s) and has been notified of acceptance to the team. This fee is due and payable on **September 1 for Fall Sports, December 1 for Winter Sports, and April 1 for Spring Sports** and is billed with the tuition payment. Failure to pay the fee in full will result in your child's suspension from the team along with a late fee assessment added to the tuition payment.

9. Graduation Fee:

All candidates for graduation will be required to pay a non-refundable graduation fee in the amount of \$200.00 due on or before December 1, 2015. This is to cover the costs associated with the graduation ceremony, reception, caps and

gowns, and diploma covers. Failure to pay the fee will result in the student's inability to participate in commencement exercises.

10. Forms of Payment:

Payments can be made in the form of cash, money order, certified check, personal check, credit card and debit cards.

11. Special Note:

****All fees and/or monies paid, including registration, books, tuition and fees are non-refundable and non-transferrable.****

Conditions of Payments

- Debit and Credit card payments can be in person, online or over the phone.

Part C. Financial Assistance

Word of God Christian Academy provides financial assistance, on a limited and individual basis to students who demonstrate a financial need, and show good academic aptitude. Aid is administered only if money is available through donations or contributions of outside sources.

Section I: Article VI-Church Affiliation

Students are not required to be members of Word of God Fellowship Church; however athletic coaches may require a team meeting at a service on the basis of unity, team building, and direction. However, students, as well as parents, are encouraged to be faithful members of a Bible-believing church. Word of God Fellowship welcomes parents and students who believe that attending Word of God Fellowship is God's plan for them according to I Corinthians 12:18. WOGCA will provide an atmosphere conducive to the spiritual growth and development of all students.

SECTION II-CONDUCT AND DISCIPLINE

Section II: Article I-General Student Conduct and Discipline

WOGCA will expect a lifestyle that reflects Christian standards that will protect our students and provide and mandate an orderly operation of our academy. The academy believes that discipline is necessary for the welfare of the students as well as the entire school. Each teacher is given the liberty to make and enforce classroom regulations in accordance with Christian principles, administrative directives, and discipline set forth in the Scriptures.

WOGCA expects total cooperation from both the students and parents regarding the education & discipline of the students. If at any time we believe that this cooperation is either lacking or non-existent, we may request that the student be transferred.

Discipline is the balance of love and control. Discipline and order are necessary to the traditional Christian educational process. Our faculty strives to provide love and special attention to the individual student.

Part A. General Classroom Code of Conduct

Teachers are given a certain degree of autonomy regarding the management of the conduct of their students throughout the day. Therefore, students should expect to be corrected when their behavior jeopardizes the learning environment and impedes, to any degree, the effectiveness of the teacher. Parents will not be called to discipline their child until the teacher's corrective measures have proven to be ineffective. In such cases, the parent will be notified and informed that he or she must implement physical disciplinary methods in the presence of one of the school's administrators as a means to correct the negative behavior and/or accept the option of suspension.

All students are expected to follow these general rules of conduct while in the classroom:

- No chewing gum is allowed during any class time, for any reason
- Students are to stay in their seats during lecture time
- Students are to face the front of the class during lecture time
- There is to be no communication from any student without permission
- Cheating is not tolerated and carries an automatic 1-day suspension
- Students are to raise their hand if they need to address the teacher unless the teacher has given blanket permission.
- Students are to address those in authority with respect
- Students are to behave in a way that will not disrupt the attention and/or activities of the teacher or another student.
- All students who run errands must have a hall pass or they will be considered to be skipping class.
- Students must arrive to school with all of their necessary supplies, such as paper, pencils or books. Failure to do so will be regarded exactly the same as not having an assignment. Coming to class unprepared on a consistent basis may lead to disciplinary action (students may not borrow supplies from fellow classmates.)

- **Students must abstain from profanity, offensive slang, vulgar slang and sexual innuendo.**
- Students must accept all school policies, rules, and regulations that may be adopted or changed by the academy whenever necessary.
- Students are not to conduct personal grooming (such as combing hair, manicures, etc.) while class is in session.
- No running is acceptable. Students must walk at all times whether in the building or outside as directed.
- Students must get permission from their teacher before leaving their desk or the classroom.
- Students must get permission to leave the campus during the school day.
- **Verbal or physical assault toward a teacher will result in immediate dismissal.**
- The teacher may establish additional rules or guidelines to meet the needs of a specific grade level or class.
- Juniors and seniors are the only students eligible to leave campus during lunch time.
- **Students that have been permitted to leave campus during lunch time are not allowed to bring back any food or drinks for students that are not eligible to leave for lunch or those that are eligible but did not leave that day. Students that have been permitted to leave campus during lunch time are not allowed to bring their food back on campus to eat in any of WOGCA's cafeterias. Furthermore, these students are not allowed to leave campus for lunch and then return to the cafeteria at all during lunch time.**
- Students that have been permitted to leave campus during lunch time must return to campus in time to be present for their 7th period class. Any student who earns an unexcused tardy for returning to campus late after lunch will be given a verbal warning and will be marked as late to class. The 2nd unexcused tardiness will result in a write up and a punishment of having to remain on campus during lunch for a week. A 3rd offense will cause the student to lose their off campus lunch privileges for the remainder of the school year or until an office administrator reinstates their privileges. *If anyone who has lost off campus lunch privileges decides to go off campus, then they will be written up again and then placed on Behavioral Probation.*

Part B. Consequences for Middle and High School Students

Considering the complexities involved in the development with pre-teens and teenagers, the below rules represent a condensed version of the above rules for these age groups' better understanding and compliance with the stated rules. All of the above rules remain in place, however, this condensed context is considered most suitable for these age groups.

1. Be in your seat and ready to work at the beginning of class.
2. Bring all needed materials to class; i.e. paper, writing utensils, etc.
3. Treat the teacher and fellow students with respect.
4. No profanity or derogatory language.
5. Obtain permission from your teacher before leaving your seat.
6. Obtain permission from the teacher before leaving the class.
7. Any student leaving the class for any reason must obtain a hall pass (authorized by the office) from the teacher whose class he/she is leaving. Students must obtain a hall pass even when being called to the office. When approached, students are required to present this hall pass to any school official.
8. Students are not allowed in the Teacher's Lounge.
9. Raise your hand and wait to be acknowledged by the teacher before speaking.
10. No food or drink is allowed to be consumed in class.
11. No cheating.
12. No fighting.
13. No destruction of property.

Consequences for violation of the above rules:

1. Documented verbal warning and call to the parents.
2. Loss of points, detention, teacher assigned task, in addition to a call to the parents.
3. Student/Teacher/Parent Conference.
4. Automatically sent to the office. Student is therefore subject to a suspension or expulsion.

Part C. Imposed Consequences

1. Corporal Punishment:

Reasons

It is the policy of this school to notify parents whenever corporal discipline is necessary. It is our philosophy that if a teacher is to be respected by his or her students, the teacher must have the authority to handle matters of discipline. **We do not believe that God's Word gives the church (including our school as a ministry) the authority to administer physical discipline.** That authority belongs to the parents.

Therefore, when it is determined that a paddling is in order for misbehavior, the parents will be called to come in and administer the paddling. If the parent refuses to comply with the request, the student will be suspended for no more than three school days.

Under no circumstance may a parent give implied or expressed authority to a faculty member to apply corporal punishment to a student.

Authorized Method

Paddling is the preferred method of corporal punishment utilized at WOGCA. It is normally utilized for first occurrence offenses and thereafter, at the discretion of school administration.

In K5 through 12th grade, offenses that require paddling will be handled as follows:

- The parents will administer any paddling.
- A witness will be present (a designated school official).
- All paddling will take place in the privacy of the office—**NOT** in classrooms, hallways, or restrooms.
- Parents may not request or come to the school to paddle their child unless authorized by the Principal and/or the Principal's designated school official.

