

Gideon Academy



Parent/Student
Handbook
2017-2018



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Introduction Section

Letter from Gideon's Administrator

What a privilege we as a staff here at Gideon Academy (Gideon) have to serve the Lord, Jesus Christ through being part of Christian education. We believe the opportunity to be part of offering a quality education to children based upon a Biblical foundation within a Christian environment is the most rewarding ministry we could possibly be associated with today. I want to thank you for allowing our staff to be an important part of your child's life. We are honored that you have chosen us to help train your child in the way he/she should go. It is our purpose to honor God in every class and every activity.

This handbook contains a summary of the many school rules and procedures that are followed throughout the school year. This handbook was developed with the intellectual, emotional, physical, and spiritual well-being of each child as the major focus.

Our school uses the School of Tomorrow Accelerated Christian Education (A.C.E.) curriculum for all academic instruction. This curriculum has over 40 years of experience and research behind it. By using this program, our school provides a quality of education that exceeds the level of accomplishment of students on the same age level who are in the public school system along with a Christian education. Bible class occurs daily and a Chapel occurs every week in order to foster your child's spiritual growth.

Please take the time to read through this handbook so that you will know the rules and policies of the academy. If you ever have any questions or concerns about anything outlined in this handbook, please contact a member of the Administrative Team at (661) 833-9894 and we will be glad to speak with you.

Thank you for the opportunity to serve you and your family!

Sincerely,

Aniceto Hernandez
Gideon's Administrator

Identification Section

Vision

Gideon exists to provide a Christian education by integrating character-building principles and Scripture memory into the academics; a school for today's children to grow into tomorrow's Christian leaders who have discovered their God-given gifts and are a blessing to others around them (community, workplace, family, etc.) because of their servant's heart.

The road to accomplishing this requires God's leadership. Because of this, we have been guided by the Scripture in 1 Corinthians 3:9 that says, "For we are God's fellow workers; you are God's field, you are God's building."

The "we" in this Scripture refers to us as administrators, supervisors, and parents. The "you" refers to our students (your child). This reminds us that God is in the lead and that we are his co-workers.

Mission

Gideon, in partnership with parents/guardians, will cultivate Christ-like character in students through caring and nurturing supervisors, providing quality education that integrates Biblical values and principles and excellence. Our goal is to reach students for Christ and equip them to serve God and impact the world through Biblical thought and action.

Core Values

The Statement of Core Values is synonymous with Gideon's belief statements. Although our vision statement will change over time, our mission statement and Statement of Core Values will remain the same. Our core values are the basis of our mission.

As an overview of who we are, we share with you our core values (beliefs which are reflected in our actions because they are deeply embedded in our identity as a school). They are honor, integrity and servanthood.

Philosophy of Education

Gideon's Christian education is based upon a God-centered life view. Biblical principles are integrated in every facet of its institution. Gideon complements and supplements the home/family. Gideon's policies and procedures, standards for relationship, and educational processes must properly relate the student to God spiritually, mentally, physically, and socially.

Purpose

In the Bible there is the story of Gideon. He was chosen by God to be the deliverer of Israel in the response to their cries. Gideon's family was the poorest and he was the youngest.

Judges 6:14-16: The LORD turned to him and said, "Go in the strength you have and save Israel out of Midian's hand. Am I not sending you?" "But the Lord, "Gideon asked, "how can I save Israel? My clan is the weakest in Manasseh, and I am the least in my family." The LORD answered, "I will be with you, and you will strike down all the Midianites together."

But, even the youngest can be used of God. So in this spirit was born Gideon Apostolic Academy. We believe God can do mighty things in our children. They are the answer to our cries to God for the deliverance of our nation from the hands of ungodliness.



The objective of building a private Christian school is to obey the Scriptural imperative of the Bible written in Deuteronomy 6:5-7, which says:

“And thou shalt love the lord thy God with all thine heart, and with all they sould, and with all thy might. And these words, which I command thee this day, shall be in thine heart: and thou shalt teach them diligently unto they children...”

And of Proverbs 22:6 to: “...train up a child in the way he should go.” Teaching is training. Training for life must include training for eternity.

A Christian school is an extension of the Christian home in training young people in a Christian environment for time and eternity. The school staff works closely with the parent to train the whole child.

Attendance at this school is a privilege and not a right. The goal of this school is not to reform, but to train our students to love God, having strong Christian character- honor, servanthood, integrity, self-discipline, responsibility, leadership and love for our county. The school stands without apology for the old-time Gospel and the high standards of morality and Christian behavior.

Organization

Gideon is a ministry of Christ Centered Bakersfield Inc and operates as a non-profit private Christian school. Tuition and fees cover our salaries to our staff and curriculum. Funds from annual fundraisers and from private donors are used to help supplement the operating budget. The school relies heavily on parent volunteers for its extracurricular activities.

Gideon was birthed out of prayer and continues to be a place for the Lord's presence to dwell. The staff at Gideon begins each day by meeting together for 30 minutes of devotional.

Board/Leadership Description

A church board that works in cooperation with the school committee and administrator governs Gideon. The current board members, committee members, staff, and parents may recommend individuals to the committee. The current school committee members will take these recommendations and decided which individuals to actively recruit. Monthly meetings are held to make decisions and discuss important issues regarding the general operations of the school. The current school administrator, Aniceto Hernandez, provides the daily leadership and direction for the school.

The administrator reports to the school board on a regular basis. The school committee is not involved with day-to-day procedures and activities of Gideon. However, the committee is involved in major policy decisions. Some of these include financial, disciplinary, and academic related decisions.

Accreditation

Gideon is a non-accredited institution. However, Gideon is committed to its promise of enhancing the educational opportunities for its students; therefore we are proud to introduce the Dual Enrollment Program (for an additional fee). The Lighthouse Christian Academy Dual Enrollment Program is for the dual enrollment and academic validation of students attending schools using the full scope and sequence of the Accelerated Christian Education (A.C.E) curriculum. This program is offered to all A.C.E Model and Quality Status Schools and will



enable their students to receive an accredited transcript and ultimately to earn an accredited high school diploma.

Lighthouse Christian Academy (LCA) is the distance-education provider of A.C.E. The academy has earned full accreditation with:

- Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS)
- National Council for Private School Accreditation (NCPSA)
- Accreditation International (Ai)

Ai is a recognized member in good standing with the Council on Occupational Education (COE) and the International Council for Education.

There are advantages associated with accreditation. A.C. E. encourages the dual enrollment of your students so they may receive their LCA transcript and diploma accredited by MSA-CESS, NCPSA, and Ai. Earning an accredited diploma may benefit the student in the following ways:

- Transfer of Credits – Accreditation eases the transition of students as they move from one accredit organization to another. This ease of transfer applies across the nation through reciprocal agreements between the accrediting agencies.
- College Admissions-Accreditation aids students who seek admission to accredited colleges and universities.
- Access to Programs and Scholarships – Accreditation aids students as they participate in sports programs, apply for federal grants, or pursue admission to accredited colleges.

Staff

Gideon's classroom instructors are not certified teachers by the state of California. However, they are apt to teach and help the students learn the subjects within their responsibility of the grades assigned. By California state law private schools are granted this right. Therefore, we are eagerly pursuing a Christian education for our students. Additionally, staff members are faithful Christ believers that have demonstrated their commitment to Him and their commitment to Christian education. "Moreover it is required in stewards that one be found faithful." 1 Cor 4:2

All staff members are fingerprinted and have had their criminal background checked by local and federal government agencies. Records are on file.

Contact Info

The following are methods to contact the school:

Mailing Address

1316 Shafter Rd
Bakersfield, Ca 93313

Email Address

gideonwarriors@me.com

Phone

(661) 833-9894

Fax

(661) 829-4185

Website Address

www.gideonacademy.org

STATEMENT OF FAITH

1. **The Church** – We believe that the Church of the Lord Jesus Christ is one, universal and indivisible, and composed of all men regardless of nationality, language, race or custom, who have accepted our Lord Jesus Christ as their Savior and have been baptized into His Body by the Holy Spirit (1 Corinthians 12:13). The bonds of a common faith and love unite the members of the Church. The flag or banner of the Church is the Name of Jesus Christ before whose emblem the Church marches gallantly as an army on parade (Song of Solomon 6:10).
2. **There is only one God** – We believe there is only one God who has manifested Himself to the world in various forms throughout the ages. He has specially revealed Himself as Father in the creation of the universe, as Son in the redemption of humanity, and as the Holy Spirit pouring out in the hearts of the believers.

This God is the Creator of everything that exists, whether visible or invisible and His Name is Jesus. He is eternal, infinite in power, Holy in His nature, attributes, and purpose. He possesses an absolute and indivisible divinity. He is infinite in His immensity, inconceivable in His way of being, and indescribable in essence. Since an infinite mind can only be comprehended by itself, no one can completely know Him but Himself. He has neither body nor parts; therefore, He is free of any limitations. The first commandment of all is, "Hear, O Israel; the Lord our God is one Lord" (Mark 12:29; Deuteronomy 6:4). "But to us there is but one God..." (1 Corinthians 8:6).

3. **Jesus Christ** – We believe that the Lord Jesus Christ was born miraculously from the womb of the Virgin Mary through the work of the Holy Spirit, and He is, at the same time, the One and only true God (Romans 9:5; 1 John 5:20). The God of the Old Testament took upon Himself human form (Isaiah 60:1-3). "And the Word was made flesh and dwelt among us..." (John 1:14). "And without controversy great is the mystery of godliness: God was manifest in the flesh, justified in the Spirit, seen of angels, preached unto the Gentiles, believed on in the world, received up into glory." (1 Timothy 3:16).

We believe that in Jesus Christ, God's divine attribute and human nature were combined in a perfect and incomprehensible form. We believe that the divine attributes and the human nature of God were incorporated in an incomprehensible yet perfect form in Christ Jesus. He is called the Son of Man because He was born of the Virgin Mary in whose womb He took the form of man, and thus acquired His human nature. He is called the Son of God because He was begotten of the Holy Spirit and thus partook of the Divine nature. He was human through Mary, in whose womb He took the form of man. He was divine through the Holy Spirit who fathered Him in Mary. Thus, He is called the Son of God and Son of man.

Therefore, we believe that Jesus Christ is God "For in him dwelleth all the fullness of the Godhead bodily." (Colossians 2:9) We also believe that the Bible makes known all His attributes. He is the everlasting Father and, at the same time, a child born unto us (Isaiah 9:6). He is the Creator of all things (Colossians 1:16-17; Isaiah 45:18). He is Omnipresent (John 3:13; Deuteronomy 4:39). He performed wonders as the Almighty God (Luke 5:24-26; Psalms 86:10). He has power over the seas (Mark 4:37-39; Psalms 107:29-30). He is always the same (Hebrews 13:8; Psalms 102:27).

4. ***The Holy Spirit*** – We believe in the baptism of the Holy Spirit as promised by God in the Old Testament and as poured out after the glorification of our Lord Jesus Christ, who sends it (Joel 2:28-29; John 7:37-39, 14:16-26; Acts 2:1-4, 16-18). Furthermore, we believe that the demonstration that the person has been baptized with the Holy Spirit is the new tongues or languages in which the believer can speak. And this sign applies also in our time.

We also believe that the Holy Spirit is power that enables us to testify of Christ (Acts 1:8). The Holy Spirit helps us develop a Christian character more pleasing to God (Galatians 5:22-25). The same Spirit endows men with gifts for the edification of the Church (Romans 12:6-8; 1 Corinthians 12:1-12; Ephesians 4:7-13). We do not believe, that any man has the power to impart the gifts of God, “But all these worketh that one and the selfsame Spirit, dividing to every man severally as he will.” (1 Corinthians 12:11) “But unto every one of us is given grace according to the measure of the gift of Christ.” (Ephesians 4:7)

All members of the Apostolic Assembly must seek the Holy Spirit and strive to live constantly in the Spirit, as recommended in Romans 8:5-16, Ephesians 5:18, and Colossians 3:5.

5. ***Baptism in water*** – We believe in baptism in water, by immersion in the Name of Jesus Christ and that it should be administered by an ordained minister. Baptism should be immersion because only in this way can it represent the death of man unto sin, thus bearing similarity to the death of Christ (Romans 6:1-5). Baptism should be in the name of Jesus Christ because this was the practice of the Apostles and ministers who baptized during the early period of the Church, as recorded in the Holy Scriptures (Act 2:38, 8:16, 10:48, 19:6, 22:16).
6. ***The resurrection of Jesus Christ*** – We believe in the literal resurrection of the Jesus Christ, which took place on the third day after His death as recorded in the Gospels (Matthew 27:60-64; Mark 16:1-20; Luke 24:1-12, 36-44; John 20:12-20). This resurrection had been foretold by the prophets (Isaiah 53:12), and is necessary for our hope and justification (1 Corinthians 15:20; Romans 4:25).
7. ***The resurrection of the just and unjust*** – We believe that there will be a literal resurrection of the dead in Christ and that they will be given a glorified and spiritual body in which they will live forever in the presence of the Lord (John 5:29; Acts 24:15; 1 Thessalonians 4:16; Job 19:25-27; Psalms 17:15; 1 Corinthians 15:35-54). Christians who are living when Christ comes to take up His Church will likewise be transformed and taken to live forever in glory in the presence of the Lord (1Thessalonians 4:18; 1 Corinthians 15:51-52).

