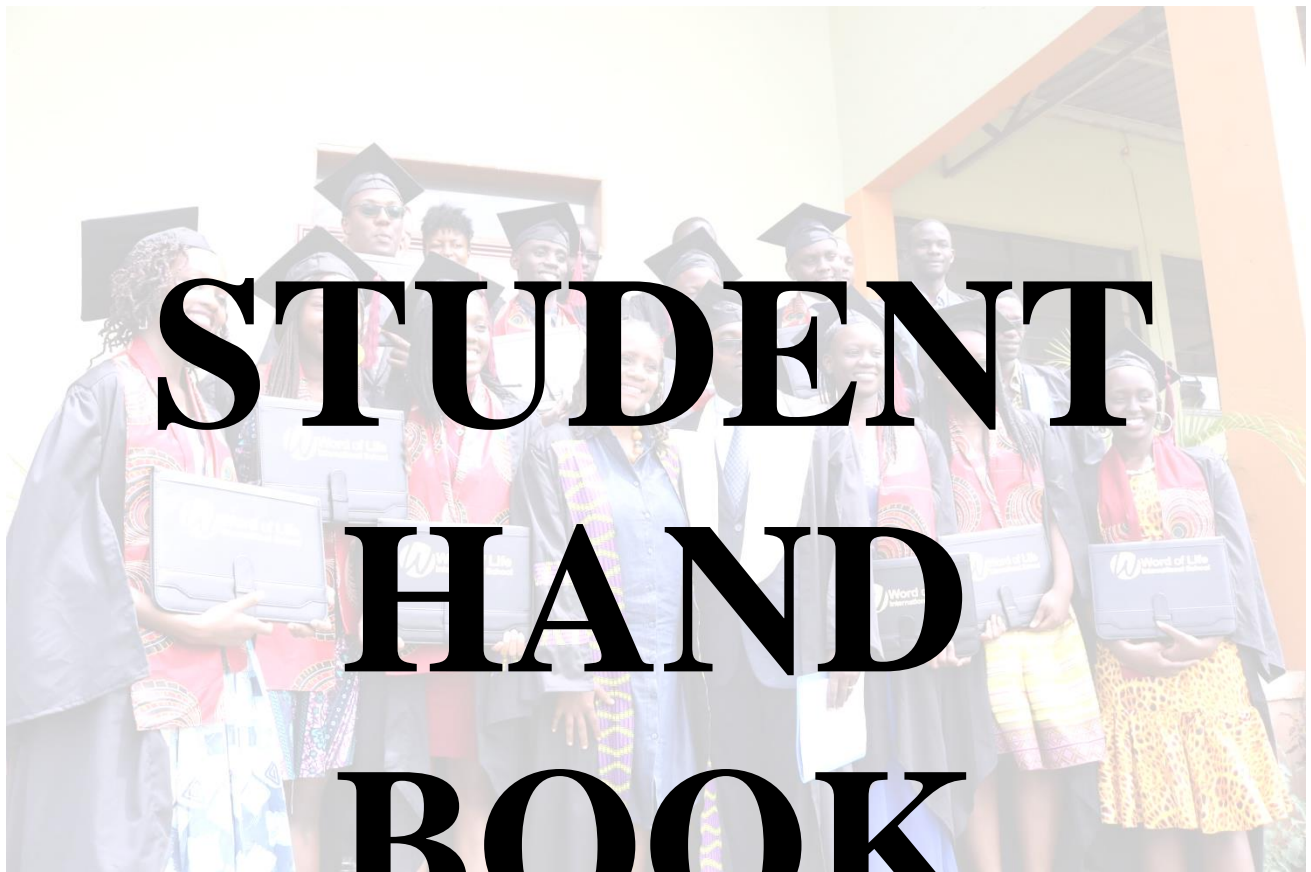




WORD OF LIFE INTERNATIONAL SCHOOL
EDUCATING FOR LIFE AND ETERNITY



STUDENT HANDBOOK

Table of Contents

- I. Purposes and Uses of this Handbook4
 - (1) Introduction4
 - (2) Guiding Principles.....4
- II. Mission Statement & Core Values4
 - (1) Core Values5
 - (2) Our Philosophy of Christian Education.....5
- III. WOLIS Admissions Policy7
 - (1) Requirements for Admissions:7
- IV. Curriculum Design8
 - (1) Three Pillars of Curriculum Design –8
 In our attempt of educating for life and eternity, three pillars will be considered: ...8
 - (2) Building Moral, Spiritual & Ethical Character:8
 - (3) Building Performance Character:9
 - (4) Building Civic Character:9
- V. Academic programs.....9
 - (1) Core Subjects in Early Childhood (Preschool & Kindergarten)10
 - (2) Core Subjects in Elementary & Middle School (Gr. 1-8).....10
 - (3) High School Core Subjects.....11
 - (4) Community Service & Skill Building Requirements13
- VI. Academic Disciplines13
 - (1) Setting Academic Goals.....13
 - (2) Homework Requirements:13
 - (3) Orderliness:14
 - (4) Discipline:14
 - (5) Learning Environment:14
 - (6) D-Points & Merits:14
 - (7) Academic Honor Roll.....15
 - (8) Academic Probation15
 - (9) Grading.....16
- VII. High School Academic Policies16
 - (1) Academic Standards:16
 - (2) Academic Probation:17
 - (3) Grading System:17
 - (4) Credit Hours17