The following offenses will result in paddling for first occurrences:

- Horseplay.
- Willfully being disrespectful or defiant to a teacher/staff member.
- Being destructive of or tampering with the school's or another student's property.
- The use of inappropriate language inclusive of language containing sexual innuendoes and content, profanity when not directed at a person(s), and/or not limited to derogatory language.

2. Detention Hall

This consequence is used as a method of correcting daily misconduct. For example, after a sufficient number of warnings, detention hall may be required for failing to do one's homework. Parents and students will be advised within 24 hours when detention hall is assigned. This gives the parent and student time to arrange transportation. Detention hall may include grounds keeping, janitorial duties, or assignment in a classroom to complete missed assignments and or

tests. Detention will be held between the hours of 3:00 pm to 4:00 pm, unless the student has mandatory tutorial.

We recognize that detention hall may be an inconvenience to parents as well as to students. However, if we are to be successful in this area, **we must have 100% parental support.** A two-hour detention hall on a Saturday may be assigned for repeat offenders. It is used at the discretion of the administration and the teachers of the student.

3. Suspensions

This may be necessary in more serious matters of misconduct. Suspensions may be “in school” and “out-of-school”. The principal or assistant principal will determine the type of suspension to be implemented. A student who receives an “out-of-school” suspension automatically makes a zero in all subject areas for each day of suspension. His/her grades will be averaged to determine academic standing on report cards. A student who receives an “in-school” suspension will work at school that day and should be dressed appropriately. They will receive all work missed in class and must turn it in the following day for credit. Work not turned in will result in zeroes. (No exceptions). If this occurs during mid-term or final exams, exams will be rescheduled at the teacher’s convenience. Students are not allowed on campus during the time of an out of school suspension. The following offenses will result in a suspension:

- Truancy
- Profanity or indecent language
- Obscene gestures
- Willful and serious destruction of property

In the case of the willful or accidental damage of school property (i.e. broken windows, busted walls, writing on walls, door latches that have been ripped off classroom doors, etc.), the responsible or involved student(s) will be charged for the damages. The charges will be payable before or on the first day of the month following the receipt of the bill from Word of God Christian Academy Business Office. If the amount is not paid within 30 days of the student(s) being charged by WOGCA for the damage, the student(s) will not be allowed in school until the payment is made. Payment of the bill will not substitute for corresponding disciplinary action.

- Habitual Cheating
- Stealing
- Dress-Code violations

- An unresolvable rebellious attitude
- Sexual harassment of anyone
- Excessive detentions
- Use or possession of any illicit substances (first offense only)
- Fighting

4. **Expulsion**

This results from flagrant behavioral problems. **Below are offenses, which result in automatic expulsions:** Students who are expelled may be permitted to return to WOGCA after being expelled for one full year. This decision to re-admit the student is made by the Principal and the Board of Directors.

- Use or possession of illicit drugs including tobacco or alcohol.
- Possession of knives, firearms and any other type of weapon.
- Threatening bodily harm to a teacher, staff person, or student.
- Performing bodily harm to a teacher, staff person, or student.
- Sexual assault toward anyone and/or sexual activity.
- Exposure of body parts such as genitals, the buttocks, or female breasts.
- Any gang activity, gang signs written on a student's person, gang paraphernalia (written on personal/school property), or any gestures or any talk to insinuate that the student is part of a gang.
- If a student is adjudicated/convicted in a court of law, that student may be subjected to expulsion depending on the nature of the offense.

Section II: Article II- The Disciplinary Process

All offenses will be handled in a resolute, expeditious manner. Parents will be notified and will be involved in the disciplinary process. Unless a specific disciplinary measure has been expressed for a particular offense, the parent(s) will be called in to discipline the student on the first occurrence. Generally, the principal, assistant principal or designee will be involved in and/or responsible for handling major offenses. The following disciplinary measures will be utilized:

Offense	Consequence
First Offense	Can be a verbal warning, paddling, or suspension. When a first offense results in a suspension, the second offense will result in a 3 day suspension, and the third may result the student's dismissal.

Second Offense	One (1) day suspension or three (3) day if suspended before. Parent conference is required before the student is readmitted.
Third Offense	Three (3) day suspension along with a warning letter and Behavioral Probation. Parent conference is required before the student is readmitted.
Fourth Offense	Dismissal/Expulsion

***WOGCA reserves the right to determine the appropriate form of discipline for any offense, including dismissal or expulsion, at any level of offense occurrence. Any of the above steps may be skipped if the offense is deemed severe enough in nature.**

Section II: Article III- Respect Code

Each student must adhere to the following standards as he or she relates to any staff person while on the grounds of the institution:

1. All students are subject to the authority of any staff person at any time on the school grounds during the school day or during school functions.
2. Students will be courteous and respectful to teachers, teacher assistants, substitutes, ministry staff, secretaries, volunteers and visitors at all times.
3. Students are expected to address all adults as Mr., Mrs., Miss, or Ms. Students are also expected to use an expression of respect or honor when responding to adults. For example: “Yes sir”, “Yes, Ms. _____”, “No, Ms. _____”, or “Yes Ma’am”.

SECTION III-GENERAL EDUCATIONAL INFORMATION

Section III: Article I-Curriculum

WOGCA uses a combination of the **ABeka/Glencoe/ McGraw-Hill/Positive Action for Christ** curricula coupled with supportive material from the list of N.C. Adopted Text Books. The curriculum in totality is a God-centered approach to education and is geared toward the average student. However, the elementary grades are usually on a level of one to two and a half years more advanced than the public school system curriculum. Many children enrolled in K5 will generally be reading words and sentences as well as writing in cursive by the end of the year, and first graders will be reading complex sentences by mid-year. We teach reading by the use of phonics.

¹ See Section II: Article II - The Disciplinary Process

We hold that the classroom has two immediate authorities: the teacher and the textbooks. Both should challenge not only the mental capacities of the child but also the spiritual capabilities. Although texts are secular in nature, the God centered teacher will be able to properly dissect the book for its content and discern between the Godly and the secular. This method will allow the student to further develop their understanding of God as they, along with their teacher, challenge the secular world view.

We hold that truth and reality are one as revealed in God's Word. We do not believe that the Bible only contains truth...we believe that the Bible is all truth. Therefore, we teach every subject from a Christian perspective—in light of God's Word.

Section III: Article II- Bible Class, Chapel & Assemblies

Daily Bible classes will be an important part of the spiritual and educational process at WOGCA. **Please purchase a Bible for your child to bring to school each day (King James Version).** Each day will contain a Bible class for K5-12th grade levels. These classes will contain the following elements:

- Prayer.
- Singing.
- Bible Reading.
- Scripture Reading

Each Friday (unless scheduled otherwise) the entire student body will participate in Chapel Service as well as in special assemblies (such as award assemblies, career day, etc.). The following guidelines will apply:

- Chapel attendance is required of all staff and students.
- Each student will demonstrate proper courtesy to the speakers leading the Chapel service or assembly and their peers.
- There will be no unnecessary talking, distraction to others, or disturbances.
- Students will not be allowed to study during Chapel or assembly, but will be expected to attend the activities and participate whenever appropriate.
- ***All students will be required to bring a Bible to Chapel.***

Note: All of the aforementioned Chapel/Assembly guidelines will be adhered to or disciplinary action will result.