We also believe that there will be resurrection of the unjust, but that these will awake from the tombs only to be judged and hear the harsh sentence that will make them heirs of eternal life (Matthew 25:26; John 5:29; Revelation 20:12-15; Mark 9:44; Daniel 12:2).

8. ***The rapture of the Church and the millennium*** – We believe that the Church, composed of the dead in Christ and the faithful living on earth at the time of the Rapture, will be lifted up to meet the Lord in the air and to take part in the wedding feast of the Lamb of God. Thereafter, the Church will descend with the Lord to earth to pass judgment upon the nations and reign with Christ for a thousand years. This period will

be preceded by the Great Tribulation and the Battle of Armageddon, which the Lord will end upon descending on the Mount of Olives with all His saints (1 Thessalonians 4:13-17; 1 Corinthians 15:51-53; Philippians 3:20-21; Isaiah 65:17-25; Daniel 7:27; Micah 4:1-3; Zechariah 14:1-16; Matthew 5:5; Romans 11:25-27; Rev. 20:1-5).

9. **The final judgment** – We believe the Lord has prepared a judgment day in which all men who have died without Christ and those living upon the earth at the time of its verification will participate. This judgment, also known as the “Judgment of the Great White Throne,” will take place at the end of the Millennium. The Church will not be judged on this occasion, but will itself intervene in the judgment rendered to all men in accordance with the things written in the books that God has prepared.

At the end of this judgment, the present heavens and the earth will be renewed by fire and the faithful will dwell in the New Jerusalem. The Christian dispensation will have come to its end and God will be all things in all (Daniel 7:8-10, 14, 18; 1 Corinthians 6:2-3; Romans 2:16, 14:10; 1 Corinthians 5:10; Revelations 20:5015, 21:1-6).

10. **Divine Healing** – We believe that God has the power to heal all our physical illnesses, if that is His will, and that divine healing is a result of the sacrifice of Christ, for He has borne our grief and carried our sorrows (Isaiah 53:4). The healing of the body takes place through a combination of the faith of the believer and power in the Name of Jesus Christ, whose Name is invoked when praying for the sick. The Lord Jesus Christ promised that those who believed in His Name would lay hands on the sick and the sick would recover (Mark 16:18). The sick shall be anointed with oil in the Name of Jesus Christ by ordained ministers for the Lord to fulfill His promises (John 14:13; Psalm 103:1-4; Luke 9:1-3; 1 Corinthians 12:9; James 5:14-16).

We believe that divine healing is obtained through faith. If, on occasion, a brother needs to submit himself to the care and ministration of medical science, he should not be criticized by his fellow church members, who must weigh the matter and consider themselves least they be condemned by what they themselves approve (Romans 14:22). We recommended that all members and ministers of our Church abstain from improper criticisms of medical science, whose advancements cannot be denied and originate in the ability that God has given men to discover the secrets of the functioning of the human organism. We also advise against opposing government campaigns for hygiene, vaccination, and cleanliness; instead, we advise that they cooperate in these campaigns decidedly wherever possible.

11. **Holiness** – We believe that all members of the Body of Christ should be holy; that is, separated from sin and consecrated for the service of the Lord. For this reason they must abstain from all practices, entertainment, and filthiness of the flesh and spirit (Leviticus 19:2; II Corinthians 7:1; Ephesians 5:26-27; 1 Thessalonians 4:3-4; 2 Timothy 2:21; Hebrews 12:14; 1 Peter 1:16).

However, in the practice of holiness we believe that we must avoid all extremes, asceticism and deprivations with reputations of wisdom in self-imposed worship and humility, and unsparing severity of the body, all which are but a shadow of things to come, but the body is of Christ (Colossians 2:17, 23). Regarding food, we note that “every creature of God is good and nothing to be refused, if it be received with thanksgiving” (1 Timothy 4:4).



History

Gideon was originally started as a ministry of New Life Apostolic Church in 2007 for the education of our congregation's children and others. In February 2010 it was decided by the school board that Gideon operate as an independent school. It operated that way for six years. In 2016 Gideon was adopted by Christ Centered Church Bakersfield Inc. Gideon recognizes the absolute priority importance of maintaining very close ties with the Bible-believing local churches in the communities we serve. Throughout the Scriptures, education has been a major priority.

Deuteronomy- especially in chapters 4, 6 and 31 – repeats the words of “teach,” “taught” and “learn” as preparation for the people to go into the Promise Land.

Psalms 119 teaches us to hide the Word in our hearts and asks the Lord to teach us to follow his ways (119:11, 33). Proverbs refers to a father's instruction and the importance of wisdom.

Jesus taught the people the truth of God. The believers “continued in the apostle's teaching” in the book of Acts (2:42). The letters of the New Testament are actually teaching documents intended to build up the churches.

Parent/Student Handbook Review and Revision

The school committee and/or administrator will review the parent/student handbook on a minimum of one time per year at which time there may be revisions made. Also, the parent/student handbook may be reviewed and revised at any time during the school year by the school board and/or administrator. We reserve the right to change policy at any time at our discretion.

Admission Philosophy, Policies, and Procedures

Gideon is open to anyone interested in securing a Christian education, from pre-kindergarten through 12th grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Gideon's rules. It must always be understood that attendance at Gideon is a privilege and not a right. This privilege must be forfeited by any student and/or parent who do not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment. Gideon as a private Christian school reserves the right to deny any parent the admission of their child (ren) to this school.

All students must be convinced they want to attend Gideon and agree to honestly and wholeheartedly apply themselves to “study to show [themselves] approved unto God” (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, volunteers, and other daily associates.

Racially Nondiscrimination Policy

Gideon admits students of any race, color, national and ethnic origins to all 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, national and ethnic origin in admissions policies, scholarship and other school-administered programs.

Gideon reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Gideon's administration and to abide by its policies.



To educate students in accordance to biblical truths, it is necessary, as part of the admission process, for parents to sign a Statement of Cooperation (Amos 3:3). Cooperation between the parents and school is so important that Gideon reserves the right to remove a child based on the parent(s) conduct and action. Following is the Statement of Cooperation:



STATEMENT OF COOPERATION

1. I have read and understand the school's philosophy of Christian education and its statement of faith and am in agreement with the purpose and philosophy of Gideon Apostolic Academy as written in the School Handbook.
2. I have read Gideon's status on non-accreditation and the option I have, as a parent, to enroll my Child with Lighthouse Christian Academy' dual enrollment program. LCA is accredited with CITA and SACS. If I choose to transfer my child to a school that is not using ACE curriculum I understand it is the new school's choice to accept the credits earned at Gideon, especially if the student is a high school student. I must check with the new school.
3. I have read and understand how classroom supervisors are not state certified teachers, but are able to help my child learn the subjects in their learning center.
4. It is understood that my child's attendance is a privilege and not a right, and that if at any time his/her conduct, academic progress, or cooperation with the school's authorities is not in keeping with the school's requirements, the school reserves the right to terminate my child's enrollment at its discretion.
5. I will support the school by involvement in parent/teacher conferences, parent meetings and other school-sponsored meetings and activities.
6. I agree to actively participate in the P3 Program of Gideon Apostolic Academy as stated in the Parent/Student Handbook.
7. I give my permission for my child to take part in all school activities including school-sponsored trips away from the school premises. I absolve the school from liability to me or my child because of any injury to my child at school or during any school activity, with the understanding that insurance will be maintained on my child during the school year.
8. I understand the standards of Gideon Apostolic Academy in that they will not tolerate profanity, obscenity in word or action, dishonor to the Word of God, or disrespect to the personnel or students of the school.
9. I herewith agree to authorize this school to employ such discipline as it deems wise and expedient for my child; I both understand and agree with their policies in this area. (Proverbs 13:24, Proverbs 22:6; Proverbs 22:15)
10. Realizing that my attitude toward the supervisors/teachers and policies of Gideon Apostolic Academy affects the emotional and academic stability of my child, I will support and uphold the ideals of the school in every way and will abide by the discipline and regulations of this administration. (1 Thessalonians 5:13)
11. At no time will I participate in destructive criticism of the staff or the school to my child or others, but instead, if a problem arises, regarding our child, I agree that I will adhere to the policy of 1) discussing the issue with the child's teacher, 2) if not resolved, discussing the issue with the administrator and teacher, and 3) if the issue remains unresolved, to contact the President of the Board to set up a private meeting to discuss the issue with the School Board as indicated in Matthew 18:15. I understand that in certain



circumstances, depending on the nature of the parental concern, it may be appropriate to omit the first and second steps. These steps will be addressed privately and confidentially.

12. In making application for my child, I fully understand that Gideon Apostolic Academy does not accept children on a month-to-month basis, nor on a one semester basis. Upon enrolling my child, I affirm that I am morally and financially obligated to maintain enrollment for the complete school year. It is my understanding that the school's policy is to make no refund on registration fees or tuition. (2 Corinthians 8:21)
13. I pledge to pay tuition and fees in a timely manner. I understand that my child may be dismissed when an account is two installment payments delinquent. In the case of unexpected financial hardship, it is my responsibility to contact the school office to arrange a meeting with the Administrator.
14. A spot for the upcoming year will not be held for a student if any tuition or fees are past due by 30 days or more. A student may not begin school in the fall until all amounts due for the prior year are paid in full by June 30.
15. I understand that there will be no reduction in tuition for time missed by our child due to illness or other reasons.
16. I support and agree with the school's effort to train my child to be Christ-like, in accordance with God's word, and will encourage my child in this and in all other phases of instruction.



Daily Procedures Section

Student Drop-Off

Our school day begins at 8:00 am, when the bell rings; students must be in their offices.

Pledges

As part of the daily “opening exercises”, we salute and pledge to the American flag, Christian flag, and the Bible and participate in cooperative prayer. Students are expected to stand at attention and participate in each pledge. Please help your child learn the words to the following pledges:

American Flag

I pledge allegiance to the flag of the United State of America, and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again; with life and liberty for all who believe.

Bible

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path; I will hide its words in my heart that I might not sin against God.

Morning Devotionals

Daily, there is morning devotional either in the sanctuary or the learning centers. This will be given by the administrator or person designated by the administrator. Students are required to have their bible and participate.

Chapel Services

Chapel services will be held weekly with an emphasis on praising God through song and incorporating God’s Word into our daily lives. Chapels will be geared toward young people so students will have a zeal and excitement in their worship. Chapel services are facilitated by the Gideon’s Administrator.

All students must attend chapel services. Students will often participate and lead in the chapel activities. Goals of our chapel services are:

- Worshiping God in Spirit and Truth
- Reinforcing important Biblical character traits and principles
- Encouraging students to dedicate their lives to God
- Promoting each student’s commitment to life-long Bible learning
- Encouraging altar time in the presence of and in close communication with God
- Building school unity

Chapel services are characterized by excitement, lively worship, active participation, and anointed messages. Parents are always welcome to attend chapel services.

Student Pick-Up

Students are to leave campus by 2:30 pm unless they are staying for supervised after-school activities. Students should be picked up at the latest by 2:45 pm.



Procedures Section

Admissions Procedures

1. Submit completed application form.
2. Read this handbook thoroughly and sign the Handbook Agreement form.
3. An interview will be set up with at least one parent and the prospective student.
4. Completely read and fill out enrollment application. There is a \$10 application fee.
5. Notification is made of acceptance or denial of the student within a few days of the interview or as soon as possible. A \$25 enrollment fee will be due at the time of acceptance for new students (\$100 for families enrolling 2 or more children). Re-enrollment for current student is \$25 (\$25 for families enrolling 2 or more children).
6. Upon acceptance, a student takes Diagnostic Test to determine at what academic level he/she is in each subject. A \$25 diagnostic test fee must be paid before the test is administered.
7. New student will be on 6 month probation for observation of conduct, academic performance, and their sponsor meeting the financial obligation. The School reserves the right to dismiss students for these or any other reason it deems appropriate.

Academics

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life.

Curriculum

The School of Tomorrow ACE curriculum is the primary base of our school materials for communication arts (a strong phonics based program), math, science, history, geography, and health. This curriculum integrates academic development (with God at the center of each individual course) with Christian character building (to obey, to do right, and to love God and country).

Gideon will provide an education that gives students a biblical worldview. Students spend time each day in prayer, study, and the memorization of Scripture. Students will participate in chapel each week.

The fees for the curriculum are separate from the tuition fees. However, for the ease of paying for the school year worth of curriculum it is divided into a deposit of \$60.00 due at enrollment and the remainder to be paid in accordance to the tuition agreement form.