- (5) Class Attendance:.....18
- VIII. WOLIS Behavioral Policy18
 - (1) Four Guiding Principles of Discipline.....18
 - (2) Behavioral Policy (Preschool & Kindergarten).....18
 - (3) Behavioral Policy for Grades 1-1219
 - a) Minor Infractions:19
 - b) Major Infractions:19
 - (4) Parental Involvement.....20
 - (5) Parent’s Responsibility20
- IX. Teacher Qualifications.....20
- X. Statement of Faith.....6
- XI. General Information.....21
 - (1) Chapel21
 - (2) Child Abuse/Protection Policy.....21
 - (3) Communication with Parents.....21
 - (4) Report Card21
 - (5) Call Policy21
 - (6) 6. Immunizations.....22
 - (7) Injuries/Illness22
 - (8) Medication22
 - (9) Lost & Found22
 - (10) Lunches22
 - (11) 11. School Office23
 - (12) 12. Student Arrival/Dismissal23
 - (13) 13. Uniforms23
 - (14) 14. Guidelines for all Students23
 - (15) Dress Code for School Outings & Events.....24
 - a) Guidelines for Boys24
 - b) Guidelines for Girls.....24
 - c) Non-Uniform Dress days24
 - (16) Text and Library Books24
 - (17) Payment of Fees.....24
 - (18) Withdrawal from WOLIS24
 - (19) Refund Policy25
 - (20) Transportation Policy25

I. Purposes and Uses of this Handbook

The purpose of the Parent/Student Handbook is to provide to all parents, students, members of the faculty and staff, and those inquiring about WOLIS, a concise presentation of the mission, philosophy, policies and practices of WOLIS. The Handbook provides students and their parents a set of guidelines for citizenship and behavior in and around WOLIS. The contents of the Handbook should be read by every parent and/or to every student at the beginning of the school academic year.

We recognize that the handbook is imperfect and silent on some issues that may arise. In cases of disagreement about a particular interpretation, the appropriate Administrators will render decisions that they deem fair to both the students and the school.

(1) Introduction

Our school strives to guide students toward responsible roles in Christ's kingdom. Students are taught the following:

- They are image-bearers of God and His representatives to their fellow man and to the creation with which they have been entrusted.
- To learn to do their best, pursue excellence in academics, and develop God-given abilities and gifts.
- To Obey God's instructions. To live a life worthy of the calling of Christ, and to share His life with others.

There are certain policies and regulations that are necessary to maintain the spirit and order we desire. We trust that our guidelines will help maintain a positive and orderly environment for you to enjoy. Welcome to the family!

(2) Guiding Principles

The following are our guiding principles:

1. Cooperative: Galatians 6:10
2. Respectful: Ephesians 6: 1-3
3. Responsible: Colossians 3:25
4. Christ-like: Philippians 2:5

II. Mission Statement & Core Values

The cornerstone of Word of Life International School is its commitment to the Lordship of Jesus Christ. It is truly our desire that "in everything He might come to have the supremacy" (Col. 1:18).

Our Mission is to develop students with Christian character and a biblical worldview, who achieve their highest academic potential with our school motto being "Educating

for Life and Eternity.” Our Goal is that each student would be equipped to pursue God’s plan for his/her life while being salt and light in a decaying and lost world. Our Prayer for our students is “...that the God of our Lord Jesus Christ, the glorious Father, may give (them) the Spirit of wisdom and revelation, so that (they) may know Him better...and that the eyes of (their) hearts may be enlightened...” (Eph. 1:17-18a).

(1) Core Values

- Committed to quality education & excellence
- Committed to developing God-given abilities
- Educating for life & eternity
- Faithful to biblical truths

(2) Our Philosophy of Christian Education

The educational philosophy of Word of Life International School is based on a God-centered view of truth and man as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe, and all life are dynamically related to God and have the purpose of glorifying Him. This is particularly true of man who was made in God’s image, different in kind from all other creatures, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, cannot in this condition know or honor God in life, unless been born of God.

WOLIS acknowledges that the entire process of Christian education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to develop in the student the mind of Christ, and to train him/her in godly living, so that the student can fulfill God’s total purpose for this life personally and vocationally. The student will be nurtured in the following areas:

- Taught the truths of Scriptures so he/she can understand God’s nature and role as well as his/her own.
- Exposed to opportunities that develop a whole person: spiritually, mentally, physically, and socially.
- Enlightened on biblical worldview by learning to see all truth as God’s truth and to integrate and interpret it by God’s Word.
- Equipped as an individual with his/her own unique abilities and personality to learn to live and work with others at home, in the church, and in a changing secular society.
- Taught by and interact with teacher models that are themselves growing Christians, have a biblical perspective on life and who are doctrinally and spiritually compatible with Word of Life Fellowship Uganda.
- Through creating partnership with parents to raise a generation that seeks after God’s heart.