Section III: Article III - Promotion Requirements

Promotion to the next grade level is based upon the student's mastery of courses in the present grade. Mastery means that the student has understood the material and could convey the information with a degree of confidence. Mastery of subject matter is determined by regular assessment of the student's ability to convey new knowledge as they receive it. Since some courses are standard at every grade level, successful completion of those courses will serve as the determining factor for promotion to the next grade or course level. Successful completion of the following courses will be used to determine promotion for the following grade and or course levels:

Grade Level	Promotion Requirements
K5	No courses are designated as necessary for promotion. However, mastery of 80% of the grade's objectives is expected.
1st - 5th	Promotion is based upon the successful completion of Language Arts, Arithmetic, and Reading/Phonics.
6th & 7th	Promotion to the next grade level is based upon the successful completion of Language Arts and Math. Failure to meet these criteria may result in the student attending a summer enrichment program before consideration is given for promotion.
8 th	Promotion to 9th grade is based upon the successful completion of 8th grade Language Arts and Math 8. Failure to meet these criteria may result in the student attending a summer school program before consideration is given for promotion.
9 th	Promotion to 10th grade is based upon passing of English and Algebra 1 Mathematics. Failure to complete the set criteria will result in the student being classified as a 9th grader and the mandatory retake of the failed core courses.
10 th	Promotion to 11th grade is based upon attainment of at least 9 course credits, which must include 2 credits each in English, Mathematics, History, and Science. Failure to complete the set criteria will result in the student being classified as a 10th grader and the mandatory retake of the failed core courses.
11 th	Promotion to 12th grade is based upon attainment of at least 15 course credits, which must include 3 credits in English and at least 3 credits in Mathematics, History, and Science. Failure to complete the set criteria will result in the student being classified as a 11th grader and the mandatory repeat of the failed core courses.
Graduation	See minimum requirements.

*No two English courses shall be taken concurrently unless otherwise allowed by the principal or the principal's designee.

Section III: Article IVA. - Minimum Graduation Requirements

WOGCA's graduation requirements are based upon the UNC System of Admission. While these minimum requirements are for the UNC university system, they do not necessarily meet all the criteria set for some private colleges and universities.

WOGCA MINIMUM GRADUATION REQUIREMENTS

Required Courses	Required Credits
English <ul style="list-style-type: none"> ● 9 through 12 	4
Math <ul style="list-style-type: none"> ● Algebra 1 ● Algebra 2 ● Geometry ● Advanced Math 	4
History <ul style="list-style-type: none"> ● ELP ● World Civilization ● U.S. History 	3
Science <ul style="list-style-type: none"> ● Physical Science ● Biology ● Chemistry 	3
Foreign Language	2
Physical Education	1
Bible	1-4
Electives	6
Total	21-25

*All students must have an Eighth grade equivalency on the TeraNova test, in order to graduate from Word of God Christian Academy.

*Depending on the grade level in which the student is enrolled, the required credits may vary. The student is required to take computer technology before graduating.

Section III: Article IV B - Community Service

High school seniors are required to have a minimum of 45 community service hours at a non-profit organization in order to graduate from WOGCA.

Section III: Article V-Grading Scale and Report Cards

Grades will be designated in numerical form on the report cards. The following scale will be used for all quizzes, tests, special reports and indicated on report cards and transcripts,

Quality Point Scale

Letter Grade	Grade Range
A	90-100
B	89-80
C	79-70
D	69-60
F	59-0

Section III: Article VI- Honors Recognition
Honors Courses & AP Course

Honors and AP courses are offered based on the needs of the student body. As the diversity in the general student scholastic portfolio is realized, courses are added. A student may only enroll in Honors courses upon the sole discretion of the principal or a designee. Since there is an increased level of difficulty in the honors courses, the student is rewarded by an increased value to the quality points scale. The following is used in all such honors classes.*

Our Honors Recognition program is one way we can reward those students who strive to achieve outstanding academic marks. This program is based upon the students' grade point average (GPA) and behavior report. GPA's are calculated using the quality points scale listed below. Additional quality points will apply to students who successfully complete an Advanced Placement course or courses.

¹ See Section III: Article VII - Academic Probation

Letter Grade	Quality Points	Weighted (Honors) Quality Points	Advanced Placement (AP)
A	4	5	6
B	3	4	5
C	2	3	4
D	1	2	3
F	0	1	

There are three levels of Honor Roll Students:

- **The Dr. Summerfield List**

Comprised of students with straight A's, meaning no grade below 93 (4.0 average) and good conduct.

- **The Principal's List**

Comprised of students maintaining a 3.75-3.99 GPA within a grading period with no grade below 75.

- **The Honor Roll**

Comprised of students maintaining a 3.0- 3.74 GPA within a grading period. No student may make any grade lower than a "C" (75) and still be considered for this Honors Program.

Recognition of these students will be made during awards day.

Section III: Article VII-Academic Probation

- All students whose quarter GPA falls below a 2.00 will be considered in academic jeopardy and therefore will be placed on "academic probation".
- Transfer and new students will be considered on "academic probation" if their enrolling GPA is below a 2.00.
- If granted admission to a transfer or new student whose GPA is below 2.00, the student will be considered "conditionally accepted" with certain stipulations. Stipulations include:

They must:

1. Attend Mandatory tutorials.
 2. Not participate in extracurricular or athletic events
 3. Earn a 2.0 grade point average for the current quarter
 4. Display good conduct
- All students placed on academic probation will be required to receive mandatory tutoring in the areas of deficiency. The student may also be required to receive "reconstructive tutoring" in the areas of language arts, which includes English and Reading, as well as Mathematics.
 - The status of academic probation forbids the student from participating in any extracurricular activities (i.e. athletics, school clubs, band, choir, etc.).

¹ See Section III: Article VII - Academic Probation

- While on academic probation, any infraction to the guidelines expressed in Section II of this Student Handbook may result in immediate **expulsion** from WOGCA.
- A student may clear academic probation by producing the required GPA at the end of the next reporting period (Quarter). If a student fails to clear probation by the next Quarter reporting period or another expressed time allowed, he or she may face dismissal.

Part A. Academic Interventions

1. Outside Interventions

At the discretion of the Principal, the Assistant Principal and Guidance Counselor, and or the Board of Directors, a student may be mandated to receive academic and or psychological evaluations as a means to determine if WOGCA can properly service that student's academic needs. If such a mandate is given, the parent(s) will be given 30 days to seek the appropriate services and should be able to provide proof of his or her efforts. Furthermore, the parent(s) will be required to provide WOGCA school administration with copies of all summaries, I.E.P.'s, psychological reports, and any other pertinent information regarding the student inclusive of recommendations made by the intervening agency. The parent(s) are also mandated to follow the recommendations as outlined in summaries made by the intervening agency. If the parent fails to cooperate with the mandate as indicated by the lack of following through with appointments and or following the recommendations as outlined by the intervening agency, the student will be dismissed from WOGCA.

2. "Reconstructive Tutorial Program"

This in house program is designed to instill fundamental skills lacking to the student that may have resulted in the student's poor academic output. This program is formerly reserved for students on academic probation that have been mandated to receive these services as means of maintaining their enrollment. However, at the discretion of the Guidance Counselor, this program may be made available to the general student population for those requesting more in-depth tutorial services. This is a fee for service program; therefore a parent may be mandated to pay for the services rendered if the student is to maintain his/her enrollment with WOGCA.⁴ This fee is charged on an hourly basis at the rate of \$35.00 per hour. The student will meet with the assigned tutor between the hours of 4:00pm – 5:00 pm from 2 – 4 days per week as the need indicates.

Section III: Article VIII-Dropping/Adding

Students should give careful consideration when registering for selected courses. Occasionally, a student will find it necessary to add or drop a class. Any student may

⁴ See Section III - Reconstructive Program

add or drop a class no later than the third week of the school year. Students have one week to drop a course.