Curriculum fees cover 72 PACES an academic year. However, if students don't complete all the 72 PACES, the remaining PACES are school property and the fees are not refundable.

In addition, if students are completing more than the 72 PACES, there will be additional charges for more PACES. The charge for each additional PACE is \$12 and is due prior to Gideon submitting the order.



Academic Programs

Our program offers four basic courses of study for graduation candidates: Honors, College Preparatory, General and Vocational.

Honors Course of Study

The Honors program includes the program's highest quality preparation for a college education in addition to the more rigorous College Preparatory courses. An Honors student must obtain a 94 percent average and demonstrate the ability to communicate effectively in written and oral presentations. His composite reading rate should be over 600 WPM on the Readmaster program, and he should score at least 22 on the ACT or 1000 on the SAT and should score 12.9 on the CAT (or equivalent achievement test).

College Preparatory Course of Study

The student preparing for college should carefully consider the entrance requirements for the college he plans to attend. College admission is ultimately the responsibility of the student. With his parents, he should consult college catalogs and then select high school courses which will meet college entrance requirements. The College Preparatory course of study is designed to assist college bound students.

He should demonstrate the ability to communicate effectively in written and oral presentations. His composite reading rate should be in excess of 500 wpm as measured on the Readmaster program. He should score at least 20 on the ACT, 900 on the SAT, and 12.9 on the CAT or equivalent tests.

General Course of Study

This program is the minimum course of study for a standard high school diploma, but it should seldom be prescribed. Do not short-change students and let them get by with the General course of study when they are capable of completing the College Preparatory program.

Vocational Preparatory Course of Study

Students earn one credit for every 12 PACEs in each subject until completing the minimum of 225 credits required for graduation. If it is determined that sufficient requirements have been earned to merit a diploma, the transcript should be stamped "Vocational Preparatory." In order to complete the Vocational track, the student must complete courses in each subject at least through PACE 1096.

The administrator and supervisor should be familiar with the requirements of each academic program and the appropriate considerations for assigning each.

Graduation Requirements

A prescribed course of study will be determined through a conference with the supervisor, parents, and student. There are basically four course of study (listed above). Transfer students must complete sixty units in this school before receiving a diploma.



Courses of study:

<i>Honors</i>	
Subject	Units
Math	35
English	50
Social Studies	40
Science	40
Bible	30
Etymology	10
Typing	10
Computer Literacy	10
Speech	5
Music	5
Foreign Language	20
Health	5
Physical Education	20
Minimum Units Required	280

<i>College Preparatory</i>	
Subject	Units
Math	35
English	40
Social Studies	40
Science	30
Bible	20
Etymology	10
Typing	10
Computer Literacy	10
Speech	5
Music	5
Foreign Language	20
Health	5
Physical Education	20
Electives	15
Minimum Units Required	265

<i>General</i>	
Subject	Units
Math*	30
English*	40
Social Studies*	40
Science*	20
Bible	20
Etymology*	10
Typing	10
Computer Literacy	10
Speech	5
Music	5
Health	5
Physical Education	20
Electives or Core Subjects	25
Below PACE 1097	
Minimum Units Required	240

<i>Vocational</i>	
Subject	Units
Math	40
English	40
Social Studies	40
Word Building	10
Science	40
Bible	20
Typing	10
Computer Literacy	10
Health	5
Physical Education	20
Minimum Units Required	235

*Credit begins starting on PACE 1097

NOTE: For non-PACE courses credits are computed on the basis of 45 minutes of class time per day for 1 year = 10 credits.



Candidates for High School Graduation

To be eligible to participate in the graduation ceremony and/or receive a diploma, senior high candidates must have completed their required PACE's per subject for the vocational level (3 literature books to be completed) or their pursued course of study; all one day prior to graduation at 3:30 p.m. in order to receive their diploma.

However, if students have not completed their required subjects they may participate in the graduation ceremony if the remaining workload is within reasonable means to accomplish over the summer. This would call for a meeting with parents, class supervisor, and the administrator. Once the student accomplishes the requirements and all fees are paid in full, the diploma and/or certificate will be mailed to the student.

Student's cap and Gown must be paid for by January 1st. All financial obligations must be paid in full by May 1st.

Candidates for Junior High Graduation

To be eligible to participate in the graduation ceremony, junior high candidates must complete 12 paces per subject in all required courses. If the student is at literature level 7-8 requirement is 6 PACES. These paces must be completed one day prior to graduation at 2:30 p.m. Student's cap and Gown must be paid for by January 1st. All financial obligations must be paid in full by May 1st.

In order the student to advance to the 9th level, graduation requirements must be met by completion of the summer school of the same year, if not the student will repeat the 8th level with all new graduation requirements.

Graduation Exercise

Gideon does not provide for kindergarten, eighth grade or senior graduation "extras" such as cap and gown, diploma and cover, personal invitations, pictures, or the cost of a graduation reception. These are optional items each family may purchase on their own.

NOTE: All graduating students' school accounts must have a zero balance by May 1st in order to participate in graduation exercise.

Academic Probation

Our academic goal is to have each student at chronological grade level and balanced (Balance is when all subjects are on the same PACE number). Therefore, students must complete 12 PACES per subject each year, which breaks down to one PACE every 3 weeks in each subject. (Exceptions: When a student is on a different PACE schedule established by their supervisor or the administrator. Also included are students that have a subject in which they are 3 PACES ahead of chronological grade level and balanced.)

Any student who does not meet the academic goals in the first three weeks of the school year or any quarter will be placed on Academic Probation by the administrator. This probation period will be for the following three weeks. The student will be removed from academic probation once the goals are met. If the goals are not met in the three-week period, an additional three weeks will be added. This cycle will continue until the student is completely caught up with academic goals for the school year.

While on probation, a student will not be allowed to participate in extracurricular activities (i.e. field trips or sports events). Student convention is not a part of this probation since our school



spiritual goal is to help students discover and develop their spiritual gifts and talents; we believe student conventions help with this spiritual growth. Parents are encouraged to be especially attentive to their child's academic needs in order to help him stay current.

Students will be removed from academic probation once they have successfully completed the required course work to date.

Student Retention

All students in levels 1-8 must complete 1 year worth of paces (12 paces per subject, exception literature which may be 6) in an academic year. Students who do not complete this requirement by summer school are candidates for retention. The decision to retain a student at the end of the school year will be made by the Administrator, parent/guardian(s), and with the recommendation of the Supervisor. Efforts will be made through report cards, progress reports and conferences to give the student and his/her parents advanced notice of an impending retention. A conference will be held with the parents/guardians, Supervisor, and the Administrator to determine grade placement for the following year and/or to outline an individualized educational plan.

Conferences

Parent/teacher conferences will be held at the end of the first and third quarters to discuss each student's progress.

Grading Scale

Based on accomplishment - Our grading scale ranges from 80% to 100% and does not extend below a grade of 80% as the ACE philosophy declares that any grade below such reveals the student's lack of comprehension of the subject material.

If a student receives a mark below 80% on a PACE test, the supervisor will check for scoring violations.

If violations are discovered the student will repeat a new pace. This is not failure, but insurance that the student has mastered the information contained in the PACE. If it is necessary for a child to repeat a PACE, there will be an additional charge of \$12 for the repeated PACE. You will receive an invoice for the repeat pace if you are on the yearly, semester and quarterly payment plan. Individuals who are on the monthly payment plan will see a repeat pace fee on their invoice. This fee is due with your monthly tuition. If no scoring violations are discovered the supervisor will review the failing areas with the student, make the student a review packet of the check-ups and self-test. The student will have one week to review and complete the study packet and then re-take the pace test.

Letter Grade	Percent	G.P.A Points	Letter Grade	Percent	G.P.A Points
A+	98-100	4.00	C+	86-87	2.33
A	96-97	4.00	C	83-85	2.00
A-	94-95	3.67	C-	80-82	1.67
B+	92-93	3.33	F	79 or Below	0.00
B	90-91	3.00			
B-	88-89	2.67			



Based on requirement - The following grading scale will be used for report cards and on each student's permanent academic record starting in the first grade.

Letter Grade	Percent	G.P.A Points	Letter Grade	Percent	G.P.A Points
A+	98-100	4.00	C+	77-79	2.33
A	93-97	4.00	C	73-76	2.00
A-	90-92	3.67	C-	70-72	1.67
B+	87-89	3.33	D+	67-69	1.33
B	83-86	3.00	D	63-66	1.00
B-	80-82	2.67	D-	60-62	0.67
			F	59 or Below	0.00

Progress Reports

Progress reports will be given and discussed at the parent/teacher conferences scheduled after the first and third quarters. Progress reports will be sent home via the communication envelope the second quarter and mailed after the fourth quarter. Academic grades are based on the student's test scores and work completed. They are not graded on a curve, comparison with other students, or any other subjective system.

Honor Roll Requirements

- Earn at least 3 stars per quarter in each core subject (Math, English, Literature/Creative Writing, Social Studies, Science, and Word Building).
- Attain a total PACE Test average above 88% for Supervisor's Honor Roll and 94% for Principal's Honor Roll.
- Recite all monthly scriptures in the quarter before the deadline.

Homework

The responsibility for scholastic achievement is placed on the students; it is believed that no student should need to take academic work home. The goals set by the student are capable of being completed during the school day. Should the student not meet his goals for the day, he will be required, at the discretion of the supervisor, to complete the work at home. A homework slip will be sent home with the student so parents will know the work he/she has to complete. Parents please sign and make note if the work was completed or not. No resource books may be taken home without permission. If the resource book is damaged, the student will be charged for the cost of replacing it.

Achievement Test

The Iowa Assessments™ Form E Complete Battery (Iowa Complete) and the Cognitive Abilities Test™ (CogAT®) Form 7 measure how students are performing on nationwide standards. The Iowa Complete is a large-scale achievement test that assesses students' skills in reading, language, mathematics, social studies, and science. The test measures both foundation skills and higher-order thinking skills. The CogAT evaluates the development of students' reasoning abilities using verbal, quantitative, and nonverbal cognitive tasks. When the two are taken together, the scores are a valuable tool, relating a student's actual achievement with his or her ability and providing a wealth of information to parents and school staff. There will be a non-refundable charge to each student's account. This will be billed in advanced and is payable based on the terms indicated on your invoice.

Attendance

We believe good student attendance enhances learning. Gideon equates attendance with academic achievement. In order for our students to achieve excellence in their academics, students must attend on a regular basis.

NOTE: Please read 1 Corinthians 15:38 (consistent), 1 Timothy 6:20 (dependable), Colossians 3:23 (diligent), and Ephesians 5:16 (efficient).

Absences

If a student is absent, the parent should call the school office by 10 am that morning. Parent(s) must provide a written explanation of the reason(s) for an absence (or consecutive absences) the following school day. If a written explanation is not provided the following day the student will be given an automatic detention.

Excused Absences

The written explanation must be issued as one of the following to be considered excused:

1. Personal illness without doctor's excuse, with parent/guardian excuse (2 days per month without doctor's note)
2. Personal illness with a doctor's statement.
3. Death in the immediate family (parents, grandparents, or siblings).

Unexcused Absences

Any absence(s) not classified as an excused absence(s), absences for reason other than #1-3 from the previous list, will be coded as unexcused. Days absent due to suspension from school will be classified as unexcused.

Absences Due to Vacation

Vacations work out better for your student if you plan them on days when school will not be in session. In the case of vacations that do not coincide with school days vacations, we ask that you inform us one month in advance. This will allow us to assign extra work to your student in the weeks prior to leaving. Your student will not have to worry about doing schoolwork while on vacation.

Consequence for Excessive Unexcused Absences

The maximum unexcused absences are 3 days per semester. If more than 3 unexcused absences are incurred in a semester, the student is considered truant and a \$10 fine will be charged to your account for each day beyond the allowable unexcused absences.

***Absences Due to Medical/Dental Appointments***

A student who must be away from school for a reasonable part of the school day for a medical or dental appointment is counted neither absent nor tardy. A note from the physician/dentist must be furnished upon student's return to school. Please make every effort to schedule these appointments outside of school hours.

NOTE: Other absences are considered on a case-by-case basis.

Tardiness

A student is considered tardy if he/she is not in the learning center by 8:00a.m. The student must present a written excuse which will then be considered as a possible excused tardy. A tardy is considered excused when the reason is beyond the control of the student and parents. A tardy due to medical/dental appointments will require a doctor's excuse.

Excessive Tardiness

If a student is late up to 10 minutes, he/she will earn a demerit. If a student is late more than 10 minutes, twice in one week, he/she will earn a detention.

Only 4 tardy are allowed in a month. For each tardy beyond the allowable limit, there will be a \$5 fine charged to your account.

We believe that each student's education is so valuable that he must be present and on time. This teaches him/her punctuality (Ecclesiastics 3:1), responsibility, importance of education, and consideration of others by not disturbing the class.