III. Statement of Faith

As stated in the Admission Policy of Word of Life International School, parents and/or guardians must understand that these doctrinal positions will be taught in our Bible classes and in our Chapel.

1. We believe that the Scriptures of the Old and New Testament are verbally inspired of God, and they are without error in the original writings, and they are the supreme and final authority for faith and life.
2. We believe in one God, Creator and Sustainer of the universe, who is eternally existent in three persons—Father, Son, and Holy Spirit.
3. We believe in the Deity of Jesus Christ, His virgin birth, sinless life, His death to pay the penalty for everyone's sins, His bodily resurrection, His exaltation at God's right hand, and His personal, imminent, pre-tribulational and pre-millennial return.
4. We believe that all have sinned and are therefore guilty before God and are under His condemnation.
5. We believe that all who by faith receive Jesus Christ are born again of the Holy Spirit, therefore children of God and eternally saved, and that the Holy Spirit dwells within every believer to enlighten, guide, and enable the believer in life, testimony, and service. We believe that God answers the prayers of His people and meets their needs according to His purpose.
6. We believe that God gives spiritual gifts to all believers for the building up of the body of Christ. However, the miraculous sign-gifts of the Spirit, such as tongues and healings, were limited to the early church.
7. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved in Glory and the everlasting conscious punishment of the lost in hell.
8. We believe that all believers are called to a life of separation from all worldly and sinful practices and alliances.
9. We believe that from the beginning with Adam and Eve, God ordained marriage as only between one man and one woman. All sexual activity outside of this biblical definition of marriage, including homosexual practices, is in direct contradiction to God's Word and His intention for the institution of the home.

IV. WOLIS Admissions Policy

We admit students from all backgrounds whose parents/guardians choose to abide by all the rights, privileges, programs, and activities generally accorded or made available by the school. Students may be refused admission for reasons of unavailability of classroom space, poor scholastic performance, academic needs which the school program cannot meet, disciplinary issues, lack of good moral character, lack of student desire to attend, and lack of student/family compatibility with WOLIS's Educational Philosophy.

(1) Procedure

Applications shall be picked, filled out and delivered within the second week of every year and an application fee of Uganda Shillings Fifty Thousand (UGX 50,000/=) paid. These applications will then be reviewed on a first come first serve basis and successful candidates will be contacted to sit interviews the following week. This will apply to applications for Kindergarten through to High school.

Note: Pre-school applications for any year shall be ongoing throughout the year. Given that there are limited slots in Pre-school ensure your child's application is done at the earliest.

(2) Requirements for Admissions:

Admission cannot be granted until all the following have been submitted:

- Complete registration form
- Copy of birth certificate & immunization records
- One year's academic records from previous school
- 2 Recommendation letters from teachers from previous school
- 2 passport size photos of student, 1 for each parent & 1 for next of kin
- Registration fee
- Personal student/family interview with the school administration
- Photocopy of National ID OR passport for each parent and next of kin
- Forms consented to by both parents

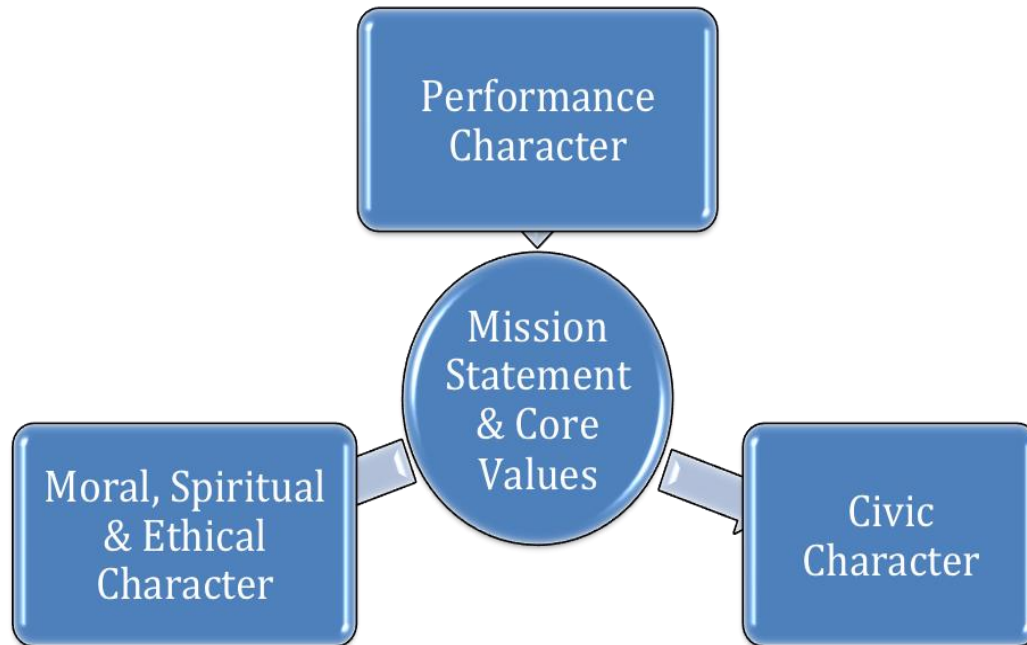
Students entering kindergarten through high school will be tested at the administration's discretion prior to admission. At least one parent/guardian must be a born-again Christian who knows the Lord Jesus Christ as Savior and can give a clear Christian testimony. The parent/guardian accepts without verbal or mental reservations both the Mission Statement and the Educational Philosophy and Objectives of the school and is committed to upholding them.