Dropping and adding courses must always be at the discretion of the student's parents, faculty advisor, and Principal, Assistant Principal and Guidance Counselor.

Section III: Article IX-Reporting Student Progress to Parents

Parental involvement is required. In order to keep you informed of your child's progress, several reporting methods will be used. In each case the focus will be upon the individual, not the group nor a comparison in the group:

- **Report Cards**

Report cards are issued at the end of every Quarter. Grades are based upon daily assignments, class participation, homework quizzes and tests. Parents will receive report cards at the end of each of the four Quarters. The report cards will be sent home for the 2nd and 4th nine weeks. Report cards for the 1st and 3rd Quarters will be distributed at a parent conference as noted on the school calendar.

- **Interim Reports**

An extensive progress report known as the "Interim Report" will be sent to each parent at the midterm (4 weeks) of each Quarter. These reports are to be signed by the parent or legal guardian and returned to the school within 24 hours of receipt. If a new report is to be reissued for any reason, there will be a \$3.00 charge to reproduce a new report.

- **Transcripts**

Each student in grades 9 - 12 is entitled to two free transcripts during their enrollment period per school year. Thereafter, each student will be assessed a fee of \$3.00 per official transcript requested and \$2.00 per unofficial transcript requested.

- **Cumulative Records**

When a new student enrolls in our school and is transferred from another school, a records request form must be completed and signed by the student's parent(s) or legal guardians. Our school or the parent will send this form to the address the parent provides for the last school attended. A student's cumulative folder contains information regarding academic progress, attendance, health, achievement tests, and special remarks. A parent may see the contents of his/her child's folder, but may not remove it from the school office nor copy its contents. Permission to review

folders will be granted by the Principal. All information within a student's folder is regarded as confidential.

Note: According to federal statute 42CFR Part 2B, information regarding substance use or abuse on the part of a minor student may not be disclosed to anyone, including the parents, without the specific written consent of the student or by court order.

Section III: Article X-Standardized Tests

- **Terra Nova Testing**

Students who refuse to take the tests will not be allowed to re-register for the following year.

It is suggested that the parents set up a conference with the Student Service and/or Guidance Office to better understand how to interpret the test scores. The test results are kept in each student's cumulative folder. Check the school calendar for the exact dates of the test.

- **College Entrance Exams**

Students preparing for college entrance will be given the Preliminary Scholastic Aptitude Test (PSAT) and the Scholastic Aptitude Test (SAT). All students in grades 7-11 will be allowed to take the Preliminary Scholastic Aptitude test (PSAT). 11th grade students' PSAT test scores may make them eligible for the National Merit Scholarship or the National Achievement Scholarship. Students in the 10 – 12 grades are required to take the Scholastic Aptitude Test (SAT). These tests are administered to middle and high school students throughout the country and are a requirement for entrance into colleges and universities throughout the United States. The purpose of making these tests mandatory is to better prepare our students for future success. Statistically, the more times students take the tests, the better they do. We want to ensure that our students have the best test scores possible. Allowing our students to be exposed to these tests will increase their test-taking skills, as well as make them more competitive with students in their grades. Parents will be notified of all standardized tests and any applicable fees at least 30 days before the exam.

Check the Student Service Office for dates and preparatory information.

Section III: Article XI-Assessment Methods Tests and Quizzes

Test periods generally occur at intervals of three weeks for each subject. Because of the large number of students and the susceptibility of many to lose tests that are taken home, no student is permitted to take tests from the classroom. It is strongly encouraged that parents set conference appointments with teachers if their child has received a D or below on a test or quiz.

Classroom Participation

Each student is expected to arrive at school prepared to participate in class activities. Satisfactory participation includes responding to the teachers' questions, asking appropriate questions, completing assignments within the allotted time, involvement in the instruction, as well as a display of a willingness to learn.

Note:

For a student to be exempt from participation in Physical Education classes, that student must present a medical excuse from his/her physician stating the medical situation, the accompanying physical limitations, and recommended alternative exercise plan.

Homework

Homework is a vital part of each student's education. Teachers will assign homework to all students, and it is expected that parents will cooperate with them by seeing that the assignments are completed on time. Parents are in no way to do homework for the student. It is our belief that homework should not be given for students to teach themselves unfamiliar material. Homework is given in order to serve the following purposes:

- drilling
- practice
- remedial work
- special projects
- character-building (responsibility)

Mid-term and Final Exam

Students in grades 9-12 will receive mid-term and final exams in core courses only, unless otherwise specified. Generally, elective classes do not require mid-term or final examinations. However, at the teacher's discretion, he or she may hold class during the scheduled time.

Mid-term Exemptions

Students may be exempt from mid-term exams by maintaining an “A” (93) minimum average for the **semester** of the exam. The teacher will average all grades and inform the student and parent of his exam status at least two days prior to the exam.

Final Exam Exemptions

Students can be exempt from final exams, if and only if, they have an “A” average in that class for the **entire school year**.

Students who qualify for exemption must get an exemption request form from the teacher whose course he/she is being exempt. The request must be turned in to that teacher prior to the exam day. Any student who fails to take an approved, signed exemption request form will receive a zero on that exam.

Nine week Grading Calculations

Grades will be calculated as follows:

Tests	33%
Quizzes	25%
Homework	22%
Classroom Participation	20%
TOTAL	100%

1st Semester Grading Calculations

Grades will be calculated as follows:

1st Quarter	40%
2nd Quarter	40%
Mid-Term Exam	20%

2nd Semester Grading Calculations

Grades will be calculated as follows:

3 rd Quarter	40%
4 th Quarter	40%
Final Exam	20%

Final Grading Calculations

1 st semester	50%
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2 nd semester	50%
Total	100%

Section III: Article XII- Requests for Official Grades and Faculty Recommendations

Juniors and seniors who request transcripts of secondary grades sent to colleges and universities to which they are applying should follow these procedures.

1. Fill out information and applications pertaining to the student completely.
2. Give completed documents with proper envelope and postage to the guidance counselor for completion on the school's part.
3. Make a list of all criteria that must be included by the guidance counselor to make the package complete.

Members of the staff, administration and faculty who are chosen by the students to provide recommendations should receive a stamped envelope from the student to ensure a prompt reply to the request.

Section III: Article XIII-Class Loads

In grades 9 - 12, all students are expected to maintain full class loads according to the availability of classes. Students whose conflicting schedules allow for less than 7 instructional courses per day must be in school through the 5th period of the school day. Prior approval from the principal or an assigned designee is needed for all students requesting to maintain a course schedule of less than 7 daily classes. The principal or an assigned designee maintains the right to place students in any vocational (i.e. kitchen duty, teacher's asst., etc.) area as deemed appropriate.

Section III: Article IVX-Independent Study courses

Independent Studies at Word of God Christian Academy is offered for students who have a conflicting schedule that prevents them from taking core courses that we offer at the same time period. For example, if a student needs English 11 and Physical Science and both classes are offered only in the 8th period of the school day, one of these courses may be offered to that student as an Independent Study course during another period. The student will not have any other course in which they are enrolled in for the class period that they are in an Independent Studies course. Furthermore, if a student transfers in sometime during the school year they may have already been taking a core course that is needed that has a schedule conflict or the class is already full.

- Any course that is taken as an Independent Study course is held in the actual classroom with the teacher of that subject as the instructor, at a time that the teacher may have another course during that period of the school day.
- Students taking an Independent Study course are accountable for the same work and grades that any other students that are taking that particular course during its regular time period.
- Independent Study courses are graded in the same manner as our regular school courses and all attendance requirements are applicable to each Independent Study course offered.
- Any student who must take an Independent Study course must have the Word of God Christian Academy Principal's approval in order to take that course.