Lifestyle Expectations

Student Conduct

Gideon partners with Christian parents in the educational and spiritual growth of students. We believe a Biblical standard is vital in producing a life that is able to successfully live for Christ and lead for Christ. As a private Christian school we are obeying Jesus' commission to make disciples. A true disciple of Christ exhibits Christian character and conduct; therefore, students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to all student conduct regardless of whether the students are in school or at school activities as well as the time they are away from school. Students and parents understand that the school reserves the right to impose, discipline including expulsion, based upon conduct which occurs outside of the school. The Gideon Honor Code Pledge is a description of the Biblical standards by which we expect our students to live.

The following Honor Code Pledge will be presented to and signed by students in the 5th through 12th grades during the first week of school. All students must adhere to the Honor code at all time, remembering that it represents a 24/7 (24 hours a day, 7 days a week) lifestyle commitment. It reads as follows:

Honor Code Pledge

As a disciple of Christ, I recognize "Jesus as the Author and Finisher of my faith, and the Word of God as the supreme standard for all wisdom and knowledge, it is my aim to develop myself accordingly, realizing that as I seek first His Kingdom and righteousness, all these things shall be added (Hebrews 12:1-2; James 1:5-6; I Peter 1:24; I John 2:5-6, 5:3-5; Matt. 6:33; 2 Tim. 3:16-17).

1. I will walk with a personal relationship with Christ.
2. I will endeavor to follow the will of God for my life and to exemplify Christ-like character through daily personal prayer and consistent study of the Word of God, and through faithful group worship both at school and at a local church congregation (Matthew 7:7-11; James 1:22; I Peter 1:13-16; II Peter 1:10-11; Galatians 4:7).
3. I will live in purity and lead a disciplined lifestyle (1 Peter 1:14-16, 1 Thessalonians 5:22).
4. I will apply myself to my studies and endeavor to develop my mind in Christ (Luke 2:52; Philippians 2:5; I Corinthians 1:5).
5. I will practice the good moral and health habits listed in the Gideon handbook and regularly participate in wholesome physical exercise (I Corinthians 3:16-17 and 6:19; Romans 12:1).
6. I will yield my personality to the healing and molding power of the Holy Spirit (James 5:14-16; Acts 1:8, 2:1-4).
7. I will endeavor to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me (I John 2:20; I Corinthians 12:18-31; Ephesians 4:11-12).
8. I will seek to practically share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service (Matthew 28:19-20; John 15:17; I Corinthians 15:58, 9:22; II Corinthians 5:18).
9. I will accept and obey all school policies with a positive attitude (Hebrews 13:17; Romans 13:1).
10. I will refrain from being disrespectful, selfish, irresponsible, demanding, discourteous, irreverent, or destructive with my attitude toward fellow students, supervisors or administration (Ph 2:3-5, 14)



11. I will demonstrate a Christ-like attitude toward all (Ph 2:3-5; Eph 6:7, 4:2).
12. I will at ALL times refrain from the use of profanity, offensive slang, vulgarity, envious rivalry, foolish jesting or acts of aggression (Gal 5:19-21).
13. I will not lie, cheat, steal or tolerate those within the student body who do. I agree to adhere to this policy and encourage my peers in following it (Eph 6:7; Col 3:8-9).
14. I will not participate in any illegal activity (Col 3:5, 8-9).
15. I will yield to the work of the Holy Spirit to transform me into the likeness of Christ (Col 3:10; Romans 8:9, 14).
16. I will submit myself to the leadership of Gideon Apostolic Academy and/or any rules or regulations that may be adopted or changed from time to time. I realize that my attendance at Gideon is a privilege and not a right. I commit to give my best and to prayerfully support the vision and mission of Gideon.

Failure to follow this Code of Conduct will result in disciplinary consequences. Following this Code will require courage, consistency, conviction, diligence, and a genuine enthusiastic effort. This pledge will become part of each student's permanent file.



Student Discipline

The disciplinary goal of Gideon is for each student to achieve the ability to govern themselves from within, based on the example and model of Jesus Christ. As the student's ability to govern themselves in this way increase there is less need for imposing rules and regulations upon them. The following scriptures, Galatians 5:22-23, Ephesians 4:22-32, and Philippians 4:8-9 help us achieve and maintain an attitude of self-control that is pleasing to Christ and to others. We believe students should show respect for both parents and teachers. Staff and parents working together to teach and train our children to do what is right according to God's word, will result in exceptional young leaders, ready to impact the world for Christ.

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, then he will learn to submit to God's authority in his own life.

Each supervisor is given the responsibility of enforcing learning center and school rules. The supervisor will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and circumstance in accordance to the discipline policy. The administrator will be available to assist as needed.

At all times, Gideon reserves the right to administer any discipline it deems necessary in its sole discretion based upon the facts and circumstances of each situation. Factors to consider will include, but not necessarily be limited to, the seriousness of the offense, student's age, frequency of misconduct, student's attitude, and repentance.

Discipline and order are attained through a proper balance of positive and negative consequences. Supervisors will use a variety of methods to promote good behavior and aid in character training. The teacher will use positive responses for appropriate behavior.

Inappropriate behavior includes but is not necessarily limited to:

- unexcused tardiness
- failure to complete assignments
- classroom and hallway disruptions
- unnecessary talking in class
- disobedience to supervisor directives
- public displays of affection – inappropriate touching
- stealing
- possession or use of tobacco, alcohol or other controlled substances
- fighting
- possession of knives, guns or other weapons
- misbehavior in the restroom or playground
- disrespect and/or defiance toward supervisor
- using obscenities or the Lord's name in vain
- any form of harassment or intimidation
- lying
- leaving school without permission from the office
- abuse or willful destruction of school property
- mistreatment of other students
- conduct outside of the Gideon which would have an adverse effect on the testimony of the student or school
- critical or derogatory remarks



- violation of biblical standards of purity and morality
- cheating/scoring violations

Discipline actions that may be used includes, but not limited to:

- demerits
- lunchtime detention
- incentive cleaning program
- call parents
- student conference with the administrator
- conference with the administrator and parents
- probation
- suspension
- expulsion

NOTE: The school reserves the right, based upon the particular facts and circumstances, to render any punishment it deems necessary. By listing these possible disciplinary actions, the school, in no way, implies that some or all of these will be utilized in a specific situation or prior to suspension and/or expulsion.

Responsibilities – We believe God has given parents the responsibility for the discipline of their children. The staff at Gideon feels that our role is to assist parents. We do believe in corporal punishment (spanking) as the Bible teaches, but we have chosen to rely on the parents to administer it in a loving manner. Thus, no Gideon staff member will use corporal punishment.

If, at any time, parents have questions or disagreements regarding disciplinary actions, it is their responsibility to immediately discuss these questions or differences with the teacher or staff member involved, in accordance to the Matthew 18 principles, and not to bring their grievances to other parents, faculty or students. If the matter is not resolved with the teacher, the parents would then discuss it with the administrator.

Demerits

Demerit marks are given for violation of rules and policies. They are an indication that a student may need direction in the area of developing principles of character in his/her life. Three or more demerit marks in one day result in a detention during lunchtime.

Detentions

When a student receives a detention, a Detention Slip is sent home with the student and is to be signed by a parent and returned the following school morning. If the student does not return the detention, it will be served and automatically double daily until it is returned signed. The accumulation of too many 20-minute detentions may result in the disciplinary action and lengthy probation time. Detentions could also be applied to one morning break and one afternoon break.

Probation Policy

When a student's attitude and/or behavior are not in accord with school policies or principles, the student will be placed on probation. In this event a conference will be held with the parents, student, supervisor, principal, and pastor of New Life Apostolic Church.

A student who is on probation (**except new students who are on automatic six month probation**) cannot apply for privileges and cannot participate in any extracurricular school



activities or outings. The length of the probation will vary according to the seriousness of the offense.

Probation gives the student an opportunity to correct a serious problem. If he/she does not improve to a satisfactory level, the consequences will be suspension – forced absence from the school for a number of days to be determined by the school administrator, then expulsion – forced withdrawal from the school.

A review date will be set at the time the discipline is administered. Specific improvements to be made should be established. The administrator will determine the length of the probation. At the end of the probation period, if the student has corrected the problem areas outlined by the administrator, he/she will then be taken off probation and be held as a student in good standing.

Incentive Cleaning Program

If a student has reached a point where detention no longer gives him the motivation to correct his ill-behavior (i.e. continuously violates scoring after detentions are given) he/she will be put on the incentive cleaning program by the administrator. It will consist of cleaning the school buildings, areas, or furniture during either break times and or 20 minutes of lunch. The duration of this corrective action will be determined by the administrator based on the degree of violations.

Suspension/Expulsion

Should the need arise; suspension of one day to two weeks may be administered. During the suspension period students will be required to turn in all their papers to their supervisor and will not be allowed to do any work at home. The monthly tuition is still required to be paid during a suspension period. Permanent expulsion will be a school board action, but suspensions are determined by the administrator. The administrator decisions are final.

If more than ten (10) corrective action notices are received during one school quarter, the student could be dismissed from school. All discipline forms and corrective action notices are kept on file in the office. Continual misbehavior that causes disruptions to the learning center and takes away from the class will result in dismissal.

Problem Resolution

Problems that arise during the year are to be resolved using the following guidelines. These policies establish guidelines that promote an orderly way to resolve conflicts. Effective practices of conflict resolution adhere to the importance of having a chain of command.

Guidelines for all Parties

There are different types of offenses or concerns that may occur in an institutional setting. If there is reason to believe that someone connected to the school is involved in criminal activity or moral discrepancies, this matter should be brought directly to the administrator. If the concern involves policy or interpretation of policy, then the concern should first be addressed to the administrator. If the concern involves a conflict in the learning center, then the following should serve as a guideline. Both during and after resolution of a conflict, it is professional conduct on the part of supervisor, administrator, and school board members and courtesy on the part of students and parents to maintain confidentiality and avoid gossip about the conflict with colleagues and friends. It is not appropriate for parents, faculty, or staff to publicize conflicts. The principles listed here deal with extremely important matters that affect the lives, well-being, and good names of students, parents, school staff, and the school as an institution.



Guidelines for Parents

1. If there is a problem between a child and a supervisor, the parent should communicate first with the supervisor.
2. If there is a problem between a parent and a staff member, then the parent should communicate with that staff member.
3. It is the responsibility of an administrator, if brought into a meeting, to function primarily as a mediator. It is understood that all parties in a meeting shall treat each other with respect.
4. The chain-of-command runs as follows: supervisor, administrator, school board.
5. If either party is dissatisfied with a decision, they may appeal all the way up through the chain-of-command. Appeals beyond the administrator will only be considered by the school board if there was a violation of policy or procedure.
6. Neither the school administrator nor the school board will take actions on any issue presented without a written and signed letter from the requester.

Student Dress and Grooming

The highest standard for dress codes is a top quality uniform. The following reasons tell why:

1. A uniform prevents Christian youth from being a stumbling block through immodesty.
2. Uniforms result in higher discipline and higher academics.
3. Uniforms provide classroom decor.
4. Uniforms provide distinct differences: being “not conformed to this world...but transformed.”
5. Uniforms reduce yearly clothing costs.
6. Uniforms eliminate daily decisions of what to wear
7. Uniform promote school spirit

General Dress Code

1. All clothing should be clean, in good repair, and not faded or loose fitting. Good grooming and cleanliness is expected at all times. Dress code is enforced while student is involved in school activity and/or campus; not just when school is in session (i.e. field trip, school carnival, etc.).
2. All students not properly dressed in school uniform will not be allowed to remain at school.
3. Pins, rings, bracelets, necklaces, earrings, jewelry, etc. are not allowed.
4. Hairstyles must be “as becoming a Christian” at the discretion of the administrator.

Boy's Dress Code

1. A light blue dress shirt worn with white under-shirt and navy blue dress pants. **All dress shirts will be embroidered with Gideon's logo. A Navy blue tie and Navy Blue blazer must be worn for Chapel.** Short sleeve shirts for summer months and long sleeve for winter months. Students will be advised when that will occur. ***All dress shirts, dress pants, and cold weather items must be from FrenchToast – styles designated in Gideon Apostolic Academy uniform catalog.***
 - * Go to www.frenchtoast.com for uniform ordering. Search for Gideon or by our school source code: QS5ZPPS.
 - * Boys will also wear Navy Blue blazer at conventions and some field trips. Blazer must be embroidered with school logo.
2. Shirts must be tucked in at all times.
3. Pants must touch top of shoes while standing and should be straight-legged.
4. Pants must not sag, be baggy or in tune with current styles/fads.
5. Black dress belts must be worn.
6. Footwear must be must be black dress or casual shoes (no boot like shoes or tennis shoes are allowed).
7. P.E. Uniform: Light Blue Gideon T-shirt (ordered thru school) and Navy Blue wind breaker pants (no shorts), optional Navy Blue windbreaker top, Gideon hooded sweatshirt (ordered thru school) and running or cross training shoes. Since PE will consist of running, no court shoes or basketball shoes are allowed because of injury prevention. ***Any PE uniform ordered through Gideon must be paid before order is submitted.***
8. Hair must be neatly trimmed and groomed. Hair must be tapered so that there is no sharp distinction between hair on the top of the head and hair on the sides of the head (no skin fades or Mohawks-style). Hair should not be over the collar, ears and eyebrows. Sideburns should be mid-ear in length.
9. **Casual day uniform:** This is for field trips or when designated by the school. It

consists of a boy's light blue polo shirt (may have a designer logo but no print designs-FrenchToast), casual pants (no denim or cargo pants) and tennis shoes. Shirts must be tucked in with belt.