V. Curriculum Design

The curriculum design will be patterned from our mission statement and educational philosophy. The following chart illustrates this.

(1) Three Pillars of Curriculum Design –

In our attempt of educating for life and eternity, three pillars will be considered:



(2) Building Moral, Spiritual & Ethical Character:

The following programs at WOLIS will seek to educate and disciple students how to articulate the history of our faith, understand and know God and what he requires of his followers, and how to apply biblical truths to the world around them:

- Quiet Time & Journaling
- Bible Classes
- Family Time in Class/Community meetings
- Chapel
- Christian Reading
- Scripture Memorization & Application

(3) Building Performance Character:

WOLIS will seek to develop performance character that seeks for excellence in academics & skill building – opportunities we will seek to provide:

- Rigorous academic program
- Spelling Bee & Knowledge Trivia Competitions
- Poetry, Drama & Speech Festivals
- Music Recitals
- Sports Programs – Swimming, Athletics, Soccer, etc.
- Model the UN Program (Junior & Senior Programs)
 - East Africa Model the UN Program
 - ALAMAU
 - TEDed Club
 - World Scholar’s Cup

(4) Building Civic Character:

WOLIS will seek to create opportunities that strengthen the student’s sense of responsibility, developing Christian character of honesty, integrity and submission to God and authority, and becoming a contributing member of the society.

Opportunities include:

- Taking on classroom responsibilities
- Serving in Student Council
- Serving in the Yearbook Team
- Serving in the Chapel Worship Teams
- Ministering to the disadvantaged
- Getting involved in environmental programs
- Building Community Service hours

VI. Academic programs

For the student’s academic maturity, the school will endeavor:

1. To promote high academic standards within the potential of the individual as uniquely created by God, and to help the student realize his/her full academic potential.
2. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating with others through the disciplines of reading, writing, speaking, listening, and technology.
3. To train students in the core academic disciplines and in the visual and performing arts.

4. To teach and encourage the use of good study habits.
5. To teach the student how to do independent research.
6. To motivate the student to pursue independent study in areas of personal interest.
7. To develop creative, logical, and analytical thinking skills founded in biblical principles.
8. To discuss current affairs and global issues in all fields and relate them to God's plan for man.
9. To produce an understanding and appreciation for God's world, an awareness of man's role in creation and his/her God-given responsibilities to use and manage it properly.

(5) Core Subjects in Early Childhood (Preschool & Kindergarten)

- **Read A-loud (builds on Critical Thinking Skills)**
- **Phonics**
- **Mathematics**
- **Environmental Studies & Life Science**
- **Art & Craft**
- **Bible**

(6) Core Subjects in Elementary & Middle School (Gr. 1-8)

Mathematics:

- Procedures
- Problem Solving

Language Arts:

- Grammar & Writing
- Reading Comprehension
- Vocabulary & Writing
- Book Reports

Sciences:

- Life /Biological Sciences
- Earth & Space Sciences
- Physical Sciences
- Chemical Sciences

Social Sciences:

- Civic
- Political
- Economics
- Geography

Bible

Fine Art

Music (Grade 4-8)

French (Grade 7-8)

Social Studies Curriculum Design

- Grade 1 & 2 – My Community
- Grade 3 & 4 – Uganda
- Grade 5 – East Africa
- Grade 6 – Africa
- Grade 7 – Early Civilizations – Middle Ages (Medieval)
- Grade 8 – Renaissance - Scientific Revolution- Industrial Revolution – Colonization
- Grade 9 & 10 – First World War – Second World War
- Cambridge Program (Grade 9 -11)

(7) High School Core Subjects

IGCSE Subjects (ICE)

Grade 9 – 10 students work toward Cambridge Group Awards by entering for the Cambridge International Certificate of Education (Cambridge ICE) by taking courses from the following subject groups:

Group 1: Languages

- English Language
- French

Group 2: Humanities

- Literature (English)
- Modern History

Group 3: Sciences

- Biology
- Chemistry
- Physics

Group 4: Mathematics

- Mathematics (without coursework)

Group 5: Creative, Technical & Vocational

- Art & Design
- Music
- Business Studies/Economics
- Geography

Cambridge General Certificate of Education (GCE)

Grade 11 – 13

Students are required to choose subjects from Cambridge AS and A Level. This is a crucial time for high school students, and parents are encouraged to participate in guiding their children in subject selection in preparation for college application.

Subjects taught at AS and A Level are drawn from the following subject groups.