2) Courses taken through the Independent Studies program are administered by an actual teacher of that given subject, during a class period which another class is actually in session. WOGCA does this to ensure students the best instruction in case of questions that may arise with the materials that students are given to read, write, or work out. Independent Study courses are held during school hours and must be taken during a particular school day period slated for academic learning. Our school day periods are set up for a minimum of 45 minutes per subject. A student must cover at least 2 semesters worth of course material and must complete all tests, quizzes, homework and class assignments as students taking the course during its normally offered time.

3) Independent Study courses are available to all students that are enrolled in our high school. The main enrollment criterion to qualify for Word of God Christian Academy's Independent Study program is that there is a conflict in core course scheduling. For example, if a student needs English 11 and Physical Science and both classes are offered only in the 8th period of the school day, one of these courses may be offered to that student as an Independent Study course during another period. (Usually, Independent Study courses are allowed in cases of juniors or seniors that really need a core course that is only offered during the time of another core course.) One other major consideration is the content of the course and a student's past grade history in that particular discipline.

4) Independent Study courses at Word of God Christian Academy are taught at the standard 4-year College Preparatory level and prepare students to enter a 4-year college after high school graduation.

Section III: Article XX-Termination of Enrollment

A student's enrollment at WOGCA may be terminated in one of two ways, dismissal or voluntary withdrawal.

Part A. Dismissal

WOGCA reserves the right to dismiss any student who does not respect its Christian standards, cooperate in the educational process, or fails to comply with the standards of conduct and attitudes established by the Academy and expounded upon in this handbook. In cases of dismissal, there is no refund of tuition or fees.

Part B. Student Withdrawal

A student is not considered withdrawn until an official withdrawal form is completed and turned in to the school office. All school materials, equipment and any other school owned property, including tuition or remaining financial obligations, must be finalized and turned in before withdrawal can be completed. If a student withdraws after the first of the month, the parent remains responsible for the complete month's tuition. There is a **\$250.00** early withdrawal fee that will be assessed to the students account for any student withdrawal early. This fee must be paid prior to any records or transcripts being released.

Part C. Requests for Refunds

If a person feels that he or she is due a refund of any kind, this request must be made in writing within 15 days of withdrawal. All accounts will be considered final at that point. If a student withdraws or is dismissed during the school year, he or she will be charged a full month's fee for the month he or she withdrew or was dismissed.

***All obligations, including financial, must be cleared before final withdrawal is considered complete and records mailed to the receiving school.**

SECTION IV-INTERSCHOLASTIC AND CO-CURRICULAR PARTICIPATION

WOGCA believes that a holistic educational program includes strong academia, athletics, and extracurricular activities that support its educational goals while building strong character and citizenship. Since participation in the above listed areas sometimes requires considerable time and effort outside of the normal school setting and beyond the normal time frame of the school day, the following requirements are mandated for participation.

Section IV: Article I - Co-curricular Activities

1. All students participating in co-curricular activities are to maintain the minimum GPA of 2.4.
2. All students participating in co-curricular activities can be absent no more than 4 days of any class during the semester of participation. Excused absences will not count against the student when course work is made up.
3. Students participating in a co-curricular activity that requires off campus travel must be present in school by 11:30a.m. in order to participate in the activity unless absence is approved by the Board of Directors.
4. Students receiving consequences for disciplinary infractions⁵ will not be allowed to participate or practice during the time of the consequence. Ex: A student in the Science Club cannot accompany the club on a club-related field trip.
5. Students who desire to compete for Student Leadership positions such as Homecoming King and Queen, Class President, etc. must hold a minimum GPA of 2.5 in order to qualify. Other binding qualifications may be mandated by School administration, in which a correspondence will be distributed to all parties involved by November.
6. Junior Marshalls will not have any disciplinary write-ups and must have at least a 3.5 GPA to participate.

Section IV: Article II-Athletic Policy

WOGCA purposes to provide for its students a program in interscholastic athletics that is complimentary in excellence to its academic program. It is the intent of the program to support the overall student experience and to be educational in its purpose and content. For a student to be eligible for participation in interscholastic competition during the regular season as well as in state and national play-offs, that student must abide and fulfill the following:

Part A. Eligibility:

1. Be enrolled in grades 7– 12 at WOGCA.⁶
2. Not be a student who has already received a diploma from any school in the United States, and or has reached his/her 19th birthday before or on August 1st of the current school year.

⁵ See Section IV - Athletic Policy

⁶ See Part H- Levels of Play

3. May only accept outside work for compensation as approved by the Athletic Director, the Principal, and or the Board of Directors.
4. Meet all the mandates of the NCAA Clearinghouse, which includes the student being on a progressive track towards graduation.⁷
5. Attend special and regular church services at Word of God Fellowship Church as deemed necessary by the Athletic Director.
6. Complete all necessary forms, including an athletic physical, as required by the Athletic Director.
7. Maintain the standards of the Athletic Academic Policy⁸.
8. Pay the athletic fee as mandated in Section I: Article V, Part B.9.

Part B. Conduct

1. Student athletes must maintain proper conduct at all times. Evidence of inappropriate behaviors as defined by Section II Conduct and Discipline may result in suspension from team play. Student athletes receiving consequences for discipline infractions⁹ will not be allowed to participate, practice, or travel during the time of the consequence. Excessive infractions, which have resulted in the student receiving two or more suspensions from school or team play, may result in dismissal from the team.

Part C. Attendance

1. Student athletes should not be absent for more than 4 days of any class during the semester of athletic participation. Excused absences will not count against the student when course work is made up.
2. Student athletes must be present in school by 11:30 am in order to participate in team practice, travel, and or competition.

Part D. Dress Code

1. Student athletes are to dress appropriately on game days, special awards ceremonies and school wide events for the duration of classes and travel to athletic events. The below is considered the athletic dress code.

A. Boys

- ❖ Collared white button-up dress shirt and tie

⁷ See Part E- NCAA Eligibility Requirements

⁸ See Section III: Article VII & Section IV: Article II, Part F.

⁹ See Section II: Article III - The Disciplinary Process

- ❖ Dress slacks (must fit around the waist and have a belt.)
- ❖ Dress shoes*
- ❖ Matching blazer

B. Girls

- ❖ Dress (below the knees) or slacks**
- ❖ Button-up dress blouse
- ❖ Dress shoes*
- ❖ Suit (slacks or skirt) skirt must be below the knees

***No** tennis shoes are allowed.

****No** spandex material allowed.

See Athletic Handbook for details

Part E. NCAA Eligibility Requirements

The National Collegiate Athletic Association has developed a central clearinghouse to determine and verify the athletic eligibility to Division I and II colleges and universities. This is especially important to students who intend to participate with or without a scholarship as a freshman in college. Such students must register with and be certified as eligible by the NCAA-Initial Eligibility Clearinghouse. Initial eligibility pertains only to NCAA requirements for participation in Division I and II athletics. The clearinghouse requirements have no bearing on admission to a particular Division I or II institution, which mandates its own requirements according to its admission practices. Below are the requirements per division. Please know that WOGCA uses NCAA eligibility requirements as part of its determining factors in selecting students for its interscholastic programs.

Please visit: <https://web3.ncaa.org/ecwr3/> for NCAA Eligibility, as they change annually

Part F. Athletes on Academic Probation¹⁰ or Behavioral Probation

¹⁰ See Part H- Levels of Play

Effective October 23, 2008 all students playing any athletic sport must have a minimum GPA of 2.4 in order to participate in athletics at WOGCA

Therefore, an athlete whose GPA falls below 2.4 will abide by the following:

- The athlete will not be allowed to participate in the sport, including practice or off-season workouts, during the time of academic probation.
- The athlete is required to attend mandatory tutorial services as deemed appropriate by the Guidance Counselor.
- The athlete is not allowed to travel with the team for “away” games.