10. This school reserves the right to adjust the dress code at any time.
11. Cold weather garments must be Navy Blue and must have the Gideon logo embroidered. Hooded sweatshirts, even the Gideon PE sweatshirt are not authorized for the daily uniform.

Girl's Dress Code

1. Light Blue dress shirt with "peter pan" collar (pointed collar allowed for 13 yr old and older) with a Navy Blue skirt. **All dress shirts will be embroidered with Gideon's logo. A Navy Blue Girl's blazer and bowtie must be worn for Chapel.** Skirts will be 4 inches below the knees when sitting or mid calf while standing. ***All dress shirts, skirts, and cold weather items must be from FrenchToast – styles designated in Gideon Apostolic Academy uniform catalog (Exception if French Toast does not carry size, then comparable in style will be allowed).***
 - * Go to www.frenchtoast.com for uniform ordering. Search for Gideon or by our school source code: QS5ZPPS.
 - * Girls will also wear Navy Blue blazer at conventions and some field trips. Blazer must be embroidered with school logo.
2. Shirts must be tucked in at all times.
3. No slits/flaps permitted above the knee.
4. Socks, leotards, tights or hose must be worn (socks or leotards should be white or navy blue; hose should be neutral, white or blue).
5. Leggings and Capri style stocking are not allowed.
6. Footwear must be black dress shoes (no sandals). Heels must not be higher than one inch. Must not be open toe or open heel.
7. Hair must be clean and neatly arranged.
8. Make-up, fingernail polish, colored chap-stick, lip-gloss or false fingernails are not allowed.
9. P.E. Uniform: Light Blue Gideon t-shirt (ordered thru school) and navy blue culottes (see secretary) or navy blue skirt with shorts underneath. For inclement weather, a navy blue windbreaker or Gideon hooded sweatshirt may be worn. Any ***PE uniform items ordered through Gideon must be paid before order is submitted.***
10. **Casual day uniform:** This uniform is for field trips or when designated by the school. It consists of a girl's light blue polo shirt (may have a designer logo but no print designs-FrenchToast), casual skirts (no denim or cargo skirts) and tennis shoes. Shirts must be tucked in at all times.
10. This school reserves the right to adjust the dress code at any time.
11. Veils. Students with this conviction and practice may wear thier veil during prayer time, devotionals, and in chapel (1Cor. 11:3-10). However, there is no requirement for those students who do not practice this teaching.
12. One exterior garment (jacket, cardigan or v-neck sweater) must have a Gideon embroidered logo.
13. Cold weather garments must be Navy Blue and must have the Gideon logo embroidered. Hooded sweatshirts, even the Gideon PE sweatshirt are not authorized for the daily uniform.



Opportunities for Parent Involvement

Parent-School Partnership

Gideon exists to be a support to Christian families in the community. The relationship of parents and the school, then, must be one of partnership in work and prayer. The following guidelines are recommended to parents:

- Pray often for supervisors and school leaders.
- Support the standards and principles which are guided by the mission of the school.
- To discuss any academic or behavior concerns related to a student, go first of all to the supervisor and then, if necessary, to the administrator.
- Promptly return report cards and other information required by the school.
- Attend PTF meeting to keep informed of school and student information and to benefit from planned input.
- Volunteer to work at school or at school-related events whenever possible (If volunteer at school please adhere to dress code similar to students).
- Serve on a committee.
- Promote the school to others as you have opportunity.
- Consider financial gifts to the school beyond tuition in order to support the total program of the school.

Fundraising

All fund-raising activities by organizations that are not affiliated with Gideon are not permitted on school grounds during school hours at any time. All school-affiliated fund-raisers must be approved by the administration.

Gideon makes every possible effort to keep tuition at a reasonable and affordable rate. We provide a quality education at a cost per student far below public and other private schools' cost per student. Our desire is to have a strong educational program as well as keep tuition down.

In order to keep tuition costs reasonable, it is necessary for Gideon to supplement the budget by conducting fundraising events. However, the goal of Gideon is to keep these events to a minimum. Gideon strives to conduct four major fundraisers each school year (i.e. Carnival, Fireworks, Gift Wrapping and Valentine's Day). Other small fundraising events may take place during the year for specific purposes (i.e. curriculum or technology).

Participation in Gideon sponsored fundraising events is crucial to the success of the school. All students and their families are encouraged to support the efforts of Gideon to help keep tuition costs affordable.

Parent-Teacher Fellowship (PTF)

The Parent-Teacher Fellowship is an organization made up of the student's parents. They are purposed to help the families and staff keep clear focus on the spiritual and academic education of the students. They are advocates and a proactive group to help the economy of the school. In essence, they are the physical cohesion for all the elements of the academy to work together.



The PTF will have regularly scheduled meetings and each family will be required to have one parent/guardian attended. The PTF secretary or PTF board designated individual will be in charge of the parent sign-in sheet. If more than 2 absences are incurred, there will be a \$10 fine charged to your account for each absence beyond the 2 allowed absences. The PTF will have a representative present at the school board meetings. Families will receive a schedule of meeting from the PTF.

Parent Participation Program (P3)

Parent participation is vitally important to the quality of our children's educational experience. Research proves that schools with actively involved parents are more successful. In addition, as a Christian institution, we do not receive any state or federal tax dollars. Tuition does not meet all of our expenses. Contributed services help finance the cost of operating our school.

We have a mandatory volunteer program called the Parent Participation Program (P3). These hours that families are required to carry-out, will go toward accomplishing projects the PTF has for the academy (i.e. fundraising for school resources, conventions or field trips). At Gideon, two-parent families are required to give 36 hours of service to the school each year. Single-parent families are required to give 18 hours of service.

Parent/Guardians are responsible for keeping track of their own hours on a Parent Service Hour Report Form. All hours are subject to verification by the service hour coordinator/PTF Board designated individual.

To report hours, return the Parent Service Form to the school office three times a year- hours (12 hours for two-parent families & 6 hours for single-parent families) from May – Aug due by September, Sep – Dec due by January & Jan – Apr due by May (Please keep a copy for yourself). You are encouraged to report the number of service you have above the required minimum. "Extra" parent service hours are not carried over to the following year. All service hours begin each May and end each April for the school year.

Any outstanding hours will be billed three times a year (Oct 1st, Jan 1st & June 1st) at the rate of \$20 per hour. It is important to remember that any hours not reported and submitted on the Parent Service Form will not be acknowledge and you will be billed accordingly.

(Volunteer friends and family older than 18 years are acceptable. Please remember, volunteering constitutes time- not money-spent).



Health and Safety Issues

Distribution and Consumption of Medication

Parents are requested, whenever possible, to schedule medication to be given at home. If medication is needed to be given during school hours, parents must provide a written request from the child's physician, including the name of drug, time of dosage, route of administration, possible adverse effects, and emergency instructions that might be applicable. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.

Administering of Medication

A signed permission slip must be provided by the parent requesting that the school staff administer the medication. Forms are available from the school office. The school administrator will be responsible for administering the medication.

Non-prescription Ibuprofen is available in the school office and may be given by the office staff to a student when it is needed, with parent permission.

For an off-campus trip, any student with medication must register all medications, including nonprescription drugs, with the supervisor who will determine how the medication is to be dispensed. All medication must be kept in their original containers.

Student Illness

If a child has been ill during the night or became ill upon awakening, please do not send the child to school. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If your child has been ill at home with any of these symptoms, please keep them home until these symptoms have subsided for 24 hours. If a child becomes ill after coming to school, the parent will be contacted. If a child has a fever of at least 100 degrees of temperature or has vomited, the student will be sent home.

If the parents cannot be reached by phone, the emergency contact person(s) listed in the student file will be called to pick up the child. Please maintain accurate and current information for the emergency file. Any addition or deletion for emergency contact person(s) should be given immediately to the school office.

Fire/Disaster Drills

The school will perform earthquake, fire, and threatening individual drills periodically throughout the school year. The procedures in the school's emergency plan will be used.

In a real situation, parents will be called by a designated staff member to coordinate release of their students.



General and Miscellaneous Information

Awards/Recognition

Certificates, ribbons, medals, and trophies highlight the Reward System of Gideon. Some will be awarded monthly, quarterly, or annually. Students compete during the year to attain certain awards.

Monthly

- Monthly Perfect Attendance
- Monthly Scripture
- Neatest Office
- Neatest Penmanship
- Student of the Month

Quarterly

- Supervisor's Honor Roll
- Pastor's Honor Roll

Annual Learning Center

- Christian Character
- Most Improved Student
- Most Paces Completed 1st, 2nd, 3rd
- Most 100's 1st, 2nd, 3rd
- Highest Pace Average 1st, 2nd, 3rd
- Word Aflame

Annual School

- Christian Service
- Warrior Honor Roll
- School Spirit
- Most Athletic (Male & Female)
- Yearly Perfect Attendance

Campus Visitors

We encourage parents to visit our school. However, we do not want classes to be interrupted. Parents **MUST** make an appointment with a minimum of 24 hours notice to visit a learning center for any reason. Then, upon arrival at school, parents must obtain administrative permission **BEFORE** visiting a classroom. This is to ensure courtesy for both the supervisor and the learning center.

All visitors must sign-in at the main office. All student visitors must be approved by the administrator, and they must abide by all school rules while on campus.

Gideon encourages parents/guardians/grandparents to visit the school. Lunch time and chapel times are recommended and may be attended without prior permission. The administration makes every effort to ensure that actual class time remains uninterrupted. The administration reserves the right to deny visitation privileges to anyone for any reason they deem necessary.

Change in Contact Information

Every family is required to provide multiple means by which they can be contacted in the event of an emergency, for example: phone numbers for work, home and cell, and email. Parents, please notify the office throughout the school year if you have a change in any contact information such as: address, email, home, work, or cell phone numbers. This information is crucial. In case of an emergency, the school must be able to contact you.

Church Attendance

Students and parents are expected to belong to and regularly attend a Bible-believing church.



Communication

We strongly believe that one of the key elements in the success of our Christian education for our students is to be able to communicate with their families. There are a few different ways this can be accomplished:

Verbal

Parents can call the school and schedule an appointment with the supervisor or speak directly with the supervisor over the phone, if time allows.

Direct

Meetings will be scheduled periodically between the supervisor and principal to discuss the well-being of the student.

Communication Envelope

A communication envelope is prepared for each family. Each student is responsible for taking it home, seeing that parent/guardian read the contents and then sign the envelope, and returning the envelope the next school morning. This envelope will be issued to the oldest child of the family, if there are multiple students of the same family. There are a number of benefits in using the communication envelope:

- Both parents read every communication
- Importance is placed on every letter
- Student dependability is increased
- Few letters are lost
- It is simple and economical
- The system works

Monthly letters, statements, bulletins, and other items can be sent home in the envelope; and parents may return checks, notes, etc., in the envelope. The office staff records the returned envelope, draws a line through the latest signatures, and files the envelope for reuse.

NOTE: Demerits will be given to students who do not return the envelope promptly (2 days).

Conference Scheduling

Parent-Teacher Conferences are scheduled at the end of the first quarter for all parents. Parents are urged to request additional conferences at any time. Supervisors may also request additional conferences. Special attention will be given to checkpoints needed at the end of the third quarter.

Early Pick-Up from School

It is extremely important that students maximize their presence at school. This teaches them the importance of education, commitment, responsibility, and helps establish priorities. Therefore, a student is allowed 4 early pick-ups each month, not to exceed 1 hour early.

If the student is picked up more than this established limit, your account will be charged \$10 for each day beyond the limit.



It is necessary for a student to leave school other than at normal times; clearance with the office must be obtained beforehand either in writing or by telephone. A student MUST be signed-out when he/she leaves the school grounds early.

Field Trips

Field trips are offered throughout the year to enhance the student's education. Prior to a field trip, notes that detail all necessary information will be sent home so that parents will know what to expect.

Written permission slips and any necessary money must be turned in by the specified date in order for a student to participate. All field trip money must be sent as cash to the teacher. No checks will be accepted for this purpose.

All field trips must have adequate adult supervision. Students are required to follow all school rules while on a field trip.

Lunch

Parents are responsible to daily provide their child a healthy, well-balanced lunch. Drinks may be sent from home or purchased at school. Every parent must provide their child a lunch daily.

Messages

Students can receive important messages at school by calling the school office at (661) 833-9894.