Group 1: Mathematics & Science

- Mathematics
- Biology
- Chemistry
- Physics
- Applied Information Technology

Group 2: Languages

- English Language or French

Group 3: Arts & Humanities

- Art & Design
- Economics
- Music
- History
- Geography

***Group 4: Global Perspectives & Research– (required for all graduating students)**

A level (2 Credits)	AS level (1 Credits)	AS level Global Perspectives & Research	Total Credits
3	0	1	7
2	2	1	7
1	4	1	7
0	6	1	7

PS: To qualify for AICE Diploma, Cambridge requires that a student takes a total of 7 credits drawn from the 4 subject groups .

(8) Community Service & Skill Building Requirements

Students will be required to build their portfolio throughout high school years through the following:

- Minimum of 80 hours of Community Service is required for all graduating students
- Leadership skills
- Music skills
- Sports skills

VII. Academic Disciplines

(1) Setting Academic Goals

- Students (Gr. 4-13) will be required to **design a personal homework** timetable that is pasted on their diaries. The plan on the homework timetable needs to reflect on the homework diary on a daily basis.
- Students will be required to **paste homework timetable** on their diaries.
- **Entries to the diaries must be dated on a daily basis.**
- All students will be required to daily **update their academic goals** – checking what they have accomplished and noting what they are yet to accomplish.

Failure to do this will result to being blue slipped. First blue slip is a warning, the second leads to a demerit.

(2) Homework Requirements:

The purpose of homework is:

- (1) To reinforce what has been taught
- (2) To let the teacher know if he has successfully communicated the material to his students
- (3) To enable the student to make sure he has a good understanding of what was covered in class by working independently
- (4) To help the student practice being responsible for doing work assigned and doing it on time.

Failure to complete homework or submit it on time will result to a 'Pink' Slip.

In order to establish a consistent procedure for students to record homework assignments, each student in K-12 grade will be issued a *"Homework Diary Book."* They will be responsible for having it with them in class and at home each evening for parents to review. **Parents must sign all homework; there must be a letter from parents if work is not done. All parents must see to it that no sloppy or incomplete work is handed in.**

- All students will be required to **do their homework and submit it on dates due. There must be a letter from a parent if homework is not done.**
- **Failure to do this will result in being pink slipped immediately and pasted on to their diaries.** First pink slip is a warning, second gets a demerit.

(3) Orderliness:

- All course work, handouts, tests will **require to be dated and filed** on a regular basis. No papers should be stored in the desks. Students will be required to **keep files in an organized manner.**
- All **test papers are to taken home and signed by parents** as soon as they have been handed out.
- Failure to do this will result to being blue slipped.

(4) Discipline:

We believe that it is a privilege for all of us to participate in the disciplined environment of Christian education here at WOLIS. Therefore, to maintain that privilege, all of us at WOLIS pledge to adhere to our four guiding principles of Respect, Responsibility, Cooperation, and Christ-Likeness. These are based on God's Word, and upheld as the standards for conduct at WOLIS. Romans 12:1-2 expresses the need for transformation of the mind in order for genuine character change to occur in the life of the individual. The goal of discipline is not self-determined character change, but Christ-empowered character change.

(5) Learning Environment:

We believe that the greatest learning occurs in a well-managed environment that demonstrates an atmosphere of righteousness; peace and joy (see Romans 14). Our goal is to provide the best support we can give to students through a wide variety of teaching methods designed to meet the diverse learning styles of our students. We will provide additional help and enrichment opportunities. We maintain a small student/teacher ratio where students may receive the individual attention that is needed. We will employ Christian teachers who model godly character, pray regularly with their students, and sincerely seek to help them mature personally, academically, socially and spiritually.

(6) D-Points & Merits:

Merits are given at the end of an academic year – they are awarded to students who show consistency in:

- Setting academic goals
- Doing homework
- Being orderly in appearance, organizing class assignments, maintaining files
- Tremendous improvement and regularity in obeying corrections given

- Maintaining silence when a teacher is not in the classroom
- Managing time wisely – reading quietly when other classes are in session

Offences that lead to demerits: (D-Points)

- **Failure to observe classroom rules**
- Chewing gum or snacking in class
- Disrupting class and chapel sessions
- Wearing clothing that is not school uniform
- Improper hairdos/cuts
- Trespassing
- Failure to keep time: going for chapel, home-going time, PE, clubs, house meetings
- **Destruction of school property – this will be followed with a fee for replacement**

Total of 3 Demerits = suspension

Offences that lead to immediate suspension:

- Outright disrespect to a teacher
- Using abusive/offensive language
- Forging parent's signature
- Tearing off diary page when demerits/teacher's notes are written
- Introducing other students to immoral acts/literature/media
- Bullying

(7) Academic Honor Roll

Principal's Honor Roll- All A's

- **Gold Honor Roll** – An overall average of an A in academic subjects (no grades below B).
- **Silver Honor Roll** – An overall average of B in academic subjects (no grades below B).

Students who qualify for honor roll are recognized annually.

(8) Academic Probation

Students who are found to be deficient in academic areas may be placed on probation for the remainder of the term. Any student who falls below an overall average of C will automatically be placed on probation.