If any student is placed on Behavioral Probation they are not allowed to participate on any WOGCA sports team, until they are no longer under Behavioral Probation.

Part G. Athletic Booster Club

All parents of athletes are expected to participate in the Athletic Booster Club. The Booster Club serves as the fundraising arm of the Athletic Department, raising revenue for needs not necessarily covered within the department’s budget. The Booster Club is governed by a set of by-laws ratified by the Board of Directors.

Part H. Athletic Levels of Play

- **Little Rams**

Little Ram Cheerleading is the earliest form of cheerleading open to students in 2nd through 5th grade. This is considered the transitional level between elementary and middle school athletic participation and exposes the young students to sportsmanship, commitment to the team and the game, as well as a strong desire to win.

- **Junior Varsity**

This level of play is open to students in grades 7 through 10 and serves as the transitional level between Middle School and High School Varsity sports. Coaches work diligently with the student athlete to instill self-esteem, refine individual skills, and promote sportsmanship, as well as arousing a greater desire for the game and winning as a personal goal.

- **Varsity**

This level of play is the highest level of interscholastic competition open to students in the 7 through 12 grades. At this level, coaches work with the athletes to develop a

higher level of skill, develop self-esteem, sportsmanship, and team play. In addition to developing the character and skill of the athlete while at play, coaches' work to give the athlete an opportunity to further their skill and love for the game in the college and university environment.

While it is the goal of the varsity level program to encourage athletic participation, playing time in games is earned by the athlete's efforts in addition to his or her talents.

WOGCA Athletic Teams

Fall Sports	Winter Sports	Spring Sports
<ul style="list-style-type: none"> • Varsity Boys' Cross Country • Varsity Girls' Cross Country • Varsity Girls' Volleyball 	<ul style="list-style-type: none"> • Varsity Boys' Basketball • Varsity Girls' Basketball • Varsity Girls' Cheerleading • Jr. Varsity Boys' Basketball <ul style="list-style-type: none"> • Middle School Boys' Basketball • Jr. Varsity Girls' Cheerleading • LittleRam Cheerleading 	<ul style="list-style-type: none"> • Varsity Boys' Track & Field • Varsity Girls' Track & Field

Part I. Athletic Transportation

WOGCA's athletic department will provide transportation to all away athletic contests. Athletes are not allowed to ride to or from games with friends or in their own cars except in special situations. If there is a need for an athlete to make alternate traveling arrangements for a legitimate reason¹¹, parents will need to express their permission in writing to the Athletic Director.

SECTION V-GENERAL OPERATIONAL INFORMATION

Section V: Article I-Change of Address or Phone Number

¹¹ The principal, his designee, and or the athletic director reserve the right to determine what are "special situations" or "legitimate reasons".

Parents are expected to notify the teacher and the Academy office immediately if their address, phone number, or work location changes at any time. It is very important that the “Student Information Sheet” is current at all times.

Section V Article II-Health and Medicine

Part A. Illness During School Hours

If a student becomes ill during the school day, he/she may be excused to go home by the principal with the parent’s permission. Because the school office must contact the parent, it is important for the school to have the correct home and work phone numbers of both parents and guardians.

Part B. Student Injury/Emergency Medical Care

The staff of WOGCA will attempt to exercise reasonable judgment for the care of the students in case of physical injury or illness. In those cases where injury or illness appears serious, we reserve the right to seek professional help including emergency responder care, ambulatory, doctor, and/or emergency room services. Parents will be responsible for paying for the services obtained on their child’s behalf. Every attempt possible will be made to contact the parent by phone. Every parent is required to complete an Emergency Medical Consent Form. This authorization stands as long as the student remains a student at WOGCA.

Part C. Communicable Diseases

Students will not be allowed to attend school with communicable diseases. Please telephone the Academy immediately if your child is diagnosed as having a contagious disease. (Example: ringworms, pink eye etc.). You are expected to keep the student out of school until the condition is resolved. Also, students should not come to school with elevated temperatures. **Parents are asked to provide the office with a doctor’s note, stating the child’s disease is no longer contagious, which would allow the child to return to school.**

Part D. Medications

Parents are asked not to send over the counter medication to school with their children. Medications are sometimes justified in chronic health conditions and short-term acute health situations. In these cases, the parent must bring medication to the school office and complete and sign the designated forms. Prescription medications must be in the original labeled containers and include clear directions for administering. The student will come to the office to receive his medications at a scheduled time. Students cannot be administered any medication without a doctor’s prescription. Example: Tylenol, Aspirin, etc.

Section V: Article III-Closed Campus

- Students are to stay on the school grounds from the time they arrive until their departure. Any exception to this will be issued in writing from the principal to the parents.
- Parents must request, in writing, permission for their child to leave campus during lunch.
- Please refer to Child Release Policy for procedures.
 - If there is a custody order stipulation that one parent is not allowed to pick up a child, a copy of the court order must be filed with the child's record.
- Students who leave campus must sign out and sign in at the school office.
- Students who leave campus without permission may be expelled from school.
- Students are not allowed in the teacher's lounge.

Section V: Article IV-Emergency School Closing

The occurrence of adverse weather conditions, such as snowfall or other emergency situations will make it necessary, occasionally to close school. In such cases there will be no athletic practice or competition unless otherwise advised by the Athletic Director. In case of emergency closing, we ask all parents to cooperate with the following procedures.

In the case of overnight snowfall or otherwise adverse winter weather, pay very close attention to the following stations (preferably beginning at 6am).

- WRAL (Channel 5)
- WTVD (Channel 11)

If adverse winter weather starts after the beginning of the school day and results in dangerous road conditions, please pay very close attention to the television stations listed above throughout the day. In addition, every effort will be made to contact the parent by the Academy administration should the school have to close in the middle of the school day. The decision to close school will rest with the administration.

Section V: Article V-Fire Drills

Fire drills will take place monthly throughout the year. When the fire alarms sound, all persons in the Academy will file out in a quiet and orderly fashion. All doors and windows must be shut and lights turned off. Students are expected to remain quiet and with his/her teacher at all times. All classes will have an assigned exit throughout which they are to pass, and a chart showing this exit will be exhibited in every room in the

facility. All classes must exit at the sound of the alarm. A signal will be given by school administration to return to the classroom.

Section V: Article VI-Dress Code

Any deviations from prescribed dress code below will result in the disallowance of the student in the classroom.

Girls

1. White, navy blue and light blue pointed, or round collared button-up shirts and blouses (long & short sleeve) **WOGCA Logo's Only**
2. Navy blue, black or khaki dresses, skirts, and shorts (below the knee only)
3. Navy blue, black, or khaki jumper or shorts (below the knee only)
4. Navy blue, black, or khaki pants
5. Black belt

Boys

1. White, navy blue and light blue button down collar oxford shirt, button-up dress shirt, or golf shirt **WOGCA Logo's Only**
2. Navy blue, black or khaki pants or shorts (below the knee only) (**No Cargo**)
3. Black belt

Uniform items may be purchased anywhere; however, all uniforms must be similar in style, design and fabric blend as the French Toast School Uniform offered by Educational Outfitters. (www.educationaloutfitters.com).

Shirts are to be solid white with no names or emblems on them with the exception of the schools monogram or logo. Also, while purchasing uniforms, keep in mind that uniforms must fit properly. No sweatshirts or sweaters made from sweatshirt material. Blouse collar must show if sweaters are worn. Both girls' and boys' shoes must cover the toes and heels, meaning flip-flops will not be allowed. Socks must be solid and neutral in color to include: black, khaki, navy, white, or brown. Socks should not have any designs, shapes, or patterns (e.g., argons or character socks.)