Playground

Students are allowed on the playground only under teacher supervision. Elementary students are allowed behind the middle learning center and the church. High School students are not allowed to play with elementary students.

NOTE: At no time are the students allowed to play in the parking lot or to be outside without an adult.

Resolving Conflict

For time to time, concerns and problems may arise and should be resolved quickly. Gideon upholds the Biblical principle found in Matthew 18 for students, parents and staff. If a parent has a need to consult with a learning center supervisor, they should make personal contact with that supervisor either through a note or by phone. Should matters need further resolution, the administration is available to offer assistance.

While supervisors and staff desire to respond to parent concerns promptly, the time from 7:30 – 3:30 is prioritized for supervisors. During this time, the supervisor's primary responsibility is the education, supervision, and security of their students. Therefore, parents should not expect supervisors to disregard their responsibility to respond to their concerns. Any and all face to face meetings must be scheduled in advance to allow supervisors to fulfill their obligation to the students. This means that there should be no impromptu or "drop-in" meetings by parents. Supervisors do not need to be pulled away from their responsibilities.

School Business Office Hours

All school business should be conducted during the regular business hours of 8:00 a.m. and 3:00 p.m.

**School Closure Information**

In case of weather emergency and/or other situations which might necessitate students being dismissed early from school, every attempt will be made to alert parents. However, parents should insure in advance the child has a procedure to follow for early dismissals.

School Hours

Monday thru Friday from 8:00 a.m. until 2:30 p.m.; unless otherwise announced to students and families.

NOTE: During the fog season, Gideon follows the Greenfield Union School District fog advisory. If the school district announces a 2 hour delay, Gideon will begin school 2 hours later (10:00 am) with dismissal at 2:30 pm. Please do not leave your students earlier than announced.

School Property

All students are expected to treat the school and church property with highest respect. This includes buildings, rooms, PACEs, furniture and the grounds. Any violations that may result in the defacing or damaging of any property will result in severe disciplinary actions for all students who are involved. A damage fee will also be assessed to the person or persons responsible.

Security

For the protection of the students and the school staff, it is necessary to have a closed campus policy. These efforts provide security for property, employees, students, and authorized visitors to the premises.



Financial Information

Budget

The Gideon proposed budget is set by the administrator and finance committee. The proposed budget is then sent for approval to the Gideon school board. Once approved, the budget is given to the Gideon Chief Financial Officer and/or bookkeeper and implemented.

Financial Commitment

It is expected that upon enrolling, each family understands that they are making a full year (10 month) commitment to Gideon. Every family must sign a financial agreement form for each child enrolled at Gideon.

The Financial Agreement Form is a part of the contract between the parent(s)/guardian(s) and Gideon Apostolic Academy (Gideon). The parent(s)/guardian(s) of every child is required to timely complete, sign and return Financial Agreement Form to the Gideon Business Department as a condition of being allowed to register for and attend classes at Gideon. Under this contract, it is the primary responsibility of the parent(s) to pay all tuition and other fees due to Gideon.

The administration does understand that from time to time circumstances arise that are unavoidable. However, we do expect our families to do their best to complete their commitment to Gideon.

By signing the Financial Agreement Form, you agree to pay all reasonable collection costs, including reasonable attorney fees and collection agency fees, incurred to collect any delinquent accounts. In the event of withdrawal from Gideon, refunds will be made in accordance with policy stated in the Parent/Student Handbook.

Registration/Enrollment Fee

There is a \$25 registration fee for new families enrolling one student or two or more students. Payment of this fee reserves a place for the student on the class list. This fee is non-refundable and non-transferable (only exception is if we do not have an opening on the class list).

The registration fee for returning students is \$25 per student or \$25 for families with two or more students if re-enrolled by April 30 of the current academic year. If the student(s) is not re-enrolled by deadline, they will have to pay a late re-enrollment fee (\$25 per student or \$50 per families). Payment of this fee reserves a place for the student on the class list. This fee is non-refundable and non-transferable (no exceptions made for returning student). All parents/guardian(s) with returning students are urged to Re-enroll by April 30 of the current academic year.

Educational Expenses

Payment of educational costs should be considered well in advance of registration. The essential costs are published prior to each new academic year and are available to parents so that proper preparation may be made. Financial arrangements are made with parents individually, and each parent is responsible for keeping his or her student account current. For a complete list of tuition, fees, and charges, please refer to the expected fee schedule. Gideon reserves the right to change tuition, fees, and/or charges without advance notice, should conditions warrant.



Payment of Education Costs

Since the essential costs (tuition, curriculum) are known in advance, parents should make arrangements prior to registration to handle their account in accordance with Gideon's policies and the individual's resources.

Tuition Cost

- Pre-K & Kindergarten.....\$3,500
- 1st - 12th Grade.....\$2,250

Discounts

- Pay entire year in full - Pay the total balance by August 1 (a 10% discount will apply for this option - NO discount will be given after Aug 5 no exceptions).
- Pay by semester - – Tuition may be paid in two (2) equal monthly payments. Payment is due by August 1 and January 1.
- Tuition discount for families with multiple children: Full tuition is charged for the first and second child enrolled at the highest grade level. Discounts for other children in the same family of 10% are applied on a descending grade level basis.

Prior balances must be paid in full. Payment option arrangements should be made prior to registration. Gideon offers four payment options:

- Annual Payment: Full tuition payment due by August 1.
 - Semester Payments: Tuition may be paid in two (2) equal monthly payments. Payment is due by August 1 and January 1.
 - Four Quarterly Payments: Tuition may be paid in four (4) equal monthly payments. Payment is due by August 1, October 1, January 1, and March 1. There is no discount and nor is there a processing fee associated with this payment plan.
- Ten Equal Payments: Tuition may be paid in ten (10) equal monthly payments. The first payment is due August 1 with the final payment due May 1 of the school year.

NOTE: It is your responsibility to make your payment as schedule. If you do not receive a bill please notify the business office by the 1st of the month so we can reissue your bill.

Curriculum Cost

- Pre-K & Kindergarten.....\$240
- 1st - 12th Grade.....\$240

Gideon offers three payment options for paying your curriculum:

- Annual Payment: Full payment in advance by July 1, 2012.
- Semester Payments: Curriculum may be paid in two (2) equal payments of \$120. Payment is due by July 1, 2012 and December 1, 2012.
- Quarterly Payments: Curriculum may be paid in four (4) equal monthly payments of \$60. Payment is due by July 1, 2012, September 1, 2012, December 1, 2012 and February 1, 2013.

NOTE: Discounts only applies to the tuition portion.



Tuition Refunds

Tuition refunds will be made for withdrawal from Gideon when an official disenrollment form is file with the office made two weeks prior. Refunds will be based on the date of receipt of the official form by the office according to the following tuition refund schedule:

1) Annual Payment	
a. Prior to the First Class Session	100%
b. Through the end of the Last Week of September	75%
c. Through the end of the Last Week of November	50%
d. Through the end of the Last Week of February	25%
e. After the Last Week of February	-0-
2) Semi-annual Semester Payments	
a. Prior to the First Class Session of the Semester	100%
b. Through the end of the Fourth Week of the Semester	75%
c. Through the end of the Eighth Week of the Semester	50%
d. After the eighth week of the Semester	-0-
3) Quarterly Payments	
a. Prior to the First Class Session of the Quarter	100%
b. Through the end of the Fourth Week of the Quarter	75%
c. After the fourth week of the Quarter	-0-
4) Ten Equal Payments	
a. Prior to the First Class Session of the Month	100%
b. After the First Class Session of the Month	-0-

NOTE: If tuition is paid in full for the year and a student must disenroll, a different refund schedule may be allowed provided the school is given a 30 day notice and the withdrawal is the result of either: a job loss or relocation out of the area.

Other Fees

Please refer to the expected fee schedule (Appendix A).

Financial Hardships

In the event of financial hardship, notify the school board treasurer immediately to work out a payment plan. A financial hardship is only allowed for the following reasons:

- To pay medical and/or hospital expenses for yourself or your dependents.
- To prevent the eviction from, or foreclosure on the mortgage of your principal residence.
- To pay for burial or funeral expense for your spouse, parent, child, or tax dependent.
- If you or your spouse experience a termination of employment.

NOTE: You will need to supply supporting documentation for your financial hardships.

Things to remember about your financial commitment to Gideon:

- All payments are to be made as agreed upon.
- Gideon accepts cash, check, and money orders.
- A student will not be able to re-enroll until all of your account is current (prior year balance paid in full), or satisfactory arrangements have been made with the Church Board.



- The school staff does not make financial arrangements or decisions. Any arrangements should be made with the Church Board or a Board designated individual.
- Payments are due by the 1st, but if not received by the 5th of each month, or the first business day thereafter, your account will be charged a \$50 late fee.
- A \$35 fee will be charged for checks returned for insufficient funds. After two occurrences in a school year, only guaranteed funds (cashier's check, money order, cash, or certified check) will be accepted for payment.

If payments are not received by the due date, please expect the following:

- If payment is not received by the 5th, A late fee of \$50 will be charged to your account.
- If payment is not received by the 10th, expect to receive reminder letter from the Administrator.
- If payment is not received by the 25th, your student will not be permitted to attend school as of the first of the following month. In order to re-enroll your child the balance must be paid in full and a deposit may be required (this deposit will be applied to year end charges).

*****Important: For the month of May, it is a requirement that all accounts must have a Zero "0" balance by the 5th of the month. No exceptions. This is very important because the school must finalize all accounts and have funds to pay supervisors before they leave for the summer. No balance may carry over into the summer. Failure to comply with this requirement may result in the student(s) not being allowed to complete the school term. For graduates, this would mean that they would not be allowed to participate in their graduation programs.**

End of the year credit balances over \$5 will automatically roll over to the next school year, unless a refund is requested. There are no refunds for credit balances under \$5 at the end of the school year. That balance will be rolled over to the following year or forfeited.



Guidelines

Learning Center Behavior

General:

- Students are not permitted to communicate or be out of their offices without permission. They should not turn sideways or around in their offices or tip back in their chairs.
- Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.
- The Christian flag should be raised for teacher guidance and difficulties. The American flag is to be raised for monitor assistance in nonacademic activities (check out reference book, sharpen pencil, etc.). Personal questions should be asked on break time.

Student Offices:

- Offices are assigned and changed only by the supervisor, and they must be cared for by the student.
- Tacks and approved background material for the bulletin board may be brought in by the student.
- Anything to be placed in the office must be approved by the supervisor.
- The student should keep Goal Chart posted on the bulletin board. Place the Goal Chart in the upper right-hand corner of bulletin board.
- Progress Card is placed on the upper left-hand corner of bulletin board. No marks are to be made on it (\$2 charge for duplicate).

PACEs:

- PACEs are private property and are not to be shared among students.
- After a PACE is completed, the student waits until the next morning before receiving the Test. He will wait an additional night before receiving results and a new PACE.
- All work in PACEs is done in pencil.

Goal Chart:

- The Goal Chart is to be kept up to date. Use a pen in setting goals. No red or green pens are allowed. The student should set the exact page numbers of the work for that day. Only the teacher can change goals that are already set.
- The student should cross off daily goals when they have been scored and corrected.

Congratulations Slips:

- Congratulations Slips are to be taken home to parents the day received.

Unfortunately Slips:

- Unfortunately slips are to communicate with parents and they are issued to students who do not pass their PACE tests. They are to be taken home, signed by a parent and brought back to the supervisor the following day. Failure to return them will earn the student an automatic 20 min. detention until it is returned.

Summary of Student Scoring Procedures

- Secures permission to score.
- Locates proper Score Key.
- Scores PACE using a red pen located at the scoring station.
- Makes neat, legible red "Xs" beside the incorrect answers.

- Does not waste time at the scoring station.
- Gets assistance when “Answers may vary” appears in Score Keys.
- Marks a red “X” in the first box of score strip in PACEs. NOTE: At this time, ONLY the first box needs to be marked if all answers are correct. Nothing should be in the second and third boxes.
- Replaces pen and Score Key.
- Returns to his office (without permission) to correct wrong answers.
- While at his office, marks a penciled “X” in the second box of score strip in PACEs.
- Secures permission and rescores at scoring station.
- Returns to his office to make further corrections (if necessary).
- While at scoring station, marks a red “X” in the third box of score strip when all answers are correct.
- Returns to his office without permission.
- Figures score on Checkups and Self Tests and writes the fraction or percentage on score line.

Students are responsible for scoring all activities, Checkups, and Self Tests (except pages with a supervisor’s score strip). The use of Score Keys is a trust.

Scoring Station:

- Score Keys are to be handled carefully.
- Mark a red "X" beside the number of each wrong answer. (This indicates to the teacher that you need help.)
- Use only red pen supplied at score table (never at office).
- Score Key answers are for scoring work only.
- Correct wrong answers in pencil at office.
- Replace pen.
- Replace Score Key in proper place.