The school reserves the right to have students repeat an academic year for failure; to complete 90% of the coursework, either homework class work, research project or written projects or consistency in handing in work late, careless disregard to any work given. We will encourage and recognize those who show persistence, and diligence in all their work.

(9) Grading

In order to maintain consistency in academic evaluation, the following scales have been adopted and will be used on exams, tests, quizzes, and other measuring devices. Exceptions will be permitted with school administration approval.

Code Numeric Equivalence

A	90-100
A-	85-89
B+	80-84
B	75-79
B-	70-74
C+	65-69
C	60-64
C-	55-59
D	50-54

I = Incomplete (due to unfinished work)

NM = No mark

An incomplete grade indicates that there is work missing in that particular subject and that work must be made up before credit is given. It is the student's responsibility to contact the teacher to make up incompletes.

In addition to the grade on the report card, there will also appear an effort grade at the end of an academic year that depicts areas of student disciplines and study habits that were observed.

The purpose of the effort grade will be to show how much effort the student is putting into study habits, social interactions, and classroom behavior. The effort grade will be one of three letters.

E – Excellent effort

S – Satisfactory effort

N – Needs improvement

VIII. High School Academic Policies

(1) Academic Standards:

All high school students must maintain an average of grade C (GPA 2.5) or higher. Students failing below this level will be put under academic probation at the beginning of a new academic year (see below).

(2) Academic Probation:

Students in High School under academic probation will be required to achieve an average of C- (GPA 2.0) in the first term of the new academic year, and to raise it to an average of C (GPA 2.5) by the end of the second term of school. The student will be required to meet regularly with the academic supervisor who will monitor the academic progress. The administration has the right to withdraw a student who is unwilling to make the necessary academic improvement.

(3) Grading System:

Every academic year WOLIS calculates the Grade Point Average in high school for each student. The GPA is a number representing the average value of the accumulated final grades earned in courses over time. The GPA for WOLIS is based on a 0 to 4.0 scale (see below).

Quality Points (Weight = Scale 3)			
Letter Grade	Numeric Grade	1 Credit	0.5 credits
A	90+	4.0	2.0
A-	85 - 89	3.7	1.85
B+	80 - 84	3.3	1.65
B	75 - 79	3.0	1.5
B-	70 - 74	2.7	1.35
C+	65 - 69	2.3	1.15
C	60 - 64	2.0	1.0
C-	55 - 59	1.7	0.85
D	50 - 54	1.3	0.65
F	49	0.0	0.0

(4) Credit Hours

Total Number of Credits required for graduation:

- 3 credits in Bible
- 3 credits in Math
- 3 credits in English & Literature
- 2 credits in History
- 3 credits in two of the sciences (Biology, Chemistry & physics)
- 2 credits in Foreign Language
- 2 credits in Art /Music
- 6 credits in Electives (Model the UN Program, Business Studies/Economics, Geography, Psychology, ICT, Global Perspectives)
- 1.5 credits in Physical Education
- Minimum of 80 hours of Community Service

(5) Class Attendance:

The class attendance policy assumes that high school students at WOLIS will be present for ALL classes, including PE.

The following table explains the effect of missing classes on the final grade for a subject at the end of the academic year.

1 cr hr course # unexcused absences	2 cr hr course # unexcused absences	3cr hr course # unexcused absences	Number of increments the grade drops
1	1-2	1-3	0
2	3-4	4-6	1 (e.g. A - B+)
3	5-6	7-9	2 (e.g. A- B)
4	7-8	10-12	3 (e.g. A - B-)

Students who miss a maximum of two weeks per term for two consecutive terms may be required to repeat the courses for that year. Please note that late arrival will count as unexcused absence, unless permission has been requested. Permission is to be requested two weeks in advance except for emergencies.

IX. WOLIS Behavioral Policy

(1) Four Guiding Principles of Discipline

The Four Guiding Principles of Respect, Responsibility, Cooperation, and Christ-Likeness are based on God’s Word, and upheld as the standards for conduct at WOLIS. Romans 12:1-2 expresses the need for transformation of the mind in order for genuine character change to occur in the life of the individual. The goal of discipline is not self-determined character change, but Christ-empowered character change.

(2) Behavioral Policy (Preschool & Kindergarten)

Typical steps toward behavior correction include the use of the following:

1. A verbal warning and the child given the opportunity to “right the wrong.”
2. A separation from the rest of the group for a short period of time, giving the child time to calm down and think about his/her behavior in relation to our four guiding principles.
3. When the behavior problem persists, a parent conference is held to discuss what may be helpful in motivating the child to behave in an acceptable way.
4. A child may be sent home for five days when the steps above have not remedied the situation. When a child is sent home a second conference will be scheduled.
5. When the above steps have not improved a child’s behavior, WOLIS administration reserves the right to withdraw that child from attending WOLIS.

6. A child who is engaged in harming other children, either fighting, abusing, or cursing will receive a spanking from the principal's office.