Girls

Female clothes must be loose and not revealing. **No stretchy or fitted material is allowed.** Skirts should be worn with an appropriate length slip. No open-toe sandals. Watches, modest rings and simple earrings are allowed. All necklaces are to be worn under shirts. Nails should be modest and neat. Hair should be neatly groomed daily without turbans or elaborate scarves. **Absolutely no "skinny jeans" or skinny fitted pants are allowed. Undergarments should not be noticeable under pants or skirts. Absolutely no cleavage should be exposed.**

Boys

Undershirts are to be plain white. Male pants should fit so that without a belt they will not drop below the hips. Young men may not wear earrings or bandanas. Hair must be neatly groomed. Combs or picks may not be worn in hair. Neatly groomed facial hair is permitted; however, a student with excessive facial hair will be required to shave. If a necklace/chain is worn by young men, it must remain under the outer shirt. Hats are not a part of our dress code – they should be worn only outside of the classroom, during the winter months.

Please Note:

- **No jeans or leggings of any kind are to be worn on campus during school hours, unless otherwise permitted by administration.**
- **Nose rings will not be permitted on campus.**
- **Outerwear must be a solid color – Black, Dark blue or Khaki.**
- **No outerwear should be too tight or too loose. Your clothes should fit properly and neatly. This is subject to administrative discretion.**

Section V: Article VII-Lost and Found

Students are expected to have all of their personal items labeled. Labels should be on all clothing, lunch boxes, sweaters, coats, supplies, games, etc. This will immediately identify the owner. Any item found by an Academy or Ministry staff person will be turned in to the school office and will be held there for five days. After this five-day period, the item will be discarded. **WOGCA will not assume responsibility for lost items.** Therefore, discretion is needed when bringing valuable items to school (i.e. Computers, games, designer headphones, designer outerwear, etc.). **WOGCA will not replace nor take responsibility for lost and/or stolen items.**

Section V: Article VIII-Lunch

Students may bring their own lunches. However, elementary lunches should not include soft drinks. It is suggested that all lunches be purchased at school via lunch tickets, which would be purchased on Monday morning and will be good for one week (or five days). Upon buying a ticket, the child will have a five-day block of credits with which he or she may buy lunch from Monday through Friday. In the event that the student gets sick or otherwise has to miss time from school that week, the number of days missed will carry over into the next week. For example, if a lunch ticket is purchased on Monday morning, and the student gets sick and misses school on

Wednesday and Thursday, those two days will be carried over into the next week. Prices for the lunches will be provided at orientation held at the beginning of the school year.

Section V: Article IX-Illegal Items

Students are not permitted to have personal cassette players, portable CD players, electronic game paraphernalia, iPods, beepers and other types of electronic gadgets not listed above that has no direct correlation with our learning environment. Should any such items be found in the student's possession, they will be confiscated, labeled, and kept in the school office. Only the parent is allowed to pick up these items. WOGCA will not be responsible for items left in the office after the end of the year. **Firearms and knives will not be allowed at any time. Possession of a firearm or knife on school property or on a child's person will result in immediate expulsion and criminal prosecution. Cell phones are allowed but there are stipulations that must be followed. Female middle and high school students are allowed to have cell phones in their purses but turned off. Male middle and high school students must keep cell phones in their lockers or cars turned off. If male students do not have a locker or a car, they are to keep cell phones in their book bags turned off.**

Consequences for Cell Phone Violations

- 1) 1st offense merits documented warning and a call to parents by the staff member who witnessed the violation.
- 2) 2nd offense merits the staff member who witnesses the cell phone violation to confiscate the cell phone and bring it to the Administrative office to hold until a parent comes to retrieve it. Any student that refuses to give a faculty member their cell phone when asked to do so will lose their cell phone privileges for the remainder of the year.
- 3) 3rd offense merits the staff member who witnesses the cell phone violation to confiscate the cell phone and the child will not get the cell phone back until the last day of school and cannot bring another cell phone to WOGCA campus unless permitted to by the WOGCA Administration. If any student loses cell phone privileges and brings another cell phone to school, the student will lose that cell phone and maybe written up for out of school suspension.

Random Illegal Substance and Weapon Searches

WOGCA may conduct random illegal substance and weapon searches throughout the school year. Please be advised that this includes but is not limited to searches of belongings as well as a student's person. If any illegal substances or weapons are found, the student may be expelled from the school and the police will be called.

Note:

Parents are asked not to bring any firearms on school grounds at any time for any reason. A concealed handgun permit does not grant the parent the permission to enter WOGCA grounds with a firearm unless that parent is acting in an official capacity as a member of a local, state, federal law enforcement agency, or Word of God Fellowship campus security.

Statement on Substance Use and Possession¹²

WOGCA prohibits the use or possession of any form of any illicit drug, including alcohol and tobacco, on its campus, in any of the student's belongings, including his/her person, or in the general public. This includes possession with the intent to store, use, or distribute. Evidence of any form of possession will result in an immediate three (3) day suspension and a recommendation to the Board of Directors for further disciplinary actions as deemed appropriate.

Section V: Article X - Office Hours

School office hours are from 7:45 am until 4:30 pm Monday through Friday. Parents or visitors coming to the school to visit or to transact business must first come to the secretary in the school office. The school secretary will obtain permission for the visitor to see someone in school administration or to visit a classroom. A visitor cannot, for any reason, go directly to the principal's office, or to a classroom.

Section V: Article XI-School Hours

Classes begin promptly at 8:10 A.M. and end at 3:00 P.M. However, WOGCA allows the student to remain with his/her last teacher for the day until 4:00pm. This time is referred to as tutorial and allows the student to meet with the teacher for extra assistance. Related areas: See Section I: Article III- Attendance Policy, Section V: Article XV-Before/Aftercare.

Students who arrive after 8:06 are considered tardy.

Section V: Article XII-Parental Visitation

Parents are encouraged to visit our school in order to observe their child in his or her classroom setting. However, pre-school age children and visiting school age children are not permitted to visit classes without prior permission (24 hours in advance) from

¹² See Section II: Article II, Part C.3 & 4

the school office. Parents should notify the school office of their intent to visit by note or telephone call one day prior to coming.

Section V: Article XIII-Classroom Functions/Parties

Classroom functions and parties will convene throughout the school year. When such occasions arise, we encourage as many parents as possible to please come out and assist your child with the activities. During these activities, absolutely no secular music will be allowed. The school's administrative staff must be communicated with in writing three days prior to the event and approval from the administration must be before a party can take place.

Section V: Article XIV-Calendar

Located on our website (www.wogca.org)

Section V: Article XV-Before/Aftercare

As a service to working parents with students in the Academy, we offer a Before Care/Aftercare service. This service involves taking care of students prior to and after school hours. It is mandatory that all students be in a supervised environment where he or she must do homework, read, etc. If any student does not comply with the mandatory, after school study structure, roams around campus, or disrupts the study environment with reprehensible behavior, that student may face suspension.

Before and aftercare are set annual fees that are payable by the month for the sake of convenience. If the before and or aftercare services are chosen you will be billed at that set rate for those services for the remainder of the school year. However, if you are not set up for before and or aftercare and utilize the service(s) anytime during the school year, you will be automatically charged for the service(s).

You do have the option of dropping before care or aftercare services as long as it is put in writing and turned into the finance off before the 1st day of the month in which services will no longer be utilized.

Before and Aftercare charges will be levied as follows:

There are two after care programs: One program is operated under the daycare supervision and the other under the supervision of WOGCA. You will be notified as to the one that your child will be assigned.