Testing Table:

- After the PACE is completed, scored, restudied, and turned in, the Test is issued the next morning.
- Tests are administered at the Testing Table.
- Students must not talk or look around unnecessarily while testing.
- Scratch paper is allowed if taking a math test.
- Students in MATH 1075 or high may use a calculator at supervisor’s discretion.
- Once a student asks for the test to be taken, he/she is required to stay at the test area until the test is completed.
- If the testing time extends through a break, the student may request a short break after completing the test.
- Student will have reasonable amount of time to complete the test. However, if it is obvious to supervisor that the student does not know the test material, the student will be required to turn in the test.

Lunchroom Behavior

Students must follow supervisor’s instructions and rules, along with the following:

- Clean up space
- No playing with food

Restroom Behavior

Students must follow supervisor’s procedures, along with the following:

- Use bathroom, flush, and wash hands



- Keep bathroom clean
- Only soft talking allowed
- No playing or roughhousing
- Leave promptly
- Report any misbehavior or misconduct to supervisor

Sanctuary Behavior

- Enter the sanctuary quietly
- Be attentive and a good listener
- Have your Bible with you
- Show reverence in praise and worship
- No passing of notes

Required School Supplies

General Supplies for All Students

- Bibles- New International Version or New Living Translation (King James translation will be provided by the school)
- Pencils – wood or mechanical (2)
- School Box – for pencils and supplies
- Erasers – large red or white ones (2)
- Tissue paper (Kleenex)
- Push Pins – thumbtacks
- Notebook paper

Supplies for Junior and High School Students

- A 12 in. ruler with metric measurements
- Colored pencils
- A ballpoint pen (black or blue ink only)
- Compass (metal)
- Protractor
- Calculator (if in PACE 1075 or higher)
- Composition book (2) – One for a journal and the second for a resource book

Supplies for Elementary Students

- A 12 in. ruler with metric measurements
- Colored pencils
- Black or blue pen
- Crayons



Policies

Statement of Principles:

With the cooperation of family, church and school, Gideon endeavors to fulfill its mandate to serve all the students entrusted to its care. To this end, Gideon is committed to establishing a strong circle of support, consisting of students, school staff, parents/guardians, support staff, the pastor and the administrator who are united in faith and dedicated to carrying out the spirit of these policies.

Discipline in the Christian school must transcend the conventional code of human ethics and behavior. Discipline is not just rules and regulations that must be followed, but is to be the development of self-discipline in which all participants are “to be conformed to the image of his Son” (Romans 8:29).

Not all situations involving violence that may occur in schools can be covered by a policy statement. It is the purpose of these policies on Violence Prevention to bring about an element of consistency, without impeding the judgment of school administrators when dealing with the variety of activities which they may encounter.

Within this context, Gideon acknowledges the following rights for its students and staff:

1. to be respected by all members of the school community;
2. to work and learn in a safe and orderly environment; and
3. to access facilities and to participate in programs offered by the school without fear of violence.

Gideon also acknowledges the following responsibilities for its students and staff:

1. to respect all members of the school community;
2. to contribute positively to the Christian climate of the school;
3. to respect the property of the school and of all members of the school community;
4. to respond positively to the educational environment provided by the school community; and for students specifically;
5. to comply with all school expectations, procedures and codes of behavior; and
6. to give respect and cooperation to all persons in positions of authority in the school.

General Guidelines

Gideon does not tolerate violence in any form. Gideon, including staff, students, parents, and trustees is committed to the school’s mission of providing a safe and friendly environment that fosters appropriate expression and facilitates the dynamic educational process. Every member of this school family—student, school staff, parent/guardian, support staff, board member, pastor or others while on school property and at school sponsored events—is governed by these policies and shares in the responsibility for creating an environment that is safe, harmonious and respectful.

The School Committee is committed to implementing effective measures that deal with violence in schools. These measures include the establishment of preventive procedures, the incorporation of violence prevention into the curriculum, the establishment of codes of behavior for the school (both elementary and secondary divisions), provisions for dealing with violent incidents and their aftermath, and provisions for the reporting of violent incidents.



In recognition of the ethnic and racial diversity of its students, Gideon shall treat each person equally and fairly and without regard to gender, race, or ethnicity.

Gideon is committed to the administration of disciplinary action in accordance with School Committee policy and all applicable legislation, both state and federal.

Discipline

When reasonably indicated, necessary discipline measures shall be instituted by the administration with appropriate respect for the dignity and rights of all students.

Gideon, while recognizing that the primary authority and responsibility for discipline resides with the parents of each student, approves the establishment of a Discipline policy which shall:

- a. establish and maintain a climate within student activities which will allow students to learn without unnecessary distraction or disruption;
- b. assist students in the recognition of, and respect for, the rights of other persons by educating them on appropriate behavior and treatment of others;
- c. assist students in the development and practice of academic honesty and integrity;
- d. assist students in the development of a respect for property; and
- e. assist students in the achievement of the self-control and self-discipline evident in the life of an individual exhibiting godly character.

Gideon supports its staff in its dealing with any student who is involved in acts which are seen to threaten the safe and harmonious environment of the school community.

Police Investigation

Gideon is committed to providing its students with a quality education within a safe and lawful school environment. While respecting the rights and responsibilities of all parties concerned, staff will cooperate fully with the police and others carrying out their responsibilities as part of a law enforcement investigation or proceeding.

Recording and Reporting Incidents of Violence

Gideon is committed to maintaining a safe and harmonious learning/employment environment. The school supports the principal and all staff in the maintenance of law, order and discipline in its school and elsewhere during school related activities.

Weapons Policy

Gideon strictly prohibits and shall not tolerate the possession of weapons by any unauthorized person on its property or in its buildings or at school-sponsored activities, and the school shall not tolerate the presence of weapons in any place on its property. The school condemns the use of weapons or the threat of the use of weapons or replicas thereof by any person on its property, in its buildings or at school-sponsored activities.

Assaults/Threats/Harassments

Gideon does not tolerate assault, threats, harassment or abuse against school personnel or students. Verbal or written threats, racial harassment, physical and/or sexual harassment, or abuse perpetrated by anyone in the school, whether intentional or unintentional, is condemned as unacceptable. Gideon supports efforts designed to protect the welfare of staff and students. In dealing with matters of alleged assault, threats, harassment or abuse, the dignity and rights of all are to be preserved and respected. This school must be characterized by a safe and



harmonious working environment in which the needs and well-being of every individual is paramount.

Theft/Extortion/Vandalism

Gideon does not tolerate theft, extortion, or vandalism on or of its property, in its buildings, or at school sponsored activities.

The school will cooperate with the police investigation and prosecutions of individuals apprehended in connection with theft, extortion, or vandalism on or of its property, in its buildings, or at school sponsored activities.

Search and Seizure

Gideon supports all staff in the maintenance of law, order, discipline and decorum in its school and during authorized school functions which take place off school property.

Gideon therefore prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum and public safety. Such materials or objects may include, but are not restricted to:

- a. alcoholic beverages;
- b. illicit drugs;
- c. stolen property;
- d. weapons, either restricted or prohibited by law;
- e. any object which may be used as a weapon and which may cause serious injury; and
- f. hate literature, racist material, pornography, etc.

Students and visitors to the school may on occasion have in their possession materials or objects (such as alcohol, illicit drugs, stolen goods and weapons). The school therefore authorizes the principal or his designates, on the basis of reasonable grounds to believe that a student or visitor is in possession of a prohibited substance or object, and in accordance with these procedures, to conduct searches and, where necessary, to seize prohibited substances or objects. The student may or may not be present during the search which shall be witnessed by at least two school officials.

Trespassing on Property

All Gideon personnel are authorized by the School Board to exercise the rights and responsibilities of the Board as occupiers of school property.

Arson/Bomb Threats

A fire safety plan has been established for Gideon. In the event of a fire, accidental or deliberately created (arson), the plan shall be activated. In the case of possible arson, the police shall be involved in the investigation.

A bomb threat procedure has been established for Gideon. All personnel involved in responding to such incidents will be thoroughly familiar with the appropriate regulations and procedures. In school facilities, the principal is designated to carry out these responsibilities.

**No Right to a Hearing/Burden of Proof**

Nothing in these policies shall be construed as granting a student the right to any hearing with the Administration, the Church Board, or any other School body or official. The Church Board may decide, in its sole discretion, to request a hearing or to grant a student or staff member's request for a hearing on a case-by-case basis. The Church Board and Administration shall not be required to meet or demonstrate any legal standard of proof in carrying out any school disciplinary policy. All findings of fact made by the Administration or Church Board for the purpose of disciplining students of Gideon shall be made in the sole discretion of the school officials and are not subject to further review by anybody or court. All discretionary decisions made by the Administration or Church Board for the purpose of disciplining students of Gideon shall not be subject to further review by anybody or court.



NOTES

Appendix A

Gideon Apostolic Academy Fee Schedule

ENROLLMENT AND REGISTRATION FEES (CURRENT FAMILIES)

Early Registration (current families enrolling additional students or re-enrolling current students in the school prior through April 30)	\$25 per student, \$25 per family
Late Registration (current families enrolling additional students or re-enrolling current students in the school prior after April 30)	\$25 per student, \$25 per family
Application Fee (required of current families enrolling a new student in the school)	\$10
Diagnostic Fee (required of current families enrolling a new student in the school) Only exception is if a student is transferring from another ACE school.	\$25

ENROLLMENT AND REGISTRATION FEES (NEW FAMILIES)

Registration (current families enrolling additional students or re-enrolling current students in the school prior after April 30)	\$25 per student, \$25 per family
Application Fee (required for each new student enrolling in the school)	\$10 per student
Diagnostic Fee (required for new students entering the school) Only exception is if a student is transferring in from another ACE school.	\$25 per student

TUITION AND CURRICULUM

Pre-K - Kindergarten	\$2,250
Lower Learning Center - Higher Learning Center	\$2,250

CURRICULUM

Pre-K - Higher Learning Center	\$240
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FIXED FEES

Monthly Plan Fee (billed each semester per student)	\$0
Change in Payment Plan Fee (a fee charged when changing from one payment plan to another. Example annual to semester, semester to monthly, etc.)	\$0
Late Payment Fee (charged to your account if payment is not received by the 5th of the month or due date listed on the invoice)	\$50
Bounced Check Fee (charged to your account for checks returned for insufficient funds)	\$35
Excess Unexcused Absences (billed for each absence beyond the 3 allowed per semester)	\$10
Excessive Unexcused Tardiness (billed for each tardy beyond the 4 allowed per month)	\$5
Early Pick-Up (billed for each early-up beyond the 4 allowed per month)	\$10
Late Pick-Up (billed if child is not picked up by 3:45 p.m. Fee is subject to change)	\$10
Excessive PTF Absences (billed for each absences beyond the 2 allowed)	\$10
Unfilled P3 Hours (billed for each hour not completed)	\$20
Repeat PACE Fee	\$12
Additional PACE Fee	\$12

OTHER FEES

As Applicable

Dual Enrollment Fee	TBD
Dual Enrollment Fee (additional senior fee)	TBD
Stanford Testing	TBD
Computer Literacy (HS students)	TBD
Convention (junior, regional and international)	TBD
Convention Travel (transportation and room)	TBD
Graduate Fee (cap & gown and diploma cover)	TBD
Uniforms and Embroidery (PE uniform, jackets, etc.)	TBD
Summer School (registration, late registration, tuition and curriculum is based on the number of students and the coursework required)	TBD

TBD (to be determined)

Please note: Fees are non-refundable, except for tuition. If a student is disenrolled during the school year, tuition will be refunded according to the policy set forth in this student handbook.

Appendix B

Gideon Privilege Level Status

Level “A” Responsibilities

1. Complete 2 PACEs a week.
2. Maintain star balance on star chart.
3. Accumulate no more than 30 minutes of detention or any incident requiring further disciplinary action the preceding week.
4. Memorize previous month’s Bible selection.

Level “A” Privileges

1. Fifteen-minute for first morning break (students without privileges get ten minutes).
2. May read approved literature or listen to inspirational tapes in office after daily goals are completed.
3. May engage in approved extracurricular activities in office (i.e., Student Convention preparation, crafts, puzzles, games, inspirational tapes, and computer).

Level “C” Responsibilities

1. Complete 2 PACEs a week.
2. Maintain star balance on star chart.
3. Accumulate no detention or any incident requiring disciplinary action the preceding week.
4. Memorize previous month’s Bible selection.
5. Present a special monthly three-minute oral report on an interest area or project.

Level “C” Privileges

1. Fifteen minute morning breaks. (1st and 2nd breaks)
2. May read approved literature in office, listen to inspirational music, etc. at any time during the day except at required classes (i.e., art, music, group discussions, and P.E.).
3. May engage in approved extracurricular activities in office or other assignments outside of the Learning Center.
4. May be out of seat without permission in Learning Center; NO flag raising for scoring, checkups, sharpening pencils, or drink water. Must raise flag for Supervisor score strip, testing, or help.
5. May serve on approved projects (i.e., errands, office, and student tutor).