(3) Behavioral Policy for Grades 1-12

a) Minor Infractions:

Behavior is normally related to student maturity and his/her cooperation with the teacher and classroom order. The following is a list of off-task/disruptive behaviors not intended to be all-inclusive:

- Out of seat without permission
- Failure to ask permission of teacher
- Not following directions
- Disturbing others
- Chewing gum
- Display of poor attitude

Consequences:

Minor infractions are typically handled by the teacher by a variety of interventions: i.e., warning, relocation of student within the classroom. Parents will be informed on the infraction and consequences. However, with repeated minor infractions, the teacher in consultation with supervisor may issue a Demerit. The third demerit leads to suspension from school.

b) Major Infractions:

Behaviors and attitudes related to student character and trust. The following is a list of major infractions, and is not intended to be all-inclusive:

- Truancy – staying out of school without permission
- Leaving school grounds without permission
- Using inappropriate conduct (language, relationships, attitude, etc.)
- Disrespect to authority
- Destruction of property
- Stealing
- Direct disobedience
- Bullying or causing injury or threat of injury to others; fighting
- Cheating

Consequences:

Student/Principal Conference (SPC)

A conference will be scheduled to discuss the nature of the incident and to biblically counsel with the student to encourage personal responsibility, resolution and reconciliation.

Out of School Suspension (OSS)

The student will remain at home to complete assigned class work under the supervision of the parent. OSS will be (not limited) five days. The principal issues the suspension after a conference with the student.

Note: Suspensions are treated the same as an excused absence in regards to making up work.

Expulsion

A student may be dismissed from school at any time he/she is found to consistently be out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration. Students expelled cannot be readmitted back to WOLIS.

(4) Parental Involvement

We view parental involvement as a crucial part of the educational process. A positive relationship between home and school develops a team approach to guiding, educating, and motivating students to reach their highest potential. Parents are expected to take an active part in their child's school, education, and development. Parental participation is important because:

1. God's Word tells us that parents are to be the primary educators of their own children.
2. Parents who participate are sending their children a clear signal that says, "School is important!"

(5) Parent's Responsibility

- All parents are required to attend Parent Teacher Conferences when they are scheduled.
- All parents are required to attend school open day meetings that happen at the beginning of each school term.
- All parents are to play an active role in bringing up their children to be respectable, obedient, and diligent in accomplishing their goals.

Should there be any reason to suspect that a student is struggling academically or behaviorally, parents are encouraged to arrange for a parent/teacher conference. All conferences should be arranged through the appropriate school office.

X. Teacher Qualifications

We employ teachers who know Jesus Christ personally and are active in a local Bible-believing church.

All K-12 full-time teachers have, as a minimum, diploma in education from reputable institutions of higher learning, or a degree in subject areas they teach.

XI. General Information**(1) Chapel**

A time for celebration of praise and worship for students is set aside once a week. The format of these times will vary, but this time will be designed for praise, sharing by the students, communication with God, and sharing by other Christians for the building up of the body of Christ. The chapel message will normally be brought by one of our school or church staff members. Occasionally, we will ask Christian laymen from our community, missionaries, or guest pastors to speak in chapel. Parents are welcome. Preschool, Kindergarten, elementary, and middle school students will each have developmentally appropriate chapel times during the week.

(2) Child Abuse/Protection Policy

If there is any known or suspected abuse or neglect by any adult of a child attending WOLIS, the teacher, the Principal, the school administration, and the School Board has a duty to report the knowledge or suspicion to the appropriate Officers. This is the case whether the suspected abuse or neglect occurs on or off the school premises. The law requires that the school report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred.

(3) Communication with Parents

The school will use email and student diaries for official communication to parents. The school will also work with Parent representatives from each of the classes to pass on any important information to ensure that parents in their classes have been reached.

(4) Report Card

The report card is issued online to parents at the close of each term grading period. However, in case of technology failure it will be given to students for delivery to the parent/guardian at the close of each term grading period.

(5) Call Policy

Parents may call the office and leave a message for a teacher to return their call. Parents should refrain from calling the teachers and members of the administration at their home, or during class hours.

It is vitally important that parents keep their emergency contact phone numbers up-to-date each time they move or change jobs.

(6) Immunizations

WOLIS requires that every child entering the school should show proof of proper immunization certification.

(7) Injuries/Illness

All reported minor injuries will be referred to the office and an incident form will be filled out. Any student experiencing illness will be admitted to a rest area for evaluation of his/her symptoms. Parents will be notified if the student is unable to remain in school. Students will remain under the supervision of a staff member until the parent arrives.

Students who have a fever or who have been vomiting within the past 24 hours should not come to school. Students who develop a fever or who are vomiting at school will be sent home. We have no facility to care for sick students and they will need to be picked up from the school immediately upon notification from the school.

If your child has an illness that the doctor says is contagious, please be considerate of the other students and keep your child at home until he/she is feeling better and is no longer contagious. It is the responsibility of the parents to inform the school if the child is out with a contagious disease or has been exposed to a contagious disease.

(8) Medication

When it is necessary for students to take any medication, the school administration will call the parent for consent. Any medication sent by a parent to school must be in its original container and include type of medication, dosage, and the duration to be administered, and a note from the parent and doctor confirming their consent.

The medication will be stored in the office and the student will be permitted to go to the office at the times when the medication must be given. Students are not permitted to keep medicine, in their possession while in school; the only exception to this guideline would be emergency medication, and this must be accompanied by a doctor's note.