Section V: Article XVI-Telephone Calls and Messages

All telephone calls and messages to students or teachers must be directed to the school office. Cell phones are not allowed for students. No student or teacher will be called out of class except in cases of emergency. Messages will be taken. Student use of the telephone will be limited to necessary calls. Parents must make arrangements for after school pick-up before students leave for school each day. Students will only be allowed to make emergency calls. If anything changes regarding your plans to pick up your child, he or she will be expected to follow their usual routine. **We reserve the right to determine if a call is necessary.**

Section V: Article XVII-Student Vehicles on Campus

Students with a valid North Carolina driver's license are permitted to drive to school with their parent's written permission. They will not be allowed to transport any other student whose parent or guardians have not given written permission for them to ride with them (to and from school). Once the students arrive, they will not be allowed to leave the premises at any time unless the parents involved have given written permission. This is most likely to be for lunch. Even then he or she is not allowed to transport another student without expressed written permission from parents. The Academy does not assume responsibility for their travel to or from the Academy. Students who abuse the privilege are subject to losing the privilege or being dismissed. Each student passenger under the age of 18 of any student driver must submit written permission from their parent stating that they can ride along with the student driver. For your convenience, forms are held in the office. All students should have decals for vehicles, and park in designated area or the car is subject to be towed at owner's expense.

Student Parking and Permits

Many high school students may wish to drive an automobile to school. This is a privilege and should be regarded as such. If a student abuses the privilege to drive to school and park on the school property, the privilege will be revoked. Each student who drives a vehicle to school will be required to have that vehicle registered with the school office. If there is a possibility that several vehicles could be driven during the school year, the student will need to have each vehicle registered.

All student drivers and/or passengers should follow these guidelines:

1. All cars parked on school property by students must be registered with the school office. If a vehicle is found unregistered: **First time**=documented warning; **second time**=contact with parents; **third time**=\$20.00 "no registration fee" and \$1.00 per day each day thereafter.

2. Upon arriving at school, all student drivers and passengers MUST leave the parking areas and enter the school building. Absolutely no lingering in or around cars in the parking areas at any time before, during or after school will be permitted. Occurrences will result in first time warnings; subsequent second offenses will result in a **2-day** suspension of driving privileges. Continued abuses may result in full termination of driving privileges.
3. Students should not allow others to drive their vehicles. Only students whose parents have granted permission to the office will be allowed to ride with student drivers. Under no circumstance should any student “bum” a ride with a student driver without written permission from both students’ parents.
4. WOGCA is not responsible for theft or loss incurred in any student’s automobile. We encourage all students to keep the doors locked while cars are parked at school.
5. Proper driving behavior is expected and will be maintained by each student driver. Showing off, squealing tires, etc. is unacceptable behavior and will not be tolerated. Instances of these types of behavior occurring on school grounds will result in revoked parking privileges and/or school suspension. This includes instances, which occur while entering or leaving school property.
6. No student should drive to the school and park his/her automobile at any other time other than normal school hours, unless the school principal has granted permission.

Section V: Article XVIII-Leaving School¹³

It is the policy of WOGCA that no student is allowed to leave the school grounds without permission. “Skipping School” will result in severe disciplinary action. After 3pm, when school has dismissed, students may leave with their parents. If for some reason, the parents wish for their student to ride with someone else, then it is required that the office receives written permission from the parents. Students are not to leave the school grounds (walking or riding) without prior permission from their parents and WOGCA. Such behavior will result in a suspension or possible expulsion.

Section V: Article XIX-Parent Teacher Student Fellowship Meetings (PTSF)

Each school year we schedule four to six meetings with our parents. These meetings are designed to give more information concerning Christian Education as it pertains to the needs of your child. There is a small annual fee in the amount of \$10.00 for the PTSF membership, which is used to cover administrative expenses.

¹³ See Section I: Article III- Attendance Policy; Section II: Conduct and Discipline

PTSF is normally scheduled on Monday or Thursday evenings at 7:00pm, however, parents should refer to the school calendar for specific dates.

We ask that parents respect our dress code when attending these meetings. Mothers should refrain from wearing mini skirts, tube tops, tank tops or ragged jeans to these evening sessions. Fathers should refrain from wearing short shorts, ragged jeans, or torn shirts to these evening sessions. We expect both parents to be diligent and faithful in attending these meetings.

Section V: Article XX -Visitors and Guests

We welcome parents, relatives, and friends to come and observe our classes. Simply call the day prior to your planned visit for approval. Persons coming to the school are asked to report directly to the school office. This includes parents who come to pick up their child (ren) early or bring them in late. The office will issue an admission slip. This will keep classroom disruptions to a minimum. Parents are asked NOT to go their child's class unless the principal has granted them permission.

Furthermore, if the above is not adhered to, visitors and guests may be asked to leave the campus. Failure to cooperate with school administration may result in WOGCA filing trespassing charges against the vagrant individuals. This is simply our effort to maintain a safe environment for your child.

Section V: Article XXI-Pre-Registration Month for Existing Students

During the month of January, parents will be notified and encouraged to pre-register their child for the Fall semester of the upcoming school year. By pre-registering, parents will be assured of having a place reserved for the upcoming school year. We also allow any "walk-ins" (those who are not yet in our school) to pre-register for the fall in February of each year.

Please know that pre-registration does not guarantee admission nor re-admission to WOGCA.

Section V: Article XXII-School Supplies

Each teacher will supply the parent with a list of supplies required for his/her class. Parents and students are expected to assure that these supplies are available throughout the year.

Section V: Article XXIII-Amendments

WOGCA Board of Directors reserves the rights to add, delete, or amend any policy as deemed necessary within this Handbook. If any policy is to be amended or deleted or new policies added to the Handbook, parents will be notified of the changes, dates of adoption, and effective dates.

This Student Handbook was ratified and adopted by the WOGCA Board of Directors on July 19, 2001.

HELPFUL HINTS & TIDBITS

Some guidelines to utilize when helping your child with homework are as follows:

1. Parents should see that the student has an assignment notebook in which to record his assignments when given by the teacher. Parents should teach their child that the student is responsible for recording the assignment, and both parent and teacher expect it to be done.
2. Weekly homework contracts will be sent home for the child from the child's homeroom teacher in order to reinforce what your child recorded in his/her assignment book, to explain the projected work and to get your signature. Please sign and return. Remember: In order for your child to prosper academically, you will have to be an integral part of their educational development process.
3. Be sure that your child is provided with a quiet, scheduled study place.
4. Keep distractions to a minimum (particularly television)
5. The hours reserved for homework should be scheduled and kept as consistently as possible.
6. Parents should check from time to time to see how much and what kind of work is being done. If your child consistently communicates to you that he or she has no homework for an appreciable length of time, you can be relatively sure that you should question that. Showing interest can be a help and encouragement itself. Make certain, however, that your child is working independently.
7. Generally, homework assignments average 30-45 minutes per subject.
8. Students who are absent are still required to complete all assignments. Efforts should be made to have all work turned in at the regularly scheduled time. However, teachers will generally allow extra time for work to be turned in when absences

occur. Students should call one classmate to receive assignments rather than call each individual teacher.

How you can help your child with college entrance exams:

1. Parents should not overstress the test to the student. This may cause excessive anxiety and poor scores.
2. See to it that your child gets a good night's rest and a good breakfast.
3. Regardless of the test outcome, encourage your child by giving them affirmation statements. An affirmation statement may include, "*I'm proud of your efforts regardless of the outcome, you are the best regardless of the score, you show courage for taking that test.*" Remember that some students generally do not test at their true aptitude for various reasons or another. However, your encouragement will urge them to try again until they reach the desired goal.
4. Make sure that your child makes several attempts at taking the tests. The more frequent the attempts the better chances for improved scores. (Contact the Guidance department for further advice).