Level “E” Responsibilities

1. Complete 2 PACEs a week.
2. Maintain star balance on star chart.
3. Accumulate no detention the preceding week.
4. Memorize previous month’s Bible selection.
5. Read and report on a literature book or a book selected from a prepared list. (May substitute a three-minute oral report on an interest area or project.) The report qualifies for a four-week period.
6. Be available for participation in activities (i.e., chapel/assembly, and guest tours).
7. Must be engaged in some community service on a regular basis (minimum 1 hour per week i.e., music, drama, visiting widows/widowers/shut-ins,) or church related service (i.e., bus ministry, evangelism, music, ushering, junior church, janitorial work, and greeting visitors).

Level “E” Privileges

- 1–5. Same as “C” privileges, plus getting a drink, going to the bathroom and number 6 below.
6. May leave office and Learning Center at will for approved projects when not committed to other responsibilities or functions.
7. Fifteen minute breaks on ALL breaks.
8. 45 minute lunch.

Note* all privileges are on a weekly basis. They must be applied for each Friday and will be given, if requirements are met, the following week.

Revised Aug 9, 2017

Appendix C

CHARACTER TRAIT OBJECTIVES

APPRECIATIVE

Expressing thanks to God and others for the ways they have served me
In every thing give thanks: for this is the will of God in Christ Jesus concerning you.
1 Thessalonians 5:18

ATTENTIVE

Demonstrating that the person is deserving by giving genuine courtesy and consideration to God's Word or a person's words
Therefore we ought to give the more earnest heed to the things which we have heard, lest at any time we should let them slip. Hebrews 2:1

AVAILABLE

Scheduling my priorities to fit the desires of others
And as Jesus passed forth from thence, he saw a man, named Matthew, sitting at the receipt of custom: and he [Jesus] saith unto him, Follow me. And he arose, and followed him. Matthew 9:9

COMMITTED

Giving the control of my life to the Lord
Commit thy way unto the LORD; trust also in Him ; and he shall bring it to pass.
Psalms 37:5

COMPASSIONATE

Giving whatever is necessary to meet another's needs without expecting anything in return
(Luke 6:35— hoping for nothing again...) Finally, be ye all of one mind, having compassion one of another, love as brethren, be pitiful, be courteous. 1 Peter 3:8

CONCERNED

Bearing another's burdens with great affection and admiration
Bear ye one another's burdens, and so fulfill the law of Christ. Galatians 6:2

CONFIDENT

Having assurance that whatever I say or do will benefit me and others
I can do all things through Christ which strengtheneth me. Philippians 4:13

CONSIDERATE

Thoughtful of others and their feelings
Look [consider] not every man on his own things [interests], but every man also on the things of others. Philippians 2:4

CONSISTENT

Not wavering from God's principles
Therefore my beloved brethren, be ye steadfast [constant], unmoveable, always abound in the work of the Lord, forasmuch as ye know that your labour is not in vain in the LORD. 1 Corinthians 15:58

CONTENT

Understanding and accepting that God has provided everything I need for adjusting to circumstances around me

Appendix C

Not that I speak in respect of want: for I have learned, in whatsoever state I am therewith to be content. Philippians 4:11

COOPERATIVE

Working or dwelling in unity with others

Behold, how good and how pleasant it is for brethren to dwell together in unity! Psalm 133:1

COURAGEOUS

Demonstrating that God is with me, giving strength and firmness of character, enabling me to endure any trial or danger

Be strong and of good courage, fear not, nor be afraid of them: for the LORD thy God, he it is that doth go with thee; he will not fail thee, nor forsake thee. Deuteronomy 31:6

CREATIVE

Meeting a need or a chore from a different point of view

And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God. Romans 12:12

DECISIVE

Making all decisions based on the perfect will of God

And if it seem evil unto you to serve the LORD, choose you this day who ye will serve; whether the gods which your fathers served on the other side of the flood, or the gods of the Amorites, in whose land ye dwell: but as for me and my house, we will serve the LORD. Joshua 24:15

DEFERENT

Controlling my privileges and preferences in order not to offend those whom God has called me to serve (putting their wishes and opinions before mine)

Even as I please all men in all things, not seeking mine own profit, but the profit of many, that they may be saved. I Corinthians 10:33

DEPENDABLE

Being worthy of trust by doing what I said I would do, even if it means self-denial

O Timothy, keep that which is committed to thy trust, avoiding profane and vain babblings, and oppositions of science falsely so called. I Timothy 6:20

DETERMINED

Purposing to accomplish God's best regardless of the opposition

For I determined not to know anything among you, save Jesus Christ, and him crucified. I Corinthians 2:2

DILIGENT

Seeking a chore (work) as a special assignment from the Lord and doing everything to complete it

And whatsoever ye do, do it heartily, as to the LORD, and not unto men. Colossians 3:23

DISCERNING

Having the insight and sympathetic understanding into a difficult situation and being able to make an accurate judgment

And they shall teach my people the difference between the holy and the profane, and cause them to discern between the unclean and the clean. Ezekiel 44:23

Appendix C

DISCREET

Forming sound opinions and giving serious attention and thought to what one is doing, especially to details

A good man sheweth favour, and lendeth: He will guide his affairs with discretion. Psalm 112:5

EFFICIENT

Accomplishing the greatest productivity by preparing myself and my environment
Redeeming the time, because the days are evil. Ephesians 5:16

EQUITABLE

Showing justice and impartiality to persons and programs according to God's law
To receive the instruction of wisdom, justice, and judgment, and equity. Proverbs 1:3

FAIR

Seeing a situation from the viewpoint of each person involved
Therefore all things whatsoever ye would that men should do unto you, do ye even unto them: for this is the law and the prophets. Matthew 7:12

FAITHFUL

Manifesting a true spirit to a person to whom one is bound by a promise, a pledge, honor, or love
Moreover it is required in stewards, that a man be found faithful. I Corinthians 4:2

FEARLESS

Facing danger with a spirit of determination, for God gives us the spirit of power
For God hath not given us the spirit of fear; but of power, and of love, and of a sound mind. II Timothy 1:7

FLEXIBLE

Surrendering or yielding affections to God, not to earthly things that can be changed by others
Set your affections on things above, not on things on the earth. Colossians 3:13

FORGIVING

Overlooking another's faults by means of expressing to him Christ's love (responding as if there were no faults)
Forbearing one another and forgiving one another, if any man have a quarrel against any: even as Christ forgave you, so also do ye. Colossians 3:13

FRIENDLY

Extending my life to a friendship by receiving a person with the attitude: What is God doing in his life? How can I help?
A man that hath friends must show himself friendly: and there is a friend that sticketh closer than a brother. Proverbs 18:24

GENEROUS

Using all I have to glorify God because it all belongs to Him
I have shewed you all things, how that so labouring ye ought to support the weak, and to remember the words of the Lord Jesus, how he said, it is more blessed to give than to receive. Acts 20:35

Appendix C

GENTLE

Responding tenderheartedly to the needs of others

And the servant of the LORD must not strive; but be gentle unto all men, apt to teach, patient.

II Timothy 2:24

HONEST

Dealing righteously, showing what is right and proper to the LORD and others

Providing for honest things, not only in the sight of the LORD, but also in the sight of men.

II Corinthians 8:21

HUMBLE

Recognizing my weakness and showing awareness, as a little child, that God and others are responsible for the accomplishments in my life

Likewise, ye younger, submit yourselves unto the elder. Yea, all of you be subject one to another, and be clothed with humility: for God resisteth the proud, and giveth grace to the humble. Humble yourselves therefore under the mighty hand of God, that he may exalt you in due time. I Peter 5:5-6

JOYFUL

Speaking to myself in psalms and hymns and spiritual songs, singing and making melody in my heart to the LORD as a result of being in agreement with God and others (shows on the countenance)

Speaking to yourselves in psalms and hymns and spiritual songs, singing and making melody in your heart to the LORD. Ephesians 5:19

KIND

Showing a genuine, harmonious attitude toward others

And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you. Ephesians 4:32

LOYAL

Confirming my commitment to a person or cause in time of adversity

Greater love hath no man than this, that a man lay down his life for his friends.

John 15:13

MEEK

Yielding everything to God including the results and thought for self

Who is a wise man and endued with knowledge among you? let him shew out of a good conversation his works with meekness of wisdom. James 3:13

MERCIFUL

Having, feeling and showing more kindness than justice requires.

Be ye therefore merciful, as your father also is merciful. Luke 6:36

OBSERVANT

Foreseeing and responding correctly and alertly to any situation

Watch ye and pray, lest ye enter into temptation. The spirit truly is ready, but the flesh is weak.

Mark 14:38

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OPTIMISTIC

Meditating upon the most hopeful aspects of any situation

But if we hope for that we see not, then do we with patience wait for it. Romans 8:25

PATIENT

Accepting a difficult situation with calm endurance, without complaining or losing selfcontrol

Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight, and the sin which doth so easily beset us, and let us run with patience the race that is set before us. Hebrews 12:1

PEACEFUL

Yielding self to the LORD for His control, for “He is our peace” (the inner quietness, freedom from disturbance of strife, absence of excitement or confusion)

These things have I spoken unto you, that in me ye might have peace. In the world ye shall have tribulation: but be of good cheer; I have overcome the world. John 16:33

PERSEVERANT

Withstanding stress (the attacks of time and circumstance) to accomplish God’s best

And let us not be weary in well doing: for in due season we shall reap, if we faint not. Galatians 6:9

PERSUASIVE

Motivating and directing others to see issues from God’s point of view

In meekness instructing those that oppose themselves; if God peradventure will give them repentance to the acknowledging of the truth. II Timothy 2:25

PRUDENT

Seeing what is likely to happen and giving careful thought in acting and planning

The simple believeth every word: but the prudent man looketh well to his going. Proverbs 14:15

PUNCTUAL

Showing respect for God’s timing as well as other people’s time by being on time or quick to act when a request is made

To every thing there is a season, and a time to every purpose under the heaven. Ecclesiastes 3:1

PURPOSEFUL

Resolving to accomplish a long-range goal and allowing this goal to determine my daily progress.

Blessed are they that keep his testimonies, and that seek him with the whole heart. Psalm 119:2

RESOURCEFUL

Capable and ready to undertake projects that others would overlook or discard

And that ye study to be quiet, and to do your own business, and to work with your own hands, as we commanded you. I Thessalonians 4:11

Appendix C

RESPECTFUL

A feeling of deep respect and honor mixed with wonder, awe, and love for the person that God is using in my life to produce the character of Christ in me

And we beseech you, brethren, to know them which labour among you, and are over you in the LORD, and admonish you; And to esteem them very highly in love for their work's sake. And be at peace among yourselves. I Thessalonians 5:12-13

RESPONSIBLE

Knowing and doing what is expected of me without superior authority; trustworthy; dependable; reliable; accountable

So then every one shall give an account of himself to God. Romans 14:12

SECURE

Building my everyday life on eternal things which cannot fail or be lost

And thou shalt be secure, because there is hope; yea thou shalt dig about thee, and though shalt take thy rest in safety. Job 11:18

SELF-CONTROLLED

Ruling my own spirit; instant obedience to the Holy Spirit

Abstain from all appearance of evil. I Thessalonians 5:22

SINCERE

Desiring to do what is right with pure motives

Now therefore fear the LORD, and serve him in sincerity and in truth: and put away the gods which your fathers served on the other side of the flood, and in Egypt; and serve ye the LORD. Joshua 24:14

SUBMISSIVE

An inward attitude of yielding to the authority of another

Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you. Hebrews 13:17

TACTFUL

Saying and doing the right things (discreet) to avoid undesirable consequences in dealing with people.

Let your speech be alway with grace, seasoned with salt, that ye may know how ye ought to answer every man. Colossians 4-6

TEMPERATE

Not being extreme in any way, especially with regard to appetites

Teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world. Titus 2:12

THOROUGH

Knowing what will reduce the effectiveness of my work if neglected, but doing all that should be done to complete it

Whatsoever thy hand findeth to do, do it with thy might; for there is no work, nor device, nor knowledge, nor wisdom, in the grave, whither thou goest. Ecclesiastes 9:10

Appendix C

THRIFTY

The prudent managing of resources, work, and the regular putting aside of savings
Behold, my servant shall deal prudently, he shall be exalted and extolled, and be very high
Isaiah 52:13

There is treasure to be desired and oil in the dwelling of the wise; but a foolish man spendeth it up. Proverbs 21:20

TOLERANT

Accepting others and willing to endure their beliefs and actions with which I do not agree.
Let us not therefore judge one another any more: but judge this rather, that no man put a stumblingblock or an occasion to fall in his brother's way. Romans 14:13

TRUTHFUL

Earning trust by accurately stating all known information
Wherefore putting away lying, speak every man truth with his neighbour: for we are members one of another. Ephesians 4:25

VIRTUOUS

Conforming to and radiating God's moral principles of purity
Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things.
Philippians 4:8