(9) Lost & Found

Items that are found will be placed in the "Lost and Found" located in the storage Room. Articles are kept for 2 weeks and then distributed to needy communities. Parents should label all clothing worn to school.

(10) Lunches

The WOLIS offers a hot lunch program for all students. Parents prepay for the meals.

(11) 11. School Office

During the school year, office hours are from 8:00 a.m. to 3:30 p.m. Monday through Friday. When coming to school for any reason, visitors should check in with school personnel located in the main office. Parents and guests must secure a visitor's pass from the gate to enter the school. Parents should not call the office with routine messages for students.

(12) 12. Student Arrival/Dismissal

Students must not be dropped off at school before 8:00 a.m. since we do not provide supervision prior to that time. Students are dismissed from class at 3:30 p.m. Parents must ensure that all students are picked from school by 3:45 p.m.

(13) 13. Uniforms

One of the ideals we strive for as a Christian school is to promote biblical standards of behavior and to reflect a positive image to those around us as representatives of Christ. Recognizing the manner in which we dress often reflects our attitude as well as the way that others perceive us; the school has adopted certain guidelines regarding appropriate dress for students. The basis we have used to establish these guidelines are biblical principles of modesty and self-discipline, which are reflected by neatness and cleanliness.

All school uniforms are purchased from a vendor recommended by the administration. Please follow the color codes for the full school uniform.

(14) Guidelines for all Students

- All uniforms must be from the school office or designated vendors and fit properly.
- Tattoos and body piercing are considered inappropriate for students of Word of Life International School. Any student with a visible tattoo or body piercing may at the discretion of the school administration be withdrawn from school.
- Caps are not allowed at school except during athletic events.
- Shirts and blouses are to be neat at all times during the school day and buttons buttoned (top button optional). Girls' Skirts/Dresses/PE clothing must be below the knees while seated.
- Black shoes are to be worn at all times. "Flip-flops," sandals or beach style sandals are not allowed.
- Blue socks for the boys and white socks for the girls must be worn with all shoes.
- During cold weather, students may wear WOLIS sweaters or sweatshirts in school.
- Parents should label all clothing worn to school.

(15) Dress Code for School Outings & Events

Students going on an educational field trip will wear school uniforms, unless an exemption is made by the administration.

a) Guidelines for Boys

- Boys' hair is to be neatly groomed at all times. We prohibit hair more than 1-inch in height. Marine cuts are prohibited.
- Shorts and trousers must be worn at the waist.

b) Guidelines for Girls

- For modesty, girls in Kindergarten through 12th Grade must wear dresses/skirts that are below the knee.
- Hair should be worn in a conservative and attractively groomed style. Extremes in hairstyles, color, or an unnatural look will not be acceptable for school. Extremes will be determined by the administration. No more than two earrings per ear are permitted for school.
- The wearing of makeup in grades K-12 is discouraged.

c) Non-Uniform Dress days

Students are to wear apparel that conforms to school policy of modesty in accordance with the parameters set forth by the administration. Follow the dress information for the event given to you by the teacher.

(16) Text and Library Books

All text and library books belong to WOLIS and are loaned to our students. Students will be charged the replacement value of any book, which is lost or excessively damaged or worn.

(17) Payment of Fees

Term fees are due by the beginning of each school term. Parents are required to pay directly to the Stanbic Bank and present their bank slips at the Registration Day. Students will receive their invoice for the following term at the end of a school term.

Cambridge fees are paid for the IGCSE and GCE exams at each seating. The fees are determined by Cambridge for each syllabus and are paid through the school.

The administration reserves the right to determine costs, installments and to offer other ways.

(18) Withdrawal from WOLIS

Parents who for any reason consider withdrawing their children from WOLIS during a school term should consult with the academic supervisor. Students who fail to withdraw officially will receive a failing grade for subjects being done that term.

Students who withdraw from WOLIS must surrender all library books and their ID card, and have all outstanding bills cleared. An exit/clearance form will be filled in and a withdrawal letter from parent filed.

(19) Refund Policy

Parents who consider withdrawing their children from WOLIS will need to inform the school one month before the beginning of a new academic term. Any fees paid to the school after the school term has begun will not be refunded.

(20) Transportation Policy

Parents are to consent to driver/pick up individual by providing his/her passport size photograph OR National ID in case of a transportation attendant to the WOLIS Administration. It's the parents' responsibility to ensure validity of drivers/attendants and car road worthiness.

Class teachers will accompany students to the pick-up point and only release them to an authorised driver or transportation attendant.

Any pick up changes should be communicated via registered email and a phone call to the administration at least 24 hours before. If the change is permanent, one of the parents will be required to physically introduce new individuals with necessary documentation.

WOL & WOLIS are not liable for any occurrences during and after pick-up as well as movement to and from school.

No teacher will release students against the administrative guidelines as stipulated here in. All inquiries shall be directed to the administrative office.

All cars picking students MUST have the WOL sticker.

"The Lord blesses the home of the righteous."

Proverbs 3:33

Updated February 2018